

# PLANNING DIVISION STAFF REPORT

March 20, 2017



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 2802 E Johnson St. (District 12 - Ald. Palm)  
**Application Type:** Demolition Permit, Conditional Use  
**Legistar File ID #** [45804](#) and [44946](#)  
**Prepared By:** Jessica Vaughn, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

## Summary

**Applicant and Project Contact:** John Seaman; Iconica 901 Deming Way; Madison WI 53717

**Property Owner:** Jeff Bernstein; 1032 E Washington Avenue; Madison WI 53703

**Requested Action:** The applicant requests approval of both a:

- Demolition Permit to demolish the existing one-story commercial building; and
- Conditional Use to establish an automobile service station use in the Commercial Corridor-Transitional (CC-T) zoning district.

**Proposal Summary:** The applicant is seeking approval of a Demolition Permit and Conditional Use to demolish the existing one-story commercial building formerly utilized as a printing and office facility for Instyprints to establish an automobile service station use, CarX. The development proposal includes the construction of a two-story, roughly 4,000-square-foot building with eight service bays, an office and client waiting area. The building material palette primarily consists of scored block to look like masonry with spit face CMU banding and terra cotta accents.

**Applicable Regulations & Standards:** This proposal is subject to the standards for demolition permits pursuant to Section 28.185(7)(a), MGO and the standards for Conditional Use pursuant to Section 28.183(6), MGO. Pursuant to Section 28.067, MGO, automobile service station uses are identified as conditional uses in the CC-T zoning district.

The project site is also located within Urban Design District No. 5 and is subject to the design guidelines and requirements pursuant to Section 33.24(12), MGO.

**Review Required By:** Urban Design Commission, Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the approval standards for:

- Demolition Permits are met and **approve** request to demolish the existing one-story commercial building at 2802 E Johnson Street; and
- Conditional Uses are met and **approve** the conditional use request to establish an automobile service station use in the Commercial Corridor-Transitional (CC-T) zoning district.

This recommendation is subject to the input at the public hearing and the conditions recommended by the reviewing agencies.

**Background Information**

**Parcel Location:** The project site is located at the ‘Y-shaped’ intersection of E Johnson and N Lawn Avenue, fronting on E Washington Avenue. The project site is comprised of approximately 14,400 square feet (0.32 acres).

The site is in Aldermanic District 12 (Palm), the Madison Metropolitan School District, Urban Design District No. 5, the Emerson East-Eken Park-Yahara Neighborhood Plan planning area, and the Eken Park Neighborhood Association.

**Existing Conditions and Land Use:** Currently the project site is home to a one-story commercial building, roughly 3,700 square-feet in size. According to the City Assessor’s records the building was originally constructed in the 1950s as a roughly 500-square-foot building that was added on to over the course of the next 40 years to resemble the building that sits on the project site today. Although no active use exists on the site, it was formerly utilized as a printing and office facility for Instyprints.

**Surrounding Land Use and Zoning:** The project site is zoned Commercial Corridor-Transitional (CC-T). Pursuant to Section 28.067, MGO, the CC-T zoning district’s general purpose and intent statement speaks to:

- Improving the quality of landscaping, site design and urban design along these corridor;
- Encouraging appropriate transitions between higher-intensity uses along commercial corridors and adjacent lower-density residential districts; and
- Facilitating preservation, development or redevelopment consistent with the adopted goals objectives, policies and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans.

North: Commercial uses within the American Center; CC-T zoning;

South: E Washington Avenue Right-of-way;

East: Residential uses; CC-T zoning; and

West (across N Lawn Avenue): Commercial and Mixed-use uses; CC-T zoning.

**Zoning Summary:**

<b>Commercial Corridor (CC-T) Zoning Summary</b>		
<b>Requirements</b>	<b>Required</b>	<b>Proposed</b>
Front Yard Setback	25’ maximum	24’-2”
Side Yard Setback	One-story: 5’ Two-story or higher: 6’	9’-5”
Rear Yard Setback	The lesser of 20% lot depth or 20’	46’-5”
Maximum Lot Coverage	85%	83% (See Zoning Condition No. 4)
Maximum Building Height	5 stories/68’	2 stories
<b>Site Design</b>	<b>Required</b>	<b>Proposed</b>
Number Parking Stalls	Auto repair station: Maximum 1 per 1,000 sq. ft. of floor area excluding service bays (2) plus 2 spaces per service bay (14) (16 total)	9
Accessible Stalls	Yes	2
Loading	None	None

Number Bike Parking Stalls	Auto repair station: 1 per 5 employees (2)	4
Landscaping and Screening	Yes	Yes (See Zoning Conditions No. 5, 6)
Lighting	Yes	Yes
Building Forms	Yes	Free-standing Commercial building (See Zoning Condition No. 7)

Other Critical Zoning Items	
Yes:	Urban Design (Urban Design District No. 5), Barrier Free (ILHR 69), Utility Easements
No:	Historic District, Floodplain, Adjacent to Park, Wetlands, Wellhead Protection District

*Zoning Table prepared by: Jenny Kirchgatter, Assistant Zoning Administrator*

**Adopted Land Use Plan:** The Comprehensive Plan recommends General Commercial (GC) development and uses for the subject property. Generally, the Comprehensive Plan identifies GC areas as providing a wide range of goods and services, both in compact urban settings as activity centers and in a larger scale development format as ‘big box’ retailers and “heavy” commercial uses not generally compatible with residential or small-scale commercial activities. Recommended land uses in the GC district include: retail and service business establishments, including buildings with large floor areas, offices, clinics and health care facilities, hotels and motels, restaurants, entertainment and related uses, wholesale, storage and distribution, *automobile-oriented uses, such as service stations, repair garages, car washes, vehicle sales and drive-thrus*, and construction and contractors offices, building materials and supply stores (Page 2-93, Comprehensive Plan).

**Adopted Neighborhood Plan:** The project site is located within the Emerson East-Eken Park-Yahara Neighborhood Plan (the “Plan”) planning area. Generally, the vision provided in the Plan speaks to the revitalization of key commercial nodes and gateways, economic development, transportation, parks and open space, and community health and wellness.

The Plan provides recommendations, strategies and implementation steps in order to guide (re)development in one of five focus areas, which were selected due to the (re)development potential. The Plan identifies the project as being within Focus Area One, the Eken Park Neighborhood Gateway and East Johnson Street Commercial Corridor, which is generally located at the intersection of E Washington Avenue and E Johnson Street “...this gateway to the Eken Park Neighborhood and commercial corridor includes a neighborhood welcome sign and a diversity of businesses including a bakery, clothes store, second-hand clothing store for kids, store specializing in African American products, barber shop and more” (Page 17, the Plan).

The Plan provides planning and design principles for all of the focus areas, including:

- **Definition and Identity:** Utilizing gateway and corridor branding, including incorporating iconic design elements of the neighborhoods within signage, seating, lighting, public art and landscaping.
- **Land Use, Site Layout and Building Design:** Buildings should be multi-story to provide for a mix of uses; Green building and site design principles should be utilized, including those that limit stormwater runoff;
- **Connectivity:** Development new linkages that improve access and connectivity within and to the surrounding neighborhood; and

- Community Interaction: Encourage crime prevention through environmental design; Incorporate small, flexible spaces for gathering into site design,, public art, landscaping, etc.

Generally, the Plan recommends that “property owners and developers are encouraged to follow the planning and design principles...when proposing redevelopment for Focus area One” (Page 17, the Plan). The Plan also provides a conceptual sketch of how the area could redevelopment over time, and includes a multi-story building (Page 18, the Plan).

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services.

## Project Description

The Applicant is requesting approval of a Demolition Permit and Conditional Use for the purpose of demolishing the existing one-story commercial building and constructing a two-story, roughly 4,000-square-foot building for an automobile service station use with eight service bays.

The existing one-story commercial building, proposed for demolition, is comprised of approximately 3,700 square-feet and a cross-gable roof configuration. Interior and exterior photos of the existing building can be found in the plan set and at the web link below:

[https://www.cityofmadison.com/dpced/planning/documents/2802ejs\\_photos.pdf](https://www.cityofmadison.com/dpced/planning/documents/2802ejs_photos.pdf)

The development proposal includes various site improvements that are currently lacking on site today, including:

- Excess bike parking;
- Landscape along the site perimeter for screening; and
- Fully screened trash enclosure.

Architecturally, the proposed building takes on a more commercial design motif with a flat roof configuration and an aluminum storefront window system. The material palette is primarily comprised of block masonry, scored to look like brick with terra cotta and split faced concrete masonry unit (CMU) banding as accents. While the proposed building is primarily oriented towards E Washington Avenue, fabric awnings, active entries, and a sidewalk wrap the building on three sides.

## Analysis and Conclusion

This proposal is subject to the standards for:

- Demolition Permits pursuant to Section 28.185(7), MGO;
- Conditional Use pursuant to Section 28.183(6), MGO;
- Supplemental Regulations pursuant to Section 28.151, MGO for an automobile service station use; and
- The design guidelines and requirements pursuant to Urban Design District No. 5.

### Demolition Permit Standards

In considering the Demolition Permit approval standards, the Plan Commission must find that both the requested demolition and the proposed use are compatible with the purpose of the demolition section and the

intent and purpose expressed in the Commercial Corridor-Transitional (CC-T) zoning district. The intent of the Demolition Permit review is to aid in the implementation of adopted City plans, protect neighborhood character, preserve historic resources, encourage reuse and/or relocation of existing buildings and to give a property owner a decision on a proposed use prior to demolishing or moving an existing building.

Demolition Permit requests, like Conditional Use requests are reviewed for consistency with the:

- Applicable zoning district provisions for the CC-T zoning district and Supplemental Regulations;
- The adopted neighborhood plan;
- The city's Comprehensive Plan; and
- The report from the City's Historic Preservation Planner (Demolition Permit only).

The standards state that the Plan Commission shall consider and may give decisive weight to any relevant facts including impacts on the normal and orderly development of surrounding properties and the reasonableness of efforts to relocate the building. The demolition standards also state that the proposed use should be compatible with adopted plans, which are discussed above.

Historic Preservation staff and the Landmarks Commission reviewed the proposed demolition at its January 30, 2017 meeting. The Landmarks Commission approved the request for demolition finding that the existing building at 2802 E Johnson Street has no known historic value.

The Planning Division believes that the proposal is consistent with adopted plan recommendations and that the Demolition Permit standards can be found met.

### **Conditional Use Approval Standards**

Generally, the intent of a Conditional Use review is to determine if a particular site is an appropriate location for a proposed use, to evaluate the compatibility of that use with surrounding uses and development, and to mitigate potential nuisance impacts to surrounding properties. In order to approve the Conditional Use request, Plan Commission must find that the proposed Conditional Use approval standards pursuant to Section 28.183(6), MGO, including those related to mitigating nuisance impacts and creating an environment of sustained aesthetic desirability, and maintaining consistency and compatibility with the intended character and zoning district have been met.

Planning Division staff believes that the proposed Conditional Use requests can meet the approval standards, including:

- The area is characterized by its mix of uses, including predominantly commercial uses fronting along E Washington Avenue that transition in to the residential neighborhood to the west (Eken Park). The area is already served by a full range of City services and as identified in the City's Comprehensive Plan General Commercial land use recommendation, auto-oriented uses are recommended uses.

The proposed two-story building and site improvements will bring the project site into compliance with Zoning Code requirements, including providing for a pedestrian connection between the project site and sidewalk, landscaping and screening, and providing a fully enclosed refuse and recycling area. The proposed site improvements are also generally consistent with the design guidelines identified in the adopted neighborhood plan, including those related to building design and connectivity. For these reasons Planning Division staff believes that the proposal is consistent with the development pattern prevalent in the area, intent of the zoning district, and adopted neighborhood plan that speak to

redevelopment, creating pedestrian connections, site maintenance and improvements along corridors (Standards #1-2, 4-5).

- Given that the limited hours of operation as identified in the Applicant's Letter of Intent, Planning Division staff believes that the proposal will maintain consistency compatibility with the nature and operational characteristics of the existing surrounding uses and those as identified in both the Comprehensive Plan. Based on the provided information, any foreseeable adverse impacts are anticipated to be minimal (Standard #3).
- The project site is highly visible with frontages on E Washington Avenue, E Johnson Street and N Lawn Avenue. The proposed building has been designed to provide four sided architecture with active entries located on three sides (per the Planning conditions), an aluminum storefront system and human scale architectural details, including fabric awnings and a pedestrian walkway that wraps the building. The proposed new masonry building with its architectural detailing and material palette provides an enhanced design aesthetic from what exists on the site today and will revitalize the project site bringing it into compliance with many Zoning Code standards (Standard #9).
- Automobile service stations are subject to the Supplemental Regulations pursuant to Section 28.151, MGO, which generally speak to mitigating adverse impacts, including locating repair-related activities within an enclosed building and screening. The development proposal was found to be consistent with the Supplemental Regulations because all repair-related activities will be taking place within the building and outdoor storage is not proposed.

### **Urban Design Commission**

The project site is located within Urban Design District No. 5 (UDD 5). UDD 5 was "...established to improve the appearance of a major transportation corridor east of the Capitol Square which constitutes a major entrance to the City of Madison" (Section 33.24(12), MGO).

At its March 8, 2017 meeting the Urban Design Commission (UDC) unanimously granted Initial Approval of the subject development proposal. As part of the UDC Initial Approval the following comments were provided:

- Consideration should be given to tying the windows on the first and second floors together; utilizing a larger pane of glass on the first floor would be one suggestion, or utilizing larger mullions another;
- To provide adequate year-round screening, consideration should be given to providing additional plantings along site boundaries. Consideration should be given to providing at least 75% ground cover in beds and utilizing Viburnum, Dwarf Cranberry or Junipers.

Please refer to the attached Urban Design Commission Report for a complete composition of their comments.

For the Urban Design Commission's consideration, Planning Division staff identified the following design-related considerations:

- **Site Design.** As indicated on the site plan, the project site will be developed at 83% lot coverage. While UDD No. 5 does not specifically speak to lot coverage, there are opportunities to minimize the overall amount of paving on the project site, including minimizing the drive aisle widths down to 24 feet. This would be consistent with the goals and design guidelines identified in the Emerson East-Eken Park-Yahara Neighborhood Plan that speak to limiting stormwater runoff.

- **Building Design.** The project site, located at the intersection of E Johnson Street and E Washington Avenue and with frontage along N Lawn Avenue, is highly visible. As such consideration should be given to:
  - Minimizing blank walls, especially along the north and west elevations both as a result of the interior floor plan and aluminum garage doors;
  - Access is taken from three sides of the building, as such an active, identifiable building entry should be oriented towards the parking lot. Consideration should be given to extending the same or similar treatment of the entry that is present on the west and south elevations, including extending the sidewalk; and
  - Utilizing materials consistently on all four sides of the building, including garage doors, awnings and glazing. Adjustments to the floor plan may need to be made to accomplish this goal.
- **Landscaping.** As indicated on the landscape plan parking lot screening is largely being provided in the form of deciduous shrubs. In order to provide year-round screening, consideration should be given to utilizing a combination of planting/fencing that will provide year-round screening.

Conditions of approval have been included below as part of the Planning Division comments that address the comments provided by the Urban Design Commission as well as the design-related considerations identified by Planning Division staff. With the exception of replacing the aluminum garage doors with glass doors, the Applicant is aware of the conditions and is amenable to making the changes.

The application is required to return to the Urban Design Commission for Final Approval.

#### **Public Comment**

At the time of report writing one public comment had been received, which identified concerns related to increased crime and violence as a result of the proposed automobile service station locating on the project site.

#### **Conclusion**

The Planning Division believes that, with the conditions of approval the development proposal will meet the standards for Demolition Permit and Conditional. Urban Design Commission granted Initial Approval of this request. Planning Division staff anticipates that the impacts will be minimal and similar to what is already present in the area.

## **Recommendation**

### **Planning Division Recommendation** (Contact Jessica Vaughn, (608) 267-8733)

The Planning Division recommends that the Plan Commission find that the approval standards for:

- Demolition Permits are met and **approve** request to demolish the existing one-story commercial building at 2802 E Johnson Street; and
- Conditional Uses are met and **approve** the conditional use request to establish an automobile service station use in the Commercial Corridor-Transitional (CC-T) zoning district.

This recommendation is subject to the input at the public hearing and the conditions recommended by the reviewing agencies.

**Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

**Planning Division** (Contact Jessica Vaughn, (608) 267-8733)

1. The Applicant shall receive Final Approval from the Urban Design Commission prior to submitting plans for final sign-off.
2. Prior to submitting to the Urban Design Commission, the Applicant shall continue to work with Planning and Urban Design staff to refine plans. The following modifications shall be included with details to be approved by the Urban Design Commission and Planning Division staff.
  - Reduce the overall amount of impervious surface by decreasing the drive aisle widths on the north and south sides of the building and the curb cut along N Lawn Avenue;
  - Utilize plantings as identified in the Urban Design Commission comments (Viburnum, Dwarf Cranberry or Junipers) that will provide year-round screening, especially along the north and west sides of the project site;
  - Modify the north building facade to provide a third, active entry that provides access from the parking lot, including adding an awning and window, and extending the pedestrian sidewalk.
  - Modify the building glazing to better tie the second story windows in with the first floor storefront system by adjusting the mullions and window sizing appropriately.
3. The Applicant shall revise the Lighting Plan to provide the details as specified in Section 10.085, MGO, including the uniformity ratio and fixture mounting height.

**City Engineering Division** (Contact Brenda Stanley, (608) 261-9137)

1. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at, <http://www.cityofmadison.com/engineering/permits.cfm> (CH 35.02(14), MGO).
2. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off (Section 16.23(9)(d)(4), MGO).
3. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service (POLICY).
4. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:
  - a) Building Footprints
  - b) Internal Walkway Areas



- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Lot lines or parcel lines if unplatted
- g) Lot numbers or the word unplatted
- h) Lot/Plat dimensions
- i) Street names
- j) Private on-site sanitary sewer utilities (including all connections to public sanitary)
- k) Private on-site storm sewer utilities (including all connections to public storm)

All other levels (contours, elevations, etc) are not to be included with this file submittal. NOTE: Email CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). Include the site address in the subject line of this transmittal. Any changes, or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

5. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). The digital copies shall be to scale, and shall have a scale bar on the plan set (POLICY and Section 37.09(2), MGO).

PDF submittals shall contain the following information:

- a) Building Footprints
- b) Internal Walkway Areas
- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Lot lines or parcel lines if unplatted
- g) Lot numbers or the word unplatted
- h) Lot/Plat dimensions
- i) Street names
- j) Stormwater Management Facilities
- k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

6. The Applicant shall submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5" x 14" size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
7. The Applicant shall demonstrate compliance with Sections 37.07 and 37.08, MGO regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the

construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.

8. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required (NOTIFICATION).
9. Prior to approval, this project shall comply with Chapter 37, MGO regarding stormwater management. Specifically, this development is required to Reduce TSS by 80% off of the proposed development when compared with the existing site.
10. The Applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (Section 37.05(7), MGO). This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
11. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction (POLICY).
12. All work in the public right-of-way shall be performed by a City licensed contractor (Sections 16.23(9)(c)(5) and 23.01, MGO).
13. All damage to the pavement on E Johnson St & N Lawn Ave, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
14. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
15. This site appears to require construction or permanent dewatering that may be impacted by on-site or adjacent groundwater contamination. Confirm with Emily James of the WDNR regarding whether a WPDES permit for contaminated water is required (414.263.8635, [Emily.James@Wisconsin.gov](mailto:Emily.James@Wisconsin.gov)). Send proof of WDNR's determination to Brynn Bemis (608.267.1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)).
16. Based on Sanborn maps, this property was a historical gas station and may contain residual contaminated soil. If contaminated soil is encountered as part of this redevelopment, all WDNR and DSPS regulations must be followed for proper handling and disposal.

**Traffic Engineering Division** (Contact Eric Halvorson, (608) 266-6527)

1. The Applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

2. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
3. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
4. All parking facility design shall conform to Section 10.08(6), MGO.
5. All pedestrian facilities adjacent structures shall be 6 foot to account for the 1 foot 'shy' distance and maintain a five-foot walkable surface. The Applicant shall increase the sidewalk from five feet to six feet.

**Zoning** (Jenny Kirchgatter, Assistant Zoning Administrator, (608) 266-4429)

1. Section 28.185(7)(a)5, MGO requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).
2. Pursuant to Section 28.185(10), MGO, every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5, MGO, shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
3. Pursuant to Section 28.185(9)(a), MGO, a demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
4. The Applicant shall provide a graphic illustration for lot coverage with the final submittal showing the pervious and impervious areas. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, dumpster enclosures, bike rack pads etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
5. The Applicant shall submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), MGO, "*Landscape Plan and Design Standards*," landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
6. The Applicant shall submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d), MGO. Screens shall be of durable, permanent materials that are compatible with the primary building materials.
7. The Applicant shall provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d), MGO. For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade.

8. The automobile service station shall comply with the supplemental regulations per Section 28.151, MGO.
9. Per Section 28.186(4)(b), MGO, the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
10. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Fire Department** (Contact Bill Sullivan, (608) 261-9658)

1. Based on the proposed site access and building location, Madison Fire Dept expects a re-addressing of the site to a North Lawn street address in accordance with the City of Madison adopted standards.
2. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Jerry Buechner at [jbuechner@cityofmadison.com](mailto:jbuechner@cityofmadison.com) or (608)516-9195.

**Parks Division** (Contact Janet Schmidt, (608) 266-4714)

1. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Water Utility** (Contact Adam Wiederhoeft, (608) 266-9121)

1. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.
2. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Metro Transit** (Contact Timothy Sobota, (608) 261-4289)

The agency reviewed this request and has recommended no conditions or approval.

**City Engineering Review Mapping** (Contact Jeff Quamme, (608) 266-4097)

1. Improvements and landscaping are proposed within the MG&E Underground Electric Easement per Doc. No. 2741680. Applicant is advised and fully responsible to coordinate with and contact MG&E as necessary per the terms of the easement document.
2. The address of the new Car-X shop is 303 North Lawn Ave.  
The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.