

PLANNING DIVISION STAFF REPORT

January 12, 2026



PREPARED FOR THE PLAN COMMISSION

Project Address: 3205 Stevens Street (District 5, Alder Vidaver)
Application Type: Conditional Use
Legistar File ID #: [90615](#)
Prepared By: Lisa Ernest, AICP, Planning Division
Report Includes Comments from other City Agencies, as noted
Reviewed By: Kevin Firchow, AICP, Principal Planner
Meagan Tuttle, AICP, Planning Division Director

Summary

Owner & Applicant: Joe McCormick; Quarry Town Partnership/JD McCormick Properties; 101 North Mills Street, Madison, WI 5715

Contact: Kevin Burow; Knothe & Bruce Architects; 8401 Greenway Boulevard, Middleton, WI 53562

Requested Action: Consideration of conditional uses in the SR-V2 (Suburban Residential – Varied 2) District for outdoor recreation, and two multifamily dwellings with more than 24 units, and consideration of an alteration to an approved conditional use for a residential building complex to construct two (2) four-story, 26-unit multi-family dwellings and two (2) two-story, five-unit multi-family dwellings in an existing residential building complex.

Proposal Summary: There is an existing apartment complex on the site. The applicant is proposing to add four new buildings in areas that are currently used for parking and open space. An outdoor pool would also be added to the site.

Applicable Regulations & Standards: Standards for conditional uses are found in MGO Section 28.183(6). Supplemental Regulations for residential building complexes are found in MGO Section 28.151. Supplemental Regulations for outdoor recreation are found in MGO Section 28.151

Review Required By: Urban Design Commission and Plan Commission

Summary Recommendation: The Planning Division recommends that the Plan Commission find the approval standards for conditional uses met and **approve** the requests for outdoor recreation, two multifamily dwellings with more than 24 units, and an alteration to an existing residential building complex in the SR-V2 (Suburban Residential – Varied 2) District at 3205 Stevens Street, subject to input at the public hearing and the conditions recommended by the reviewing agencies.

Background Information

Parcel Location: The site is 370,304 square feet (8.5-acres). It is bounded by Stevens Street to the north and Bluff Street to the south. The site is within Alder District 5 (Alder Vidaver) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The site is in the SR-V2 (Suburban Residential – Varied 2) District. There are six, two-story buildings with 16 units each. There is one, two-story building with 32 units. There is also one

single family building on the site. A portion of McKinley Street is located on the property. It is owned by Quarry Town Partnership/JD McCormick Properties, and the City has the rights and privileges of a right of way.

Surrounding Land Use and Zoning:

North: Across Stevens Street, Quarry Park, zoned CN (Conservancy) District;

East: Single family buildings, zoned TR-C4 (Traditional Residential – Consistent 4) District;

South: Across Bluff Street, Hoyt Park, zoned PR (Parks and Recreation) District; and

West: Two story two-unit to four-unit buildings, zoned TR-V1 (Traditional Residential – Varied 1) District and TR-V2 (Traditional Residential – Varied 2) District.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2024) recommends Medium Residential development. The [Hoyt Park Area Neighborhood Plan](#) (2014) recommends Medium Density Residential.

Zoning Summary: The property is zoned SR-V2 (Suburban Residential – Varied 2) District.

Requirements	Required	Proposed
Lot Area (sq. ft.)	1,500 sq ft/unit = 288,000	370,306
Lot Width	60 ft	700 ft
Front Yard Setback	25 ft	28 ft
Side Yard Setback	10 ft	10 ft
Maximum Lot Coverage	60%	48%
Maximum Building Height	4 stories/52 ft	4 stories/50.25 ft

Site Design	Required	Proposed
Number Parking Stalls	162	226
Electric Vehicle Stalls	10% EV Ready = 23	29
Accessible Stalls	5	7
Loading	None	None
Number Bike Parking Stalls	233	255
Landscaping and Screening	Yes	Yes See Condition 39 and 40
Lighting	Yes	Yes
Building Form and Design	Yes	Small Multi-Family, Single-Family Attached

Table Prepared by Jacob Moskowitz, Assistant Zoning Administrator

Environmental Corridor Status: The subject site is not within a mapped environmental corridor.

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

Project Description, Analysis, and Conclusion

Project Description

The applicant provided revised plans on December 8, 2025. The original plans show three, two-story buildings on the site. The two-story buildings did not include an accessible unit, which is required by the Building Code. As a result, one of the buildings was removed and the remaining two buildings were updated to provide one accessible unit in each building. The site plan was also updated to show a path connection from McKinley Street north to Stevens Street and to the interior of the site. The applicant provided a revised Letter of Intent on

December 18, 2025, to correct an error in the unit count. The revised letter also includes information that is intended to address some of the comments that were provided at the neighborhood meeting held on November 10, 2025.

There are currently six, two-story buildings with 16 units each and one, two-story building with 32 units on the site. There is also a single-family building on the site that will be demolished (Legistar ID [90460](#)). The applicant is proposing to add four new buildings to an existing apartment complex. The number of units would increase from 129 to 191. An outdoor pool would also be added to the site. The pool is located in the center of the site.

The new buildings are labeled 1, 2, 4, and 5 on the plans:

- Building 1 – In the northwest corner of the site: four-story/48' 2", 26-unit building
- Building 2 – In the southwest corner of the site: four-story/48' 2", 26-unit building
- Building 4 – In the northeast corner of the site: two-story/26' 9", 5-unit building
- Building 5 – In the southeast corner of the site: two-story/26' 9", 5-unit building

Buildings 1 and 2 have lofted units on the third floor. In the Zoning Code height is defined by the number of stories and the height in feet. Any building over 3 stories or 40 feet requires conditional use approval. The overall building height is 48 ft. 2 in. The lofted units are considered a story per the Zoning Code. Therefore this is a four-story building.

The four-story buildings have underground parking with 20 parking stalls. The two-story buildings have eight garage stalls on the ground floor. The garage stalls would be rented separately from the units above. Vehicle parking would increase from 222 to 233 parking stalls. Bicycle parking would increase from 165 to 255 bicycle stalls.

The primary building materials for Building 1 and 2 are a cream brick cream veneer and dark grey corrugated metal siding. A light grey composite siding is also used. The primary building material for Buildings 4 and 5 are a light grey composite siding. A cream brick cream veneer is applied at the base of the buildings, and a dark grey corrugated metal siding is also used.

Both new and existing plantings are shown on the landscape plan. Trees would be planted along the street frontages. Evergreen trees would be planted along the east property line next to the new buildings. They would also be planted along some portions of the parking area on the west property line. A mix of trees and shrubs would be planted through the site. A number of existing trees will be removed to accommodate site improvements. Many of the existing ground floor units have partially screened patios. Per the plans the screening will be removed if they are found to be in poor condition.

New walkways would be added to the site that provide additional pedestrian connections within the site and from the buildings to the public sidewalks. This includes two new walkways on each side of the existing parking lot that connect directly to Stevens Street. A walkway connecting Stevens Street to Bluff Street will be constructed between two existing buildings. A connection from that walkway to McKinley Street would also be constructed.

There is an existing path along the east property line that connects Stevens Street to Bluff Street. It also provides access to the cul-de-sac of McKinley Street. The applicant is proposing to remove the southern portion from McKinley Street to Bluff Street. Per the applicant's Letter of Intent, the path would be removed due to existing guy-wire safety concerns and necessary stormwater re-grading. The path from McKinley Street to Stevens Street would be patched and repaired.

Supplemental Regulations

Supplemental Regulations address the unique characteristics of certain land uses.

Supplemental Regulations for residential building complexes:

- a) Recreational areas may be required to serve the needs of the anticipated population.
- b) Setback requirements may be reduced as part of the conditional use approval.
- c) Minimum distances between buildings shall equal the combination of the required side yards for each building, unless reduced by the Plan Commission as part of the conditional use approval.
- d) An appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.
- e) In the TE District, new residential uses, whether in new or existing buildings, shall not be located where potential nuisances exist, including but not limited to: excessive vibration, dust, noise, light, glare, smoke, odor, or truck traffic.
- f) In the TE District, new residential uses shall be adequately separated or buffered from adverse impacts from existing industrial uses.
- g) Shall be reviewed by the UDC pursuant to Sec. 33.24(4)(c), MGO.
- h) All Residential Building Complexes shall be submitted with a plan for building placement, circulation, access and parking, and information on the architectural design of the development.
- i) Each building in a Residential Building Complex shall provide the lot area and usable open space required for the building type by the zoning district.
- j) Entrance orientation requirements for buildings that do not front a public street and are located behind buildings that do front a public street may be modified by the Plan Commission as part of the conditional use approval, provided that the modification results in entrances being oriented to a courtyard, open space, or other common amenity of the residential building complex.

Staff believe the Supplemental Regulations for residential building complexes are met, subject to the recommended conditions of approval. Supplemental Regulation (d) is discussed in the Conditional Use Standards section of the report.

Supplemental Regulations for outdoor recreation:

- a) A minimum twenty-five (25) foot setback area maintained as open space shall be provided along the perimeter of the site wherever it abuts a residential district.
- b) If the use will be available to the general public, an arterial or collector street of sufficient capacity to accommodate the traffic that the use will generate shall serve the site. Ease of access to the site by automobiles, transit, bicycles, and pedestrians shall be considered as a factor in the review of any application.
- c) The site shall be designed in such a way as to minimize the effects of lighting and noise on surrounding properties. Hours of operation may be restricted and noise and lighting limits imposed as part of the conditional use approval.
- d) An appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.

Staff believe the Supplemental Regulations for outdoor recreation are met.

Conformance with Adopted Plans

The [Comprehensive Plan](#) (2024) recommends Medium Residential development. Buildings in Medium Residential areas are expected to be two to five stories and are generally recommended for 20-90 dwelling units per acre (du/ac). Areas may include a variety of relatively intense housing types, including rowhouses, small multifamily buildings, and large multifamily buildings.

The project includes a mix of small and large multifamily buildings that range from two stories to four stories. The density of the site would be 22.5 du/ac. The height and density are consistent with the recommendations in the [Comprehensive Plan](#).

The [Hoyt Park Area Joint Neighborhood Plan](#) (2014) recommends Medium Density Residential. The recommended density is 16-25 du/ac. Areas can include a range of housing types from single family to multifamily buildings. Multifamily buildings should be compatible in scale and character with other neighborhood buildings. Buildings should address the design recommendations in applicable “focus areas”. This site is referred to as Focus Area L. The recommendations in Focus Area L:

- Two to three stories
- Transition density and heights from center of site to adjoining Neighborhood Preservation Areas (to the east).
- Encourage setbacks similar to those of the existing Les Chateaux development and maintain the overall amount of green space on the site.
- Encourage buildings to front onto adjoining streets with usable primary entrances along the street and secondary entrances to the parking behind building.
- Encourage maintenance of the mid-block walkway along the east edge of the Les Chateaux property to facilitate pedestrian connectivity in the area. Longer-term, explore opportunities to create an enhanced dedicated public pedestrian and bike connection (easement) between Bluff and Stevens that is buffered from adjacent homes and does not pass through the McKinley Street cul-du-sac.
- Explore opportunity to divide the parcel into smaller scale complexes through the establishment of a mid-block street connection.

The density is consistent with the recommendation in the [Hoyt Park Area Joint Neighborhood Plan](#) (Hoyt Park Plan). The two-story buildings are consistent with the height recommendation, but the four-story buildings are not.

Regarding the scale and character of the buildings, the two-story buildings are 26 ft. 9 in. in height, which is similar to other buildings in the neighborhood. Architectural elements including the hip roof, balconies, and individual unit entries are also consistent with buildings in the neighborhood.

The four-story buildings are 48 ft. 2 in. in height, which is taller than other buildings in the neighborhood, and exceeds the height recommendation in the [Hoyt Park Plan](#). The larger multifamily buildings share some of the architectural elements of the smaller buildings including the hip roofs, balconies, and use of corrugated metal panels. Due to the lofted units on the third floor, the building is considered a four-story building. The lofted units are expressed on the building through the tall roof height and dormers on the roof.

Focus Area L has recommendations that relate to the overall site plan. Staff believe that proposed project addresses some but not all of the recommendations. Because this is an infill project the location and orientation of buildings is impacted by the existing buildings and infrastructure. Not all of the buildings front the street or

have primary entrances along the street. And the project would reduce the overall amount of green space on the site.

The Hoyt Park Plan recommends that the City should explore opportunities to make the path along the east property line a public path. The Plan notes that the path facilitates pedestrian connectivity in the area by providing a mid-block connection. It is staff's understanding that the path has historically been used by residents of the neighborhood, although it is located on private property and not subject to a public easement. As noted previously, the applicant is proposing to remove the southern portion from McKinley Street to Buff Street. Per the Letter of Intent, the path would be removed due to existing guy-wire safety concerns and necessary stormwater re-grading. The path from McKinley Street to Stevens Street would be patched and repaired. In order to provide a connection from Stevens Street to Bluff Street a walkway will be constructed between two existing buildings, linking two existing sidewalk segments, on the site. A connection from that walkway to McKinley Street would also be constructed.

City staff have explored the feasibility of installing a public path in this location. First, Engineering staff performed a preliminary design of a 10-foot wide multi-use path on a 20-foot wide easement along the east property line from Stevens Street to Bluff Street. The design confirmed the challenges for constructing an Americans with Disabilities Act (ADA) accessible multi-use path. Challenges include existing topography, which is too steep, limited space due to the location of proposed Building 5, and the proposed bioretention basin to the north of Building 5. Other items to be considered are impacts to existing trees and utility poles along the same corridor.

Second, the City Attorney's Office evaluated the request for a public path. The Attorney's Office advised that the City cannot require the applicant to grant an easement and construct a public path with this conditional use request.

As a result, Traffic Engineering has recommended a condition of approval that encourages, but does not require, the applicant to work with City staff to install a public Americans with Disabilities Act (ADA) accessible public path on the site. The path is discussed further under conditional use approval standard 5.

Conditional Use Standards

The applicant is requesting approval of three conditional uses in the SR-V2 (Suburban Residential – Varied 2) District:

- Two multifamily buildings with more than 24 units
- An alteration to an approved residential building complex
- Outdoor recreation (outdoor pool)

The conditional use approval standards state that the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of MGO Section 28.183(6) are met. Please note, state law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation. State law also states that if an applicant for a conditional use meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the Plan Commission, the city shall grant the conditional use permit.

MGO Section 28.183(6) lists sixteen approval standards, of which not all are applicable to every conditional use. For this request, Standards 7 and 9-16 do not apply, while standards 1-6 and 8 are applicable. Staff believe that

the Plan Commission can find standards 1-6 and 8 to be met. This report provides an analysis regarding standards 2, 5, 6, and 8.

Standard 2 states, "The City is able to provide municipal services to the property where the conditional use is proposed, given due consideration of the cost of providing those services."

The Engineering Division has determined that off-site sewer and stormwater facility improvements may be required to be made by the developer to facilitate the proposed development, as noted in the recommended conditions of approval at the end of the report.

The Fire Department has determined that numerous areas of the proposed fire access plan do not comply with the International Fire Code and/or City of Madison MGO requirements. The aerial access for Building 1 does not appear to comply, and the buildings do not appear to meet hydrant distance requirements. This will need to be addressed before permits can be issued for the project, as noted in the recommended conditions of approval at the end of the report.

Standard 5 states, "Adequate utilities, access roads, drainage, internal circulation improvements for pedestrians, bicyclists, public transit and vehicles, parking supply (in cases with minimum parking requirements) and other necessary site improvements have been or are being provided."

The Hoyt Park Plan recommends that the City explore opportunities to make the path along the east property line a public path. The City Attorney's Office has advised that the City cannot require the applicant to grant an easement and construct a public path with this conditional use request. Staff note that the applicant is installing a new walkway that connects Stevens Street to Bluff Street. With this connection the project provides adequate site improvements for pedestrians that use the site.

While the City cannot require the applicant to construct a path at this time, the applicant is encouraged to work with City staff to grant a public easement and construct a path on the site. The following recommended condition of approval is included at the end of the report:

- The applicant is encouraged to work with the Traffic Engineering and Engineering Divisions on formalizing an Americans with Disabilities Act (ADA) accessible public sidewalk/path connection through their site from Stevens Street to Bluff Street with a connection to McKinley Street as recommended in the Hoyt Park Area Joint Neighborhood Plan. Options may include:
 - Granting a public access easement and constructing a path/sidewalk along the Eastern edge of the site
 - Granting a public access easement and constructing a path/sidewalk in the central area of the site.

The applicant is also installing a connection from that walkway to McKinley Street. The walkway to McKinley Street does not appear to be ADA accessible due to the stairs. Traffic Engineering has recommended the following condition of approval:

- All new public walkways within the site shall be compliant with Americans with Disabilities Act (ADA) for accessible walks. No stairs or steps shall be added to the site.

Standard 6 states, "The conditional use conforms to all applicable regulations of the district in which it is located."

Per Zoning staff, the project does not meet the development frontage landscaping requirements in MGO Section 28.142(5). In the Letter of Intent the applicant states, "Due to the pre-existing tree line along these streets, and the proximity of several of the existing buildings, new plant materials would be strained if located along the property frontage." Instead, they propose distributing the required landscaping throughout the site. In cases where development frontage landscaping cannot be provided due to site constraints, the Zoning Administrator may waive the requirement or substitute alternative screening methods for the required landscaping. The applicant will either need to obtain a waiver or provide the required frontage landscaping before permits can be issued, as noted in the recommended conditions of approval.

The Supplemental Regulations for residential building complexes state, "An appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood." Staff believe that additional landscaping is needed along the east and west property lines to provide an appropriate transition area. This is addressed by the recommended condition of approval from the Urban Design Commission which is included in the discussion of approval standard 8 below.

Standard 8 states, "When applying the above standards to any new construction of a building or an addition to an existing building the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district."

Supplemental regulation (g) states, "Shall be reviewed by the UDC pursuant to Sec. 33.24(4)(c), MGO." Per MGO Section 33.24(4)(c) the Urban Design Commission (UDC) shall review the exterior design and appearance of all principal buildings or structures and the landscape plans of all proposed residential building complexes., and it shall report its findings and recommendations to the Plan Commission. The Staff Report and Meeting Report for the December 17, 2025 UDC meeting are available on Legistar ([Legistar ID 90325](#)).

On December 17, 2025, the UDC provided an advisory recommendation, recommending approval with the following conditions, which are included in the recommended conditions of approval at the end of the report.

- Revise the landscape plan to reflect an increase in density and screening, particularly in and near the parking areas, along pedestrian pathways and main site entrances and along east and west property lines, and a wider variety of plantings including providing a wider variety of sizes and species to provide seasonal interest and texture.
- The continued review of landscaping can be administratively approved.

UDC's recommended conditions address landscape plan changes. In regard to the buildings, the UDC did not recommend any modifications, noting in the Meeting Report that the building design and composition, compatibility and integration with existing buildings (including the roof design) are all positives. As the approving body, the Plan Commission has the ability to accept all or parts of the UDC's advisory recommendation should it find that these recommendations are necessary to meet conditional use standard 8.

Staff believe, given due consideration of adopted Plans, that the approval standards can be found met subject to the recommended conditions of approval.

Public Input

There were two neighborhood meetings for this project. The Plan Commission has received many written

comments about this project that can be found under Legistar ID [90615](#). Some comments were received before the revised plans were submitted on December 8, 2025. The topics below were mentioned more than once in the comments:

- The walkway along the east property line should remain in its current location and/or for the path to be repaved/maintained (24)
- Concerns about constriction traffic and/or impacts (2)
- Concerns about existing trees being removed (3)

Please see Legistar for all comments received about this project. Comments received after this report is published are not reflected in the report.

Conclusion

The applicant is proposing to add four new buildings and an outdoor pool to an existing apartment complex, which requires conditional use approval.

The request is generally consistent with the more contemporary Comprehensive Plan, including the height and density recommendations. The request is consistent with some aspects of the Hoyt Park Area Joint Neighborhood Plan (Hoyt Park Plan), including the density recommendation. However, two of the buildings exceed the three story recommendation for height. The Hoyt Park Plan also includes recommendations for this site (Focus Area L). Staff acknowledge that the proposed project addresses some but not all of the recommendations but believe this may be acceptable because this is an infill project rather than a re-development of the entire site. The Plan also recommends that the City explore opportunities to make the private path along the east property line a public path. The City Attorney's Office has advised that the City cannot require the applicant to grant an easement and construct a public path with this conditional use request. However, the City encourages the applicant to work with City staff to grant a public easement and construct a path on the site.

Given due consideration of adopted plans, staff believe that the conditional use approval standards can be found met, subject to the recommended conditions of approval.

Recommendation

Planning Division Recommendation (Contact Lisa McNabola, 243-0554)

The Planning Division recommends that the Plan Commission find the approval standards for conditional uses met and **approve** the requests for outdoor recreation, two multifamily dwellings with more than 24 units, and an alteration to an existing residential building complex in the SR-V2 (Suburban Residential – Varied 2) District at 3205 Stevens Street, subject to input at the public hearing and the conditions recommended by the reviewing agencies.

Recommended Conditions of Approval

Major/Non-Standard Conditions are Shaded
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Urban Design Commission (Contact Jessica Vaughn, 267-8740)

1. Revise the landscape plan to reflect an increase in density and screening, particularly in and near the parking areas, along pedestrian pathways and main site entrances and along east and west property lines, and a wider variety of plantings including providing a wider variety of sizes and species to provide seasonal interest and texture.
2. The continued review of landscaping can be administratively approved.

Engineering Division (Contact Gretchen Aviles Pineiro, 266-4098)

3. Revise Applicant shall provide projected wastewater calculations to Mark Moder, mmoder@cityofmadison.com. Offsite sewer improvements may be required by the developer as a condition for development as a condition for development.
4. This site may require offsite stormwater upgrades to the East and or West to accommodate drainage discharge. Alternatively the applicant may choose to limit discharge to the available capacity at the site limits currently.

6. Obtain a permit to Excavate in the Right-of-Way for completing the improvements in the public Right-of-Way. The permit application is available on the City Engineering Division website at www.cityofmadison.com/engineering/permits/excavation-in-the-right-of-way-permit. As a condition of the permit a deposit to cover estimated City expenses will be required.
7. 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 signoff. (MGO 16.23(9)(d)(4))
8. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
9. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
10. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
11. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
12. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR

via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line: <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.

The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.

13. Revise the site plan 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)
14. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and locations of structures and the type of pipe to be used. (POLICY AND MGO 10.29)
15. Include calculations in the stormwater management report that show how a 500-year storm event, as identified in Madison General Ordinance Chapter 37, would be handled by the proposed site design. These calculations are required to show that the proposed building does not flood during this design storm event using the site grades proposed.
16. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.

Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>

Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

17. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))

Rate Control New Development: Detain the 2, 5, 10, 100, & 200 - year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window. 100-year Overflow: The applicant shall demonstrate that water can leave the site and reach the public ROW without impacting structures during a 100-year event storm. This analysis shall include reviewing overflow elevations and unintended storage occurring on site when the storm system has reached capacity.

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.

18. 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 (East) or ttroester@cityofmadison.com (West).

Traffic Engineering (Contact Sean Malloy, 266-5987)

19. Revise The applicant is encouraged to work with the Traffic Engineering and Engineering Divisions on formalizing an Americans with Disabilities Act (ADA) accessible public sidewalk/path connection through their site from Stevens Street to Bluff Street with a connection to McKinley Street as recommended in the Hoyt Park Area Joint Neighborhood Plan. Options may include:
- Granting a public access easement and constructing a path/sidewalk along the Eastern edge of the site.
 - Granting a public access easement and constructing a path/sidewalk in the central area of the site.
20. All new public walkways within the site shall be compliant with Americans with Disabilities Act (ADA) for accessible walks. No stairs or steps shall be added to the site.

21. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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.

22. 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.
23. The City Traffic Engineer may require public signing, marking and street lighting related to the development; the Developer shall be financially responsible for such signing, marking and street lighting.
24. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
"Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
25. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
26. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan. Terrace shall be restored and seeded with grass.
27. Applicant shall submit for review a Waste Removal Plan. This shall include vehicular turning movements, times, vehicle size, use of loading zones and all related steps to remove trash from its location.
28. Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
29. All parking ramps as the approach the public Right-of-Way shall not have a slope to exceed 5% for 20 feet; this is to ensure drivers have adequate vision of the Right-of-Way. If applicant believes public safety can be maintained they shall apply for a waiver, approval or denial of the waiver shall be the determination of the City Traffic Engineer.
30. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
31. The applicant shall provide a clearly defined 5' walkway to building entrances clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
32. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, aoliver@cityofmadison.com) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.

33. The applicant(s) shall maintain a 5 foot wide, Americans with Disabilities Act (ADA) compliant, pedestrian walkway for the duration of the project on all street frontages classified as a collector or higher. The applicant shall also maintain a 5 foot wide bicycle lane for the duration of the project on all street frontages with existing bicycle facilities. Exceptions to this requirement may be granted by Traffic Engineering on a limited term basis if and when the applicant can show a public safety concern and they also provide a clear date when the pedestrian/bicycle facilities are to be restored. All closures shall be designed by the applicant, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), to be submitted and approved by Traffic Engineering.
34. Note: The applicant is encouraged to provide 120V power at bike parking stalls for resident's E-Bikes
35. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
36. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
37. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter including terrace restoration and noted on the plan.
38. Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper

Zoning (Contact Jacob Moskowitz, 266-4560)

39. 28.142(3) 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.
40. Provide adequate development frontage landscaping per Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that landscaping must be planted on the private property.
41. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.

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Fire Department (Contact Matt Hamilton, 266-4457)

42. Numerous areas of the proposed fire access plan do not comply with the IFC and/or MGO requirements. Building 1 aerial access does not appear to comply and buildings 1,3,4 & 5 does not appear to meet hydrant distance requirements.
*12/9/25 update for revised plans - Fire access plan was not updated and does not match the new site layout. Fire access plan needs to be revised to match layout and address comments from previous set of plans.

Parks Division (Contact Emma Krug, 263-6850)

43. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25083. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

Forestry Division (Contact Bradley Hofmann, 267-4908)

44. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apperatus and street tree plan sets. The inventory shall include the following: location, size (diamater at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
45. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the Alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.
46. Contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. Contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at (608) 266-4816. Penalties and remediation shall be required. Add as a note on the site, grading, utility, demolition, and street tree plan set.
47. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry at (608) 266-4816 prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found

on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the site, grading, utility, demolition and street tree plan sets.

48. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on both the site and street tree plan sets.
49. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.
50. Street tree pruning shall be coordinated with City Forestry at a minimum of two weeks prior to the start of construction for this project. Contact City Forestry at (608)266-4816. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on both the site and street plan sets.

Water Utility (Contact Jeff Belshaw, 261-9835)

51. Update to the North Utility Plan. The 2" curb boxes shall be located in the terrace. The existing water main is 4 inch where the proposed connection is located.

52. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), 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. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

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Metro Transit (Contact Tim Sobota, 261-4289)

53. In coordination with any public works improvements, the applicant shall replace the bus stop boarding surface at the existing Metro bus stop on the north side of Bluff Street, adjacent this property (#2264).
 54. The applicant shall provide a new passenger seating amenity serving the curbside bus stop zone on the north side of Bluff Street, adjacent this property. Applicant shall either install and maintain their choice of amenity as part of the private landscape plan, or may acquire and convey an approved amenity for the City to maintain in the public right-of-way area.
 55. In coordination with any public works improvements, the applicant may replace and expand the bus stop boarding surface at the existing Metro bus stop on the south side of Bluff Street, opposite this property (#2725).
 56. The applicant may provide a new passenger seating amenity serving the curbside bus stop zone on the south side of Bluff Street, opposite this property. Applicant would acquire and convey an approved amenity for the City to maintain in the public right-of-way area.
 57. The applicant shall include the specifications and location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
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58. Metro Transit operates daily all-day transit service along Bluff Street adjacent this property - with trips at least every 60 minutes (every 30 minutes or less during the day on weekdays). Metro Transit operates additional daily all-day rapid transit service along University Avenue near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
 59. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 126 Weekday & 65 Weekend. Please contact Metro Transit if additional analysis would be of interest.

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City Engineering Division – Mapping Section (Contact Jeffrey Quamme, 266-4097)

60. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to coordinate the Real Estate project, and associated information and fees required.

Portions of Sanitary Sewer Easement per Document no. 1186555 that the proposed building on the West and other portions that are no longer needed to be public on the east from the new proposed MH in McKinley street shall be release prior to building permit issuance.

61. The Site Plan indicates a private storm sewer encroaching into the McKinley Street right of way. The Applicant shall confirm and note on the plans all encroachments, including, (but not limited to) balconies, roof overhangs and underground vaults. Make an application with City of Madison Real Estate for a privilege in streets agreement. Link as follows -
<http://www.cityofmadison.com/developmentcenter/landdevelopment/streetencroachment.cfm>.

An approval of the development does not constitute or guarantee approval of any encroachments within a public right of way. Provide application to City Real Estate for the long stretch Private Storm sewer to remain as is or perform televised inspection of the existing storm line and for city acceptance as public utility and if accepted add an additional structure in the terrace area of the roundabout.

62. For underground encroachments, provide a signed and sealed Plat of Survey and legal description by a Professional Land Surveyor compliant with Chapter A-E 7 of the Wisconsin Administrative Code showing the improvements with a fully dimensioned and legally described three dimensional boundary of the encroachment area. Dimensions tied to a quarter section line and referenced to the Dane County Coordinate System and NAVD 88(91). Provide an electronic copy of the survey (pdf) and legal description (MS Word) to the Land Records Coordinator, (Jule Smith - jsmith4@cityofmadison.com) for review, comment and coordination. The encroachment agreement shall require Applicant/Owner to be a member of Diggers Hotline throughout the term of this agreement and shall adequately mark the location of underground features upon a Digger's Hotline notification.

If the private storm sewer is to remain under McKinley Street as a Privilege in Street provide the required exhibits and agreements for an underground privilege as stated above.

63. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, utilities, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded prior to building permit issuance.

New proposed sanitary sewer adjacent to Building 2 does not appear to be constructable without temporary and permanent rights for the private laterals heading North. Developer/Owner/Contractor is required to obtain whatever rights are needed to construct and continue to maintain this private sewer from the adjacent property. additionally if the existing fence line is removed in the process of constructing the sewer. it should not be replaced directly and a gate should be provided over the citys easement area.

64. Coordinate and request from the utility companies serving this area the easements required to serve this development.
65. Release/Reroute Electrical Easements per Document No. 3949893 to allow for new buildings to be placed on site currently shown as located within the easement limits. Provide recorded document or acknowledgement from utility company prior to site plan approval confirming resolution of the conflict.
66. Site survey appears to have set monuments missing at the West, Northwest and Southwest corners and curves
67. Submit a site plan and a complete set of building Floor Plans (for each individual building) in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of an interior and building addressing plan for the proposed multi-building complex. Each building page should include a key locator and north arrow. Also, include a per floor unit matrix for the apartment buildings.

The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the Verification submittal stage of this LNDUSE with Zoning. The final stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall be provided for additional review and approval by Engineering.

Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

Parking Utility (Contact Trent Schultz, 246-5806)

68. The applicant shall submit a Transportation Demand Management (TDM) Plan to tdm@cityofmadison.com. The TDM Plan is required per MGO 16.03. Applicable fees will be assessed after the TDM Plan is reviewed by staff.
69. Per Section MGO 12.138(14), residents of the development project - including tenants of existing buildings on site - would not be eligible for the Residential Parking Permit Program (RP3). It is recommended that this prohibition be noted in the leases for the residential units.

The following agencies reviewed the request and recommended no conditions of approval: Assessor's Office.