



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 615 E. Washington Avenue  
**Application Type:** Conditional Use  
**Legistar File ID #** [44994](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted.

**Summary**

**Applicant & Property Owner:** County of Dane; 210 Martin Luther King, Jr. Blvd.; Madison; Todd Violante and Carlos Pabellon, representatives.

**Requested Action:** Approval of a conditional use to allow an existing office building to be converted into a daytime shelter at 615 E. Washington Avenue; Urban Design Dist. 8.

**Proposal Summary:** Dane County is proposing to convert an existing two-story office building into a day resource center for the homeless or those at risk of becoming homeless. Services at the center will range from basic needs (laundry, respite, showers, etc.) to connecting individuals to resources in the community. The scope of services and operations will be discussed in greater detail later in this report. The applicant wishes to commence renovations to the building to accommodate the proposed use as soon as all regulatory approvals have been granted, with the facility being fully operational in September 2017.

**Applicable Regulations & Standards:** Table 28D-2 in Section 28.061(1) of the Zoning Code identifies daytime shelters as a conditional uses in the CC-T (Commercial Corridor–Transitional) zoning district subject to Supplementary Regulations in Section 28.151. A “daytime shelter” is defined as “a place of assembly operated by a religious institution or nonprofit organization, open to the public during typical daytime hours, that provides food or supportive services, but which shall not provide lodging.” Section 28.151 requires that a daytime shelter be operated by religious or non-profit organization, specifies the hours of operation for the facility, requires an operation plan for the site, and requires an appropriate transition area between the use and adjacent property. Section 28.183 provides the process and standards for the approval of conditional use permits. The subject site is also located in Urban Design District 8, which is governed by Section 33.24(15) of the Urban Design Commission ordinance.

**Review Required By:** Plan Commission. The site is located in Urban Design District 8. However, it has been determined that the scope of exterior modifications proposed to convert the existing building into the day resource center are minor and will be reviewed by the Secretary of the Urban Design Commission.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for a daytime shelter at 615 E. Washington Avenue subject to input at the public hearing and the conditions from reviewing agencies beginning on page 8 of this report.

**Background Information**

**Parcel Location:** The subject site is a T-shaped, 0.57-acre (24,786 square-foot) parcel primarily located near the southeasterly corner of E. Washington Avenue and S. Blair Street (both part of US Highway 151), which has 66 feet of frontage along E. Washington, 62.5 feet of frontage along S. Blair, and also 33 feet of frontage along E. Main Street; Aldermanic District 6 (Rummel); Urban Design District 6; Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is developed with a two-story, 12,836 gross square-foot brick office building, zoned CC-T (Commercial Corridor–Transitional District).

**Surrounding Land Uses and Zoning:**

North: Goodyear Tire and Salvation Army office and shelter across E. Washington Avenue, zoned TE (Traditional Employment District);

South: Madison Gas & Electric offices and parking, zoned IL (Industrial–Limited District);

West: Multi-tenant commercial building and parking along E. Washington, zoned CC-T; two- and multi-family residences along S. Blair, zoned CC-T (Commercial Corridor–Transitional District); Wisconsin Chiropractic Association and Wisconsin Manufacturers and Commerce offices and parking across S. Blair, zoned UMX (Urban Mixed-Use District);

East: Multi-tenant retail/ office building (Hallman-Lindsay Paints, American Family Insurance) and State of Wisconsin Capitol Heating and Power Plant, zoned IL.

**Adopted Land Use Plans:** The [East Rail Corridor Plan](#) identifies the E. Washington Avenue frontage of the site for office and industrial/employment uses, while along E. Main Street the plan calls for employment uses, including offices, light industrial enterprises, artists and artisans, and business incubators.

The [East Washington Avenue Capitol Gateway Corridor Plan](#) recommends the subject block for employment, with opportunities for commercial along S. Blair Street between E. Washington and E. Main. The Plan includes specific recommendations for height, building placement, and design which have been codified in MGO 33.24(15) for Urban Design District 8.

The [Comprehensive Plan](#) recommends the subject site and the E. Washington Avenue frontage for Employment uses. The S. Blair Street frontage is recommended for Community Mixed-Use.

**Zoning Summary:** The site is zoned CC-T (Commercial Corridor–Transitional District):

Requirements	Required	Proposed
Front Yard	15' Minimum per UDD 8	0' existing
Side Yards (Per UDD 8)	0-10' along Blair, 0' on interior	0' existing
Rear Yard	The lesser of 20% of lot depth or 20'	Adequate
Maximum Lot Coverage	85%	87% (See Zoning conditions)
Maximum Building Height	5 stories / 68' per zoning; 12 stories per UDD 8	2 stories, existing
Auto Parking	No minimum	30, existing
Bike Parking: As determined by the Zoning Administrator	Daytime shelter is most similar to Mission House: 1 per 400 sq. ft. floor area (29)	16 (See Zoning conditions)
Loading	None	None
Building Forms	Commercial Block Building	Existing, complies with requirements

Other Critical Zoning Items	
Yes:	Urban Design (Urban Design Dist. 8), Barrier Free, Wellhead Protection (WP 17)
No:	Floodplain, Landmarks, Waterfront Development, Adjacent to Park, Utility Easements
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>	

**Environmental Corridor Status:** The subject property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services, including seven-day Metro Transit service along E. Washington Avenue. Metro Transit operates frequent weekday-only transit service along E. Washington Avenue through the bus stops at the Blair Street intersection, near the project site. Trips operate at least every 30 minutes in both directions, starting by approximately 6:00 AM, while multiple routes will each be operating every fifteen minutes during the traditional commute periods in the morning and afternoon peak hours. Weekend service is every 60 minutes.

## Project Description

The County of Dane is requesting approval of a conditional use for a daytime shelter to allow the former Greater Madison Chamber of Commerce office building at 615 E. Washington Avenue to be converted into a daytime resource center for the homeless. The subject site is a T-shaped, 0.57-acre site with 66 feet of frontage along E. Washington Avenue, which also includes a 62.5-foot wide project of the parcel to S. Blair Street and a 33-foot wide extension touching E. Main Street. The two-story, 12,836 gross square-foot brick office building fronts onto E. Washington and extends the full width of the lot frontage, with entrances along the northerly, front wall and southerly, rear walls of the building. Parking for approximately 50 autos is provided on the portion of the site extending towards S. Blair, with access to the site provided from a driveway located in the 33-foot wide projection out to E. Main Street. The site has no access from S. Blair Street, which is part of US Highway 151 from Williamson Street to E. Washington Avenue, before continuing east on E. Washington past the site toward Sun Prairie. The site is zoned CC-T (Commercial Corridor–Transitional District), which allows daytime shelters as a conditional use subject to supplemental regulations.

The County is partnering with Catholic Charities, Inc. Diocese of Madison (“the operator”) to operate the proposed facility, which will be funded in part by the City of Madison and The United Way of Dane County. According to the letter of intent and management plan filed with the conditional use request, the day resource center will provide a number of basic needs services for users on the first floor of the converted building, which will be managed by the operator, including a computer lab, daytime shelter from the elements, kitchen, laundry, mail/message center, private office space for meetings, separate enclosed indoor/outdoor space for families, showers, space for patrons to temporarily store belongings during center hours of operation, document storage, and telephone access. An approximately 3,175 square-foot screened outdoor courtyard area is proposed adjacent to the southerly entrance of the building facing E. Main Street, which will serve as outdoor program space for use by patrons, staff and visitors.

On the second floor, the operator plans to offer resource services to be provided by other agencies that the operator will partner with to offer on-site, including but not limited to, assistance obtaining identification, food, personal hygiene items, clothing, and baby items. The operator will work with other community service agencies to provide case management, employment and training services, housing assessment, and housing navigation on-site, while providing referral to other area service providers located initially off-site, including legal, alcohol or other drug abuse, mental health, medical, health insurance, financial counseling, and transportation. It is anticipated that the specific services provided at the center will vary over time as the operator and partner agencies adjust to the needs of patrons.

The letter of intent indicates that the 287 total occupants would be possible in the building per the Building Code, with 106 occupants on the second floor and 181 occupants on the first floor. The letter of intent indicates that the conceptual furniture plan provided could “comfortably” seat approximately 100 people on the first floor. A specific occupancy will be posted by code before public occupancy may occur, which may be less than the maximum number allowed by code. (The occupancy could also be limited through the conditional use approval if so desired by the Plan Commission.) The applicant proposes 30 auto parking stalls to serve the day resource center, which will primarily be located on the portion of the site abutting S. Blair Street. Sixteen bike parking stalls are also proposed.

Hours of operation for the day resource center will be 8:00 AM to 5:00 PM seven days a week, with operations planned 365 days a year. The applicant and operator request that the hours of operation be approved as 6:30 AM to 6:00 PM daily to allow the operator to respond to client needs in the event of weather emergencies. No nighttime services or overnight accommodations are proposed.

## Analysis

A daytime shelter is defined in the Zoning Code as “a place of assembly operated by a religious institution or nonprofit organization, open to the public during typical daytime hours, that provides food or supportive services, but which shall not provide lodging.” Daytime shelters are allowed as a conditional use in all Mixed-Use and Commercial zoning districts except LMX (Limited Mixed-Use District) and including the subject CC-T (Commercial Corridor–Transitional) zoning district, as well as all of the Downtown zoning districts, and the TE (Traditional Employment) zoning districts. Per Section 28.151, daytime shelters are subject to the following supplemental regulations:

- a.) The use shall be operated by a religious institution or a non-profit organization.
- b.) The hours of operation shall be limited to 6:30 a.m. to 6 p.m., unless modified under conditional use approval.
- c.) 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.
- d.) The owner shall submit a Management Plan for the facility:
  1. Required management plan contents: floor plan showing sleeping areas, emergency exits and bathrooms, hours of operation, staffing, management structure, and capacity.
  2. Recommended management plan contents: parking, bicycle parking, storage of belongings, trash storage/removal, transportation support.

The Planning Division believes that the conditional use standards and supplemental regulations for daytime shelters can be met with the proposed Dane County day resource center at 615 E. Washington Avenue.

The County’s day resource center proposal has created controversy at some of the other locations where it has been proposed in recent years, including in the Town of Madison off of Fish Hatchery Road, and further east of the current site along E. Washington Avenue near the Yahara River. In both cases, the center would have been in close proximity to existing residential and institutional uses, some of whom expressed concerns that the center and the population it serves would increase crime and vagrancy and negatively impact the uses, values and enjoyment of the properties in those areas.

The current proposed location of the daytime shelter, by comparison to some of the others explored previously, is much better suited to lessen some of the concerns expressed about the other sites. The proposed site is

overwhelmingly commercial and industrial in character with far fewer residential uses in close proximity. Dane County and Catholic Charities have worked closely with nearby property interests and City staff to address to the extent possible in their draft letter of intent and management plan how they will work to limit impacts on surrounding properties. Overall, the subject site is well situated to serve the majority of the population that will utilize the resource center given the relative proximity to the Capitol Square, overnight and emergency shelters, known non-shelter locations where homeless persons sleep or congregate, and service providers and locations that serve homeless individuals.

Planning staff does not believe that the establishment of the daytime shelter will be detrimental to or endanger the public health, safety, or general welfare (conditional use standard #1). The management plan submitted with the conditional use request includes a detailed plan for center security, including a full-time private security officer, who will be responsible for overseeing security inside the facility during all hours of operation as well as patrol the outside of the building to monitor activity outside and near the property. The security officer may also provide outdoor patrols around the block. A security camera system will also be installed on the grounds and inside the facility to allow staff to monitor activity during business hours and recorded access to deter after-hours loitering or trespass on the site. Carl Gloede, Captain of the Madison Police Department Central District has met with Catholic Charities and provided input on their management plan. He indicates that the operator has also incorporated MPD comments about lighting, video monitoring and security into the submitted plan, and that MPD is not asking for any conditions of approval. A provision in the security section of the management plan suggests that the contracted security officer may be reduced from less than a permanent full-time status six months after the center begins operation. Planning staff recommends that any such modification to the security plan for the center be approved as an alteration to the conditional use by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder and the commanding officer of the Central Police District or Chief of Police.

In an effort to respond to concerns expressed about users of the day resource center lingering on the property and in the surrounding area after hours (raised in part during discussions of the center at other earlier sites), the operator indicates that center staff and volunteers will provide assistance at the close of daily operations to ensure that users find appropriate accommodations for the evening. Additionally, a shuttle or van service will be provided from the center to nearby overnight shelters daily beginning at 4:30 PM. Staff feels that this approach should address many of the concerns about after-hours activities in the surrounding area stemming from the establishment of the center, although additional details should be included in the management plan regarding how center users will be deterred from arriving at the site or surrounding area much before the regularly scheduled 8:00 AM opening of the center.

The uses, values and enjoyment of other property in the neighborhood for purposes already established should also not be substantially impaired or diminished in any foreseeable manner (conditional use standard #3) as a result of the establishment of the proposed conditional use. This standard is often the most difficult standard for the Plan Commission to address in the process of reviewing conditional use applications due to its potential subjectivity and breadth. Information provided by neighbors at the Plan Commission hearing usually provides additional information for the Plan Commission to use to determine whether this standard has been met or not. Staff is aware that some nearby property owners were concerned in the weeks leading up to the submittal of the conditional use application that the daytime shelter would have a negative effect on their properties. However, as of the writing of this report, the Planning Division has received no correspondence on this matter from the community. The Plan Commission will need to weigh the application materials and any public input it receives to determine whether this standard is met.

Likewise, Planning staff does not believe that the conditional use will impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district (standard #4), which it believes will continue to function in much the same fashion as it has historically. Additionally, when considering any conditional use request, the Plan Commission shall not approve a conditional use without due consideration of the recommendations in the Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans, and no application for a conditional use shall be granted by the Plan Commission unless it finds that all of the standards for approval are met.

As noted in the Background Information section of this report, the subject site and corridor extending along the south side of E. Washington Avenue and E. Main Street from S. Blair Street east are recommended for employment uses in the Comprehensive Plan, East Rail Corridor Plan, and East Washington Avenue Capitol Gateway Corridor Plan, with commercial or mixed-use recommended for the S. Blair frontage in two of those three plans. The Planning Division does not believe that the conversion of the existing office building into the proposed daytime shelter is inconsistent with these myriad plan recommendations, as both the existing and proposed uses are allowed in the current CC-T commercial zoning of the site as well as in the TE—Traditional Employment zoning district, which staff feels would be most appropriate Employment zoning district for the site if it was to be so zoned given the plan recommendations.

Finally, Planning staff believes that the Plan Commission can find that adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, public transit and other necessary site improvements have been or are being provided to serve the proposed daytime shelter, and that adequate ingress and egress, including all off-site improvements, so designed as to minimize traffic congestion and to ensure public safety and adequate traffic flow, both on-site and on the public streets are being addressed to the extent possible with this proposal (standards #5 and 6). This is despite concerns that have been shared about the project by the Traffic Engineering Division and Metro Transit staff about the pedestrian environment at the nearby E. Washington Avenue-Blair Street intersection and the sufficiency of transit service serving the site.

Specifically, Metro staff has provided comments indicating that the existing hourly bus service frequency that operates on Route 6 along E. Washington Avenue on weekends and holidays is inadequate to serve the densities and uses in the Capitol East Gateway corridor. Metro Transit would consider "major bus routes" to only include corridors where trips operate at least once every 30 minutes for the entire service day, every day of the year. Metro has been unsuccessful in obtaining additional operating funds to increase bus service frequency in the E. Washington Avenue corridor on weekends and holidays to this 30-minute threshold.

Both Traffic Engineering and Metro Transit noted in their comments on the proposed conditional use that the existing bus stop zones on E. Washington Avenue are located on the northeast and southwest corners of the Blair Street intersection. Due to posted pedestrian restrictions, employees and visitors of the proposed facility, generally situated in the southeast quadrant of the intersection, will be required to cross three legs of this signalized intersection of East Washington Avenue and Blair Street coming from or going to the westbound buses that stop on the northeast corner because there is no pedestrian crossing permitted between the southeast and northeast corners of the intersection to cross E. Washington on the east side of Blair. Traffic Engineering staff noted that a long-term solution to the pedestrian environment is not likely until redevelopment happens on the north side of E. Washington Avenue and/or a complete reconstruction of E. Washington Avenue and Blair Street occurs, which may still not fully address pedestrian crossing concerns and cause users to continue to cross in multiple stages to access the site.

The Planning Division acknowledges the comments regarding transit frequency and the pedestrian experience based on the nearest transit stop locations. Regarding transit service to the site, staff note that the proximity of parallel routes running along nearby E. Johnson, E. Gorham, and Williamson/Jenifer streets and also the relative proximity of all routes running around the Capitol Square complement the bus service running directly along E. Washington Avenue past the site. While some of these alternative routes may be further away than the quarter-mile ideal distance for walking to/from transit, it is likely that many visitors to the site may be utilizing other bus routes and associated pedestrian routes to access the site. While there are places in the City that may be better served by one or two transit routes immediately outside the front door, the proximity of this site within one-third to one-half mile walking distance to nearly all major bus routes running through the Downtown should sufficiently serve the proposed use well by providing direct connections to a wide variety of places throughout the City. In addition, the commitment by the applicant to utilize shuttle services as needed to overnight shelter locations should assist with any transit limitations in the late afternoons and on weekends and holidays. To further broaden the access options for the site for users, employees, volunteers, and visitors, Planning staff also recommends that the number of bike parking stalls onsite be increased to at least the minimum 29 stalls required by the Zoning Code.

## Conclusion

Dane County is seeking approval to convert the former Greater Madison Chamber of Commerce offices at 615 E. Washington Avenue into a permanent day resource center for the homeless. The proposed day resource center is intended to prevent and end homelessness by providing individuals and families experiencing homelessness, or living in poverty and at-risk of homelessness, an important connection to services and assistance in one central location. The Planning Division has carefully evaluated the proposal against the recommendations in adopted plans, conditional use standards, and supplemental regulations for daytime shelters as defined in the Zoning Code, and believes that this proposal meets the requisite standards for approval. Staff feels that the proposed location is well located to serve the majority of the population that will utilize the resource center given the relative proximity to the Capitol Square, overnight and emergency shelters, known non-shelter locations where homeless persons sleep or congregate, and service providers and locations that serve homeless individuals, and is located in an area with good transit service on many routes adjacent to the site and along nearby streets.

Although some of the individuals experiencing homelessness that will use the center may suffer a higher than average rate of mental health or substance abuse issues, the applicant and operator have submitted a thorough management plan to address staffing, security and comfort on the subject site that has been reviewed by the Madison Police Department, which is not recommending any revisions or conditions for the proposed use at this time. Staff believes that the management plan and related site and building plans for the center should create a welcoming and positive environment for the homeless and at-risk persons it is intended to serve.

As operations at the facility begin and its programming and operations evolve over time, there is a distinct possibility that the daytime shelter conditional use may need to be modified by the Plan Commission. However, as with any conditional use, the Plan Commission retains continuing jurisdiction for the purpose of resolving complaints as outlined in Section 28.183(9)(d) of the Zoning Code. Any citizen, the Zoning Administrator, or other official may file a written complaint with the Plan Commission that one or more conditions of a conditional use have not been completed, or are being violated. The Plan Commission shall initially determine whether the complaint indicates a reasonable probability that the subject conditional use is in violation of a condition of approval, and if it does, may schedule a public hearing to bring the subject conditional use into compliance with the conditions previously imposed, modify the existing conditions, and impose additional reasonable conditions

in consideration of the conditional use standards. If no reasonable modification can be made, the Plan Commission may revoke the conditional use.

## Recommendation

### Planning Division Recommendation (Contact Timothy M. Parks, 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for a daytime shelter at 615 E. Washington Avenue subject to input at the public hearing and the following conditions:

**Recommended Conditions of Approval:** Major/Non-Standard Conditions are Shaded

### Planning Division

1. The applicant shall increase the amount of bike parking proposed to serve the daytime shelter to at least the 29 spaces required by the Zoning Code. Final approval of the bike parking shall be granted by the Zoning Administrator prior to final approval and issuance of building permits for the project.
2. Final plans submitted for staff review and sign-off on the conditional use shall include site plans, floor plans, and a management plan.
3. No outdoor personal storage lockers are proposed at this time, and no such facilities shall be allowed on-site without an alteration to this conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder. Any future request for personal storage lockers on the subject site shall include a detailed plan for placement of the lockers, the structural details of the lockers to be used, and all supplemental operational information required in Section 28.151 of the Zoning Code. No personal goods shall otherwise be stored on this site except as described in the letter of intent and operations plan for the daytime shelter.
4. The hours of operation for the daytime shelter shall be 6:30 AM to 6:00 PM daily, including weekends and holidays. Any future extension of the hours past 6:00 PM shall require an alteration to the conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder.
5. The subject site is located in Urban Design District 8. Prior to issuance of building permits for the project, any exterior modifications to the building and any site, signage, lighting and landscaping plan modifications to accommodate the proposed daytime shelter shall be approved by the Secretary of the Urban Design Commission. Any appeal of the Secretary's decision(s) shall be filed with the full Urban Design Commission for review.
6. Any changes to the security plan for the daytime shelter (pages 7-8 of the management plan) shall require an alteration to the conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder and the commanding officer of the Central Police District or Chief of Police. Input from the State Capital Police is encouraged but not required.



7. The final management plan for the daytime shelter shall provide more information on how users of the center will be discouraged from arriving before the regularly scheduled 8:00 AM opening in an effort to address earlier concerns about loitering and vagrancy at the site and in the surrounding areas.

**City Engineering Division** (Contact Brenda Stanley, 261-9127)

8. It is not clear if the parking lot is being reconstructed from the plans - if so, prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% off of the proposed development when compared with the existing site.

9. The developer shall provide traffic control plan for approval of E. Washington Avenue lane closures during utility work.

10. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.

11. The applicant shall replace all sidewalk and curb and gutter that abuts the property that 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.

12. All work in the public right of way shall be performed by a City-licensed contractor.

13. All damage to the pavement on E. Washington Avenue adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.

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

14. The site plan shall identify lot and block numbers of recorded Certified Survey Map or plat.

15. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

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

16. Users of this site will have need to cross E. Washington Avenue, which is also US Highway 151. With the current configuration of the intersection of Blair Street and E. Washington Avenue, there are no simple solutions for providing a direct route across E. Washington Avenue, therefore when crossing from the north to the south side of E. Washington Avenue at Blair Street, a three-stage crossing will be required. A new traffic signal is planned at S. Blair Street and E. Main Street, which will provide a good connection from the east-west side of Blair Street along the Main Street corridor. If approved, the applicant shall be aware that no pedestrian improvements will be available until redevelopment happens on the north side of E. Washington Avenue and/or a complete reconstruct of E. Washington Avenue and Blair Street occurs. The applicant shall also be aware that potential reconstruction may not fully address pedestrian crossing concerns and users may still be required to cross in multiple stages.

17. The pedestrian access from E. Main Street shall be secured from the drive aisle using a 6-foot raised walkway.

18. The applicant shall submit one contiguous plan for approval. The plan drawing 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.

19. 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.

20. 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.

21. All parking facility design shall conform to the standards in MGO Section 10.08(6).

22. Per MGO 10.08 all parking stalls shall be secured, typically this is done using 6-inch rolled curb.

23. To prevent encroachment from irregularly parked bicycles, the applicant shall move the proposed racks to be a minimum of 7 feet from the access aisle.

**Zoning Administrator** (Contact Jenny Kirchgatter, 266-4429)

24. The daytime shelter shall comply with the supplemental regulations of Section 28.151 for a Daytime Shelter.

25. Provide calculations for the existing and proposed lot coverage with the final submittal. 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, 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. If the existing site currently exceeds 85% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.

26. Bicycle parking for the daytime shelter shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). A daytime shelter is not a listed use in Table 28I-3 Off-Street Parking Requirements. For uses not listed in Table 28I-3, the Zoning Administrator may designate the bicycle parking requirements for uses most similar to the proposed use. Provide a minimum of 1 bicycle stall per 400 sq. ft. of floor area (29 bicycle stalls) based on a similar mission house use. The bicycle stalls shall be located in a convenient and visible area on a paved or impervious surface. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bike rack.

27. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.

28. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four 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.
29. Per Section 28.186(4)(b), 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.

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

Note: The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

**Metro Transit** (Contact Tim Sobota, 261-4289)

30. Metro Transit staff, as well as our passengers and other stakeholders in the Capitol East District, have identified that the existing hourly bus service frequency that operates on Route 6 along East Washington Avenue on weekends and holidays is inadequate for the densities and uses that are being proposed, and have been previously approved. Metro Transit would consider "major bus routes" to only include corridors where trips operate at least once every 30 minutes for the entire service day, every day of the year. Of the sites discussed by the applicant in their selection process, only the location along Lien Road would meet this standard - where Route 20 bus trips currently operate every half-hour, all day, every day. As part of the 2017 budget process, Metro Transit submitted an operating budget request that had included an investment proposal that would have afforded an increase to the bus service frequency in the E. Washington Avenue corridor on weekends and holidays, to this 30 minute threshold. The approximate annual operating cost of \$400,000 - that would have been necessary to implement this service frequency increase, by using four additional buses on weekends and holidays - did not get debated or adopted in the final 2017 operating budget that was approved by the City. The existing bus stop zones on E. Washington Avenue are located on the northeast and southwest corners of the Blair Street intersection. Due to posted pedestrian restrictions - employees and visitors of the proposed facility, generally situated in the southeast quadrant of this intersection, will be required to cross three legs of this signalized intersection of East Washington Avenue and Blair Street - coming from or going to the westbound buses that stop on the northeast corner (there is no pedestrian crossing permitted between the southeast and northeast corners of the intersection, to traverse East Washington Avenue on the east side of Blair Street). The existing bus stop zones on East Washington Avenue at the Blair Street intersection do not have any passenger amenities, other than a wheelchair-accessible concrete boarding pad surface.
31. Metro Transit recommends that the applicant be required to provide additional private shuttle or other transportation resources - during all hours of facility operations on weekends and holidays - until such time that City, and/or County, operating budgets can fully fund the increase to half-hour public transit service frequency in the E. Washington Avenue corridor. This includes any operating hours prior to 7:00 AM on Saturday mornings, and 8:00 AM on Sunday and Holiday mornings (before the existing hourly public transit service is currently scheduled to pass by the facility in both directions).
32. Metro Transit recommends that the applicant be required to provide funding to Metro Transit, to support the purchase and installation of a passenger waiting shelter with bench, at each of the two existing bus stop locations on E. Washington Avenue at the Blair Street intersection. An estimated cost for two of these style of passenger waiting shelters would likely be between \$15,000 to \$20,000, total.

33. The applicant shall include the location of these transit stops, pedestrian crosswalk facilities, and recommended amenities, as well as modifications to the language concerning private transportation resources on the final documents filed with their permit application so that Metro Transit may review and approve the information.

**Parks Division** (Contact Janet Schmidt, 261-9688)

This agency did not submit comments or conditions of approval for this request.

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

34. 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/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. 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 266-4646.

35. The applicant's utility contractor shall obtain an excavation permit prior to commencing the water main or service construction in the public right-of-way.