



PREPARED FOR THE PLAN COMMISSION

Project Address: 333 S Westfield Road (District 9 – Ald. Conklin)
Application Type: Demolition Permit & Conditional Use
Legistar File ID # [64341](#)
Prepared By: Sydney Prusak, AICP, Planner
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant & Property Owner: Steve Doran; Galway Companies; 800 W Broadway, Suite 400; Monona, WI 53713

Contact: Brad Koning; Sketchworks Architecture; 7780 Elmwood Avenue, Suite 208; Middleton, WI 53562

Requested Action: The applicant requests approval of a demolition permit and the following conditional uses: 1) a food and beverage use; 2) an outdoor eating area associated with a food and beverage use; and 3) An alteration to an existing planned multi-use site containing more than forty thousand (40,000) square-feet of floor area where twenty-five thousand (25,000) square feet of floor area is designed or intended for retail use or for hotel or motel use. Note that vehicle access sales and service windows are permitted and do not require conditional use approval.

Proposal Summary: The applicant proposes to demolish an existing single-story bank building and construct a 6,400-sqaure-foot, single-story multi-tenant commercial building with vehicle access sales and service windows (drive-thrus) for a bank tenant and a restaurant tenant. As proposed, the site will have an outdoor eating area for the proposed restaurant use. The subject site is located within a larger planned multi-use site, which extends to Gammon Road to the east and Tree Lane to the north.

Applicable Regulations & Standards: This proposal is subject to the standards for Demolition and Removal Permits [MGO §28.185(7)] and Conditional Uses [MGO §28.183] as MGO §28.082 lists *food and beverage uses* and *outdoor eating areas associated with a food and beverage establishments* as conditional uses in the Suburban Employment (SE) Zoning District. Furthermore, MGO §28.137(2)(e) states that a planned multi-use site containing more than forty thousand (40,000) square-feet of floor area where twenty-five thousand (25,000) square feet of floor area is designed or intended for retail use or for hotel or motel use shall require conditional use approval.

Review Required By: Urban Design Commission (UDC) and Plan Commission (PC)

Summary Recommendation: If the Plan Commission can find that the demolition and conditional use standards are met, then the Planning Division recommends that the Plan Commission **approve** the request to demolish a one-story commercial building and construct a one-story multi-tenant commercial building with vehicle access sales and service windows and an outdoor eating area within a planned multi-use site at 333 S Westfield Road. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

Background Information

Parcel Location: The 39,776-square-foot (approximately 0.91-acre) subject property is located at the northeast corner of the S Westfield Road and Mineral Point Road intersection. The site is located within Aldermanic District 9 (Ald. Conklin) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The subject site is currently developed with a single-story 12,826-square-foot bank building and surface parking lot. According to City Assessor records, the existing building was constructed in 1980. Photos of the existing structure can be viewed online on the City’s Legislative File Center, linked [here](#).

Surrounding Land Use and Zoning:

- North: A three-story office building and surface parking lot, zoned Suburban Employment (SE);
- East: A single-story restaurant building (Culver’s) with a vehicle sales and service window and a two-story medical building, zoned SE;
- South: West Towne Mall, zoned Commercial Center (CC); and
- West: Sunset Memory Gardens Cemetery, zoned Conservancy (CN).

Adopted Land Use Plan: The [Comprehensive Plan \(2018\)](#) recommends Community Mixed-Use (CMU) for the subject site, which is defined as two to six stories and up to 130 dwelling units per acre (du/ac). There is no adopted neighborhood plan for the subject site.

Zoning Summary: The property is zoned Suburban Employment (SE) District.

Requirements	Required	Proposed
Lot Area (sq. ft.)	20,000 sq. ft.	39,776 sq. ft.
Lot Width	65’	Adequate
Front Yard Setback	None	Adequate
Side Yard Setback	15’ or 20% building height	Adequate
Rear Yard Setback	30’	Adequate
Maximum Lot Coverage	75%	74.5%
Minimum Building Height	22’ measured to building cornice	1 story/27’
Maximum Building Height	5 stories/68’	1 story/27’

Site Design	Required	Proposed
Number Parking Stalls	Restaurant, restaurant-tavern: Minimum 15% of capacity of persons (TBD) Maximum 40% of capacity of persons (TBD) Bank, financial institution; general retail; service business: Maximum 1 per 200 sq. ft. floor area (33)	38 (33)
Accessible Stalls	Yes	2
Loading	Not required	None
Number Bike Parking Stalls	Bank, financial institution; general retail; service business; office: 1 per 2,000 sq. ft. floor area (3) Restaurant, restaurant-tavern: 5% of capacity of persons (TBD)	4 (33)
Landscaping	Yes	Yes (34)
Lighting	Yes	No (37)
Building Forms	Yes	Free-standing commercial building (36)

Other Critical Zoning Items	Urban Design (Planned Multi-Use Site); Barrier Free (ILHR 69); Utility Easements
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Environmental Corridor Status: The subject site is not located in a mapped environmental corridor.

Public Utilities and Services: This property is served by a range of urban services, including Madison Metro Route #67. Staff notes that this a future Bus Rapid Transit (BRT) station is planned for the Westfield and Mineral Point intersection, utilizing Center Bus Lanes. More information on the City’s BRT is available [here](#).

Project Description

The applicant proposes to demolish an existing 12,826 square-foot bank building in order to construct a new 6,400-square-foot, single-story multi-tenant commercial building with a vehicle access sales and service window (drive-thru) for a bank tenant. Additionally, the applicant is proposing a food and beverage use with an outdoor eating area and its own vehicle access sales and service window for food pick up. The subject site is located within a larger planned multi-use site, which extends as far east as Gammon Road and as far north as Tree Lane.

The proposed one-story building will front both Mineral Point Road to the south and Westfield Road to the west. The corner tenant space is designed with a taller floor-to-floor height to accommodate a potential vertical expansion (i.e. mezzanine or second floor) in the future. As proposed, there are two separate vehicle sales and services windows (drive-thru/pick up windows) for two separate tenants, which are permitted uses in this zoning district. The food and beverage user will occupy the westernmost tenant space and will have an outdoor eating area/patio immediately adjacent to the use. There will be a vehicle sales and service window on the western elevation for pick-up orders. The bank user will occupy the easternmost tenant space and will its own vehicle access sales and service window, with two drive-thru lanes for banking services. There will be a large canopy element covering both banking lanes.

The applicant is proposing to keep the surface parking lot in the same general area as what currently exists, maintaining access off Westfield Road to the west and the private drive to the north. As part of the development proposal, the applicant will redesign the parking lot so it conforms to Zoning standards relating to accessibility, landscaping, and dumpster screening.

In regards to building colors and materials, the applicant is proposing a mix of brick, fiber cement, and metal accents, all in neutral tan and brown tones.

Project Analysis and Conclusion

This proposal is subject to the standards for Demolition Permits [MGO §28.185] and Conditional Uses [MGO §28.183] as MGO §28.082 lists *food and beverage uses* and *outdoor eating areas associated with a food and beverage establishment* as conditional uses in the Suburban Employment (SE) Zoning District. Furthermore, MGO §28.137(2)(e) states that a planned multi-use site containing more than forty thousand (40,000) square-feet of floor area where twenty-five thousand (25,000) square feet of floor area is designed or intended for retail use or for hotel or motel use shall require conditional use approval.

Conformance with Adopted Plans

The [Comprehensive Plan \(2018\)](#) recommends Community Mixed-Use (CMU) for the subject site, which is defined as two to six stories and up to 130 dwelling units per acre (du/ac). According to the Plan, “The CMU category

includes existing and planned areas supporting an intensive mix of residential, commercial, and civic uses serving residents and visitors from the surrounding area and the community as a whole. CMU areas are generally located at major intersections and along relatively high-capacity transit corridors, often extending several blocks. CMU areas can generally accommodate significant development with a variety of housing options and commercial uses that attract a wide customer base.” Furthermore, “Many of the City’s aging, auto-oriented strip commercial centers are recommended for CMU redevelopment due to their accessible locations along major transportation corridors and the opportunities to significantly increase integrated housing and commercial development.” Lastly, “Development and design within CMU areas should create a walkable node or corridor, ideally adjacent to existing or planned transit. Development should be transit-oriented, even in areas where transit is planned but does not yet exist. On-street parking may be provided, but intense development in CMU areas may require structured parking. Buildings should screen any surface parking from the street. CMU areas should be well connected with surrounding neighborhoods and have buildings placed close to the sidewalk. Development within CMU areas should be designed to support surrounding residential uses by providing services and retail, and designed to support nearby employment areas by providing residential units close enough to make walking and biking the most convenient method of commuting.”

The site is located on a planned route for future Bus Rapid Transit (BRT), with a center lane station proposed for the Mineral Point Road and Westfield Road intersection. More information on the City’s BRT is available [here](#). As part of the planned BRT route, a ten-foot multi-use path is planned for the southern edge of this site, replacing the sidewalk north of Mineral Point Road.

Staff notes that while a portion of the proposed building is designed to accommodate a second story use or expansion in the future, the proposal before the Plan Commission is currently for a single-story multi-tenant commercial building. The Planning Division believes a more intensive mixed-use development would be more in keeping with the CMU recommendation. Such a use is generally desirable in this area given its location on a planned BRT route with an adjacent station and its proximity to parks and open space and residential neighborhoods to the north. However, staff emphasizes that the requested conditional uses are only for a *food and beverage use* and *outdoor eating area associated with a food and beverage establishment*, as well as its location within a planned multi-use site. One story buildings and vehicle sales and service windows (drive-thrus) are permitted uses in the Suburban Employment (SE) Zoning District. Staff notes that there have been other recent approvals of one-story buildings that are recommended for community mixed-use development in the West Towne Mall area. Further discussion on the Conditional Use Standards is provided in a separate section of this report.

There is no adopted neighborhood plan for the subject site.

Demolition Standards

In order to approve a demolition request, MGO §28.185(7) requires that the Plan Commission find that the requested demolition and proposed use are compatible with the purpose of the demolition section and the intent and purpose of the Suburban Employment (SE) Zoning District. The statement of purposed for the SE District states, in part:

“The SE District is established to encourage a broad range of employment activities, including limited industrial uses conducted within enclosed buildings, while also encouraging shared access, improved landscaping and site design, and bicycle and pedestrian facilities. “

A copy of the SE Statement of Purpose is included in the [Legislative File](#).

Furthermore, the demolition standards state that the Plan Commission shall consider and may give decisive weight to any relevant facts including impacts on the normal and orderly development of surrounding properties. Additionally, the proposal should be compatible with adopted plans. Finally, the demolition standards state that the Plan Commission shall consider the report of the City's Historic Preservation Planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission.

On balance, the Planning Division believes that the demolition standards can be found met with this proposal. Staff believes that the assortment of proposed uses can be considered complementary uses to serve the established employment uses to the north and east. Staff believes that with the incorporation of a ten-foot multi-use path along Mineral Point Road, employees at the Navitus site to the east will have an easier time commuting to this site on foot or by bike. Furthermore, at their March 1, 2021 meeting, the Landmarks Commission recommended to the Plan Commission that the building located at 333 S Westfield Road has no known historic value.

Conditional Use Standards

The Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, and finding that all of the conditional use standards of MGO §28.183(6) are met. Please note, recent changes to 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.

On balance, the Planning Division believes that the Conditional Use requests to establish a food and beverage use with an outdoor eating area in the Suburban Employment (SE) Zoning District as an alteration to a conditional use planned multi-use site can be found to meet the Conditional Use Approval Standards. Approval Standard #4 states that, "The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district." Staff does not believe that the establishment of a restaurant and outdoor eating area at this location will prevent surrounding properties from developing in accordance with existing zoning. Staff notes while cross-connected to other properties, the subject site is under separate ownership from the rest of the shopping center site.

Approval Standard #5 states, "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." As a condition of approval, the Traffic Engineering Division is requesting that the applicant show a future 10' multi-use path on the plans. This condition will ensure that the future path will not conflict with the grading or landscaping on site. With this condition, staff believes that Approval Standard #5 can be found met.

Approval Standard #9 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. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission (UDC) for comment and recommendation." Given that the subject site is located within a planned multi-use site, UDC is an advisory body on this request. At their April 14, 2021 meeting, the UDC reviewed this proposal and recommended that the Plan Commission approve the request, with the following comments and conditions:

1. Changes to the landscape plan as recommended by swapping out the Mock Orange shrubs and Anabelle Hydrangeas;
2. Relocation of the ladder;
3. Canopy reduction across the three lanes;

4. Look at enlarging the eyebrows enough to make more of a statement or design element; and
5. Try to get electrical off of Mineral Point Road. Wherever it's located is intentional, the main switches are positioned and designed with the overall elevation.

Given UDC's recommendation for approval, staff believes that Approval Standard #9 can be found met.

Conclusion

On balance, staff believes that it is possible for this proposal to meet the applicable approval standards. The Planning Division notes that this proposal is a less intensive development form than what is recommended in the [Comprehensive Plan \(2018\)](#), but it does conform to the Zoning requirements for the Suburban Employment (SE) District. Staff understands that the building includes a two-story element, which could be converted to a mezzanine level for a future user. While staff believes that a larger mixed-use building with residential uses would generally be more consistent with Community Mixed-Use Plan recommendation, approval of the smaller building with restaurant and outdoor eating areas would not preclude more intensive redevelopment on the larger adjoining site or other properties in the area. The Planning Division acknowledges that many single-story multi-tenant commercial buildings have been recently approved in the greater West Towne Mall area with similar plan recommendations.

In the event that the Commission is not able to find the standards are met, the Plan Commission shall specify its findings of fact and list the standard(s) that have not been met and the reasons such standard(s) were not met. Please note, recent changes to 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.

At the time of report writing, staff received a letter of support from the former District Alder (Skidmore). A copy of that letter is included in the Plan Commission materials.

Recommendation

Planning Division Recommendation (Contact Sydney Prusak, sprusak@cityofmadison.com)

If the Plan Commission can find that the demolition and conditional use standards are met, then the Planning Division recommends that the Plan Commission **approve** the request to demolish a one-story commercial building and construct a one-story multi-tenant commercial building with vehicle access sales and service windows and an outdoor eating area within a planned multi-use site at 333 S Westfield Road. This recommendation is 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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Engineering Division – Main Office (Contact Tim Troester, (608) 267-1995)

1. 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 <http://www.cityofmadison.com/engineering/Permits.cfm>.
2. 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))

3. 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))
4. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
5. 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.
6. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
7. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.
8. The City's planned Bus Rapid Transit route extends along Mineral Point Road at this parcel. As part of the proposed improvements, a multi-use path will replace the sidewalk on the north side of Mineral Point Road. Show a future 10' multi-use path (by others) on the plans to indicate how that will impact the grading and landscaping plan (assume multi-use path extends 5' on property).
9. 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)
10. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
11. 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>

This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)

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.

12. 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))

If the redevelopment site has proposed impervious cover that exceeds 80% of the existing site impervious cover, the site shall meet the following requirements:

Peak Runoff shall be reduced by 15% compared to existing conditions during the 10-year design storm.
Run-off volume shall be reduced by 5% compared to the existing conditions during a 10-yr design storm.
Green infrastructure shall be required for rate and volume reductions for at least the first 1/2 inch of rainfall.

TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

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.

13. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
14. 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, (608) 266-5987)

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| <ol style="list-style-type: none">15. The City's planned Bus Rapid Transit route extends along Mineral Point Road at this parcel. As part of the proposed improvements, a multi-use path will replace the sidewalk on the north side of Mineral Point Road. |
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Show a future 10' multi-use path (by others) on the plans to indicate how that will impact the grading and landscaping plan (assume multi-use path extends 5' on property).

16. 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.
17. 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.
18. 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.
19. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
20. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
21. 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.
22. The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
23. The applicant shall provide a clearly defined 5' walkway 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.
24. "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. One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit.

26. Applicant shall submit for review a vehicular turning movement template demonstrating the use of the order board and pick-up window.
27. All vehicle service window access aisles shall have a minimum outside turning radius of thirty (30) feet.
28. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on Mineral Point Road will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.
29. The applicant shall provide a queuing model showing the capacity for 6 vehicles from the order board and 3 additional vehicles from the service window. If the 6 vehicle requirement is not able to be met a second queuing lane may be required.

Zoning Administrator (Contact Jacob Moskowitz, (608) 266-4429)

30. Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson at streets@cityofmadison.com. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
31. This project is part of a planned multi-use site. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.
32. Submit an overall site plan exhibit showing the entire planned multi-use site including the cross connected property located to the north at 301 S Westfield Rd.
33. As each commercial tenant space is leased, the entire development must reflect compliance in the required type and number of auto and bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use. Auto and bicycle parking requirements for food and beverage establishments will be based on the capacity or number of occupants as established by the Building Inspection Unit.
34. 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 ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
35. The capacity shall be established for the outdoor eating area. Occupancy is established by the Building Inspection Unit. Contact Building Inspection staff at (608) 266-4559 to help facilitate this process.
36. Verify whether exterior mechanical vents or louvers are proposed. If vents or louvers are proposed, show their locations on the building elevations.
37. Exterior lighting provided shall be in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.

38. 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.
39. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Fire Department (Contact Bill Sullivan, (608) 886-4691)

40. Provide fire apparatus access as required by IFC 503 2018 edition, MGO 34.503.
41. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

Forestry (Contact Wayne Buckley, (608) 266-4892)

42. Damaging 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 266-4816. Penalties and remediation shall be required. Add as a note on the plan set.
43. Excavation 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 (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 plan set.
44. Protection 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 the plan set.
45. Pruning Street tree pruning shall be coordinated with Madison Forestry at a minimum of two weeks prior to the start of construction for this project. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on the plan set.
46. Soil Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction 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 the plan set.
47. Tree An existing inventory of street trees located within the right of way shall be included on the landscape,

site, demo, and utility plans. The inventory shall include the following: location, size (diameter 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.

Water Utility (Contact Jeff Belshaw, (608) 261-9835)

48. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.
49. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/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. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

Metro Transit (Contact Tim Sobota, (608) 261-4289)

50. As identified on the plans submitted for review and in coordination with public works improvements, the applicant shall maintain or replace the accessible bus stop boarding pad - as shown in the public right-of-way - at the historic Metro bus stop zone that is on the east side of S Westfield Road, north of Mineral Point Road.
51. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

Engineering Division – Mapping Section (Contact Jeffrey Quamme, (608) 266-4097)

52. Remove the five Overstory Trees out of the Public Sanitary Sewer Easement along the south side of this site.
53. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) for the development of a complete tenant addressing plan. 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 submittal for the final Site Plan review with Zoning. The approved Addressing Plan shall be included in said final review application. 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. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

Urban Design Commission (Contact Janine Glaeser, jglaeser@cityofmadison.com)

54. Changes to the landscape plan as recommended by swapping out the Mock Orange shrubs and Anabelle Hydrangeas;

55. Relocation of the ladder;
56. Canopy reduction across the three lanes;
57. Look at enlarging the eyebrows enough to make more of a statement or design element
58. Try to get electrical off of Mineral Point Road. Wherever it's located is intentional, the main switches are positioned and designed with the overall elevation.