



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved PLAN COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

*This meeting may be viewed LIVE on Charter Spectrum Channel 994, AT&T U-Verse Channel 99 or at [www.madisoncitychannel.tv](http://www.madisoncitychannel.tv).*

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Monday, September 23, 2024

5:30 PM

**\*\*Virtual Meeting\*\***

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The meeting was called to order at 5:30 p.m.

**Present:** 9 - John P. Guequierre; John W. Duncan; Derek Field; Christopher T. McCahill; Nicole A. Solheim; Patrick W. Heck; Sara R. Sanders; Anjali Bhasin and Bob Soldner

**Excused:** 2 - Ledell Zellers and Arnold (Gabe) Mendez

Nicole Solheim was chair for this meeting.

Staff Present: Deputy Mayor Christie Baumel; Meagan Tuttle, Rebecca Cnare, Kirstie Laatsch, Urvashi Martin, and Tim Parks, Planning Division; and Stefanie Cox and Trent Schultz, Parking Division.

Also Present: Ald. Marsha Rummel, District 6; Ald. Barbara Harrington-McKinney, District 20

### PUBLIC COMMENT

1. [60306](#) Plan Commission Public Comment Period

There were no registrants to speak during public comment.

### COMMUNICATIONS, DISCLOSURES AND RECUSALS

Patrick Heck disclosed that he has volunteered for St. John's Lutheran Church, applicant and property owner for Item 8, but that his relationship would not affect his ability to consider the matter.

### MINUTES OF THE SEPTEMBER 9, 2024 REGULAR MEETING

**A motion was made by Guequierre, seconded by Field, to Approve the Minutes. The motion passed by voice vote/other.**

### SCHEDULE OF MEETINGS

Regular Meetings:

- October 7, 21 and November 4, 18, 2024

Special Meeting:

- Thursday, November 7, 2024 at 5:00 p.m. (Room 215, Madison Municipal Bldg., 215 Martin Luther King, Jr. Blvd.)

**AGENDA NOTE:**

Note: Hearing items may be called at any time after the beginning of the meeting. Those wishing to speak on an item must register with the Secretary. The Plan Commission uses a consent agenda, which means that the Commission can consider any item where there are no registrants wishing to speak in opposition regardless of its placement on the agenda.

**SPECIAL ITEM OF BUSINESS**

- 2. [84452](#) Presentation on the 2025 City Budget

Deputy Mayor Christie Baumel gave a presentation to the Plan Commission on the 2025 City budget. Following the discussion, the Plan Commission took no action.

**This Discussion Item was Discussed and Continued by the Plan Commission.**

**NEW BUSINESS**

- 3. [85038](#) Authorizing the Planning Division to lead the preparation of the Southeast Area Plan and Adopting a Public Participation Plan

**A motion was made by Field, seconded by Sanders, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.**

- 4. [85045](#) Authorizing the Planning Division to lead the preparation of the Southwest Area Plan and Adopting a Public Participation Plan

**A motion was made by Guequierre, seconded by Heck, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.**

- 5. [85091](#) Amending Section 16.03 of the Madison General Ordinances related to Transportation Demand Management to clarify Transportation Demand Management procedures, including adjusting parking ratios and removing some exceptions to TDM applicability.

On a motion by Heck, seconded by Ald. Guequierre, the Plan Commission recommended approval of the amendments to the TDM ordinance subject to the changes enumerated in the staff report.

**A motion was made by Heck, seconded by Guequierre, to Return to Lead with the Recommendation for Approval to the TRANSPORTATION COMMISSION. The motion passed by voice vote/other.**

**PUBLIC HEARINGS**

**Development-Related Requests**

- 6. [84688](#) 10 Odana Court (District 19): Consideration of a conditional use in the Suburban Employment (SE) District for general retail; consideration of a conditional use in the SE District for a coffee shop; and consideration of a conditional use in the SE District for an outdoor eating area, all to allow a limited production and processing facility with retail sales and a cafe with

outdoor eating area.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission found that the standards were met and approved the conditional use requests subject to the comments and conditions contained in the Plan Commission materials. The motion to approve passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Approve. The motion passed by voice vote/other.**

7. [84823](#)

1 Dempsey Road (District 15): Consideration of a conditional use in the Commercial Center (CC) District for a payday loan business

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission placed the conditional use request on file without prejudice. The proposed use was determined to be a permitted use that does not require Plan Commission review. The motion to place on file without prejudice passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Place On File Without Prejudice. The motion passed by voice vote/other.**

8. [84824](#)

310-322 E Washington Avenue (District 2): Consideration of an alteration to an approved Planned Development District-Specific Implementation Plan (PD-SIP) for a ten-story mixed-use building containing approximately 16,000 square feet of institutional space and 130 apartments to reduce the number of off-street automobile parking stalls and remove individual balconies for the apartments.

On a motion by Ald. Guequierre, seconded by Ald. Field, the Plan Commission found that the proposed alteration is consistent with the Specific Implementation Plan approved by the Common Council and the Planned Development standards and approved the alteration subject to the comments and conditions in the Plan Commission materials.

In finding the standards met and approving the proposed alteration, members of the Plan Commission cited the potential for obtaining a lease for off-site parking at the Capitol Square North parking garage to compensate for the parking reduction and the maintenance of the common outdoor space for tenants of the future apartments on the second floor of the building as grounds for approval of the specific requests.

**A motion was made by Guequierre, seconded by Field, to Approve. The motion passed by voice vote/other.**

9. [84825](#)

2121 Jefferson Street and 1007 Edgewood Avenue (District 13): Consideration of a demolition permit to demolish two single-family residences.

On a motion by Heck, seconded by McCahill, the Plan Commission found that the standards for demolition permits were not met and denied the request. The motion to deny passed by voice vote/ other.

In denying the demolition permit, members of the Plan Commission cited that standard 4 is the primary consideration in finding that standard 7 is not met, as the buildings are contributing structures in the Wingra Park Historic District and adjacent to many other structures in the historic district and the Edgewood campus. Further, the buildings appear to be in livable condition and suitable for rehabilitation based on the information provided.

**A motion was made by Heck, seconded by McCahill, to Deny. The motion passed by voice vote/other.**

10. [84826](#)

3020 Waunona Way (District 14): Consideration of a conditional use to allow construction of an addition to a single-family residence on a lakefront parcel.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission referred this item to October 7, 2024 at the request of the applicant. The motion to refer passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Refer to the PLAN COMMISSION and should be returned by 10/7/2024. The motion passed by voice vote/other.**

Note: Items 11 and 12 are related and were considered as one public hearing.

- 11. [84449](#) 2001 Londonderry Drive (District 18): Consideration of a demolition permit to demolish a financial institution.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission found that the standards were met and approved the demolition permit subject to the comments and conditions contained in the Plan Commission materials. The motion to approve passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Approve. The motion passed by voice vote/other.**

- 12. [84450](#) 2001 Londonderry Drive (District 18): Consideration of a conditional use in the CC-T (Commercial-Corridor Transitional) District for a multi-family dwelling with greater than thirty-six (36) units to construct a four-story apartment building with 105 units.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission found that the standards were met and approved the conditional use request subject to the comments and conditions contained in the Plan Commission materials. The motion to approve passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Approve. The motion passed by voice vote/other.**

Note: Items 13 and 14 are related and were considered as one public hearing.

- 13. [85055](#) Creating Section 28.022-00687 of the Madison General Ordinances to change the zoning of property located at 702-750 University Row and 5119 Silvertree Run from PD (Planned Development) District to Amended PD (GDP) (Planned Development-General Development Plan) District and creating Section 28.022-00688 to approve a Specific Implementation Plan. (District 19)

On a motion by Ald. Guequierre, seconded by Heck, the Plan Commission found the standards met and recommended approval of the amended planned development and the requested exceptions to the Transit-Oriented Development (TOD) zoning overlay district to the Common Council subject to the comments and conditions contained in the Plan Commission materials. The motion to recommended approval passed on voice vote/ other, with McCahill voting No.

**A motion was made by Guequierre, seconded by Heck, to RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - PUBLIC HEARING. The motion passed by voice vote/other, with McCahill voting No.**

- 14. [84689](#) Approving a Certified Survey Map of property owned by the University of Wisconsin Hospitals and Clinics Authority and GI Clinic, LLC located at 702-750 University Row and 5119 Silvertree Run. (District 19)

On a motion by Ald. Guequierre, seconded by Heck, the Plan Commission found the standards met and recommended approval of the Certified Survey Map subject to the comments and conditions contained in the Plan Commission materials.

**A motion was made by Guequierre, seconded by Heck, to RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - REPORT OF OFFICER. The motion passed by voice vote/other.**

- 15.     [84821](#)                   2250 Roth Street (District 12): Consideration of a demolition permit to demolish a single-family residence.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission referred the demolition permit to October 7, 2024 to allow notice of the related zoning map amendment to be provided to Dane County Regional Airport.

**A motion was made by Field, seconded by Duncan, to Refer to the PLAN COMMISSION and should be returned by 10/7/2024. The motion passed by voice vote/other.**
- 16.     [85057](#)                   Creating Section 28.022-00690 of the Madison General Ordinances to change the zoning of property located at 2248-2254 Roth Street from TR-C4 (Traditional Residential-Consistent 4) District to PR (Parks and Recreation) District. (District 12)

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission recommended that the zoning map amendment be re-referred to the October 7, 2024 Plan Commission (October 29 Common Council) to allow notice of the zoning map amendment to be provided to Dane County Regional Airport

**A motion was made by Field, seconded by Duncan, to RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the PLAN COMMISSION and should be returned by 10/7/2024. The motion passed by voice vote/other.**

Note: Items 17 and 18 are related and were considered as one public hearing.

- 17.     [84822](#)                   346 E Lakeside Street (District 13): Consideration of a demolition permit to demolish a single-family residence in Olin-Turville Park.

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission found that the standards were met and approved the demolition permit subject to the comments and conditions contained in the Plan Commission materials. The motion to approve passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to Approve. The motion passed by voice vote/other.**
- 18.     [85056](#)                   Creating Section 28.022-00689 of the Madison General Ordinances to change the zoning of property located at 346 East Lakeside Street from TR-C2 (Traditional Residential-Consistent 2) District to PR (Parks and Recreation) District. (District 13)

On a motion by Ald. Field, seconded by Ald. Duncan, the Plan Commission found that the standards were met and recommended approval of the zoning map amendment to the Common Council. The motion to recommend approval passed by voice vote/ other.

**A motion was made by Field, seconded by Duncan, to RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING. The motion passed by voice vote/other.**

**Extraterritorial Land Division**

- 19.     [84827](#)                   5048 Thorson Road, Town of Sun Prairie: Consideration of a Certified Survey Map within the City's Extraterritorial Jurisdiction to create two residential lots.

On a motion by Ald. Duncan, seconded by Ald. Field, the Plan Commission referred the proposed land division to a future meeting (no date specified) to allow the applicant to appear on behalf of their request. The motion to refer passed by voice vote/ other.

**A motion was made by Duncan, seconded by Field, to Refer to the PLAN COMMISSION. The motion passed by voice vote/other.**

## BUSINESS BY MEMBERS

Patrick Heck indicated that he would not be present for the October 7, 2024 meeting.

Ald. Guequierre commended Nicole Solheim on her chairing the meeting.

## SECRETARY'S REPORT

Meagan Tuttle summarized recent Common Council actions and upcoming Plan Commission matters for the Commission.

### - Recent Common Council Actions

- 204 Price Place - Rezoning from SE to TR-U2 for future residential development - Adopted on September 10, 2024 subject to Plan Commission recommendation
- Amending Section 28.045 to change minimum dimensional requirements in the TR-C4 District - Adopted on September 10, 2024 subject to Plan Commission recommendation
- Amending Section 28.071(2)(a)2. related to Downtown Height Requirements to allow affordable student housing to exceed the maximum number of stories - Adopted on September 10, 2024 subject to Plan Commission recommendation

### - Upcoming Matters – October 7, 2024

- ID 84607 & 84010 - 4303 Portage Road - Temp TR-U1 to [Permanent] TR-U1 and Conditional Use - Construct three-story apartment building containing 65-units
- ID 84828 - 6910 Seybold Road - Conditional Use - Construct mixed-use building containing 3,500 sq. ft. of commercial space and two (2) apartments in Urban Design Dist. 2
- ID 84994 - 3450-3614 Milwaukee Street - Final Plat of Starkweather Plat, creating 13 lots for future multi-family residential and mixed-use development and 4 outlots for public uses, and 5 outlots for private uses
- ID 84995 - 702 W Olin Avenue - Conditional Use - Request to exceed 1,000 square-foot area limit on accessory buildings on a residential parcel to allow construction of second accessory building
- ID 84996 - 1902 S Stoughton Road - Conditional Use - Convert retail building into a single-family residence
- ID 85058 - Amending Sections 28.132 and 28.138 of the Zoning Code related to Lakefront Encroachments to codify lakefront yard policy and add detail

### - Upcoming Matters – October 21, 2024

- ID 84997, TBD, 84998 & 85000 - 2430-2450 E Washington Avenue and 10-16 N Seventh Street - Demolition Permit, TR-C4 to TSS, Conditional Use and Certified Survey Map Referral - Demolish auto repair business, mixed-use building, single-family residence, and two (2) two-family residences to construct a five-story mixed-use building with 260 square feet of commercial space and 76 apartments on one lot in Urban Design Dist. 5
- ID 85001, TBD & 85032 - 623 Schewe Road and 10122 White Fox Lane - Demolition Permit, Temp. A to TR-P, Preliminary Plat and Final Plat - Demolish single-family residence and The Crest at Eagle Trace plat, creating 45 lots for single-family and two-family dwellings and one outlot for public stormwater management
- ID 85182 - 8402 Castle Pines Drive - Conditional Use to allow existing single-family residence to be used as a family daycare
- ID 85183 - 961-967 S Park Street - Conditional Use to allow limited production and processing in existing commercial building
- ID 85184 - 222 W Gorham Street - Conditional Use to convert restaurant-nightclub to nightclub

## ANNOUNCEMENTS

There were no announcements.

## ADJOURNMENT

A motion was made by Field, seconded by Duncan, to Adjourn at 8:22 p.m. The motion passed by voice vote/other.

## REGISTRATIONS

[81428](#)

Registrants for 2024 Plan Commission Meetings