



**Project Addresses:** 521 E Washington Avenue

**Application Type:** Demolition Permit, Conditional Uses, and Certified Survey Map Referral

**Legistar File ID #** [83525](#), [83526](#), and [83530](#)

**Prepared By:** Chris Wells, Planning Division  
Report includes comments from other City agencies, as noted

**Reviewed By:** Kevin Firchow, Planning Division

### Summary

**Applicant & Property Owner:** John Leja; LZ Ventures; 8301 Machine Drive, Suite 102; Madison, WI 53717

**Contact:** Duane Johnson; Knothe & Bruce Architects; 8401 Greenway Blvd., Suite 900; Middleton, WI 53717

**Surveyor:** Zachary Reynolds; Wyser Engineering; 300 E Front Street; Mount Horeb, WI 53572

#### Requested Actions:

- ID [83525](#) – Consideration of a demolition permit to demolish a two-story commercial building at 521 E Washington Avenue;
- ID [83526](#) – Consideration of a conditional use in the Urban Mixed-Use (UMX) District for a new building greater than 20,000 square-feet or more than four stories to allow construction of an eight-story, mixed-use building containing approximately 3,800 square feet of office space and 70 apartments; and
- ID [83530](#) – Approval of a Certified Survey Map (CSM) to create one lot for the proposed residential development.

**Proposal Summary:** The applicant is seeking approvals to construct an eight-story, mixed-use building containing approximately 3,800 square-feet of office space and 70 apartments located to the south of the intersection of E Washington Avenue and S Blair Street following demolition of a two-story commercial building. The underlying lots comprising the subject site will be combined into one lot by CSM. The letter of intent indicates that construction will commence in January of 2025, with completion anticipated in November of 2025.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Demolitions [MGO Section 28.185(7)]. It is also subject to the standards for Conditional Uses [MGO §28.183(6)] as Section 28.076(4)(c) notes, *“All new buildings and additions greater than twenty thousand (20,000) square feet or that have more than four (4) stories shall obtain conditional use approval. In addition, the Urban Design Commission shall review such projects for conformity to the design standards in Sec. [28.071\(3\)](#), if applicable, and the Downtown Urban Design Guidelines and shall report its findings to the Plan Commission.”* The Urban Design Commission is also an approving body as the subject site is located in Urban Design District No. 4. Lastly, MGO Section 16.23(5)(g) provides the process and standards of approval for certified survey maps.

**Review Required By:** Urban Design Commission, Plan Commission and Common Council (CSM Only).

**Summary Recommendation:** The Planning Division recommends the following to the Plan Commission:

- That the Plan Commission that the standards for demolition permits are met to **approve** the demolition of a two-story commercial building located at 521 E Washington Avenue;
- That the Plan Commission find the standards for conditional uses are met to **approve** an eight-story mixed-use building containing approximately 3,800 square feet of office space and 70 apartments, subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 9**; and
- That the Plan Commission forward the Certified Survey Map to combine 521 E Washington Avenue into one lot to the Common Council with a recommendation of **approval** subject to the conditions from reviewing agencies beginning on **page 17**.

## Background Information

**Parcel Location:** The 10,527-square-foot (0.24-acre) parcel located to the south of the intersection of E Washington Avenue and S Blair Street; Alder District 6 (Rummel); Urban Design District No. 4; Madison Metropolitan School District.

**Existing Conditions and Land Use:** The existing two-story, 5,000-square-foot commercial building was, according to City Assessor's Office Records, originally constructed 1958 (as a gas station), converted into an office building in 1981, added onto in 1989, and remodeled in 2021. The building sits at the south end of the site, nine surface automobile parking stalls are located along the northwest (E Washington Avenue) property line, and the lone assessable automobile stall is located along the southeast property line. The site takes access off S Blair Street and is zoned UMX (Urban Mixed-Use District).

### Surrounding Land Uses and Zoning:

Northeast: Across S Blair Street is a parcel with a two-story commercial building with ground floor restaurant and single residential unit above and a three-unit and two-unit apartment buildings, all zoned CC-T (Commercial Corridor – Transition District);

Northwest: Across E Washington Avenue is a three-story mixed-use building with ground floor commercial and seven units above; 3- and 4-unit apartment buildings; and a two-story office building, all in the UMX (Urban Mixed-Use) District; and

Southeast & Southwest: The two-story Wisconsin Manufacturers & Commerce office building, zoned UMX (Urban Mixed-Use District), beyond which are 2- and 5-unit apartment buildings and single-family residences in the DR1 (Downtown Residential 1 District).

**Adopted Land Use Plans:** The 2023 [Comprehensive Plan](#) recommends Downtown Core (DC) development for the subject site and the adjacent parcel to the southwest. The Plan notes that DC *“represents the nucleus of downtown and accommodates a wide variety of employment, service, retail, government, residential, and other uses in large scale buildings that comprise the most intensely developed part of the city.”* For details on heights, mix of uses, ground floor uses, pedestrian friendly design, and other considerations which the Plan notes “must be addressed for development within this category”, the Plan defers to the [Downtown Plan](#).

The 2012 [Downtown Plan](#) notes that the appropriate height for new buildings is influenced by numerous factors such as topography, important view corridors and viewsheds, the presence of historic buildings, the use and scale recommendations for an area, and the existing scale of buildings in the vicinity. For the subject site, it recommends a maximum of eight stories.

It also does identify the subject site within the “Downtown Core Mixed-Use” neighborhood/district for which it states as an objective, “*should generally possess the highest intensity of development. A mix of office, employment, retail, government, residential, cultural entertainment and other uses should be pursued to retain the area’s vibrancy, including beyond normal business hours.*” Lastly, the Plan’s *Streetscape Design Map* on Page 39 identifies the E Washington Avenue / Blair Street intersection as a ‘Major Gateway Intersection.’ As the accompanying text talks about the higher the level (classification) of street, the higher the level of design and amenities, therefore being a major gateway intersection, the streetscape design at the subject site’s main intersection is particularly important.

The [First Settlement Neighborhood Master Plan](#) (1995) notes about the subject site, that there is “*potential for greater utilization and higher density mixed-use development.*”

**Zoning Summary:** The subject site is zoned Urban Mixed-Use (UMX) District

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000 sq. ft.	10,527 sq. ft.
Lot Width	30’	99’
Front Yard Setback	0’ or 5’	6.8’
Max. Front Yard Setback	10’	6.8’
Side Yard Setback: Street side yard setback	0’ or 5’	11.9’
Side Yard Setback	0’	Adequate
Rear Yard Setback	10’	22.0’
Usable Open Space	10 sq. ft. per bedroom (700 sq. ft.)	740 sq. ft.
Maximum Lot Coverage	90%	78.7%
Minimum Building Height	2 stories	8 stories/<116’
Maximum Building Height: See Downtown Height Map	8 stories/116’	8 stories/<116’
Stepback: See Downtown Stepback Map	None	None

Site Design	Required	Proposed
Number Parking Stalls	No minimum required: Central Area	8
Electric Vehicle Stalls	1 EV Ready	None (See Comment #44)
Accessible Stalls	Yes	1
Loading	Not required	None
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (70) 1 guest space per 10 units (7) Office: 1 per 2,000 sq. ft. floor area (2) (79 total)	13 surface 65 garage (78 total) (See Comments #45 & #46)
Landscaping and Screening	Yes	Yes (See Comment #47)
Lighting	Yes	Yes
Building Form and Design	Yes	Flex building (See Comment #48)

Other Critical Zoning Items	
Yes:	Urban Design (UDD #4), Utility Easements; Barrier Free (ILHR 69), Wellhead Protection (WP-17)
No:	Historic District; Floodplain, Wetlands, Adjacent to Park, TOD Overlay

*Tables Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

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

**Public Utilities and Services:** The site is currently served by a full range of urban services, including Metro Transit, which operates daily all-day transit service along East Washington Avenue adjacent this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays). Metro Transit operates additional daily all-day transit service along East Wilson Street and Williamson Street near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays). Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 220 Weekday & 131 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

## Project Description

The applicant is seeking approvals to construct an eight-story, mixed-use building containing approximately 3,800 square-feet of office space and 70 apartments following demolition of a two-story commercial building. The underlying lots comprising the subject site will be combined into one lot by CSM.

The building proposed for demolition is a two-story, 5,000-square-foot commercial building which, according to City Assessor's Office Records, was originally constructed 1958 (as a gas station), converted into an office building in 1981, added onto in 1989, and remodeled in 2021. [Photos](#) of the interior and exterior of the building are included in the materials submitted for the demolition permit. Planning Division staff is not aware of structural issues with the building.

After demolishing the subject building, the applicant proposes to construct an eight-story, mixed-use building containing approximately 3,800 square-feet of office space and 70 apartments. The building's main entrance, located at the primary (east) corner, provides access a central lobby, common space, and vertical circulation, which together cut diagonally through the ground floor plan. Flanking these central common spaces are various office spaces which will become the administrative headquarters for the community non-profit organization Porchlight. The basement level contains more space for the organization with various rooms – for donations, various services, and conference/break room, building maintenance, etc. A bike room with space for 65 bikes occupies the balance of the basement level. The upper seven floors are entirely residential with each floor containing ten studio apartments. In communications with Staff, the applicant has noted that each unit contains a kitchenette. Staff note that the Fire Department is requiring the cooking appliances to be induction cooktops to help reduce the number of calls for cooking and false alarms.

Regarding automobile parking, eight surface stalls are located on site and are all accessed from S Blair Street – five are located beneath the building overhang with the other three located at the south corner of the site. As for bicycle parking, 65 long-term stalls are located on the basement level, and a total of 14 short-term stalls are located along the two street-facing facades.

Along the southwest side of the building is a roughly 450-square-foot patio with seating for use by the residents and Porchlight staff. Users will access it via the door located along the southeast façade, near the accessible parking stall.

Regarding exterior materials, the proposed building is clad primarily with slate grey-colored horizontal metal paneling. The four corners will be wrapped with midnight-bronze-colored standing seam metal paneling while the building's primary (east) corner will be accentuated with colonial-red-colored horizontal metal paneling. Wall-pack (i.e. HVAC) units will be located below the large unit windows with the color of the louver covers to match the dark bronze material of the windows above.

## Analysis

This proposal is subject to the standards for Demolitions [MGO Section 28.185(7)]. It is also subject to the standards for Conditional Uses [MGO §28.183(6)] as Section 28.076(4)(c) notes, *“All new buildings and additions greater than twenty thousand (20,000) square feet or that have more than four (4) stories shall obtain conditional use approval. In addition, the Urban Design Commission shall review such projects for conformity to the design standards in Sec. 28.071(3), if applicable, and the Downtown Urban Design Guidelines and shall report its findings to the Plan Commission.”* The Urban Design Commission is also an approving body as the subject site is located in Urban Design District No. 4. Lastly, MGO Section 16.23(5)(g) provides the process and standards of approval for certified survey maps. This analysis begins with a summary of the adopted plan recommendations.

### Conformance with Adopted Plans

The 2023 [Comprehensive Plan](#) recommends Downtown Core (DC) development for the subject site and the adjacent parcel to the southwest. The Plan notes that DC *“represents the nucleus of downtown and accommodates a wide variety of employment, service, retail, government, residential, and other uses in large scale buildings that comprise the most intensely developed part of the city.”* For details on heights, mix of uses, ground floor uses, pedestrian friendly design, and other considerations which the Plan notes *“must be addressed for development within this category”*, the Plan defers to the [Downtown Plan](#).

The 2012 [Downtown Plan](#) notes that the appropriate height for new buildings is influenced by numerous factors such as topography, important view corridors and viewsheds, the presence of historic buildings, the use and scale recommendations for an area, and the existing scale of buildings in the vicinity. For the subject site, it recommends a maximum of eight stories. Staff notes that the Downtown Plan also specifically identifies East Washington Avenue as a “Premier Corridor” as one of eight major streets that frame views to and from the Capitol. As such, staff believes it is very important to consider how the building is perceived from various long views, including those of the Capitol and other prominent structures.

It also does identify the subject site within the “Downtown Core Mixed-Use” neighborhood/district for which it states as an objective, *“should generally possess the highest intensity of development. A mix of office, employment, retail, government, residential, cultural entertainment and other uses should be pursued to retain the area’s vibrancy, including beyond normal business hours.”* Lastly, the Plan’s *Streetscape Design Map* on Page 39 identifies the E Washington Avenue / Blair Street intersection as a ‘Major Gateway Intersection.’ As the accompanying text talks about the higher the level (classification) of street, the higher the level of design and amenities, therefore being a major gateway intersection, the streetscape design at the subject site’s main intersection is particularly important.

The [First Settlement Neighborhood Master Plan](#) (1995) notes about the subject site, that there is *“potential for greater utilization and higher density mixed-use development.”*

Staff believe the proposed eight-story, mixed-use building is consistent with adopted plan recommendations described above.

## Demolition Permit Standards

At its October 5, 2021 meeting, the Common Council adopted Ordinance 21-00065 (ID [67074](#)) to revise the standards and process for demolition and removal permits in Section 28.185 of the Zoning Code to remove consideration of proposed future use as a factor in approving demolition requests. The Plan Commission shall consider the seven approval standards in §28.185(9)(c) M.G.O. when making a determination regarding demolition requests and find them met in order to approve. The factors include a finding that the proposed demolition or removal is consistent with the statement of purpose of the demolition permits section and with the health, prosperity, safety, and welfare of the City of Madison. The statement of purpose in Section 28.185 states, in part:

*“The purpose of this section is therefore to ensure the preservation of historic buildings, encourage applicants to strongly consider relocating rather than demolishing existing buildings, aid in the implementation of adopted City plans, maximize the reuse or recycling of materials resulting from a demolition, protect the public from potentially unsafe structures and public nuisances...”*

On balance, staff believes that standards can be found met and provides the following additional information.

In regards to Standard 1 related to the possible building relocation efforts, the Plan Commission is required to consider any information provided related to possible relocation activities. The applicant noted in submitted materials that relocation was considered but was deemed not a “good prospect for relocation.”

In regards to Standard 6 related to the condition of the buildings proposed for demolition, Planning Division staff have not received any comments from City Building Inspection, Fire, or Police. In the submitted information, the applicant provides [photos](#) of the existing structure. From the submitted information, staff is not aware of significant structural issues. While the code notes condition must be considered, it does not specify that a certain structural condition or level of disrepair is necessary in order to approve a demolition.

Related to the historic value of the structures, staff notes Standard 4 states:

*“The Plan Commission has received and considered the report of the City's historic preservation planner regarding the historic value of the property as well as any report that may be submitted by the Landmarks Commission.”*

The Landmarks Commission reviewed the demolition of the building at its May 6, 2024 meeting, and at that meeting found that the building at 521 E Washington Avenue “has no known historic value.”

Standard 7, which includes references the standards 1-6 states that *“The Plan Commission shall consider the factors and information specified in items 1-6 and find that the proposed demolition or removal is consistent with the statement of purpose of this section and with the health, prosperity, safety, and welfare of the City of Madison.”*

The Planning Division has no information otherwise to suggest that the demolition would not meet the standards of approval in Section 28.185(9)(c) and recommends that the demolition be approved subject to input at the public hearing and comments from reviewing agencies.

## Conditional Use Standards

The Conditional Use approval standards state that the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of MGO §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. Staff provides additional discussion on the following standards.

Standard 2 states, *"The City is able to provide municipal services to the property where the conditional use is proposed, given due consideration of the cost of providing those services."* The Madison Police Department has expressed concern in the additional project number of service calls projected anticipated for the subject development site given the already high level of daily calls they make to the nearby Beacon, Salvation Army, and YMCA. The Madison Police Department provided the following report regarding service numbers:

*From **April 1-June 30, 2024**, these are the calls for service at each location:*

*The Beacon, 615 E. Washington Ave: **152** (this address alone is the often the top address for calls for service in the entire city)*

*Salvation Army, 630 E. Washington Ave: **61***

*YWCA, 101 E. Mifflin St: **75***

*In the last three months, officers have responded to **288** calls for service to these three addresses, all within a 5 block radius [of the subject site]*

*If we add in the calls that the current Porchlight location at 306 N. Brooks generated for the past three months, that adds another **46** calls. Anecdotally, if it was located in the new proposed site, Central officers would have responded to **334** calls for service within the 5 block area.*

*At any given time, the Central District has 4-5 officers on duty. Many of the calls generated at the above addresses are at least two officer calls.*

To address security concerns at the proposed building, the Madison Police Department has worked with City staff and Porchlight staff to develop the following list of security-related measures:

- Controlled access to the building via key fob, to include controlled access at all times on the back and side doors, and on the main entry after business hours when the offices close. Controlled access to the elevator via key fob. Lock box on outside of the building for police and fire to access a fob for the building.
- Security cameras on the exterior as well as on all the interior common spaces and hallways on each floor.
- Secured package area for resident package deliveries.
- Security and/or staff to monitor cameras and do routine walk throughs of the building, during non-business hours.
- Building posted for No Trespass.

Staff have recommended a condition requiring the applicant to submit a security plan to address the points listed above. The revised plan shall be approved by the Central Police District Captain, after consultation with the Planning Division Director (or designee) to include the aforementioned list of security-related measures prior to final sign off and the issuance of building permits.



Staff also provide the following note regarding the consideration of Standard 2: the applicant is seeking a conditional use expressly for the building's height above four stories. If it were a four-story building with just as many units, it would be a permitted use (only requiring a demolition permit). This is because the individual uses – a *'counseling, community services organization'* (for the Porchlight's office space) and *'dwelling units in a mixed-use building'* – are both permitted uses in the UMX District. That said, staff believes that management-plan related conditions may be appropriate considering the additional intensity that will be created as part of the larger building.

With the Police Department's recommended condition, to which the applicant has indicated they can support, Staff believe the Commission can find Approval Standard #2 met.

Standard 8 states, *"When applying the above standards to any new construction of a building or an addition to an existing building the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendation."*

Staff note that the applicant has made some revisions to the exterior articulation and material composition since their Informational Presentation at the Urban Design Commission back on May 8, 2024. It is important to note that this site is in a very prominent location and also within a mapped viewshed corridor in the Downtown Plan as one of a limited number of viewsheds framing the State Capitol. As such, the design of the structure, especially the visible corner at East Washington and Blair is of significant importance. The UDC's comments focused on providing additional detail regarding the landscape design and on revising the corner element. Staff emphasize that further enhancing the highly visible corner element, both at grade and for the highly visible upper levels, is a very important consideration. Given the UDC's initial approval granted at their meeting on June 26, 2024 (coupled with the two conditions of approval (please see the next section)), Staff believe that this standard can be found met.

On balance, staff believes that the Conditional Use Standards can be found met subject to input at the public hearing, conditions of approval from the Urban Design Commission, and comments from reviewing agencies.

### Urban Design Commission Review

As the proposed building is located within the UMX (Urban Mixed-Use) District, the UDC is an **advisory** body on this request. Section 28.076(4)(c) states that: *"All new buildings and additions greater than twenty thousand (20,000) square feet or that have more than four (4) stories shall obtain conditional use approval. In addition, the Urban Design Commission shall review such projects for conformity to the design standards in [Section 28.071\(3\)](#), if applicable, and the Downtown Urban Design Guidelines and shall report its findings to the Plan Commission."* Additionally, the UDC is an **approving** body as the subject site is located within Urban Design District No. 4.

At their meeting on June 26, 2024, the Urban Design Commission made an **ADVISORY RECOMMENDATION to the Plan Commission to grant Initial Approval**. (The Legistar File ID for the UDC's review of this project is [83068](#)). A copy of the report of the UDC has been included at the end of this staff report). The motion, which passed with a unanimous vote, included the following conditions:

- The applicant shall provide additional information related to the landscape design and details of the "seating area" shown on the site plan, including providing a screen fence and/or landscaping.



- Revise the corner element to include a more defined building corner that is more cohesive with the other building corners, and with a higher level of design at the pedestrian level. Consideration should be given to including a canopy feature, removal of the white frame, or relocating the accent color at the ground floor, etc. for example.

## Land Division

The applicant has submitted a one-lot Certified Survey Map to combine the underlying lots that comprise the subject parcel. M.G.O. Section 16.23(5)(g) provides the process for certified survey maps. Staff believe that all applicable standards for land divisions can be found met, subject to the comments recommended by reviewing agencies.

## Public Input

At time of writing, Staff have not received any public comments.

## Conclusion

The applicant is requesting approval of a conditional use to facilitate redevelopment of the site with an eight-story, 70-unit apartment building following demolition of a two-story commercial building.

The Planning Division believes that the Plan Commission may find that the proposed development meets the various standards for approval. The proposed building is consistent with the recommendations of the Comprehensive Plan and Downtown Plan, including the recommendations for an eight-story, mixed-use building. Considering the high prominence of this building, staff note the design of this structure is especially important. The proposed development also meets the standards for demolition permits having been found to have no historic value by the Landmarks Commission.

## Recommendation

### Planning Division Recommendation (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends the following to the Plan Commission:

- That the Plan Commission that the standards for demolition permits are met to **approve** the demolition of a two-story commercial building located at 521 E Washington Avenue;
- That the Plan Commission find the standards for conditional uses are met to **approve** an eight-story mixed-use building containing approximately 3,800 square feet of office space and 70 apartments, subject to input at the public hearing and the conditions from reviewing agencies that follow; and
- That the Plan Commission forward the Certified Survey Map to combine 521 E Washington Avenue into one lot to the Common Council with a recommendation of **approval** subject to the conditions from reviewing agencies beginning on **page 17**.

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

**Planning Division** (Contact Chris Wells, (608) 261-9135)

1. Prior to final sign off and the issuance of permits, the applicant shall submit a management plan on the form provided by the Zoning Administrator. The management plan shall be approved by the Planning Division Director and Zoning Administrator (or their designees) prior to final approval.
2. The applicant shall submit a security plan to address the following points. The revised plan shall be approved by the Central Police District Captain, after consultation with the Planning Division Director (or designee) to include the following list of security-related measures prior to final sign off and the issuance of building permits:
  - Controlled access to the building via key fob, to include controlled access at all times on the back and side doors, and on the main entry after business hours when the offices close. Controlled access to the elevator via key fob. Lock box on outside of the building for police and fire to access a fob for the building.
  - Security cameras on the exterior as well as on all the interior common spaces and hallways on each floor.
  - Secured package area for resident package deliveries.
  - Security and/or staff to monitor cameras and do routine walk throughs of the building, during non-business hours.
  - Building posted for No Trespass.

**Please contact Jessica Vaughn, Urban Design Commission Secretary, at (608) 267-8740 if you have any questions regarding the following two (2) items which were recommended by the Urban Design Commission to the Plan Commission as part of their motion to grant initial approval at their meeting on June 26, 2024:**

3. The applicant shall provide additional information related to the landscape design and details of the “seating area” shown on the site plan, including providing a screen fence and/or landscaping.
4. Revise the corner element to include a more defined building corner that is more cohesive with the other building corners, and with a higher level of design at the pedestrian level. Consideration should be given to including a canopy feature, removal of the white frame, or relocating the accent color at the ground floor, etc. for example.

**City Engineering Division** (Contact Brenda Stanley, (608) 261-9127)

5. The property is a closed gas station and contains residual contamination per WDNR BRRS record #09-13-582647 (MADISON CHIROPRACTIC ASSOCIATION). In addition, the City of Madison has soil boring data from WisDOT's recent reconstruction of S. Blair St. Contact Brynn Bemis at [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com) or 608.695.1385 for this information. If contamination is encountered during construction, follow all WDNR and DSPS regulations for proper handling and disposal.

6. Update demolition plan and utility plan to show the 2 sanitary sewer laterals provided with the S. Blair St project (City Project 11135). There is an 8" diameter lateral that is located 24 ft west of the southeast property line and a 6" diameter lateral at 126' west of southeast property line.
  7. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and locations of structures and the type of pipe to be used. (POLICY AND MGO 10.29)
  8. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer. (POLICY AND MGO OVER 10,000 SF OF IMPERVIOUS AREA 10.29 and 37.05(7)(b))
9. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
  10. Construct sidewalk, terrace, curb and gutter and pavement to a plan as approved by City Engineer
  11. 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))
  12. 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))
  13. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
  14. 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.
  15. 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.
  16. 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)
  17. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-yr design storm that is current in Madison General Ordinance Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.

18. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

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

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

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

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

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10- year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

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

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.

20. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West).

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

21. Grant a Public Sidewalk Easement to the City on the face of the pending Certified Survey Map along S Blair St to provide the required terrace as required by City of Madison Traffic Engineering.

22. An existing retaining wall is being removed and a new wall constructed less than a foot from the property line. If the adjacent lands will be disturbed during the removal, construction or future maintenance, provide the easement / agreement permitting any of the above uses.

23. The Owner on the application is not the current owner of record for the property. Provide the recorded conveyance of the parcel to the Owner noted on the application prior to final site plan sign off.
24. The address of 521 E Washington Ave will be inactivated and archived with the demolition of the building. The proposed building has an address of 4 S Blair St. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
25. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
26. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings.

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

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

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

**Traffic Engineering** (Contact Sean Malloy, (608) 266-5987)

27. 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 East Washington Avenue and South Blair Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review prior to final signoff.
28. 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.
  29. 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.

30. 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.
31. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
32. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
33. Per Section MGO 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
34. 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.
35. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, [aoliver@cityofmadison.com](mailto:aoliver@cityofmadison.com)) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
36. 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.
37. "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.
38. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
39. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
40. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.
41. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Blair Street.

**Parking Review** (Contact Trent W Schultz, (608) 246-5806)

42. The applicant shall submit a Transportation Demand Management (TDM) Plan to [tdm@cityofmadison.com](mailto:tdm@cityofmadison.com). The TDM Plan is required per MGO 16.03. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

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

43. Section 28.185(9)(b) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at [streets@cityofmadison.com](mailto:streets@cityofmadison.com) prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9)(b) shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission approval.
44. Provide electric vehicle ready stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the residential parking stalls (1 stall) must be electric vehicle ready. Identify the location of the electric vehicle ready stall on the plans.
45. Bicycle parking for the residential dwelling units shall comply with the requirements of MGO Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 70 resident bicycle stalls are required plus a minimum of 7 short-term guest stalls. Up to twenty-five percent (25%) of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5) foot access aisle for wall mount parking. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
46. Bicycle parking for the office use shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls located in a convenient and visible area on a paved or pervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance.
47. 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.
48. Provide details showing that the building façades meet the door and window opening requirements of Section 28.071(3)(e). For street-facing facades with ground story non-residential uses, the ground story door and window openings shall comprise a minimum of fifty percent (50%) of the facade area. Upper story openings shall comprise a minimum of fifteen percent (15%) of the facade area per story.
49. 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.
50. 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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.



**Madison Fire Department** (Contact Matt Hamilton, (608) 266-4457)

51. Cooking appliances to be induction cooktops to help reduce the number of calls for cooking and false alarms.

52. Based on floor plate layout with the entry vestibule located on Blair Street MFD would anticipate that the address and first point of entrance for the building would be Blair Street

53. Stair 01 door swings the wrong way for Egress.

54. IFC 1028.1 Egress from Stair 01 to the exit door shall have a clear unobstructed path. Some of the lobby furniture appears to be obstructing this path.

**Parks Division** (Contact Adam Kaniewski, [akaniewski@cityofmadison.com](mailto:akaniewski@cityofmadison.com))

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

**Forestry Review** (Contact Jeffrey Heinecke, (608) 266-4890)

55. Additional street trees are needed for this project. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) - All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on both the landscape and street tree plan sets: At least one week prior to street tree planting, Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.

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

56. Utility plan indicates connecting to an existing 6 inch water service. Currently there is only a 1 inch copper service to this lot. Update utility plan to show a new 6 inch water service if required.

57. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

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

58. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding and amenity pad surface at the existing Metro bus stop on the south side of East Washington Avenue, west of Blair Street (#1579).
59. The existing curbside bus stop zone, accessible pedestrian sidewalk and curb ramp/crosswalk across the west side of East Washington Avenue, and the concrete boarding pad on the south side of East Washington Avenue, east of Blair Street, provide critical access to the City's transit operations, and any planned or permitted obstruction of the existing bus stop zones (or accessible route to the future median BRT platform) in excess of thirty (30) days may require additional right-of-way improvements and/or other mitigation measures in coordination with Traffic Engineering and Metro Transit staff - in order to create an alternate bus stop zone that would serve the East Washington Avenue at Blair Street intersection area (and future BRT median platform) in a comparable operational and accessible manner. The applicant shall include a site logistics plan outlining all phases of planned construction and any planned impacts to the City's public rights-of-way.
60. The applicant shall include the location of these transit facilities and a site logistics plan on the final documents filed with their permit application so that Metro Transit may review and effectively plan for City transit access adjacent this property.
61. Metro Transit operates daily all-day transit service along East Washington Avenue adjacent this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays). Metro Transit operates additional daily all-day transit service along East Wilson Street and Williamson Street near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays).
62. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 220 Weekday & 131 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

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## Certified Survey Map

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

**City Engineering Division** (Contact Brenda Stanley, (608) 261-9127)

63. The property is a closed gas station and contains residual contamination per WDNR BRRS record #09-13-582647 (MADISON CHIROPRACTIC ASSOCIATION). In addition, the City of Madison has soil boring data from WisDOT's recent reconstruction of S. Blair St. Contact Brynn Bemis at [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com) or 608.695.1385 for this information. If contamination is encountered during construction, follow all WDNR and DSPS regulations for proper handling and disposal.
64. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)

65. Construct sidewalk, terrace, curb and gutter and pavement to a plan as approved by City Engineer
66. 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))
67. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)

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

68. Grant a Public Sidewalk Easement to the City on the face of the Certified Survey Map along S Blair St to provide the required terrace as required by City of Madison Traffic Engineering. Contact Jeff Quamme for the required easement text to be placed on the CSM.
69. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com))
70. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
71. Provide tangent bearings of curves as required by statute. Also C1 is not tangent as stated in the legal description. Modify the description accordingly.
72. The tie description in the legal description is incorrect and does not match the map or true conditions. Modify the description as necessary.
73. This pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.

74. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:

- a) Right-of-Way lines (public and private)
- b) Lot lines
- c) Lot numbers
- d) Lot/Plat dimensions
- e) Street names
- f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

**Traffic Engineering** (Contact Sean Malloy, (608) 266-5987)

75. 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 East Washington Avenue and South Blair Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review prior to final signoff.

76. 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.

77. 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.

78. 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.

79. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

80. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.

81. Per Section MGO 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
82. 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.
83. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, [aoliver@cityofmadison.com](mailto:aoliver@cityofmadison.com)) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
84. 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.
85. "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.
86. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
87. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
88. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.
89. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Blair Street.

**Parking Review** (Contact Trent W Schultz, (608) 246-5806)

The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan will be reviewed as part of conditional use approval.

**Parks Division** (Contact Adam Kaniewski, [akaniewski@cityofmadison.com](mailto:akaniewski@cityofmadison.com))

90. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
91. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.
92. The Parks Division shall be required to sign off on this CSM.

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

93. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone (WP-17). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102.

**Office of Real Estate Services** (Lance Vest, (608) 245-5794)

94. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report.

When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

95. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
96. As of June 14, 2024, the 2023 real estate taxes are paid for the subject property.

Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to:

City of Madison Treasurer  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53701

97. As of June 14, 2024, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.

In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.

98. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish a title report to ORES via email to Lance Vest ([lvest@cityofmadison.com](mailto:lvest@cityofmadison.com)), as well as the survey firm preparing the proposed CSM. The report shall include all associated documents that have been recorded.

A title commitment has been provided but is considered only as supplementary information to the title report. Surveyor shall update the CSM with the most recent information reported in the title report. ORES reserves the right to impose additional conditions of approval in the event the title report contains changes that warrant revisions to the CSM.

**The following agencies have reviewed this request and has recommended no conditions of approval:**

Planning, Zoning, Assessor's Office, Fire, Forestry, Metro





**Agenda Item #:** 4

**Project Title:** 521 E Washington Avenue - New Mixed-Use Building in Urban Design District (UDD) 4. (District 6)

**Legistar File ID #:** 83068

**Members Present:** Cliff Goodhart, Chair; Rafeeq Asad, Christian Harper, Marsha Rummel, Shane Bernau, and Russell Knudson

**Prepared By:** Jessica Vaughn, AICP, UDC Secretary

## Summary

At its meeting of June 26, 2024, the Urban Design Commission **GRANTED INITIAL APPROVAL** of a new mixed-use building in UDD 4 located at 521 E Washington Avenue. Registered and speaking in support were Duane Johnson, and Joseph Rice. Registered in support and available to answer questions was Joe Porter.

Summary of Commission Discussion and Questions:

Overall, the Commission noted that the design has been much improved from the Informational Presentation, noting that the composition is now more unified.

The Commission discussed the use of color and materials to emphasize the building corner. Nothing in the plan suggests that the corner is more prominent, it is mostly emphasized higher up on the building, and the entrance isn't emphasized enough at the street level.

The Commission inquired about the useable open space being limited to the outdoor seating area and whether consideration was given to other opportunities for rooftop spaces.

The applicant noted that the addition of rooftop space would trigger compliance with high-rise building code requirements, triggering the requirements for fire command centers, etc. raising construction costs significantly. In addition, the street tree requirements and sidewalk requirements along Blair Street also create additional constraints with regard to open space.

The horizontal lines versus vertical lines were discussed. The applicant noted that the proposed mixing of the horizontal and vertical lines and reveals will result in noticeable shade/shadow effects.

The Commission expressed concern about the long views and the building corner. A pop of color at street level where the entrance is would help to emphasize it. The white frame element that goes up and around the parapet that abruptly ends could be done away with and would save money. Why not make the east and west ends of the building mimic each other? The ¾ of the building is awesome, if the one corner was just brought into compliance with the rest of the design, wouldn't it still be a good design? Make the corner like the other sides of the building. The special emphasis at the entrance could be at the entrance on the ground floor.

These renderings don't really do justice to how the building will really pop with those actual materials, with reflectivity and orientation change, nice subtle, ins and outs of materials is nice subtle design that doesn't really need the distraction of a red and white band going all the way up to the top.

The applicant noted that their design reflects a unique corner and importance of the corner. It's a prominent corner – the uniqueness in the architecture is to address the importance of the corner and having it be unique.

The Commission noted that if the corner was redesigned to reflect more of the other corners, adding a canopy may be a way to utilize color and emphasize the entrance. Something is off about the proportions; it is a symmetrical building in every other corner except for this one because of the proportions of the red and white elements. Simplification should be considered. It needs some color and excitement. With regard to the long views, it needs something unique that you can see from a distance and not fade into the background.

The Commission discussed reducing the number of parking stalls to provide for more open space. The applicant stated that they are already struggling with parking. The ground floor accessible entrance orientation was explained. The ground floor windows will be clear with views into office spaces.

The Commission discussed the wall pack louvers, which will be located under the windows, as part of the window system, in the darker color, integrated into the window system. The louvers were removed from the units located in the red element.

The back patio area needs something more; some creative energy needs to be put into what that edge could be including a screen fence, vines, etc. to give you a little protection from that parking lot. Something I would like the applicant to look at.

The white band that dies as it turns the corner seems like it could go away with maybe a canopy that wraps the corner at the entrance in its place. At the street level may be as equally an effective place for a pop of color. This is really a nice improvement.

A motion was made by Asad, seconded by Knudson, to grant Initial Approval with conditions.

Discussion on the motion:

Expression at the entrance, the ground floor is where it is not symmetrical and repetition is happening.

Taking the red and moving it to the center bay along E Washington and making the design more cohesive with the rest of the corners. Keeping some element of color, but not making that color fight what is happening. The swath of red should go to the ground in place of the dark gray. Keep color in it somewhere, making the sides symmetrical, and then doing something more dramatic or design intensive at the lower level.

Commissioner Knudson recognized the importance of this project, noting that he has learned from colleagues about design and the importance of beautiful architecture for the City's residents. The white piece makes us look up. Remembering the Informational Presentation discussion, reflecting on who is operating this building, there is something nice about having something to aspire and look up to in this architecture.

## Action

On a motion by Asad, seconded by Knudson, the Urban Design Commission **GRANTED INITIAL APPROVAL**. The motion provided for the following conditions:

- The applicant shall provide additional information related to the landscape design and details of the "seating area" shown on the site plan, including providing a screen fence and/or landscaping.
- Revise the corner element to include a more defined building corner that is more cohesive with the other building corners, and with a higher level of design at the pedestrian level. Consideration should be given to

including a canopy feature, removal of the white frame, or relocating the accent color at the corner, etc. for example.

The motion was passed on a unanimous vote of (5-0).