



Department of Planning & Community & Economic Development

## Planning Division

William Fruhling, Interim Director

---

Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

July 5, 2024

Brian Munson  
Vandewalle & Associates  
120 E Lakeside Street  
Madison, Wisconsin 53715

RE: Consideration of a demolition permit to demolish five commercial buildings located at 506-518 E Wilson Street; consideration of a request to rezone 506-518 E Wilson Street and 134-148 S Blair Street from PD (Planned Development District) to UMX (Urban Mixed-Use District); and consideration of a conditional use in the [Proposed] UMX (Urban Mixed-Use District) for a new building greater than 20,000 square feet and more than four stories; consideration of a conditional use in the UMX District for a multi-family dwelling with greater than eight (8) units; and consideration of a conditional use per Section 28.137(2)(e) of the Zoning Code for a planned multi-use site containing a hotel, all to allow construction of a six-story, 100-room hotel on E Wilson Street and eight-story, 178-unit apartment building and structured parking on S Blair Street. (Brian Johnson, JCAP Real Estate) (LNDUSE-2024-00012; ID 81923, 82903 and 81925)

Dear Brian,

On June 18, 2024, the Common Council **approved** your request to rezone 506-518 E Wilson Street and 134-148 S Blair Street from PD to UMX. On June 10, 2024, the Plan Commission recommended approval of the rezoning and **approved** your demolition permit and conditional use requests subject to approval of the rezoning and the conditions in the following sections, which shall be satisfied prior to final approval of the project and the issuance of any permits.

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following twenty-two (22) items:**

1. The utility plan included with the plan set does not accurately show the locations of the existing City sanitary sewer. There is a 10-inch diameter sanitary lateral stubbed to curb in front of 516 E Wilson Street. The 8-inch diameter sewer proposed being connected to in S Blair Street is abandoned. There are two (2) 8-inch lateral stubs on S Blair Street into the site. Obtain updated City Utility records to update utility plan sheet.
2. Enter into a City / Developer agreement for the required infrastructure improvements to serve the project. The agreement shall be executed prior to sign-off. Allow 4-6 weeks to obtain agreement. Contact the City Engineering Division to schedule the development and approval of the plans and the agreement.

3. Construct sidewalk, terrace, curb and gutter, and pavement to a plan approved by the City Engineer.
4. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
5. Provide the City Engineer with the proposed earth retention system to accommodate the restoration. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system.
6. Obtain a permanent sewer plug permit for each existing sanitary or storm 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.
7. Obtain a permit to plug each existing storm sewer.
8. This project appears to require permanent dewatering. A permit to connect to the public stormwater system shall be required from the City Engineering Division. Additionally, a permit for non-storm discharge to the storm sewer system from the Madison-Dane County Public Health shall also be required. If contaminated soil or groundwater conditions exist on or adjacent to this project, additional Wisconsin Department of Natural Resources (WDNR), Public Health, and/or City Engineering approvals may be required prior to issuance of the connection and non-storm discharge permits.
9. An Erosion Control Permit is required for this project.
10. A Storm Water Management Report and Storm Water Management Permit is required for this project.
11. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS), and no separate submittal to this agency or Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
12. 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.
13. 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.

14. 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.
15. Revise plan to show the location of all rain gutter down spout discharge locations. Downspouts shall be directed to drain to public right of way.
16. 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-year design storm that is current in MGO 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.
17. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
18. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
19. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project, additional WDNR, MDCPH, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
20. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
21. Prior to approval, this project shall comply with Chapter 37 of 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 Storm Water Management Plan & Report shall include compliance with the following:
  - Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
  - 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.

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 half inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first half inch of rainfall, either green or non-green infrastructure may be used.

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 best management practices (BMP) used to meet stormwater management requirements on this project.

22. 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).

**Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have any questions regarding the following seven (7) items:**

23. Grant a Public Sidewalk Easement along Blair Street to the City on the concurrent Certified Survey Map.
24. The site plan indicates plaza space and the remaining existing building facia encroaching into the E Wilson Street right of way. The applicant shall confirm and note on the plans all encroachments, including, (but not limited to) balconies, roof overhangs and underground vaults. An approval of the development does not constitute or guarantee approval of any encroachments within a public right of way. The applicant shall make an application with City of Madison Office of Real Estate Services for a Privilege In Streets Agreement. The Existing agreement shall be amended or released and replaced to be updated for the revised boundary information, facia shown encroaching on the CSM. the entire below grade, at grade, air space needs for the existing facia shall be re-determined based on the CSM boundary being set forth.
25. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.
26. Owner/developer/contractor are responsible to coordinate with the adjacent owners for any work that may affect the adjacent buildings and their common walls and shall obtain any agreements or permissions necessary for construction.
27. Explain what is happening with the existing private connection between the Germania Condo Storm Sewer. It appears to be removed in this plan. There may be unrecorded rights present that need to be

maintained. Owner/developer/contractor are responsible to coordinate with the Condominium on the disconnection and possible reroute of this line.

28. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, 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.
29. Submit a site plan and a complete set of building Floor Plans (for each individual building) in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan of each floor level on a separate sheet/page for the development of an interior and building addressing plan for the proposed multi-building complex. Each building page should include a key locator and north arrow. Also, include a unit matrix for the apartment buildings. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the Verification submittal stage of this LNDUSE with Zoning. The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall be provided for additional review and approval by Engineering. Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following twenty-two (22) items:**

30. The applicant shall work with the Traffic Engineering Division on finalizing their Traffic Impact Analysis (TIA) prior to final sign-off. Traffic Engineering staff had received and approved the TIA from a previous proposal at this location. Due to the results and recommendations of the TIA from the previous proposal, the Traffic Engineering Division does not have any significant concerns with the traffic impacts from this proposal.
31. All parking stalls must be clear of any and all obstructions (including columns) to be considered a legal parking stall. For large car stalls, this means 9- by-foot clear; for one-size-fits-all stalls, this means 8.75- by 17-foot clear.
32. Items in the right-of-way are not approvable through the site plan approval process, work with City Real Estate to start the 'Privilege in Streets' process to obtain approval for any items in the Right of Way. Make a note on all pages showing improvements in the right of way that states: "The Right-of-Way is the sole jurisdiction of the City of Madison and is subject to change at any time per the recommendation/plan of Traffic Engineering and City Engineering Divisions."
33. One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit. Applicant shall work with Traffic Engineering on determining an appropriate width for a one-way operational driveway.

34. 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.
35. The applicant shall submit for review a waste removal plan, which shall include vehicular turning movements.
36. The 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.
37. The applicant shall submit for review a valet operations plan, which shall include vehicular turning movements.
38. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' 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.
39. 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.
40. 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.
41. All parking facility design shall conform to MGO Section 10.08(6).
42. All bicycle parking adjacent pedestrian walkways shall have a 2-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
43. Per MGO Section 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.
44. The applicant shall adhere to all vision triangle requirements as set in MGO Section 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 Section 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.

45. 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, ((608) 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.
46. The applicant shall provide a clearly defined five-foot walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheelchair 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.
47. "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.
48. 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.
49. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
50. The applicant shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
51. 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 Blair Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review prior to final signoff.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following fifteen (15) items:**

52. The applicant is proposing that the residential building will exceed the maximum number of stories under the provisions of Section 28.071(2)(a). Buildings with a voluntary contractual Land Use Restriction Agreement with the City of Madison to provide affordable dwelling units may exceed the maximum number of stories, provided the building remains at or below the maximum height in feet in Table 28E-3 and comply with the requirement of Section 28.071(2)(a).
53. Required loading facilities shall comply with MGO Section 28.141(13). Provide two 10- by 50-foot loading areas with 14 feet vertical clearance to be shown on the plan. The loading areas shall be

exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval.

54. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission approval.
55. Show the building setback distances for the hotel and residential buildings as measured from the buildings to the property lines.
56. Provide a dwelling unit summary for the residential building with the numbers and types of dwelling units (number of bedrooms).
57. 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 178 resident bicycle stalls are required plus a minimum of 18 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.
58. Bicycle parking for the hotel shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 10 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 100 feet of a principal entrance. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
59. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
60. Submit detailed floor plans and roof plans for both buildings.
61. Submit the courtyard elevations for the residential building.
62. Per Section 28.071(3)(d)2., for ground-story residential uses, landscaping, steps, porches, grade changes, and low ornamental fences or walls or similar treatments shall be located between the sidewalk and the front door to create a private yard area.
63. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of greater than or equal to fifty percent (50%) glass, at least eighty-five percent (85%) of the glass must be treated. All glass



within fifteen (15) feet of a building corner must be treated when see through or fly through conditions exist. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. All glass railings must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.

64. 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. For street-facing facades with ground story residential uses, ground story openings shall comprise a minimum of fifteen percent (15%) of the façade area. Upper story openings shall comprise a minimum of fifteen percent (15%) of the facade area per story.
65. 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.
66. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes and Section 33.24 Urban Design Commission ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have any questions regarding the following two (2) items:**

67. Verify egress requirements of IFC Chapter 10 are met for Lower Level 2, Third Floor Outdoor Patio.
68. Provide a completed MFD "Fire Apparatus Access and Fire Hydrant Worksheet" with the site plan submittal showing fire access lanes and aerial access lanes meeting the requirements of IFC 503 2021 edition and MGO Section 34.503.

**Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:**

69. 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 Section 16.03. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

**Please contact Ann Freiwald of the Parks Division at (608) 243-2848 if you have any questions regarding the following item:**

70. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure

Impact Fee district. Please reference ID# 24008 when contacting Parks Division staff about this project.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following three (3) items:**

71. This property is in a Wellhead Protection District–Zone (WP-17). Applicant shall provide the Madison Water Utility with confirmation that no hazardous and/or toxic materials will be stored on site, and that all proposed uses of this site comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative. Contact Sarah Scroggins at [Sscroggins@madisonwater.org](mailto:Sscroggins@madisonwater.org) for additional information, including a summary of the submittal requirements.
72. Private wells may have served the parcels associated with this project prior to municipal water service connections. The existing properties will require an internal and external survey for potential unabandoned private wells prior to proceeding with demolition. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR 812 and Madison General Ordinance 13.21 prior to the demolition of the property. Please contact water utility staff at (608) 266- 4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.
73. 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 Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size and 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.

**Please contact Brad Hofmann of the Forestry Section at (608) 267-4908 if you have any questions regarding the following fourteen (14) items:**

74. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apparatus and street tree plan sets. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
75. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan

Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the Alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.

76. City Forestry will issue a street tree removal permit for three trees: 9", 12", and 17" diameter Honeylocust trees due to construction conflict along S Blair Street terrace. The contractor shall contact City Forestry at (608)266-4816 to obtain permit. Add as a note on both the demolition and street tree plan set.
77. The contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. Contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at (608) 266-4816. Penalties and remediation shall be required. Add as a note on the site, grading, utility, demolition, and street tree plan set.
78. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry at (608) 266-4816 prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Add as a note on the site, grading, utility, demolition and street tree plan sets.
79. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on both the site and street tree plan sets.
80. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.
81. Street tree pruning shall be coordinated with City Forestry at a minimum of two weeks prior to the start of construction for this project. Contact City Forestry at (608)266-4816. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on both the site and street plan sets.
82. The developer shall submit a Street Tree Report performed by International Society of Arboriculture Certified Arborist for City Forestry's review of project. This report shall identify all street trees on proposed project site, species type, canopy spread, tree condition, proposed tree removals, the impacts of proposed construction, and any requested pruning.

83. The developer shall post a security deposit prior to the start of the development to be collected by City Engineering as part of the Developers Agreement. In the event that street trees are damaged during the construction process, City Forestry will draw from this deposit for damages incurred.
84. 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. 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."
85. On this project, the installation of a pavement support system (Silva Cell<sup>®</sup>, GreenBlue<sup>®</sup> or equivalent as approved by city) surrounding tree grate locations is required where the terrace is concrete. The Contractor shall contact City Forestry at (608) 266-4816 to identify and locate underground conflicts (utilities, vaults, conduit) or other underground obstructions and determine grate locations before support system installation. Add as a note on both the site and street tree plan set.
86. No later than five business days prior to forming concrete and constructing tree grate sites, the Contractor shall contact City Forestry at (608) 266-4816 to identify and locate underground conflicts (utilities, vaults, conduit) or other underground obstructions and determine grate locations. The Contractor will be required to obtain the grate, matching frame and/or tree guard. Tree grate type and matching frame: Neenah 4x8 (R-8815-A). Tree guard Neenah (R-8501-4818). Add as a note on both the landscape and street tree plan set.
87. Tree grates are the property of the City of Madison. The Contractor shall contact City Forestry at (608) 266-4816 to schedule delivery of salvaged tree grates to City Forestry facility. Add as a note on the demolition and street tree plan set.

**Please contact Tim Sobota of the Metro Transit at (608) 261-4289 if you have any questions regarding the following three (3) items:**

88. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding pad surface at the existing Metro bus stop on the north side of E Wilson Street, west of S Blair Street (#1150).
89. The existing curbside bus stop zone and accessible pedestrian sidewalk and terrace area on the north side of East Wilson Street, west of South Blair Street, provide critical access to the City's transit operations, and any planned or permitted obstruction of the existing bus stop zone 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 Wilson Street at South Blair Street intersection area in a comparable operational and accessible manner.

90. The applicant shall install and maintain a new passenger waiting shelter with seating amenity - either as part of the private landscape plan or in the public right-of-way area - serving the curbside bus stop zone on the north side of East Wilson Street, west of South Blair Street. If located in the public right-of-way, the applicant shall submit a Privilege in Streets (Bus Shelter) application for review by the City. An approved Encroachment Agreement, for the bus shelter, shall be executed prior to sign off. Contact City Real Estate to start the Privilege in Streets (Bus Shelter) application process. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

**Please contact Jessica Vaughn, Secretary of the Urban Design Commission, at (608) 267-8740 if you have questions about the following eight (8) items:**

91. The application shall return to the Urban Design Commission for Final Approval.
92. The Urban Design Commission finds that the overall building design and composition, mass, scale and placement is appropriate, the treatment and design of HVAC louvers as proposed on the hotel building is adequate.
93. Revise the landscape plan to reflect two different varieties of upright trees on the living street.
94. Additional detailing and articulation shall be incorporated into the metal panel areas on the blank building end walls of the hotel building, including but not limited to horizontal articulation, more articulated panels, or artwork.
95. Provide additional details related to the recreation of the existing historic facades to allow for flexibility in the reinterpretation/reapplication of certain architectural details of those facades versus recreating exactly what is existing today (i.e., the diamond window pane pattern or six-over-six windows vs. the brick detailing).
96. Consideration should be given to the angle of the masonry wall on the west elevation, including as it wraps the corner and relates to the blank wall expanse.
97. Provide additional details related to the proposed architectural lighting.
98. With regard to the S Blair Street elevation and landscape shown along the base elevation, the landscape plan shall be revised to more accurately reflect the renderings.

**Please contact my office at (608) 261-9632 if you have questions about the following five (5) items:**

99. Consistent with the Landmarks Commission's finding of historic value as contributing structures in the East Wilson Street National Register Historic District, approval of the demolition permit is hereby conditioned on the deconstruction and preservation of the facades of 506 and 518 E Wilson Street for reuse as part of the E Wilson Street façade of the proposed hotel. [The reuse of the two historic facades is shown on the plans for the proposed hotel, and implementation of this condition will continue as part of the final approval of that conditional use.]

100. Revise Sheet A111H to show the proposed line between Lot 1 and the parcel(s) containing the Hotel Ruby Marie.
101. Prior to final approval of the plans for the eight-story apartment building, the plans shall be revised to provide height dimensions all sides of the building measured from the highest point of the site. All building heights shall comply with the Downtown Height Map and related provisions in Section 28.071(2) of the Zoning Code, as confirmed by the Zoning Administrator. Prior to final sign-off of this building and issuance of permits, the applicant shall execute a Land Use Restriction Agreement (LURA) for the project that satisfies all of the requirements in MGO Section 28.071(2)(a)2. The form of the LURA shall be approved by the City Attorney, the LURA adopted by the Common Council, and the final document executed and recorded (or ready for recording by the City) with the Dane County Register of Deeds prior to issuance of building permits for the apartment building.
102. Revise the plan materials and letter of intent prior to final approval and issuance of building permits to include a breakdown of the number of dwelling units by type in the apartment building and provide detailed floorplans for the units. The data table should include the lot area for the site; the gross square-footage of the buildings; the number of dwelling units by type; the total number of bedrooms in the apartment building; usable open space for the development; and the amount of structured and surface automobile and bicycle parking located on the subject site.
103. The plans for the planned multi-use site shall fully include all of the existing and proposed conditions for 522 E Wilson Street, which is an integral part of the conditional use approvals. Nothing in this approval shall constitute approval to use the reconstructed patio for the Up North Bar at the rear of 522 E Wilson Street/148 S Blair Street for outdoor eating area or for live entertainment. Approval for outdoor uses at 522 E Wilson Street/148 S Blair Street shall require separate approval by the Plan Commission, Alcohol License Review Committee, and/ or the Common Council separate from the implementation of the proposed hotel and residential development. Final approval of any shared parking and cross-access easements and agreements for the three buildings shall be granted consistent with Section 28.137(2) of the Zoning Code prior to issuance of permits for the overall development.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**A letter containing the conditions of approval for the related Certified Survey Map for the project will be sent separately.**

**Please now follow the procedures listed below for obtaining permits for your project:**

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are

submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.

3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the Plan Commission and the conditional use standards. This approval shall become null and void two (2) years after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to one (1) year from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

cc: Brenda Stanley, City Engineering Division  
Julius Smith, City Engineering Division  
Sean Malloy, Traffic Engineering Division  
Trent Schultz, Parking Division  
Jenny Kirchgatter, Asst. Zoning Administrator  
Ann Freiwald, Parks Division  
Matt Hamilton, Madison Fire Department  
Jeff Belshaw, Madison Water Utility  
Bradley Hofmann, Forestry Section  
Tim Sobota, Metro Transit  
Jessica Vaughn, Urban Design Commission  
Heather Bailey, Landmarks Commission

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner  
(If Not Applicant)*

ID #81923, 82903 and 81925  
LNDUSE-2024-00012  
506-518 E Wilson Street  
& 134-148 S Blair Street  
July 5, 2024  
Page 16

<b>LNDUSE-2024-00012</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Forestry Section
<input checked="" type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>	Other: Metro Transit