

PLANNING DIVISION STAFF REPORT

October 6, 2025

PREPARED FOR THE PLAN COMMISSION



Project Address: 305 North Frances Street and 533 Conklin Place (District 2 – Alder Ochowicz)

Application Type: Conditional Use, Certified Survey Map

Legistar File ID # [89452](#) & [89481](#)

Prepared By: Colin Punt, AICP, Planning Division
Report includes comments from other City agencies, as noted.

Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant: Jonathan Kubow; CS Acquisition Vehicle, LLC; 1643 N Milwaukee St; Chicago, IL 60647

Contact: Brian Munson; Vandewalle & Associates; 120 E Lakeside St; Madison, WI 53715

Owner: Zeier Building Company; 305 N Frances St; Madison, WI 53703

Requested Actions : The applicant is seeking approval of a certified survey map to create one new parcel and the following conditional uses:

- 28.076(4)(c) MGO: All new buildings and additions to buildings with greater than six (6) stories shall obtain conditional use approval.
- 28.076(2) MGO: Outdoor recreation is a conditional use in the UMX zoning district.

Proposal Summary: The applicant is seeking approvals to construct a sixteen-story 387-unit mixed-use building with 2800 square feet of commercial space on one new lot.

Applicable Regulations & Standards: Standards for conditional use approval are found in §28.183(6) MGO. Standards for certified survey maps are found in §16.23 M.G.O.

Review Required By: Urban Design Commission, Plan Commission (Conditional Use), Common Council (CSM)

Summary Recommendations: The Planning Division recommends the following to the Plan Commission regarding the applications for 305 North Frances Street and 533 Conklin Place. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies beginning on page 6:

- That the Plan Commission find that the standards for conditional uses are met and **approve** the conditional uses for the proposed 16-story mixed-use building; and
- That the Plan Commission find the standards for land divisions are met and forward the certified survey map to Common Council with a recommendation to **approve**.

Background Information

Parcel Location: The subject site is 48,132 square feet located on the east side of North Frances Street between Conklin Place and East Johnson Street. The site is within Alder District 2 (Alder Ochowicz) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The site, zoned UMX (Urban Mixed Use), is currently occupied with an eight-story multifamily residential building and a six-story multifamily residential building with 229 units between the two buildings and a two-story four-unit residential building.

Surrounding Land Uses and Zoning:

North: Three small residential buildings zoned UMX, and, across Conklin Place, two twelve-story mixed use buildings zoned PD (Planned Development district);

West: Across North Frances Street, a parking structure and the UW Fluno Center, both zoned CI (Campus Institutional district);

South: Across West Johnson Street, two-story residential and mixed use buildings zoned UMX and a twelve-story mixed use building zoned PD; and

East: A twelve-story multifamily residential building zoned UMX.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2023) recommends Downtown Mixed Use (DMU) for the site. The [Downtown Plan](#) (2012) recommends Downtown Core Mixed-Use.

Zoning Summary: The subject property is zoned UMX (Urban Mixed Use District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000	48,134
Lot Width	30 ft	165 ft
Front Yard Setback	5 ft	5 ft
Max. Front Yard Setback	10 ft	5 ft
Side Yard Setback	5 ft	5 ft
Rear Yard Setback	10 ft	10 ft
Maximum Lot Coverage	90%	73%
Minimum Building Height	2 stories	16 stories
Maximum Building Height	172 ft	168 ft

Site Design	Required	Proposed
Number Parking Stalls	None	56
Electric Vehicle Stalls	10% EV Ready = 6	3 (1.)
Accessible Stalls	3	5
Loading	None	None
Number Bike Parking Stalls	616	614 (2.)
Landscaping and Screening	Yes	Yes (3.)
Lighting	Yes	Yes
Building Form and Design	Yes	Commercial Block Building

Other Critical Zoning Items	Urban Design (UMX), Utility Easements
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Table Prepared by Jacob Moskowitz, Assistant Zoning Administrator

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

Public Utilities and Services: The site is served by a full range of urban services.

Project Description

The applicant is seeking approval of conditional uses to construct a sixteen-story residential building on a single lot to be created by certified survey map after demolition of two eight-story multifamily buildings and a two-story multifamily building. Following demolition, which is not before the Plan Commission for consideration, the applicant proposes to construct a 16-story building with 387 dwelling units composed of 71 one-bedroom units, 128 two-bedroom units, 72 three-bedroom units, 45 four-bedroom units, and 71 five-bedroom units, for a total of 1,078 bedrooms. The sixteen-story building will be 172 feet tall to remain within the maximum absolute height allowed in this area designated for 12 stories in the Downtown Height Map. The applicant proposes 16 stories in this 12-story area, which will be accomplished through the recording of a Land Use Restriction Agreement (LURA) to restrict a portion of the units in the additional floors to affordable rents in a manner that has been utilized to set aside more affordable units in other student-oriented multifamily residential buildings in the downtown and campus areas. Plans show the height to parapet is 170'-8" and do not show any elevator overruns or rooftop-mounted mechanical equipment. The maximum height allowable at this location under the Capitol View preservation height limit is 177 feet. The building site is not rectangular, as three existing houses on Conklin Place are not included in the project, but will remain, resulting in a U-shaped footprint for the resulting site and building. A large MG&E transformer vault is located at the far eastern edge of the site and is left as primarily open space with no parking or building construction over the vault.

The building's primary lobby is located at the corner of North Frances Street and West Johnson Street. A secondary entrance and retail space at the corner of North Frances Street and Conklin Place. First-floor uses including a 2,800-square foot leasable retail space, leasing office, lobby and resident amenity spaces, mail and package room, mechanicals, trash rooms, and bicycle storage. Other resident amenity spaces are located on the second and sixteenth floors. The sixteenth floor also includes three outdoor terrace areas totaling 10,693-square feet, as well as a pool and hot tub. Residential units span the second to sixteenth stories.

The primary façade material for the first floor is a tan brick and the primary material for upper floors is a slate blue metal panel. Trim and accent materials include a black storefront system, black polymer window system, tan cast stone, and tan metal panel.

Vehicular access for tenants, pick-ups and drop-offs, delivery, and refuse and recycling removal are all off Conklin Place. An off-street pull-off loop is accessed near its intersection with North Frances Street just outside the retail space and secondary building entrance. Access to 56 structured vehicle parking stalls in a single underground level is also from Conklin Street. Other lower-level uses include mechanicals and back of house storage. There are 575 indoor long-term bicycle parking stalls on the first floor, as well as an additional 19 interior short-term bicycle parking stalls and 20 outdoor short-term bicycle parking stalls.

In addition to a net gain of nine street trees, site landscaping includes perennials and ornamental grasses in the planting beds around the base of the building along with evergreen and deciduous shrubs. Ornamental trees are also placed along the West Johnson Street façade, the rear "carve out" surrounding the three buildings on Conklin Place, and around the MG&E transformer vault. Small planters located around the 16th-floor amenity spaces will be planted with grasses, perennials, and deciduous shrubs. There is also a 12,000-square foot green roof above the 16th floor.

According to the application, the applicant intends to start construction in spring 2026 with completion by summer 2028.

Analysis

This request is subject to the standards for conditional uses and land divisions (certified survey maps). This section begins with a summary of adopted plan recommendations, then reviews the conditional use standards, which includes a description of Urban Design Commission findings, then reviews land division standards, and ends with a review of public input.

Consistency with Adopted Plans

The [Comprehensive Plan](#) (2023) recommends Downtown Mixed Use (DMU), which is appropriate for intensive mixed-use development, but generally focused on residential, retail, and service uses. The [Downtown Plan](#) (2012) recommends Downtown Mixed-Use for the site, with a maximum building height of twelve stories. The Downtown Plan also places the site within the Johnson Street Bend district, which the plan states should continue as a primarily higher density student residential area mixed with new neighborhood serving retail uses. It is also identified as an underutilized site and/or obsolete building. Staff believes the proposal can be found to be consistent with the adopted plans.

Conditional Use Standards

The applicant is requesting approval of conditional uses for a new building with greater than six (6) stories and outdoor recreation. Regarding conditional use approval standards, 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 §28.183(6) MGO are met. Staff advises the Plan Commission that in evaluating the conditional use standards, 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 notes considerations with regard to standards 3 and 4, which read "The uses, values and enjoyment of other property in the neighborhood for purposes already established will not be substantially impaired or diminished in any foreseeable manner," and "The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district," respectively. The proposed building, as noted above, is designed in a U-shape in plan view and surrounds the three remaining small multifamily buildings that remain on Conklin Place. In conversations between the applicant and staff, and which was also stated in the neighborhood meeting for the proposal, the applicant attempted to include the remaining properties on Conklin Place in the proposed redevelopment, but was unable to acquire them from the current owners. While staff believe the proposed building would likely function better with those three parcels included, the smaller buildings have existed adjacent to large apartment buildings now for many decades. Further, the existing smaller buildings can continue to operate in their current use and could all be developed according to the allowances of the adopted plans and zoning.

Regarding conditional use standard 5, that "adequate utilities, access roads, drainage, internal circulation improvements for pedestrians, bicyclists, public transit and vehicles, parking supply (in cases with minimum parking requirements) and other necessary site improvements have been or are being provided," staff notes that large multifamily buildings that typically cater to the student population, such as this, can sometimes have significant impacts on the surroundings due to refuse pick-up, deliveries, and during move-in and move-out. Staff have recommended a condition of approval, which is often used for larger multifamily proposals that requires the applicant to submit a management plan detailing resident move-in and move-out arrangements, trash pick-up, and delivery operations for review and approval by the Zoning Administrator and/or Planning Director

Regarding conditional use standard 16, which pertains to application for allowable projections into the capitol view height area, submitted plans show the height to parapet is 170'-8" and the maximum height allowable at this location under the Capitol View preservation height limit is 177 feet. Plans do not show any elevator overruns or rooftop-mounted mechanical equipment. As such, no projections are before the Commission at this time though staff have provided a further advisory comment.

Finally, Staff wishes to provide the comments regarding Condition Use approval standard 8: "...the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission (UDC) for comment and recommendation." This proposal has already been reviewed by the UDC as required by requirements of the UMX zoning district, and the findings and recommendations of the UDC in regard to standard 8 are discussed below.

Urban Design Commission

Staff provide the following comments regarding Condition Use approval standard eight (8): This proposal has been reviewed by the UDC as required by requirements of the UMX zoning district and the recommendations in the [Downtown Urban Design Guidelines](#). In the [staff report to the UDC](#) staff provided comments regarding the main building massing, orientation, and scale with regard to the scale, height, and façade length; street activation; blank walls on the rear side, especially surrounding the remaining buildings fronting Conklin Place, the long views within the West Johnson Street corridor; the palette of building materials; and landscaping and screening, especially as it pertains to the utilities at the northwest and southwest corners. At its September 17, 2025 meeting, the UDC made an advisory recommendation to approve the proposal with the following recommended conditions, to be approved administratively by the Secretary of the Urban Design Commission:

- Revise the screen material for the above-ground utility boxes at the corner of Frances/Conklin to be more consistent with the building materials (i.e., lighter color, consistent with building, more transparent on the upper portion).
- Revise the north building elevation to include more design or detailing (i.e., windows or masonry detailing, change in color or materials, or articulation in the wall, etc.) along the ground floor, **OR** the landscape plan shall be revised along the north elevation shall be updated to introduce more height – additional narrow upright trees or larger shrubs rather than mostly ground covers.
- The applicant shall revise the fence material to be less opaque at the dog run; it shall be more transparent.
- The continued review of lighting and the above conditions can be completed administratively.

Please see Legislative [88527](#) for more information about the UDC review and action.

Land Division Standards

Staff believes that the Plan Commission may find the standards for land divisions (16.23 MGO) approval met for the proposed Certified Survey Map with the staff-recommended conditions. The proposed lot will meet the dimensional requirements in the UMX district, and staff believes that the proposal is consistent with the recommendations for the site in the [Comprehensive Plan](#).

Public Input

A neighborhood meeting regarding this proposal was held on July 8, 2025. At time of report publication, staff have not received any written public comments. If written public comment is received it will be posted to the legislative file for this request.

Conclusion

When considering the adopted plan recommendations, the proposed uses, surrounding land uses, and proposed conditions of approval, recommendation of the UDC, and the Downtown Design Guidelines, staff believe all applicable conditional use standards of approval can be found met. Further, staff believe the standards for land divisions can also be found to be met.

Recommendation

Planning Division Recommendations

The Planning Division recommends the following to the Plan Commission regarding the applications for 305 North Frances Street and 533 Conklin Place. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies below:

- That the Plan Commission find that the standards for conditional uses are met and **approve** the conditional uses for the proposed 16-story mixed-use building; and
- That the Plan Commission find the standards for land divisions are met and forward the certified survey map to Common Council with a recommendation to **approve**.

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

Land Use (Conditional Use)

Planning Division (Contact Colin Punt, 608-243-0455)

1. Plans show the height to parapet is 170'-8" and the maximum height allowable at this location under the capitol view preservation height limit is 177 feet. Plans do not show any elevator overruns or rooftop-mounted mechanical equipment. Prior to final sign-off, the applicant shall work with Planning and Building Inspection Division staff to identify any projections above the parapet and verify there are no projections into to the Capitol View limit. Note that any increase in the height projections into the Capitol View limit will require consideration of a new conditional use request by the Plan Commission.
2. That the applicant shall submit a management plan in the format provided by the Zoning Administrator detailing resident move-in and move-out arrangements, trash pick-up, and delivery operations for review and approval by the Zoning Administrator and Planning Division Director, or their assigns.

Urban Design Commission (Contact Jessica Vaughn, 608-267-8740)

3. Revise the screen material for the above-ground utility boxes at the corner of Frances/Conklin to be more consistent with the building materials (i.e., lighter color, consistent with building, more transparent on the upper portion).

4. Revise the north building elevation to include more design or detailing (i.e., windows or masonry detailing, change in color or materials, or articulation in the wall, etc.) along the ground floor, **OR** the landscape plan shall be revised along the north elevation shall be updated to introduce more height – additional narrow upright trees or larger shrubs rather than mostly ground covers.
5. The applicant shall revise the fence material to be less opaque at the dog run; it shall be more transparent.

Zoning Administrator (Contact Jacob Moskowitz, 266-4560)

6. Provide electric vehicle ready stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (6 stalls) must be electric vehicle ready. Identify the locations of the electric vehicle ready stalls on the plans.
7. Provide the minimum required number of bicycle parking spaces distributed as both Short Term and Long Term bicycle parking for the residential and commercial uses, as required per Sections 28.141(4) and 28.141(11). A minimum of 575 resident bicycle parking spaces are required plus 37 guest stalls. A minimum of 90% of the resident stalls shall be designed as long-term parking, and the guest stalls shall be short-term parking. 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. A minimum of 2 short-term bicycle stalls shall be required for the commercial uses. Identify and dimension the bicycle stalls, including the access aisles, on the final plans. Provide a detail of the bicycle rack design.
8. 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.

City Engineering Division (Contact Kathleen Kane, 608-266-4098)

9. Projected wastewater calculation required. Offsite sewer improvements by the developer may be required as a condition for development. Submit projected wastewater flows to Mark Moder, mmoder@cityofmadison.com.
10. 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)
11. Construct sidewalk, terrace, curb, gutter, and pavement along W Johnson Street and N Frances Street to a plan approved by the City Engineer.
12. Construct curb and pavement along Conklin Place to a plan approved by the City Engineer.
13. 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))
14. Provide the City Engineer with the proposed earth retention plan for the site. The earth retention plan must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the

retention plan. (POLICY). The earth retention plan shall display all public and private utilities within the right-of-way and shall also display right-of-way and property lines adjacent to the site.

15. 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))
16. Obtain a permit to plug each existing storm sewer. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 37.05(7))
17. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
18. 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.
19. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
20. 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.
21. Based on WDNR BRRTS # 09-13-296774, the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
22. 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)
23. 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.
24. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
25. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate

below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>

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

(POLICY)

Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

26. 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 10year 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.

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

City Engineering Division – Mapping Section (Contact Julius Smith, 608-264-9276)

28. Coordinate and request from the utility companies any releases required for the proposed building, which as proposed shows the outline of underground improvements overlapping the Easements contained in Documents 183551, 34113154 and 4417786 prior to building construction and Site plan approval.
29. Coordinate and request from the utility companies serving this area the easements required to serve this development.

30. Verify the existing title report is complete and confirm whether or not a recorded agreement exists for the shared drive with the remainder of Lot 10 of the University Addition to Madison at 535 Conklin Pl. Note if there is no such agreement Developer/Owner is responsible to confirm if there are any such unrecorded rights the adjacent parcel may have and work with the adjacent owner on allowing the proposed development which will remove this drive.
31. Identify on the plans the lot and block numbers of recorded Certified Survey Map or Plat.
32. The current addresses of the existing buildings will be retired and archived when they are demolished. The address of the proposed apartments will be determined when detailed floor plans are provided. 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.
33. 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 and early start permits for new construction.
34. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (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 per floor 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 Division (Contact Sean Malloy, 608-266-5987)

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| <ol style="list-style-type: none">35. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along N. Frances Street36. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a eight (8)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W. Johnson Street |
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37. 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.

38. 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.
39. 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.
40. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
41. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
42. 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.
43. 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.
44. The applicant shall provide a clearly defined 5' walkway from the front door to the public Right of Way 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.
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, (267-1979, 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 driveway slope to the underground parking is not identified in the plan set, Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
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. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
49. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
50. 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 West Johnson Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist prior to final signoff.
51. 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.

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

52. Provide fire apparatus access plan showing fire access as required by IFC 503 2024 edition and MGO 34.503. Note: Aerial access may not need to be provided for Type IA, IB, and IIA sprinklered buildings with automatic standpipes and roof access from enclosed stairwells per D105.2 of the 2024 IFC.

Parks Division (Contact Emma Krug, 608-263-6850)

53. 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is LNDUSE-2025-00066. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
54. Low-cost housing is exempt from Park Impact Fees. This exemption only applies to those dwelling units or bedrooms within a development that are determined to be low-cost housing. This exemption does not extend to the land dedication requirements set forth under Sec. 16.23(8)(f), MGO, nor any other impact fees that may apply to a development.
55. The park impact fee will be exempt for developments that meet the "low-cost housing" requirements, as defined as rental or owner-occupied housing units that are affordable, as that term is defined in Sec. 4.22(2), MGO, and which meet the deed restriction requirements of Sec. 4.22(7). A low-cost housing certification from the Community Development Division is required for Park Impact Fee exemptions. For projects that do not receive funding from the Community Development Division, a Land Use Restriction Agreement (LURA) with the Parks Division is required. If a Parks-LURA is required, requests can be emailed to parkimpactfees@cityofmadison.com

Forestry Section (Contact Brad Hoffman, 608-267-4908)

56. 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.

57. 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.
58. City Forestry will issue a street tree removal permit for four trees: 4" & 6" Callery Pears & 5" & 12" Elms tree due to poor condition, upgrading soil infrastructure to improve future tree plantings conditions, root cutting, & construction impacts along N Frances Street. 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.
59. 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.
60. 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.
61. On this project, the installation of a pavement support system (Silva Cell®, GreenBlue® 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.
62. 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.

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

63. Note on Utility Plan to remove and abandon the existing 6 inch water service to this parcel.
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64. 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 Tim Sobota, 608-261-4289)

65. Metro Transit operates daily all-day transit service along North Lake Street near this property - with trips at least every 50 minutes (every 15 minutes or less during the day on weekdays). Metro Transit operates additional daily all-day rapid transit service along University Avenue and West Johnson Street near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
66. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 437 Weekday & 186 Weekend. Please contact Metro Transit if additional analysis would be of interest.

Parking Utility (Contact Trent Schultz, 608-246-5806)

67. The applicant shall receive final approval of a Transportation Demand Management (TDM) Plan, as part of project resubmittal following Plan Commission and Common Council approval. TDM Plan review fees will be required as part of final site plan review sign off.

Land Division (Certified Survey Map)

City Engineering Division (Contact Kathleen Kane, 608-266-4098)

1. 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)
2. Construct sidewalk, terrace, curb, gutter, and pavement along W Johnson Street and N Frances Street to a plan approved by the City Engineer.
3. Construct curb and pavement along Conklin Place to a plan approved by the City Engineer.
4. 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))
5. 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) or Brenda Stanley (East) at 608-261-9127 (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)

6. Based on WDNR BRRS # 09-13-296774, the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.

City Engineering Division – Mapping Section (Contact Julius Smith, 608-264-9276)

7. Grant a Public Sidewalk Easement(s) to the City on the face of this Certified Survey Map along W Johnson St. the final location and width of this easement shall be approved by Engineering and Traffic Engineering. Contact Jule Smith with Engineering Mapping (Jsmith4@cityofmadison.com) to confirm the final language to be included on the face of the map
8. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat. Further Coordinate any releases required for the concurrent development application for the proposed building, which proposed outline of underground improvements, appear to overlap the Easements contained in Documents 183551, 34113154 and 4417786 prior to building construction.
9. Verify the existing title report is complete and confirm whether or not a recorded agreement exists for the shared drive with the remainder of Lot 10 of the University Addition to Madison at 535 Conklin Pl. Note if there is no such agreement Developer is responsible to confirm if there are any such unrecorded rights the adjacent parcel may have and work with the adjacent owner on allowing the proposed development which will remove this drive.
10. 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 Jule Smith, City Engineering (jsmith4@cityofmadison.com)
11. 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 Jule Smith (jsmith4@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.
12. Submit to Jule Smith, 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 Division (Contact Sean Malloy, 608-266-5987)

13. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along N. Frances Street
14. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a eight (8)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W. Johnson Street
15. The applicant shall dedicate the necessary Right of Way for the drop-off area on Conklin Place. Final geometrics to be determined by Traffic Engineering.

Parks Division (Contact Emma Krug, 608-263-6850)

16. Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued.
17. The Parks Division shall be required to sign off on this CSM.

Parks Division (Contact Trent Milliken, 608-266-5940)

18. 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. 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.
19. 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).
20. If a mortgage or other financial instrument is reported in record title but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
21. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).

22. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
23. Register of Deeds Certificate: Please change date reference from 2024 to 2025 or 20____.
24. The lands within the CSM boundary are partially located within TID 50, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or jgromacki@cityofmadison.com.
25. If a TIF Loan has been authorized for the project, please inform ORES via email – Trent Milliken (tmilliken@cityofmadison.com).
26. As of 9/3/25, the 2024 real estate taxes are paid for the subject property.
27. As of 9/3/25, there are no 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(4)(f)(3).
28. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Trent Milliken (tmilliken@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (7/3/2025) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
29. Note public easements for utilities and storm water drainage rights-of-way to be dedicated on the proposed CSM where necessary.
30. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

The Planning Division, Fire Department, Forestry Section, Water Utility, Metro Transit, City Assessor, and Parking Utility have reviewed this request and recommended no conditions of approval.