



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

October 4, 2022

Patrick A Altendorf
Wallace Design Collective
410 N Walnut Ave
Oklahoma City, OK 73104

RE: Legistar ID 72843; Accela 'LNDUSE-2022-00067' -- Approval conditional use at 3841 E Washington Ave

Dear Patrick:

At its October 3 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to convert a hotel to a 190-unit residential building at 3841 East Washington Avenue. In order to receive final approval of your requests, and for any other permits that may need to be issued for your project, the following conditions shall be met:

Please contact my office at (608) 243-0455 if you have any questions regarding the following two (2) items:

1. Provide an enhanced pedestrian connection to the East Washington Avenue sidewalk for approval by Planning Division and Traffic Engineering Division staff. Modifications are intended to approve the convenience and safety of this connection; possible improvements to the pedestrian connection include relocation, grade separation, bollard installation, or other design enhancements.
2. The applicant is advised that the Greater East Towne Area Plan has identified a street connection across this zoning lot, intended to connect Lien Road to Mendota Street. Future development or redevelopment on this zoning lot and/or submittal of a subdivision application may require right-of-way reservations, dedications, and/or possible construction of a public street.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following six (6) items:

3. 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 190 resident bicycle stalls are required plus a minimum of 19 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. Show the dimensions of the bicycle stalls and access aisles for the interior bike rooms. Provide a bike stall count for each bicycle parking location. 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.

4. 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. The landscape plan should show the existing and previously approved landscaping as well as proposed landscaping.
5. Submit details showing that existing and proposed landscape islands contain a minimum of 75% vegetative cover. Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or stone installed at a minimum depth of two (2) inches. If stone is used, it shall be spread over weed barrier fabric.
6. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
7. 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.
8. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Brenda Stanley of the City Engineering Division at (608) 261-912 if you have any questions regarding the following nine (9) items:

9. This building appears to currently be located on top of a City sanitary sewer. Engineering Operations crews televised and verified the condition of the sewer to be in poor condition. Applicant will be required to relocate the sanitary sewer with a developer agreement in a newly dedicated sanitary sewer easement. In accordance with City policy, the City will cost share on the sewer improvements offering to pay the equivalent cost to install a liner in the sewer main (\$35/ ft) for the length of sewer main needing to be replaced (427')- \$14,945. Questions regarding this comment shall be directed to Mark Moder, mmoder@cityofmadison.com, (608)2619250.
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 public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d))
12. 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))

13. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
14. 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.
15. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>. 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>
16. 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).
17. Submit, prior to plan sign-off, a single digital CADD file to the Public Works Development Manager (Tim Troester ttroester@cityofmadison.com for West or Brenda Stanley bstanley@cityofmadison.com for East). The digital CADD file shall be to scale and represent final construction. It shall be on the WISCRS Dane County Projection as set forth in the website link below. The single CADD file submittal shall be either AutoCAD (dwg) or Universal (dxf) format and shall contain the required data per the City of Madison CADD Site Plan Approval Submittal instructions available at: <https://www.cityofmadison.com/engineering/developers-contractors/developers/digital-file-submittals>

Please contact Julius Smith of the City Engineering Division – Mapping Section at (608) 264-9276 if you have any questions regarding the following six (6) items:

18. Grant a 10' wide Public Storm Sewer Easement to the City for existing structures and 24" pipe installed circa 1998 along the southeast side of this site nearest the easterly corner. Per the plans a 10' storm sewer easement was to be granted as part of City Engineering Project 53B0214, but was not accomplished. Coordinate the Real Estate Project with Jeff Quamme (jrquamme@cityofmadison.com) to allow City Real Estate to draft, coordinate and record the previously required easement.
19. There are private parking lot improvements and building areas within the City of Madison Easement for Sanitary Sewer per Doc No. 998716. Engineering Sewer Section has televised that run of sewer and it is in poor condition thus they are requiring that a new relocated sewer be constructed away from the building. Upon determination the location of the relocated sewer with Engineering staff, provide a map exhibit and legal description for the portion of the sanitary sewer to be relocated to Jeff Quamme (jrquamme@cityofmadison.com) to coordinate and set up a Real Estate Project to administer, execute and record a new sanitary sewer easement.

20. If any of the parking shown on Lot 1 or Lot 2 of CSM 8901 is required for this development, the owner shall provide a recorded reciprocal easement allowing for parking on adjacent lands. Also applicant shall be aware future development of adjacent Lot 1 and / or Lot 2 will require comprehensive reciprocal easement agreements including, but not limited to, access, parking, drainage, utilities and storm water management.
21. The boundary shown on the site plan appears to be from an Arnold and O'Sheridan Survey of the property from 1998. A copy of this survey should be attached to the plan set showing all easements and boundary affecting this property.
22. The address of the hotel is being retired and archived. The address for the apartments is 3917 Lien Rd. 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.
23. The room numbers shown on the planset are not valid for the apartment numbers. 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 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 stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall 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 nine (9) items:

24. 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.
25. 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.
26. 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.

27. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
28. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
29. 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.
30. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
31. 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.
32. The applicant shall work with the adjacent parcel to the East to explore the feasibility of a pedestrian connection between sites. Traffic Engineering expects high volumes of cross traffic between sites due to their uses.

Please contact Bill Sullivan of the Fire Department at (608) 866-4691 if you have any questions regarding the following one (1) item:

33. Provide a fire sprinkler system throughout the building in accordance with NFPA 13 or NFPA 13R due to the building code change of use.

Please contact Kate Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following three (3) items:

34. 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# 22026 when contacting Parks about this project.
35. Pursuant to the authority established under Wis. Stat. § 66.0617(7), and in the interests of promoting the development of low-cost housing in the City, low-cost housing is exempt from the park impact fees beginning January 1, 2017. 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.
36. 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). The determination whether a proposed development will create low-cost housing, and how much low-cost housing it will create, shall be made by the Community Development Division.

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

37. Update the plan set to include a site utility plan that indicates how the proposed building will be provided water service.
38. This property is in a Wellhead Protection District–Zone (WP-15). 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 Jeff Belshaw at Jbelshaw@madisonwater.org for additional information, including a summary of the submittal requirements.
39. 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.

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

40. To facilitate City transit planning efforts, the applicant shall identify the accessible pedestrian connection between the building entrance(s) and the existing public sidewalk along the nearest point of the East Washington Avenue public right-of-way.
41. The applicant shall include the location of these facilities on the final documents filed with their permit application, so that Metro Transit may review and effectively plan for City transit access to this property.
42. Metro Transit operates daily, all-day transit service along East Washington Avenue, with stops at the Mendota Avenue intersection area.

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

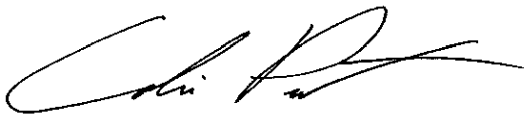
Please now follow the procedures listed below for obtaining your demolition permit and conditional use:

1. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at SPRapplications@cityofmadison.com. (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email zoning@cityofmadison.com regarding questions or if you need alternative filing options) The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.

2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. The conditional use approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
4. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the conditional use approval standards.
5. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,



Colin Punt
 Planner

- cc: Jenny Kirchgatter, Asst. Zoning Administrator
 Brenda Stanley, City Engineering Division
 Julius Smith, City Engineering Division – Mapping
 Sean Malloy, Traffic Engineering Division
 Bill Sullivan, Fire Department
 Kate Kane, Parks Division
 Jeff Belshaw, Water Utility
 Tim Sobota, Metro Transit

I hereby acknowledge that I understand and will comply with the above conditions of approvals.

Signature of Applicant

Signature of Property Owner (if not the applicant)

LNDUSE-2022-00067			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Punt)	<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 type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Water Utility
<input checked="" type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: Forestry