



**Project Address:** 504-525 West Johnson Street, 308-312 North Bassett Street, and 505-527 Conklin Place (2<sup>nd</sup> Aldermanic District – Alder Heck)

**Application Type:** Demolition Permit, Conditional Use, Certified Survey Map

**Legistar File ID #** [68201](#), [68202](#), [68203](#)

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

**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant:** Mitch Korte; Subtext Development; 3000 Locust St; St. Louis, MO 63103

**Contact:** Neil Reardon; ESG Architecture & Design; 500 S Washington Ave # 1080, Minneapolis, MN 55415

**Owner:** Arthur Luetke; 1741 Commercial Ave; Madison, WI 53704

**Requested Action:** Consideration of a demolition permit to demolish eight residential buildings. Consideration of conditional uses for a multi-family dwelling with more than eight dwelling units (§28.072(1) MGO), accessory outdoor recreation (§28.072(1) MGO), and a new building greater 20,000 square feet and greater than four stories in the UMX district (§28.076(4)(c) MGO). Consideration of a CSM to combine eight parcels

**Proposal Summary:** The applicant is seeking approval to demolish eight residential building and construct a twelve-story, 144-unit residential building.

**Applicable Regulations & Standards:** Section 28.185 M.G.O. provides the process for demolition and removal permits. Section 28.183 M.G.O. provides the process and standards for the approval of conditional uses. Section 16.23 MGO provides the process for demolition and removal permits.

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

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find the standards met and **approve** the demolition permits and conditional uses to demolish eight residential building and construct a twelve-story 144-unit residential building at 504-525 West Johnson Street, 308-312 North Bassett Street, and 505-527 Conklin Place subject to input at the public hearing and the conditions from reviewing agencies in this report. The Planning Division also recommends that the Plan Commission forward the associated Certified Survey Map to Common Council with a recommendation to **approve**.

## Background Information

**Parcel Location:** The subject site is 27,286 square feet (0.63 acres) and located at the northwest quadrant of the intersection of West Johnson Street and North Bassett Street. It is within Aldermanic District 2 (Alder Heck) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site, which is zoned UMX (Urban Mixed Use District), is developed with eight buildings on eight existing parcels. Details are provided below.

Address	Lot Area	Dwelling Units	Height	Constructed
504 W Johnson St	4,675 SF	2	1 story	1980
520 W Johnson St	3,772 SF	3	3 stories	1922
522 W Johnson St	2,214 SF	3	2 stories	1899
524 W Johnson St	2,132 SF	3	2 ½ stories	1899
308 N Bassett St	2,483 SF	3	2 ½ stories	1900
312 N Bassett St	1,859 SF	4	2 ½ stories	1908
505 Conklin Pl	7,773 SF	24-room rooming house	2 stories	1921
525 Conklin Pl	2,378 SF	3	2 ½ stories	1904

**Surrounding Land Uses and Zoning:**

North: Across Conklin Place, a two-unit residence zoned UMX and a 12-story, 126 unit apartment building zoned PD (Planned Development district);

Northeast: Across North Bassett Street, an 11-story hotel with commercial space zoned PD.

Southeast: Across West Johnson Street, a 2-story, 6-unit apartment building; 4-story, 64-unit apartment building; and 7-story hotel; all zoned UMX; and

West: A three-building, 229-unit apartment complex zoned UMX.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) identifies the subject as Downtown Mixed Use (DMU). The [Downtown Plan](#) (2012) also identifies the subject site as Downtown Mixed Use.

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

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000 sq. ft.	28,515 sq. ft.
Lot Width	30'	Adequate
Front Yard Setback	5'	5.0'
Max. Front Yard Setback	10'	5.0'
Side Yard Setback: Street side yard	0' or 5'	0.5'
Side Yard Setback: Other	0'	3.4'
Rear Yard Setback	10'	10.02'
Usable Open Space	10 sq. ft. per bedroom (5,400 sq. ft.)	6,230 sq. ft.
Maximum Lot Coverage	90%	Less than 90% (4)
Minimum Building Height	2 stories	>12 stories
Maximum Building Height: See Downtown Stepback Map	12 stories	>12 stories (1)(5)
Stepback: See Downtown Stepback Map	None	None

Site Design	Required	Proposed
Number Parking Stalls	No minimum required: Central Area	110 garage
Accessible Stalls	Yes	5
Loading	Not required	Loading area
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (270) 1 guest space per 10 units (14) (284 total)	4 exterior 16 interior covered 268 interior secured (288 total) (6)(7)(8)
Landscaping and Screening	Yes	Yes (9)
Lighting	Yes	None (13)
Building Forms	Yes	Large multi-family building (11)(12)

<b>Other Critical Zoning Items</b>	Urban Design (UMX), Barrier Free (ILHR 69), Utility Easements
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*Table prepared by Jenny Kirchgatter, 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 demolition permits to demolish eight residential buildings. Details for each building are included above in the “Existing Conditions” section. [Photos](#) provided by the applicant show a substantial variety in the condition of existing buildings and units, but major structural issues have been noted in the applicant’s materials. Staff have not physically inspected the buildings proposed for demolition.

The applicant is also seeking the necessary conditional use approvals to construct a 12-story, 144 unit residential building. The residential units include one one-bedroom unit, 24 two-bedroom units, 21 three-bedroom units, and 95 four-bedroom units, for a total of 540 bedrooms. Common building entries located along West Johnson Street and North Bassett Street, with the primary entrance located at the Johnson-Bassett intersection corner. Five at-grade units with porches and private walk-up entrances are located along the West Johnson Street facade. Private entry facades along West Johnson Street are set back between eight and fourteen feet from the proposed sidewalk location and feature indentations and articulation to accommodate the Johnson Street curve.

Primary facade materials are a gray masonry and a charcoal/dark gray metal panel. The applicant has indicated the two wings of the V-shaped tower are clad differently to evoke two separate buildings. The primary material at the lower levels, particularly at the Bassett-Johnson intersection is a lighter gray brick. Storefront gazing encloses the primary entrance at the corner of Johnson and Bassett Streets. A lighter gray metallic panel is also used as an accent.

In addition to 110 structured vehicle parking spaces in two underground levels, there are 28 short term bicycle parking spaces and 268 secured structured long-term bicycle parking spaces. Primary vehicular access is proposed to be from Conklin Place, and dedicated temporary parking for delivery, drop-off, and loading is provided.

Outdoor and open spaces include private porches for the at-grade units on Johnson Street and private balconies for upper-story units. Rooftop patios and decks are planned above the first-floor podium with cabanas and lounge seating and above the twelfth floor with fire pits, grilling station, cabanas and lounge seating, and a pool and hot

tub. Green roof systems are planned above the second and twelfth-story roofs and at grade above the structured parking. Additional landscaping is proposed along North Bassett Street, including street trees, perennials, and ornamental grasses. Plans show the sidewalk along West Johnson Street to be widened to approximately six feet and the terrace to approximately eight feet. Several street trees, approximately 40 feet apart, are planned for the West Johnson Street terrace.

The letter of intent has identified several sustainability measures planned for the development proposal, including efficient appliances and lighting, electric vehicle charge, and parking unbundled from leases.

The applicant is also seeking approval of Certified Survey Map combine the eight existing parcels into a single parcel to enable construction of the proposed building.

If approved, the applicant intends to begin demolition in autumn 2022, with construction completion in autumn 2024.

## Analysis & Conclusion

This request is subject to the standards for demolition permits, conditional uses, and land divisions. This section begins with adopted plan recommendations, then provides an analysis the demolition standards, an analysis of conditional use standards, the Urban Design Commission's review, and finishes with a review of the subdivision standards for the accompanying CSM.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) identifies the subject as Downtown Mixed Use (DMU). The DMU category is used to delineate areas of the downtown that are outside the core of the downtown, but are still appropriate for intensive mixed-use development. DMU areas are generally more focused on residential, retail, and service uses, but may also include some government and employment uses.

The [Downtown Plan](#) (2012) also identifies the subject site as Downtown Mixed Use and places it within the Johnson Street Bend district. The Johnson Street Bend district should continue as a primarily higher density student residential area mixed with some new neighborhood-serving retail uses. Underutilized parcels should transition to more intense development with an emphasis on active and engaging street frontages and quasi-public areas. The Downtown Plan also recommends a maximum building height of 12 stories in this location. The intersection of West Johnson and North Bassett Streets is identified as a minor downtown gateway intersection.

Planning staff believes the proposal is consistent with the recommendations in adopted plans.

### Demolition Permit Standards

At its October 5, 2021 meeting, the Common Council revised the City of Madison's demolition permits ordinance section to remove consideration of proposed future use for demolition applications. In order to approve a demolition request, the Plan Commission must consider the factors and information specified in §28.185(9)(c) MGO and find that the proposed demolition or removal is consistent with the statement of purpose of the demolition permits section and with the health, prosperity, safety, and welfare of the City of Madison. The standards state that the Plan Commission shall consider the report of the City's historic preservation planner regarding the historic value of the property as well as any report that may be submitted by the Landmarks Commission. At October 18, 2021 meeting, the Landmarks Commission found that the existing buildings at 504

West Johnson Street, 520 West Johnson Street, 522 West Johnson Street, 524 West Johnson Street, 308 North Bassett Street, 312 North Bassett Street, 505 Conklin Place, and 525 Conklin Place have no known historic value.

The Planning Division believes that the standards for Demolition Permits can be met.

### **Conditional Use Standards**

There are several conditional use requests before the Plan Commission. The applicant is requesting approval of conditional uses for a multi-family dwelling with more than eight dwelling units (§28.072(1) MGO), accessory outdoor recreation (§28.072(1) MGO), and a new building greater 20,000 square feet and greater than four stories in the UMX district (§28.076(4)(c) MGO). In regards to 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) M.G.O. 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. As noted above, the Planning Division believes that the proposal can be found consistent with the recommendations of the Comprehensive Plan and the Downtown Plan.

Staff notes that approval standard 9 states, in part, that "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." Staff previously identified the massing and composition as a discussion point, including the one-story element's relationship to the street and its cohesion with the building's upper levels. Considering the anticipated prominence of the proposed structure, staff previously requested that the UDC provides comments related to long views of the buildings. The UDC has made recommendations in the motion for their initial approval related to these issues. Staff has recommended a condition of approval to this effect.

Prior to finalization of this report, Zoning staff provided comments stating that the code requires the removal of some roof level amenities including the storage room, equipment room, restroom, shade structure, and club room stairs for this building to comply with the 12-story height limit. The development team has continued to discuss height with Planning and Zoning staff, and staff believes that, with the conditions of approval recommended by Zoning staff, the proposed building will be consistent with both the Downtown Plan and the zoning requirements.

Staff believes all other conditional use approval standards can be found met or are not applicable to this proposal.

### **Urban Design Commission Review**

The UDC provided an advisory recommendation for this development request. Section 28.076(c) MGO states that "All new buildings and additions greater than twenty thousand (20,000) square feet or that have more than four (4) stories shall obtain conditional use approval. In addition, the Urban Design Commission shall review such projects for conformity to the design standards in Sec. 28.071(3) and the Downtown Urban Design Guidelines and shall report its findings to the Plan Commission. At its meeting on December 15, 2021, the Urban Design Commission granted initial approval with recommendations related to further articulation of the western "tower" and requesting the ground level be revised and reconfigured, including giving consideration to moving units along Bassett Street from the "curve." Please see the UDC report and approval condition for more information ([Legistar ID 67242](#)).

Staff understands that the applicant prefers to proceed with the plans as presented in the original submittal, but has indicated to staff they have been exploring alternate options to address the comments of the UDC. As part of the Plan Commission action, staff request that the Plan Commission make specific findings related to each of the UDC’s specific recommendations.

**Subdivision Standards**

With the recommended agency conditions, staff believes that the Plan Commission may find the standards for subdivision approval met with the proposed certified survey map (CSM). The proposed lot will meet the minimum lot width and area requirements in the UMX district, and staff believes that the proposal is consistent with the recommendations for the site in both the Comprehensive Plan and the Downtown Plan.

**Conclusion**

When the recommendations of the adopted plans are considered, the scale and use of the proposed building, and the proposed conditions of approval are considered, Staff believes that the Plan Commission can find the demolition approval standards and conditional use approval standards can be met. Staff also believes the standards for certified survey maps can be met.

At time of report writing, staff is not aware of any public comment received regarding this request.

**Recommendation**

**Planning Division Recommendations** (Contact Colin Punt 243-0455)

The Planning Division recommends that the Plan Commission find the standards met and **approve** the demolition permits and conditional uses to demolish eight residential building and construct a twelve-story 144-unit residential building at 504-525 West Johnson Street, 308-312 North Bassett Street, and 505-527 Conklin Place subject to input at the public hearing and the conditions below. The Planning Division also recommends that the Plan Commission forward the associated Certified Survey Map to Common Council with a recommendation to **approve**.

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

***Land Use Request –Demolition Permits and Conditional Uses***

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

1. No HVAC “wall-pack” penetrations/louvers are shown on the street-facing facades. Unless specifically approved by the Plan Commission, the addition of wall packs on outward-facing walls is not included in this approval and will require approval of an alteration to this conditional use should they be proposed at a later time.
2. Prior to the final sign-off by staff and issuance of permits for new construction, the proposal shall return to the UDC to receive a recommendation of final approval. The following changes shall be made for UDC approval:
  - a. More subtle design elements added to the western tower at the southwest approach for pedestrian/vehicle

- experience, in the form of articulation or material changes;
- b. Adjustments to the first floor layout regarding the entrance and residential units; and
- c. Exploring alternatives to place dwelling units on Bassett Street and move the main entrance to the more public location.

Note, the decision of the UDC is appealable to the Plan Commission using the applicable standards including the conditional use standards, Standards for UMX Zoning Design Review, and the Downtown Design Guidelines.

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

- 3. Reduce the height of the building to a maximum of 12 stories. Accessible roofs, including the minimum structure necessary to provide access, shall not be counted as a story. Remove the storage room, equipment room, restroom, shade structure, and club room stairs located at the roof level.
- 4. Section 28.185(9) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at [streets@cityofmadison.com](mailto:streets@cityofmadison.com) prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9) shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
- 5. Provide a dwelling unit summary with the counts and types of dwelling units (number of bedrooms).
- 6. Provide a calculation for lot coverage with the final submittal. The lot coverage maximum is 90%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
- 7. Per Section 28.134(3) Capitol View Preservation, show the height of the building per City Datum. No portion of any building or structure located within one (1) mile of the center of the State Capitol Building shall exceed the elevation of the base of the columns of said Capitol Building or one hundred eighty-seven and two-tenths (187.2) feet, City datum. Provided, however, this prohibition shall not apply to any church spires, flagpoles, communication towers, elevator penthouses, screened air conditioning equipment and chimneys exceeding such elevation, when approved as conditional uses. For the purpose of this subsection, City datum zero (0.00) feet shall be established as eight hundred forty-five and six-tenths (845.6) feet above sea level as established by the United States Coast and Geodetic Survey.
- 8. Bicycle parking for the multi-family dwelling 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 270 resident bicycle stalls are required plus a minimum of 14 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. Provide details of the proposed bike racks including any structured, vertical or wall mount bike racks.
- 9. Bicycle stalls are proposed in the W. Johnson St. public right-of-way. Note that bicycle stalls located in the public right-of-way do not count toward the minimum bicycle parking requirement. Privilege in the Streets approval is required through the City of Madison Office of Real Estate Services.

10. A bicycle parking adjustment will be required per Section 28.141(5), Table 28I-4 for bicycle stalls that do not have a 5 foot wide minimum access area. Submit a request for a bicycle parking adjustment with the final plan submittal including information to support the request.
11. On the landscape plan, label and number the proposed trees and shrubs with the planting code in addition to the identification symbol. 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.
12. Provide detailed floor plans with the dwelling unit layouts.
13. Provide details showing that the street-facing façades meet the door and window opening requirements of Section 28.071(3)(e). For street-facing facades with ground story residential uses, ground story openings shall comprise a minimum of fifteen percent (15%) of the façade area, and upper story openings shall comprise a minimum of fifteen (15%) of the façade area per story.
14. 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 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 will be treated, and provide a detail of the specific treatment that will be used.
15. Exterior lighting shall be provided in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting photometric plan and fixture cut sheets with the final plan submittal.
16. 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.
17. 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.

**City Engineering Division** (Contact Tim Troester, 267-1995)

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| <ol style="list-style-type: none"><li>18. Developer will be required to enter into a developer agreement with the City to upsize the City sewer main in Conklin from the point of connection to N. Bassett Street if the sewer lateral needs to be 10" diameter.</li><li>19. The City sanitary sewer in N. Bassett Street has significantly more residual capacity than the sewer located in W. Johnson Street. Directing the majority of wastewater flow from this development to the sewer located in N. Bassett St. is recommended.</li></ol> |
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20. 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)

21. Construct sidewalk, terrace, path, curb & gutter and pavement to a plan as approved by City Engineer
22. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d))
23. 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))
24. 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. (POLICY)
25. 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))
26. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
27. 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.
28. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
29. 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 (DPS) is required as the City of Madison Building Inspection Department is an approved agent for DPS.
30. Adjust Bassett St terrace to allow for 6' path and 2' space between curb and path.
31. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
32. The area adjacent to this proposed development has a known flooding risk. All entrances shall be 2-feet above the adjacent sidewalk elevation or 1-foot above the 100-year regional flood elevation (whichever is greater). This includes garage entrances. (POLICY).  
This is not intended to be a protective policy in all cases the developer is encouraged to complete their own analysis of flood risk.
33. The proposed development proposes to construct underground parking. The proposed entrance to the underground parking is adjacent to a street low point. The applicant shall provide at a minimum of one (2) feet of rise from the adjacent back of walk in the driveway before breaking grade to the down ramp to the

underground parking to protect the underground parking from inundation. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The Developer/Owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.

34. 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.
35. 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](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto: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)
- This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing. 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.
36. 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: Reduce the peak discharge in the 10-year storm by 15% compared to existing conditions.
- TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

Volume Control: Reduce the total volumetric discharge by 5% in the 10-year storm compared to existing conditions. 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.

37. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
38. 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 [tstroester@cityofmadison.com](mailto:tstroester@cityofmadison.com) (West).

**City Engineering Division – Mapping Section** (Contact Jeffrey Quamme, 266-4097)

39. Grant a Public Sidewalk and Bike Path Easement to the City on the face of the pending Certified Survey Map along W Johnson St that encompasses the public sidewalk within the proposed Lot. Contact Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for the required easement text to be placed on the Certified Survey Map.
40. The Site Plan indicates bike racks and planting beds encroaching into the W Johnson St and N Bassett St and Conklin Pl right of ways. The Applicant shall confirm and note on the plans all encroachments, including, (but not limited to) balconies, roof overhangs and underground vaults. Make an application with City of Madison Real Estate for a privilege in streets agreement. Link as follows - <http://www.cityofmadison.com/developmentcenter/landdevelopment/streetencroachment.cfm>. An approval of the development does not constitute or guarantee approval of any encroachments within a public right of way.
41. There is a modular retaining wall planned adjacent to the lot line along a portion of the westerly side of the site. The applicant / owner is responsible for any easement / agreement necessary for the construction or maintenance of the wall that would require access over the adjacent property.
- 42.
43. The address of the proposed building is 302 N Bassett St. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
44. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
45. Submit a site plan and complete building Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. 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 application. 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. For any changes, the final approved Addressing Plan shall be submitted by the applicant to Zoning to be

attached to the final set of filed site plans.

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

46. 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 W. Johnson Street.

47. 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.
48. 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.
49. 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.
50. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
51. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
52. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
53. 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.
54. 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.
55. 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.

56. 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 DeAndre Newson, (266-4768, dnewson2@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.
57. 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.
58. "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.
59. 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.
60. For a parking stall to be approved under the One-Size-Fits-All standard, all stalls must be a minimum of 17' long, 8.75' wide, with 23' backup. The applicant cannot utilize compact/small stalls dimensions when using the OneSize-Fits-All standard.
61. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
62. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
63. The applicant shall enter into a signed developer's agreement through City of Madison Engineering prior to sign off.
64. 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 (Mike Duhr) prior to final signoff.
65. The applicant has submitted a TDMP (Traffic Demand Management Plan) for review by Traffic Engineering. Traffic Engineering has reviewed the plan and finds it approvable according to current City policy.
66. The applicant shall work with Traffic Engineering and Engineering to determine final configuration of Bassett Street Right of Way.

**Fire Department** (Contact Bill Sullivan, 866-4691)

67. The fire command center shall be accessed and readily identified from the main entrance; thus, the fire

command center will need to be relocated.

**Parks Division** (Contact Ann Freiwald, 243-2848)

68. 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 Central Park-Infrastructure Impact Fee district. Please reference ID# 21039 when contacting Parks about this project.

**Forestry Division** (Contact Brad Hoffman, 267-4908)

69. Planting 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 (in PDF format) shall be submitted City Forestry for approval of planting locations and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note to plan: At least one week prior to street tree planting, Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.

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

70. 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) 2664654 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.

71. 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.

72. 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.

*Metro Transit has reviewed this request and has recommended no conditions of approval.*

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### ***Certified Survey Map***

#### **City Engineering Division** (Contact Tim Troester, 267-1995)

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, path, curb & gutter and pavement to a plan as approved by City Engineer
3. 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)

#### **City Engineering Division – Mapping Section** (Contact Jeffrey Quamme, 266-4097)

4. The majority of N Bassett St along the Northeasterly side of this CSM is originally platted as 66 feet wide, but shown as right of way varies. Provide the width of N Bassett St to CSM 13325 where the right of ways are originally platted as parallel and 66 feet wide.
5. The north boundary of this CSM is considerably long in length, well beyond deeds of record and surveys of record. The rest of the block to the west with this boundary appears to be short. There are conflicting surveys of record on the proration of this block. The surveyor shall provide how the block has been broken down providing the basis for the location of the western boundary.
6. Grant a Public Sidewalk Easement to the City on the face of the Certified Survey Map that encompasses the proposed new public sidewalk along W Johnson St within the proposed new Lot. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the required easement text to be placed on the Certified Survey Map.
7. Per the Right of Way Plat for State Project SU 1114(6) there is a 0.25' jog in the right of way along W Johnson St that is not shown and acknowledged on this CSM. Additionally Curve 2 is significantly out of tangent and the point of curvature is significantly west of the point of curvature as per the right of way plat and Birrenkott Survey 2012-00789. The right of way along W Johnson shall be correctly retraced per the acquisitions along that corridor.
8. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
9. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.

10. Modify the header for each sheet and the legal description acknowledging that a part of Lot 7 of University Addition is included in the CSM, not the entire original lot.
11. The Title Report does not reflect singular common ownership of the lands within this CSM as represented on the CSM. An updated title report shall be provided prior to final sign off having matching ownership and mortgagees on the CSM.
12. There is incorrect dimensioning along the north line of the CSM, therefore the boundary as dimensioned and described does not mathematically close. The 128.20' dimension is to the NW corner of existing Lot 1, not the section line, the overall 152.75' dimension is incorrect and the L-1 and recorded as 17.4 ' dimension are not correlated as one is the north dimension of existing Lot 1 and L-1 is a dimension to the quarter line. Correct the dimensioning and the legal description as necessary.
13. The CSM shall show and label the areas acquired for street right of way purposes per Doc No's 1206498, 1152821, 1152473, 1153612 and 1155219.
14. This pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
15. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
  - a) Right-of-Way lines (public and private)
  - b) Lot lines
  - 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, 266-5987)

16. 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 W. Johnson Street.

**Office of Real Estate Services** (Contact Heidi Radlinger, 266-6558)

17. 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). The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented



at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

18. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If the CSM is signed electronically, a PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
19. 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 executed prior to CSM sign-off.
20. 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.
21. As of the date of this letter, here are no special assessments reported on the subject parcels. If special assessments are levied against the property during the review period prior to CSM approval sign-off they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
22. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger, 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 (10/26/2021) 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.
23. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

**City Assessor** (Contact Debra Crary, 266-4580)

24. The owner signature line does not match the Assessor's ownership records. Provide the correct owner information.