

## PLANNING DIVISION STAFF REPORT

July 7, 2025



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 709 Northport Drive (18<sup>th</sup> Alder District)  
**Application Type:** Conditional Use and Certified Survey Map Referral  
**Legistar File ID #** [88336](#) and [88558](#)  
**Prepared By:** Chris Wells, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

### Summary

**Applicant:** Sean O'Brien; Northpointe Development; 230 Ohio Street, Suite 200; Oshkosh, WI 54902  
**Contact:** Kevin Burow; Knothe & Bruce Architects; 8401 Greenway Boulevard, Suite 900; Middleton, WI 53562  
**Property Owner:** Northside Christian Assembly; 709 Northport Drive; Madison, WI 53704

**Requested Actions:** There are two requests before the Plan Commission:

- ID [88336](#) – Consideration of a conditional use in the Traditional Residential-Urban 1 (TR-U1) District for a multi-family dwelling with greater than 60 units to allow construction of a four-story, 80-unit apartment building in a planned multi-use site to also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive.
- ID [88558](#) – Consideration of a Certified Survey Map of property owned by Northside Christian Assembly located at 709 Northport Drive.

**Proposal Summary:** The applicant is requesting the two approvals to allow construction of a four-story, 80-unit apartment building in a planned multi-use site which will also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive. The applicant also requests approval of a four-lot certified survey map – one for the existing place of worship and one for each of the three residential buildings that will occupy the site (note: the townhome building shown at southeast corner of the site is not being proposed at this time, will be developed by a different developer, and will need to obtain the necessary approvals at that time). The applicant proposes to begin construction of the development in the Fall of 2025, with completion anticipated in Winter/Spring 2027.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses [MGO §28.183(6)] as Table 28C-1 in MGO Section 28.032 states that in the TR-U1 (Traditional Residential-Urban 1) District, a conditional use is required for a multi-family dwelling with greater than sixty (60) dwelling units. Lastly, MGO Section 16.23(5)(g) provides the process and standards of approval for certified survey maps.

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

### Summary Recommendations:

- The Planning Division recommends the Plan Commission find that the standards for conditional uses can be found met and **approve** a request for a multi-family dwelling with greater than sixty (60) units in the Traditional Residential-Urban 1 (TR-U1) District to allow construction of a four-story, 80-unit apartment building in a planned multi-use site to also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive; and

- Additionally, the Planning Division believes the technical standards for land divisions can be found met and recommends the Plan Commission forward the Certified Survey Map to the Common Council with a recommendation of **approval**.

Approval of the project should be subject to input at the public hearing, and the recommended conditions beginning on **page 11** of this report for the land use requests, and on **page 19** for the CSM.

**Background Information**

**Parcel Location:** The 154,411-square-foot (3.59-acre) subject site is located on the south side of Northport Drive in between Northridge Terrace and School Road. The parcel is located within Alder District 18 (Ald. Glenn), the Transit-Oriented Development (TOD) Overlay District, and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is developed with a place of worship, the Northside Christian Assembly church, situated on the northeast corner of the site. A surface automobile parking lot lies to the west of the church and takes access from Northport Drive. The rest of the site is grass.

**Surrounding Land Uses and Zoning:**

- North: Across Northport Drive is the 10-building, 104-unit Kennedy Heights Apartments development, zoned SR-V2 (Suburban Residential – Varied 2) District and single-family residences in the SR-C1 (Suburban Residential – Consistent 1) District;
- East: The Countryside Montessori Preschool, beyond which are single-family residences. All are located in the SR-C1 Zoning District;
- South: Mendota Elementary School, zoned SR-C1 District; and
- West: Two-story, four-unit apartments zoned SR-V1 (Suburban Residential – Varied 1) District and the two-building, three-story, 48-unit Northridge Terrace development zoned PD (Planned Development) District.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2023) identifies the subject site and parcels to the east and west for Low-Medium Residential (LMR). The elementary school site to the south is recommended for Special Institutional (SI). The [Northport Warner Park Sherman Neighborhood Plan](#) (2009) does not provide specific recommendations for the subject parcel.

**Zoning Summary:** The site is zoned TR-U1 (Traditional Residential-Urban 1) District.

Requirements	Required	Proposed
Lot Area (sq. ft.)	Multi-family (>24 units): 750 sq. ft./d.u. Building 1: 60,000 sq. ft. Multi-family (5-24 units): 750 sq. ft./d.u. Building 2: 18,000 sq. ft. Nonresidential: 6,000 sq. ft.	Lot 1/Bldg 1: 61,266 sq. ft. Lot 2/Place of worship: 59,489 sq. ft. Lot 4/Bldg 2: 20,728 sq. ft.
Lot Width	50'	>50'
Front Yard Setback	15' or average	15.58'
Max. Front Yard Setback: TOD	20'	15.58'
Side Yard Setback	Multi-family (>24 units):10' Multi-family (5-24 units): 5' Nonresidential: 5'	Building 1: 10.5' Building 2: 20.5' Existing place of worship: 30.7'

Rear Yard Setback	Multi-family (>24 units): Lesser of 25% lot depth or 25' Multi-family (5-24 units): Lesser of 25% lot depth or 20' Nonresidential: Equal to building height but at least 30'	Building 1: Adequate Building 2: 17' Place of worship: Adequate (See Comment #48)
Maximum Lot Coverage	75%	60%
Maximum Building Height	Multi-family (> 24 units): 5 stories/65' Multi-family (5-24 units): 4 stories/52' Nonresidential: 40'	Building 1: 4 stories/52'0" Building 2: 4 stories/53'0" Existing place of worship: 1 story existing building (See Comment #54)

Site Design	Required	Proposed
Number Parking Stalls	<b>No minimum required:</b> TOD <b>Multi-family dwelling TOD maximum:</b> 1.5 per dwelling (156) <b>Place of worship TOD maximum:</b> 1 per 10 seats or 15 lineal feet of seating area in the main worship space. If no fixed seats, 1 per 70 sq. ft. of floor area in main worship space (TBD)	Surface: 101 Building 1 garage: 80 Building 2 garage: 18 (Total: 199) (See Comment #50)
Electric Vehicle Stalls	10% EV ready: 14	Building 1: 8 Building 2: 2 (See Comment #49)
Accessible Stalls	Yes	Yes
Loading	Not required	None
Number Bike Parking Stalls	<b>Multi-family dwelling:</b> 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (113) 1 guest space per 10 units (10) <b>Place of worship:</b> 1 per 50 seats or 75 lineal feet of seating area or 1 per 350 feet of floor area in main worship space (TBD)	Surface: 15 Building 1 garage: 92 Building 2 garage: 24 (Total: 131) (See Comment #50)
Landscaping and Screening	Yes	Yes (See Comments #51 & #52)
Lighting	Yes	Yes
Building Form and Design	Yes	Buildings 1 & 2: Large Multi-Family Building Existing building for place of worship (See Comment #55)

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

Tables 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. Metro Transit operates daily all day transit service along Northport Drive. The nearest bus stops are located roughly 200 feet to the west at the intersection with Kennedy Road.

## Related Approvals

At its meeting on January 13, 2025, the Plan Commission approved a Zoning Map Amendment request to change the zoning of property located at 709 Northport Drive from the SR-C1 (Suburban Residential-Consistent 1) District to the TR-U1 (Traditional Residential-Urban 1) District. (Legistar File [83924](#))

At its meeting on October 23, 2024, the Common Council approved funding for an 80-unit rental housing development at 709 Northport Drive with 48 units being permanently affordable to households with incomes at or below 60% of the County Median Income (CMI). Among the contingencies is that the site receives all necessary land use approvals. (Legistar File [85821](#))

## Project Description

The applicant is requesting conditional use approval to allow construction of a four-story, 80-unit apartment building in a planned multi-use site which will also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive. The applicant is also requesting approval of a four-lot certified survey map – one lot for the existing place of worship and one for each of the three residential buildings that will occupy the site (note: the townhome building shown at southeast corner of the site is not being proposed at this time, will be developed by a different developer, and will need to obtain the necessary approvals at that time (it will likely be a permitted use)).

The four-story, 80-unit building is “L”-shaped and located at the northwest corner of the site, with the “short” side located along the Northport Drive frontage. It has two main entrances, both located near the building’s northeast corner – one on the Northport Drive façade which, due to grade which drops off near the street frontage, will be accessed via stairs as well as a ramp. The other entrance is located along the building’s southeast façade, at grade. Both entrances provide access to the lobby with mail room and elevator. The ground floor also contains a community room, exercise room, kid’s playroom, and 16 apartments. The upper three floors contain the rest of the units for a total of 80 – seven efficiency, 32 one-bedroom, 22 two-bedroom, and 19 three-bedroom units. The submitted roof plan shows solar panels, which the applicant has confirmed they are planning to provide. A community room and roof deck occupy the south end of the fourth floor. Located on the west side of the building and accessed from the ground floor level is a large patio with tables and chairs, planters, and a children’s play structure.

The smaller, four-story, 24-unit apartment building is located at the southwest corner of the site. Like the larger structure proposed to the north, its primary entrance is located on the building’s east side which provides access to the lobby, mail room, exercise room, community room, four ground floor units, elevator, and stairs. It contains a total of 24 units – 13 one-bedroom and 11 two-bedroom units. The roof plan also shows solar panels, which the applicant also confirmed will be provided. Staff note that in order to satisfy the Zoning Code’s 20-foot minimum rear (south) yard setback for the TR-U1 District, the applicant will need to shift the building roughly 3 feet to the north.

The two buildings will share automobile access via a ramp located between the two structures. The larger building will contain 80 structured automobile stalls (eight of which will be electric vehicle-ready) and 90 long-term bicycle stalls while the smaller building will contain 18 structured auto stalls (two of which will be EV-ready) and 24 bike stalls.

Regarding exterior materials, the two structures will have a complimentary palette – both in terms of the actual material as well as the colors. While masonry clads the ground floor levels of both, the masonry will be beige-colored for the 80-unit and light beige for the 24-unit. For the 80-unit building, the upper floors will be primarily

clad with a light beige-colored composite board and batten siding, the recessed sections clad with a dark grey horizontal composite siding, and the accent panels between some of the windows clad with a golden wood-colored horizontal composite siding. The 24-unit will use the same colors but on different materials. While composite board and batten siding will also be the primary materials for the upper floors, here it will be in a medium grey color. The golden wood color will color the recessed section of the building and the accent panels between some of the windows will be colored light beige.

As mentioned above, the applicant is proposing to divide the lot into four parcels. As a result, the way the lots are divided with only two having frontage along Northport Drive, they will require cross-access easements to be granted across them as they all share the lone access from the street. In addition to the under building parking described above, there will be a total of 101 surface automobile parking stalls on the site. Twenty-five stalls (i.e. all of those which fall on Lot 1 of the proposed Certified Survey Map) will be allocated to the 80-unit building, 14 will be located to the 24 unit (this includes the 10 located on Lot 4 of the CSM as well as the nearby four stalls on the church parcel, Lot 2 of the CSM), while the remaining 61 stalls will be allocated to the church. The applicant has clarified that a shared use agreement will be developed for the new parking lot for all of the users to have access.

## Analysis

This proposal is subject to the standards for Conditional Uses [MGO §28.183(6)] as Table 28C-1 in MGO Section 28.032 states that in the TR-U1 (Traditional Residential-Urban 1) District, a conditional use is required for a multi-family dwelling with greater than sixty (60) dwelling units. Lastly, MGO Section 16.23(5)(g) provides the process and standards of approval for certified survey maps.

### Conformance with Adopted Plans

The [Northport Warner Park Sherman Neighborhood Plan](#) (2009) does not provide specific recommendations for the subject parcel. The generalized future land use plan of the [Comprehensive Plan](#) (2023) recommends the subject site and parcels to the east and west for Low-Medium Residential (LMR), while the elementary school site to the south is recommended for Special Institutional (SI).

LMR areas are largely characterized by what is sometimes referred to as the “Missing Middle” housing. According to the [Comprehensive Plan](#), LMR areas are recommended for a density range of 7-30 units per acre and buildings should be up to three stories tall. The following types of housing are included in the recommended list: small-lot single-family development, two-unit buildings, three-unit buildings, rowhouses, and small multi-family buildings. Building forms present in LMR are generally compatible in scale with single-family homes, and may therefore be intermixed with small-lot, single-family development or used as a transition from more intense development to lower intensity areas comprised primarily of single-family development. LMR areas are characterized by a walkable, connected street network to meet the growing demand for walkable urban living.

Beyond these underlying recommendations, the ‘Residential Future Land Use Categories’ table on page 20 of the Plan includes an additional provision that allows LMR-recommended sites to be considered for more intensive development under “select conditions.” The plan specifies that appropriate developments could include large and courtyard multi-family buildings at up to 70 dwelling units an acre and four stories of height. While not appropriate for all LMR areas, more intensive development can be considered in “select conditions” including the relationships between proposed buildings and their surroundings, natural features, lot and block characteristics, and access to urban services, transit, arterial streets, parks, and amenities. These factors were expanded with the updates to the [Comprehensive Plan](#) adopted by the Common Council on December 5, 2023.

Regarding the density of the proposed development, the 104 total proposed units on the site 3.59 acres works out to 29 units per acre. Calculated another way, if removing the two proposed church and future development properties, the sites being development make up approximately 1.88 acres. With the 104 proposed units, this works out to 55.3 units per acre, still well below the maximum 70 units per acre allowed under “select conditions” by the Comprehensive Plan for LMR.

Below is a review of the request related to the “select conditions” specified in the plan and the subject site.

- **Relationships between proposed buildings and their surroundings and lot and block characteristics:** The subject property is surrounded by developed properties including smaller scale multifamily, a Montessori school, elementary school and is in close proximity to some single-family residences and larger three-story residential buildings.

Access to the subject site is limited to Northport Drive. The four-unit and larger residential buildings to the west are accessed via the dead-end Northridge Terrace. The adjacent Montessori School and single-family residences to the east each have individual access from Northport Drive. The subject site is bordered to the south by the Mendota Elementary School with its playground and athletic fields to the rear. This means the development pattern surrounding the site effectively limits its development to one that would be exclusively accessed from Northport Drive.

Importantly, the TR-U1 Zoning District, approved in October 2024, allows for residential development larger than what is currently on surrounding properties. Four-story buildings are permitted by-right for multi-family buildings up to 24 units. Buildings over 24 units are a conditional use and must have a minimum ten-foot side-yard setback.

When the rezoning was considered, staff believed that the TR-U1 Zoning District itself could be found to meet the “select conditions” to consider more intensive development. While no development plans were before the Plan Commission during that review, staff noted that given the 350-foot width of the subject site and roughly 450-foot average depth, the 3.59-acre site was believed to allow sufficient space for a larger building(s) the site should be able to accommodate larger buildings and still provide appropriate transitions to nearby properties.

With this application, specific development plans are now before the Plan Commission and the Commission is advised to consider how the proposed building and siting relates to the applicable standards. The closest proximity to nearby residential buildings is along the west property line. These neighboring properties primarily include two-story, four-unit apartment buildings, which are on average located at least 60 feet from the proposed structure, at most points.

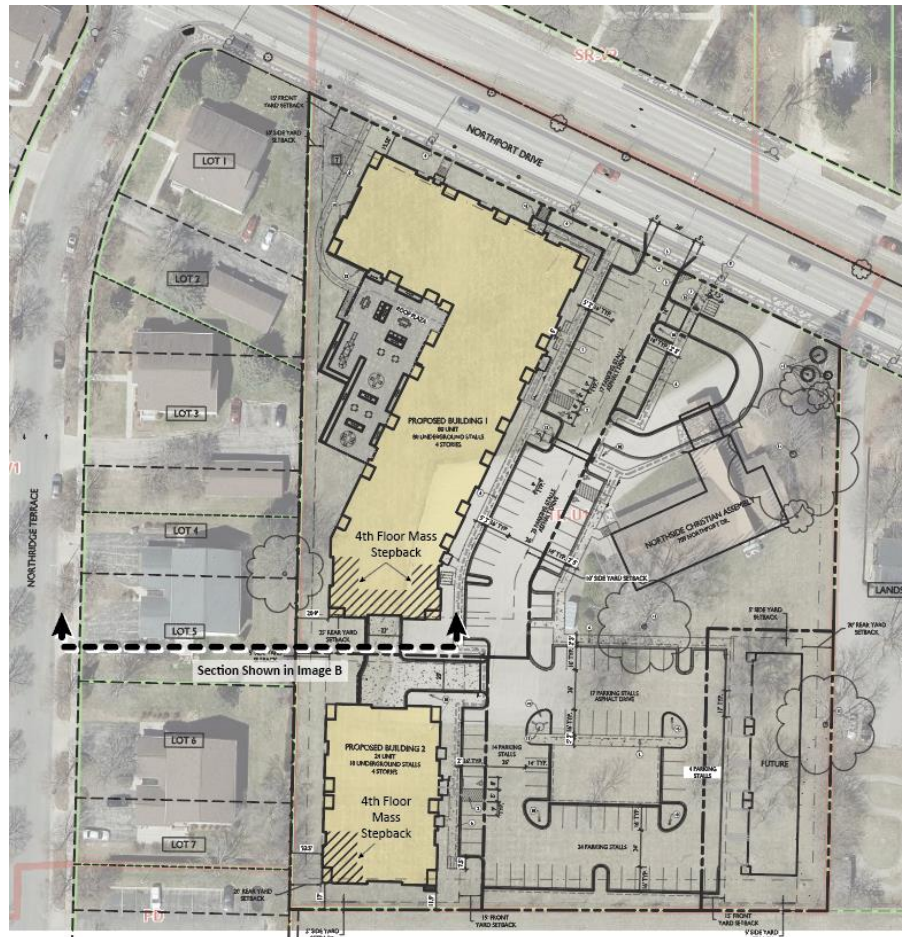
While the proposed buildings are sited relatively close to the western property line in places, the applicant has taken some efforts to reduce the massing impacts. First, Staff note that where a four-story mass is proposed, the applicant has exceeded the required 10-yard setback, setting the buildings back over 20 feet in most locations.

Second, the larger 80-unit building is angled and positioned which limits the amount of building right near this side yard. With the exception of a corner of the building that is roughly 15 feet from the property line, the rest of the four-story components are at least 20 feet from the property edge. Even at the closest point, staff estimates that the closest corner of the building is more than 60 feet from the closest residential structure.



Second, the applicant has introduced setbacks in certain locations at the fourth-floor level along portions of the west façades – by locating the fourth floor rooftop patios at the south end of the 80-unit building and southwest corner of the 24-unit building. (These rooftop patios are indicated with a diagonal hatched line in Image A (see right).

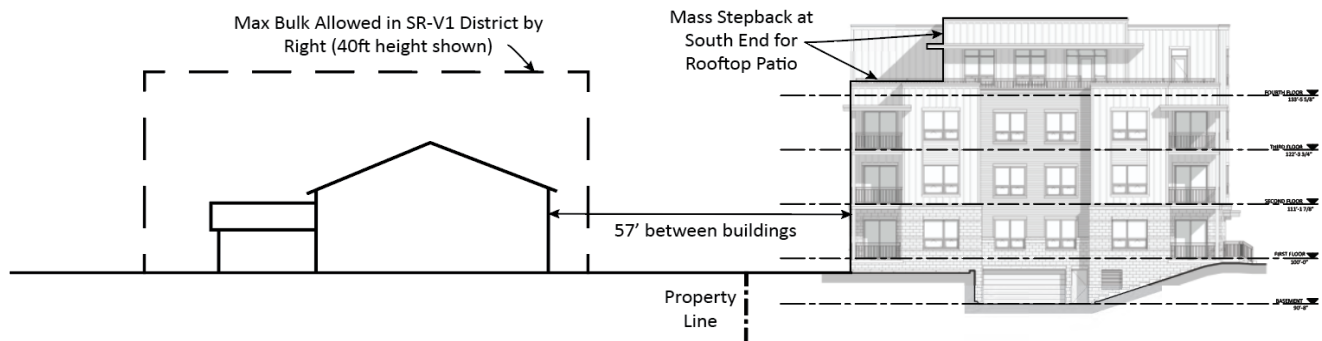
In response to Planning’s staff’s follow-up questions regarding setbacks, the applicant indicated they would be willing to move the setback at the southern end of the building to the western wing, but raised programmatic concerns of creating setbacks at both locations. Staff note that the residential building located near the current setback is closer than the one at the north, and therefore, believe that it may be more impactful as proposed.



***Image A: The Site Plan Overlaid on the Aerial Showing the Proximity of the Residential to the West and Proposed Massing Stepbacks at the Fourth Floor Level***

Image B (below) shows the relationship between the proposed buildings and the adjacent residential lots to the west – which contain gable-roofed, two-story, four-unit buildings and are zoned SR-V1 (Suburban Residential – Varied 1). While these lots are currently developed at a lower intensity than what is allowed by the Zoning Code, Staff note that SR-V1 allows such buildings as 3- to 4-unit, single-family attached dwellings and 3- to 8-unit multi-family buildings, up to three stories and 40-feet in height, as permitted uses.

Image B depicts a dashed line estimating the maximum building bulk currently allowed by right in the SR-V1 District. While the transition from the proposed flat-roofed, four-story buildings to these tall, two-story buildings is roughly two stories, the proposed building is approximately only one-story taller than what is currently allowed, by right, on these abutting sites.



**Image B: The Side View (Section) Showing the Relationship Between the South End of the 80-Unit Building (with Proposed Massing Stepbacks at the Fourth Floor Level for the Rooftop Patio) and the Four-Units to the West. Also Shown on the Adjacent Lot is the Maximum Bulk (and 40-foot Maximum Building Height) Allowed by Right in the SR-V1 District.**

Regarding building height, before final sign off by Zoning, the applicant will need to make sure the height of the 24-unit building is not greater than 52 feet (Zoning is currently measuring it at 53 feet).

In regards to the lower level that creates the elevated patio along the western side of the property, staff recommend that the applicant revise the planting plan to introduce taller plantings that can better screen the relatively long blank walls. A condition of approval has been recommended.

As a result of the points raised above, Staff believe it possible for the Plan Commission to find this condition satisfied.

- **Natural features:** Staff does not believe that there are any natural features on the site or on the surrounding properties that would impact the development of this site including wetlands, floodplains, waterways, and areas of steep slopes.
- **Access to urban services, transit, arterial streets, parks, and amenities:** The site has direct access to Northport Drive, which is classified as a principal arterial roadway. The street includes marked on-street bike lanes. Metro Transit's Route B provides daily service at least every 15 minutes during the weekday and 30 minutes on weekends along Northport Drive, with stops west and east of the subject site. The sidewalk network along both sides of Northport Drive, east and west of the subject site is complete.

The site is less than a half mile from Lake View Hill Park located to the east, on the opposite side of Northport Drive. The site is also just under a mile from Warner Park. While Mendota Elementary School abuts the site, the entrance is located along School Road. Using the existing sidewalks, it is estimated to be just under a quarter mile walk from this property to the front of the school. While there is not commercial development in the immediate proximity, there is a small commercial node with a restaurant and small market roughly 0.7 miles east at the corner of Northport Drive and Troy Drive. The larger Northport Shopping Center is located roughly 1.25 miles southeast of this site.

On balance, the Planning Division believes it is possible that the Plan Commission can find that the proposed development meets the criteria of "select conditions" to consider more intensive development in Low-Medium Residential (LMR) Development and, therefore, is consistent with the Comprehensive Plan. The proposed density and reductions to the massing along the west property line are significant factors as to why such a potential development may be approved. The site's location along a principal arterial roadway, the availability of daily and relatively frequent bus service, and the site's location in close proximity to a school are other important factors.



Staff also believe the proposed development is consistent with other goals and objectives in the Comprehensive Plan that encourage development of a wider mix of housing types, sizes, and costs throughout the City, and increase the amount of housing available by allowing more housing in more places.

### **Conditional Use Standards**

The Plan Commission may not approve an application for a conditional use unless it can find that all of the standards found in Section 28.183(6)(a), Approval Standards for Conditional Uses, are met. That section states: "The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans. No application for a conditional use shall be granted by the Plan Commission unless it finds that all of the [standards for approval in Section 28.183(6) are met]."

Staff provide the following discussion regarding Standards 6 and 8.

Regarding Standard 6, which states:

*"The conditional use conforms to all applicable regulations of the district in which it is located."*

As noted previously in this report, Zoning has recommended several conditions requiring more information and tweaks be made to the design in order to comply with the Zoning Code. These are minor and consist of such things as increasing the rear yard building setback for the 24-unit building to 20 feet, confirming the height of the 24-unit building (and reducing it to 52 feet if necessary), providing capacity numbers of the church to finalize the minimum number of automobile parking stalls required on site, confirmation about percent exposure of the north façade of the 80-unit building (to determine if it is counted as a story), etc. Staff believe these can all be satisfied prior to final sign off. Therefore, Staff believe the Plan Commission can find this standard met.

Regarding Standard 8, which states:

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

Staff believes this standard relates closely to the aforementioned building mass and design considerations related to Plan consistency and the "select conditions" for allowing a more intensive development on this site. While considerably larger than the current abutting residential buildings, Staff believe the proposed development's reductions to the massing along the west property line and the fact that the proposed buildings are adjacent to sites zoned and planned for up to three-story/40-foot-tall buildings are relevant considering this standard. Given the analysis on this point raised previously in this report, Staff believe the Plan Commission can find this standard met.

## Land Division

The applicant has submitted a certified survey map to divide the parcel into four lots – one lot for the existing place of worship and one for each of the three residential buildings that will occupy the site (note: the townhome building shown at southeast corner of the site is not being proposed at this time, will be developed by a different developer, and will need to obtain the necessary approvals at that time (it will likely be a permitted use). M.G.O. Section 16.23(5)(g) provides the process for certified survey maps. Staff believe that all applicable standards for land divisions can be found met, subject to the comments recommended by reviewing agencies.

## Public Input

At the time of report writing, Staff has not received any comments on the proposed request.

## Conclusion

On balance, Staff believes that the Conditional Use Standards can be found met, with the recommended conditions. Discussion specifically related to Standards 6 and 8 is noted in the report.

As part of their review, the Zoning Code requires the Plan Commission give due consideration to the recommendations of adopted plans. Regarding plan consistency, Staff believe factors such as the proposed development's reductions to the full, four-story massing along portions of west property line, proposed density, the site's location along a principal arterial roadway, the availability of daily and relatively frequent bus service, and the site's location in close proximity to a school, together result in a proposal that can be found to meet the Comprehensive Plan's "select conditions" criteria to consider more intensive development in areas recommended for Low Medium Residential (LMR) Development. If the criteria are found to be met, the plan would recommend large multi-family buildings at up to 70 dwelling units an acre and four stories of height for the subject property. Staff notes that while the proposed development site is adjacent to two-story apartment buildings to the west, these lots are planned and zoned for up to three-story buildings, including some three-story buildings that could be developed by right (i.e. without further Plan Commission consideration).

Regarding the four-lot certified survey map, Staff believe that all applicable standards for land divisions can be found met, subject to the comments recommended by reviewing agencies.

## Recommendation

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

- The Planning Division recommends the Plan Commission find that the standards for conditional uses can be found met and **approve** a request for a multi-family dwelling with greater than sixty (60) units in the Traditional Residential-Urban 1 (TR-U1) District to allow construction of a four-story, 80-unit apartment building in a planned multi-use site to also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive; and
- Additionally, the Planning Division believes the technical standards for land divisions can be found met and recommends the Plan Commission forward the Certified Survey Map to the Common Council with a recommendation of **approval**.

Approval of the project should be subject to input at the public hearing, and the recommended conditions beginning **below** for the land use request, and on **page 19** for the CSM.

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

***Land Use Request – Conditional Use***

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

1. The applicant shall revise the landscaping plan to provide additional plantings that provide additional height and year-round screening for the base of the elevated patio wall along the western side of the building. Such plantings shall be planted at a large size to provide screening benefits at the time of planting.

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

2. Applicant shall provide projected wastewater flows to Mark Moder, [mmoder@cityofmadison.com](mailto:mmoder@cityofmadison.com). Property may be required to connect to sanitary sewer on opposite side of Northport Road.
3. Sanitary sewer manholes shown on plans are shown as 36" diameter. Public City Madison manholes need to be 48" diameter.
4. Any sanitary sewer that is planned to publicly owned and maintained will require a public sanitary sewer extension permit which is a 2-3 month approval process.
5. The existing 8"X8" sanitary lateral wye serving this lot is not a legal and will need to be removed as a condition of plan approval.
6. This site needs to show that all discharge from the 200 year storm is directed to the Stormwater mngt system and subsequently to the public ROW no discharge to private lands is allowed.
7. This site will require the extension of public stormwater system from Northridge Terrace to the site to provide for adequate drainage. Stormwater runoff from the sites is required to reach the public Right of Way directly from the parcel.
8. The applicant shall connect to or extend public storm sewer connecting directly to a public storm structure that is either in the public sidewalk or terrace area, or inlet at the curb on the side of the street, adjacent to the development. Any storm lateral extension crossing any lanes of traffic or running longitudinally within a public street right of way for over 20ft, in order to connect to the public system, shall be considered a private storm sewer lateral and will require an approved and recorded privilege in streets agreement. (POLICY)
9. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)

10. Construct sidewalk, terrace, curb, gutter, and pavement along Northport Drive to a plan as approved by the City Engineer.
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. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
15. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
16. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available online: <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.  
  
The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
17. 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)
18. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer. (POLICY AND MGO OVER 10,000 SF OF IMPERVIOUS AREA 10.29 and 37.05(7)(b))
19. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

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.

20. 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 New Development: Detain the 2, 5, 10, 100, & 200 - year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10- year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be

completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

Unintended detention: If the plat or subdivision has an enclosed area with provides existing storage, the existing storage will need to be accounted for in addition to meeting the requirements for detention.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

TSS Redevelopment not TMDL: Reduce TSS by 40% (control the 20-micron particle) off of new paved surfaces as compared to no controls.

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

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window. Volume Control: Provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.

Thermal Control: Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.

100-year Overflow: The applicant shall demonstrate that water can leave the site and reach the public ROW without impacting structures during a 100-year event storm. This analysis shall include reviewing overflow elevations and unintended storage occurring on site when the storm system has reached capacity.

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.

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

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

22. Grant a Public Sidewalk Easement to the City on the face of the pending Certified Survey Map along the frontage of Northport Dr. for widened terraces. The final location and width of the Sidewalk Easement is to be approved by City Engineering and Traffic Engineering. Contact Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) with Engineering Mapping for the final language to be included on the face of the CSM.
23. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, pedestrian access, parking, utilities for sanitary and storm sewer and watermain, common areas, storm management, and common fire lane that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. All proposed lots



shown are dependent on the single connection to both the street access and connection to public utilities and are unbuildable without proper easements/agreements to provide the access and services needed amongst the properties.

24. Note this project lies within the proposed North-South segment of the Bus Rapid Transit Project. This project may have needs along this route that affect the site development. Contact Mike Cechvala Transportation Planner for BRT, [mcechvala@cityofmadison.com](mailto:mcechvala@cityofmadison.com) for information.
25. 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.
26. The site plan shall include all lot/ownership lines fully dimensioned per LND-B. See full checklist at link below <https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>
27. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
28. The address of the proposed building 1, 80 unit is 701 Northport Dr. The address of the proposed building 2, 24 unit is 705 Northport Dr. 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.
29. 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.
30. Submit a site plan and a complete set of building Floor Plans (for each individual building) in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan of each floor level on a separate sheet/page for the development of an interior and building addressing plan for the proposed multi-building complex. Each building page should include a key locator and north arrow. Also, include a per floor unit matrix for the apartment buildings.

The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the Verification submittal stage of this LNDUSE with Zoning.

The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall 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 Review** (Contact Sean Malloy, (608) 266-5987)

31. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Northport Drive.
32. 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.
33. 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.
34. 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.
35. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
36. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
37. 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.
38. 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.
39. 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.
40. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, [aoliver@cityofmadison.com](mailto:aoliver@cityofmadison.com)) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.

41. 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.
42. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
43. "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.
44. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
45. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
46. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
47. Include a parking plan demonstrating how specific stalls, to be used by the Church, will be reserved. Include any signage to be used to achieve this goal in the submitted plans.

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

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| 48. Increase the rear yard setback (south yard) for Building 2 to a minimum of 20 feet. The rear yard setback for a multi-family building (5-24 units) is a minimum of 20 feet. |
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49. Provide electric vehicle ready stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (14 stalls) must be electric vehicle ready. Identify the locations of the electric vehicle ready stalls on the plans. Add the count of EV ready stalls to the Site Development Data table.
  50. Provide the capacity of the main worship space for the existing place of worship. The vehicle parking maximum and bicycle parking minimum for the place of worship will be determined by the capacity of the main worship space.
  51. Verify that the 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.

52. Show the refuse disposal area for the existing place of worship on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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. Submit a detail of the trash enclosure if provided outside the building. Note that City issued trash containers are not required to be screened.
53. The future building on Lot 3 will require a separate review and approval.
54. Verify whether the front basement wall (Northeast elevation) of Building 1 is exposed more than 50%. The basement level shall be counted as a story when the front exterior wall of the basement level is exposed more than 50%.
55. 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. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.
56. 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.
57. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

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

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

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

**Parks Division** (Contact Adam B Kaniewski, at (608) 261-4281)

59. 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 North Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25040. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

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

60. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.

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

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

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

62. Metro Transit operates daily all-day transit service along Northport Drive near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
63. Metro Transit would initially estimate the following counts of trips would not be eligible towards US Green Building Council/LEED Quality Access to Transit points, due to the one-way loop operation of the service: 66 Weekday & 48 Weekend. Please contact Metro Transit if additional analysis would be of interest.

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***Certified Survey Map***

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

64. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
65. Construct sidewalk, terrace, curb, gutter, and pavement along Northport Drive to a plan as approved by the City Engineer.
66. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d))

67. 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))
68. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
69. Provide an ownership/maintenance agreement (recorded) for the private sewer main prior to CSM/plan approval. (Policy)
70. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private Storm Sewer/Drainage Easement/Agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.

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

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| <ol style="list-style-type: none"><li>71. Grant a Public Sidewalk Easement to the City on the face of the Certified Survey Map along the frontage of Northport Dr. for widened terraces. The final location and width of the Sidewalk Easement is to be approved by City Engineering and Traffic Engineering. Contact Jule Smith (<a href="mailto:jsmith4@cityofmadison.com">jsmith4@cityofmadison.com</a>) with Engineering Mapping for the final language to be included on the face of the CSM.</li><li>72. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, pedestrian access, parking, utilities for sanitary and storm sewer and watermain, common areas, storm management, and common fire lane that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. All proposed lots shown are dependent on the single connection to both the street access and connection to public utilities and are unbuildable without proper easements/agreements to provide the access and services needed amongst the properties.</li><li>73. Note this project lies within the proposed North-South segment of the Bus Rapid Transit Project. This project may have needs along this route that affect the site development. Contact Mike Cechvala Transportation Planner for BRT, <a href="mailto:mcechvala@cityofmadison.com">mcechvala@cityofmadison.com</a> for information</li></ol> |
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74. 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.
  75. Remove the word Public from the title of the Easement Detail on sheet 4 of 7.



76. The Cross Access Easement as shown may have to extend down the westerly line of the proposed Lot 3 to facilitate the future planned multiple drive entries if that is still the intended use.
77. The Cross Access Easement as shown is being dedicated on the Face of the CSM this is preferred in this case as it explains on the CSM face how lots are being created without connection to the public way. This will need to be followed up with a declaration of the easement to define the rights between the lots. Additionally this should also be done to with connections to the City utilities being provided at the public way. Easements necessary to shall be shown to provide the lots with sewer and water on the face of the CSM to show that the lots are buildable on the Face of the CSM. Those easement shall also be followed up with a declaration of Easement after the CSM is recorded to further define any rights.
78. 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](mailto:jsmith4@cityofmadison.com))
79. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
80. 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](mailto: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.
81. Explain the break in the Right-of-Way Bearings. Both documents 1076331 and 1076288 are described as takings being parallel to the centerline of Northport Drive and are based off of the STH 113 Right-of-Way Plat for Project T-0219 as cited within the documents. The Right-of-way Plat does not show a break along the centerline of Northport Drive. While Survey 133 filed at the Dane County Land Records office does show break (PI) in the centerline of the Right-of-Way prior to the takings for Project T-0219, the PI was shown just Southwest of the monument found. The PI is in the next parcel adjacent in the un-platted lands located at 801 Northport Drive across from Lot 24 of Lake view Ridge. Confirm that the Right-of-Way as found and shown is correct and 106' wide.
82. Show the centerline of State Trunk Highway 113 - Northport Drive per 236.20(2)(h) The center line of all streets. Additionally label the Highway's name.
83. Remove Maribeth Witzel-Behl from the City Clerk Certificate. Verify who will be acting in this capacity at the time of recording.

84. 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.

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

85. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan will need to be submitted as part of approving proposed development on site (within LNDUSE-2025-00044).

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

86. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Northport Drive.

**Parks Division** (Contact Adam Kaniewski, (608) 261-4281)

87. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
88. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees. Requests can be emailed to [parkimpactfees@cityofmadison.com](mailto:parkimpactfees@cityofmadison.com).
89. The Parks Division shall be required to sign off on this CSM.

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

90. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped. For condominiums and townhomes located on a single parcel, it will be the developer's choice whether to master meter or individually meter each unit.

**Office of Real Estate Services** (Contact Trent Milliken, (608) 266-5940)

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

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

92. 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).
93. 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.
94. 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).
95. 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.
96. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number \_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Michael Haas, Acting City Clerk  
City of Madison, Dane County Wisconsin

97. As of June 25, 2025, there are no real estate taxes owed because the property is currently occupied by a church.

98. As of June 25, 2025, 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).
99. 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](mailto: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 (April 30, 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.

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

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