

**PREPARED FOR THE PLAN COMMISSION**

Project Address: 6302 Odana Road

Application Type: Conditional Use

Legistar File ID # [79325](#)

Requested Action: Consideration of a conditional use in the SE (Suburban Employment) District for a hotel; and consideration of a conditional use pursuant to MGO Section 28.141(13)(b) to reduce the requirement for an off-street loading space, all to allow an office building at 6302 Odana Road to be converted into a hotel with 15 rooms/suites.

Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted.

Addendum

The applicant is requesting approval of a conditional use in the SE zoning district for a hotel to allow a two-story office building with finished basement at 6302 Odana Road to be converted into a “mid-term stay” apartment hotel with 15 rooms/suites that will be fully furnished and include a kitchen, living area, and private bathroom. The hotel will provide housekeeping and concierge services. An existing parking lot located west and north of the building will provide parking for 18 automobiles, with a detached shed and trash enclosure proposed in the northwestern corner of the property.

The project was originally scheduled for Plan Commission review at its September 18, 2023 meeting. However, the afternoon of that meeting, the project team requested relief from a condition of approval recommended by the Zoning Office pursuant to Section 28.141(13) of the Zoning Code, which requires that a lodging establishment between 10,000 to 50,000 square feet in floor area provide one (1) 10- by 35-foot off-street loading area with 14 feet of vertical clearance exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval. In order for the Plan Commission to be able to consider the additional conditional use required for the hotel project, the request was referred to October 2 to allow the applicant’s request for a reduction to the required off-street loading space to be included in the project description listed on the agenda.

The applicant’s representative indicates that a dedicated 10- by 35-foot off-street loading space is unnecessary because housekeeping and service vehicles coming to the 15-room/suite hotel will use standard parking stalls. As a result, the applicant is requesting that no off-street loading space be required for the hotel.

Staff does not support approval of the conditional use to eliminate the requirement for an off-street loading space for the hotel. While the project team asserts that parties servicing the hotel will be able to use standard parking stalls, it cannot guarantee that guests of the hotel will not require deliveries during their stay, including by vehicles with longer wheelbases that would ordinarily be accommodated in a designated loading space. In particular, Traffic Engineering Division staff is concerned that any future larger-format delivery vehicles coming to the site at any time in the future could impact parking lot circulation or block the bike and automobile travel lanes on Odana Road.

Additionally, the applicant has requested further relief from one of the conditions recommended by the Traffic Engineering Division that requests the applicant dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Odana Road. The intent of the September 18 condition was to bring the right of way

cross-section along Odana Road up to current design standards for terrace width, which features a minimum eight-foot terrace for most streets. However, following discussions between the applicant and Traffic Engineering staff, the condition has been amended to only require dedication of the right of way or public sidewalk easement at this time. The requirement to construct a relocated sidewalk and deeper terrace will be deferred until Odana Road is reconstructed in the future so that the sidewalk and terrace along the entire corridor can be reconfigured/realigned at the same time.

In closing, staff continues to believe that the Plan Commission may find that the conditional use standards are met to allow the office building at 6302 Odana Road to be converted into a 15-room/suite hotel subject to the amended conditions contained in the next section. However, staff does not support the applicant's request to eliminate the requirement for an off-street loading space for the hotel due to concerns about the potential for future delivery vehicles to impact parking lot circulation or block travel lanes on Odana Road.

Any approval of the project shall be conditioned upon the items in the following section; new or modified conditions are in **bold**.

Recommendation

Planning Division Recommendation (Contact Timothy M. Parks, (608) 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** conditional uses to allow an office building at 6302 Odana Road to be converted into a hotel subject to input at the public hearing and the following conditions that follow.

Staff recommends that the Plan Commission find the conditional use request to eliminate the requirement in Section 28.141(13) that the proposed hotel provide one off-street loading stall does not meet the standards for approval and that it be **placed on file without prejudice**.

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

City Engineering Division (Contact Tim Troester, (608) 267-1995)

1. ~~Construct/ reconstruct sidewalk to a plan approved by the City Engineer.~~
2. Enter into a City-Developer agreement for the required infrastructure improvements. The agreement shall 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.
3. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.

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

4. Parcel is subject to Declaration of Covenants, Conditions and Restrictions of Park Towne per Document No. 1258523 per Document No. 1334118. Additionally it should be noted the 5-foot easement shown along the Northwestern line per Document no. 1410249 was released in Document No. 1431558.

5. The address of 6302 Odana Road will be inactivated and archived with the change of use. The apartment hotel will have an address of 6306 Odana Road. 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.
6. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the verification submittal stage of this conditional use with Zoning. The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall be provided for additional review and approval by Engineering.

Per MGO Section 34.505, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

Traffic Engineering Division (Contact Sean Malloy (608) 266-5987)

7. ~~The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5) foot wide sidewalk, eight (8) foot terrace, and additional one (1) foot for maintenance along Odana Road.~~ The applicant shall dedicate right of way or grant a public sidewalk easement for the future construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Odana Road.
8. The applicant shall submit for review a waste removal plan for approval, which shall include vehicular turning movements.
9. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawing shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; 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.
10. 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.
11. 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.
12. All parking facility design shall conform to the standards in MGO Section 10.08(6).

13. All bicycle parking adjacent pedestrian walkways shall have a two (2)-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
14. All pedestrian walkways adjacent parking stalls shall be seven (7) feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by the Traffic Engineering Division.
15. Note: 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.
16. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (no visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb), Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
17. The applicant shall provide a clearly defined five (5)-foot 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 wheelchair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
18. "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.
19. Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.

Fire Department (Contact Bill Sullivan, (608) 261-9658)

This agency has reviewed this request and recommended no conditions or approval.

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

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| 20. The proposed hotel shall comply with Madison General Ordinance and licensing requirements for a hotel use, including providing temporary lodging accommodations (less than 30 days duration) to the general public. |
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21. Required loading facilities shall comply with MGO Section 28.141(13). Provide one (1) 10' x 35' loading area with 14 feet of vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space. **The required number of loading spaces may be reduced through conditional use approval.**
 22. Confirm whether compliance with bird-safe glass requirements Section 28.129 will be required. Bird-safe glass is required for new and expanded door or window openings in any building or structure over 10,000 square feet in size (floor area of above-grade stories). For building façades where the first 60 feet from grade are comprised of less than 50% glass, at least 85% of the glass on glass areas 50 square feet or over must be

treated. Of all glass areas over 50 square feet, any glass within 15 feet of a building corner must be treated. If bird-safe glass is required, identify which glass areas are 50 square feet or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.

23. 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.
24. 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.

Parks Division (Contact Ann Freiwald, (608) 243-2848)

This agency has reviewed this request and recommended no conditions or approval.

Forestry Section (Contact Brandon Sly, (608) 266-4816)

25. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apparatus and street tree plan sets. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal. The 18-inch ash and a 2-inch coffee tree are existing street trees.
26. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period, which shall include the notification of the alder within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.
27. The contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. The contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at (608) 266-4816. Penalties and remediation shall be required. Add as a note on the site, grading, utility, demolition, and street tree plan set.
28. As defined by the Section 107.13 of *City of Madison Standard Specifications for Public Works Construction*: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the contractor shall contact Madison City Forestry at (608) 266-4816 prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Add as a note on the site, grading, utility, demolition and street tree plan sets.
29. Section 107.13(g) of *City of Madison Standard Specifications for Public Works Construction* (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) addresses soil compaction near street trees and shall be followed by the contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five

(5) feet of the tree or within the protection zone is prohibited. Add as a note on both the site and street tree plan sets.

30. 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.
31. Street tree pruning shall be coordinated with City Forestry at a minimum of two weeks prior to the start of construction for this project. Contact City Forestry at (608)266-4816. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on both the site and street plan sets.

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

32. The proposed development may require the installation of a fire protection/automatic sprinkler system (see also Madison Fire Department review comments); subsequently, a higher capacity water service lateral may be required to meet required flow rates. If a new water service will be required, contact Madison Water Utility Engineering Section to evaluate service connection options, confirmation of water meter size, or any applicable customer account revisions.

Metro Transit (Contact Tim Sobota, (608) 261-4289)

This agency has reviewed this request and recommended no conditions or approval.

Note: Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 33 Weekday & 18 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

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

33. The applicant shall submit a Transportation Demand Management (TDM) Plan to tdm@cityofmadison.com. The TDM Plan is required per MGO 16.03. Applicable fees will be assessed after the TDM Plan is reviewed by staff.