



Department of Public Works  
**Streets Division – Urban Forestry**  
Charlie Romines, Superintendent  
1402 Wingra Creek Pkwy.  
Madison, WI 53715  
Phone: (608) 266-4816 | Fax: (608) 267-8696  
[streets@cityofmadison.com](mailto:streets@cityofmadison.com)  
[cityofmadison.com/forestry](http://cityofmadison.com/forestry)

## Street Tree Report – Land Use Application

In exercising its responsibility under the foregoing ordinances and Department Of Public Works construction specifications, the Forestry Section requires the applicant to submit a Street Tree Report from a certified arborist as part of a [Land Use Application](#) submittal. The Forestry Section will evaluate the report below for street tree protection during construction activities, proposed tree removals and deposits for developers' agreements as part of the forestry approval process. If it is necessary to remove a street tree, a separate permit from Forestry will be required. The Forestry Section must be informed of any change in this information as it could impact the Forestry Section's report and approval.

Please note on the **proposed plan** any pruning beyond what is considered to be acceptable by **ANSI A300 pruning standards** or if street tree removal may be necessary due to the impacts of construction, staging/delivery areas, or other activities.

### SECTION 1 – APPLICANT AND CERTIFIED ARBORIST INFORMATION

#### APPLICANT

NAME CS Acquisition Vehicle, LLC; Attn: Doug Tichenor  
BUSINESS PHONE 773.969.5740 CELL PHONE n/a EMAIL dTichenor@corespaces.com  
MAILING ADDRESS 1643 N Milwaukee Ave 5<sup>th</sup> Floor  
CITY Chicago STATE IL ZIP 60647

#### CONSULTING CERTIFIED ARBORIST

NAME Mark Jirik CERTIFIED ARBORIST NUMBER IL-9320A  
BUSINESS PHONE 312.427.7240 x125 CELL PHONE 708-224-9162 EMAIL mark.jirik@site-design.com  
MAILING ADDRESS 888 S Michigan Ave PH 1  
CITY Chicago STATE IL ZIP 60605

#### WORK LOCATION:

STREET ADDRESS 305 N Frances Street & 533 Conklin Place  
CROSS STREETS W Johnson & N Frances

**SECTION 2 – STREET TREE INVENTORY AND CONSTRUCTION IMPACT**

STREET TREE NUMBER	Tree Species (Common Name)	Trunk Diameter (DBH)	Canopy Spread (Ft)	Trunk/Roots: General Structure/Health/Condition	Removal (R) Requested by Applicant? (Yes or No) *Photos required*	Pruning by City Forestry requested (Yes or No). <b>Note: Any Pruning must follow ANSI A300 Standards.</b>	What are the impacts of proposed building? i.e., construction, staging, underground vaults, concrete pumps, scaffolding, new underground utilities, etc.	What are the earth retention impacts to the street trees?
1	New Horizon Elm	12"	~ 20'	Girdling roots visible at surface, no visible root flare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Building construction, staging, scaffolding	None
2	Callery Pear	6"	~ 8'	Suckering from roots, no visible root flare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Building construction, staging, scaffolding	None
3	Callery Pear	4"	~ 6'	Branch dieback at top of canopy, suckering from roots, no visible root flare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Building construction, staging, scaffolding	None
4	New Horizon Elm	5"	~ 16'	Good condition, no visible root flare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Building construction, staging, scaffolding	None
5					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please attach a **plan** of the proposed project site that includes street trees corresponding to the street tree listed in Section 2 of Street Tree Inventory.

Additional notes:

Describe impacts and any mitigation actions employed:

Where existing street trees may be impacted by the excavation for the building foundation and/or demo and construction of new sidewalk, the plan calls for both tree canopy pruning (by the City) and root pruning. Please see plan for additional notes and info.

**SECTION 3 – PHOTO DOCUMENTATION**

Please attach photos. The group of photos must include:

- A photo to best depict the street tree relative to the proposed project.
- Date and timestamp of when photo was taken.

**SIGNATURE CERTIFICATION**

I hereby certify that I have presented an accurate and truthful representation of the proposed building and construction impacts to City street trees and a complete inventory of affected street trees and their condition herein, and that I will update this information and this report should any of this information change. I have worked to ensure compliance with all accepted professional standards in arboricultural practices and to ensure compliance with all applicable laws, regulations, policies and ethical standards. In the event the contractor has failed to comply with all applicable laws, regulations, policies and ethical standards; or created conditions that may present a hazard to people or property, I have immediately notified the appropriate representative of City of Madison Forestry Section at (608)266-4816.

  
\_\_\_\_\_  
CONSULTING ARBORIST SIGNATURE

IL-9320A \_\_\_\_\_  
ISA CERTIFICATION #

  
\_\_\_\_\_  
DEVELOPER APPLICANT SIGNATURE

DO NOT WRITE BELOW THIS LINE

CITY OF MADISON FORESTRY SECTION OFFICE USE ONLY:

CONSULTING ARBORIST REPORT

APPROVED     REJECTED    DATE: \_\_\_\_\_     REVISED DATE \_\_\_\_\_

CITY EMPLOYEE NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE OF CITY EMPLOYEE \_\_\_\_\_ DEPOSIT REQUIRED \$ \_\_\_\_\_

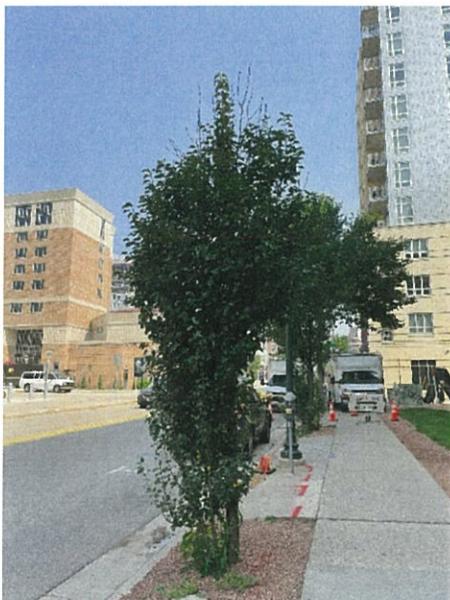
Existing Street Tree Photos  
Photos Taken July 31, 2025 10-11:00 am



*Tree 1: 12" New Horizon Elm*



*Tree 2: 6" Callery Pear*



*Tree 3: 4" Callery Pear*



*Tree 4: 5" New Horizon Elm*





# CITY OF MADISON LANDSCAPE WORKSHEET

Section 28.142 Madison General Ordinance

Project Location / Address 305 N Frances St & 533 Conklin Place

Name of Project Madison Saxony Student Housing

Owner / Contact Site Design Group, attn: Suzanne Vincent

Contact Phone 312.374.5587 Contact Email suzanne.vincent@site-design.com

**\*\* Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size  
MUST be prepared by a registered landscape architect. \*\***

### Applicability

The following standards apply to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots, except the construction of detached single-family and two-family dwellings and their accessory structures. The entire development site must be brought up to compliance with this section unless all of the following conditions apply, in which case only the affected areas need to be brought up to compliance:

- (a) The area of site disturbance is less than ten percent (10%) of the entire development site during any ten-(10) year period.
- (b) Gross floor area is only increased by ten percent (10%) during any ten-(10) year period.
- (c) No demolition of a principal building is involved.
- (d) Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.

### Landscape Calculations and Distribution

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot. There are three methods for calculating landscape points depending on the size of the lot and Zoning District.

- (a) For all lots except those described in (b) and (c) below, five (5) landscape points shall be provided for each three hundred (300) square feet of developed area.

Total square footage of developed area 48,100

Total landscape points required 801

- (b) For lots larger than five (5) acres, points shall be provided at five (5) points per three hundred (300) square feet for the first five (5) developed acres, and one (1) point per one hundred (100) square feet for all additional acres.

Total square footage of developed area \_\_\_\_\_

Five (5) acres = 217,800 square feet

First five (5) developed acres = 3,630 points

Remainder of developed area \_\_\_\_\_

Total landscape points required \_\_\_\_\_

- (c) For the Industrial – Limited (IL) and Industrial – General (IG) districts, one (1) point shall be provided per one hundred (100) square feet of developed area.

Total square footage of developed area \_\_\_\_\_

Total landscape points required \_\_\_\_\_

**Tabulation of Points and Credits**

Use the table to indicate the quantity and points for all existing and proposed landscape elements.

Plant Type/ Element	Minimum Size at Installation	Points	Credits/ Existing Landscaping		New/ Proposed Landscaping	
			Quantity	Points Achieved	Quantity	Points Achieved
Overstory deciduous tree	2½ inch caliper measured diameter at breast height (dbh)	35				
Tall evergreen tree (i.e. pine, spruce)	5-6 feet tall	35				
Ornamental tree	1 1/2 inch caliper	15			4	60
Upright evergreen shrub (i.e. arborvitae)	3-4 feet tall	10				
Shrub, deciduous	#3 gallon container size, Min. 12"-24"	3			56	180
Shrub, evergreen	#3 gallon container size, Min. 12"-24"	4			45	240
Ornamental grasses/ perennials	#1 gallon container size, Min. 8"-18"	2			1558	2,926
Ornamental/ decorative fencing or wall	n/a	4 per 10 lineal ft.				
Existing significant specimen tree	Minimum size: 2 ½ inch caliper dbh. *Trees must be within developed area and cannot comprise more than 30% of total required points.	14 per caliper inch dbh. Maximum points per tree: 200				
Landscape furniture for public seating and/or transit connections	* Furniture must be within developed area, publically accessible, and cannot comprise more than 5% of total required points.	5 points per "seat"				
<b>Sub Totals</b>						<b>3,406</b>

**Total Number of Points Provided** 3,406

\* As determined by ANSI, ANLA- American standards for nursery stock. For each size, minimum plant sizes shall conform to the specifications as stated in the current American Standard for Nursery Stock.

Landscaping shall be distributed throughout the property along street frontages, within parking lot interiors, as foundation plantings, or as general site landscaping. The total number of landscape points provided shall be distributed on the property as follows.

**Total Developed Area**

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot.

**Development Frontage Landscaping**

Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Landscape material shall include a mix of plant materials.

**Interior Parking Lot Landscaping**

The purpose of interior parking lot landscaping is to improve the appearance of parking lots, provide shade, and improve stormwater infiltration. All parking lots with twenty (20) or more parking spaces shall be landscaped in accordance with the interior parking lot standards.

**Foundation Plantings**

Foundation plantings shall be installed along building facades, except where building facades directly abut the sidewalk, plaza, or other hardscape features. Foundation plantings shall consist primarily of shrubs, perennials, and native grasses.

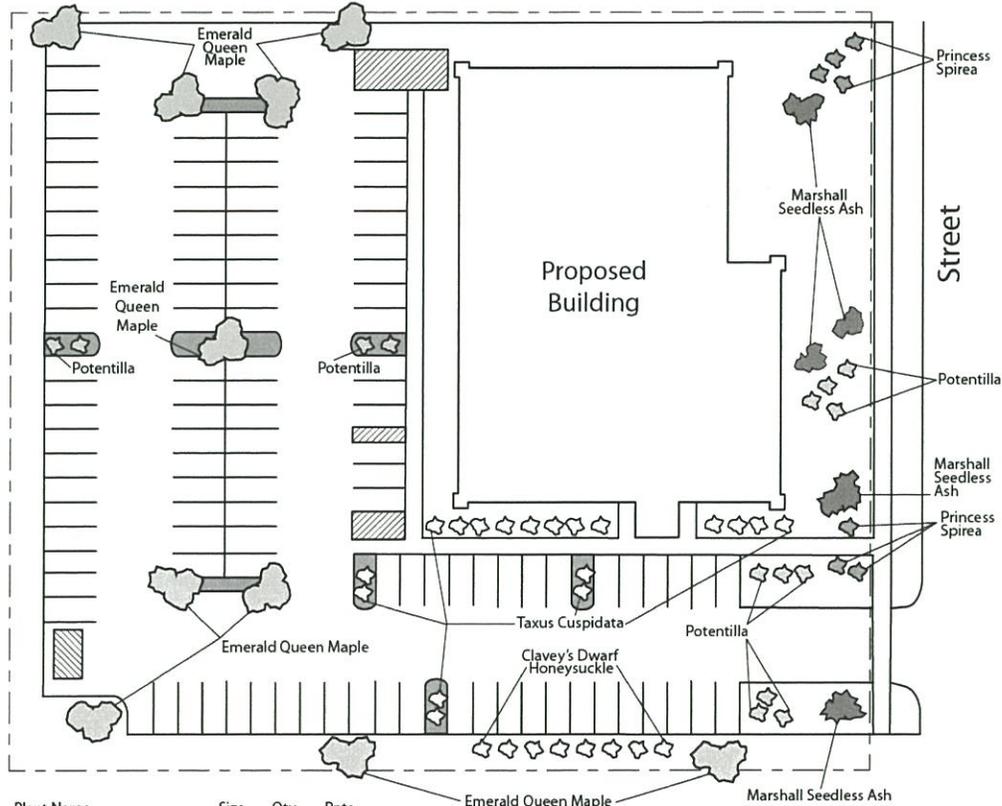
**Screening Along District Boundaries**

Screening shall be provided along side and rear property boundaries between commercial, mixed use or industrial districts and residential districts.

**Screening of Other Site Elements**

The following site elements shall be screened in compatibility with the design elements, materials and colors used elsewhere on the site: refuse disposal areas, outdoor storage areas, loading areas, and mechanical equipment.

**Example Landscape Plan**



Plant Name	Size	Qty.	Pnts.
Emerald Queen Maple	2-2.5"	9	-
Marshall Seedless Ash	2-2.5"	4	450
Clavey's Dwarf Honeysuckle	1 Gal	8	24
Princess Spirea	1 Gal	7	21
Potentilla	1 Gal	10	30
Taxus Cuspidata	2 Gal	12	60
			TOTAL 585

Call City Zoning, 266-4551, with your questions about this type of plan

## LANDSCAPE PLAN AND LANDSCAPE WORKSHEET INSTRUCTIONS

Refer to Zoning Code Section 28.142 LANDSCAPING AND SCREENING REQUIREMENTS for the complete requirements for preparing and submitting a Landscape Plan and Landscape Worksheet.

### **Applicability.**

The following standards apply to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots, except the construction of detached single-family and two-family dwellings and their accessory structures. The entire development site must be brought up to compliance with this section unless all of the following conditions apply, in which case only the affected areas need to be brought up to compliance:

- (a) The area of site disturbance is less than ten percent (10%) of the entire development site during any ten-(10) year period.
- (b) Gross floor area is only increased by ten percent (10%) during any ten-(10) year period.
- (c) No demolition of a principal building is involved.
- (d) Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.

### **Landscape Plan and Design Standards.**

Landscape plans shall be submitted as a component of a site plan, where required, or as a component of applications for other actions, including zoning permits, where applicable. Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

- (a) Elements of the landscape plan shall include the following:
  1. Plant list including common and Latin names, size and root condition (i.e. container or ball & burlap).
  2. Site amenities, including bike racks, benches, trash receptacles, etc.
  3. Storage areas including trash and loading.
  4. Lighting (landscape, pedestrian or parking area).
  5. Irrigation.
  6. Hard surface materials.
  7. Labeling of mulching, edging and curbing.
  8. Areas of seeding or sodding.
  9. Areas to remain undisturbed and limits of land disturbance.
  10. Plants shall be depicted at their size at sixty percent (60%) of growth.
  11. Existing trees eight (8) inches or more in diameter.
  12. Site grading plan, including stormwater management, if applicable.
- (b) Plant Selection. Plant materials provided in conformance with the provisions of this section shall be nursery quality and tolerant of individual site microclimates.
- (c) Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.

### **Landscape Calculations and Distribution.**

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area, for the purpose of this requirement, is defined as that area within a single contiguous boundary which is made up of structures, parking driveways and docking/loading facilities, but **excluding** the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot.

- (a) Landscaping shall be distributed throughout the property along street frontages, within parking lot interiors, and as foundation plantings, or as general site landscaping.
- (b) Planting beds or planted areas must have at least seventy-five percent (75%) vegetative cover.
- (c) Canopy tree diversity requirements for new trees:
  1. If the development site has fewer than 5 canopy trees, no tree diversity is required.
  2. If the development site has between 5 and 50 canopy trees, no single species may comprise more than 33% of trees.
  3. If the development site has more than 50 canopy trees, no single species may comprise more than 20% of trees.

### **Development Frontage Landscaping.**

Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Landscape material shall include a mix of plant material meeting the following minimum requirements:

- (a) One (1) overstory deciduous tree and five (5) shrubs shall be planted for each thirty (30) lineal feet of lot frontage. Two (2) ornamental trees or two (2) evergreen trees may be used in place of one (1) overstory deciduous tree.
- (b) In cases where building facades directly abut the sidewalk, required frontage landscaping shall be deducted from the required point total.
- (c) In cases where development frontage landscaping cannot be provided due to site constraints, the zoning administrator may waive the requirement or substitute alternative screening methods for the required landscaping.
- (d) Fencing shall be a minimum of three (3) feet in height, and shall be constructed of metal, masonry, stone or equivalent material. Chain link or temporary fencing is prohibited.

**Interior Parking Lot Landscaping.**

The purpose of interior parking lot landscaping is to improve the appearance of parking lots, provide shade, and improve stormwater infiltration. **All parking lots with twenty (20) or more parking spaces** shall be landscaped in accordance with the following interior parking lot standards.

- (a) For new development on sites previously undeveloped or where all improvements have been removed, a minimum of eight percent (8%) of the asphalt or concrete area of the parking lot shall be devoted to interior planting islands, peninsulas, or landscaped strips. For changes to a developed site, a minimum of five percent (5%) of the asphalt or concrete area shall be interior planting islands, peninsulas, or landscaped strips. A planting island shall be located at least every twelve (12) contiguous stalls with no break or alternatively, landscaped strips at least seven (7) feet wide between parking bays.
- (b) The primary plant materials shall be shade trees with at least one (1) deciduous canopy tree for every one hundred sixty (160) square feet of required landscaped area. Two (2) ornamental deciduous trees may be substituted for one (1) canopy tree, but ornamental trees shall constitute no more than twenty-five percent (25%) of the required trees. No light poles shall be located within the area of sixty percent (60%) of mature growth from the center of any tree.
- (c) Islands may be curbed or may be designed as uncurbed bio-retention areas as part of an approved low impact stormwater management design approved by the Director of Public Works. The ability to maintain these areas over time must be demonstrated. (See Chapter 37, Madison General Ordinances, Erosion and Stormwater Runoff Control.)

**Foundation Plantings.**

Foundation plantings shall be installed along building facades, except where building facades directly abut the sidewalk, plaza, or other hardscape features. Foundation plantings shall consist primarily of shrubs, perennials, and native grasses. The Zoning Administrator may modify this requirement for development existing prior to the effective date of this ordinance, as long as improvements achieve an equivalent or greater level of landscaping for the site.

**Screening Along District Boundaries.**

Screening shall be provided along side and rear property boundaries between commercial, mixed use or industrial districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height, except that within the front yard setback area, screening shall not exceed four (4) feet in height. Height of screening shall be measured from natural or approved grade. Berms and retaining walls shall not be used to increase grade relative to screening height.

**Screening of Other Site Elements.**

The following site elements shall be screened in compatibility with the design elements, materials and colors used elsewhere on the site, as follows:

- (a) **Refuse Disposal Areas.** All developments, except single family and two family developments, shall provide a refuse disposal area. Such area 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 seven (7) feet.
- (b) **Outdoor Storage Areas.** Outdoor storage areas shall be screened from abutting residential uses with a by a building wall or solid, commercial-grade wood fence, wall, year-round hedge, or equivalent material, with a minimum height of six (6) feet and not greater than seven (7) feet. Screening along district boundaries, where present, may provide all or part of the required screening.
- (c) **Loading Areas.** Loading areas shall be screened from abutting residential uses and from street view to the extent feasible by a building wall or solid, commercial-grade wood fence, or equivalent material, with a minimum height of six (6) feet and not greater than seven (7) feet. Screening along district boundaries, where present, may provide all or part of the required screening.
- (d) **Mechanical Equipment.** All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district, as viewed from six (6) feet above ground level. Screening may consist of a building wall or fence and/or landscaping as approved by the Zoning Administrator.

**Maintenance.**

The owner of the premises is responsible for the watering, maintenance, repair and replacement of all landscaping, fences, and other landscape architectural features on the site. All planting beds shall be kept weed free. Plant material that has died shall be replaced no later than the upcoming June 1.