

# PLANNING DIVISION STAFF REPORT

April 27, 2020



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 7718 Mineral Point Road (District 9 – Alder Skidmore)  
**Application Type:** Zoning Map Amendment, Demolition Permit, and Conditional Use  
**Legistar File ID #** [60088](#) and [59703](#)  
**Prepared By:** Chris Wells, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant:** David Knight; Associated Bank; 111 East Kilbourn; Milwaukee, WI 53202  
**Contact:** Audry Grill; RINKA, Inc.; 756 N Milwaukee St, Suite 250; Milwaukee, WI 53202  
**Property Owner:** Estate of John J. Polich; 1421 N. Elston Ave.; Chicago, IL 60642

**Requested Action:** The applicant requests approval of a zoning map amendment changing the zoning of the properties located at 7718 Mineral Point Road from Temp A (Temporary Agricultural) and CC (Commercial Center) Districts to CC-T (Commercial Corridor-Transitional) District; a demolition permit to raze an existing single-family residence; and conditional use approvals - for a vehicle access sales and service window as well as for the reduction in the requirement to provide an off-street loading space.

**Proposal Summary:** The applicant proposes to demolish a single-family residence in order to construct a two-story bank with detached vehicle sales and service window.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Zoning Map Amendments [§28.182(5) M.G.O.], Demolition Permits [§28.185(7) M.G.O.], and Conditional Uses [§28.183(6) M.G.O.]. The Supplemental Regulations [MGO §28.151] contain further regulations for Vehicle Access Sales and Service Windows.

**Review Required By:** Plan Commission and Common Council

**Summary Recommendation:** The Planning Division recommends that the Plan Commission forward ordinance 28.022-00437 to rezone the properties at 7718 Mineral Point Road from Temp A (Temporary Agricultural) and CC (Commercial Center) Districts to CC-T (Commercial Corridor-Transitional) District to the Common Council with a recommendation to **approve**. Further, the Planning Division recommends that the Plan Commission find that the standards for demolition permits and conditional uses are met and **approve** the request to demolish a single-family residence to construct a two-story bank with detached vehicle access sales and service windows on said lot. These recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies in this report.

## Background Information

**Parcel Location:** The 36,665-square-foot (0.84-acre) subject property is located at the northeast corner of the intersection of Mineral Point Road and S. High Point Road. The site is in Aldermanic District 9 (Alder Skidmore) and is within the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is currently comprised of two parcels. The larger, northern, parcel, which is addressed as 7718 Mineral Point Road, is roughly 30,000 square-feet in size, was recently attached into the City, and has the zoning of (Temporary) Agriculture. City of Middleton assessor data notes that the site is developed with a one-story, 1,270-square-foot, ranch home, which was constructed in 1955. The smaller, southern lot, which is addressed as “7718 Mineral Point Road Unit ANX,” is 6,850 square-feet in size, and is currently zoned CC (Commercial Center District). The applicant has submitted a Certified Survey Map (CSM) to combine these parcels. It will need to be approved by the City and recorded prior to the issuance of construction permits.

**Surrounding Land Use and Zoning:**

North: Multifamily residential buildings (the 537-unit Greenbriar Village Apartments), zoned Suburban Residential – Varied 2 (SR-V2);

South: Across Mineral Point Road is a Kwik Trip gas station, zoned PD (Planned Development District);

East: An office building (the offices of Bankers’ Bank), zoned CC (Commercial Center District); and

West: Across S. High Point Road, is a shopping center, zoned CC.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends Community Mixed-Use (CMU) for the subject site. The subject site is not within any adopted neighborhood planning area.

**Zoning Summary:** The property is requested to be rezoned into the Commercial Corridor – Transitional (CC-T) District.

Requirements	Required	Proposed
Front Yard Setback	65’ maximum	4.52’
Side Yard Setback: Where proposed buildings or abutting buildings have window openings in side wall(s) within 6’ of lot line	Two-story or higher: 6’	7.32’ south side 156.91’ north side
Rear Yard Setback: For corner lots, where all abutting property is in a nonresidential zoning district	The required rear yard setback shall be the same as the required side yard setback: 6’	72.56’
Maximum Lot Coverage	85%	Less than 85% <i>(See Comment #35)</i>
Maximum Building Height	5 stories/ 68’	2 stories

Site Design	Required	Proposed
Number Parking Stalls	Bank, financial institution: No minimum required Maximum 1 per 200 sq. ft. floor area (52)	34 <i>(See Comment #34)</i>
Accessible Stalls	Yes	2 <i>(See Comment #34)</i>
Loading	1 (10’ x 35’)	None <i>(See Comment #36)</i>
Number Bike Parking Stalls	Bank, financial institution: 1 per 2,000 sq. ft. floor area (5)	6 <i>(See Comment #34)</i>
Landscaping and Screening	Yes	Yes <i>(See Comments #37 &amp; #38)</i>
Lighting	Yes	Yes
Building Forms	Yes	Free-standing commercial building <i>(See Comment #30)</i>

<b>Other Critical Zoning Items</b>	Barrier Free (ILHR 69); Utility Easements
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**Environmental Corridor Status:** The property is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services. Metro Transit currently operates all-day transit service on weekdays along Mineral Point Road and High Point Road, west and south of this property. Daily all-day transit serve operates on Ganser Way, south of Mineral Point Road, approximately 500 feet east of this property.

## Project Description

The applicant proposes to demolish a single-family residence in order to build a two-story, bank with detached vehicle access sales and service window.

The building proposed for demolition is the one-story, 1,270-square-foot, ranch home which, according to City of Middleton assessor data, was constructed in 1955. The applicant has submitted [photos](#) of the exterior and interior of the building. These are also included in the Plan Commission materials for this project.

The subject property is comprised of two lots: the larger, northern, parcel, which is addressed as 7718 Mineral Point Road, is roughly 30,000 square-feet in size, was recently attached to the City, and has the zoning of (Temporary) Agriculture). This lot contains the aforementioned single-family residence. The smaller, southern lot, which is addressed as "7718 Mineral Point Road Unit ANX", is 6,850 square-feet in size, and is currently zoned CC (Commercial Center District). The applicant has submitted a Certified Survey Map (CSM) to combine these parcels.

Upon removal of the existing residence, the applicant proposes to build a two-story bank with detached vehicle access sales and service windows. The bank will be a full-service, retail branch, which will accommodate 29 bank staff. It will be located at the southwest corner of the site with the main entrance located at the southeast corner of the building. The ground and second floor will both be roughly 4,780 square-feet in size. The ground floor will house the typical bank teller functions as well as seven offices, conference room, staff break room, and rest rooms. The second floor will be entirely office space, save for two restrooms. A partial, roughly 1,200-square-foot basement, will house the pneumatics mechanical equipment which connect the bank to the drive-through machines at the rear of the site.

As part of their proposal, the applicant will be required install both a concrete boarding pad along the S. High Point Road frontage (for a future Metro bus stop) and sidewalks along both street frontages. The applicant will then provide walkways which will lead, along the bank's eastern and northern façades, to the main entrance.

The site will have right-in, right-out access along Mineral Point Road and two-way access from S. High Point Road. Twenty-two automobile parking stalls will be located to the east of the bank with an additional 12 stalls located in between the bank and the drive-through lanes, located at the site's northern end. These drive-through lanes will consist of three teller lanes and one ATM lane, and all will located beneath a metal canopy.

Exterior facade materials include a Wisconsin stone, dark grey brick, and glass. In addition to vision glass, the clear anodized aluminum curtainwall system will have inset panels of spandrel glass, light brown-colored opaque panels, and aluminum metal infill panels. The cap to the tall glass element at the building's southeast corner will consist of clear anodized aluminum and vision glass with a green backing. Note: the applicant will be required to add more window openings along the southern (Mineral Point Road) elevation in order to meet the design standards for door and window openings M.G.O. Section 28.060(2)(d)). The drive-through canopy will consist of the clear anodized aluminum fascia and vision glass with a green backing, held up by grey painted steel posts.

Roughly 16 trees, including several mature Oaks, located in the middle of the site as well as along both street frontages are proposed to be removed. This is due in large part to the regrading that would need to occur given the fact that much of the site sits well below the height of the adjacent roadways. While the applicant is preparing a memo outlining their reasoning for removing these trees, it was not provided at the time this report was finalized.

## Project Analysis

The applicant requests approval of a zoning map amendment, changing the zoning of the properties located at 7718 Mineral Point Road from Temp A (Temporary Agricultural) and CC (Commercial Center) Districts to CC-T (Commercial Corridor-Transitional) District; a demolition permit to raze an existing single-family residence; and conditional use approvals - for a vehicle access sales and service window as well as for the elimination of the requirement to provide an off-street loading space.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Community Mixed-Use (CMU) uses for this parcel. The Community Mixed Use land use category includes existing and planned areas supporting an intensive mix of residential, commercial, and civic uses serving residents and visitors from the surrounding area and the community as a whole. The plan notes that CMU areas are intended to include buildings two to six stories in height, should be well connected with surrounding neighborhoods, and have buildings placed close to the sidewalk. It also notes that buildings should screen any surface parking from the street. The Planning Division believes that proposal to be consistent with the Comprehensive Plan.

The subject site is not within any adopted neighborhood planning area.

### Zoning Map Amendment Standards

The proposal is subject to the standards for Zoning Map Amendments [§28.182(6) M.G.O.]. Map amendments such as this one are legislative decisions of the Common Council, and must be based on public health, safety, and welfare. Further, they must be consistent with the [Comprehensive Plan](#), and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (of which the zoning map is part) enacted or amended after January 1, 2010 be consistent with the City's [Comprehensive Plan](#). 2010 Wisconsin Act 372 clarified "consistent with" as "furtheres or does not contradict the objectives, goals and policies contained in the comprehensive plan." As noted above, Staff believe the proposal to be consistent with the recommendations of the [Comprehensive Plan's](#) Community Mixed-Use (CMU) designation.

### Demolition and Removal Standards

In order to approve a demolition request, M.G.O §28.185(7) requires that the Plan Commission must find that the requested demolition and proposed use are compatible with the purpose of the demolition section of the zoning code and the intent and purpose of the CC-T (Commercial Center-Transitional) Zoning District. The demolition standards state that the Plan Commission shall consider and may give decisive weight to any relevant facts including impacts on the normal and orderly development of surrounding properties and the reasonableness of efforts to relocate the building. Furthermore, the proposed use following demolition or removal should be compatible with adopted neighborhood plans and the [Comprehensive Plan](#). Finally, the demolition standards state that the Plan Commission shall consider the report of the City's Historic Preservation Planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission.

At their February 17, 2020 meeting, the Landmarks Commission recommended to the Plan Commission that the residential building requested for demolition has no known historic value and the Quonset hut at 7718 Mineral Point Road should be salvaged or sold as part of the recycling plan. A copy of the report is included at the end of this staff report.

With the Landmark Commission's recommendation regarding the Quonset hut added to the conditions of approval, Staff believes the Plan Commission can find the demolition standards are met with this proposal.

### **Conditional Use Approval Standards**

This proposal is also subject to the standards for Conditional Uses as a vehicle access sales and service windows is a conditional use in the CC-T District. Furthermore, a reduction from the requirement of M.G.O. Section 28.141(13) which would require, in the case of the subject building (i.e. a commercial building between 10,000 and 50,000 square-feet of floor area), to provide *one* 10-foot-wide by 35-foot-long loading space on site, also requires conditional use approval.

Regarding the loading area, the Zoning Code states that the requirement applies to any use which has a floor area of 10,000 square-feet or more and which required deliveries or makes shipments. It also requires it to be not only 10 feet wide by 35 feet long, but have 14 feet of vertical clearance, and be exclusive of drive aisle and maneuvering space.

Staff note that the proposed use is just over 10,000 square-feet, just triggering that conditional use review. That said, the applicant has pointed out in previous communications that the majority of deliveries will be handled via small delivery truck or van – both of which they note can be accommodated with the proposed surface parking. For cash deliveries to the bank, the armored trucks will also use an adjacent surface stall and will park in the ATM drive-through lane when refilling the ATM.

Staff believe the applicable standards can be found met. Staff note that the applicant has made significant changes to the site layout, including redesigning and relocating the building to the southwest corner and the drive-through to the rear of the site, in order to meet the building placement recommendations in the Comprehensive Plan. While acknowledging that the applicant is proposing to remove the majority of the mature trees on site, staff note that the applicant did revise their site plan in order to save approximately eight trees at the northeast corner of the site. Again, staff note that the applicant is preparing a memo outlining their reasoning for removal of the trees but it was not provided at the time this report was finalized.

### **Supplemental Regulations for Vehicle Access Sales and Service Windows (M.G.O. Section 28.151).**

- (a) In CC-T, TE, DC, and UMX Districts, vehicle access sales and service windows shall be located to the side of, rear of, or under buildings, and shall not be located between the principal structure and a public street. In the TSS District, vehicle access sales and service windows shall be located under the building in which it is located, and the building shall have commercial or residential uses along the primary street frontage. In all districts, vehicle access sales and services windows shall be at least sixty (60) feet from the closest point of any residentially zoned property or property with a residential building. (Am. by ORD-15-00001, 1-14-15; ORD-17-00025, 2-20-17)
- (b) Points of vehicular ingress and egress shall be located at least sixty (60) feet from the intersection of two streets and at least sixty (60) feet from abutting residentially zoned property.

- (c) Plans for onsite circulation and driveway locations shall be reviewed where conditional use approval is required. Site design shall accommodate a logical and safe vehicle and pedestrian circulation pattern. Adequate queuing lane space shall be provided without interfering with onsite parking/circulation.
- (d) Speaker box sounds from the drive-through lane shall not be plainly audible so as to unreasonably disturb the peace and quiet of abutting residential property.
- (e) Drive-through canopies and other structures, where present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing.
- (f) A six- (6) foot buffer area with screen planting and an obscuring wall or fence shall be required along any property line adjoining an existing residence or residentially zoned property.
- (g) Bicyclist use of sales and service windows shall not be prohibited.

Staff believe these standards are met.

### Public Input

At the time of report writing, staff is unaware of any comments from the public.

## Conclusion

The applicant requests approval of a zoning map amendment, changing the zoning of the properties located at 7718 Mineral Point Road from Temp A (Temporary Agricultural) and CC (Commercial Center) Districts to CC-T (Commercial Corridor-Transitional) District; a demolition permit to raze an existing single-family residence; and conditional use approvals - for a vehicle access sales and service window as well as for the reduction in the requirement to provide an off-street loading space. On balance, and as discussed in the report, Planning Division Staff believes it is possible to find the standards for zoning map amendments, demolition permits, and conditional uses met.

## Recommendation

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

The Planning Division recommends that the Plan Commission forward ordinance 28.022-00437 to rezone the properties at 7718 Mineral Point Road from Temp A (Temporary Agricultural) and CC (Commercial Center) Districts to CC-T (Commercial Corridor-Transitional) District to the Common Council with a recommendation to **approve**. Further, the Planning Division recommends that the Plan Commission find that the standards for demolition permits and conditional uses are met and **approve** the request to demolish a single-family residence to construct a two-story bank with detached vehicle access sales and service window on said lot. This recommendation is subject to input at the public hearing and the conditions which begin on the following page.

**Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

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

1. Per the recommendation of the Landmarks Commission, the Quonset hut at 7718 Mineral Point Road should be salvaged or sold as part of the recycling plan

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

2. 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)
3. Construct sidewalk to a plan along S High Point Rd and Mineral Point Rd (including type 2 crosswalk ramps) as approved by City Engineer
4. Make improvements to the storm sewer system to extend storm sewer from the culver crossing of High Point Road up to this property. The improvements shall consist of a storm sewer extension. (MGO 16.23(9)(d)(6))
5. 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))
6. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
7. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
8. 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.
9. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
10. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.
11. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and locations of structures and the type of pipe to be used. (POLICY AND MGO 10.29)

12. 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.

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



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.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

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.

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

**Engineering Division – Mapping Section** (Contact Jeff Quamme, (608) 266-4097)

16. The address of the proposed building is 7722 Mineral Point Rd. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
17. 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.

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

18. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' 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.
19. 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.

20. 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.
21. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
22. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
23. 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.
24. 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.
25. 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.
26. "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.
27. 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.
28. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on Mineral Point Road and High Point Road will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.
29. The applicant shall construct sidewalk along Mineral Point Road and High Point Road according to plan approved by City Engineer

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

30. It appears that the primary street façade (Mineral Point Rd south elevation) may not meet the design standards for door and window openings. Provide details showing that the primary street façade (Mineral Point Rd south elevation) meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. On upper stories, window or balcony openings shall occupy a minimum of fifteen percent (15%) of the upper-story wall area.
31. Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson at [streets@cityofmadison.com](mailto:streets@cityofmadison.com).
32. Section 28.185(10) Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185 (7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
33. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
34. Include a parking lot summary with the Land Use Summary Table including the number of vehicles stalls, accessible stalls and bicycle stalls.
35. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
36. Required loading facilities shall comply with MGO Section 28.141(13). Provide one 10' x 35' loading areas with 14' 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.
37. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
38. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
39. 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.

40. 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.

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

41. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Paul Ripp at [pripp@cityofmadison.com](mailto:pripp@cityofmadison.com) or (608)712-6277.

**Parks Division** (Contact Sarah Lerner, (608) 261-4281)

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

**Forestry Division** (Contact Wayne Buckley, (608) 266-4892)

42. An existing inventory of street trees located within the right of way shall be included on the landscape, site, demo, and utility plans. 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.
43. 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 Alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued.
44. City Forestry will issue a street tree removal permit for 3 Oak trees due to poor condition and grade changes along Mineral Point Rd frontage. Contractor shall contact City Forestry at (608) 266-4816. Add as a note on the plan set.
45. Additional street trees are needed for this project. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan (in PDF format) shall be submitted City Forestry for approval of planting locations and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note to plan: At least one week prior to street tree planting, Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.

**Water Utility** (Contact Adam Wiederhoeft, (608) 266-9121)

46. This property appears to have an outstanding special assessments/water main connection charges associated with the original water main installations (installed in 1981, 1994). Outstanding balances for water main special assessments/connection charges are based on original installation cost and applicable 20-year bond interest, payable to Madison Water Utility. Improvements which substantially change the use of the property may require any outstanding deferred assessments or connection fees to be paid in full prior to proceeding with the proposed improvements (MGO 4.081(4)). Contact Adam Wiederhoeft at [awiederhoeft@madisonwater.org](mailto:awiederhoeft@madisonwater.org) to determine the final water main and/or existing water lateral connection fees.
47. The 1981 water main installation along Mineral Point Rd has a final assessment value of \$7,483.42. The 1994 water main along S. High Point Rd has a final assessment value of \$7,206.56, after the 150-FT dual frontage credit. The total outstanding water main assessment value is \$14,689.98.
48. Prior to connecting to the existing water system, a Water Meter/Water Service Application Form and full payment of all outstanding fees, including outstanding water main assessments and collect upon connection lateral fees, must be submitted to Madison Water Utility. Provide at least 48-hour notice between the application submittal and the requested connection and/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. If you have questions regarding water service applications, please contact Madison Water Utility Engineering Section at (608) 266-4646.
49. A private well may have served this parcel prior to the municipal water service connection. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR 812 and Madison General Ordinance 13.21 prior to the demolition of the property. Please contact water utility staff at (608) 266-4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs.

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

50. In coordination with public works improvements, the applicant shall install and maintain a new concrete boarding pad surface at the planned bus stop on the east side of High Point Road, north of Mineral Point Road. The new concrete pad shall measure 10 feet parallel to the street and sit flush between the top of curb and edge of sidewalk, starting at least 65 feet north of the curb ramp at Mineral Point Road - but no closer than 20 feet from the proposed driveway apron onto High Point Road.
51. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
52. Metro Transit currently operates all-day transit service on weekdays along Mineral Point Road and High Point Road, west and south of this property. Daily all-day transit serve operates on Ganser Way, south of Mineral Point Road, approximately 500 feet east of this property.