



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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****BY E-MAIL ONLY****

November 10, 2023

Ethan Skeels
Kahler Slater
790 N Water Street, Suite 1700
Milwaukee, Wisconsin 53202

RE: Approval of an Amended Planned Development–General Development Plan (GDP) for Madison Yards at Hill Farms and approval of a Specific Implementation Plan (SIP) to construct a five-story, approximately 145-room hotel on Block/Lot 4 at Madison Yards at Hill Farms at 4716 Sheboygan Avenue (HKS Holdings, LLC; Madison Yards Block 6, LLC). (LNDUSE-2023-00066; ID 80091)

Dear Ethan;

On November 7, 2023, the Common Council **conditionally approved** your request to amend the General Development Plan for Madison Yards at Hill Farms and a Specific Implementation Plan to construct a hotel at 4716 Sheboygan Avenue. The approval is subject to the conditions in the following sections, which shall be satisfied prior to final approval and recording of the Planned Development and the issuance of any permits for the project.

Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have any questions regarding the following sixteen (16) items:

1. 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 20 feet, 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.
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. Construct sidewalk, terrace, curb and gutter, and pavement along Sheboygan Avenue to a plan approved by the City Engineer.
4. 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.

5. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
6. A Storm Water Management Report and Storm Water Management Permit is required for this project.
7. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 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. 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.
8. Note that the City has a resurfacing project planned on Sheboygan Avenue in 2024. Coordinate construction and occupancy with City Project Manager Mario Galindez. Some of the required work in the right of way may be completed with the resurfacing project and assessed to the developer.
9. 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.
10. This project will disturb 20,000 square feet or more of land area and requires an Erosion Control Plan. Please submit an 11- x 17-inch copy of an erosion control plan (PDF electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
11. Demonstrate compliance with MGO Sections 37.07 and 37.08 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.
12. 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, Madison-Dane County Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
13. 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 at (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.
14. 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 Madison General Ordinances.

15. Prior to approval, this project shall comply with Chapter 37 of 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 Storm Water Management Plan and Report shall include compliance with the following:

Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

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))

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 half-inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first half-inch of rainfall, either green or non-green infrastructure may be used.

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

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

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following six (6) items:

17. The Sanitary Sewer Easement per Document No. 5519925 shall be amended. Real Estate Project No. 11982 has already been set up and maps and descriptions provided. The amendment shall be recorded prior to final sign-off.
18. The Water Main Easement per Document No. 5519924 shall be amended. Real Estate Project No. 11983 has already been set up and maps and descriptions provided. The amendment shall be recorded prior to final sign-off.
19. Provide the easement/agreement for the canopy proposed to extend over the north line of this lot into Lot 6 of Madison Yards.
20. Label the Madison Gas and Electric Easement per Document No. 5798694 within and adjacent to this site.
21. The drop off zone and the primary vestibule entrance with the lobby reception desk is located off of Hill Farms Place. The address of the hotel is 4725 Hill Farms Place. 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.

22. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floorplan of each floor level on a separate sheet/page for the development of a complete interior hotel room addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) **prior** to the verification submittal stage of this project 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 Addressing Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following seventeen (17) items:

23. The applicant shall widen the sidewalk adjacent to the SIP area along Sheboygan Avenue to eight (8) feet and dedicate the appropriate amount of right of way as stated in the 2018 GDP approval letter.
24. The applicant shall be responsible for the construction of a mid-block pedestrian crossing on Sheboygan Avenue.
25. If the proposed site intends to have valet operations, they shall submit a valet operations plan to be approved by the City Traffic Engineer.
26. 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.
27. 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.
28. 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.

29. All parking facility design shall conform to the standards in MGO Section 10.08(6).
30. All bicycle parking adjacent pedestrian walkways shall have a two (2)-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
31. 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.
32. 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 staff 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 Austin Scheib, (266-4768) (ascheib@cityofmadison.com), Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
33. The applicant shall provide a clearly defined five (5)-foot walkway 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.
34. Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.
35. 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 staff.
36. The applicant shall submit a waste removal plan for review, which shall include vehicular turning movements.
37. The applicant shall submit for review a Commercial Delivery Plan that includes times, vehicle size, use of loading zones, and all related turning movements.
38. 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.
39. "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.

Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

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

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following seven (7) items [one of the recommended conditions/comments in the staff report was resolved through the approval of the Amended PD(GDP-SIP) and is not included]:

41. Work with Zoning and Planning staff on final approval of the PD(SIP) zoning text.
42. Provide electric vehicle stalls per Section 28.141(8)(e), Electric Vehicle Charging Station Requirements. A minimum of 10% of the on-site parking stalls (1stall) must be electric vehicle ready. Identify the location of the electric vehicle ready stall on the site plan.
43. 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 10,000 square feet in size must be prepared by a registered landscape architect.
44. Provide details demonstrating compliance with bird-safe glass requirements per Section 28.129. 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 fifteen 15 feet of a building corner must be treated. 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.
45. 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.
46. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes and MGO Chapter 33 Urban Design Commission ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Bill Sullivan of the Madison Fire Department at (608) 261-9658 if you have any questions regarding the following three (3) items:

47. The Madison Fire Department has concerns with the exit discharge of the south stair into the lobby. As there is not a direct view of the exit discharge door looking at the wall behind the accessible ramp.
48. The proposed outdoor fire feature shall comply with MGO Chapter 34 and the IFC.

49. In order to facilitate quicker access to upper floors by emergency personnel, consider locating an exit stair near the main entrance.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

50. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days' notice between the application submittal and the scheduled lateral connection/extension. 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 Avenue. 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. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

Please contact Brad Hofmann of the Forestry Section at (608) 267-4908 if you have any questions regarding the following item:

51. 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 and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on both the landscape and street tree plan sets: 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.

Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following item:

52. The City of Madison has permanently eliminated the midblock curbside bus stop zone on the north side of Sheboygan near/in the planned Iron Street intersection area (ID #2100). The applicant shall eliminate any planned accessible concrete bus boarding pad surfaces or bus passenger amenity items that had been previously noted as conditions of approval for development sites that bordered Sheboygan Avenue and the planned Iron Street intersection area.

Please contact Jessica Vaughn of the Urban Design Commission at (608) 267-8740 if you have any questions regarding the following nine (9) items, which shall be addressed as part of obtaining final approval from the Commission:

53. The UDC finds that the VTAC units as described/designed are acceptable.

54. The UDC finds that the proposed surface parking lot as designed and screened is appropriate.

55. The screen wall shall be at lower in height and the materiality needs to be modified to be more open/permeable. The wall shall be designed with materials consistent with the building materials,

including burnished block and faux wood fins. The wall location shall align with the building in plan view and datum.

56. The sun-loving, prairie style plants on the north side of the building shall be replaced with a more shade tolerant selection.
57. On the west elevation, northwest corner, the sea green juniper, should be replaced with something more vertical.
58. Tree plantings located at the screen wall and between the loading area and the public lawn shall be at least a 2.5-inch caliper.
59. Provide details on material transitions between the metal panel and fiber cement. Consideration should be given to incorporating treatments that provide more relief between the fiber cement and metal panel, including providing a wide trim piece around the window surround to break-up the transition.
60. Lighting shall be revised to be consistent with MGO Section 29.36.
61. Revise the west elevation to incorporate design details or material textures that break-up/minimize the blank expanses on the elevation.

Please contact my office at (608) 261-9632 if you have questions about the following item:

62. If the loading and service functions for the hotel remain where currently shown on the submitted plans, the loading area shall be screened from Sheboygan Avenue according to plans approved by the Urban Design Commission as part of its final approval of the project.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

Please now follow the procedures listed below for obtaining permits for your project:

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to sprapplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.)
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

4. This Planned Development approval and any approvals related thereto shall expire five (5) years after the date of the Common Council approval of the Specific Implementation Plan. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.
5. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may approve minor alterations that are approved by the Director of Planning and Community and Economic Development following consideration by the alderperson of the district, and which are compatible with the concept approved by the Common Council.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
 Planner

- cc: Tim Troester, City Engineering Division
 Jeff Quamme, City Engineering Division
 Sean Malloy, Traffic Engineering Division
 Jenny Kirchgatter, Asst. Zoning Administrator
 Bradley Hofmann, Forestry Section
 Bill Sullivan, Madison Fire Department
 Jeff Belshaw, Madison Water Utility
 Tim Sobota, Metro Transit
 Jessica Vaughn, Urban Design Commission

LNDUSE-2023-00066			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Forestry Section
<input checked="" type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: