



PREPARED FOR THE PLAN COMMISSION

Project Address: 6302 Odana Road
Application Type: Conditional Use
Legistar File ID # [79325](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted.

Summary

Applicant & Property Owner: Ali Alquraishi, Smart Stay ApartHotel, LLC; 1 Sunfish Court, Apt 4; Madison.

Contact Person: Robert Lackore, Bouril Design Studio, LLC; 579 D'Onofrio Drive, Suite 16; Madison.

Requested Action: Consideration of a conditional use in the SE (Suburban Employment) District for a hotel to allow an office building at 6302 Odana Road to be converted into a hotel with 15 rooms/suites.

Proposal Summary: The applicant proposes to convert a two-story office building with finished basement into a “mid-term stay” apartment hotel with 15 rooms/suites. The applicant indicates that the suites will be fully furnished with a kitchen, living area, and private bathroom. The hotel will provide housekeeping and concierge services. Conversion of the building into the proposed lodging use is scheduled to commence as soon as all regulatory approvals are granted, with substantial completion anticipated by October 1, 2024.

Applicable Regulations & Standards: Table 28-F1 in Section 28.082(1) of the Zoning Code identifies hotels, inns, and motels as conditional uses in SE (Suburban Employment District) zoning. Section 28.183 provides the process and standards for the approval of conditional use permits.

Review Required By: Plan Commission

Summary Recommendation: 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 conditions from reviewing agencies beginning on page 4 of this report.

Background Information

Parcel Location: The subject site is a 0.57-acre lot located on the north side of Odana Road between Odana Court and Research Park Boulevard; Alder District 19 (Slack); Madison Metropolitan School District.

Existing Conditions and Land Use: Two-story, 12,015 square-foot office building and surface parking, zoned SE (Suburban Employment District).

Surrounding Land Uses and Zoning:

North: One- and two-story office buildings on Odana Court, zoned SE (Suburban Employment District);

South: Society of Saint Vincent DePaul and Habitat for Humanity stores, zoned CC (Commercial Center District);

West: Office buildings, zoned SE; and

East: Illumina, zoned SE.

Adopted Land Use Plans: The 2018 [Comprehensive Plan](#) and 2021 [Odana Area Plan](#) recommend the subject site and surrounding properties north of Odana Road for Employment use. The properties across Odana Road from the site are recommended for General Commercial use. Per the Growth Framework in the [Comprehensive Plan](#), Employment (E) areas predominantly include corporate and business offices, research facilities, laboratories, hospitals, medical clinics, and other similar uses. They generally do not include retail and consumer service uses for the wider community, but may include limited retail and service establishments that primarily serve employees and users of the area.

Zoning Summary: The site is zoned SE (Suburban Employment District) and located in the Transit-Oriented Development (TOD) Overlay:

Principal Building Requirements	Required	Proposed
Lot Area	20,000 sq. ft.	22,945 sq. ft.
Lot Width	65'	213.97
Minimum Front Yard	0' or 5'	17.01'
Maximum Front Yard	N/A	
Side Yards	15' or 20% of building height	58.67' (West); 18.67' (East)
Rear Yard	30'	Adequate
Usable Open Space	N/A for Non-Residential Use	---
Maximum Lot Coverage	75%	Adequate
Minimum Building Height (TOD)	2 stories	Existing two-story building
Maximum Building Height	5 stories/ 68'	Existing two-story building
Building Forms	Flex building	Will Comply
Automobile Parking	Hotel: No minimum in TOD Overlay; maximum in TOD: 1.25 stalls per bedroom (19)	18
Accessible Stalls	Yes	1
Loading Stalls	1	(See conditions)
Bicycle Parking	1 per 10 bedrooms (2 minimum)	4
Electric Vehicle (EV) Parking	Not required	None
Other Critical Zoning Items:		
Yes:	Transit-Oriented Development (TOD) Overlay; Barrier Free, Utility Easements	
No:	Urban Design, Adjacent to Park, Wetland, Floodplain, Wellhead Protection, Historic District	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

Environmental Corridor Status: There are no environmental corridors on the subject site.

Public Utilities and Services: The site is served by a full range of urban services, including seven-day Metro Transit service along Odana Road (Route J).

Project Description, Analysis and Conclusion

The applicant is requesting approval of a conditional use for a hotel to allow an existing two-story office building with a finished basement located at 6302 Odana Road between Odana Court and Research Park Boulevard to be

converted into an “apartment hotel.” Plans for the “mid-term stay” apartment hotel call for five rooms/suites to be located on each floor including the basement, for a total of 15 rooms/suites. An existing parking lot located west and north of the building will provide parking for 18 automobiles. The letter of intent indicates that the suites will be fully furnished with a kitchen, living area, and private bathroom, and that the hotel will provide housekeeping and concierge services. The applicant indicates that the apartment hotel will accommodate “various lengths of stay, from a few nights to a month, or even longer.”

A hotel (and inn) is defined in the Zoning Code as “a building containing rooming units providing temporary lodging accommodations (less than 30 days duration) to the general public, with rooms having access to the outside through an interior hallway connected to the main lobby of the building and which may provide additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities.” Hotels, inns, and motels are conditional uses in the SE zoning district. While the application materials make multiple references to “apartment,” the project is being reviewed as a hotel. Staff will note that multi-family dwellings are also allowed as a conditional use in the SE zoning district subject to providing 2,000 square feet of lot area and 400 square feet of usable open space per dwelling unit and park impact fees being paid for each new unit based on the fees in effect at the time of building permit issuance.

The Planning Division believes that the Plan Commission may find the standards for conditional use approval met to allow conversion of the office building into a hotel subject to the conditions that follow. As noted in the conditions recommended by the Zoning Administrator, the proposed hotel shall comply with all Madison General Ordinance and licensing requirements for a hotel use (collection and payment of room taxes, sanitation requirements, etc.), and abide by the limit on lodging accommodations of up to 30 days per guest in the Zoning Code. Staff does not believe that the hotel will have a negative impact on the uses, values and enjoyment or the normal and orderly development of surrounding properties, and that a hotel represents a service establishment commonly considered a complementary use in areas recommended for employment in adopted plans. Planning staff has received no conditions of approval from reviewing agencies that would suggest that the conditional use standards cannot be met, and staff has received no correspondence about the proposal as of the drafting of this report.

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:

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 Northwesternly 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 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.
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)

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.

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.