



Project Address: 139 West Wilson Street (District 4 – Alder Verveer)

Application Type: Conditional Use

Legistar File ID # [89236](#)

Prepared By: Colin Punt, AICP, Planning Division
Report includes comments from other City agencies, as noted.

Reviewed By: Kevin Firchow, AICP, Principal Planner
Meagan Tuttle, AICP, Planning Division Director

At the November 3, 2025 regular meeting, the Plan Commission voted to refer the item to the November 17, 2025 Plan Commission meeting with direction to the applicant to submit the following materials and changes to submitted plans identified by the Commission needed for the proposal to meet conditional use standards 3 and 5:

- A management plan in the form required by the Zoning Administrator that additionally provides sufficient detail regarding issues identified by the Plan Commission necessary to address the concerns raised by the Commission regarding conditional use approval standards 3 and 5, including:
 - resident move-in and move-out arrangements (including detailed information regarding the scheduling and area to be used for move in/move out operations);
 - management of vehicles parking in loading areas;
 - short-term delivery and rideshare accommodations; and
 - refuse pick-up (including scheduling), and- management and 24-hour contact.
- Minor revisions to the first floor to improve the loading area and accommodate a management office near the loading area and the front entry to the building.

The applicant subsequently requested an additional referral to the December 1 Plan Commission meeting in order to properly supply the requested materials and revisions.

Supplemental Materials

The applicant has submitted a revised site plan, revised floor plans, and the requested management plan, which have been uploaded to the legislative file. Changes from the previously submitted plans are summarized below:

- Plans delineated two short-term loading spaces within the building, as well as a no-parking turn around area, in addition to one short term-loading space along the northwest side of the driveway.
- A manager's office and lounge have replaced the fitness room previously located on the first floor. One unit on the second floor has been replaced with the displaced fitness center. Changes to the fifth floor resulting from UDC direction regarding the front entrance space have enabled the applicant to add a unit to the fifth floor, resulting in no change to the total number of proposed dwelling units.
- 28 new covered surface bicycle parking stalls have been added on the north side of the building beyond the driveway. Sidewalk paving and landscaping in this area have been simplified.

The applicant has also submitted a management plan, as required in the motion. Full-time property management will be available in an office located on the first floor of the proposed building adjacent to the entry lobby and the loading area. The property manager will be available 24 hours per day and 7 days per week, but it is unclear during what hours the office will be physically staffed. Move in and move out is intended to be concentrated during the sixth months from April through September. The applicant assumes turnover of approximately 30% of units each year, which equates to about 16 units changing over each month (according to the letter of intent; calculated by Planning staff to be approximately 18 units per month). This would entail approximately two hours for move out, two to three days of vacancy for unit preparation, and another period for move-in. Service parking stalls for short-term (15 minute) use for food delivery, rideshare, and other uses will be monitored and enforced by on-site property manager video monitoring, maintenance staff, illuminated signage, occupancy sensors, and pavement markings. It is noted in the management plan that violating vehicles will be towed. Finally, the management plan also indicates refuse will be regularly picked up during "non-peak West Wilson Street travel times."

Analysis

Much of the discussion and analysis of the original request, as well as the motion of the Plan Commission, was in regards to conditional use approval standards 3 and 5.

Regarding the first part of the motion for referral of November 3, pertaining to the management plan, staff believe the applicant has addressed the resident move-in and move-out arrangements, management of vehicles parking in loading areas, and accommodations for short-term delivery and rideshare items. While property management and refuse pickup are partially addressed, staff suggests that, if the conditional use requests are approved, additional clarification about refuse pickup scheduling and property management contact and hours be provided. Staff further believe additional information about the management of the short-term delivery spaces and the surroundings accessible to vehicles is necessary to determine if the management plan sufficiently addresses the motion.

Staff believe the changes to the site plan and floor plans sufficiently address the second part of the motion for referral of November 3.

Conclusion

When considering the previous and updated proposed conditions of approval and discussions of the standards discussed in the staff report dated November 3, and with the submission of updated plans and a management plan, staff believes it is possible that the Plan Commission find approval standards 3 and 5 to be met. If the Plan Commission does find that all applicable the standards for conditional uses are met, it should approve the request. However, if the Commission does not find either or both approval standards met, it should clearly communicate its findings with regard to that decision.

Planning Division Recommendations (Contact Colin Punt 243-0455)

Staff recommends no change to the overall recommendation that if the Plan Commission can find that all standards for conditional uses are met, including but not exclusively standards 3 and 5, then it approve the conditional uses for a 16-story multifamily building at 139 West Wilson Street, subject to input at the public hearings of November 3 and December 1, but provides the following recommended condition of approval, in addition to those already listed in the Plan Commission staff report dated November 3, 2025:

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

Planning Division (Contact Colin Punt, 608-243-0455)

1. That the applicant shall continue to work with Planning and Zoning staff to finalize and submit an updated management plan detailing the items and topics enumerated in the Plan Commission motion of November 3 and included in the management plan template provided by the Zoning Administrator. Additional clarification shall be provided regarding refuse pickup arrangements and scheduling, the monitoring of illegal parking and obstruction of the Wilson Street cycle track adjacent to the property, and professional management on-site hours and contact information for review and approval by the Zoning Administrator, Planning Division Director, City Traffic Engineering, and/or their assigns. This condition replaces recommended condition of approval 2 from the Plan Commission staff report of November 3, 2025.
2. That the applicant shall show on-site directional and identification signage for temporary loading spaces on the plans for final review and approval by the Planning Division Director, City Traffic Engineering, and/or their assigns.