



Project Address: 4706 Cottage Grove Road (3rd Aldermanic District – Ald. Lemmer)
Application Type: Conditional Use
Legistar File ID # [65140](#)
Prepared By: Colin Punt, Planning Division
Report includes comments from other City agencies, as noted.
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant: Taylor Hall; PM Design Group, Inc.; 1101 S. Central Expy. Ste 100; Allen, TX 75013

Owner: Kevin Visel; Upward Properties, LLC; 2234 15th St; Monroe, WI 53566

Requested Action: Approval of a conditional use for a vehicle access sales and service window in a planned multi-use site per MGO §28.0867(2)(a) at 4706 Cottage Grove Road.

Proposal Summary: The applicant is seeking the construct a one-lane vehicle-accessed ATM within a parking lot at 4706 Cottage Grove Road.

Applicable Regulations & Standards: Section 28.183 M.G.O. provides the process for conditional uses. Supplemental regulations for vehicle access sales and service windows and planned multi-use sites are found in Section 28.151 M.G.O.

Review Required By: Plan Commission, Urban Design Commission (Administrative)

Summary Recommendations: The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use to construct a vehicle access sales and service window at 4706 Cottage Grove Road subject to input at the public hearing and the conditions from reviewing agencies in this report.

Background Information

Parcel Location: The subject site is a 27,474-square foot (0.63-acre) parcel located on the north side of Cottage Grove Road between Acewood Boulevard and Flora Lane. It is within Aldermanic District 3 (Ald. Lemmer) and the Madison Metropolitan School District.

Existing Conditions and Land Use: 4706 Cottage Grove Road is currently occupied by a 9,000-square foot, two-story multitenant office building built in 1994 and a parking lot. The site is zoned CC-T (Commercial Corridor-Transitional District) and part of a planned multi-use site that includes the Rolling Meadows Shopping Center.

Surrounding Land Uses and Zoning:

North: Multi-tenant shopping center zoned CC-T (Commercial Corridor-Transitional district);

East: A shopping center parking lot and one-story commercial building, with four-story mixed-use building beyond all zoned CC-T;

South: Across Cottage Grove Road, a five-building, 80-unit apartment complex, zoned CC-T; and

West: One-story commercial building, zoned CC-T.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use for the site. The [Cottage Grove Road Activity Centers Plan](#) (2017) identifies the site as part of the Acewood Activity Center, which includes a mix of service oriented commercial, multi-family, and single-family residential.

Zoning Summary: The subject property is zoned CC-T (Commercial Corridor-Transitional District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	None	27,474
Lot Width	None	193 ft
Front Yard Setback	None	Sufficient
Side Yard Setback	None	Sufficient
Rear Yard Setback	20 ft	Sufficient
Maximum Lot Coverage	85%	Existing, no change
Maximum Building Height	5 stories/68 ft	1 story

Site Design	Required	Proposed
Number Parking Stalls	No minimum	44
Accessible Stalls	2	2
Loading	No	No
Number Bike Parking Stalls	As determined by the Zoning Administrator	0
Landscaping	Yes	Yes (Zoning comment 1)
Lighting	No	No (Zoning comment 2)
Number Parking Stalls	No minimum	44

Other Critical Zoning Items	
	Urban Design (Planned Multi-Use Site), Utility Easements

Table prepared by Jacob Moskowitz, Assistant Zoning Administrator

Environmental Corridor Status: The site is not within a mapped environmental corridor.

Public Utilities and Services: The site is served by a full range of urban services.

Project Description, Analysis, and Conclusion

The applicant is proposing the construction of a stand-alone drive-through US Bank ATM within the parking lot of 4706 Cottage Grove Road. An existing two-story building occupies the site with a 53-stall parking lot. The central stack of parking within the lot is capped with landscaping islands on the north and south.

The applicant proposes to construct a new concrete footing and slab for an ATM kiosk, along with bollards, vehicle height bar, and electrical infrastructure. An existing light pole and fixture within the island are proposed to remain. The two northernmost parking stall spaces in the stack are currently striped for "no parking." The proposal would convert this space to the drive through lane. Stacking would occur south and west of the ATM kiosk and drive lane. Five stalls west of the stacking lane and three stalls east of the stacking lane and south of the ATM access lane are proposed to be marked for "no parking" to avoid conflicts between parked vehicles and those using the ATM, as well as to maintain access and circulation when vehicles are occupying the stacking lane. The proposed ATM kiosk is approximately six feet tall, with a ten-foot tall canopy. The kiosk is designed with US Bank-branded blue and gray paneling. The ATM would operate 24 hours per day, 7 days a week, without employees present. The ATM owner would service the kiosk as required.

According to the applicant, construction would take approximately one week, scheduled approximately 12 weeks after conditional use approval.

This request is subject to the standards for conditional uses as vehicle access sales and service windows are a conditional use in the CC-T district per MGO §28.0867(2)(a). This section begins with adopted plan recommendations before providing an analysis the conditional use standards.

Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use for the site. The [Cottage Grove Road Activity Centers Plan](#) (2017) identifies the site as part of the Acewood Activity Center, which includes a mix of service oriented commercial, multi-family, and single-family residential. While the Activity Centers Plan does not have specific recommendations regarding ATMs, from an economic development perspective, it does encourage new development, where appropriate, that serves the neighborhood and provides stability to the activity centers.

Conditional Use Standards

The Plan Commission shall not approve a conditional use without due consideration of the City’s adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of M.G.O. §28.183(6) are met. M.G.O. §28.151 enumerates supplemental regulations for vehicle access sales and service windows, Because of the use and scale of the proposal are similar to the surrounding patterns of development and can be found consistent with plan recommendations, Staff believes all applicable conditional use approval standards can be found met. Staff believes this request complies with all applicable supplemental regulations.

Urban Design Commission Review

This proposal has been reviewed and recommended for approval administratively by the Urban Design Commission Secretary.

Conclusion

Staff believes the proposal’s scale and use is appropriate for its neighboring properties and is consistent with adopted plans. Staff believes that the applicable conditional use approval standards can be found to be met.

A time of report writing, Staff is unaware of any public comment regarding this request.

Recommendation

Planning Division Recommendations (Contact Colin Punt 243-0455)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use to construct a vehicle access sales and service window in a planned multi-use site at 4706 Cottage Grove Road, subject to input at the public hearing and the following conditions:

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

Zoning Administrator (Contact Jacob Moskowitz, 266-4560)

1. Show on final plans the final location of relocated landscaping.
2. Lighting is not required. However, if it is provided, it must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards.

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

3. Add a note to the site plan that this site is subject to Reciprocal Easements as set forth in Document No's 2168880 and 2637776.
4. Identify on the plans the lot numbers of recorded Certified Survey Map No 7617.
5. Provide the lot dimensions on the site plan.
6. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

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

7. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
8. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.

The Planning Division, Engineering Division main office, Fire Department, Parks Division, Forestry Section, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions of approval.