



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 2230 Pennsylvania Avenue (District 12 – Alder Latimer Burris)  
**Application Type:** Conditional Use & Certified Survey Map  
**Legistar File ID #:** [81922](#) & [81944](#)  
**Prepared By:** Lisa McNabola, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant & Owner:** William Butcher; Madison Square Storage, LLC; 902 Williamson Street, Madison, WI 53703

**Requested Action:**

- ID [81922](#) – Consideration of a conditional use in the Industrial Limited (IL) District for a personal indoor storage facility; and
- ID [81944](#) – Consideration of a Certified Survey Map to create two lots at 2230 Pennsylvania Avenue.

**Proposal Summary:** The applicant is requesting approval to construct a four-story, approximately 123,000 square-foot climate controlled personal indoor storage facility on a new lot to be created by Certified Survey Map at 2230 Pennsylvania Avenue.

**Applicable Regulations & Standards:** Standards for conditional use approvals are found in MGO Section 28.183(6). Supplemental Regulations for Personal Indoor Storage are found in MGO Section 28.151. The process and standards of approval for Certified Survey Maps are found in MGO Section 16.23(5)(g). The site is located in Urban Design District 4 (MGO Section 33.24(11)).

**Review Required By:** Urban Design Commission and Plan Commission

**Summary Recommendation:** The Planning Division recommends the following to the Plan Commission regarding the applications for 2230 Pennsylvania Avenue. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission finds the approval standards for conditional uses are met and **approve** the conditional use for a for a personal indoor storage facility in the Industrial Limited (IL) District; and
- That the Plan Commission finds the approval standards for Certified Survey Maps are met and forward the Certified Survey Map for 2230 Pennsylvania Avenue to the Common Council with a recommendation of **approval**.

## Background Information

**Parcel Location:** The 116,160 square-foot (2.7 acres) parcel is located along Pennsylvania Avenue between North Third Street and North Sixth Street. The site is located within Alder District 12 (Alder Latimer Burris) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The site is vacant. There are two billboard signs located on the site. It is zoned Industrial-Limited (IL) District, and it is located in Urban Desing District 4.

**Surrounding Land Use and Zoning:**

North: One and two-story commercial and industrial buildings, zoned Industrial Limited (IL) District;

East: Across Pennsylvania Avenue, Demetral Park, zoned Parks and Recreation (PR) District; one and two-story residential buildings, zoned Traditional Residential – Consistent 4 (TR-C4) District;

South: One and two-story commercial and industrial buildings, zoned IL District and Regional Mixed-Use (RMX) District; and

West: Wisconsin and Southern Railroad; Railroad depot, zoned IL District; one-story industrial building, zoned IL District; one and two-story residential buildings, zoned TR-C4 District.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2023) recommends Employment (E) development for the subject site. The [Oscar Mayer Special Area Plan](#) (2020) recommends Employment (E) development for the subject site. The [Emerson East Eken Park Yahara Neighborhood Plan](#) (2015) recommends Industrial (I) development for the subject site.

**Zoning Summary:** The property is zoned Industrial Limited (IL) District.

| Requirements            | Required | Proposed      |
|-------------------------|----------|---------------|
| Lot Area (sq. ft.)      | 20,000   | 71,787        |
| Lot Width               | 75 ft    | 271 ft        |
| Front Yard Setback      | 5 ft     | 9 ft          |
| Side Yard Setback       | None     | 76 ft, 5.5 ft |
| Rear Yard Setback       | 30 ft    | 59 ft         |
| Maximum Lot Coverage    | 75%      | 73.9%         |
| Maximum Building Height | None     | 60 ft         |

| Site Design                | Required                       | Proposed      |
|----------------------------|--------------------------------|---------------|
| Number Parking Stalls      | No minimum, 1 per employee max | 10 (1.)       |
| Electric Vehicle Stalls    | None                           | None          |
| Accessible Stalls          | 1                              | 1             |
| Loading                    | No                             | No            |
| Number Bike Parking Stalls | 1 per 10 employees             | 4 (2.)        |
| Landscaping and Screening  | Yes                            | Yes (3.)      |
| Lighting                   | Yes                            | Yes           |
| Building Form and Design   | Yes                            | Flex Building |

*Tables Prepared Jacob Moskowitz, Assistant Zoning Administrator*

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services.

**Project Description, Analysis, and Conclusion**

The applicant is seeking approval of a Certified Survey Map (CSM) to divide the subject site into two lots. Proposed Lot 1 would be 44,360 square feet (1.0-acre). Proposed Lot 2 would be 71,773 square feet (1.6-acres).

The applicant proposes to construct a personal indoor storage facility on Lot 2 of the Certified Survey Map. A personal indoor storage facility is a conditional use in the Industrial Limited (IL) District.

The proposed building would be four-stories and 123,000 square-feet, with an enclosed drive-through loading bay with a two-story volume. The driveway entrance is at the northern edge of the site. The driveway provides access to the parking lot and the enclosed loading bay. The parking lot has 10 vehicle stalls and 4 bicycle stalls. The main building entrance is located at the northeast corner of the building facing Pennsylvania Avenue. There is a sidewalk connection to the main entrance.

The primary building material is a light gray, vertical metal panel in. A dark gray striated horizontal metal panel and a dark gray ribbed horizontal metal panel are used as accent materials. A light gray burnished concrete masonry veneer is shown on the first floor facade. There are two corner elements with glazing fronting Pennsylvania Avenue.

On March 20, 2024 the applicant submitted [revised plans](#) with the following changes:

- Building was shifted nine feet towards the rear of the lot.
- Revised landscape plan with additional plantings.
- Added mechanical screening above the two-story loading bay.

### **Conformance with Adopted Plans**

The [Comprehensive Plan](#) (2023) recommends Employment (E) development for the subject property. Employment (E) areas include predominantly 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.

The [Oscar Mayer Special Area Plan](#) (2020) recommends Employment (E) development for the subject site. The Plan also notes that all uses should be compatible with the density and scale of the surrounding development.

The [Emerson East Eken Park Yahara Neighborhood Plan](#) (2015) recommends Industrial (I) development for the subject site. The site is located in Focus Area 7 (Pennsylvania Avenue Commercial Corridor) of the Plan. Focus Area 7 was identified as a major gateway to the City from the airport.

### **Conditional Use Standards**

The applicant requests consideration of a conditional use for a personal indoor storage facility. In regards to the approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, and finding that all of the conditional use standards of MGO §28.183(6) are met. Please note, recent changes to state law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

The [Comprehensive Plan](#) (2023) and [Oscar Mayer Special Area Plan](#) (2020) recommend Employment uses for this site. The [Emerson East Eken Park Yahara Neighborhood Plan](#) (2015) recommends Industrial (I) development. Per the [Comprehensive Plan](#), where there is an overlap in sub-area plans, the more recently adopted plan should govern unless otherwise specified within the plan or within a plan amendment.

Staff note that personal indoor storage is not typically considered an employment use. On balance, staff does not believe that this would preclude the normal and orderly development of employment development in the surrounding area, consistent with adopted plans. Staff also note that the Industrial Limited (IL) District is one of only two zoning districts where this use is allowed, and there is also no maximum height in the district.

Per standard 9, “When applying the above standards to any new construction of a building or an addition to an existing building the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendation.”

The Urban Design Commission (UDC) is an approving body for this request because it is located in Urban Design District 4. At its March 13, 2024 meeting the UDC granted “initial approval” with conditions, and at its March 27, 2024 meeting the UDC granted “final approval”. See the following section for details.

Staff believes the conditional use approval standards can be found met, subject to the recommended conditions of approval.

#### **Urban Design District 4**

The Urban Design Commission (UDC) is an approving body for this request (ID [80725](#)). As part of that review, the UDC Secretary prepared a [Staff Report for the March 13, 2024 UDC meeting](#) which asked the UDC to provide feedback on the following (see staff report for full details).

- The overall building design as a cohesive architectural expression, giving consideration to minimizing/screening blank walls, utilizing the same level of design across all elevations, and the overall building modulation and articulation and the mass and scale of building proportions and details;
- The proposed material palette, especially as it relates to the surrounding context, utilizing a consistent level of design detail across all elevations, incorporating articulation in material transitions, etc.; and
- The proposed landscape plan and plant schedule, noting that landscaping is limited to the street and north sides of the building and the plant list is primarily comprised of deciduous shrubs and ornamental grasses.

At its March 13, 2024 meeting the UDC granted “initial approval, subject to the following conditions:

- The parapet condition on the two-story mass shall return towards the building as a complete parapet.
- The landscape plan shall be updated to meet MGO 28.142, to incorporate landscaping to break down blank wall expanses on all four sides of the building, to densify the foundation plantings, to identify the plantings within the beds, and to locate additional trees along the west side of the property and edge of the parking lot.
- The building be moved to the west, for a setback of 15% of the area currently located between the building and the west property line.

On March 20, 2024 the applicant submitted [revised plans](#) to address the initial approval conditions. The UDC Secretary prepared a [Staff Report for the March 27, 2024 UDC Meeting](#). At its March 27, 2024 meeting the UDC granted “final approval”, subject to the following condition:

- Shredded wood mulch shall be used in all planting beds along the front of the building and the parking lot side, but that stone mulch could be used on the south and west sides of the building.

#### **Land Division**

The applicant has submitted a Certified Survey Map (CSM) to create two lots in the Industrial Limited (IL) District. Per the recommended conditions from Traffic Engineering the applicant shall provide a sidewalk easement to accommodate a wider sidewalk and terrace in the future.

Staff believe that the applicable standards for land divisions can be found met, subject to the recommended conditions of approval.

## Conclusion

The applicant has submitted a Certified Survey Map (CSM) to create two lots in the Industrial Limited (IL) District. The applicant proposes to construct a personal indoor storage facility on Lot 2 of the Certified Survey Map. A personal indoor storage facility is a conditional use in the Industrial Limited (IL) District.

The City's adopted plans recommend Employment uses for this site. On balance, staff does not believe that this would preclude the normal and orderly development of employment development in the surrounding area, consistent with adopted plans. Staff also note that the Industrial Limited (IL) District is one of only two zoning districts where this use is allowed.

Given due consideration of adopted plans, staff believe the approval standards can be found met, subject to the recommended conditions of approval.

## Recommendation

### Planning Division Recommendation (Contact Lisa McNabola, 243-0554)

The Planning Division recommends the following to the Plan Commission regarding the applications for 2230 Pennsylvania Avenue. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission finds the approval standards for conditional uses are met and **approve** the conditional use for a for a personal indoor storage facility in the Industrial-Limited (IL) District; and
- That the Plan Commission finds the approval standards for Certified Survey Maps are met and forward the Certified Survey Map for 2230 Pennsylvania Avenue to the Common Council with a recommendation of **approval**.

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

#### *Land Use Request*

### Engineering Division (Contact Brenda Stanley, 261-9127)

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 20ft, 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. (POLICY)
2. Obtain a permit to Excavate in the Right-of-Way for completing the improvements in the public Right-of-Way. The permit application is available on the City Engineering Division website at <http://www.cityofmadison.com/engineering/Permits.cfm>. As a condition of the permit a deposit to cover estimated City expenses will be required.

3. 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))
4. The proposed sewer connection to the MMSD sewer access structure shall conform to all MMSD connection specification criteria. Contractor is responsible for taking out the MMSD connection permit as well as the permit connection fee if applicable. Add the following note to the plans: Contractor shall notify Ray Schneider (608)347- 3628, rays@madsewer.org, 5 days prior to making the connection to the MMSD manhole to arrange for inspection of the connection.
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. See Storm comments for report and permit specific details and requirements.
7. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
8. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 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. Information on this permit application is available on line: <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.

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.

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. (POLICY)
10. 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)
11. This area is within a watershed study for flood mitigation and has a known flooding risk. The minimum opening elevations for structures proposed by this application shall have a low entrance elevation that is a minimum of 853.5 USGS DATUM. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The Developer/Owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.
12. 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, or Daniel Olivares (east) at 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 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 Redevelopment: 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 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

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

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, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West).

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

15. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for a future minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Packers Avenue.
16. 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.
17. 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.
18. 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.
19. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
20. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
21. 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.
22. 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.
23. 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.

24. "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.
25. 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.

**Zoning** (Contact Jacob Moskowitz, 266-4560)

26. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is 1 parking space per employee. The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per section 28.141(6)(c) with the final plan submittal.
27. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance.
28. Provide adequate development frontage landscaping per Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that landscaping must be installed on the private property.
29. Provide adequate foundation plantings per Section 28.142(7). Foundation plantings shall be installed along building facades, except where building facades directly abut the sidewalk, plaza, or other hardscape features. Foundation plantings shall consist primarily of shrubs, perennials, and native grasses. The Zoning Administrator may modify this requirement for development existing prior to the effective date of this ordinance, as long as improvements achieve an equivalent or greater level of landscaping for the site.
30. 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.
31. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. All glass railings must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.
32. As proposed, the new rooftop mechanical equipment will not be visible to view. Upon installation, if the new rooftop mechanical equipment is visible, screening will be required per Section 28.142(9)(d).
33. 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 and Chapter 33 Urban Design District ordinances.

Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Fire Department** (Contact Matt Hamilton, 266-4457)

34. Provide fire apparatus access as required by IFC 503 2021 edition, MGO 34.503

**Forestry (Contact Bradley Hofmann, 267-4908)**

35. 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.
36. 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. Add as a note on the street tree plan set.
37. Contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. 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.
38. 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. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the site, grading, utility, demolition and street tree plan sets.
39. 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 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.
40. 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.

41. 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.
42. 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 (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) - 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.

**Water Utility** (Contact Jeff Belshaw, 261-9835)

43. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation 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. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Metro Transit** (Contact Timothy Sobota, 261-4289)

44. Metro Transit operates daily all-day transit service along Commercial Avenue and Packers Avenue near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays). Additional service operates along East Johnson Street - with trips at least every 60 minutes (every 30 minutes or less on weekdays).
45. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 97 Weekday & 65 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

**Engineering Division – Mapping Section** (Contact Julius Smith, 264-9276)

46. Grant a Public Sidewalk Easement(s) to the City on the face of the concurrent Certified Survey Map.
47. Any portion(s) of a public easement that is intended to be amended or to be released and replaced shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the plat.

Provide the necessary fee, exhibit and legal description to amend or replace the existing easement for the City Monitoring Well located at the Southwest corner of the parcel. The current well is located outside the existing 10' x 10' easement and will require a 10' x 20' for continued use and access.

48. Coordinate and request from the utility companies serving this area the easements required to serve this development.
49. Applicant/owner/contractor is responsible for any amendments or terminations of the lease for current billboards that will be removed for the development  
  
Provide an updated copy of the billboard lease for the billboard that will remain on the adjacent site.
50. Show Public Storm Sewer Easement per Document No. 1218694 that is being connected to in Outlot A.
51. The Easement language in Document No. 1179312 did not contain any rights to place underground utilities. Confirm there are such rights to cross Outlot A with the proposed storm connection to the City easement and provide/and show the document on the plan, or acquire the rights if they do not exist and record an easement/agreement prior to permit sign off.
52. Per the City Engineering Landfills unit. Revise the Landscape plan with No Woody planting within 5' of the existing monitoring well located at the Southwest corner of the site, and protect the existing well throughout the construction process from any damage.
53. The address of the proposed building is 2232 Pennsylvania Ave. The 2230 Pennsylvania Ave address will be retired and archived with the recording of the proposed Certified Survey Map and new parcel creation.
54. 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.
55. The proposed new building crosses an underlying platted lot line. The pending Certified Survey Map application for this property to dissolve underlying lot lines to comply with fire codes, City Ordinances and City Policies, 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 or early start permits for new construction.
56. Add the individual storage unit numbers to the floor plans.

57. 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 review of a complete interior addressing plan.
58. 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 LNDUSE 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 Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

**Parking Utility** (Contact Trent Schultz, 246-5806)

59. 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.

The following agencies reviewed the request and recommended no conditions of approval: Parks Division

***Land Division Request***

**Engineering Division** (Contact Brenda Stanley, 261-9127)

60. Shredded This region of the City has a history of historically imported fill, and the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
61. 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))
62. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)

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

63. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for a future minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Packers Avenue.

**Water Utility** (Contact Jeff Belshaw, 261-9835)

64. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

**Engineering Division – Mapping Section** (Contact Julius Smith, 264-9276)

65. Grant a Public Sidewalk Easement(s) to the City on the face of this Certified Survey Map along Pennsylvania Ave. The final width of this easement shall be approved by Engineering and Traffic Engineering.

Contact Jule Smith (Jsmith4@cityofmadison.com) for the final easement language to be included on the face of the CSM

66. Any portion(s) of a public easement that is intended to be amended or to be released and replaced shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.

Provide the necessary fee, exhibit and legal description to amend or replace the existing easement for the City Monitoring Well located at the Southwest corner of the parcel. the current well is located outside the existing 10' x 10' easement and will require a 10' x 20' for continued use and access.

67. Provide the required 60 year title search. No title work was provided with the application as required. This is separate from the additional update submittal required by City real estate.

This review has been performed without any title work. Due to the incomplete submittal of the requirements per the MGO, there may be additional comments that may be required and this submittal subject to that may arise when a proper review with all of the title documents provided can be completed.

68. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.

69. Cite Document No. 1178125 on the CSM and the Rights that afforded to the lands in this parcel in the document.

70. Note: if granting easement to MGE on the face of the CSM, provide specific language as to the rights additionally with the final sidewalk easement location verify final location of easement with MGE.

71. Provide amended lease agreement with Adams outdoor sign allowing new development over existing billboards where current lease exists or termination of said lease.
72. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com))
73. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
74. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. per 236.20(2)(i)
75. A north point properly located thereon identified as referenced to a magnetic, true or other identifiable direction and related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located.  
  
Reference north to the measured quarter line between two monuments
76. Explain the basis for the Canadian Pacific Railroad ROW, why Outlot A is 0.4' short.
77. Make reference to Section Corner Monument Table on Sheet 4 somewhere on Sheet 1 so it is understood the found monument description exists.
78. Note in the Caption on the top of each sheet and in the legal description that it is A Consolidation and Redivision of Lots
79. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
  - a. Right-of-Way lines (public and private)
  - b. Lot lines
  - c. Lot numbers
  - d. Lot/Plat dimensions
  - e. Street names
  - f. Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

The following agencies reviewed the request and recommended no conditions of approval: Parks Division, Metro Transit, Assessor's Office, Forestry, Fire Department