

## PLANNING DIVISION STAFF REPORT

July 28, 2025

PREPARED FOR THE PLAN COMMISSION



**Project Address:** 3565 Tulane Avenue (District 15 – Alder Martinez Rutherford)  
**Application Type:** Zoning Map Amendment (Planned Development), Certified Survey Map  
**Legistar File ID #** [88718](#) & [88559](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

### Summary

**Applicant:** Sean Meyers; Threshold Sacred Development; 2020 Eastwood Dr; Madison, WI 53704

**Surveyor:** Adam Watkins; Wyser Engineering; 300 E Front St; Mount Horeb, WI 53572

**Owner:** Reverend Staci Marrese-Wheeler; Common Grace, LLC; 3565 Tulane Ave; Madison, WI 53714

**Requested Action:** The applicant is seeking approval of a zoning map amendment from TR-C2 (Traditional Residential – Consistent 2 District) to PD(GDP-SIP) (Planned Development-General Development Plan-Specific Implementation Plan District).

**Proposal Summary:** The applicant is seeking approvals to build a 7,000 square foot community center and a three-story, 26-unit multifamily residential building on one new lot.

**Applicable Regulations & Standards:** Standards for zoning map amendments are found in §28.182(5) MGO. Standards for Planned Developments are found in §28.098(2) MGO. Standards of approval for land divisions (CSM) are found in §16.23(5) MGO.

**Review Required By:** Urban Design Commission, Plan Commission, and Common Council

**Summary Recommendations:** The Planning Division recommends the following to the Plan Commission regarding the applications for 3565 Tulane Avenue:

- That the Plan Commission find that the standards for zoning map amendments and planned developments are met and forward the rezoning to Common Council with a recommendation to **approve**, subject to input at the public hearing and the conditions recommended by the reviewing agencies beginning on page 8; and
- That the Plan Commission find that the standards for land divisions are met and forward the certified survey map to Common Council with a recommendation to **approve**, subject to input at the public hearing and the conditions recommended by the reviewing agencies beginning on page 15.

### Background Information

**Parcel Location:** The subject site is the triangular block bounded by Tulane Avenue on the north, Hargrove Street on the southwest, and Ogden Street on the east. The site is within Alder District 15 (Alder Martinez Rutherford) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** 3565 Tulane Avenue is currently occupied by a one-story church and community center. The City Assessor does not have information available about the building, but it appears to be

approximately 7,000 square feet and constructed some time prior to 1974. The 38,389-square foot (0.88-acre) parcel is zoned TR-C2 (Traditional Residential – Consistent 2 district).

### Surrounding Land Uses and Zoning:

North: Across Tulane Avenue, Schenk Elementary School and Whitehorse Middle School, zoned TR-C2;

Southwest: Across Hargrove Street, a single-family residence and a stormwater drainageway, both zoned TR-C2; and

East: Across Ogden Street, single-family residences zoned TR-C2.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2023) recommends Special Institutional (SI) for the whole block. The site is within the boundary of the currently in-progress [Southeast Area Plan](#), but that plan has not been adopted at time of report writing.

**Zoning Summary:** The subject property is to be zoned PD (Planned Development District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	As per approved plans	As per submitted plans
Lot Width	As per approved plans	As per submitted plans
Front Yard Setback	As per approved plans	As per submitted plans
Max. Setback: TOD	20'	Building A: 10'0" Building B: 10'0"
Side Yard Setback	As per approved plans	As per submitted plans
Rear Yard Setback	As per approved plans	As per submitted plans
Maximum Lot Coverage	As per approved plans	As per submitted plans
Minimum Building Height: TOD	2 stories	Building A: 3 stories Building B: 2 stories (see Zoning comment 6)
Maximum Building Height	As per approved plans	As per submitted plans

Site Design	Required	Proposed
Number Parking Stalls	No minimum required: TOD	19 surface (see Zoning comment 7)
Electric Vehicle Stalls	10% EVR: 2	2 EV installed 4 EV ready (see Zoning comment 7)
Accessible Stalls	Yes	1
Loading	As per approved plans	As per submitted plans
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (26) 1 guest space per 10 units (3) Community center: As determined by ZA General retail: 1 per 2,000 sq. ft. floor area (2 minimum)	38 surface 18 interior (56 total) (see Zoning comments 7 & 8)
Landscaping and Screening	Yes	Yes (see Zoning comment 10 & 11)
Lighting	Yes	Yes
Building Form and Design	As per approved plans	As per submitted plans (see Zoning comments 4, 6, 9)

Other Critical Zoning Items	Urban Design (PD), Barrier Free (ILHR 69), Utility Easements, TOD Overlay
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Table Prepared by Jenny Kirchgatter, Assistant Zoning Administrator

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

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

**Project Description**

After demolition of the existing church/community center building, which is not before the Plan Commission for review, the applicant is requesting approvals to construct a new two-story, 7,000-square foot community center building with retail space and a three-story, 26-unit multifamily residential building on one new lot to be created by certified survey map. The proposed site design includes two buildings: the community center and retail building at the west end of the triangular block at the corner of Tulane Avenue and Hargrove Street, and the three-story residential building at the east side of the block along Ogden Street. Between the two buildings is a surface parking lot accessed from Hargrove Street, an outdoor courtyard and gathering area, and landscaped areas.

The community center will contain space for several community-based groups, organizations, and users. The community center building is designed with a range of flexible spaces, including a formal space with balcony for larger gatherings or events, as well as the option for combining the formal space with an informal gathering space to create a single large space. Other rooms and uses include a commercial kitchen, food pantry, art room, music room, and offices. A retail space occupies the lower level at the east end of the building. The two principal entrances to the community center building are front Hargrove Street on the south or from the interior courtyard gathering space to the northeast of the building. The retail space is accessed from the southeast, near the parking lot.

The 26 dwelling units in the three-story multifamily residential building are composed of 18 studios, three one-bedroom units, four two-bedroom units, and one three-bedroom unit, for a total of 32 bedrooms. Eight units on the ground floor have private exterior access and semi-private outdoor patio space and dedicated bicycle parking. All other units have access via an exterior stair and semi-sheltered egress balconies on the west façade of the building. Ground floor spaces in the residential building also include a community room, bicycle storage, a mail room, laundry, and co-working space.

The predominant facade material for both buildings is a green corrugated metal panel. Accent materials include a wood lap siding, standard glass storefronts, white metal panels, gray EIFS, mural spaces, and a metal screen to support a "living wall" on the residential building. Both buildings feature the use of rounded building corners and the community building's primary gathering space is a large barrel vault at the western corner of the site.

The outdoor plaza between the two buildings and nearer Tulane Avenue is intended to be used for outdoor events such as farmer's markets, weddings, or other community gatherings. Community garden plots are located south of the residential building. A small meditative garden is planned for the westernmost corner of the site. Landscaping includes bioretention plantings and native plant mixes at the western corner of the site beyond the community center building, raised planter boxes for community gardens at the southern corner, and ornamental trees and grasses around the central community plaza. The building and site perimeters are surrounded by deciduous shrubs, ornamental grasses, and perennials. The site and its features are also bordered with intermittent shade trees and ornamental trees. The parking lot between the two buildings, accessed from Hargrove Street, has 19 surface vehicle parking stalls. The site also includes 18 long-term interior bicycle parking stalls and 38 exterior bicycle parking stalls.

According to the application materials, the applicant intends to begin demolition and construction in August or September 2025, with completion by September 2026.

## Analysis

This request is subject to the standards for zoning map amendments (including those specifically Planned Developments) and certified survey maps. This section begins with a summary of adopted plan recommendations, and includes sections for zoning map amendment standards, planned development zoning standards, a review of findings by the Urban Design Commission as it pertains to PD zoning, reviews standards for CSMs, and finishes with a review of public comment.

### Consistency with Adopted Plans

The [Comprehensive Plan](#) (2023) recommends Special Institutional (SI) for the whole block. The SI designation is used primarily to identify current or recommended uses for schools, colleges, and places of assembly and worship. The plan notes that buildings that include places of worship, schools, and other institutions may be optimal for redevelopment with residential uses when the institutional uses relocate, cease to exist, or remain as part of a redevelopment, especially when embedded in residential areas. Redevelopment with Low-Medium Residential (LMR) is appropriate in these cases. LMR areas are recommended to be made up of a mix of building forms ranging from small-lot single-family residences to rowhouses to small multifamily buildings. The recommended general density range is between 7-30 units per acre and building heights of up to three stories are recommended. Places of assembly and worship, if at a scale compatible with other existing and planned uses, small civic facilities, community gardens, and small-scale commercial uses are all acceptable non-residential uses in mapped residential areas.

Staff believes that the request is generally consistent with the heights and densities recommended in the Comprehensive Plan. The maximum building height is three stories, which conforms to the underlying LMR recommendation. The residential density proposed for the site is approximately 31 units per acre, just above the LMR recommendation for up to 30 units an acre. However, the “building forms” identified in the Zoning Code considers “small” apartment buildings as those up to eight units. As such, staff provide additional analysis related to the inclusion of a 26-unit on this site related to the Plan’s recommendation for considering intensive development at this site.

The ‘Residential Future Land Use Categories’ table on page 20 of the Comprehensive Plan includes an additional provision that allows LMR-recommended sites to be considered for more intensive development under “select conditions.” The plan specifies that appropriate developments could include large and courtyard multi-family buildings at up to 70 dwelling units an acre and four stories of height. While not appropriate for all LMR areas, more intensive development can be considered in “select conditions” including the relationships between proposed buildings and their surroundings, natural features, lot and block characteristics, and access to urban services, transit, arterial streets, parks, and amenities. These factors were expanded with the updates to the Comprehensive Plan adopted by the Common Council on December 5, 2023.

Regarding the relationships between proposed buildings and their surroundings and lot and block characteristics, the subject property is a single block, separated by surrounding developed properties by public right of way on all sides, with three single-family residences located across from the proposed multifamily building. A combined elementary school and middle school building, considerably larger than the proposed multifamily building, is

located across the street, to the north. One single-family residence is located across Hargrove Street to the south, while the rest of the lands to the southwest are streets, stormwater drainage, multiuse trails, and railroad tracks.

Regarding access to urban services, transit, arterial streets, parks, and amenities, the site is within the Transit Oriented Development overlay district, which is mapped specifically for areas in close proximity to high-frequency public transit. The sidewalk network along both sides of all streets surrounding the subject site is complete and the Capital City Trail is located less than one block away. The site does not abut an arterial street, with the nearest minor arterial being Atwood Avenue, which is roughly a quarter mile from the subject site.

As the proposed buildings are consistent with the recommended height and the density is just above the recommended range (by one dwelling unit per acre), staff believes the request is consistent with many key elements of LMR-development. In considering the LMR recommended building forms, which include row houses and small apartment buildings, staff believes that while a three-story, 26-unit building would meet the Zoning Code's Building form recommendations for a "Large" residential building, staff believes that it could be possible for building of this size and scale to be considered under the "select conditions" noted in the Comprehensive Plan. These contextual considerations include the larger school building, location within the established Transit Overlay District, and close proximity to multiuse paths.

The site is also within the boundary of the currently in-progress [Southeast Area Plan](#). Land use recommendations have not yet been made for that plan and the plan itself has not been adopted at time of report writing.

### **Zoning Map Amendment Standards**

The Zoning Map Amendment standards, found in 28.182(6), MGO state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety, and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (of which the zoning map is part) enacted or amended after January 1, 2010 be consistent with the City's Comprehensive Plan. 2010 Wisconsin Act 372 clarified "consistent with" as "furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan."

Based on the factors noted above, staff believes it would be possible for the Plan Commission to find that this zoning request is consistent with the Comprehensive Plan.

### **Planned Development Standards**

The applicant requests a zoning map amendment to revised PD-GDP-SIP (Planned Development-General Development Plan-Specific Implementation Plan district) from TR-C2 for this full-block, multi-building development.

Planned Developments are intended to facilitate the development of land in an integrated and innovative fashion, to allow for flexibility in site design, and to encourage development that is sensitive to environmental, cultural and economic considerations. The resultant development should feature high-quality architecture and building materials. The Planned Development District is intended to achieve one or more of several objectives found in §28.098(1). In addition to the objectives listed, this section of the Zoning Code also explicitly states that because substantial flexibility is permitted in the base zoning districts, the PD option should rarely be used. It is intended that applicants use the PD option only for situations where none of the base zoning districts address the type of development or site planning proposed. Examples include redevelopment, large-scale master planned developments, projects that create exceptional employment or economic development opportunities, or

developments that include a variety of residential, commercial, and employment uses in a functionally integrated mixed-use setting.

Staff provides comments specifically related to two PD standards of approval: standard (a) and standard (f), reproduced for the Plan Commission below:

Standard (a): The applicant shall demonstrate that no other base zoning district can be used to achieve a substantially similar pattern of development. Planned developments shall not be allowed simply for the purpose of increasing overall density or allowing development that otherwise could not be approved unless the development also meets one or more of the objectives of (1) above. Conditions under which planned development may be appropriate include:

1. Site conditions such as steep topography or other unusual physical features; or
2. Redevelopment of an existing area or use of an infill site that could not be reasonably developed under base zoning district requirements.

Standard (f): The PD District plan shall include open space suitable to the type and character of development proposed, including for projects with residential components, a mix of structured and natural spaces for use by residents and visitors. Areas for stormwater management, parking, or in the public right of way shall not be used to satisfy this requirement.

Regarding standard (a), while staff worked with the applicant to identify a conventional zoning district that would accommodate the proposed development, the mix of uses and the triangular shape of the site created difficulties in identifying an appropriate residential district or creating a lot layout more typical of a conventional district, especially considering that the uses proposed are generally consistent with the recommendations in the Comprehensive Plan.

Regarding standard (f), the mix of residential and community-serving uses on a single master-planned site includes proposed outdoor community gathering spaces and both a “meditation garden” and community garden, both for use by neighbors, community groups, and residents. Staff believe such a mix of useable open spaces meet for both buildings and their users, as well as for community users, satisfactorily meets this standard.

Further, for Planned Development zoning, the Urban Design Commission shall review the General Development Plan and the Specific Implementation Plan prior to the Plan Commission, and shall make a recommendation to the Plan Commission with specific findings on the design objectives listed in §28.098(1) and (2) MGO. Amongst the design issues and considerations identified by staff in the Secretary's report and discussed by UDC were overall building design and composition, materials (particularly the use of corrugated metal), the inclusion of murals on both buildings, landscaping, and lighting. See the UDC Secretary's [staff report](#) to the UDC for a summary of design considerations.

At its meeting of July 16, 2025, the Urban Design recommended that the Plan Commission approve the requested Planned Development (PD) at 3565 Tulane Avenue. Overall, the UDC found that the Planned Development (PD) standards have been met, including those related to enhanced design and community interest/benefit. The use of metal panel is acceptable and consistent with PD standards. The motion for approval included the following recommended conditions:

- The material surround in the bay of six windows on the barrel roof building shall be revised to reflect the wood lap siding material.
- Relocate the mural on the residential building to the blank wall expanse on the southwest corner of the building.

- The building entry shall be redesigned to meet zoning code requirements.

In its motion, the UDC stated that further review can be completed administratively by staff. See Legislative File [87894](#) for more information about the UDC deliberation and decision.

Planned Development zoning map amendments have additional standards of approval beyond those of a conventional zoning map amendment, which are found in §28.098(2). With the recommendation of the Urban Design Commission, staff believes it is possible that applicable standards for PD zoning map amendments can be found met, specifically noting that the mix of uses and shape of the site makes it unlikely that any other base zoning district can be used to achieve a substantially similar pattern of development per standard (a), and that the proposal adequately provides a mix of open spaces that utilize the lot and block pattern of the site per standard (f).

### **Certified Survey Map**

Staff believes that the Plan Commission may find the standards for land divisions (16.23 MGO) approval met for the proposed Certified Survey Map with the staff-recommended conditions. The proposed lot will meet the dimensional requirements for the PD district, and staff believes that the proposal is consistent with the recommendations for the site in the Comprehensive Plan.

### **Public Input**

A community meeting organized by the applicant and Alder was held at the existing community center on November 19, 2024. City staff also attended and participated at that meeting. At time of writing, Staff has received several items of written comment from the public which are available as part of the legislative file for this request.

## **Conclusion**

As discussed above, staff believe the Plan Commission can find that the proposal, subject to the recommended conditions of approval, can be found to be consistent with the recommendations in the Comprehensive Plan. When considering the adopted plan recommendations, the scale of the proposed building and the proposed uses, surrounding land uses, recommended conditions of approval, and recommendations of the Urban Design Commission, staff believe all applicable standards of approval for Zoning Map Amendments, Planned Developments, and Land Divisions can be found to be met.

## **Recommendation**

### **Planning Division Recommendations** (Contact Colin Punt 243-0455)

The Planning Division recommends the following to the Plan Commission regarding the applications for 3565 Tulane Avenue:

- That the Plan Commission find that the standards for zoning map amendments and planned developments are met and forward the rezoning to Common Council with a recommendation to **approve**, subject to input at the public hearing and the conditions recommended by the reviewing agencies below; and
- That the Plan Commission find that the standards for land divisions are met and forward the certified survey map to Common Council with a recommendation to **approve**, subject to input at the public hearing and the conditions recommended by the reviewing agencies beginning on page 15.

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

*Land Use (Rezoning – Planned Development)*

**Urban Design Commission** (Contact Jessica Vaughn, (608) 267-8740)

1. The material surround in the bay of six windows on the barrel roof building shall be revised to reflect the wood lap siding material.
2. Relocate the mural on the residential building to the blank wall expanse on the southwest corner of the building.
3. The building entry shall be redesigned to meet zoning code requirements.

**Zoning Administrator** (Contact Jacob Moskowitz, (608) 266-4560)

4. The principal building entrance for Building B adjacent Hargrove Street shall be an accessible entrance. Principal building entrances on all new buildings shall be oriented to their primary abutting street and be located within the maximum setback. The entrance shall have a functional, operable door and remain open to the public during the same hours as all other public building entrances. Entrances shall be barrier-free, clearly visible and identifiable from the street, and delineated with elements such as roof overhangs, recessed entries, landscaping or similar design features.
5. Work with Zoning and Planning staff to receive final approval of the Zoning text.
6. Verify that the second story of Building B covers 75% of the building footprint. A minimum of two stories is required for a minimum of seventy-five percent (75%) of the building footprint.
7. Confirm that vehicle and bicycle parking information and locations are shown consistently through the plan set and Site Information Tables.
8. Bicycle parking for the residential dwelling units shall comply with the requirements of MGO Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 26 resident bicycle stalls are required plus a minimum of 3 short-term guest stalls. A minimum of 90% of the resident stalls (23 stalls) shall be designed as long-term parking. Up to twenty-five percent (25%) of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5) foot access aisle for wall mount parking. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
9. Provide details demonstrating that Building A will be in 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 bird-safe glass treatment product that will be used.
10. Provide details for the living wall and plantings for the living wall on Building A.



11. 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.
12. 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.
13. 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.

**City Engineering Division** (Contact Brenda Stanley, (608) 261-9127)

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| 14. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements. |
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15. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to 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. (MGO 16.23(9)c)
  16. Construct sidewalk, terrace, curb, gutter, and pavement to a plan approved by the City Engineer.
  17. 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))
  18. 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. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
  19. 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.
  20. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
  21. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.
  22. 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)

23. 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)
24. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer. (POLICY AND MGO OVER 10,000 SF OF IMPERVIOUS AREA 10.29 and 37.05(7)(b))
25. 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](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto: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>  
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.
26. 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 10year 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.  
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.
27. 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).

**City Engineering Division – Mapping Section** (Contact Jeff Quamme, (608) 266-4097 )

28. There are “Building Lines” shown and denoted on Lake View Place plat that encumber this site. The Building lines were not noted as a required restriction by any public body nor was any public body named as a grantee, promisee or beneficiary of the building lines. Therefore the “Building Lines” are not specifically enforceable by the City of Madison. The Owner is advised consult with legal counsel regarding the building lines.
29. The addresses of 3565 & 3567 Tulane Ave will be retired and archived with the demolition of the building. The proposed buildings will have their addresses determined when floor plans are received. 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.
30. The pending Certified Survey Map application for this property 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 for new construction or early start permit.
31. 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 per floor 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 LNDUSE with Zoning. The final approved 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.

**Traffic Engineering Division** (Contact Sean Malloy, (608) 266-5987)

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| <ol style="list-style-type: none"><li>32. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Hargrove Street.</li><li>33. The applicant shall be responsible for the construction of a crosswalk across the Western leg of the Tulane/Ogden intersection including the pedestrian ramps and pavement markings.</li></ol> |
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34. 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.

35. 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.
36. The City Traffic Engineer may require public signing, marking and street lighting related to the development; the Developer shall be financially responsible for such signing, marking and street lighting.
37. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
38. "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.
39. 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.
40. Applicant shall submit for review a Waste Removal Plan. This shall include vehicular turning movements, times, vehicle size, use of loading zones and all related steps to remove trash from its location.
41. 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.
42. 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.
43. 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.

**Parks Division** (Contact Morgan Matthews, (608) 266-6517)

44. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25038. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

**Forestry Section** (Contact Brad Hofmann, (608) 267-4908)

45. The Developer shall submit a Street Tree Report performed by International Society of Arboriculture Certified Arborist for City Forestry's review of project. This report shall identify all street trees on proposed project site, species type, canopy spread, tree condition, proposed tree removals, the impacts of proposed construction, and any requested pruning.

46. 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.
47. 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.
48. 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.
49. 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.
50. 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.
51. 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.
52. 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.

53. The Developer shall post a security deposit prior to the start of the development to be collected by City Engineering as part of the Developers Agreement. In the event that street trees are damaged during the construction process, City Forestry will draw from this deposit for damages incurred.
54. 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, (608) 261-9835)

55. 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.
56. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

**Metro Transit** (Contact Tim Sobota, (608) 261-4289)

57. Metro Transit operates daily all-day transit service along Walter Street thru the Hargrove Street intersection nearest this property - with trips at least every 75 minutes. Metro Transit operates additional daily all-day rapid transit service along Atwood Avenue thru the Walter Street intersection near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays).
58. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 13 Weekday & 12 Weekend. Please contact Metro Transit if additional analysis would be of interest.

**Parking Utility** (Contact Trent Schultz, (608) 246-5806)

59. A Transportation Demand Management (TDM) Plan is required for the project, per MGO 16.03. The applicant shall submit a TDM Plan to [tdm@cityofmadison.com](mailto:tdm@cityofmadison.com). Applicable fees will be assessed after the TDM Plan is reviewed by staff.

*The Fire Department has reviewed this request and has recommended no conditions of approval.*

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*Land Division (Certified Survey Map)*

**City Engineering Division** (Contact Brenda Stanley, 608-261-9127)

1. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to 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. (MGO 16.23(9)c)
2. Construct sidewalk, terrace, curb, gutter, and pavement to a plan approved by the City Engineer.
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. 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)

**City Engineering Division – Mapping Section** (Contact Jeff Quamme, 608-266-4097)

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| 5. The Public Service Strip within this CSM shown and noted per Lake View Place shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The release of the easement is necessary for the proposed redevelopment of this site. If the release is completed prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the CSM. Applicant is responsible to obtain releases from the other utility companies serving this area prior to the City releasing its rights. |
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6. Clearly label on the building lines on the CSM and place a note on the CSM: The "Building Lines" shown and noted on this Certified Survey Map are the "Building Lines" as shown and denoted on Lake View Place. The Building Lines were not noted as a restriction on that plat as required by a public body and also the plat does not name a public body as a grantee, promise or beneficiary. Therefore the "Building Lines" are not specifically enforceable by the City of Madison.
  7. Provide distances between all monuments along the boundary of the CSM. Also draw chords for the two corner curves.
  8. For the north quarter corner of Section 9, there is not a manhole at this location. The monument is in a monument box. Confirm the conditions at this corner location.

9. This Certified Survey Map application for this property 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 for new construction or early start permit.

**Traffic Engineering Division** (Contact Sean Mally, 608-266-5987)

10. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Hargrove Street.

**Parks Division** (Contact Morgan Matthews, 608-266-6517)

11. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25038. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
12. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
13. The Parks Division shall be required to sign off on this CSM.

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments separately. If you have any questions, please contact Heidi Radlinger at (608) 266-6558 for more information.**

14. Prior to approval sign-off by the Office of Real Estate Services, the Owner's Certificate on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a).
15. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Any special assessments shall also be paid in full pursuant to MGO Section 16.23(5)(g)1.
16. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger ([hradlinger@cityofmadison.com](mailto:hradlinger@cityofmadison.com)), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

*The Planning Division, Office of the Zoning Administrator, Fire Department, Forestry Section, Water Utility, Metro Transit, and Parking Utility have reviewed this request and have recommended no conditions of approval.*