

# PLANNING DIVISION STAFF REPORT

August 24, 2020



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 1851 Monroe Street (13<sup>th</sup> Aldermanic District – Ald. Evers)  
**Application Type:** Conditional Use  
**Legistar File ID #** [61381](#)  
**Prepared By:** Colin Punt, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant:** Annemarie Maitri; Bloom Bake Shop; 3527 Gregory St; Madison, WI 53711  
**Contact:** Denise Clearwood; Pine Clearwood Architects; 600 Chapman St; Madison, WI 53711  
**Property Owner:** Rana Mookherjee; 4244 22<sup>nd</sup> St; San Francisco, CA 94114

**Requested Action:** The applicant requests approval of a conditional use to add a walk-up service window within ten (10) feet of the public right of way in the Traditional Shopping Street (TSS) zoning district at 1851 Monroe Street.

**Proposal Summary:** The applicant proposes to construct a walk-up service window for a bakery in the storefront of a building located at 1851 Monroe Street.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses [MGO §28.183], as §28.065(2) states that a walk-up service window located within ten feet of a public right-of-way is a Conditional Use. It is also subject to the Supplemental Regulations (Section 28.151).

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the conditional use standards met and **approve** the request to add a walk-up service window within ten (10) feet of the public right of way in the Traditional Shopping Street (TSS) zoning district **1851 Monroe Street**. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

## Background Information

**Parcel Location:** The 3,482-square-foot subject property is located on the southeast side of Monroe Street, between Grant Street and Harrison Street. The site is within Aldermanic District 13 (Ald. Evers) as well as the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is developed with a 4,140-square foot two-story mixed-use building built in 1925. The lower level is occupied by a bakery and the upper level contains a two-bedroom apartment unit. The site is zoned TSS (Traditional Shopping Street) District.

**Surrounding Land Use and Zoning:**

Northeast: One- and two- story shops, restaurants, and small mixed-use buildings, zoned TSS (Traditional Shopping Street district);

Southeast: Two- and three-unit residences, zoned TR-C4 (Traditional Residential – Consistent 4 district);

Southwest: One- and two- story shops, restaurants, and small mixed-use buildings, zoned TSS; and

Northwest: Across Monroe Street, a five-story mixed-use building with grocery store and public parking, zoned Planned Development (PD).

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use for this area. The [Monroe Street Commercial District Plan](#) (2007) recommends a mix of retail, other commercial, and residential uses. The [Brittingham-Vilas Neighborhood Plan](#) (1989) has no specific recommendations for this site.

**Zoning Summary:** The property is in the TSS (Traditional Shopping Street) District.

Requirements	Required	Proposed
Lot Area (sq. ft.)	None	Existing, no change
Lot Width	None	Existing, no change
Front Yard Setback	None	Existing, no change
Side Yard Setback	None	Existing, no change
Rear Yard Setback	20 ft	Existing, no change
Maximum Lot Coverage	85%	Existing, no change
Maximum Building Height	3 stories/40 ft	Existing, no change

<b>Other Critical Zoning Items</b>	Utility Easements
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*Tables Prepared by 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**

The applicant requests conditional use approval to add a walk-up service window within ten (10) feet of the public right of way in the Traditional Shopping Street (TSS) zoning district.

The applicant proposes installation of two take out windows to permit customers to order and pick up bakery items outside without having to enter the bakery. The applicant intends to continue to use the take out windows long-term, regardless of whether business operations return to a pre-Covid “normal.”

The new window units would include a 54” tall single hung window with an insulated panel above and below to fit within the existing 48” wide and 94” high storefront frames. The fixed glass panels within two frames will be removed and the new single hung window units installed. The applicant intends the take out window to maintain the architectural integrity of the existing façade. The applicant also states that installation will not be an intensive project and should minimize the disruption to the street during construction.

The existing angled storefront will allow queueing at the take-out window as much off the public sidewalk as possible.

An accompanying renovation of the interior of the bakery will limit seating as necessary for public health and provide additional production space.

The applicant intends to complete installation of the windows and commence walk-up service in September, 2020.

## Analysis & Conclusion

This proposal is subject to the standards for Conditional Uses [MGO §28.183], as §28.065(2) of the Zoning Code states that a walk-up service window located within ten feet of a public right-of-way is a Conditional Use in the Traditional Shopping Street (TSS) zoning district. It is also subject to the Supplemental Regulations (Section 28.151). 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.

The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use for this area. The [Monroe Street Commercial District Plan](#) (2007) recommends a mix of retail, other commercial, and residential uses. It also recommends “street activating uses” on the first floors of buildings. The [Brittingham-Vilas Neighborhood Plan](#) (1989) has no specific recommendations for this site.

The Planning Division believes the proposal is consistent with the recommendations of the adopted plans. Staff also believes that if well-managed, the proposed service window should not result in significant negative impacts to the surrounding properties. Staff notes that the existing storefront windows are recessed from the back of sidewalk, and most queuing could be accommodated out of the public right of way. If approved, the Plan Commission retains continuing jurisdiction over this conditional use, meaning that should complaints be filed, the Plan Commission could take further action on this conditional use as allowed in MGO Section 28.183(9)(d).

At the time of report writing, staff was not aware of any concerns regarding this proposal.

## Recommendation

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

The Planning Division recommends that the Plan Commission find that the conditional use standards met and **approve** the request to add a walk-up service window within ten (10) feet of the public right of way in the Traditional Shopping Street (TSS) zoning district **1851 Monroe Street**. This recommendation is subject to input at the public hearing and the following conditions recommended by the reviewing agencies:

### **Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

*The Planning Division, Office of the Zoning Administrator, Traffic Engineering Division, Engineering Division Mapping Office, Parks Division, Forestry Section, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions or approval.*