



**Project Address:** 211 North Carroll Street  
**Application Type:** Conditional Use  
**Legistar File ID #** [52574](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant & Contact:** Larry Westrich; Drury Southwest, Inc.; 101 S. Farrar Dr.; Cape Girardeau, MO 63701

**Owner:** Madison Area Technical College; 1701 Wright St.; Madison, WI 53704

**Requested Action:** Approval of a conditional use to convert an existing building to a hotel and construct an eight-story addition to create a 310-room hotel at 211 North Carroll Street.

**Proposal Summary:** The applicant is seeking conditional use approval to convert an existing six-story educational building into a hotel and add an eight-story addition with hotel rooms, parking, and retail space.

**Applicable Regulations & Standards:** The applicant is requesting conditional use approval for a new building or addition greater than 20,000 square feet or that have more than four stories in the UMX (Urban Mixed Use) zoning district per Section 28.076(4)(c), MGO. The proposal is also subject to the City's adopted Downtown Design Guidelines.

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

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find the standards met and **approve** the conditional use to convert an existing building into a hotel and construct an eight story addition at 211 North Carroll Street subject to input at the public hearing and the conditions from reviewing agencies in this report.

## Background Information

**Parcel Location:** The subject site is a 2-acre parcel located bounded by North Carroll Street, West Johnson Street, Wisconsin Avenue, and West Dayton Street. It is within Aldermanic District 4 (Verveer) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The site is developed with a large educational building most recently used by Madison Area Technical College (MATC) since the 1970s. The original four-story structure was built in the 1920s. A four-story addition was added in the 1950s, which was expanded to six stories in the 1960s. An atrium on the Wisconsin Avenue façade was added in the 1980s. The site is zoned UMX (Urban Mixed Use) District.

### **Surrounding Land Uses and Zoning:**

**Northwest:** Across West Johnson Street, local landmark Bethel Lutheran Church and a large parking lot, zoned UMX (Urban Mixed Use District);

- Southwest:** Across North Carroll Street, a six-level public parking structure, zoned UMX;
- Southeast:** Across West Dayton Street, the thirteen-story Concourse Hotel, zoned DC (Downtown Core District);
- Northeast:** Across Wisconsin Avenue, First United Methodist Church and its parking lot, zoned UMX, and a five-story apartment building, zoned PD (Planned Development District).

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2006) places the site within the Downtown land use category, and specifically within the Downtown Core sub-area. Commercial lodging is one of the recommended land uses for the Downtown Core. The subject site is therefore located within the boundaries of the [Downtown Plan](#) (2012). The Downtown Plan also locates 211 North Carroll within the “Downtown Core” and recommends “downtown core mixed use” land use for the site.

**Zoning Summary:** The subject property is zoned UMX (Urban Mixed Use District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000 sq. ft.	87,120 sq. ft.
Lot Width	30'	264'
Front Yard Setback	Nonresidential or mixed-use buildings: 0'	Adequate
Max. Front Yard Setback	10'	Less than 10'
Side Yard Setback	0'	Adequate
Rear Yard Setback	10'	Existing building setback
Maximum Lot Coverage	90%	78%
Maximum Building Height: Downtown Height Map	8 stories	8 stories
Stepback: Downtown Stepback Map	None	None

Site Design	Required	Proposed
Number Parking Stalls	No minimum required	256
Accessible Stalls	Yes	Yes (See Zoning Condition #6)
Loading	3 (10' x 50')	None (See Zoning Condition #8)
Number Bike Parking Stalls	<b>Hotel:</b> 1 per 10 bedrooms (31) <b>General retail; service business;</b> <b>office:</b> 1 per 2,000 sq. ft. floor area (6) <b>Restaurant; restaurant-tavern:</b> 5% of capacity of persons (TBD) (37 total)	66 (See Zoning Condition #7)
Landscaping and Screening	Yes	Yes (See Zoning Condition #9)
Lighting	Yes	Yes
Building Forms	Yes	Flex building (See Zoning Conditions #2-4, 11)

<b>Other Critical Zoning Items</b>	Urban Design (UMX), Barrier Free (ILHR 69), Utility Easements
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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

The applicant is seeking approval to convert an existing building originally used as a high school and currently used by MATC into a hotel and construct an eight-story addition with hotel rooms, structured parking, and restaurant and/or retail space. The project proposes a total of 310 hotel guest rooms.

The oldest portion of the existing building is a four-story structure fronting on North Carroll and West Johnson Streets, built in 1930, according to the Wisconsin Historical Society. A four-story addition was added along West Dayton Street in the 1950s. Two more stories were added to the addition in the 1960s to create a six-story addition. The building ceased its original use as a public high school in 1969 and was occupied by MATC shortly after. In the 1980s, an atrium was built facing the Wisconsin Avenue façade within the “U” created by the original structure and its addition.

The existing MATC building is proposed to be rehabilitated into a 195-room Drury Plaza Hotel. Within the existing 178,000-square foot building, the basement is planned to include guest rooms, meeting rooms, housekeeping and back of house operations, and amenities like a fitness room and swimming pool. The first floor is planned to include guest rooms, a hotel restaurant, guest dining areas, additional back of house operations, and a front desk lobby, to be constructed where the 1980s atrium will be removed. Directly northeast out the main lobby is the covered drop-off/pick-up drive. Floors two through six of the existing building will be dedicated to guest rooms. A connecting link to the proposed addition will be accessed via the fifth floor, and also opens onto a rooftop patio.

The existing parking area along Wisconsin Avenue will be removed and replaced with a new eight-story addition with restaurant and/or retail space, four levels of parking, and 115 hotel rooms. The basement of the 190,000-square foot addition will contain one level of vehicle parking. The first floor includes two restaurant/retail spaces with outdoor café areas. The existing arch located on Wisconsin Avenue will be relocated to act as a main entrance, leading pedestrians to either restaurant/retail space, or through the access drive to the hotel’s main entrance and lobby. Floors two through four are dedicated to vehicle parking. The four floors of parking will include approximately 256 parking spaces. Floors five through eight are designed to include 115 guest rooms. The building will be topped by a mechanical penthouse. A connecting link to the existing building is accessed via the fifth floor, which also provides access to the rooftop patio.

A covered drive-through drop-off and pick-up area will separate the existing and new building portions at the ground floor. The covered drive between the existing building and the addition will be accessed by vehicles via a curb cut from West Johnson Street and exits onto West Dayton Street. In addition to a drop-off/pick-up area, the one level of underground parking and three levels of above-ground structured parking are accessed via the covered drive. The portion of the three levels of above ground structured parking directly above the access drive are topped with a rooftop patio. The patio is accessed via a connecting link between the two hotel room blocks on the fifth floor.

The landscape design incorporates planting beds, benches, bicycle racks, and potential café seating. According to the applicant, the existing mature canopy trees within the public right of way will not be adversely affected by the proposed development.

Construction is scheduled to commence in Spring 2019 with completion by the first quarter of 2021.

## Analysis & Conclusion

This request is subject to the standards for demolition permits and for conditional uses. This section begins with a summary of adopted plan recommendations.

### Adopted Plan Recommendations

In regards to adopted plan recommendations, Downtown Core is the land use designation recommended within the Downtown land use district for the subject site by the Comprehensive Plan. Recommended land uses within the Downtown Core sub-district include commercial lodging, structured parking, retail, service, entertainment, and dining. The Downtown Plan recommends “downtown core mixed use” land use for the site, and recommends eight stories, plus a possible two stories of additional building height. The Downtown Plan also places the subject site within the “Downtown Core” district, and recommends continued expansion of a mix of uses, including employment, retail, entertainment, cultural, and residential.

### Conditional Use Standards

With regards to conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City’s adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of M.G.O. §28.183(6) are met.

Per MGO §28.076(4)(c), all new buildings greater than 20,000 square feet or that have more than four stories require conditional use approval. Further, the Urban Design Commission shall review such projects for conformity with the Downtown and Urban Districts Design Standards in MGO §28.071(3) and the Downtown Urban Design Guidelines, and report its findings to the Plan Commission. After UDC consideration, the Plan Commission will review this request against the approval standards for Demolition Permits and Conditional Uses. At its September 5, 2018 meeting, the Urban Design Commission granted initial approval. The proposal is required to receive final UDC approval prior to final plan approval.

Per MGO §28.071(2), the proposal is within an area on the “Downtown Height Map” designated for a maximum of eight stories, but is also located within Area G of the “Additional Height Areas Map,” which allows up to two additional stories if approved as a conditional use. The applicant, however, is not requesting height in excess of eight stories.

According to the land use application, the building massing was designed to address all four streets bordering the project in a contextually appropriate manner. By stepping the new building back from the lower massing along Johnson Street, Wisconsin Avenue, and Dayton Street, the building mass has been designed to respond to the changing scale of the adjacent developments. The Johnson and Dayton Street elevations utilize masonry and punched window openings in response to the architectural character of the existing MATC building. The single story expression and articulation of the retail spaces along Wisconsin Avenue are intended to establish a pedestrian-friendly scale. Off-street loading of deliveries and hotel guests are recessed from the primary street facades and will be concealed in the center of the block. The existing historic arch along Wisconsin Avenue is proposed to be preserved in the public realm as an art piece that also serves as the main architectural accent and focal piece of the Wisconsin Avenue design, as well as a functional entrance.

Along Dayton and Johnson Streets, the first three floors of the building addition maintain the same horizontal proportions and window banding found on the original building. The entire Wisconsin Avenue façade and the upper floors of the Dayton and Johnson Street facades of the addition follow a more typical pattern of hotel

room openings. The original building, particularly the 1950s and 1960s portion, feature horizontal brick banding between floors and vertical banding of a lighter stone or cast concrete between windows. The proposed Wisconsin Avenue façade, plus portions of the Dayton and Johnson Street facades near their respective Wisconsin Avenue corners, also feature brick banding between windows, but vertical banding in this case, with horizontal bands of a gray fiber cement between floors. The central portion of the tower addition is extruded toward Wisconsin Avenue and clad entirely in brick. The remainder of the guest room tower block, with the exception of a small brick portions of the sides, is clad in gray fiber cement. The brick used in the 1920s portion of the existing building is a darker color than that used in the 1950s and 1960s portions; the brick color shown for the new addition appears to be a shade somewhere between the two used in the existing building. The first floor retail/restaurant areas feature significant glazing and metal awnings over all openings.

In regards to building aesthetics, Conditional Use Approval Standard #9 states that for new construction, 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.” Staff identified three primary design issues for discussion by the Urban Design Commission. The vertical brick banding on the first four floors of the Wisconsin Avenue façade is somewhat visually separated from the horizontal banding on the existing building. Staff requested consideration whether the addition should also feature a similar horizontal brick banding, with vertical fiber cement elements similar to the vertical stone elements in the 1950s/1960s portion of the building. Second, the central tower element of the Wisconsin Avenue façade includes five columns of windows slightly offset from the historic arch directly beneath them. Staff requested consideration of the alignment of these windows with the dominant arch feature. Lastly, immediately adjacent the arch and windows within the central tower element is 20-foot wide blank brick wall that extends the entirety of the building’s 100-foot height. With hotel rooms and parking behind this wall, Staff believes some pattern of window openings could be included to break up the mass of the wall. The Urban Design Commission, in granting initial approval, has not provided comments regarding the first two considerations, but has recommended articulation or brick detail within the vertical tower element on Wisconsin Avenue.

The project as proposed includes two rental spaces for future restaurant or retail. Depending on future proposed use, one or both may require conditional use approval at that time. However, as the applicant has not provided tenant information, conditional use approval is not required as part of this process. Likewise, signage for the hotel and any restaurant or retail tenants will be reviewed and approved at a different time. Staff also notes that building signage higher than the second floor is not generally approved downtown.

## **Conclusion**

Based on the integration of the addition to the architecture of the existing building, the height and bulk of the proposal compared to surrounding structures, the provision of off-street parking and loading, street-level activation, conformance to the City’s adopted Downtown, Design Guidelines, and extensive revisions to the project through work amongst the applicant, City Staff, and the Neighborhood Association, the Planning Division believes the conditional use standards can be found met. The Capitol Neighborhoods project steering team has provided staff with a report, which has been included with Plan Commission materials, recommending approval of the project “without reservation.” A time of report writing, staff is unaware of any additional comments or concerns from the public.

## Recommendation

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

The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use request to convert an existing six-story educational building into a hotel and construct an eight-story addition totaling 310 guest rooms, with structured parking and retail space at 211 North Carroll Street subject to input at the public hearing and the following conditions:

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

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

1. Obtain final approval from the Urban Design Commission.
2. Provide articulation or brick detail to the vertical element on Wisconsin Avenue per the comments of the Urban Design Commission.

### Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

3. Show the width of the parking garage opening to the basement level parking accessed from W. Johnson Street. Parking garage openings visible from the sidewalk shall have a clear maximum height of sixteen (16) feet and a maximum width of twenty-two (22) feet.
4. Provide a detail showing the elevation of the ground floor of the front Wisconsin Avenue façade relative to the elevation of the Wisconsin Avenue public sidewalk. For non-residential uses, the average ground story floor elevation shall not be lower than the front sidewalk elevation nor higher than eighteen (18) inches above the sidewalk elevation.
5. Work with Urban Design, Planning, and Zoning staff to provide additional vertical articulation to the Wisconsin Avenue façade of the building. Facades facing a public street shall be vertically articulated at a minimum interval of forty (40) feet.
6. Submit a site plan information block and land use summary table including the number of hotel rooms, number of parking stalls and number of bicycle stalls.
7. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required accessible stalls including van accessible stalls. Show the required signage at the head of the stalls.
8. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 31 short-term bicycle parking stalls for the hotel and a minimum of 6 bicycle stalls for the commercial uses. 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. As the commercial spaces are leased, the entire development must reflect compliance in the required number of bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.

9. Required loading facilities shall comply with MGO Section 28.141(13). Provide three (3) 10' x 50' loading areas with 14' vertical clearance to be shown on the plan. The loading areas shall be exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval.
10. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
11. Provide details of the fifth floor rooftop patio including the surfacing and proposed guest amenities such as tables, seating, and landscape planters.
12. Provide details showing that the street-facing façades meet the door and window opening requirements of Section 28.071(3)(e). For street-facing facades with ground story non-residential uses, the ground story door and window openings shall comprise a minimum of fifty percent (50%) of the facade area. Upper story openings shall comprise a minimum of fifteen percent (15%) of the facade area per story.
13. 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.
14. 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.

**City Engineering Division** (Contact Tim Troester, 267-1995)

15. Applicant shall provide projected wastewater flows for the proposed development. City would like to verify that the City sewer has adequate sewer capacity for this proposed hotel. Applicant shall submit wastewater calculations to Mark Moder (608)261-9250, mmoder@cityofmadison.com as a condition of plan approval.
16. All outstanding 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.
17. The site plan shall be revised 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.
18. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.
19. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated

coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number: a) Building Footprints b) Internal Walkway Areas c) Internal Site Parking Areas d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.) e) Right-of-Way lines (public and private) f) Lot lines or parcel lines if unplatted g) Lot numbers or the words unplatted h) Lot/Plat dimensions i) Street names j) Private on-site sanitary sewer utilities (including all connections to public sanitary) k) Private on-site storm sewer utilities (including all connections to public storm) All other levels (contours, elevations, etc) are not to be included with this file submittal. NOTE: Email CAD file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

20. The applicant shall 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 (East) or ttroester@cityofmadison.com (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. PDF submittals shall contain the following information: a) Building Footprints b) Internal Walkway Areas c) Internal Site Parking Areas d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.) e) Right-of-Way lines (public and private) f) Lot lines or parcel lines if unplatted g) Lot numbers or the words unplatted h) Lot/Plat dimensions i) Street names j) Stormwater Management Facilities k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
21. The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including: a) SLAMM DAT files b) RECARGA files c) TR-55/HYDROCAD/Etc d) Sediment loading calculations. 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.
22. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
23. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.
24. 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. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at ttroester@cityofmadison.com, or Daniel Olivares at DAOLivares@cityofmadison.com final document and



fee should be submitted to City

25. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.
26. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
27. 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>
28. This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office.
29. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to Reduce TSS by 80% off of the proposed development when compared with the existing site.
30. Complete an erosion control plan and 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.
31. The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.
32. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
33. 3The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
34. The Applicant shall Construct Street & Sidewalk improvements as required by City Engineer to a plan approved by the City

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

35. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan for each floor on a separate sheet for the development of a complete interior hotel room & retail addressing plan. 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 application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. 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. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.
36. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel- Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record
37. A public sidewalk easement shall be granted on the pending Certified Survey Map to 1 foot behind the proposed sidewalk along West Johnson Street.

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

38. Covered parking is not dimensioned and as such not reviewable at this time. The applicant should be aware this may lead to major site changes once the dimensions are provided.

39. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' 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.
40. 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.
41. 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.
42. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

43. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
44. The applicant(s) shall maintain a 5 foot wide, Americans with Disabilities Act (ADA) compliant, pedestrian walkway for the duration of the project on all street frontages classified as a collector or higher. The applicant shall also maintain a 5 foot wide bicycle lane for the duration of the project on all street frontages with existing bicycle facilities. Exceptions to this requirement may be granted by Traffic Engineering on a limited term basis if and when the applicant can show a public safety concern and they also provide a clear date when the pedestrian/bicycle facilities are to be restored. All closures shall be designed by the applicant, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), to be submitted and approved by Traffic Engineering.
45. 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.
46. All parking ramps as the approach the public Right-of-Way shall not have a slope to exceed 5% for 20 feet; this is to ensure drivers have adequate vision of the Right-of-Way. If applicant believes public safety can be maintained they shall apply for a waiver, approval or denial of the waiver shall be the determination of the City Traffic Engineer.
47. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4766) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
48. "Stop" signs shall be installed at a height of seven (7) feet 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.
49. One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit.
50. Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.
51. All paint dividing traffic at the entrance shall be a double yellow line and noted on the plan.
52. Provide pedestrian access to all building entrances from the public Right-of-Way.
53. The applicant shall prepare a TDMP to be reviewed and approved by the City Traffic Engineer.

54. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements. If the applicant intends to use the Right of Way for delivery operations, Traffic Engineering recommends that they
55. This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, covered sidewalks will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on East Washington Avenue will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.
56. Note: The applicant has submitted the requested Traffic Impact Analysis study; the study has been reviewed and accepted by Traffic Engineering.
57. The applicant shall show any easements as required by CSM for pedestrian walkways on the final plan.

**Fire Department** (Contact Bill Sullivan, 261-9658)

58. Due to the proposed change of use for this building and the proposal to add a high-rise building addition, all requirements of the IBC, IFC & MGO 34 shall be applicable to the entire building.

**Water Utility** (Contact Adam Wiederhoeft, 266-9121)

59. Proposed 8-IN water service is shown at location of existing 6-IN water lateral on W Dayton St. Existing 6-IN valve shall be removed and the lateral shall be capped at the main if the proposed 8-IN lateral is not placed in the same location in order to accommodate a live-tap connection.
60. 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/plumberscontractors>), 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

**Parks/Forestry Division** (Contact Sarah Lerner, 261-4281)

61. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
62. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the

outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section

63. 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.
64. Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction -
65. Contractor shall contact City Forestry Brad Hofmann [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816 at least one week prior to forming concrete and constructing tree grates to determine tree locations.
66. Contractor shall contact City Forestry Brad Hofmann [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816 at least one week prior to planting to schedule inspecting the nursery stock and review planting specifications with the landscaper.