

PLANNING DIVISION STAFF REPORT

January 9, 2023



PREPARED FOR THE PLAN COMMISSION

Project Address: 2300 S Park Street
Application Type: Conditional Use
Legistar File ID # [74543](#)
Prepared By: Timothy M. Parks, Planning Division
Report Includes Comments from other City Agencies, as noted

Summary

Applicant & Property Owner: City of Madison Community Development Authority; Matt Wachter, Director.

Contact Person: Peter Tan, Strang, Inc.; 811 E Washington Avenue, Suite 200; Madison.

Requested Actions: Approval of a conditional use in the Commercial Corridor–Transitional (CC-T) District for a building exceeding five stories in height to allow construction of a six-story parking structure for the Village on Park commercial center at 2300 S Park Street.

Proposal Summary: The Community Development Authority (CDA) is requesting approval to construct a six-story, 295-stall parking garage at the southern end of the Village on Park multi-tenant commercial center. In addition to construction of the proposed parking structure, the CDA is proposing to reconstruct a central drive and a parking area as a “village green.” The CDA indicates that there will be 334 surface parking stalls for automobiles following completion of the project. Construction of the project will commence in June 2023, with completion anticipated by October 2024.

Applicable Regulations & Standards: Section 28.067(3) requires conditional use approval for a building in CC-T zoning taller than five stories and 78 feet. [The January 9 agenda incorrectly notes the maximum number of feet as 68.] Section 28.183 provides the process and standards for the approval of conditional use permits. The Village on Park campus is located in Urban Design District 7, which requires Urban Design Commission approval using the standards and guidelines in Section 33.24(14).

Review Required By: Urban Design Commission and Plan Commission

Summary Recommendation: The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for a building exceeding five stories in the CC-T district at 2300 S Park Street subject to input at the public hearing, the approval of the Urban Design Commission, and the conditions from reviewing agencies beginning on page 5 of this report.

Background Information

Parcel Location: The overall Village on Park center is comprised of four parcels totaling approximately 9.5 acres of land located on the west side of S Park Street between Ridgewood Way and Hughes Place; Alder District 14 (Carter); Madison Metropolitan School District.

Existing Conditions and Land Use: The Village on Park includes the main, two-level, approximately 123,295 square-foot multi-tenant building located on the western half of the overall 9.5-acre site; a two-story, 32,178 square-foot multi-tenant commercial building located along the S Park Street frontage opposite Buick Street,

which includes the Goodman-South Madison branch library, Urban League of Greater Madison offices, and Planned Parenthood; and the two-story, 22,500 square-foot Access Community Health Clinic located at the northeast corner of the site adjacent to the S Park Street-Ridgewood Way intersection. The four-story, 65,000 square-foot Urban League of Greater Madison Black Business Hub is currently under construction at the southeastern corner of the center adjacent to the S. Park-Hughes intersection. The overall site is zoned CC-T (Commercial Corridor–Transitional District) and is located in Urban Design Dist. 7.

Surrounding Land Use and Zoning:

North: Commercial business on the west side of S Park Street, zoned CC-T (Commercial Corridor–Transitional District); single-family residences along Ridgewood Way in the Town of Madison;

South: McDonald’s, Centro Hispano, and Madison Metro South Transfer Point, zoned CC-T; Madison Police Department – South District, zoned SR-V1 (Suburban Residential–Varied 1 District);

East: Walgreens, 7-Eleven, and Park Bank, zoned CC-T; and Park Village Apartments, zoned TR-V2 (Traditional Residential–Varied 2 District)

West: Oakridge Apartments along Cypress Way, zoned SR-V2 (Suburban Residential–Varied 2 District).

Adopted Land Use Plans: The 2018 [Comprehensive Plan](#) and 2022 [South Madison Plan](#) recommend the overall Village on Park campus for Community Mixed-Use (CMU).

The [South Madison Plan](#) recognizes the Village on Park as the town center for Madison’s south side and includes a concept plan that calls for the construction of a parking structure at the southern end of the center and reconfiguration of the central surface parking area to include an outdoor plaza/gathering space. The plan includes a recommendation that Buick Street be extended as a public street across the northern half of the center to eventually intersect Cypress Way to the west, which will provide an east-west street connection to link Lincoln Elementary School to the west with Penn Park to the east. North of the Buick Street extension, the concept plan recommends that medium-density housing be constructed on the Village on Park site.

Zoning Summary: The property is zoned CC (Commercial Center District).

Requirements	Required	Proposed
Minimum Front Yard Setback	0’ or 5’	Adequate
Maximum Front Yard Setback	None	
Side Yard Setbacks	0’ or 5’	10.0’ from Hughes Place
Rear Yard	The lesser of 20% of lot depth or 20’	58.2’
Maximum Lot Coverage	85%	(See conditions)
Maximum Building Height	5 stories, 78 feet	6 stories, 64 feet
Auto Parking	No minimum	295 stalls (garage), 334 stalls (surface) (629 total)
Accessible Stalls	Yes	7 stalls (garage), 16 stalls (surface) (23 total)
Bike Parking	Yes	21 stalls (garage), 30 stalls (surface) (51 total) (See Conditions)
Loading	None	0
Building Forms	Parking Building	Will Comply

Other Critical Zoning Items	
Yes:	Urban Design (Urban Design Dist. 7), Barrier Free, Utility Easements
No:	Floodplain, Wellhead Protection, Landmarks, Waterfront Development, Adjacent to Park
Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator	

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

Public Utilities and Services: The subject site is served by a full range of urban services, including seven-day Metro Transit service through the nearby South Transfer Point.

Previous Approvals

On August 11, 2021, the Urban Design Commission granted final approval in Urban Design Dist. 7 to construct a four-story 65,000 building for the Urban League of Greater Madison at the northwestern corner of Hughes Place and S Park Street in the Village on Park commercial center. The addition to the Village on Park planned multi-use site was a permitted use in the CC-T zoning district.

On October 18, 2021, the Plan Commission approved a demolition permit for 2300 S Park Street to demolish the north wing of the Village on Park commercial center to allow construction of additional parking for the campus.

Project Description

The Community Development Authority (CDA) is requesting Plan Commission approval of a conditional use to construct a parking six-story structure at the southern end of the Village on Park commercial center between the south wall of the main multi-tenant building and Hughes Place and west of the Urban League Black Business Hub project currently under construction adjacent to the Hughes-S Park Street intersection. The proposed garage will contain 295 parking stalls for automobiles and 21 stalls for bicycles, and is intended to support the commercial and institutional uses at the Village on Park, including the Black Business Hub, which will be completed later this year.

The proposed parking garage will replace an existing surface parking lot. Access to the proposed parking structure will be provided from a drive that runs north-south through the center parallel to the eastern façade of the main building. The drive intersects Hughes Place approximately midway along the center's frontage on that street; a second driveway west of the existing surface parking lot and proposed garage will remain, which primarily provides access to the rear of the multi-tenant building for loading and services. No vehicular access to the western driveway from the garage is proposed per the floorplans for the garage; the driveway and rear of the Village on Park adjoin a series of residential properties that front onto Cypress Way to the west.

The exterior of the parking structure will be clad in a combination of masonry elements and precast concrete with perforated/corrugated metal screens, metal panel, and cable railings. The western façade will be screened by horizontal perforated aluminum screen panels to mitigate the effects of headlights on the residential uses to the west. The garage will be 64 feet above grade at its tallest point at the northeastern corner of the building (an elevator overrun above a stair tower), with a maximum height of 58.7 feet adjacent to Hughes Place. In addition to the stair tower and elevator core in the northeastern corner, a second stair tower is proposed at the

southwestern corner of the garage at Hughes Place. Both stair towers will feature prominent glass curtain walls. The project plans indicate that public art will be incorporated into the northeastern stair tower, as well as wrapping the southeastern corner of the structure.

In addition to construction of the parking structure, the CDA will be reconfiguring the surface parking area generally bounded by the eastern wall of the main building, the forthcoming Black Business Hub, and the building that includes the Goodman-South Madison branch library, to create a “village green.” The parking reconstruction project will provide a better organized plan to move vehicles and pedestrians through the southern end of the Village on Park, which should resolve the disjointed parking layout that has evolved over the last twenty years, while creating an open space centrally located between the three buildings located in this portion of the center.

Analysis & Conclusion

Any building exceeding five stories and 78 feet of height in the CC-T zoning district requires conditional use approval by the Plan Commission. While the proposed parking garage will be shorter than the 78-foot maximum height allowed by right, the structure will exceed the allowed number of floors by one, thereby requiring conditional use approval.

The Plan Commission may not approve an application for a conditional use unless it can find that all of the standards found in Section 28.183(6)(a), Approval Standards for Conditional Uses, are met. That section states: “The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans. No application for a conditional use shall be granted by the Plan Commission unless it finds that all of the [standards for approval in Section 28.183(6) are met].”

The Planning Division believes that the Plan Commission may find that the proposed parking garage meets the standards for conditional use approval. The addition of the parking garage should not have a negative impact on the uses, values, and enjoyment, or normal and orderly development of surrounding properties, and no comments have been submitted by reviewing agencies that indicate the conditional use would negatively affect the City’s ability to provide services to the site or create a negative impact on the transportation network.

Staff also believes that the Plan Commission can find that conditional use standard 12 is met to allow the proposed building to exceed the five-story height allowed in the CC-T district. Per standard 12:

When applying the above standards to an application for height in excess of that allowed in the district, the Plan Commission shall consider recommendations in adopted plans; the impact on surrounding properties, including height, mass, orientation, shadows and view; architectural quality and amenities; the relationship of the proposed building(s) with adjoining streets, alleys, and public rights of ways; and the public interest in exceeding the district height limits.

The 2018 Comprehensive Plan and 2022 South Madison Plan recommend the Village on Park commercial center for Community Mixed-Use (CMU). In general, the CMU category in the Comprehensive Plan includes existing and planned areas supporting an intensive mix of residential, employment, retail, civic/institutional, and service uses serving both adjacent neighborhoods and wider community markets. CMU areas are generally located at major intersections and along relatively high-capacity transit corridors, and include many of the City’s aging, auto-

oriented strip commercial centers due to their accessible locations along major transportation corridors. CMU areas can generally accommodate significant development with a variety of housing options and commercial uses that attract a wide customer base. Buildings in CMU areas may range from two to six stories in height, with more residential units and commercial space compared with development in the less-intensive Neighborhood Mixed-Use districts. Development and design within CMU areas should create a walkable node or corridor, ideally adjacent to existing or planned transit, and CMU development should be transit-oriented. CMU areas should be well connected with surrounding neighborhoods and have buildings placed close to the sidewalk.

Staff believes that the proposed six-story parking garage is consistent with the CMU recommendation in both plans on the premise that the additional parking provided by the garage will allow the Village on Park to achieve the goals for CMU development and to continue in its mission to be the town center for South Madison espoused by the South Madison Plan. The proposed structure is well designed, and staff feels that the building is sufficiently set back from the lower-scale, low-density residential uses to the west such that it should have little or no impact on those properties.

Because the Village on Park is located in Urban Design District 7 and the parking garage is a public building for the purposes of MGO Section 33.24, the project was reviewed by the Urban Design Commission, which granted final approval at its December 14, 2022 meeting. A draft report from that meeting is attached to the legislative file for this conditional use request.

No alder or public comments have been received as of the writing of this report that would suggest that the Plan Commission could not approve the request as submitted.

Recommendation

Planning Division Recommendation (Timothy M. Parks, (608) 261-9632)

The Planning Division recommends the following to the Plan Commission find the standards met and **approve** a conditional use for a building exceeding five stories in the CC-T district at 2300 S Park Street subject to input at the public hearing, the approval of the Urban Design Commission, and the conditions from reviewing agencies beginning that follow.

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

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

The Urban Design Commission recommended **final approval** of the parking garage on December 14, 2022 subject to the following condition:

1. All lighting shall comply with MGO Section 29.36.

City Engineering Division (Contact Tim Troester, (608) 267-1995)

2. The area for construction has an existing private drainage system on it. This system shall be properly abandoned and plugged.
3. This area is prone to flooding. The minimum entrance elevation to the parking garage shall be 983 prior to going down to the lower level. This is not intended to be protective in all events and the consultant is encouraged to conduct their own analysis to determine the level of risk they are comfortable with.

4. The applicant shall connect to or extend public storm sewer connecting directly to a public storm structure that is either in the public sidewalk or terrace area, or inlet at the curb on the side of the street, adjacent to the development. Any storm lateral extension crossing any lanes of traffic or running longitudinally within a public street right of way for over 20 feet, in order to connect to the public system, shall be considered a private storm sewer lateral and will require an approved and recorded privilege in streets agreement.
5. Obtain a permit to Excavate in the right of way for completing the improvements in the public right of way. As a condition of the permit a deposit to cover estimated City expenses will be required.
6. Construct sidewalk to a plan approved by the City Engineer.
7. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
8. Obtain a permanent sewer plug permit for each existing sanitary or storm 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.
9. An Erosion Control Permit is required for this project.
10. A Storm Water Management Report and Storm Water Management Permit is required for this project.
11. A Storm Water Maintenance Agreement (SWMA) is required for this project.
12. This site appears to disturb less than one (1) acre of land. No submittal to the Wisconsin Department of Natural Resources (WDNR), Capital Area Regional Planning Commission (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.
13. 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.
14. This area is within a watershed study for flood mitigation and has a known flooding risk. The minimum opening elevations for structures proposed by this application shall have a low entrance elevation that is a minimum of two feet above the adjacent sidewalk elevation. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The developer/owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.
15. The proposed development proposes to construct underground parking. The proposed entrance to the underground parking is adjacent to a street low point. The applicant shall provide at a minimum of one (1) foot of rise from the adjacent back of walk in the driveway before breaking grade to the down ramp to the underground parking to protect the underground parking from inundation. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The developer/owner are strongly encouraged

to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.

16. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-year design storm that is current in MGO Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
17. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
18. 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.
19. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. 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.
20. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
21. Prior to approval, this project shall comply with MGO Chapter 37 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 Storm Water Management Plan & Report shall include compliance with the following:
 - Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
 - 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.
 - Reduce TSS by 80% off of the proposed development when compared with the existing site.
 - Treat the first half-inch of runoff over the proposed parking facility and/or drive up window.
 - Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any best management practices (BMP) used to meet stormwater management requirements on this project.

22. 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).

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

23. Show and label clearly on the site plan 1) The Storm Easement area per Document No. 5828906; 2) Easement Area per Document No. 5829267; 3) MG&E Easement Area per Document No. 5835578; and 4) Wisconsin Telephone Easement per Document No. 958275.
24. The address of the proposed parking ramp is 808 Hughes Place. 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.

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

25. 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.
26. 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.
27. 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.
28. All parking facility design shall conform to MGO Section 10.08(6).
29. All bicycle parking adjacent pedestrian walkways shall have a 2-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
30. 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.
31. The applicant shall provide a clearly defined five-foot walkway from the front door to the public right of way 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.

32. The applicant shall adhere to all vision triangle requirements as set in MGO Section 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 Section 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.
33. 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 three stories prior to sign-off to be reviewed and approved by Andrew Oliver, ((608) 267-1979, aoliver@cityofmadison.com) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering Division office with final plans for sign-off.
34. The driveway slope to the underground parking is not identified in the plan set. Traffic Engineering staff recommends a driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
35. "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.
36. The parking deck is insufficiently labeled/dimensioned for review. If the parking does not meet MGO Section 10.08, the applicant can expect to be required to make major alterations that may impact structural elements of this site.

Zoning Administrator (Contact Jenny Kirchgatter, (608) 266-4429)

37. Submit a parking summary including counts for vehicle stalls, ADA stalls, electric vehicle stalls, and bicycle stalls for both the parking structure and surface parking lots.
38. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
39. Provide electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the residential parking stalls (29 stalls) must be electric vehicle ready, and a minimum of 2% of the stalls (3 stalls) must be electric vehicle installed. One (1) of the electric vehicle installed stalls must be an accessible stall. Identify the locations of the electric vehicle ready and installed stalls on the plans and add the count of electric vehicle stalls to the parking summary.
40. Provide details of the proposed bike racks, including any structured or wall mount bike racks.

41. 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 10,000 square feet in size must be prepared by a registered landscape architect.
42. Screening is required adjacent the zoning district boundary along the west property line. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit photos of the existing screening or details of the proposed screening fence with the final plans.
43. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four 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.
44. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For non-residential uses at ground floor level, windows and doors or other openings shall comprise at least 60% of the length and at least 40% of the area of the ground floor of the primary street facade. At least 50% of windows on the primary street facade shall have the lower sill within three (3) feet of grade.
45. 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.
46. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes and Section 33.24 Urban Design Commission ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Fire Department (Contact Bill Sullivan, (608) 261-9658)

47. Establish a valid address through City Engineering. 2300 S Park Street is already in use for another building and would not be applicable for this proposed project.
48. The project shall comply with the 2021 edition of the IFC and the 2022 Edition of NFPA 13, 14, and 72.

Parks Division (Contact Ann Freiwald, (608) 243-2848)

This agency has reviewed the request and recommended no conditions of approval.

Forestry Division (Contact Brandon Sly, (608) 266-4816)

49. 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.
50. 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.

51. The contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. The 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.
52. 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. Add as a note on the site, grading, utility, demolition and street tree plan sets.
53. Section 107.13(g) of *City of Madison Standard Specifications for Public Works Construction* 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.
54. 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.
55. 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.
56. 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*. 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)

57. 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 Avenue. 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 and obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

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

58. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding pad surface at the existing Metro bus stop on the west side of S Park Street, south of Buick Street (#0906).

59. The existing curbside bus stop zone and accessible pedestrian sidewalk and concrete boarding pad on the west side of S Park Street, south of Buick Street, provides critical access to the City's transit operations, and any planned or permitted obstruction of the existing bus stop zones in excess of thirty (30) days may require additional right-of-way improvements and/or other mitigation measures in coordination with Traffic Engineering and Metro Transit staff in order to create an alternate bus stop zone that would serve the S Park Street at Buick Street intersection area in a comparable operational and accessible manner. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

60. The applicant is encouraged to install and maintain a new passenger seating amenity, either as part of the private landscape plan or in the public right of way area serving the curbside bus stop zone on the west side of S Park Street, south of Buick Street. If located in the public right of way, the applicant would need to submit a Privilege in Streets (Bus Bench) application for review by the City. Contact the City's Office of Real Estate Services to start any Privilege in Streets (Bus Bench) application process. (MGO Section 10.31)