



Department of Planning & Community & Economic Development

## Planning Division

Meagan E. Tuttle, Director  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2985  
Madison, WI 53701-2985  
Phone: (608) 266-4635  
[planning@cityofmadison.com](mailto:planning@cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

July 9, 2025

Cindy Torstveit and Janine Glaeser  
University of Wisconsin-Madison  
21 N Park Street; Suite 6101  
Madison, Wisconsin 53715-1211

RE: Consideration of a request to rezone property located at 1970-1978 University Bay Drive from CN (Conservancy District) to PR (Parks and Recreation District); and consideration of a conditional use in the [Proposed] PR District for a community center; consideration of a conditional use in the PR District for a public safety and service facility; consideration of a conditional use in the PR District for a building exceeding 35 feet in height; and consideration of a conditional use pursuant to MGO Section 28.138 for construction within 300 feet of the Ordinary High Water Mark of Lake Mendota, all to allow construction of an 11,500 square-foot visitor center for the Lakeshore Nature Preserve on the University of Wisconsin-Madison campus. (LNDUSE-2025-00028; ID 87841 and 87657)

Dear Cindy and Janine,

On July 1, 2025, the Common Council **approved** your request to rezone a portion of land generally addressed as 1970-1978 University Bay Drive from CN to PR. On June 23, 2025, the Plan Commission recommended approval of the rezoning and **approved** your conditional use requests subject to the conditions in the following sections, which shall be satisfied prior to the issuance of any permits required for the project.

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following nine (9) items:**

1. This site proposes significant changes to areas that are within the 100-year FEMA floodplain boundaries. The floodplain in this area is a storage district by Wisconsin Department of Natural Resources (WDNR) standards and no fill shall be placed without an equivalent amount of cut to be in compliance with MGO 28 Zoning Code requirements on floodplain.
2. The sewer being connected to with this proposed building is not a City of Madison sanitary sewer. Applicant shall provide information on the sewer being connected to on whether it is UW owned or another party and provide confirmation that they have permission to connect.

3. The City does not have jurisdiction for the review and permitting of stormwater requirements for this project, which are only subject to Dane County and/or WDNR erosion control and stormwater quality under NR-151.
4. The area adjacent to this proposed development has been determined by City Engineering to have a known flooding risk. Engineering has set the minimum protective lowest entrance elevation opening at an elevation of 849.7 (2 feet above the 100-year flood elevation). This standard is not intended to be protective in all cases. The Developer is strongly encouraged to complete their own engineering analysis to determine and meet a protective elevation which they are comfortable with. In no case shall the protective elevation be set below the minimum threshold determined by City Engineering.
5. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue its permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at (608) 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or the Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
6. A portion of this project may come under the jurisdiction of the US Army Corp of Engineers (USACOE) and WDNR for wetland, floodplain, or navigable waterway issues. A permit for these items may be required prior to construction. Contact the WDNR and USACOE for a jurisdictional determination. Provide digital copy of the wetland delineation. Wetland delineations shall be less than five (5) years old.
7. 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.
8. 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).
9. 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 ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following four (4) items:**

10. A portion of University Bay Drive is to be relocated to accommodate the proposed project. Engineering Land Information staff have found evidence of this road existing as a publicly used road prior to the acquisition of the surrounding lands by the University. To accomplish this partial discontinuance necessary to relocate part of the University Bay Drive, City Engineering will prepare a resolution to be introduced to the Common Council under 66.1003 (4), Wisconsin Statutes. The

resolution shall contain a condition of the discontinuance that it shall not be effective until the site development approval status is satisfactory per the City Engineer. Provide updated map and description exhibits for the discontinuance. Engineering Land Information staff will then draft and coordinate the resolution.

11. The addresses have been established for the project: Lakeshore Nature Preserve Frautschi Center (Fac 0492): 1972 University Bay Drive (same as previously assigned); Lakeshore Nature Preserve (garages) - 1970 University Bay Drive; Parking Lot 130 Facility# 9630 - address change needed post construction: 1978 University Bay Drive. 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.
12. The University of Wisconsin shall grant a new Public Street Easement for the realigned University Bay Drive as required to accomplish this project as proposed. Contact Julius Smith (jsmith4@cityofmadison.com) or Jeff Quamme (jrquamme@cityofmadison.com) to coordinate the necessary Real Estate project to draft and administer the easement. Draft exhibits have been provided, provide revised exhibits accordingly. The UW shall be responsible for the construction, repair and maintenance of all street improvements within the easement area as is consistent within this area of campus. The easement shall be recorded immediately after the required discontinuance of a portion of University Bay Drive has been recorded.
13. The existing conditions plan shall show the existing right of way of University Bay Drive. All of the proposed development site plan sheets shall show and label the proposed new public easement right of way of University Bay Drive.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following three (3) items:**

14. "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.
15. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawing shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; 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.
16. 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.). Alterations 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.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following six (6) items:**

17. Show the lakefront setback distance measured from the closest point of the proposed building to the Ordinary High Water Mark.
18. Submit a 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.
19. 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.
20. Submit details for the work yard enclosure and fencing.
21. Exterior lighting shall be provided in accordance with MGO Section 29.36. Provide an exterior lighting photometric plan and fixture cut sheets with the final plan submittal.
22. 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.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:**

23. 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 & 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.
24. All proposed water main and appurtenances will be considered private.

**Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following two (2) items:**

25. As identified on plans submitted for review, the applicant shall install and maintain paved boarding pad terraces at the two planned Metro bus stop zones that are on each side of University Bay Drive beyond the mid-block crosswalk in each direction of travel. The boarding pad terraces must extend at least 70 feet beyond the crosswalk marking on both sides of University Bay Drive.
26. As identified on plans submitted for review, the applicant shall install and maintain new passenger waiting shelters with seating amenity serving the curbside bus stop zones on each side of University Bay Drive, beyond the mid-block crosswalk in each direction of travel. The applicant shall include the location of any of these transit amenities on the final documents filed with their redevelopment permit application so that Metro Transit may review the design.

**Please contact my office at (608) 261-9632 if you have any questions regarding the following two (2) items:**

27. That the applicant work with the Planning Division and Capital Area Regional Planning Commission (CARPC) to revise the environmental corridor map to reflect the changes or additions to the mapped corridor proposed by the project prior to final approval and issuance of any City permits required for construction. Any conditions required by CARPC as a condition of amending the environmental corridor map for this project shall be made prior to final zoning approvals for this project and issuance of any City approvals required for construction.
28. The applicant shall submit a wetland delineation for the project area current within five years. Any setbacks required by the delineation shall be reflected on the final plans approved by the City

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining any permits required for your project:**

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the Plan Commission and the

conditional use standards. This approval shall become null and void two (2) years after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to one (1) year from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

<b>LNDUSE-2025-00028</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit
<input checked="" type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: