



**Project Address:** 6698 Odana Road  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [30133](#)  
**Prepared By:** Kevin Firchow, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

## Summary

**Applicant:** John Bieno; TJK Design Build; 634 West Main Street; Madison, WI 53703  
**Contact:** John Bieno; TJK Design Build; 634 West Main Street; Madison, WI 53703  
**Property Owner:** SJR Odana LLC; 4518 Monona Drive; Madison, WI 53716

**Requested Action:** The applicant requests approval of a demolition permit and conditional use to raze an existing bank for the purpose of constructing a multi-tenant retail building with a drive-up window.

**Proposal Summary:** Upon demolition of the existing building, the applicant proposes to construct a 4,811 square foot multi-tenant building with a drive-up service window for Klinke Cleaners.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Demolition Permits [M.G.O. Section 28.185(7)] and Conditional Uses [Section 28.183].

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the demolition and conditional use standards are met and **approve** the demolition of an existing building for the purpose of constructing a new building with a vehicle access service window at 6698 Odana Road. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

## Background Information

**Parcel Location:** The 30,220 square foot subject property is located at the intersection of Odana Road and Grand Canyon Drive. The site is within the "Park Towne" development, which includes lands generally surrounded by Odana Road, Mineral Point Road, Gammon Road, and Yellowstone Drive. The site is within Aldermanic District 19 and within the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is currently developed with a one-story, 2,501 square foot bank building. City Assessor records indicate that the structure was built in 1977. Like the proposed structure, the existing building also had a drive-up service window.

**Surrounding Land Use and Zoning:**

North: Market Square multi-tenant development (with other commercial development, beyond), zoned CC (Commercial Center);

South: Multi-tenant commercial building (with other commercial development beyond), zoned CC;

East: Market Square multi-tenant development (with other commercial development, beyond), zoned CC (Commercial Center); and

West: Bank zoned CC, (with other commercial development beyond).

**Adopted Land Use Plan:** The Comprehensive Plan recommends general commercial development for the subject site and surrounding properties.

**Zoning Summary:** The property is zoned CC-T (Commercial Corridor Transition District)

	Required	Proposed
Front yard setback	85	30
Side yard setback: other cases	One-story: 5 Two-story or higher: 6	adequate
Rear yard setback	The lesser of 20% of lot depth or 20 feet	adequate
Maximum lot coverage	85%	To be shown on final plans
Maximum height	5 stories / 68 See (d) below	1
Number parking stalls	No minimum	24 (See Comment 26)
Bike parking	TBD Retail=1 per 2,000 sq. ft. of floor area. Restaurant = 5% capacity	0 (See Comment 24)
Landscaping	Yes	Yes (See Comment 23)
Lighting	Yes	Yes
Accessible stalls	1	1 (See Comment 26)
Loading	0	0
Building forms	Yes	Meets building forms
<b>Other Critical Zoning Items</b>	None	

Table Prepared by Patrick Anderson, Assistant Zoning Administrator

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

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

**Project Description**

The applicant proposes to demolish the existing 2,501 square foot bank for the purpose of constructing a 4,811 square foot multi-tenant building with a drive-up service window.

The proposed one-story building includes a concrete masonry unit base, brick veneer body, with EIFS above. The building is setback 30 feet from the corner, consistent with the private deed restriction recorded for the surrounding Park Towne development. A 24-stall parking lot is located along the interior of the site. Bike

parking is required, though is not depicted on the site plan. Sidewalk connections are proposed along both the Grand Canyon Drive and Odana Road frontages.

The drive up service window is proposed along the north side of the building, serving a Klinker Cleaners facility. A small median separates the drive up lane from the drive aisle surrounding the building. This service window does not include any amplified speaker box. Other building tenants are not known at this time.

Staff notes there is a discrepancy between the site and building plans regarding a parking lot tree island not shown on the landscape plan. This feature is required and the landscape plan should be amended.

## **Analysis and Conclusion**

This proposal is subject to the standards for Demolition Permits [M.G.O. Section 28.185(7)] and Conditional Uses [Section 28.183].

### **Demolition Approval Standards**

Staff believes the Demolition Approval Standards can be met. In order to approve the requested demolition, the Plan Commission must find that the proposed demolition and future use are both 1) consistent with the intent and purpose of the zoning district and 2) that the proposed future use is compatible with the purpose of the demolition section of the ordinance. The demolition standards also state that the proposed use should be compatible with adopted plans.

Multi-tenant commercial buildings are permitted by right in the CC (Commercial Center) zoning district and drive up service windows are permissible with conditional use approval. The proposal is consistent with the Comprehensive Plan's recommendation for general commercial development.

As with all demolition requests, the Preservation Planner provided these plans to the Landmarks Commission who found that the existing building has no known historic value.

### **Conditional Use Approval Standards**

Staff believes that the conditional use standards can be met. Staff does not expect the proposed drive-up service window to negatively impact surrounding properties. Staff notes that the existing bank previously had a drive-up service window.

### **Conclusion**

Staff believes the project can meet the applicable standards for demolitions and conditional uses. At the time of report writing, staff had not received any public comments or concerns related to this proposal.

## Recommendation

### Planning Division Recommendation (Contact Kevin Firchow, 267-1150)

The Planning Division recommends that the Plan Commission find that the demolition and conditional use standards are met and **approve** the demolition of an existing building for the purpose of constructing a new building with a vehicle access service window at 6698 Odana Road. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

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

#### Planning Division (Contact Kevin Firchow, 267-1150)

1. That the landscape plan be revised to be made consistent with the site plan and include the required tree islands. This information shall be provided for staff approval.

#### City Engineering Division (Contact Janet Dailey, 261-9688)

2. Revise final site plans to include line work depicting the existing public storm sewer easement on this property. Include the Register of Deeds recorded document number 1378458 on the plans as well.
3. The existing building being demolished appears to have restroom facilities. Provide the location of the sanitary lateral service to the building. A sewer plug permit shall be required.
4. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY)
5. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)
6. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
7. All damage to the pavement on Odana Road, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
8. 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. POLICY AND MGO 10.29
9. 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 7.5-tons per acre per year.

10. Effective January 1, 2010, The Department of Commerce's authority to permit commercial sites, with over one (1) acre of disturbance, for stormwater management and erosion control has been transferred to the Department of Natural Resources (WDNR). The WDNR does not have an authorized local program transferring this authority to the City of Madison. The City of Madison has been required by the WDNR to continue to review projects for compliance with NR216 and NR-151 but a separate permit submittal is now required to the WDNR for this work as well. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process.

As this site is greater than one (1) acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the Wisconsin Department of Natural Resources, prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). 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> (NOTIFICATION)

11. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to a) Reduce TSS off of the proposed development by 80% when compared with the existing site and b) Provide oil & grease control from the first 1/2" of runoff from parking areas.
12. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain 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) all underlying lot lines or parcel lines if unplatted, g) lot numbers or the words "unplatted", h) lot/plat dimensions, i) street names, and all other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred [addressing@cityofmadison.com](mailto:addressing@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. (POLICY and MGO 37.09(2) & 37.05(4))

13. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).
14. 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... and d) Sediment loading calculations.
15. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the

owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6572)

16. When the applicant shall submit plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing and proposed property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.
17. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to Traffic Signals, Street Lighting, Signing and Pavement Marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
18. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.
19. The applicant shall provide signing and pavement markings to secure one way operation of drive-thru isle.

**Zoning Administrator** (Contact Pat Anderson, 266-5978)

20. 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 prior to sign installations.
21. Sec. 28.185 (7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Mr. George Dreckmann. (608-267-2626).
22. Sec. 28.185 (10) Every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
23. Provide a Landscape Plan pursuant to Sec. 28.142 Landscaping and screening requirements.
24. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide the minimum of two bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Provide details of bike rack on final plan sets.
25. Section 28.185(9) (a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.

26. Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.11 (3) 6.(m) which includes all applicable State accessible requirements, including but not limited to:
- a. Provide a minimum of one van accessible stall 8' wide with an 8' striped out area adjacent.
  - b. Show signage at the head of the stalls. Accessible signs shall be a minimum of 60" between the bottom of the sign and the ground.
  - c. Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
27. Provide a reuse/recycling plan, to be reviewed and approved by The City's Recycling Coordinator, Mr. George Dreckmann, prior to a demolition permit being issued.
28. Sec 28.12(12)(e) of the Madison Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit said information within 60 days of completion of demolition.

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

29. Per IFC 1208.2, an automatic fire sprinkler system would be required if the facility contains any Type II, III-A or III-B dry cleaning systems.

**Water Utility** (Contact Dennis Cawley, 261-9243)

30. The Madison Water Utility shall be notified to remove the water meter prior to demolition. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Parks Division** (Contact Kay Rutledge, 266-4714)

This agency did not provide comments for this request.

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

This agency did not provide comments for this request.