



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved PLAN COMMISSION

*Consider: Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

*This meeting may be viewed LIVE on Charter Spectrum Channel 994, AT&T U-Verse Channel 99 or at [www.madisoncitychannel.tv](http://www.madisoncitychannel.tv).*

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Monday, October 21, 2024

5:30 PM

\*\*Virtual Meeting\*\*

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### CALL TO ORDER/ROLL CALL

Vice Chair Solheim called the meeting to order at 5:30 p.m.

**Present:** 10 - John P. Guequierre; John W. Duncan; Derek Field; Emily R. Gnam; Sara R. Sanders; Arnold (Gabe) Mendez; Nicole A. Solheim; Patrick W. Heck; Anjali Bhasin and Darrin S. Wasniewski

**Excused:** 2 - Christopher T. McCahill and Bob Soldner

Solheim chaired the meeting through the election of the Plan Commission Chair.

Gnam chaired the remainder of the meeting.

Alder Duncan left the meeting at 6:25 p.m.

Alders Also Present: Rummel (6), Conklin (9), Figueroa-Cole (10), Harrington-McKinney (20)

Staff Present: Meagan Tuttle, Secretary; Colin Punt, Planning Division; Matt Tucker, Building Inspection Division; Kate Smith, Office of the City Attorney

### PUBLIC COMMENT

1. 60306 Plan Commission Public Comment Period

There was no public comment.

### COMMUNICATIONS, DISCLOSURES AND RECUSALS

There were no communications, disclosures, or recusals.

### MINUTES OF THE OCTOBER 7, 2024 REGULAR MEETING

A motion was made by Heck, seconded by Mendez, to Approve the Minutes.  
The motion passed by voice vote/other.

### SCHEDULE OF MEETINGS

Regular Meetings:

- November 4, 18 and December 2, 16, 2024

The special in-person meeting scheduled for November 7, 2024 at 5:00 p.m. was cancelled.

**AGENDA NOTE:**

Note: Hearing items may be called at any time after the beginning of the meeting. Those wishing to speak on an item must register with the Secretary. The Plan Commission uses a consent agenda, which means that the Commission can consider any item where there are no registrants wishing to speak in opposition regardless of its placement on the agenda.

**SPECIAL ITEM OF BUSINESS**

2. [85688](#) Election of Plan Commission Chair and Vice Chair

On a motion by Heck, seconded by Guequierre, the Plan Commission elected Emily Gnam as Chair. The motion passed by voice/vote other.

On a motion by Heck, seconded by Mendez, the Plan Commission elected Nicole Solheim as Vice Chair. The motion passed by voice/vote other.

**PUBLIC HEARINGS****Development-Related Requests**

3. [85182](#) 8402 Castle Pines Drive (District 9): Consideration of a conditional use in the Suburban Residential-Consistent 1 (SR-C1) District for a family daycare home where the licensee, as defined in Wis. Admin. Code Ch. DCF 250, does not reside at, or have its principal place of business at, the family day care home.

On a motion by Solheim, seconded by Heck, the Plan Commission found the standards met and approved the conditional use subject to the comments and conditions in the Plan Commission materials. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Heck, to Approve. The motion passed by voice vote/other.**

4. [85183](#) 961-967 S Park Street (District 13): Consideration of a conditional use in the Commercial Corridor-Transitional (CC-T) District for limited production and processing to allow a bakery in an existing commercial building.

On a motion by Solheim, seconded by Guequierre, the Plan Commission found the standards met and approved the conditional use subject to the comments and conditions in the Plan Commission materials. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to Approve. The motion passed by voice vote/other.**

5. [85184](#) 222 W Gorham Street (District 2): Consideration of a conditional use in the Downtown Core (DC) District to convert a restaurant-nightclub into a nightclub.

On a motion by Solheim, seconded by Guequierre, the Plan Commission found the standards met and approved the conditional use subject to the comments and conditions in the Plan Commission materials. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to Approve. The motion passed by voice vote/other.**

Note: Items 6-8 are related and will be considered as one public hearing. Following the public hearing, the Plan Commission shall make separate findings and motions on each agenda item.

6. [85001](#) 623 Schewe Road (District 9) (formerly 3978 Schewe Road): Consideration of a demolition permit to demolish a single-family residence.

On a motion by Solheim, seconded by Mendez, the Plan Commission found the standards met and approved the demolition permit subject to the comments and conditions in the Plan Commission materials. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Mendez, to Approve. The motion passed by voice vote/other.**

7. [85248](#) Creating Section 28.022-00692 of the Madison General Ordinances to change the zoning of property located at 623 Schewe Road and 10122 White Fox Lane from Temporary A (Agricultural) District to TR-P (Traditional Residential-Planned) District. (District 9)

On a motion by Solheim, seconded by Mendez, the Plan Commission found the standards met and forwarded the zoning map amendment to Common Council with a recommendation to approve. The motion passed by voice vote/other.

**A motion was made by Solheim, seconded by Mendez, to RECOMMEND TO COUNCIL TO ADOPT - PUBLIC HEARING. The motion passed by voice vote/other.**

8. [85032](#) Approving the preliminary plat and final plat of *The Crest at Eagle Trace* on land generally addressed as 623 Schewe Road and 10122 White Fox Lane (District 9).

On a motion by Solheim, seconded by Guequierre, the Plan Commission found the standards met and forwarded the preliminary and final plats to Common Council with a recommendation to approve subject to the comments and conditions in the Plan Commission materials and the following additional condition:

- That the applicant work with staff to determine if any of the trees located along the north property line can reasonably be preserved during the construction process.

The motion to recommend approval passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to RECOMMEND TO COUNCIL TO ADOPT WITH CONDITIONS - REPORT OF OFFICER. The motion passed by voice vote/other.**

Note: Items 9-12 are related and should be referred to November 4, 2024 pending review of Item 11 by the Urban Design Commission.

9. [84997](#) 2430-2450 E Washington Avenue and 10-16 N Seventh Street (District 12): Consideration of a demolition permit to demolish an auto repair business, mixed-use building, single-family residence, and two (2) two-family residences.

On a motion by Solheim, seconded by Guequierre, the Plan Commission referred the demolition permit to the November 4, 2024 Plan Commission meeting pending review of a related item by the Urban Design Commission. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to Refer to the PLAN COMMISSION and should be returned by 11/4/2024. The motion passed**

by voice vote/other.

10. 85247 Creating Section 28.022-00691 of the Madison General Ordinances to change the zoning of property located at 10 and 16 North Seventh Street from TR-C4 (Traditional Residential-Consistent 4) District to TSS (Traditional Shopping Street) District. (District 12)

On a motion by Solheim, seconded by Ald. Guequierre, the Plan Commission recommended that the Common Council re-refer the zoning map amendment to the November 4, 2024 Plan Commission meeting (November 26 Common Council pending review of a related item by the Urban Design Commission. The motion to recommend re-referral passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the PLAN COMMISSION and should be returned by 11/4/2024. The motion passed by voice vote/other.**

11. 84998 2430-2450 E Washington Avenue and 10-16 N Seventh Street (District 12): Consideration of a conditional use in the [Proposed] Traditional Shopping Street (TSS) District and Transit-Oriented Development (TOD) Overlay District for dwelling units in a mixed-use building with 61-100 units; consideration of a conditional use in the TSS District and TOD Overlay for a mixed-use building with less than 50% of non-residential ground-floor frontage facing the primary street, including all frontage at a street corner; and consideration of a conditional use in the TSS District and TOD Overlay for a building exceeding four stories and 60 feet of height, all to allow construction of a mixed-use building containing 260 square feet of commercial space and 76 apartments.

On a motion by Solheim, seconded by Guequierre, the Plan Commission referred the demolition permit to the November 4, 2024 Plan Commission meeting pending review by the Urban Design Commission. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to Refer to the PLAN COMMISSION and should be returned by 11/4/2024. The motion passed by voice vote/other.**

12. 85000 Approving a Certified Survey Map of property owned by Adams Properties, LLC located at 2430-2450 E Washington Avenue and 10-16 N Seventh Street (District 12).

On a motion by Solheim, seconded by Guequierre, the Plan Commission recommended that the Common Council re-refer the Certified Survey Map to the November 4, 2024 Plan Commission meeting (November 26 Common Council) pending review of a related item by the Urban Design Commission. The motion passed by voice vote/ other.

**A motion was made by Solheim, seconded by Guequierre, to RECOMMEND TO COUNCIL TO RE-REFER - REPORT OF OFFICER. The motion passed by voice vote/other.**

Note: Items 13 and 14 should be referred to December 2, 2024 to allow a demolition permit application to be submitted by the applicant and at the request of staff.

13. 84607 Creating Section 28.022-00685 of the Madison General Ordinances to change the zoning of property located at 4303 Portage Road from Temporary TR-U1 (Traditional Residential-Urban 1) District to TR-U1 (Traditional Residential-Urban 1) District. (District 17)

On a motion by Solheim, seconded by Ald. Guequierre, the Plan Commission recommended Common Council re-refer the zoning map amendment to the December 2, 2024 Plan Commission meeting

(December 10 Common Council) to allow a demolition permit application to be submitted. The motion to recommend re-referral passed by voice vote/other.

**A motion was made by Solheim, seconded by Guequierre, to RECOMMEND TO COUNCIL TO RE-REFER - PUBLIC HEARING to the PLAN COMMISSION and should be returned by 12/2/2024. The motion passed by voice vote/other.**

14. [84010](#)

4303 Portage Road (District 17): Consideration of a conditional use in the [Proposed] Traditional Residential-Urban 1 (TR-U1) District for a multi-family dwelling with greater than 60 units to allow construction of a three-story, 65-unit apartment building.

On a motion by Solheim, seconded by Ald. Guequierre, the Plan Commission referred the conditional use to the December 2, 2024 Plan Commission meeting to allow a related demolition permit application to be submitted. The motion passed by voice vote/other.

**A motion was made by Solheim, seconded by Guequierre, to Refer to the PLAN COMMISSION and should be returned by 12/2/2024. The motion passed by voice vote/other.**

## BUSINESS BY MEMBERS

The Plan Commission discussed and decided to cancel the in-person special meeting work session originally scheduled for November 7.

## SECRETARY'S REPORT

Secretary Tuttle announced the 2025 Plan Commission schedule has been finalized and posted, gave a brief overview of recent Common Council actions, and informed the Plan Commission of upcoming matters before the Commission at the November 4 and 18 meetings.

### - 2025 Urban Design Commission and Plan Commission Schedule

[https://www.cityofmadison.com/dpcd/planning/documents/Joint\\_UDC\\_Plan\\_Commission\\_Schedule.pdf](https://www.cityofmadison.com/dpcd/planning/documents/Joint_UDC_Plan_Commission_Schedule.pdf)

### - Recent Common Council Actions

- 702-750 University Row and 5119 Silvertree Run Rezoning from PD to Amended PD(GDP-SIP) and Certified Survey Map for expanded medical clinic at University Crossing - Adopted on October 8, 2024 subject to the Plan Commission's recommendations
- 346 E Lakeside Street - Rezoning from TR-C2 to PR - Rezone land in Olin-Turville Park
- Adopted on October 8, 2024 subject to the Plan Commission's recommendations
- 3450-3614 Milwaukee Street - Final Plat of Starkweather Plat - Adopted on October 8, 2024 subject to the Plan Commission's recommendations

### - Upcoming Matters – November 4, 2024

- ID 85186, 85465, 85187 and 85193 - 619-699 W Mifflin Street - Demolition Permit, Rezoning from PD to UMX, Conditional Use(s) and Certified Survey Map Referral - Demolish two apartment buildings to construct a ten-story, 239-unit apartment building and re-divide two parcels into a lot for proposed building and a lot for existing apartment building
- ID 85464 & 85185 - 933 S Holt Circle - Rezoning from PD to Amended PD(GDP-SIP) and Conditional Use
- Amend General Development Plan and Specific Implementation Plan for Valhalla Valley Addition to High Point Estates to allow existing single-family residence to be used as a family daycare
- ID 85319 - 8421 Mansion Hill Avenue - Conditional Use - Construct four-story, 136-unit apartment building
- ID 85408 - 3441 Burke Avenue - Demolition Permit - Demolish single-family residence
- ID 85409 - 2917 Dairy Drive - Conditional Use - Construct one-story, 14,595 square-foot storage and warehousing facility

**- Upcoming Matters – November 18, 2024**

- ID 85410, 85411 & 85625 - 423-427 W Mifflin Street - Demolition Permit, Conditional Use(s) and Certified Survey Map Referral - Demolish a single-family residence, a two-family residence, and a four-unit apartment building to construct a four-story, 40-unit apartment building
- ID TBD & 85415 - 940-1050 S High Point Road, 1051 S Pleasant View Road & 902 Landmark Trail - Rezoning from Temp. A to TR-P, TR-U1, NMX and CC-T, and Preliminary Plat of Hill Valley, creating 558 single-family lots, 222 lots for 111 two-family dwellings, 68 lots for townhouse units, 4 lots for future multi-family dwellings, 1 lot for future neighborhood commercial, 1 lot for future mixed-use development, 3 outlots to be dedicated for public park, 5 outlots to be dedicated for stormwater management, 1 outlot for private alley, and 3 outlots for private open space
- ID 85416, 85418 & 85420 - 418-446 W Washington Avenue and 413-417 W Mifflin Street - Demolition Permit, Conditional Use(s) and Certified Survey Map Referral - Demolish 3 single-family residences, 4 two-family residences, 3 three-family apartment buildings, and one four-unit apartment building to construct a six-story, 163-unit apartment building on one lot
- ID 85636, 85637 & 85653 - 306 S Bearly Street - Demolition Permit, Conditional Use(s) and Certified Survey Map Referral - Demolish multi-tenant commercial building to construct six-story mixed-use building with 1,500 square feet of commercial space and 120 apartments on one lot
- ID 85650 - 6717 Odana Road - Conditional Use Alteration - Expand animal board facility into additional tenant spaces in multi-tenant commercial building
- ID 85651 - 8102 Wellness Way/8198 McKee Road - Conditional Use Alteration - Construct accessory structures, gardens, and landscaping for existing hospital

**ANNOUNCEMENTS**

Chair Gnam and Secretary Tuttle congratulated new Plan Commission appointments, re-appointments, Chair, and Vice-Chair.

**ADJOURNMENT**

**A motion was made by Solheim, seconded by Field, to Adjourn at 6:46 p.m.  
The motion passed by voice vote/other.**

[81428](#)

Registrants for 2024 Plan Commission Meetings