



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
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Madison, Wisconsin 53703
Phone: (608) 266-4635
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****BY E-MAIL ONLY****

January 6, 2023

Mike Sturm
City of Madison Parks Division
330 E Lakeside Street
Madison, Wisconsin 53715

RE: Amending the Planned Development District–General Development Plan and Specific Implementation Plan for the southern block of the “Capitol Centre” Planned Development to allow the courtyard in the center of the block to be converted into a public park at 330 W Mifflin Street. (LNDUSE-2022-00104; ID 74623)

Dear Mike;

On January 3, 2023, the Common Council **conditionally approved** your request to approve an Amended PD(GDP-SIP) for Capitol Centre to allow conversion of the courtyard at 330 W Mifflin Street into a public park. The approval is subject to the conditions in the following sections, which shall be satisfied prior to final approval and recording of the amended planned development and the issuance of any permits for the project.

Please contact Jeff Quamme of the City Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following two (2) items:

1. A public park area is being proposed over the Mall Easement as set forth on CSM 3753 and subject to some general provisions in the development agreement per Document No. 1714545. The development agreement provides basic items that the City is responsible for, including the mall (plaza) area. With the more intense and specific public park improvements, it is suggested that the responsibilities of the Parks Division and underlying owner of the mall property be set forth in an amendment to the developer agreement or in a separately recorded document.
2. There are two public access, service and maintenance easements defined on CSM 3753 to the mall area (to be park area) from W Mifflin Street and W Dayton Street. It is suggested that a separate document or amendment be drafted, executed and recorded that better defines the private and public responsibilities within these access easement areas in regard to the access facilities and as they are impacted by the other public uses allowed within those access areas.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:

3. 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.
4. All bicycle parking adjacent pedestrian walkways shall have a two (2)-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following two (2) items:

5. 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.
6. 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 Jessica Vaughn, Urban Design Commission Secretary, at (608) 267-8740 if you have any questions regarding the following item:

7. Add a second pet waste station for the park.

Please contact my office at (608) 261-9632 if you have questions about the following item:

8. That the applicant work with Planning and Zoning staff to update the zoning text applicable to the subject site to reflect contemporary allowable uses, clarify the proposed public park use in the block, and any other revisions needed, as determined by the Zoning Administrator prior to recording of the Amended PD(GDP-SIP).

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 permits 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. (Note: A 20MB email limit applies and multiple transmittals may be required.).

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. Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.
4. This Planned Development approval shall expire five (5) years after the date of the Common Council approval of the Specific Implementation Plan. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.
5. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may approve minor alterations that are approved by the Director of Planning and Community and Economic Development following consideration by the alderperson of the district, and which are compatible with the concept approved by the Common Council.

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.

Sincerely,

Timothy M Parks

Timothy M. Parks
 Planner

cc: Tim Troester, City Engineering Division
 Jeff Quamme, City Engineering Division
 Sean Malloy, Traffic Engineering Division
 Jenny Kirchgatter, Asst. Zoning Administrator
 Jessica Vaughn, Urban Design Commission
 Bill Sullivan, Madison Fire Department

LNDUSE-2022-00104			
For Official Use Only, Re: Final Plan Routing			
<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 checked="" 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 type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: