

PLANNING DIVISION STAFF REPORT

May 19, 2025

PREPARED FOR THE PLAN COMMISSION



Project Address: 4506-4514 Verona Road (District 10 – Alder Figueroa-Cole)

Application Type: Conditional Use

Legistar File ID # [87879](#)

Prepared By: Colin Punt, Planning Division
Report includes comments from other City agencies, as noted.

Reviewed By: Meagan Tuttle, AICP, Planning Director
Kevin Firchow, AICP, Principal Planner

Summary

Applicant: Kevin McDonell; Lincoln Avenue Communities; 401 Wilshire Blvd, 11th Floor; Santa Monica, CA 90401

Contact: Kevin Burow; Knothe & Bruce Architects; 8401 Greenway Blvd, Ste 900; Middleton, WI 53562

Owners: Jean Armendariz-Kerr; RE Supper Club LLC; 4506 Verona Rd; Madison, WI 53711
Dan Fink; 4514 Verona Road; Madison, WI 53711

Requested Action: The applicant is seeking approval of conditional uses for dwelling units in a mixed-use building in a Commercial Center zoning district per §28.068(2) MGO and for a building exceeding 40,000 square feet in floor area in a Commercial Center zoning district per §28.068(4)(a) MGO.

Proposal Summary: The applicant is seeking approvals to construct a five-story mixed-use building with 93 dwelling units and 324 square feet of rentable tenant space.

Applicable Regulations & Standards: Standards for conditional use approval are found in §28.183(6) MGO

Review Required By: Plan Commission

Summary Recommendations: The Planning Division recommends that the Plan Commission find that the standards for conditional uses are not met and **place on file** the requested conditional use for a mixed-use building at 4506-4514 Verona Road. If the Plan Commission does find the standards for conditional uses are met, the request should be approved subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies beginning on page 8.

Background Information

Parcel Location: The subject site, composed of two existing lots, is 39,191 square feet (0.9 acres) in area and located on the west side of the Verona Road West Frontage Road in the western quadrant of the interchange between the West Beltline Highway (US-12/14/18) and Verona Road (US-151). The site is within Alder District 10 (Alder Figueroa-Cole) and the Verona Area School District.

Existing Conditions and Land Use: The two existing parcels are both zoned CC (Commercial Center district). 4506 Verona Road is developed with a one-story commercial building constructed in 1952 and currently used as an office, but previously occupied by a restaurant. 4514 Verona Road is developed with a small auto repair facility, built in 1967. Both lots have surface parking lots; 4514 Verona Road also has a gravel parking lot located behind the garage building.

Surrounding Land Uses and Zoning:

North: A warehouse zoned CC, the West Beltline Highway, and a two-story office building zoned CC-T (Commercial Corridor-Transitional district) and two-story apartment buildings zoned SR-V2 (Suburban Residential – Varied 2 district) beyond;

West: A big box hardware store, a large multitenant commercial building, and a smaller standalone multitenant commercial building zoned CC;

South: Small single- and multitenant commercial building and gas stations zoned CC across both the Verona Road frontage road and Verona Road; and

East: Verona Road, the West Beltline Highway, and two two-story apartment buildings zoned SR-V2.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2023) recommends General Commercial (GC). [The Allied-Dunn's Marsh Neighborhood Plan](#) (1990) and [Allied-Dunn's Marsh Belmar Neighborhood's Physical Improvement Plan](#) (2005) both make mention of the site as it relates to the planning area generally south and east of Verona Road and does not make any recommendations specific to this site. The site is also within the boundary of the in-progress [Southwest Area Plan](#), which is currently being developed and is expected to be adopted in 2026.

Zoning Summary: The subject property is proposed to be zoned CC (Commercial Center district):

Requirements	Required	Proposed
Lot Area (sq. ft.)	None	48,489
Front Yard Setback	5 ft	5 ft
Max. Front Yard Setback	85 ft	5 ft
Side Yard Setback	5 ft	12 ft
Rear Yard Setback	20 ft	20 ft (1.)
Maximum Lot Coverage	85%	75%
Maximum Building Height	5 stories/78 ft	5 stories/61 ft

Site Design	Required	Proposed
Number Parking Stalls	No minimum	89
Electric Vehicle Stalls	9 EV Ready	9 EV Ready
Accessible Stalls	3	3
Loading	None	None
Number Bike Parking Stalls	117	118
Landscaping and Screening	Yes	Yes (2.)
Lighting	No	Yes
Building Form and Design	Yes	Flex Building

Other Critical Zoning Items	Utility Easements
------------------------------------	-------------------

Table Prepared by Jacob Moskowitz, Assistant Zoning Administrator

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

Public Utilities and Services: The site is served by a full range of urban services.

Project Description

The applicant is seeking conditional use approvals to construct a five-story 93-unit mixed use building upon demolition of two existing commercial buildings. The building is proposed to be located along a curve of the Verona Road Frontage Road, with commercial buildings to the north, west, and south.

First floor spaces in the building include a lobby and building office, a common room, exercise room, bicycle storage room, and back of house spaces, in addition to residential units. A 324-square-foot leasable tenant space at the eastern corner of the first floor intended to house a community service facility. The primary entrance is at the east corner of the building near the community service facility space. The four upper floors are all residential units and residential-supporting spaces such as laundry rooms and resident storage lockers. The building unit mix is composed of 45 one-bedroom units, 23 two-bedroom units, and 25 three-bedroom units.

Proposed primary façade materials are gray and tan composite siding and gray brick masonry, particularly on the first floor. Trim and accent materials include red composite siding panels, cast stone, composite windows, and aluminum storefront systems. A courtyard facing southwest is located at the ground floor, structured above the underground parking, and accessible from the first-floor common room. Mechanical equipment for HVAC is located on the rooftop.

Access to the surface lot is from the frontage road, with a driveway to the east. Underground parking is accessed through the surface parking lot on the north side of the site. Access from the surface lot to the underground parking is at the rear (west) of the building. The proposal includes 76 underground vehicle parking stalls and 13 surface lot vehicle parking stalls. There are also 112 long-term structured bicycle parking stalls within the building and 12 short-term bicycle parking stalls outdoors.

Landscaping is generally composed of low-height plantings of deciduous and evergreen shrubs, ornamental grasses, and perennials around the base of the building, the parking lot, and along the west property line. Several ornamental trees are shown in some of the grass lawns and planting beds on the site. A rain garden is also located at the southeast side of the site near the public sidewalk. Two 1000-square-foot green roof areas are likewise shown on the rooftop in the submitted plans.

According to the letter of intent, the applicant intends to begin construction in spring of 2026 with construction of the new building completed in 2027.

Concerning the nature of requested conditional use in the Commercial Center zoning district, residential-only buildings are limited in density due to a lot area requirement of 750 square feet per unit, but any building defined as a mixed-use building may be approved as a conditional use without residential density limits. An exclusively residential building on this site would therefore be limited to no more than 52 units. However, the inclusion of 324 square feet of rentable tenant space allows this proposal to be defined as a mixed-use building, and thus enables the proposal to incorporate more dwelling units.

Analysis

This request is subject to the standards for conditional uses. This section begins with a summary of adopted plan recommendations, follows with an analysis of conditional use standards, and finishes with a brief overview of public comments received.

Consistency with Adopted Plans

The [Comprehensive Plan](#) (2023) recommends General Commercial (GC) land uses for this site. GC areas are intended to provide the city's population with a wide range of retail goods and services, including certain business and professional offices. GC includes automobile-oriented uses and "heavy" commercial uses with the appearance or operational characteristics not generally compatible with residential activities. GC districts are not generally recommended for residential uses, especially those that are adjacent to highways due to noise impacts, though such uses may be considered as part of a conditional use under relevant zoning districts where there is adequate access to parks, transit, and a walkable street network.

The [Allied-Dunn's Marsh Neighborhood Plan](#) (1990) and [Allied-Dunn's Marsh Belmar Neighborhood's Physical Improvement Plan](#) (2005) both make mention of the site as it relates to the planning area generally south and east of Verona Road and does not make any recommendations specific to this site. The site is also within the boundary of the in-progress [Southwest Area Plan](#), which is currently underway and expected to be adopted in 2026.

Considering the language in the [Comprehensive Plan](#) regarding the General Commercial land use and its incompatibility with residential activities, especially in areas adjacent to highways, such as this one, and where there is little or no adequate access to parks or a walkable street network, staff do not believe the proposal is consistent with the recommendations in the City's adopted plans.

Conditional Use Standards

With regard to the conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) M.G.O. are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

The preamble to the Conditional Use Approval Standards states that "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." As noted above, because of the incompatibility of the General Commercial land use with the proposed residential development, especially given its location and lack of residential-serving amenities as outlined in the Comprehensive Plan, staff do not believe the requested conditional use is consistent with the recommendations of the Plan.

Specifically regarding the Conditional Use Approval Standards themselves, staff have concerns regarding standards 1, 2, and 4, which are included for the Commission's benefit below:

Standard 1: The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.

Standard 2: The City is able to provide municipal services to the property where the conditional use is proposed, given due consideration of the cost of providing those services.

Standard 4: The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

To better understand and differentiate this proposal in regard to other similar proposals that have been approved recently, Staff has gathered information comparing other multifamily and mixed-use proposals on or near the West Beltline Highway and Verona Road between approximately the west end of the UW Arboretum and Mineral Point Road going back to late 2018. Appendix A compares several aspects of this proposal with these recent approved developments, including proximity to parks, open spaces, and schools, as well as the distance to major roadways, the nearby roadways' numbers of lanes, and most recent traffic counts.

Comparing the seven proposals, all of which are mixed-use or fully residential and range in size from 53 to 263 dwelling units, the current proposal is the only one without a residential or mixed-use land use recommendation in the Comprehensive Plan. Of the other six proposals, one proposal had a split Medium Residential-General Commercial recommendation, one had a Regional Mixed Use recommendation, and all others Community Mixed Use. The proposal for 4606 Hammersley Road, which had the split land use recommendation that included General Commercial, was closer than the subject proposal site to parks, open spaces, and schools, and was adjacent to existing residential, being surrounded by residential development on three sides. Further, the current proposal is also adjacent to the largest number of Beltline travel lanes and also adjacent to or near many more vehicle travel lanes (13, counting Verona Road and it's western frontage road, but not the eastern frontage road) than any other comparable properties.

Standard 1

Specific to the data provided in Appendix A, staff does not believe that conditional use standard 1 can be found met because of the siting of the proposal between the interchange of the West Beltline Highway and Verona Road and the parking lot of a big box "power center" in an area not planned for mixed-use or residential development. The location so near approximately 175,000 daily vehicle movements and a series of large parking lots for approximately 600 vehicles puts the potential residents of this building in very close proximity to vehicle emissions and highway noise and significantly cuts them off from parks and other greenspace.

While certain impacts could be mitigated through site design or other amenities, staff believe there are limited options in this specific location. For example, a vegetative buffer between the proposed building and the nearby roadways is one technique that could mitigate those issues. The City's Forestry Section has indicated the need to plant trees in the Verona Road Frontage Road terrace between the street and sidewalk, as is the agency's general policy and practice. Planning staff believe the addition of street trees along the Verona Road Frontage Road terrace would be very advantageous in the quality of life for the potential residents of this site. However, the Traffic Engineering Division has concerns about vehicular vision for drivers and other users on the Verona Road Frontage Road if trees are added, and the positive aspects of added trees and greenery may be significantly limited. Further, ATC holds an electrical transmission easement over the northern edge of the site, severely limiting the species of trees that can be planted in that area and their subsequent heights, further eroding the usefulness of a vegetative buffer between the Beltline and the potential future residents.

The development proposal at 680 Grand Canyon Drive, known as "The Canyons" and built by the same applicant team, appears to be the most similar to this proposal. It has similarly great distances to open space, any adjacent residential, and is located near both the Beltline, an offramp, and another major roadway. During the review of the proposal at 680 Grand Canyon Drive, Staff also raised concerns related to conditional use approval standard 1. Because of the proximity to the Beltline, the Beltline offramp, and Gammon Road, staff identified concerns that highway road noise could have significant impacts on the residents of the proposed building. However, when comparing that previous proposal to this proposal, those same concerns are magnified. There are more Beltline vehicle traffic lanes carrying more vehicles nearer the Verona Road proposal than are near the approved Grand Canyon proposal. Additionally, Verona Road is closer to this site, larger, and carries more vehicles than Gammon

Road was to the previously approved proposal. Finally, the site on Grand Canyon Drive was part of a larger area specifically recommended for future Regional Mixed Use (RMU) development, a designation that includes high-density residential development, and was located in an areas that has been identified in adopted plans for the acquisition of parkland and to transition to more mixed-use and residential development. In contrast, the land use recommendation for the proposal in question is General Commercial, which specifically discourages residential developments near highways. If the proposal site was adjacent to existing residential development, it may be expected that some transition between the commercial and residential uses may exist. However, given the proximity to two limited access highways, plus the presence of a large commercial "power center" of big box stores, behind which are a lumber yard and a successful manufacturing facility, all of which occupies the space between the proposal site and the residential neighborhood to the west, no transition between this site into the nearest residential areas is currently possible, nor does it appear such a transition will or could occur in the foreseeable future.

Related to the concerns regarding noise and proximity to the adjacent highways, while this proposal is partially funded by low-income housing tax credits, it is not eligible for City Affordable Housing Fund support because the site and its surroundings are designated as Limited Eligibility (LE) Areas. LE Areas are generally those in direct proximity of a I-90/94 or the Beltline Highways (12/18/14 and 30) or their respective access ramps. Proposals in LE Areas may be eligible for funding based on certain criteria and conditions, and must incorporate adequate site and building design techniques and noise attenuation measures to ensure safe, quality housing. The applicant has verbally committed in a neighborhood meeting to noise attenuation building measures, such as additionally insulated windows, but these have not been listed in the application materials.

Parks Division staff have expressed concerns about the access to parks from the proposed building. The Parks Division working policy is for all residential units in Madison be located no more than a 10-minute walk to a park. While Britta Park is approximately a 0.4 mile walk from the site, Britta Park has no improvements, including no picnic shelters, playgrounds, bathrooms, or any other typical park offerings. The nearest public park with any significant type or amount of improvements is Marlborough Park to the southeast. Marlborough Park is approximately 15 minutes walking distance and follows a convoluted route that includes crossing Verona Road, and does not feature a continuous sidewalk route. Parks staff also notes that there is no ability to obtain parkland closer to the proposal at this time. The Captain of the Madison Police Department Midtown Precinct has also expressed concerns that there are no easily-accessible nearby parks or activities for youth in the building to be engaged in. With 23 two-bedroom units, and 25 three-bedroom units, staff anticipate more families with children will live in the proposed building than in buildings with unit mixes more predominantly featuring studios and one-bedroom units.

MPD officers also expressed concerns about vehicular and pedestrian safety in crossing Verona Road. Despite the presence of the underpass under Verona Road, MPD officers are aware that some pedestrians cross all 8 to 12 lanes (depending on location) of Verona Road, including at night and not at crosswalks. One of the potential reasons for the unsafe crossings at this location may be related to individual concerns expressed by several residents regarding their perceived personal safety using the 330-foot-long tunnel under Verona Road.

Standard 2

Regarding standard of approval 2, that the City is able to provide municipal services to the property, given due consideration of the cost of providing those services, Staff's primary concern has been raised by Parks Division staff. As noted earlier, Parks Division staff have expressed concerns about the access to parks from the proposed building and note that at this time the Parks Division has no ability to obtain parkland closer to the proposal.

Additionally, MPD has expressed to the Planning Division that if, when built, this proposal generates a similar number of calls for service as other projects within this developer's portfolio, they have concerns about their ability maintain the same level of service at the current level of resources. Planning staff have not analyzed how this compares to other multifamily sites in the city, nor has such information been provided by MPD. However, should the Plan Commission find standards met to approve this project, staff has recommended its frequently-used condition related to management plans for multifamily developments.

Standard 4

Finally, with regard to standard 4, that the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, Staff once again notes that this area is planned for and zoned for commercial uses. Beyond the commercial planning land use designations and zoning and between this site and the neighborhoods to the west are additional areas currently occupied by, planned with land use designations for, and zoned for industrial uses. Some of the City's adopted plans do recommend conversion of auto-oriented commercial areas to more mixed-use and residential development, including such areas as East and West Towne Malls and portions of the Odana Road corridor. However, planned redevelopment such as that is specifically sited to take advantage of amenities needed for daily living, community facilities, transit, parkland or the ability to acquire parkland, and with consideration of the surrounding built environment. Not all commercial areas, including this one, can transition to mixed-use or residential uses, nor are they recommended to in adopted plans. Indeed, the community at large currently needs and will continue to need areas planned and zoned for future commercial use, as this one is. It is the policy of the City, particularly of the Economic Development Division to ensure that there are adequate lands available or reserved for employment, industrial, and commercial use. Development of this type removes land from the inventory of areas where automobile-oriented uses and "heavy" commercial uses that are not generally compatible with residential activities may be located, which is how this area is planned.

Other Considerations

Standard of approval 8 requires that the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. While commercial and mixed-use districts have more and higher design requirements than other district types do, staff do not have concerns about the aesthetic design of the building in its context. Staff note that there are no HVAC louvers shown on any street-facing facades. It has been a common practice of the Plan Commission to require applicants to architecturally integrate or not locate louvers on street-facing facades, so if the proposal is approved, a condition has been recommended that no louvers be added without an approved alteration to the conditional use.

Public Comment

A neighborhood meeting regarding this proposal was held on May 8, 2025. Several members of the public have provided written public comment about this proposal, nearly all in opposition due to the proximity of the proposed dwelling units to the Beltline and Verona Road and the noise and air pollution impacts of those roadways. All written public comments received are posted with the legislative file for this request.

Conclusion

For several reasons, the Planning Division does not conclude that the applicable conditional use standards of approval to be met.

Staff do not believe the proposal is consistent with the recommendations in the City's adopted plans considering the language in the Comprehensive Plan regarding the General Commercial land use and its incompatibility with residential activities, especially in areas adjacent to highways, such as this one, and where there is little or no adequate access to parks or a walkable street network. These concerns are specifically addressed in how they relate to conditional use standards of approval 1, 2, and 4.

Noise and air pollution from the Beltline and Verona Road have been identified as significant concerns related to standard of approval 1, as is the distance to greenspace and public parks. Appendix A generally demonstrates that when compared to similar proposals near the Beltline, this proposal has poor access to parks and greenspace and is closer to more lanes of highway traffic than any comparable proposals.

Regarding standard of approval 2, the Parks Division has identified that this site is further from parklands than policy would otherwise prefer and that there are no options for additional parkland acquisition, and thereby the future residents of this proposed building would not be adequately served. MPD officers have stated concerns about the potential for increased calls for service with limited officer resources.

Regarding standard of approval 4, this area is planned and zoned for current and future commercial use. Given its access to major roadways and highways and the other existing commercial users within the area, the development of residential buildings on this site would negatively impact the ability of the city to meet its needs for commercial activity and provide the necessary land needed.

Staff notes that the Plan Commission must find *all* applicable standards of approval met to approve the requested conditional use. If the Plan Commission cannot find that standards of approval 1, 2, and 4 are met by the proposal as it is, the Plan Commission should place the request on file. If the Plan Commission finds that any or all of these three standards, or any other standards cannot be found met, it should note the reasons for its finding in its motion.

Recommendation

Planning Division Recommendations (Contact Colin Punt 243-0455)

The Planning Division recommends that the Plan Commission find that the standards for conditional uses are not met and **place on file** the requested conditional use for a mixed-use building at 4506-4514 Verona Road. If the Plan Commission does find the standards for conditional uses are met, the request should be approved subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies below.

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

Planning Division (Contact Colin Punt, 243-0455)

1. In order to create a buffer for purposes of resident safety and natural noise attenuation, that the applicant include additional vegetation and/or fencing if front of the building to separate the building's outdoor space

from the public right of way, with details to be reviewed and approved by the Planning Director and the City Traffic Engineer or their assigns.

2. That the applicant is strongly encouraged to include noise attenuation measures in the construction of the building, including, but not limited to noise barriers, noise-insulated windows, additional soundproofing within wall insulation, and wall construction techniques. In the event the City of Madison provides financial support, more specific noise mitigation techniques may be required as part of an agreement for said financial support, and such strategies would be reviewed prior to issuance of building permits and inspected at appropriate stages of construction by Building Inspection staff.
3. That the applicant submit a management and operations plan in the format required by the Zoning Administrator for review or approval by the Zoning Administrator, Planning Director, or their assigns.
4. No HVAC "wall-pack" penetrations/louvers are shown on the street-facing facades. Unless specifically approved by the Plan Commission, the addition of wall packs on outward-facing walls is not included in this approval and will require approval of an alteration to this conditional use should they be proposed at a later time.

Zoning Administrator (Contact Jacob Moskowitz, 266-4560)

5. The site plan appears to show a corner of the building encroaching into the required 20 ft rear yard setback. Clarify the location of the building relative to the required setback, and include a measurement on the final plans.
6. 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 ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Provide adequate development frontage landscaping per Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that landscaping must be planted on the private property.
7. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. All glass railings must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.

City Engineering Division (Contact Kathleen Kane, 266-4098)

8. With the proposed sanitary sewer lateral being 8" diameter, it is required to connect at a manhole. Applicant shall revise plan to connect to an existing sanitary sewer manhole or install a new manhole over the existing sewer main.
9. 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 20ft, 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. (POLICY)

10. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
11. Construct sidewalk, terrace, curb and gutter, and pavement to a plan as approved by the City Engineer
12. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering 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. (MGO 16.23(9)(d)(4))
13. Obtain a permanent sewer plug permit for each existing sanitary 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. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
14. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
15. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
16. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
17. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. 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>. 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 CARPC is required for this project to proceed.
18. Based on historical documents (BRRTS #03-13-002411) the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
19. 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. (POLICY)
20. 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 elevation 1000.00 or higher. 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.

21. The proposed development proposes to construct underground parking. The proposed entrance to the underground parking is adjacent to a known flooding area. The applicant shall provide at a minimum elevation of 1000.00 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.
22. 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-yr design storm that is current in Madison General Ordinance 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.
23. This project will disturb 20,000 sf 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. 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. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>
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. (POLICY) Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
24. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances 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 Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.
The Storm Water Management Plan & Report shall include compliance with the following:
Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
Electronic Data Files: 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. (POLICY and MGO 37.09(2))
Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing

condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

Oil/Grease Control: Treat the first 1/2 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 BMP used to meet stormwater management requirements on this project.

25. 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 Julius Smith, 264-9276)

26. Grant a Public Sidewalk to the City on the face of the required Certified Survey Map along the entire length of the frontage road. The final width of this easement shall be approved by Engineering and Traffic Engineering.
27. Note the proper agreement along for the 20' private vehicular and pedestrian ingress and egress along the South corner of the parcel. which is both Docs. 1155001 and 1124815. Document no. 872909 was located Southeasterly of the current parcel and document 1124815 was a modification after prior early Right-of-way was acquired in the 1960s. The remnant of the agreement after the more recent Right-of-way acquisitions will need to be released via terms of the document and the beneficiaries of the agreement. These beneficiaries appear to be the adjacent unplatted lands currently held by the University Bookstore. Such beneficiary shall be verified by the developer. A release of the area shall be performed prior to building permit issuance and site plan approval, as the proposed building is located within the limits of the agreement.
28. Developer/consultant/contractor are responsible to confirm all improvements, paving, landscaping (large plantings) and site lighting proposed within the development that fall within the limits of the 65' ATC Transmission line Easement and provide confirmation of such improvements prior to final site plan approval and Building permit.
29. The proposed new building crosses an underlying platted lot line. Prepare a Certified Survey Map (CSM) and submit to the Planning Unit to dissolve underlying lot lines to comply with fire codes, City Ordinances and City Policies. The CSM shall be approved by the City, recorded with the Dane County Register of Deeds and new Tax Parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits and early start permit for new construction.
30. The Applicant must show the type, location and width of any and all easements on the plan. Clearly identify the owner and/or benefiting interest of all easements. Multiple easements on the site plan are shown as "utility easement" which implies multiple interests may have rights, where the document that granted them do not reflect this and are to individual easement holders for a specific use/purpose.
31. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final forthcoming

required land division.

32. Additionally release the 20' Ingress & Egress easement and the 12' Private Ingress, Egress & Sanitary Sewer Easement per CSM 219 Doc No. 1155001. These easements did not list any terms or beneficiaries and given the older ortho photos of the area it appears they were to allow for free movement and between the Parcels of the CSM between lots 1 and 2 which are now required to be combine in a new land division. Developer shall verify beneficiaries of the easements as set forth on the CSM and release either prior to the recording of the CSM or prior to building permit and site plan sign off, as a portion of the 20' easement is located within the limits of the proposed building.
33. Release 24' Access Easement per document No. 5669111 prior to site plan approval or building permit.
34. Release 10' Right-of-way Gas easement per Document no. 2278173 proposed building will displace with this development this shall be recorded prior to final site plan approval or building permitting. Additionally correctly note it as a 10' Right-of-way Gas Easement to MG&E and not a "utility Easement" on the site plans.
35. There are multiple through overhead lines, poles, associated anchor wires, pedestals and underground lines located in the middle of the rear existing parking lot. These utilities may have existing rights. Coordinate with the utility companies serving this about these installs and possible rights. Move and release any rights as required to allow for proposed building location shown in this development.
36. Confirm construction limits of proposed retaining wall will not fall outside of parcel limits. If so Developer/Consultant/Contractor responsible to acquire any temporary rights associated with retaining wall construction for the limits of disturbance. Also confirm a guard rail will not be required in this location as there appears to be a 4.00' drop from the rear adjacent parking. Provide confirmed construction limits and/or agreement prior to final building permit or site plan sign off.
37. Confirm that Storm Sewer improvements will be allowed within the limits of the 16' access easement per document No. 874284 and 10' wide utility easement per Document no. 2169806. Provide this confirmation/approval prior to building permit or site plan sign off.
38. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
39. Site plan sheets C101 Arch. Site plan and C100 Site plan have differences such as the location of the Bike racks and connections to the public walk. The remainder of the comments will be directed upon the plans provided by the Civil Engineer and the Landscape Architect. below is the only comment on Site plan C101 and it is conditional upon which layout is correct. C101 shows curb on the northeasterly side of the parking island subject to the 16' wide access easement per Document 874284, substantially reducing the useable area of this access easement. Confirm with the documents language and the adjacent easement holder that this curb island if it is to be constructed shall be permitted or amend easement as needed to allow for construction. Provide acknowledgement of permission or amended easement agreement prior to building site plan sign off and permits for new construction.
40. Revise the labels of Lot 1 and 2 of CSM 219 to Part of Lot 1 of CSM 219 and Part of Lot 2 of CSM 219
41. Confirm the extensive re-grading and proposed retaining wall within the limits of the with easement holders along document No. 2169806. and provide the permission/approval to regrade the easement prior to final

site plan sign off or building permit.

42. Consider releasing Storm Sewer Easement Document 5092163 if it is no longer in use with adjacent owner
43. Remove entire outer diameter of catch basin CB 2 from limits of Public Right-of-way.
44. Confirm all large plantings located within the an easement limits with the easement holder or remove them from the landscape plans.
45. Note all plantings shown proposed on the landscape plan within the limits of the Public right-of-way or proposed Sidewalk easement limits to be granted are subject to removal at any time. Additionally these plantings do not count towards the site landscaping requirements.
46. The address of the proposed apartment building is 4504 Verona Rd. The site plan and all project pages shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
47. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the verification submittal stage of this LNDUSE with Zoning. The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall provided for additional review and approval by Engineering. Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

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

- | |
|--|
| <ol style="list-style-type: none">48. The applicant shall be responsible for construction a mid-block crosswalk across the Verona Frontage Road adjacent the Southeast corner of their site. Work shall include a pedestrian ramp, pavement markings, and signage.49. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Verona Frontage Road. |
|--|
50. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.

51. 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.
52. 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.
53. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
54. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
55. 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.
56. 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, (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 office with final plans for sign off.
57. The applicant shall provide a clearly defined 5' walkway 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.
58. "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.
59. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
60. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.

Parks Division (Contact Adam Kaniewski, 261-4281)

61. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25020. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

Fire Department (Contact Matt Hamilton, 266-4457)

62. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Ron Blumer at rblumer@cityofmadison.com or (608) 266-4198.

Forestry Section (Contact Zachary Eckberg, 266-4816)

63. 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 (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) - 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, 261-9835)

64. 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 Ave. 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.

Metro Transit (Contact Tim Sobota, 261-4289)

65. Metro Transit operates daily all-day transit service along the West Verona Frontage Road adjacent this property - with trips at least every 30 minutes. Metro Transit operates additional daily all-day transit service along Verona Road near this property - with trips at least every 60 minutes (every 30 minutes or less during the day on weekdays).
66. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 67 Weekday & 52 Weekend. Please contact Metro Transit if additional analysis would be of interest.
67. The applicant may install and maintain one or more concrete amenity pad surfaces, in the public right-of-way, at the existing bus stop zones that are near this property. The applicant may then install and maintain new passenger waiting shelter(s) and/or seating amenities in these areas, to serve the users of the planned development site. The applicant would need to submit a Privilege in Streets application for review by the City to permit these right-of-way improvements. An approved Encroachment Agreement would need to be executed prior to sign off. Contact City Real Estate to start the Privilege in Streets application process. (MGO

10.31)

Parking Utility (Contact Trent Schultz, 246-5806)

68. A Transportation Demand Management (TDM) Plan is required for the project, per MGO 16.03. The applicant shall submit a TDM Plan to tdm@cityofmadison.com. Applicable fees will be assessed after the TDM Plan is reviewed by staff.