



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 3729-3737 E. Washington Avenue  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [52911](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted.

## Summary

**Applicant:** Richard Sommer, Halle Properties, LLC/ Discount Tire; 20225 N. Scottsdale Road; Scottsdale, Arizona.

**Contact Person:** Todd Mosher, RA Smith National, Inc.; 1245 E. Diehl Road, Suite 102; Naperville, Illinois.

**Property Owner:** Dale Beck, Becks Enterprises of Dane County, LLC; 1810 Roth Street; Madison.

**Requested Actions:** Approval of a demolition permit and conditional use to demolish two commercial buildings and allow construction of 10,200 square-foot auto repair station at 3729-3737 E. Washington Avenue.

**Proposal Summary:** The applicant proposes to demolish a one-story vacant retail/warehouse building at 3729 E. Washington Avenue and the one-story “Connections” restaurant-tavern at 3737 E. Washington to construct a one-story 10,200 square-foot “Discount Tire” store. The project is scheduled to commence in mid-March 2019, with completion anticipated in October 2019.

**Applicable Regulations & Standards:** Table 28D-2 in Section 28.061 of the Zoning Code identifies auto repair stations as a conditional use in the CC-T (Commercial Corridor–Transitional) zoning district subject to supplemental regulations in Section 28.151. Section 28.183 provides the process and standards for the approval of conditional use permits. Section 28.185 provides the process and standards for the approval of demolition and removal permits.

**Review Required By:** Urban Design Commission and Plan Commission.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit and conditional use demolish two commercial buildings and allow construction of 10,200 square-foot auto repair station at 3729-3737 E. Washington Avenue subject to the input at the public hearing, the approval of the Urban Design Commission, and the conditions from reviewing agencies beginning on page 5 of this report.

## Background Information

**Parcel Location:** An approximately 1.52-acre parcel located on the southeasterly side of E. Washington Avenue between MacArthur Road and Mendota Street; Aldermanic District 17 (Baldeh); Urban Design Dist. 5; Madison Metropolitan School District.

**Existing Conditions and Zoning:** The subject site is comprised of two parcels. The parcel addressed 3729 E. Washington Avenue is developed with a one-story, 9,472 square-foot retail building with attached warehouse, which recent housed Williamson Bicycle Works. Two metal sheds located at the rear of the property and a billboard located adjacent to the eastern side wall of the principal building will be demolished with the proposed

development. The parcel to the east, 3737 E. Washington, is developed with the one-story, 4,645 square-foot Connections Bar. Both parcels are zoned CC-T (Commercial Corridor–Transitional District).

**Surrounding Land Uses and Zoning:**

North: Klein’s Floral and Greenhouses, Walgreen’s, and Home Savings Bank across E. Washington Avenue, zoned CC-T (Commercial Corridor–Transitional);

South: Single-family residences on MacArthur Road, zoned SR-C1 (Suburban Residential–Consistent 1 District); four-unit apartment buildings on Hoover Drive, zoned SR-V1 (Suburban Residential–Varied 1 District);

West: Batteries Plus, Cousins Subs, Tires Plus, zoned CC-T;

East: Midas auto repair, Tech Heroes, Goodyear Auto Service Center, zoned CC-T.

**Adopted Land Use Plans:** The subject parcel and other commercial properties on both sides of E. Washington Avenue are designated General Commercial by the 2018 Imagine Madison Comprehensive Plan.

The East Towne-Burke Heights Neighborhood Development Plan (1987) recommends the site and adjacent parcels on the southeasterly side of E. Washington Avenue for commercial uses.

The Carpenter-Hawthorne-Ridgeway-Sycamore-Truax Neighborhood Plan (2001) includes a series of redevelopment goals for the E. Washington Avenue corridor extending from State Highway 30 northeast to Lien Road, which include specific development recommendations for certain sites along the corridor as well as a series of general goals and objectives for the frontage. The subject site is not one of the sites that the plan contains specific redevelopment recommendations for; however, many of the general development objectives apply, which will be discussed later in this report.

**Zoning Summary:** The project is zoned CC-T (Commercial Corridor–Transitional District):

Requirements	Required	Proposed
Front Yard	65’ maximum	58.3’
Side Yard	None	35.9’ West; 78’ East
Rear Yard	20	90.9’
Maximum Lot Coverage	85%	72.6%
Maximum Building Height	5 stories / 68’ per zoning	1 story/ 26’
Auto Parking	No minimum; 14 maximum	41 (See conditions)
Bike Parking	3	4
Loading	No	0
Building Forms	Freestanding Commercial Building	(See conditions)
<b>Other Critical Zoning Items</b>		
Yes:	Urban Design (Urban Design Dist. 5), Utility Easements	
No:	Barrier Free, Wellhead Protection, Floodplain, Landmarks, Waterfront Development, Adjacent to Park	
<i>Prepared by: Jacob Moskowitz, Assistant Zoning Administrator</i>		

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

**Public Utilities and Services:** The subject site is served by a full range of urban services, including Metro Transit, which operates seven-day transit service along E. Washington Avenue past the site.

## Project Description

The applicant is requesting approval of a demolition permit and conditional use to demolish one-story commercial buildings located at 3729 and 3737 E. Washington Avenue and construct a one-story, approximately 10,200 square-foot “Discount Tire” store. The subject site is an approximately 1.52-acre parcel located on the southeasterly side of E. Washington Avenue between MacArthur Road and Mendota Street in CC-T commercial zoning and Urban Design District 5.

The western of the two buildings to be razed at 3729 E. Washington Avenue is developed with a one-story, 9,472 square-foot retail building with attached warehouse, which was constructed in phases between 1961 and 1976 according to City records. In addition to the principal building closest to E. Washington Avenue, the 0.5-acre parcel is developed with two metal sheds located at the rear of the property and a billboard located adjacent to the eastern side wall of the principal building. All of the improvements on the site will be demolished to accommodate the proposed development. The other building to be razed at 3737 E. Washington Avenue is a one-story, 4,645 square-foot restaurant-tavern, which was originally constructed in 1964 and expanded in 2004 according to City records. The building is located adjacent to the easterly side property line of the L-shaped, 1.03-acre parcel, with surface parking on the remainder of the site.

Photos of the interior and exterior of the buildings are included in the application materials for this project, which depict a building in average or slightly better condition considering their use and relative age. Amy Scanlon, the City’s Preservation Planner at the time the demolition notice was submitted, reviewed the proposed demolition and found that the structures had no known historic value.

The approximately 64-foot wide, 128-foot long Discount Tire building will be located perpendicular to and near the center of the site’s E. Washington Avenue frontage. Six service bays (three overhead doors) will be located along the westerly side façade of the building, with areas for sales and display and customer waiting proposed along the northerly front façade. A substantial portion of the first floor and a mezzanine level will be devoted to tire storage, as shown on the floorplans submitted. The proposed structure will stand 26 feet tall and primarily be constructed with a split-face concrete masonry unit block exterior accented with brick columns. An aluminum storefront window system is proposed on the front, northwest-facing façade, which will wrap the corners of the building.

Parking for 41 automobiles is proposed, including ten stalls to be located between the building and street, eleven stalls to be located opposite the service bay doors on the west side of the site, and twenty stalls to be located to the rear of the building. A trash enclosure is proposed at the southeasternmost corner of the 1.52-acre site. Access to will be provided from two existing driveways from E. Washington Avenue, which are shared with the adjacent commercial properties.

## Supplemental Regulations

Section 28.151 of the Zoning Code includes the following supplemental regulations for auto repair stations as they apply in CC-T (Commercial Corridor–Transitional District) zoning (excerpt):

- (a) All automobile servicing and repair activities shall either:
  - 1. Be carried on within an enclosed building; or
  - 2. Be screened along any property line that abuts a residential zoning district with:
    - a. A minimum of six (6) foot high masonry or decorative wood fencing; and

- b. An area with a minimum width of eight (8) feet, planted with a minimum of one (1) shade tree per fifty (50) linear feet and one (1) shrub per four (4) linear feet. .
- (b) No automobile servicing and repair activities may take place between the hours of 7:00 p.m. and 7:00 a.m. unless all of the building's windows and doors are closed.
- (c) The following activities and equipment are allowed only in the rear yard and at least fifty (50) feet from a residential zoning district:
  - 1. Storage of vehicle parts and refuse.
  - 2. Temporary storage of vehicles during repair and pending delivery to the customer.
  - 3. Vacuuming and cleaning.
- (d) The following activities and equipment are allowed only within an enclosed building:
  - 1. Lubrication equipment.
  - 2. Motor vehicle washing equipment.
  - 3. Hydraulic hoists and pits.
  - 4. Body work and painting.
  - 5. Storage of motor vehicles not in safe operating condition.
- (e) Outside storage or parking of any disabled, wrecked, or partially dismantled vehicle is not allowed for a period exceeding ten days during any 30-day period.
- (f) No building, structure, canopy, gasoline pump, or storage tank shall be located within 25 feet of a residential zoning district.

## Analysis and Conclusion

The Zoning Administrator has determined that the proposed business and other similar businesses constitute an auto repair station due to the sales and installation of automobile parts (tires) and the design of the building, which features service bays and a floorplan that could be conducive to more intensive auto repair services in the future. Auto repair stations are a conditional use in all of the Mixed-Use and Commercial zoning districts except the LMX (Limited Mixed-Use) district, where they are not allowed. Additionally, the site is located in Urban Design Dist. 5. The Urban Design Commission reviewed the proposal at its October 3, 2018 meeting and granted final approval with conditions.

The Planning Division believes that the Plan Commission may find the demolition permit and conditional use standards met to approve demolition of the two existing commercial buildings and construction of the proposed auto repair station/ tire sales business. Staff does not feel that the proposed conditional use will have an adverse impact on the uses, values and enjoyment or normal and orderly development of the site or surrounding properties, many of which are similarly auto-oriented commercial developments like the subject site. The proposed building is generally well designed for its intended use, although Zoning staff and the Urban Design Commission have identified refinements to the exterior of the building that will bring it into greater compliance with the Zoning Code and Urban Design District, and better integrate it into its surroundings. Staff is aware of no public comments for or against the request as of the writing of this report.

Staff believes that the proposed use is consistent with the recommendations in the 2018 Comprehensive Plan and 1987 East Towne-Burke Heights Neighborhood Development Plan, which identify the subject site for General Commercial uses. Staff believes that the proposed building is generally consistent with the development pattern

envisioned for properties recommended for General Commercial use and the statement of purpose for the CC-T zoning district, which was “established to recognize the many commercial corridors within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use corridors that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity,” “to improve the quality of landscaping, site design and urban design along these corridors,” and “encourage appropriate transitions between higher-intensity uses along commercial corridors and adjacent lower-density residential districts.”

Staff believes that the proposed use is also generally consistent with the goals and objectives for E. Washington Avenue in the (2001) Carpenter-Hawthorne-Ridgeway-Sycamore-Truax Neighborhood Plan. That plan includes a series of redevelopment goals for the E. Washington Avenue corridor and abutting neighborhoods extending from State Highway 30 northeast to Lien Road, which include specific development recommendations for specified sites along the corridor, as well as a series of general goals and objectives for the E. Washington frontage. The plan does not contain specific redevelopment recommendations for the subject site and neighboring properties in the 3700-block, although some of the general development objectives to enhance the aesthetics of E. Washington Avenue by encouraging private enterprises to upgrade their properties through improved landscaping of buildings and parking lots apply.

Finally, the Zoning Administrator has determined that the 41 stalls proposed to serve the new building exceed the maximum allowed by the Zoning Code. The Zoning Administrator may approve an increase of up to twenty spaces above the maximum allowed through a Parking Adjustment as outlined in Section 28.141(6)(c) of the Zoning Code. However, in lieu of pursuing either a partial or full adjustment to allow the 41 stalls proposed, Planning staff encourages the applicant to consider delaying construction of some of the parking proposed in the rear of the property (20 stalls) until a later time. If needed in the future, the stalls could be added through the alteration to the conditional use and parking adjustment processes outlined in the Zoning Code.

## Recommendation

### Planning Division Recommendation (Contact Timothy M. Parks, 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit and conditional use demolish two commercial buildings and allow construction of 10,200 square-foot auto repair station at 3729-3737 E. Washington Avenue subject to the input at the public hearing, the approval of the Urban Design Commission, and the following conditions from reviewing agencies:

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

1. Per the Zoning Administrator, the parking proposed is in excess of the maximum number of spaces and a Parking Adjustment is required to be approved by Zoning prior to final sign-off. As an alternative to seeking the parking adjustment at this time, the applicant may revise the plans to delay construction of some or all of the 20 stalls proposed at the rear of the property until later. If needed in the future, the remaining stalls may be added through the parking adjustment process and by an alteration to this conditional use approved by the Director of the Planning Division following a recommendation by the district alder.

### Urban Design Commission

The project received **final approval** at the October 3, 2018 Urban Design Commission meeting subject to the following conditions:

2. Diagonal pedestrian access [from the E. Washington Avenue sidewalk to the entrance of the building] is preferred.
3. Remove the EIFS pediments on all sides of the building.
4. Look at shifting the building to the west to allow for a greater landscaping area on the east side of the site.

**City Engineering Division** (Contact Brenda Stanley, 261-9127)

5. Prior to final approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that 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.
6. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
7. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). All other levels (contours, elevations, etc.) are not to be included with this file submittal. E-mail CAD file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.
8. 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; d) Sediment loading calculations. 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.
9. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.
10. 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. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5 by 14-inch size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft

document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. The draft document can be emailed to Tim Troester at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Daniel Olivares at [DAOlivares@cityofmadison.com](mailto:DAOlivares@cityofmadison.com) final document and fee should be submitted to City.

11. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151, however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue 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.
12. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to Reduce TSS by 80% off of the proposed development when compared with the existing site
13. Complete an erosion control plan and 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 Madison General Ordinances.
14. The applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit.
15. Connection of a 18-inch storm pipe to an existing 18-inch storm pipe will require a sanitary access structure.
16. The applicant's project requires the minor restoration of the street and sidewalk. The applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees.

**City Engineering Division–Mapping Section** (Contact Jeff Quamme, 266-4097)

17. The CSM pending for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
18. Document No. 2688609 shall be amended to allow and acknowledge the existing parking by the parcel to the northeast that is within the easement area. The amended and recorded document shall be provided prior to final sign off.
19. The existing buildings will have their addresses retired when they are demolished. The address of the new building is 3739 E. Washington Avenue. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

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

20. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings 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.
21. 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.
22. 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.
23. All parking facility design shall conform to the standards in MGO Section 10.08(6).
24. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb)-Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
25. 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.
26. "Stop" signs shall be installed at a height of seven (7) feet 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.
27. All sidewalks adjacent parking stalls shall be seven (7) feet to accommodate vehicle overhang.
28. The developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
29. This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, covered sidewalks will be constructed and maintained as soon as possible and little to no access to the public right-of-way on E. Washington Avenue will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.



30. The applicant shall install, or provide an executed copy of a cross-access agreement, a physical barrier of substantial material and construction to prevent vehicular movements onto and off of adjacent sites.

**Zoning Administrator** (Contact Jacob Moskowitz, 266-4429)

31. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is one parking space per 1,000 square feet of floor area (8 parking stalls) plus two per service bay (12 parking stalls) for a total of 20 stalls. The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per Section 28.141(6)(c) with the final plan submittal.

32. Reduce the amount of EIFS used on all building elevations. The use of EIFS is allowable as a trim or accent material or at the top of the building

33. Section 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, Bryan Johnson (608-266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.

34. 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.

35. The proposed auto repair station shall comply with the supplemental requirements of Section 28.151

36. Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d). Screens shall be of durable, permanent materials that are compatible with the primary building materials.

37. 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.

38. 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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

39. Provide a fire access plan that shows compliance with MGO Chapter 34 and the IFC fire access requirements. Current diagram needs to provide additional information. Refer to the City of Madison Fire Hydrant Fire Lane Worksheet for additional information.

40. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Division Chief Tracy Burrus of the MFD Training Division to discuss possibilities at (608) 266- 5959 or tburrus@cityofmadison.com.

**Water Utility** (Contact Adam Wiederhoeft, 266-9121)

41. Private wells may have served the parcels associated with this project prior to municipal water service connections. The existing properties will require an internal and external survey for potential un-abandoned private wells prior to proceeding with demolition. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition of the property. Please contact water utility staff at (608) 266- 4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs.
42. Utility Plan states that Madison Water Utility is to install all proposed water supply lateral piping located within right-of-way, which is not accurate. Madison Water Utility will furnish and install live-tap connection to existing water main, at developer's expense, if developer elects to live-tap in lieu of cut-in connection. Contractor is to install all water supply lateral facilities in accordance with Right-of-Way Excavation and Water Service Connection permits/applications.
43. The Madison Water Utility shall be notified to remove the water meter at least two (2) working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.
44. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days' notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646. The Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

**Parks Division** (Contact Kate Kane, 261-9671)

45. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. The location has been shown, please add size and species.
46. Existing street trees shall be protected. Please include the following note on the site plan: "Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction." Tree protection specifications can be found in Section 107.13 of City of Madison Standard Specifications for Public Works Construction. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour wait

period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

47. Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction.
48. The contractor shall contact Brad Hofmann, City Forestry, bhofmann@cityofmadison.com or 266-4816 at least one week prior to planting to schedule inspecting the nursery stock and review planting specifications with the landscaper.

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

This agency reviewed this request and has recommended no conditions or approval.