



Project Address: 30 Ash Street, 2300-2436 Regent Street, and 105 Grand Avenue/2500 Regent Street (5th Alder District – Ald. Vidiver)

Application Type: Zoning Text Amendment (TR-C2 to CI), Demolition Permit, Conditional Use, and Certified Survey Map Referral

Legistar File ID #: Legistar File ID #s [66448](#), [65850](#), [66822](#) & [65851](#)

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

Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant & Contact: Jackie Michaels; Eppstein Uhen Architects; 309 W Johnson Street, Suite 202; Madison, WI 53703

Property Owner: Brandon Halverson; Madison Metropolitan School District; 545 Dayton Street; Madison, WI 53703

Requested Actions:

[66448](#) – Creating Section 28.022 - 00514 of the Madison General Ordinances to change the zoning of property located at 2436 Regent Street, 5th Aldermanic District, from TR-C2 (Traditional Residential-Consistent 2) District to CI (Campus Institutional) District.

[65850](#) – Consideration of a demolition permit to demolish a retail building at 2436 Regent Street; consideration of a conditional use in a Campus-Institutional (CI) District without a campus master plan for additions to an existing building that exceed 4,000 square feet in floor area; consideration of a conditional use in a CI District without a campus master plan for the establishment, improvement, or modification of a secondary use occurring outside of an enclosed building; and consideration of a conditional use in the CI District for development greater than 3 stories/68 feet - all to allow construction of additions to West High School as well as site changes, including the addition of a new turf football field, at 30 Ash Street and 2300-2436 Regent Street.

[66822](#) – Consideration of a conditional use in a Campus-Institutional (CI) District without a campus master plan for the establishment, improvement, or modification of a secondary use occurring outside of an enclosed building to allow modifications to the outdoor athletic fields for West High School at 105 Grand Avenue/2500 Regent Street.

[65851](#) – Approving a Certified Survey Map of property owned by the Madison Metropolitan School District generally located at 30 Ash Street/2300 Regent Street and 2436 Regent Street to create one institutional lot for West High School.

Proposal Summary: The applicant is seeking multiple approvals for additions and improvements to West High School. The requests include the following: 1) Demolish the existing retail building at 2436 Regent Street; 2) Rezone the 2436 Regent Street site from the TR-C2 (Traditional Residential – Consistent 2) District to the CI (Campus Institutional) District; 3) Combine the aforementioned Regent Street lot with the adjacent West High School parcel (addressed as 30 Ash Street/2300 Regent Street) via a Certified Survey Map; and 4) Allow construction of additions to West High School and site changes, including the addition of a new turf football field, at 30 Ash Street and 2300-2436 Regent Street, and 105 Grand Avenue/2500 Regent Street.

Applicable Regulations & Standards: This proposal is subject to the standards for Zoning Text Amendments [M.G.O. §28.182(6)], Conditional Uses [M.G.O. §28.183(6)], Demolition Permits [M.G.O. §28.185(7)], Certified Survey Maps [M.G.O. §16.23(5)(g)], and the regulations of the Campus Institutional (CI) District [M.G.O. §28.097]. Regarding the applicable conditional use regulations, Section 28.097(2)(c) states that *“in a Campus Institutional (CI) District without a Campus Master Plan, individual development proposals and changes that exceed four thousand (4,000) square feet in floor area within any five (5) year period, shall require conditional use approval.”* Section 28.097(2)(d) states *“In a Campus-Institutional District without a Campus Master Plan, the establishment, improvement, or modification of any primary or secondary use occurring outside of an enclosed building shall require conditional use approval.”* Finally, Section 28.097(4)(a) states *“Heights exceeding the maximum [3 stories/68 feet] may be allowed with conditional use approval.”*

Review Required By: Urban Design Commission, Plan Commission, and Common Council

Summary Recommendations: The Planning Division recommends that the Plan Commission find the standards met and **approve** the demolition permit to demolish the retail building at 2436 Regent Street and a total of four conditional uses in order to construct additions to West High School and make a number of changes to the site and athletic facilities, including the addition of a new turf football field, at 30 Ash Street & 2300-2436 Regent Street (ID 65850), and 105 Grand Avenue/2500 Regent Street (ID 66822). The Planning Division also recommends that the Plan Commission forward Zoning Map Amendment Section 28.022 - 00514 (ID 66448) to change the zoning of property located at 2436 Regent Street from the TR-C2 (Traditional Residential – Consistent 2) District to the CI (Campus Institutional) District and the associated Certified Survey Map to create one institutional lot (ID 65851) to the Common Council with a recommendation of **approval**. These recommendations are all subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 7** of this report for the land use requests, and on **page 14** for the CSM.

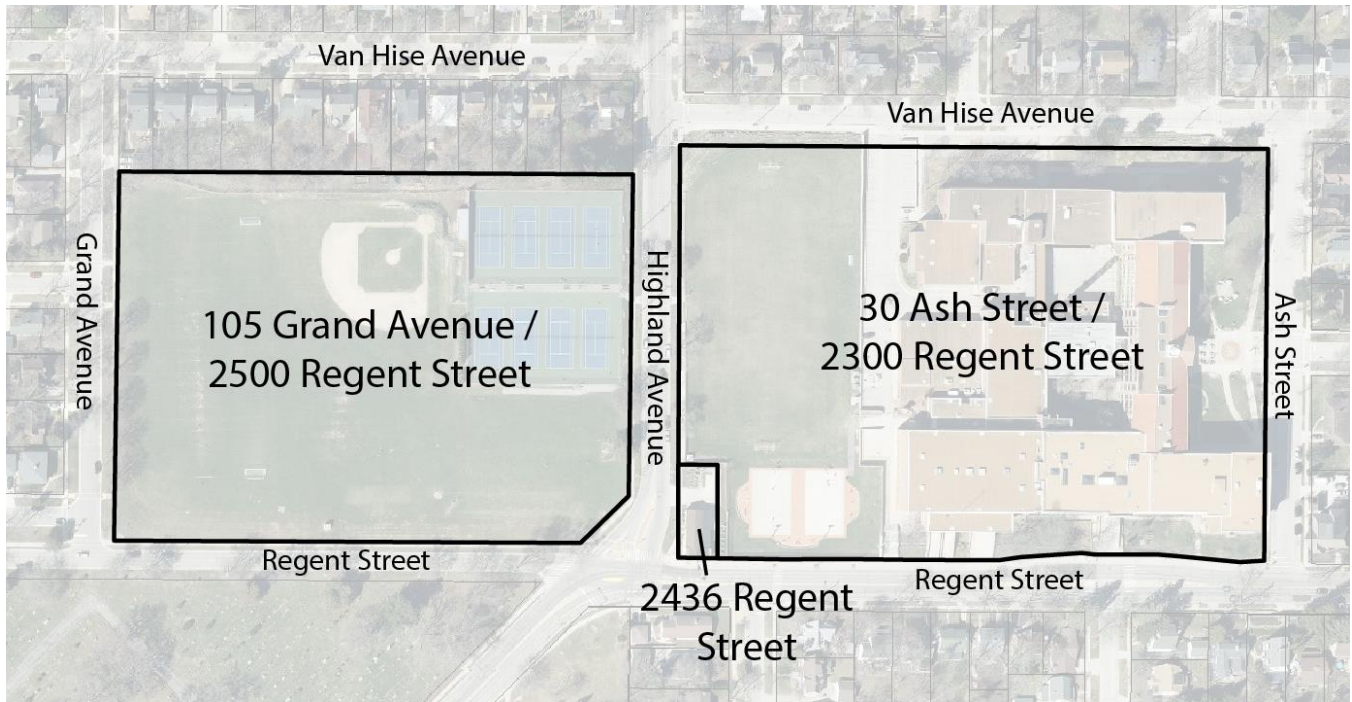
Background Information

Parcel Location: The subject site is a 724,262-square-foot (16.66-acre) parcel which save for roughly a dozen single-family residences along the western portion of Van Hise Avenue, occupies the entire two blocks formed by Regent Street, Ash Street, Van Hise Avenue, and Grand Avenue. It is within Alder District 5 (Ald. Vidiver) and the Madison Municipal School District.

Existing Conditions and Land Use: The subject site is comprised of three parcels (see the graphic on the following page). The West High School campus currently occupies the two largest of these parcels (and will occupy all three if all requests outlined in this staff report are approved). The first, addressed as 30 Ash Street/2300 Regent Street, is located on the east side of Highland Avenue and occupies nearly the entire block. The school building occupies roughly the eastern two-thirds of this 9.11-acre parcel and athletic fields and surface parking occupy the rest. It is zoned CI (Campus Institutional District).

The high school campus extends across Highland Avenue, onto the second parcel which is addressed as 105 Grand Avenue/2500 Regent Street. This roughly 7.31-acre parcel is home to only athletic fields. It is also zoned CI.

Finally, the third parcel, 2436 Regent Street, is located at the southwest corner of the 30 Ash Street/2300 Regent Street parcel, on the eastern side of Highland. This small, 0.14-acre parcel is developed with a one-story, roughly 1,900-square-foot commercial building which is the former home of the DiRienzo Monument and Sign business. According to City records, the building was constructed in 1911 and remodeled in 1979. It is zoned TR-C2 (Traditional Residential – Consistent 2 District).



Surrounding Land Uses and Zoning:

North: Bordering the western parcel to the north are single-family residences which are all zoned TR-C2 ((Traditional Residential – Consistent 2 District). Single-family residences in the TR-C2 District are also located to the north of the eastern parcel, across Van Hise Avenue;

South: Across Regent Street from the western parcel is the Resurrection Cemetery, which is zoned CN (Conservation District). Across Regent Street from the eastern parcel are single-family residences in the TR-C2 District;

West: Across Grand Avenue are single- and two-family residences in the TR-C2 District; and

East: Across Ash Street are single-family residences in the TR-C2 District.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2018) recommends Special Institutional (SI) uses for all three parcels which compose the subject site.

Zoning Summary: The subject property is zoned CI (Campus Institutional District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	6,000	397,000
Lot Width	50 ft	540 ft
Front Yard Setback	5 ft	50 ft
Side Yard Setback	5 ft (Regent St side), 0 ft	0 ft <i>(See Comment #27)</i>
Rear Yard Setback	None	0 ft
Maximum Lot Coverage	85%	60%
Maximum Building Height	3 stories/68 ft (a)	4 stories

Site Design	Required	Proposed
Number Parking Stalls	Existing	Existing, plus 16 stalls
Accessible Stalls	3	1 <i>(See Comment #29)</i>

Loading	No	No
Number Bike Parking Stalls	1 space per 5 students	108 (See Comment #28)
Landscaping	Yes	Yes (See Comment #30)
Lighting	Yes	Yes
Building Forms	Yes	Civic or Institutional Building

Other Critical Zoning Items	Urban Design (Public Building); Utility Easements
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Tables 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. Metro Transit operates daily all-day transit service along Regent Street adjacent this property - with trips at least every 30 minutes. The Madison Metropolitan School District funds additional trips during the academic year, with buses scheduled to arrive and depart around daily bell times.

Related Approvals

As a public building, the Urban Design Commission was an approving body the proposed building modifications. At their meeting on July 28, 2021, the Urban Design Commission granted this proposal final approval. (Legistar File # [66046](#)) Their motion also included approval of a possible larger athletics addition that was presented, provided additional funding was secured. Related to site and landscape considerations, the approval motion recommended that the existing landscape limestone be utilized and that an existing masonry wall be retained.

Project Description

The applicant is proposing a list of changes to West High School – to the building itself as well as to the grounds and athletic facilities:

Changes to the School Building:

- Provide a new “Welcome Center” and front entrance to the school facing Ash Street. Located near the southeast corner of the building, this addition will have a footprint of nearly 1,800 square-feet and two-to three-story massing. The addition will also provide a stairwell as well as horizontal circulation and conference space on the upper floors. It will be clad with brick and precast concrete intended to blend in with the existing architecture. The applicant is also proposing additional signage on and near this addition – namely, in the form of large letters atop the new canopy which spell “Regents” as well as on the monument sign which would be added nearby (spelling “Madison West High School”). Note: signage is not approved 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.
- Provide a new athletics addition along Regent Street including new pool, locker rooms, exercise room, gymnasium, and additional classroom space. This sizable addition will have a footprint of roughly 39,500 square-feet with massing that will range from one to four stories. The materials and architecture will be similar to the existing in order to blend in.
- Provide a new elevator addition at the center of the building to provide ADA access to 4th level classrooms.
- Provide new circulation addition along south edge of courtyard to improve student wayfinding and circulation.
- Partially infill a courtyard with extended corridor connections and stair to improve building circulation.

- Renovating existing pool to become new classroom space.
- Renovating the existing Van Hise gymnasium into additional classroom space.
- In addition to the additions listed, much of the building interior spaces and Mechanical, Electrical and Plumbing systems will be renovated. All toilet rooms will be made ADA accessible and three new elevators are to be added.
- For improved safety, the building is being fully sprinklered and an updated fire alarm system is being added.
- Building maintenance include exterior tuckpointing, roof replacement and window replacement.

Changes to the Grounds and Athletics:

- The small existing commercial property of 2436 Regent St, and associated parking lot, sidewalks and fencing will be demolished for an addition to the high school building. The parcel will be rezoned to match that of the high school.

On the 30 Ash Street/2300 Regent Street (eastern) parcel:

- To respond to the new additions, entry sidewalk and walkway is being planned from Ash Street to the new Welcome Center.
- One access bridge along Regent Street will be replaced to connect to the existing building and the new athletics addition.
- New parking and drop-off for students with disabilities is being proposed off Van Hise Avenue. 16 stalls will be added.
- New storm water bio retention areas are being planned to offset the new planned additions.
- New competition turf football field with new goal post and associated netting. Note: no field lighting is proposed.
- New ADA ramp access from the parking lot to the new turf field.

On the 105 Grand Avenue/2500 Regent Street (western) parcel:

- The track and field site components including a six-lane track, pole vault, shot put, long jump, and high jump. Note: no field lighting is proposed.
- Removal of the existing baseball diamond to be replaced with grass field. Note: no field lighting is proposed.

Analysis & Conclusion

This proposal is subject to the standards for Zoning Text Amendments [M.G.O. §28.182(6)], Conditional Uses [M.G.O. §28.183(6)], Demolition Permits [M.G.O. §28.185(7)], Certified Survey Maps [M.G.O. §16.23(5)(g)], and the regulations of the Campus Institutional (CI) District [M.G.O. §28.097].

Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Special Institutional (SI) uses for both the West Madison High School parcels (addressed as 30 Ash Street/2300 Regent Street and 105 Grand Avenue/2500 Regent Street) and the 2436 Regent Street parcel. The Plan notes that the Special Institutional (SI) designation is used primarily to identify current or recommended locations for grade schools, colleges, etc. and recommends that campus development *“should be compatible with surrounding uses and their design characteristics, and mitigate potential negative impacts on adjacent areas.”* The Planning Division believes the proposal could be found consistent with adopted plan recommendations.

Conditional Use Standards

Regarding the applicable conditional use regulations, Section 28.097(2)(c) states that *“in a Campus Institutional (CI) District without a Campus Master Plan, individual development proposals and changes that exceed four thousand (4,000) square feet in floor area within any five (5) year period, shall require conditional use approval.”* Section 28.097(2)(d) states *“In a Campus-Institutional District without a Campus Master Plan, the establishment, improvement, or modification of any primary or secondary use occurring outside of an enclosed building shall require conditional use approval.”* Finally, Section 28.097(4)(a) states *“Heights exceeding the maximum [3 stories/68 feet] may be allowed with conditional use approval.”* In regards to the approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City’s adopted plan recommendations, design guidelines, and finding that all of the conditional use standards of MGO §28.183(6) are met. Staff believes that the conditional use standards can be found met.

Zoning Map Amendment Standards

The Zoning Map Amendment standards, found in 28.182(6), M.G.O. state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety, and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (of which the zoning map is part) enacted or amended after January 1, 2010 be consistent with the City’s Comprehensive Plan. 2010 Wisconsin Act 372 clarified “consistent with” as “furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan.” As describe above, the request and its uses are can be found to be generally consistent with the land use recommendations for this area in both the Comprehensive Plan.

Staff believes that a rezoning to CI (Campus Institutional) for the 2436 Regent Street property is consistent with the Special Institutional (SI) recommendation in the Comprehensive Plan.

Demolition Permit Standards

Per M.G.O. §28.185(7)(b), the Plan Commission must find that both the requested demolition and the proposed future use are compatible with the purpose of the demolition section and the intent and purpose expressed in the Zoning Code for the Campus Institutional zoning district. Regarding the later, the Statement of Purpose for the CI District states that the district *“is established to recognize the City's major educational and medical institutions as important activity centers and traffic generators, accommodate the growth and development needs of these institutions, and coordinate the master plans of these institutions with the City's plans, policies and zoning standards. The district is also intended to: (a) Permit appropriate institutional growth within boundaries while minimizing the adverse impacts associated with development and geographic expansion; (b) Balance the ability of major institutions to change and the public benefits derived from change with the need to protect the livability and vitality of adjacent neighborhoods; (c) Encourage the preparation of Campus Master Plans that enable adjacent neighborhoods and the broader community to understand the levels of development being proposed, their likely impacts, and appropriate mitigation measures.”*

Furthermore, the proposed use following demolition or removal should be compatible with adopted neighborhood plans and the Comprehensive Plan. Those recommendations are outlined above. The demolition standards also state that the Plan Commission shall consider the report of the City’s Historic Preservation Planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission. The Landmarks Commission reviewed the proposed demolition at its June 28, 2021 meeting and found that the existing building at 2436 Regent Street *“has historic value related to its historic association with the cemetery, but*

the building has lost integrity.” The Preservation Planner clarified that the Landmarks Commission wanted to note the historic associations with the property as a cemetery monument business, but the structure itself is not significant. That said, considering the plan recommendations, the intent and purpose of the CI District, and the recommendation from the Landmarks Condition, staff believes the demolition permit standards of approval can be found met.

Land Division

The applicant has submitted a certified survey map to combine the 2436 Regent Street parcel with the adjacent parcel addressed as 30 Ash Street/2300 Regent Street in order to create one institutional parcel for West High School. M.G.O. Section 16.23(5)(g) provides the process for certified survey maps. Staff believe that all applicable standards for land divisions can be found met, subject to the comments recommended by reviewing agencies.

Conclusion

Given the proposal’s consistency with the Comprehensive Plan’s recommendations, the approval by the Urban Design Commission, and the findings of the Landmarks Commission related to the demolition of the structure at 2436 Regent Street, the Planning Division believes that the Approval Standards for Zoning Text Amendments, Conditional Uses, Demolitions and Certified Survey Maps can be found met. Staff does not believe that this proposal will have any negative impacts on the surrounding neighborhood. At the time of report writing, staff did not receive any public comment on this proposal.

Recommendation

Planning Division Recommendations (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends that the Plan Commission find the standards met and **approve** the demolition permit to demolish the retail building at 2436 Regent Street and a total of four conditional uses in order to construct additions to West High School and make a number of changes to the site and athletic facilities, including the addition of a new turf football field, at 30 Ash Street & 2300-2436 Regent Street (ID 65850), and 105 Grand Avenue/2500 Regent Street (ID 66822). The Planning Division also recommends that the Plan Commission forward Zoning Map Amendment Section 28.022 - 00514 (ID 66448) to change the zoning of property located at 2436 Regent Street from the TR-C2 (Traditional Residential – Consistent 2) District to the CI (Campus Institutional) District and the associated Certified Survey Map to create one institutional lot (ID 65851) to the Common Council with a recommendation of **approval**. These recommendations are all subject to input at the public hearing and the conditions from reviewing agencies beginning below, for the land use requests, and on **page 14** for the CSM.

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

Land Use Request – Zoning Map Amendment, Demolition Permit, Conditional Uses

Planning Division (Contact Chris Wells, 608-261-9135)

1. Based on the advisory site design/landscape comments from the Urban Design Commission, it is recommended that the applicant reuse existing landscape limestone into grading modifications and that the existing masonry wall be retained.

City Engineering Division (Contact Timothy Troester, 608-267-1995)

2. 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)
3. Construct replacement sidewalk, terrace, curb & gutter and asphalt to a plan as approved by City Engineer
4. 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))
5. 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))
6. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
7. 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.
8. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
9. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.
10. 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)

This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.

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.

11. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to 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: Reduce peak discharge in the 10 -year storm event by 15% compared to existing conditions.

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

Volume Control: Reduce peak volumetric discharge from the site in the 10-year event compared to existing conditions by 5%.

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.

12. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
13. 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 Jeff Quamme, (608) 266-4097)

14. There is an existing 10' Wide Storm Sewer Easement benefitting the City of Madison over the west 10' of the parcel at 2539 Van Hise Ave. The existing storm sewer in this area is private storm sewer privately owned by the School District that conveys water from Rentschler Field north to Van Hise. Therefore, the City shall release its easement, but would prefer to do so upon the School District confirming it has the necessary easement rights for the maintenance, repair and replacement of the existing pipe serving the field. Also verify the alignment of the pipe through the parcel to the north as the current alignment as shown on the plans appears to pass under the private garage.
15. The City of Madison shall release the 22' x 22' public storm sewer easement per Doc. No. 842645 along the north side of Rentschler Field, directly behind 2539 Van Hise Ave. The storm sewer is private School District Storm Sewer in this area.

16. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new 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 for new construction on the east site containing the high school building.

Traffic Engineering Division (Contact Sean Malloy, (608) 266-5987)

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| <ol style="list-style-type: none">17. The intersection of Highland Ave, Regent St and Speedway Rd has been the subject of much deliberation and the City will need to retain the ability make geometric alterations to continue to improve safety and operations of the intersection. As such, the City requests coordination with the Owner / Applicant on their site plan to allow for future land acquisition(s) necessary by the City of Madison to reconstruct the intersection. Currently, one of the configuration options requires dedication at the Northwest corner of the intersection where the current site plan shows a storm water facility. The applicant shall work with the City on relocating the storm water facility to preserve intersection reconfiguration options. |
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18. 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.
 19. 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.
 20. 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.
 21. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
 22. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
 23. 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.
 24. The applicant shall adhere to all vision triangle requirements as set in MGO 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 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 from the front door to the public Right of Way 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 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.

Zoning Administrator (Contact Jacob Moskowitz, (608) 266-4560)

27. Provide a building setback of 5 feet on the Regent Street side, or utilize a no-build easement in order to maintain a distance of 15 feet from the building to the curb.
28. Provide at least as much bicycle parking as exists currently on the site. With final plans, provide an inventory of existing and proposed new bike stalls.

29. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required 3 accessible stalls including 1 van accessible stall. A van accessible stall is a minimum of 8 feet wide with an 8 foot wide striped access aisle. Show the required signage at the head of the stalls.
30. 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.
31. 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.
32. 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).
33. Section 28.185(10) Every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
34. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.

Fire Department (Contact Bill Sullivan, (608) 261-9658)

35. Provide fire apparatus access as required by IFC 503 2018 edition, MGO 34.503, as follows:
 - a. The site plans shall clearly identify the location of all fire lanes.
 - b. MGO 34.503/IFC 503 Appendix D105, Provide an aerial apparatus access fire lane that is at least 26-feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.

- c. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building has a fire sprinkler system.
- d. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length.
- e. Aerial fire lanes shall be free from overhead obstructions. Obstructions shall not be located between the building and an aerial fire lane. Alternative measures to allow obstructions may include specific tree selection and placement; increased fire protection systems; and/or increased building fire resistance. Alternatives must be approved by MFD prior to site plan approval.
- f. Provide a minimum unobstructed width of 26-feet for at least 20-feet on each side of the fire hydrant.
- g. Fire lanes shall be constructed of concrete or asphalt only, and designed to support a minimum load of 75 psi.
- h. Where there is a change in the direction of a fire lane, the minimum inside turning radius shall be at least 28-feet.
- i. Provide a fire lane with the minimum clear unobstructed width of 20-feet.
- j. Per IFC 503.3 Show approved "fire lane, no parking" signs posted on the site plan. A max of 150- feet on center. Signs must be visual and easily read from any location on the fire lane. Fire lanes 20-27 feet wide will be posted as fire lane on both sides, 28-35 feet wide shall be posted fire lane on the appropriate side only.

Water Utility (Contact Jeff Belshaw, (608) 261-9835)

36. 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.

Parks Division (Contact Ann Freiwald, (608) 243-2848)

The agency reviewed this request and has recommended no conditions of approval.

Forestry Division (Contact Brad Hofmann, (608) 267-4908)

37. Contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. Contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at 266-4816. Penalties and remediation shall be required. Add as a note on the plan set.

38. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry (266-4816) prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the plan set.
39. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on the plan set.
40. Street tree pruning shall be coordinated with Madison Forestry at a minimum of two weeks prior to the start of construction for this project. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on the plan set.
41. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on the plan set.
42. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the Alderperson within whose district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the plan set.
43. An existing inventory of street trees located within the right of way shall be included on the landscape, site, demo, and utility plans. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.

Metro Transit (Contact Timothy Sobota, (608) 261-4289)

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| <ol style="list-style-type: none">44. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding terrace surface at the existing Metro bus stop on the north side of Regent Street, west and east of Vista Road (#2702).45. In coordination with public works improvements, the applicant shall install and maintain a concrete boarding terrace surface (~30') at the planned Metro bus stop on the east side of Highland Avenue, north of Regent Street.46. The applicant shall include the location of these facilities on the final documents filed with their permit application, so that Metro Transit may review and effectively plan for City transit access to this property. |
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Certified Survey Map

City Engineering Division (Contact Tim Troester, (608) 267-1995)

1. 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))
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
3. Based Wisconsin DNR BRRTS record #03-13-104704, the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.

City Engineering Division – Mapping Section (Contact Jeff Quamme, (608) 266-4097)

4. Grant a Public Sidewalk Easement(s) to the City on the face of this Certified Survey Map or Subdivision Plat at the northeast and southeast corners of this CSM to encompass the triangular portions of public sidewalk, 1 foot behind the existing walk. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the required language to be placed on the CSM
5. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
6. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
7. Add text to the label for the existing building in the southwest corner that it is to be demolished.
8. Show and label the right of way that was reserved along the north line of Regent Street Per Doc No 3470685 near the southeast corner of the CSM.
9. Correct the "66' RIGHT-OF-WAY PLATTED AS STERLING AVENUE" note on sheets four and five to a platted 60' right of way. Also in the legal description correct the spelling of "continuing" in the second curve within the description.

10. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new 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 for new construction or early start permit.
11. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded plat:
 - a. Right-of-Way lines (public and private)
 - b. Lot lines
 - c. Lot numbers
 - d. Lot/Plat dimensions
 - e. Street names
 - f. Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

Traffic Engineering Division (Contact Sean Malloy, (608) 266-5987)

12. The intersection of Highland Ave, Regent St and Speedway Rd has been the subject of much deliberation and the City will need to retain the ability make geometric alterations to continue to improve safety and operations of the intersection. As such, the City requests coordination with the Owner / Applicant on their site plan to allow for future land acquisition(s) necessary by the City of Madison to reconstruct the intersection. Currently, one of the configuration options requires dedication at the Northwest corner of the intersection where the current site plan shows a storm water facility. The applicant shall work with the City on relocating the storm water facility to preserve intersection reconfiguration options.

Office of Real Estate Services (Contact Andy Miller, (608) 261-9983)

13. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report.

When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

14. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s). If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.

15. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
16. No real estate taxes are currently due for the subject property. However, Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
17. As of July 16, 2021, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
18. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in the ORES (acmilller@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (April 26, 2021) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
19. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record. If documents included in the April 26, 2021, title report do not apply to the area within the proposed CSM, have them removed from the updated title report.

The Planning Division, Office of the Zoning Administrator, Fire Department, Forestry Section, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions of approval.