



## Report to the Plan Commission

February 4, 2013

Legistar I.D. #28791  
25 West Main Street  
Conditional Use Request

Report Prepared By:  
Heather Stouder  
Planning Division Staff

**Requested Action:** Approval of the construction of a major addition to an existing office building and a future outdoor seating area, which require conditional use review in the former C4 (Central Commercial) District.

**Applicable Regulations & Standards:** This project was submitted prior to the new zoning ordinance taking effect and therefore is subject to the standards for conditional uses in the 1966 code. Section 28.12(11) of that code provides the guidelines and standards for the approval of conditional uses.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the standards for conditional uses can be met, and **approve** the request.

### Background Information

**Applicant:** Mark Timmerman and Brad Binkowski; Anchor Bank and Urban Land Interests; 25 West Main St., Madison WI, 53703

**Project Contact:** Brad Binkowski; Urban Land Interests; 10 E. Doty St., Ste 300; Madison, WI 53703

**Property Owner:** Anchor Bank; 25 West Main St., Madison WI, 53703

**Proposal:** The applicant proposes to construct a nine-story addition to the rear of the existing building, which would include new ground floor commercial space suitable for a restaurant user to be accessed from South Carroll Street, and additional office space on the eight levels above to expand each floor plate. The exterior of the existing building would be significantly altered to match the contemporary new building addition.

The proposal includes a new five-level parking structure with approximately 187 stalls accessed from West Doty Street. A usable terrace with structured landscaping is proposed for the rooftop of the parking area, and would be utilized as an outdoor seating area for a future restaurant tenant, which requires conditional use review.

**Parcel Location:** 25 West Main Street is located at the southeast corner of West Main Street and South Carroll Street, with 115 South Carroll Street immediately behind it, at the corner of South Carroll Street and West Doty Street.; Aldermanic District 4 (Verveer); Madison Metropolitan School District.

**Existing Conditions:** The subject site consists of two parcels owned by Anchor Bank. The northern parcel, 25 W. Main Street is developed with a nine-story, 132,820 square foot office building. A portion of the building was originally constructed in 1963, and the second half was constructed in 1975. The building was remodeled in 1991 and is in average condition. The building contains 109,715 square feet of rentable space on floors 1 through 8. The southern parcel, at the corner of West Doty Street and South Carroll Street, has an existing surface parking lot with 25 stalls, accessed from South Carroll Street.

**Surrounding Land Use and Zoning:** Surrounding properties are in the DC (Downtown Core) District, and include: the State Capitol grounds, directly across West Main Street to the north; the Risser Justice Center to the northeast; the City County Building to the southeast; mixed-use buildings with ground floor restaurants (Nostrano and Genna's) across South Carroll Street to the southwest; and the Inn on the Park on the opposite corner of South Carroll Street and West Main Street to the west. A core Metro Transit stop is located directly in front of the building.

**Adopted Land Use Plan:** The Comprehensive Plan (2006) and the Downtown Plan (2012) recommend Downtown Core uses for this area.

**Environmental Corridor Status:** These properties are not located within a mapped environmental corridor.

**Public Utilities and Services:** The area is served by a full range of urban services, including many Metro Transit Routes running along West Main Street on the Capitol Square.

**Zoning Summary:** The property is in the DC (Downtown Core) District, but is being reviewed based on requirements in the former C4 (Central Commercial) District.

Requirements	Required	Proposed
Lot Area	6,000 sq. ft.	33,000 sq. ft.
Lot width	50'	Existing/adequate
Front yard	0'	0'
Side yards	0'	0'
Rear yard	10'	No rear yard on lot
Building height	3-10 stories	9 stories

**Site Design**

No. Parking stalls	0 (Central Area)	187
Accessible stalls	6	5
Loading	0 (Central Area)	2 stacked 10' x 50'
Number bike parking stalls	19	44
Landscaping	No	None shown
Lighting	Yes	None shown

**Other Critical Zoning Items:** UDC, Utility Easements, Barrier free (ILHR 69)

*Prepared by: Matt Tucker, Zoning Administrator*

**Project Description**

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The applicant proposes to combine the two lots and construct a major nine-story addition to the rear of the existing building, which would include new ground floor commercial space suitable for a restaurant user to be accessed from South Carroll Street, and additional office space on the eight levels above to expand each floor plate. The exterior of the existing building would be significantly altered, essentially covered with green and blue tinted glass, to match the contemporary new building addition.

The proposal includes the addition of a five-level parking structure with approximately 187 stalls accessed from West Doty Street. A usable terrace with structured landscaping is proposed for the rooftop of the parking area, and would be utilized as an outdoor seating area for a future restaurant tenant, which requires conditional use review.

As noted by the Director of the Economic Development Division, *“This project represents a significant commercial opportunity for the City of Madison. The project will increase rentable area in the building by over 47,000 square feet, or 43%. It’s reasonable to expect such an expansion to create space to accommodate up to 200 new employees downtown. At the current assessment, the expanded square footage is worth over \$3 million in property tax base. Additional value is highly likely to be created through renovation of the current space and the creation of underground parking.”*

**Site and Building Design** - In total, the proposal would increase the leasable commercial space from approximately 118,000 square feet to 169,000 square feet, and would improve the efficiency (as expressed by a ratio of total interior space to leasable space) of the existing office space. The resulting building has no setbacks from property lines, as is typical for many buildings in the Downtown Core. The proposal also includes several encroachments into the public right-of-way, some of which are typical for downtown buildings (see description below). The building renovation involves the addition of a glass curtain wall, which would cover the entire building. The first two levels are transparent “storefront” windows, and floors three through eight are tinted green and blue glass. While the existing concrete mullions would be removed, new vertical metal elements would be included to maintain the existing architectural rhythm of the building.

The main entrance to the office portion of the building would remain in its current location on W. Main Street, accentuated by a new projecting bay, which stretches vertically from the third to ninth floor.

Along S. Carroll Street, a proposed new entrance would lead to a ground floor restaurant space. Also along S. Carroll Street, a pedestrian stairway leading to a second floor terrace would be provided. Details for the terrace have not been provided for review<sup>1</sup>, but it would be the location of an outdoor eating area associated with the restaurant, and a substantial portion of it would be landscaped as a green roof element. Finally, the pedestrian entrance to the parking structure would be provided on the corner of S. Carroll Street and W. Doty Street, with floor to ceiling transparent glass, and doors leading to the public sidewalk along both streets.

**Parking and Loading** – Currently, the surface parking lot behind the building is accessed from S. Carroll Street and has approximately 25 stalls. A major component of this proposal is the addition of a new parking structure on the rear portion of the site, accessed instead from West Doty Street. The structure has a total of 187 automobile and 44 bicycle parking stalls on five-levels. Three of the levels are completely below grade, one is partly below grade and partly above grade, and the highest level is elevated above grade.

Just east of the entrance to the parking area, the proposal includes a second vehicular entrance to an interior service loading dock, which would accommodate trucks backing up off of West Doty Street, but lacks sufficient interior space for turning a vehicle around.

**Encroachments into the Public Right-of-Way** – Upon request, the applicant provided supplementary materials to help staff and the Plan Commission to understand the encroachments being removed and requested as part of this application.

The existing second floor balcony on the building, which encroaches approximately 3 feet into the public right-of-way along both W. Main and S. Carroll Streets for a total encroachment of 815 square feet, would be removed.

New above-grade encroachments include:

- an 8-inch encroachment covering the entire W. Main Street facade;
- a 12-inch encroachment covering the existing building for its entire S. Carroll Street facade, and;
- a six-story, 25-foot wide projecting bay above the front entrance, ranging in depth from 4'1" to 9'9", within the W. Main Street right-of-way. This includes over 600 square feet of leasable private office and conference room space spread throughout floors three through eight of the building.

All existing below-grade encroachments would remain, and a small additional below-grade encroachment is proposed to link the new parking area with the existing tunnel which leads to the parking structure at 126 S. Carroll Street.

**Related Approvals** – At their November 7, 2012 meeting, the applicant presented an informational presentation to the Urban Design Commission. At their January 23 meeting, the Urban Design Commission formally reviewed the proposal and granted **final approval** for the design, with the requirement that a detailed landscape plan be submitted for UDC review at a later date. Also, the UDC recommended as a condition of approval that the glass entry to the parking structure at the corner of S. Carroll and W. Doty streets be extended eastward along W. Doty Street to provide greater transparency (see attached report).

## Analysis

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**Consistency with Adopted Plans** – The proposed use is generally consistent with the Downtown Plan (2012), which recommends a wide variety of uses for the Downtown Core area, including the office and ground floor retail/restaurant uses proposed here. The provision of additional structured parking, most

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<sup>1</sup> The applicant intends to submit a detailed plan for this area, including significant landscaping, for future review by the Urban Design Commission.

of which is underground, to replace the existing surface parking lot is generally an improvement. One area of concern, discussed at length with the applicant, is that the one-and-a-half stories of above-grade structured parking proposed along W. Doty Street do very little to improve the pedestrian experience along this block, which fails to meet one of the key Downtown Plan recommendations for new parking structures.

*Downtown Plan Recommendation: "Locate new and replacement parking underground as existing parking structures and surface lots are reconstructed. Where this is not possible, above ground facilities should be screened from view with liner buildings. Upper stories of parking structures may be permitted at the street if designed to a level of interest and quality equal to a building facade. Private parking structure development should follow the same policies as public structures."*

The proposed Doty Street "facade" is primarily a concrete wall and bronze metal screen, which will hide parked cars from view, but does not provide a liner ("storefront") building as is recommended in the Downtown Plan. The existing surface parking lot presented the only realistic opportunity for redevelopment at this site that would enhance the pedestrian experience and add activity to the Doty Street frontage. The result of the proposal will be that the north side of this entire block along the north side of W. Doty Street is devoid of any use other than parking and loading at the pedestrian level.

**Site and Building Design** – On the whole, the building addition and the proposed contemporary makeover of the existing building will refresh this part of the Capitol Square from an architectural standpoint. The new entrances to the building and terrace area will bring new activity to this block of S. Carroll Street, which currently has very little in the way of pedestrian amenities.

Unfortunately, the proposal is unable to bring similar activity to W. Doty Street, as was mentioned above. Based on discussions with the applicant, staff recognizes the significant limitations implicit in working with the existing building on this site. The parking structure is proposed on a relatively small site, and matching the established floor heights of the existing building further limits the grading that can be done to create a usable "storefront veneer" in front of the parking structure.

The landscaping proposed on the terrace area, and the bronze metal material used to screen the terrace will provide at least some interest in the area right above the pedestrian realm, but as a whole, the block will no longer have opportunities for storefronts or other active uses adjacent to the public sidewalk. The Urban Design Commission also recognized this issue, and has required an eastward extension of the glass entry area at the corner of W. Doty and S. Carroll St., which will be at the expense of a couple of parking stalls.

**Encroachments** – The City currently has few established criteria on which to base a decision on whether proposed encroachments are appropriate. There are absolute limitations based on the distance required between the encroachment and the curb, as well as the height of the encroachment, but there are no solid criteria to base a decision on beyond that. Following a land use approval, encroachments are reviewed and approved at the administrative level by an interagency staff team, and legal agreements between the City and the developer are reached for the annual charge to the property owner for the encroachments, which is over and above the property tax paid on their assessed value.

In this particular case, the applicant notes that the proposal actually reduces the total encroachment for this building, since it involves the removal of the existing second floor balcony before the addition of the projecting bay on W. Main Street, and the planar encroachment that is the glass curtain wall on the building exterior. Staff agrees that this is true, if one is focused on the encroachment in "plan view".

However, staff is concerned that while removal of the second floor balcony may be an architectural improvement, the projecting bay will actually alter views along W. Main Street to a much greater extent, because the projection extends vertically from the third story up to the top of the building, and in some places, projects as far as 9 feet into the right of way. Further, while staff agrees that it is a dramatic

architectural feature, the projecting bay would also contain over 600 square feet of private, leasable office and conference room space.

The applicant has stressed that the projection is essential to the proposal, and that it connects the two halves of the existing building with a more usable, marketable space to be used as conference rooms and/or larger individual office spaces. Staff recognizes the fact that this projecting bay is in many ways an asset to the project, and recognizes its architectural contribution as a way to articulate the building and define the front entrance. However, when carefully reviewing the floor plans, staff believes that the projection could at least be reduced by a few feet on several floors and result in usable office and conference spaces.

The applicant has noted that project architects have ensured that once constructed, the proposed projecting bay will not result in falling snow and ice that would restrict the safe pedestrian use of the public sidewalk, which has occurred elsewhere on the Capitol Square. Staff recommends that if approved in this form, final plans should include more information on this issue.

In this location, the proposed encroachment appears to meet the few existing City policies regarding above-grade encroachments, such as maintaining an adequate distance from the curb, and maintaining an adequate vertical clearance above the sidewalk. If approved as part of the conditional use, it is very likely to be approved administratively by the Privilege in Streets interagency staff team. Staff recommends that the Plan Commission consider this issue carefully in making their decision on the proposed conditional use.

**Parking and Loading** – Staff believes that the proposed parking structure will be an asset to the building, noting that it will add parking over and above that located in the eight-story parking structure at 126 South Carroll Street, which is linked to this building via the underground tunnel and has approximately 250 stalls. The 187 new stalls proposed should adequately serve the proposed 47,000 square foot addition to the building (for the sake of comparison, the new zoning code would require a minimum of approximately 117 stalls for the addition of this amount of office space in general, although none would be required in the Downtown Core District).

The proposed bicycle parking should probably be increased. There are currently 44 stalls proposed within the parking structure, and while this is a significant improvement, and would support some bicycle commuting, it is less than the 80+ bicycle stalls that would be required under the new code, and fails to include any short term outdoor bicycle parking for the restaurant and other ground floor retail users. Staff recommends that additional bicycle be added within the parking structure, noting that the use of vertical bicycle parking stalls would be supported, and would utilize space efficiently. Also, staff recommends that the applicant work with City Engineering and Traffic Engineering staff to pursue opportunities for bicycle parking stalls in the public right-of-way along S. Carroll Street, which could be utilized by restaurant patrons or office visitors.

Due to its reliance on trucks backing in off of West Doty Street, the proposed loading zone could be problematic if utilized during peak travel times. However, the applicant's willingness to limit its use to off-peak hours should mitigate most conflicts. Further, after discussing with the applicant the impacts of moving the loading function to the S. Carroll Street side of the building, it appears that its proposed location is preferable. Traffic Engineering Condition No. 43 ensures that prior to final staff sign-off on the plans, all details for loading movements will need to be addressed by a formal agreement between the applicant and Traffic Engineering, and by the Board of Public Works if deemed necessary by the City Traffic Engineer.

Finally, the proposed entrances to the garage and loading dock may necessitate the removal of three existing on-street metered stalls, for which the Parking Utility has requested compensation at a rate of \$39,550 per stall (\$118,650 total). Staff understands that the applicant would like for this condition of approval to be waived by the Plan Commission, noting that the amount of tax base added as a result of this proposal would far outweigh this cost. However, the Parking Utility operates as its own fiscal entity,

rather than relying on the City of Madison General Fund, and the on-street meters in the downtown area are important to their solvency. Staff supports this condition, and is concerned that the Plan Commission may not be the appropriate body to consider it due to a lack of sufficient information on Parking Utility finances. If, following the public hearing, the Plan Commission believes that this condition should be waived or modified, staff recommends that it be referred to the Transit and Parking Commission for further consideration.

**Outdoor Eating Area** – While very little information has been provided for the nearly 4,000 square foot outdoor eating area, staff is confident that within the area proposed, it will have no negative impacts on surrounding properties, regardless of its hours of operation. Staff recommends that the applicant provide additional information about this area in final plans submitted for staff review and sign-off, noting that details such as capacity and the seating plan can be reviewed at a later date by the Building Inspection Division, and the Alcohol License Review Committee (ALRC), if applicable.

## Conclusion

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On balance, staff believes that this is an excellent project. The proposed addition of high-quality commercial space complete with the incorporation of structured parking and a major overhaul of the exterior of this existing building would bring fresh, engaging architecture to this corner, vitality to this block of S. Carroll Streets, and add significant value to the City's tax base. With that understanding, staff believes that there are two issues of concern that the Plan Commission should keep in mind during their review of the conditional use request, both of which can at least partly be attributed to the fact that the applicant is working within physical limitations related to the existing building.

First, the proposal fails to bring any significant pedestrian activity to W. Doty Street, which was recommended in the recently adopted Downtown Plan for new parking structures. Staff understands that the proposal will not be able to incorporate usable storefront spaces along this side of the building. However, staff is encouraged by the Urban Design Commission recommendations for an extended glass entrance, and further exploration of landscaping and architectural treatments to this facade, which could enhance the pedestrian experience here.

Second, the proposal includes a significant encroachment of leasable private space in the West Main Street right-of-way. Encroachments for leasable private space are, rare, but not without precedent in the downtown area or on the Capitol Square. However, the volume requested here appears to be the greatest to-date. Staff recognizes that the projecting bay helps to achieve goals related to both the exterior architecture and the interior functionality of the floor plates. However, after careful review and several discussions with the applicant, staff believes that both of these goals could be achieved with at least a slightly lesser projection over West Main Street.

Finally, staff believes that the proposed outdoor eating area can meet conditional use standards, even while greater detail on this area may not be provided until occupancy permits are sought by the developer and a new tenant.

On balance, staff believes that the conditional use standards can be met with this proposal, and recommends that the Plan Commission **approve** the proposal, subject to input at the public hearing and comments and conditions from reviewing agencies below.

## Recommendations and Proposed Conditions of Approval

Major/Non-Standard Conditions are shaded

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### **Planning Division Recommendation** (Contact Heather Stouder, 266-5974)

Staff recommends that the Plan Commission find that the conditional use standards can be met, and **approve** the proposal, subject to input at the public hearing and comments and conditions from reviewing agencies below:

1. Final plans submitted for staff review and approval shall include a site plan drawn to scale, which includes all existing elements in the public sidewalk along West Main Street, South Carroll Street, and West Doty Street adjacent to the property.
2. The applicant is encouraged to provide additional bicycle parking for both long term and short term users. Additional stalls in the parking structure may be provided in vertical bicycle stalls. Prior to submitting final plans for staff review and approval, the applicant shall work with City Engineering and Traffic Engineering staff to pursue the addition of bicycle parking stalls in the South Carroll Street right-of-way.
3. Final plans submitted for staff review and approval shall include information demonstrating how snow and ice will be handled on the projecting bay, so as not to cause safety concerns for pedestrians. Documentation provided should sufficiently ensure that there will be no need to restrict the use of portions of the sidewalk under the projecting bay.
4. Prior to submitting final plans for staff review and approval, the applicant shall submit detailed materials for review and approval by the Urban Design Commission, including but not limited to:
  - a) a detailed landscape plan for the site, including all green roof areas
  - b) a revised W. Doty Street elevation, such that the glass entrance area extends eastward along W. Doty Street.
5. Prior to receiving permits for the proposed changes to the building, the applicant shall submit materials for review by the Privilege in Streets staff committee and reach a formal agreement with the City regarding the proposed encroachments into the public right-of-way. For this application process, the applicant is encouraged to reduce the depth of the requested encroachment for the projecting six-story element in the West Main Street right-of-way.

### ***The following conditions have been submitted by reviewing agencies:***

#### **City Engineering Division** (Contact Janet Dailey, 261-9688)

6. The site plan indicates proposed building addition crossing underlying platted lot lines. The state building code requires fire walls be placed inside proposed buildings along the underlying platted lot lines or alternatively dissolve the underlying lot lines by Certified Survey Map (CSM).
7. The pending Certified Survey Map for this property shall be completed and recorded with the Register of Deeds (ROD) prior to issuance of building permits. 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 GEO so that the Accela system can upload this data and permit issuance made available for new parcel land records.
8. Submit a PDF of all floor plans to Lori Zenchenko ([Lzenchenko@cityofmadison.com](mailto:Lzenchenko@cityofmadison.com)) so that the building and interior addressing plan can be revised/updated. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

9. The site plans are insufficient to provide detailed comments from City Engineering. Revise the plans to include a site plan showing the entire site with building outlines, lot lines, existing and proposed public and private utilities. Include spot elevations of new driveways and door openings. Provide a sheet with existing conditions which includes spot elevations of the existing sidewalk and adjacent curb and gutter and street. The plans should show all proposed improvements in the right of way as anticipated for the construction of this project. Additional comments will be provided upon receipt of the revised plans.
10. This project will likely require a development agreement for the restoration of the existing public infrastructure. The Applicant shall be required to provide adequate topo survey data along with enough detail on the proposed project to allow for City Engineering staff to produce a plan for the restoration.
11. Provide additional details on the existing tunnel in Carroll Street. The existing tunnel shall be located on the plan and shall include the approximate depth and size.
12. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project (MGO 16.23(9)c).
13. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
14. The approval of this Conditional Use or PUD does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester (MGO 16.23(9)(d)(6)).
15. The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development (POLICY).
16. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction (POLICY).
17. The Applicant shall obtain a privilege in streets agreement for any encroachments inside the public right of way. The approval of this development does not constitute or guarantee approval of the encroachments (INFORMATIONAL).
18. The Applicant shall provide the City Engineer with the proposed earth retention system to accommodate the restoration. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system (POLICY).
19. The Applicant shall complete work on exposed aggregate sidewalk in accordance with specifications provided by the city. The stone used for the exposed aggregate shall be approved by



the City. The Construction Engineer shall be notified prior to beginning construction. Any work that does not match the adjacent work or which the City Construction Engineer finds is unacceptable shall be removed and replaced (POLICY).

20. All work in the public right-of-way shall be performed by a City licensed contractor (MGO 16.23(9)(c)5) and MGO 23.01).
21. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the City Parks Department - [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan (POLICY).
22. All damage to the pavement on Carroll Street, W. Main Street and W. Doty Street, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).
23. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used (POLICY AND MGO 10.29).
24. The applicant shall demonstrate compliance with MGO Section 37.07 and 37.08 regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
25. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required (NOTIFICATION).
26. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to:
  - a) Provide oil & grease control from the first 1/2" of runoff from parking areas
  - b) 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 MGO Chapter 37

Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.

27. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement (POLICY).
28. The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain only the following data, each on a separate layer name/level number:
  - a) Building Footprints
  - b) Internal Walkway Areas

- c) Internal Site Parking Areas
- d) Other Misc. Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) All Underlying Lot lines or parcel lines if unplatted
- g) Lot numbers or the words "unplatted"
- h) Lot/Plat dimensions
- i) Street names

All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) . Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file (POLICY and MGO 37.09(2) & 37.05(4)).

29. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set (POLICY and MGO 37.09(2)).

PDF submittals shall contain the following information:

- a) Building footprints.
  - b) Internal walkway areas.
  - c) Internal site parking areas.
  - d) Lot lines and right-of-way lines.
  - e) Street names.
  - f) Stormwater Management Facilities.
  - g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
30. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (MGO 37.05(7)). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.
31. The site plans shall be revised to show the location of existing utilities, including depth, type, and size in the adjacent right-of-way (POLICY).
32. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing storm sewer lateral which must be permanently or temporarily disconnected from the public storm sewer system as part of the proposed work. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm> (MGO CH 37.05(7)).
33. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) 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)).
34. The site plan shall be revised 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).

**Zoning Administrator** (Contact Matt Tucker, 266-4569)

35. Regarding the provision of bicycle parking, the subject development is required to provide 19 stalls (1 per 10 automobile stalls), however, this requirements does not seem adequate given the intensity of use on this lot.
36. Meet applicable building/fire codes for the additional outdoor capacity and for ingress and egress of the establishment with the areas and uses for the site. Occupancy is established by the Building Inspection Unit. Contact Alan Harper at 266-4558 to help facilitate this process.
37. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31. Sign permits must be reviewed by the Urban Design Commission and issued by the Zoning Section of the Department of Planning and Community and Economic Development prior to sign installation.
38. Outdoor lighting provided must comply with City of Madison outdoor lighting standards and must comply with MGO Section 10.085. Submit photometric plan and fixture details with final plan submittal for review and approval.
39. Provide required accessible stalls, in number and size required by building code.

**Fire Department** (Contact Bill Sullivan, 266-4420)

40. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
41. The building addition and Level III alteration will require the existing portions to comply with today's high rise building requirements. MFD supports this project based on the major life safety improvements to this prominent building on the square.

**Water Utility** (Contact Dennis Cawley, 261-9243)

42. This property is not in a wellhead protection district.
43. All operating private wells shall be identified and permitted by the Water Utility in accordance with Madison General Ordinance 13.21. All unused private wells shall be abandoned in accordance with Madison General Ordinance 13.2.

**Traffic Engineering** (Contact Eric Halvorson, 266-6572)

44. The applicant shall note that Madison General Ordinance 10.08(a) 6 requires all facilities to have adequate internal circulation in which no backing movement, except that required to leave a parking stall, is allowed. All parking facilities shall be designed so as not to utilize any portion of the public right-of-way except to permit ingress and egress in a forward manner: unless permitted by the Board of Public Works after the Board receives the recommendation of the City Traffic Engineer. This condition shall be approved prior to plans being submitted for approval, contact City Traffic Engineering for detail. Traffic Engineering staff will require a formal letter requesting the right to back off the street, (type of vehicles, reasons, hours of operation of the truck, etc.) and the applicant shall provide a 1"=20' scale drawing and a drawing on a 8" by 11" sheet showing parking, parking stalls, pavement markings, type of truck turning and both sides of the street. If recommended by the City Traffic Engineer, staff will facilitate the approval to the Board of Public Works.
45. The Applicant shall reimburse the City of Madison Parking Utility \$39,550 for each metered on-street parking space lost due to the proposed development. This is to compensate the Parking Utility for the lost revenue stream of the parking space. Please contact Thomas Woznick at 266-4761 if you have any questions.

46. The applicant shall modify the driveway entrance designed to provide adequate sight distance for clear visibility triangle of 10 ft on both sides at the W Doty St. driveway approach.

47. When the applicant shall submit plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing and proposed property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.

48. The Developer shall post a deposit and reimburse the City for all costs associated with any modifications to Traffic Signals, Street Lighting, Signing and Pavement Marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.

49. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

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

50. The applicant shall protect the existing bus shelter, curbside bus loading zone and sidewalk pedestrian access to transit vehicles during construction. Pedestrian access must be maintained along the entire block face of West Main Street, between South Hamilton Street and Martin Luther King Jr. Boulevard, and must comply with standards set out by the Americans with Disabilities Act.

51. In the case where construction activities must hinder the above access requirements, such activities shall be scheduled during non-peak periods of transit activity. These periods include weekends and weekdays outside the hours of 6:00 AM to 9:30 AM and 2:30 PM to 6:00 PM.

52. The applicant shall be required to provide notice to Metro Transit five (5) days prior to any encroachment of construction activity onto the passenger shelter, sidewalk, or curbside bus loading area.

53. Metro Transit operates an extremely high level of transit service along West Main Street along the block face between South Hamilton Street and Martin Luther King Jr. Boulevard. Buses are scheduled to park and wait at this stop location throughout the day, and during peak periods the entire block face can be occupied by transit vehicles.

**Parks Division** (Contact Kay Rutledge, 266-4714)

This agency did not submit a response for this request.