



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 3603 Cross Hill Drive (District 17 – Ald. Baldeh)  
**Application Type:** Conditional Use  
**Legistar File ID #:** [51323](#)  
**Prepared By:** Chris Wells, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant:** Casey’s Marketing Company; 1 S.E. Convenience Boulevard; Ankeny, IA 50021  
**Contact:** Chad Fairbanks; Core States Group; 6500 Chippewa Street, Suite 200; St. Louis, MO 63109  
**Property Owner:** Lancaster Properties, Inc.; 2 E. Mifflin Street, Suite 407; Madison, WI 53703

**Requested Actions:** Approval of a conditional use to allow construction of an auto service station and convenience store with accessory outdoor storage and display (sales) areas at 3603 Cross Hill Drive.

**Proposal Summary:** The applicant is requesting approval to construct a 4,485-square-foot convenience store and six fuel-dispensing islands containing 24 pumps on an undeveloped parcel at the intersection of High Crossing Boulevard and Cross Hill Drive. As part of the proposal, the applicant is requesting the ability to store ice outside the building and to sell unspecified merchandise near the pump islands under the fuel sales canopy.

**Applicable Regulations & Standards:** Table 28D-2 of MGO §28.061 identifies auto service (gas) stations and convenience stores as conditional uses in the CC (Commercial Center) district, with Supplemental Regulations in 28.151. Outdoor display, which is defined as “the display of goods for sale or rental outside of an enclosed building on a permanent or recurring basis,” and outdoor storage, which is defined as the “permanent storage of goods, materials, equipment or service vehicles outside of an enclosed building” are conditional accessory uses in the CC district subject to Supplemental Regulations in 28.151. Section 28.183 of the Zoning Code provides the process and standards for the approval of conditional use permits.

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the standards met and **approve** a conditional use to allow construction of an auto service station and convenience store with accessory outdoor display and accessory outdoor storage in the Commercial Center (CC) Zoning District at 3603 Cross Hill Drive. This recommendation is subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

## Background Information

**Parcel Location:** The 78,888-square-foot (1.81-acre) subject property is located to the east of the intersection of High Crossing Boulevard with Cross Hill Drive. The site is within Aldermanic District 17 (Ald. Baldeh) as well as the limits of the Sun Prairie School District.

**Existing Conditions and Land Use:** The site is undeveloped and is zoned CC (Commercial Center) District.

**Surrounding Land Use and Zoning:**

Northeast: An auto dealership, zoned CC-T (Commercial Corridor-Transition) District;

Southwest: An auto body shop, zoned CC (Commercial Center) District; a City of Madison Water Tower, zoned TR-V1 (Traditional Residential – Varied 1) District; and multi-family apartment buildings, zoned PD (Planned Development) District;

Southeast: Multi-family apartment buildings, zoned TR-U1 (Traditional Residential – Urban 1) District, beyond which is undeveloped land in the City of Madison, zoned A (Agriculture) District and predominately undeveloped land in the Town of Burke, zoned A-1 Agriculture District (Dane County Zoning); and

Northwest: Commercial auto dealerships, zoned CC.

**Adopted Land Use Plan:** The [Comprehensive Plan \(2006\)](#) recommends General Commercial (GC) uses for the portion of the subject site proposed for residential development. The [Nelson Neighborhood Development Plan](#) (Nelson NDP) recommends retail/service uses.

**Zoning Summary:** The property is in the Commercial Center (CC) Zoning District.

Requirements	Required	Proposed
Front Yard Setback	85' maximum	Less than 85' <i>(See Comment #39)</i>
Side Yard Setback	One-story: 5'	Adequate
Rear Yard Setback	The lesser of 20% of lot depth or 20'	Adequate
Maximum Lot Coverage	85%	Less than 85% <i>(See Comment #41)</i>
Maximum Building Height	5 stories/ 68'	1 story

Site Design	Required	Proposed
Number Parking Stalls	Auto convenience store: Maximum 1 per 500 sq. ft. of floor area (9)	29 <i>(See Comment #42)</i>
Accessible Stalls	Yes	2
Loading	None	14' x 65' loading area
Number Bike Parking Stalls	Auto convenience store: 1 per 1,000 sq. ft. floor area (4)	6 <i>(See Comment #43)</i>
Landscaping and Screening	Yes	Yes <i>(See Comments #35, #44 &amp; #45)</i>
Lighting	Yes	Yes
Building Forms	Yes	Free Standing Commercial Building <i>(See Comments #33 &amp; #46)</i>

<b>Other Critical Zoning Items</b>	Barrier Free (ILHR 69); Utility Easements
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*Tables Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services. Regarding Metro Transit service, the nearest stop is located at the intersection of High Crossing Boulevard and Cross Hill Drive with service every thirty minutes from roughly 7:00 am through 10:00 pm.

## Project Description

There are multiple conditional use approval requests before the Plan Commission: 1) for an *auto service station and convenience store*; 2) for *accessory outdoor display*; and 3) for *accessory outdoor storage*. The applicant is requesting these approvals in order to construct an auto service station and convenience store on an undeveloped 1.81-acre parcel located on the east side of the intersection of High Crossing Boulevard and Cross Hill Drive. The proposed convenience store will consist of a one-story, 4,485-square-foot building located in the center of the site and oriented parallel to High Crossing Boulevard. Entrances to the store are proposed on the northwesterly and southeasterly facades of the building and parking for 29 automobiles, including two accessible stalls, is proposed adjacent to these façade entrances as well as in an area located to the east of the proposed building. An air compressor and trash dumpsters (with enclosure) are also shown near this eastern parking area. Six fuel dispensing islands, which will contain 24 pumps, are proposed near the southeastern property line under a canopy, which is also oriented parallel to High Crossing Boulevard. Finally, a large stormwater detention area sits at the northwesterly corner of the site. Access to the site is proposed via one driveway from High Crossing Boulevard to the northwest, and from one driveway from Cross Hill Drive, to the southwest. The applicant currently proposes for the fuel sales, convenience store and car wash to operate seven days per week from 5:00 am to 11:00 pm. (The gas pumps would only be operational when the convenience store was open). Should the consumer demand warrant, they would like the option to expand the hours up to 24 hours a day, seven days per week.

Regarding exterior building materials, an antique red-colored brick is the primary material used with accents provided by a cultured stone, which clads the building's four corners as well as the lateral sides of the two central projections. An aluminum composite material, colored red, is used on the upper portion of the ends of the building's gable and flat-roof central projections. The building's hip and gable roof is clad with architectural, fiberglass shingles while the rear wall where the building's flat-roofed projection intersects the hip roof (and where the building's mechanical systems are located (and are screened)), is clad with a lap siding cement board material.

The fuel canopy will be roughly 23.25 feet tall (with a ground clearance of roughly 19.25 feet) and clad with a red aluminum composite material. A small 'Casey's' logo will also be added at the center of canopy's two shorter façades as well as its longer, southeasterly façade. Note: signage information is not approved by the Plan Commission and any eventual signage will require approval from the Zoning Administrator (per M.G.O. §31.043(3)).

Landscaping will be added primarily along the two road frontages. Three red oaks will be added along the High Crossing Boulevard frontage while three New Horizon Elms will be added along the Cross Hill Drive frontage. A line of shrubs such as Spirea and Yew will be added at the corner of High Crossing Boulevard and Cross Hill Drive. Five Celebration Maples will be planted along the southeasterly property line (along the seven-foot-tall privacy fence which will also be added at that location), and three Eastern White Pines will be planted in the area to the west of the stormwater detention area.

## Supplemental Regulations

The supplemental regulations for **automobile service stations and convenience stores** (as applicable in the CC zoning district to the proposed facility) in Section 28.151 are:

- (a) All automobile servicing and repair activities shall be carried on within an enclosed building.
- (b) No automobile servicing and repair activities may take place between the hours of 7:00 p.m. and 7:00a.m. unless all of the building's windows and doors are closed.
- (c) A convenience store shall not be located within one thousand nine hundred eighty (1,980) feet distance of three (3) or more existing convenience stores, as measured along the center lines of streets.
- (d) The following activities and equipment are allowed outside if located within the rear yard and building envelope, and at least fifty (50) feet from a residential zoning district:
  1. Storage of vehicle parts and refuse.
  2. Temporary storage of vehicles during repair and pending delivery to the customer.
  3. Vacuuming and cleaning.
- (e) Outside storage or parking of any disabled, wrecked, or partially dismantled vehicle is not allowed for a period exceeding ten (10) days during any thirty (30) day period.
- (f) No building, structure, canopy, gasoline pump, or storage tank shall be located within twenty-five (25) feet of a residential zoning district.
- (g) In the NMX, DC, UMX and TSS Districts, the requirement in (g) above, may be modified as part of the conditional use approval so that pump islands are located in front of the building if provides more effective circulation, aesthetics or buffering of neighboring uses.

The supplemental regulations for **outdoor display** in Section 28.151 are:

- (a) Outdoor display shall be separated from any adjacent street, sidewalk, or public walkway by development frontage landscaping, as specified in Section 28.142(6).
- (b) All products on display shall also be sold in the principal retail use.
- (c) Outdoor display shall not exceed sixteen (16) hours per day.

The supplemental regulations for **outdoor storage** (as applicable in the CC zoning district to the proposed facility) in Section 28.151 are:

- (a) Outdoor storage shall be located outside of the front yard setback and shall not be placed between the principal building and the abutting street.
- (b) Except in the IG District, outdoor storage shall be completely screened from any adjacent street, sidewalk, public walkway, public park.
- (c) Outdoor storage shall be screened from abutting residential uses with a building wall or solid, commercial-grade fencing, wall, evergreen hedge, or equivalent material. All screening shall be at least six (6) feet in height and no more than eight (8) feet in height. Screening along district boundaries, where present, may provide all or part of the required screening. (Am. by ORD-14-00001, 1-14-14)
- (d) In the EC District, all storage except for licensed motor vehicles in operable condition, shall be within completely enclosed buildings or effectively screened with screening not less than six (6) feet nor more than eight (8) feet in height, and no storage shall exceed the height of such screening. All outside storage areas shall be located to the rear of buildings and shall be limited to not more than five (5) percent of the total lot area.

## Analysis and Conclusion

In order to approve the Conditional Use requests, the Plan Commission must find that the proposed automobile service station and convenience store meets the Conditional Use approval standards pursuant to MGO §28.183(6).

The Planning Division believes that the proposed auto service station/convenience store with accessory outdoor display and storage can meet the conditional use standards and the applicable supplemental regulations for such uses in the CC zoning district. The new building and fuel sales canopy and site are well-designed and should result in a development that is consistent with the existing building pattern along High Crossing Boulevard. Staff believe the proposed use to be compatible with the [Comprehensive Plan \(2006\)](#), which recommends General Commercial (GC) uses for the subject site as well as the [Nelson Neighborhood Development Plan](#), which recommends retail/service uses. Regarding potential impacts on the surrounding areas, staff point out that 189 residential units in three 5-story buildings are currently under construction on the site to the southeast of the subject property, with the closest of these residential buildings located roughly 95 feet from the proposed gas pumps and 175 feet from the convenience store. That said, because a seven-foot-tall privacy fence will be installed along the aforementioned property line, and because staff are recommending a condition of approval, which would prohibit outdoor amplified advertisements or music at any time, staff believe the requested hours – of seven days per week from 5:00 am to 11:00 pm – to be appropriate. Staff however point out that Plan Commission retains continuing jurisdiction over this conditional use, meaning that should complaints be filed, the Plan Commission could take further action on this conditional use as allowed in MGO §28.183(9)(d). Finally, staff have requested additional information regarding the color of the Hardie-Plank material proposed on the portion of the roof where the building’s flat-roofed projection intersects with the main, hip roof. Staff want to make sure the color closely matches the architectural shingles proposed on the hip roof. As noted in Condition #3, the applicant will be required to submit this information for staff approval.

At the time of report writing, staff was not aware of any concerns on this request.

## Recommendation

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

The Planning Division recommends that the Plan Commission find that the standards met and **approve** a conditional use to allow construction of an auto service station and convenience store with accessory outdoor display and accessory outdoor storage in the Commercial Center (CC) Zoning District at 3603 Cross Hill Drive. This recommendation is subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

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

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

1. No outdoor amplified advertisements or music shall be permitted at any time.
2. The hours of operation for the auto service station and convenience store with accessory outdoor storage and display (sales) areas shall be daily from 5:00am -11:00 pm. Future modifications to the hours of operation may be requested by the applicant in the future as a minor alteration of the conditional use.

3. The applicant shall revise plans and select a material color of the Hardie-Plank lap siding material shown on the rear building elevation on Sheet A-202 that closely matches that of the architectural fiberglass shingles used on the building's primary roof. This information shall be provided for staff approval.

**City Engineering Division** (Contact Brenda Stanley, (608) 261-9127)

4. This site appears to have a land use that will result in their inclusion as a restaurant class sanitary sewer customer. The applicant shall be aware that beginning on April 1, 2018 restaurant class charges for sanitary sewer customers shall begin. This will charge commercial kitchen facilities a higher sanitary sewer fee per gallon than domestic users and is based on strengths of waste measured at representative similar customers throughout the City. If the applicant desires, a sampling manhole may be installed, as part of the initial construction at their cost, to allow site specific sampling of their waste to determine sanitary sewer charges specifically for this site. If no sampling manhole is installed, this site will default to the restaurant class code in Chapter 35 recently adopted by the Common Council. If you have questions on the restaurant class sewer charges please contact Megan Eberhardt at 608-266-6432.
5. All outstanding 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))
6. 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)
7. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.
8. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:
  - a) Building Footprints
  - b) Internal Walkway Areas
  - c) Internal Site Parking Areas
  - d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words unplatted
  - h) Lot/Plat dimensions
  - i) Street names
  - j) Private on-site sanitary sewer utilities (including all connections to public sanitary)
  - k) Private on-site storm sewer utilities (including all connections to public storm)

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

NOTE: Email CAD file transmissions are preferred to either: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [troester@cityofmadison.com](mailto:troester@cityofmadison.com) (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

9. The applicant shall 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](mailto:bstanley@cityofmadison.com) (East) or [troester@cityofmadison.com](mailto:troester@cityofmadison.com) (West). 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) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words unplatted
  - h) Lot/Plat dimensions
  - i) Street names
  - j) Stormwater Management Facilities
  - k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
10. The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:
  - a) SLAMM DAT files
  - b) RECARGA files
  - c) TR-55/HYDROCAD/Etc
  - d) Sediment loading calculations. If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided (POLICY and Section 37.09(2), MGO).
11. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. 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.
12. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at [troester@cityofmadison.com](mailto:troester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
13. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances 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 5.0 tons per acre per year.

14. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION)
15. This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. (POLICY)
16. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates.
17. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls.
18. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with Chapter 37 of the Madison General Ordinances.
19. Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
20. The Applicant shall show new public sidewalk along High Crossing Blvd. adjacent to this project.

**City Engineering Division - Mapping** (Contact Jeffrey Quamme, (608) 266-4097)

21. The proposed development has building improvements within the Joint Driveway Easement Agreement per Doc. No. 3503224. Applicant shall provide a recorded copy of the amendment to the agreement reconfiguring the easement area to conform to the development as proposed.

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

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| <ol style="list-style-type: none"><li>22. Note: The developer shall maintain the existing driveway on High Crossing Boulevard as approved for the development at 5555 High Crossing Boulevard, driveway shall be in accordance with item 26 of the January 6, 2009 conditions of approval which states: The main driveway approach entrance on High Crossing Blvd. shall be a special design "Street Type Entrance" maximum of thirty (30) feet in width with a radius of twenty-five (25) feet at the right-of-way. The applicant shall revise the driveway and approach in the existing easement. The egress shall be two lanes with a fifteen (15) foot lanes separated by a double yellow epoxy line. A six (6) inch epoxy white lines for the six (6) foot wide crosswalk and twenty-four (24) inch epoxy white stop bar five (5) feet behind the crosswalk shall be painted at the intersection of the street. The Applicant shall provide detail drawing of the approach. In addition, a note shall be shown on the plan. "ALL PAVEMENT MARKING SHALL BE INSTALLED IN EPOXY AND MAINTAINED BY THE PROPERTY OWNER."</li></ol> |
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23. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
24. 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.
25. 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.
26. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
27. The applicant(s) shall maintain a 5 foot wide, Americans with Disabilities Act (ADA) compliant, pedestrian walkway for the duration of the project on all street frontages classified as a collector or higher. The applicant shall also maintain a 5 foot wide bicycle lane for the duration of the project on all street frontages with existing bicycle facilities. Exceptions to this requirement may be granted by Traffic Engineering on a limited term basis if and when the applicant can show a public safety concern and they also provide a clear date when the pedestrian/bicycle facilities are to be restored. All closures shall be designed by the applicant, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), to be submitted and approved by Traffic Engineering.
28. 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.
29. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
30. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
31. Note: The applicant has submitted the requested Traffic Impact Analysis study; the study has been reviewed and accepted by Traffic Engineering.
32. The developer shall construct the Southern entrance according to MGO standards as set in section 10.08. This is typically done by constructing a maximum 30 foot wide entrance with a maximum 50 foot wide curb cut.

**Zoning Administrator** (Contact Jenny Kirchgatter, (608) 266-4429)

33. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street façade (plan North façade). At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. Glass on windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass that mimics the appearance of windows may be used for up to 20% of the required area of the openings.
34. The final site plan shall show the locations where outdoor display (sales) and storage are proposed.
35. The sale of propane canisters is considered fuel sales. The outdoor ice coolers shall be screened in accordance with the supplemental requirements for outdoor storage in Section 28.151 of the Zoning Code.
36. The applicant shall indicate what items will be displayed and sold outdoors and verify that those items will be sold in the convenience store. Outdoor display shall not exceed 16 hours per day.
37. This project is designed as a planned multi-use site. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.
38. Submit an overall site plan showing the entire planned multi-use site including the adjacent property at 5555 High Crossing Blvd.
39. Show the setback distance of the convenience store building as measured to the front northwest property line. The front yard setback distance is a maximum of 85 feet.
40. Show the setback distance of the fuel canopy measured to the rear southeast property line. No building, structure, canopy, gasoline pump, or storage tank shall be located within 25 feet of a residential zoning district.
41. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
42. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is one (1) parking space per 500 square feet of floor area (9 parking stalls). The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an Application for a Parking Adjustment with supporting documentation per Section 28.141(6)(c) with the final plan submittal.
43. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of four (4) short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. As shown, the proposed bicycle stalls do not comply with width and orientation of the access aisle. Provide a detail of the proposed bike rack.

44. Submit a detail of the zoning district boundary screening fence located adjacent the southeast property line with the final plans. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height.
45. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
46. Relocate exterior mechanical equipment located on the north building façade. Exterior mechanical equipment such as ductwork shall not be located on primary building facades.
47. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
48. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

49. Include a fire department access plan with the site verification submittal package. Fire lanes shall comply with the IFC & MGO 34.

**Parks/Forestry Review** (Contact Kathleen Kane, 608-261-9671)

50. City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.

**Water Utility** (Contact Adam Wiederhoeft, (608) 266-9121)

51. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin 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. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
52. General Utility Notes, No. 3, references site irrigation system installations which are not depicted on the drawing. Revise drawing to reflect proposed irrigation system or otherwise discuss/provide system configuration information to Madison Water Utility Prior to final project sign-off. Contact Adam Wiederhoeft at [awiederhoeft@madisonwater.org](mailto:awiederhoeft@madisonwater.org) or 608-213-1844.
53. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

**Metro Transit** (Contact Tim Sobota, (608) 261-4289)

54. In coordination with public works improvements, the applicant shall install public sidewalk in any currently unimproved public right-of-way adjacent the property.
  55. In coordination with public works improvements, the applicant shall install and maintain a concrete passenger boarding pad for a Metro bus stop on the south side of High Crossing Boulevard, east of Cross Hill Drive. The concrete pad shall occupy the full distance of the terrace, measure a minimum of 10 feet in width parallel to the street, and lie flush between the sidewalk and the top of curb.
  56. The applicant shall construct a wheelchair accessible pedestrian connection between the building entrance and public sidewalk along the High Crossing Boulevard property frontage.
57. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design.