



PREPARED FOR THE PLAN COMMISSION

Project Address: 306 S. Baldwin Street (6th Aldermanic District, Ald. Rummel)
Application Type: Zoning Map Amendment and Certified Survey Map
Legistar File ID #: [52664](#) and [52217](#)
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 & Property Owner: Nicholas Rhode; 108 W. Macarthur Street; Sun Prairie, Wisconsin 53390

Requested Actions: The applicant is requesting two approvals: 1) approval to rezone the property located at 306 S. Baldwin Street from TR-C4 (Traditional Residential – Consistent 4 District) to PD(GDP) Planned Development (General Development Plan) District and PD(SIP) Planned Development (Specific Implementation Plan) District and 2) approval of a two-lot Certified Survey Map.

Proposal Summary: The applicant is first requesting approval of a Zoning Text Amendment to rezone the approximately 0.15 acres of property at 306 S. Baldwin Street from TR-C4 (Traditional Residential-Consistent 4) District to PD(GDP) Planned Development (General Development Plan) District and PD(SIP) Planned Development (Specific Implementation Plan) District. The applicant also requests approval of a two-lot Certified Survey Map, one lot for the existing two-family – two-unit (i.e. two-flat), and the other for a new single-family residence which will be constructed on the site.

Applicable Regulations & Standards: Section 28.182 of the Zoning Code provides the process for zoning map amendments. The approval process and standards for the Planned Development district is outlined in Section 28.098 of the Zoning Code. The subdivision process is outlined in Section 16.23(5)(b) of the Subdivision Regulations.

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

Summary Recommendation: The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00342 and 28.022–00343, rezoning 0.15 acres of land located at 306 S. Baldwin Street from TR-C4 to PD, as well as a PD-GDP (Planned Development - General Development Plan) and PD(SIP) Planned Development (Specific Implementation Plan) for same to the Common Council with a recommendation of **approval**. The Planning Division further recommends that the Plan Commission find that the standards are met and **approve** the two-lot Certified Survey Map for the property located at 306 S. Baldwin Street. These recommendations are subject to input at the public hearing and the conditions from reviewing agencies beginning on page 8 of this report and any conditions recommended by the Urban Design Commission.

Background Information

Parcel Location: The 6,534-square-foot (0.15-acre) subject parcel is located at the southern corner of the intersection of S. Baldwin Street and E. Wilson Street. The site is within Aldermanic District 6 (Ald. Rummel), as well as the Madison Metropolitan School District.

Existing Conditions and Land Use: The site is currently developed with the 2½-story, roughly 1,850-square-foot two-family – two-unit (two-flat) apartment building. According to City Assessor records, it was originally constructed in 1912. While the two-flat is oriented towards S. Baldwin Street, the detached, 3-car garage located at the southwest corner of the site, is oriented to and takes access from E. Wilson Street. The subject site is zoned TR-C4 (Traditional Residential-Consistent 4) District.

Surrounding Land Uses and Zoning:

Northwest: Across E. Wilson Street are three, 1-story, industrial warehouses, zoned TE (Traditional Employment District);

Northeast: Across S. Baldwin Street are a single-family residence, and a 2- and 3-unit apartment building, all zoned TR-C4.

Southwest: Single-family Residences, zoned TR-C4 (Traditional Residential-Consistent 4) District; and

Southeast: A single-family residence, zoned PD (Planned Development) District.

Adopted Land Use Plans: Low-density residential development is recommended for the subject site by the [Comprehensive Plan \(2006\)](#) (which qualifies Low-Density Residential as 0-15 dwelling units per acre); While the [Marquette-Schenk-Atwood Neighborhood Plan \(1994\)](#) provides no specific recommendations for the subject parcel, it does generally recommend that existing residential housing stock be preserved, maintained and renovated while new construction be compatible with the surrounding environment in terms of bulk, scale, and style of nearby buildings to ensure that the architectural and historical character of the neighborhood is retained. The [East Rail Corridor Plan \(2004\)](#) recommends residential uses for the parcel while also providing the recommendation that “New development and redevelopment within the East Rail Corridor should exhibit high-quality design and an architectural style that is visually compatible with the general architectural context of the area and its many older and historic buildings.”

Zoning Summary: The property will be zoned PD (Planned Development).

Bulk Requirements	Required	Proposed
Lot Area	As shown on approved plans	As shown on submitted plans
Lot width	As shown on approved plans	As shown on submitted plans
Usable open space	As shown on approved plans	As shown on submitted plans
Lot coverage	As shown on approved plans	As shown on submitted plans
Front yard	As shown on approved plans	As shown on submitted plans
Side yards	As shown on approved plans	As shown on submitted plans
Rear yard	As shown on approved plans	As shown on submitted plans
Building height	As shown on approved plans	As shown on submitted plans

Other Critical Zoning Items	Urban Design (PD Zoning); 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: This property is served by a full range of urban services. Regarding Metro Transit service, the nearest stop is located 0.1-miles to the south at the intersection of Jenifer Street and S. Baldwin Street.

Project Description

The applicant seeks to construct a single-family residence on the primarily vacant northwesterly portion of the subject parcel. While single-family residences are permitted uses in the TR-C4 District, in order to proceed, the applicant is requesting two approvals from the City. The first request is the approval of a Zoning Map Amendment to rezone the property located at 306 S. Baldwin Street from TR-C4 (Traditional Residential – Consistent 4 District) to PD(GDP) Planned Development (General Development Plan) District and PD(SIP) Planned Development (Specific Implementation Plan) District. The second request is the approval of a two-lot Certified Survey Map (CSM). As the existing two-family – two-unit (two-flat) is located on the southeasterly half of the lot, the applicant proposes to divide the lot, practically down the middle (running northeast to southwest), thus creating two nearly equal parcels – a southerly 32.39-foot x 99-foot lot (labeled as “Lot 2” on the CSM) which will contain the existing two-flat, and a northerly 34.02-foot x 99-foot lot (labeled as “Lot 1” on the CSM) which will contain the proposed single-family residence.

The single-family residence proposed by the applicant is roughly 1,900 square-feet in size, two stories in height, and includes three bedrooms, three and a half bathrooms, and a finished basement. The ground floor contains a kitchen and living room; the upper floor, three bedrooms, two bathrooms and a washer and dryer; and the basement, a half bathroom and a storage/mechanical room. A roughly 130-square-foot, covered front porch extends from the easterly façade towards S. Baldwin Street.

The proposed residence is oriented northeast to southwest on the lot. This matches the orientation of both the adjacent two-flat to the south as well as the three structures – a single-family residence, and a 2- and 3-unit apartment building – which sit directly across S. Baldwin Street from the subject parcel. Its two-story massing with a gable roof running northeast to southwest is also consistent with the aforementioned neighbors.

Regarding materials, gray horizontal composite siding will clad the exterior walls up to the level of the first floor; suede-colored, horizontal composite siding will clad up to the middle of the second story; and gray composite shake siding will clad up to the roof. A white composite material is proposed for the trim. For the front porch, the floor will be concrete, the railings will be wood, and the pillars will be wood with the bottom half clad with a stone veneer. Black, architectural shingles will clad the upper roof as well as the roof of the front porch, while black standing seam metal will clad the roof of the westerly elevation’s bay window. Lastly, the windows will be fiberglass and the doors will be metal or fiberglass.

A 2-car garage proposed for the westerly corner of the site will replace the 3-car garage currently in a similar position and orientation (fronting onto E. Wilson Street). In order to provide visual clearance of pedestrians when backing out, the proposed garage will be shifted back 10 feet from the property line. The same materials and material colors are proposed for the garage as the main house – namely suede-colored, horizontal, composite siding, white composite trim, black, architectural shingles, fiberglass windows, and fiberglass or metal doors.

Additionally, a driveway, which could accommodate 1-2 cars, will be added between the proposed garage and the southwesterly property line.

Note: the proposed 36-foot wide driveway along E. Wilson Street, which accesses the 2-car garage as well as the surface space, does not comply with the maximum driveway width (22 feet) permitted by M.G.O Section 28.141(9)(b)1. As a result, the applicant has agreed to reduce the proposed garage to a 14- to 16-foot wide, 1-car garage, which would park one car and allow additional space on the side for storage. The applicant will work with Planning and Zoning Staff to revise the site plan before final sign off.

Zoning Text

The zoning text submitted with the joint PD(GDP) Planned Development (General Development Plan) District and PD(SIP) Planned Development (Specific Implementation Plan) District, includes a list of allowed principal and accessory uses which would be allowed – either as permitted or conditional use – in the Planned Development. Both lists align with those currently allowed in the TR-C4 (Traditional Residential - Consistent 4) District (i.e. Table 28C-1 in M.G.O. Section 28.032(1)).

In addition to the lists of allowable uses, the proposed zoning text also specifies that this Planned Development project will use the definition of family that coincides with the definition in Chapter 28.211 of the Madison General Ordinances for the TR-C4 zoning district. That definition states “*A family is an individual, or two (2) or more persons related by blood, marriage, domestic partnership, or legal adoption, living together as a single housekeeping unit in a dwelling unit, including foster children, and up to four (4) roomers.*” However paren (1) of the definition limits the number of roomers in dwellings in the TR-C4 District that are not owner-occupied to one (1).

Analysis

The proposed General Development Plan and Specific Implementation Plan for the 0.15-acre parcel which is proposed to be subdivided in order to construct a single-family residence on the resulting vacant parcel, is subject to standards and process for Planned Development Districts in Section 28.098 of the Zoning Code, as well as the process for zoning map amendments in Section 28.182.

Zoning Map Amendment Standards

In order to approve the zoning map amendment, the Common Council shall find that the zoning map amendment is *consistent with* the City’s Comprehensive Plan as required by Chapter 66.1001(3) of Wisconsin Statutes. “Consistent with” is defined as “furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.” Subdivision of the subject parcel is subject to the standards and process for Certified Survey Maps (land divisions) in Section 16.23(5)(g) of the Subdivision Regulations.

Planned Development Standards

Per its statement of purpose, the Planned Development (PD) district is established to provide a voluntary regulatory framework as a means to facilitate the unique development of land in an integrated and innovative fashion, to allow for flexibility in site design, and to encourage development that is sensitive to environmental, cultural, and economic considerations, and that features high-quality architecture and building materials. In addition, the Planned Development zoning district is intended to encourage sustainable development; promote integrated land uses allowing for a mixture of residential, commercial, and public facilities along corridors and in transitional areas, with enhanced pedestrian, bicycle and transit connections and amenities; preserve and enhance environmental features through careful and sensitive placement of buildings and facilities; provide more adequate, usable, and suitably located open space, recreational amenities, and other public facilities than would otherwise be provided under conventional land development techniques; and facilitate high-quality development consistent with the goals, objectives, policies, and recommendations of the Comprehensive Plan and adopted neighborhood, corridor or special area plans.

The PD district is intended only for use in situations where none of the base zoning districts address the type of development or site planning proposed. Examples include redevelopment, large-scale master planned developments, projects that create exceptional employment or economic development opportunities, or developments that include a variety of residential, commercial, and employment uses in a functionally integrated mixed-use setting. Each PD district is a site-specific zoning district, with specific requirements that are unique to that Planned Development. In the Planned Development District, there shall be no predetermined requirements for lot area, lot width, height, floor area ratio, yards, usable open space, signage, or off-street parking and loading, but such requirements may be made a part of a planned development during its approval and recorded against the PD-zoned property as regulations to be enforced as a part of this ordinance.

The applicable standards for approval of a zoning map amendment to the PD district (MGO Section 28.098(2)) and staff analysis for this project follow.

- a) *The applicant shall demonstrate that no other base zoning district can be used to achieve a substantially similar pattern of development. Planned developments shall not be allowed simply for the purpose of increasing overall density or allowing development that otherwise could not be approved unless the development also meets one or more of the objectives of [the PD statement of purpose]. Conditions under which planned development may be appropriate include:*
1. *Site conditions such as steep topography or other unusual physical features; or*
 2. *Redevelopment of an existing area or use of an infill site that could not be reasonably developed under base zoning district requirements.*

Analysis: The primary issue preventing the applicant from pursuing the same plan of action but without a rezoning to the PD District is the minimum lot width of 40 feet required for single-family and two-family – two-unit parcels in the TR-C4 (Traditional Residential - Consistent 4) District. As the subject property is only 66.4 feet wide along the S. Baldwin Street property line, the proposed lot subdivision could not result in two conforming parcels. While there were conversations with staff about rezoning the proposed single-family parcel to TR-C3 (Traditional Residential - Consistent 3) District (which has a minimum lot width requirement of 30 feet for single-family, detached parcels), the remaining, 36.4-foot-wide parcel would still not have met the TR-C4 lot width requirement. A zoning variance would therefore have been required which Staff felt would be difficult for the applicant to obtain. Lastly, rezoning both lots to the TR-C3 District was not an option as two-family – two-units are not a permitted use in the TR-C3 District.

In the end, rather than pursue a Zoning Variance for the non-conforming lot widths, Planning and Zoning Staff recommended the applicant pursue a rezoning to the PD District because it would make the proposal void of any nonconforming aspects. The Planning Division believes the proposed 2-lot subdivision resulting in two roughly 33-foot-wide lots would also be compatible with the surrounding area. While all the parcels on the northerly half of the block are zoned TR-C4, they are all roughly 33 feet in width. (This discrepancy is due to the fact that they were created before 2013, when the Zoning Code was updated and all parcels were reclassified.) Furthermore, the proposed side setbacks – of roughly eight feet along E. Wilson Street and roughly three feet along the interior – are almost identical to those of the single-family residence located across the street (303 S. Baldwin Street) and side setbacks of three to five feet are typical for the northerly half of the 300-block of S. Baldwin Street.

- b) *The PD District plan shall facilitate the development or redevelopment goals of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans.*

Analysis: The Planning Division believes the Plan Commission can find that the proposed Planned Development–General Development Plan and Planned Development – Specific Implementation Plan (PD(SIP)) are consistent with the low-density residential recommendations (i.e. 0-15 dwelling units per acre) for the subject site by the [Comprehensive Plan \(2006\)](#). The Planning Division also believes the Plan Commission can find the proposal consistent with both the [Marquette-Schenk-Atwood Neighborhood Plan \(1994\)](#) and [East Rail Corridor Plan \(2004\)](#). While neither provides specific recommendations for the subject site, both generally recommend that existing residential development be preserved and that new construction be of a high-quality design that is visually compatible (in terms of bulk, scale, and style) with the surrounding area. Staff believe the proposed single-family residence, with its 2-story height, gable roof, architectural style, horizontal lap siding, and orientation towards S. Baldwin Street, to be fully compatible with the surrounding area (specifically the northerly half of the 300-block of S. Baldwin Street).

- c) *The PD District plan shall not adversely affect the economic health of the City or the area of the City where the development is proposed. The City shall be able to provide municipal services to the property where the planned development is proposed without a significant increase of the cost of providing those services or economic impact on municipal utilities serving that area.*

Analysis: Staff believe this standard is met.

- d) *The PD District plan shall not create traffic or parking demands disproportionate to the facilities and improvements designed to meet those demands. A traffic demand management plan may be required as a way to resolve traffic and parking concerns. The Plan shall include measurable goals, strategies, and actions to encourage travelers to use alternatives to driving alone, especially at congested times of day. Strategies and actions may include, but are not limited to, carpools and vanpools; public and private transit; promotion of bicycling, walking and other non-motorized travel; flexible work schedules and parking management programs to substantially reduce automobile trips.*

Analysis: Staff believe this standard is met.

- e) *The PD District plan shall coordinate architectural styles and building forms to achieve greater compatibility with surrounding land uses and create an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose of the PD District.*

Analysis: The Planning Division believes this standard can be found met. As described above related to PD approval standard (b), Staff believe the proposed 33-foot-wide lots as well as the proposed single-family residence, with its 2-story height, gable roof, architectural style, horizontal lap siding, and orientation towards S. Baldwin Street, to be fully compatible with the surrounding area (specifically the northerly half of the 300-block of S. Baldwin Street). Furthermore, the project received final approval from the Urban Design Commission at their September 5, 2018 meeting. The Commission's motion included two conditions: 1) the applicant shall change the pitch of the garage roof to match that of the main residence (the applicant has agreed to this change) and 2) the applicant shall consider widening the dimensions of the internal stairs to better accommodate the movement of furniture up and down. Those meeting notes are attached.

- f) *The PD District plan shall include open space suitable to the type and character of development proposed, including for projects with residential components, a mix of structured and natural spaces for use by residents and visitors. Areas for stormwater management, parking, or in the public right of way shall not be used to satisfy this requirement.*

Analysis: Staff also believes this standard could be found met. As noted above, because the applicant will need to shrink the driveway width along E. Wilson Street in order to comply with the 22-foot wide limit established by M.G.O Section 28.141(9)(b)1, in order to do so, they will reduce the garage from a 2-car to a 1-car (with storage). This reduction down to a width of 14-16 feet would allow the site's usable open space to increase from roughly 230 square-feet (as is currently proposed) to roughly 355-395 square-feet. While this development would be required to provide at least 750 square-feet of usable open space were the property not being rezoned from the TR-C4 District, Staff believe that 350-400 square-feet of usable open space is acceptable for the subject property given the fact that the 5.8-acre McPike City Park is located just 500 feet to the west.

- g) *The PD district shall include suitable assurances that each phase could be completed in a manner that would not result in an adverse effect upon the community as a result of termination at that point.*

Analysis: Staff believe this standard is met.

Land Division (Certified Survey Map) Standards

The Planning Division believes that the Plan Commission may find that the proposed land division (Certified Survey Map) for the subject parcel meets the standards in the Subdivision Regulations for approval subject to conditions. While lots are typically required to have an average depth of one hundred (100) feet, M.G.O Section 16.23(8)(d)3 specifies that this does not apply to Planned Development Districts.

Urban Design Commission

The project received final approval from the Urban Design Commission at their September 5, 2018 meeting. The Commission's motion included two conditions: 1) the applicant shall change the pitch of the garage roof to match that of the main residence (the applicant has agreed to this change) and 2) the applicant shall consider widening the dimensions of the internal stairs to better accommodate the movement of furniture up and down. Those meeting notes are attached.

Public Input

At the time of report writing, staff has not received any comments on the proposed request.

Conclusion

The applicant first requests approval to rezone the property located at 306 S. Baldwin Street from TR-C4 (Traditional Residential – Consistent 4 District) to PD(GDP) Planned Development (General Development Plan) District and PD(SIP) Planned Development (Specific Implementation Plan) District. The applicant also requests approval of a two-lot Certified Survey Map – one lot for the existing two-family–two-unit (i.e. two-flat), and the other for a new single-family residence which will be constructed on the site.

The Planning Division believes that the standards for Zoning Map Amendments and Planned Developments can be found met with this proposal. From a land use standpoint, the proposal is consistent with the [Comprehensive Plan](#)'s recommendation of low-density residential uses (i.e. 0-15 dwelling units per acre) for the subject site. The Planning Division further believes the proposed lot division as well as the proposed building's height, volume, architectural style and orientation are consistent with the surrounding development pattern. Finally, the project received final approval from the Urban Design Commission at their September 5, 2018 meeting.

Recommendation

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

The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022-00342 and 28.022-00343, rezoning 0.15 acres of land located at 306 S. Baldwin Street from TR-C4 to PD, as well as a PD-GDP (Planned Development - General Development Plan) and PD(SIP) Planned Development (Specific Implementation Plan) for same to the Common Council with a recommendation of **approval**. The Planning Division further recommends that the Plan Commission find that the standards are met and **approve** the two-lot Certified Survey Map for the property located at 306 S. Baldwin Street. These recommendations are subject to input at the public hearing, conditions recommended by the Urban Design Commission, and the conditions from reviewing agencies:

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

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

Rezoning Comments:

1. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
2. 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))
3. This development appears to have multiple existing laterals extended to the property line. In an effort to reduce inflow and contamination to the City's sanitary system our policy is to plug at the main laterals that are no longer active when associated with a new or redevelopment project. City Engineering will complete a TV inspection of the main to help clarify which laterals are active and which need to be plugged as a condition of approval for this application. The applicant is notified that as a condition of approval a sewer plug permit will be required for one or more laterals associated with this project that will no longer be used at its completion.
4. The site plans shall be revised to show the location of all rain gutter down spout discharges. (POLICY)

5. 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)
6. 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 (East) or 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).
7. 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 onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event. The volume control requirement can be removed by recording a cross-lot drainage agreement.

CSM Comments:

8. 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))
9. Prior to the issuance of building permits, the Developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The Developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage. (MGO 16.23(9)(D)) The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system – NAD 27. NOTE: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master storm water drainage plan:

- a. For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows.

No building permits shall be issued prior to City Engineering's approval of this plan.

10. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)

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

Rezoning Comments:

11. The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance. An agreement shall be provided addressing for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and recorded immediately after the required Certified Survey Map and a copy provided.
12. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
13. The address of the proposed house is 304 S Baldwin St. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

CSM Comments:

14. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
15. The header and legal description shall acknowledge that this CSM is located in Gov't. Lot 4 of Section 7.

16. 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 for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
17. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on 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. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

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 and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

18. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

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

Rezoning Comments:

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

CSM Comments:

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

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

Rezoning Comments:

19. 28.098(3)(a) Relationship to Other Applicable Regulations.

(a) In General. A Planned Development shall comply with all standards, procedures, and regulations of this ordinance that are applicable to the individual uses within the development, including the General Regulations of Subchapter 281 and the Supplemental Regulations of Subchapter 281. Where the applicant proposes a development that does not comply with one or more of the regulations in those subchapters, they shall specifically request that the Plan Commission consider the application of those regulations in making its recommendations on the development, including specific language in the zoning text or depiction on the plans. The applicant has not made any particular request to the Plan Commission at this time.

20. Sec. 28.141(9)(b)1: Residential driveways shall not exceed twenty-two (22) feet in width at the property line.

21. Submit revised elevations with materials and colors labeled.

CSM Comments:

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

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

Rezoning Comments:

22. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. Additional information is available at the Home Fire Sprinkler Coalition website: <https://homefiresprinkler.org/building-residential-fire-sprinklers>

CSM Comments:

23. The certified survey map appears to locate the existing stair and deck over the new proposed property line. Confirm location and review with Building Inspection.

Parks Division (Contact Kathleen Kane, (608) 261-9671)

Rezoning Comments:

24. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 18144 when contacting Parks about this project.

25. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
26. Parks Division will be required to sign off on this CSM.
27. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

CSM Comments:

28. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
29. Parks Division will be required to sign off on this CSM.

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

Rezoning Comments:

30. 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/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. 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.

CSM Comments:

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

Office of Real Estate Services (Contact Heidi Radlinger, (608) 266-6558)

CSM Comments:

31. CERTIFICATE AND CONSENT REQUIREMENTS: A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
32. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS: 2017 real estate taxes will be paid in full after 7/31/18 for the subject property. As of the date of this letter there are no special assessments reported. If special assessments are levied against the property prior to CSM signoff they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
33. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services (hradlinger@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 (4/20/18) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
34. COPY OF RECORDED CSM: The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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

Rezoning Comments:

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

CSM Comments:

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