



Project Address: 1705-1713 S High Point Road
Application Type: Zoning Map Amendment, Conditional Uses, and Certified Survey Map Referral
Legistar File ID # [70480](#), [69793](#) and [69801](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted

Summary

Applicant: Jeremy Frommelt, Iconica; 901 Deming Way; Madison.

Property Owner: Matt Dahl, Hickory Hill Academy; 3276 High Point Road; Madison.

Requested Actions:

- ID [70480](#) – Approval of a request to rezone 1705-1713 S High Point Road from Temporary A (Agricultural District) to SR-V2 (Suburban Residential–Varied 2 District);
- ID [69793](#) – Consideration of a conditional use in the [proposed] SR-V2 zoning district for a school, public or private; consideration of a conditional use in the SR-V2 District for a building or structure exceeding 10,000 square feet in floor area; and consideration of a conditional use pursuant to Section 28.141(6) of the Zoning Code to allow automobile parking exceeding the maximum allowed for the proposed use; and
- ID [69801](#) – Approval of a Certified Survey Map to create one lot for the proposed development.

Proposal Summary: The property owner wishes to construct a two-story, approximately 50,000 square-foot school for up to 275 students in kindergarten through grade 8. Parking for 43 automobiles and a student drop-off area will be provided north of the building; parking for 56 bicycles is also proposed. A one-story accessory building located along the northern property line will remain. The project is scheduled to commence construction as soon as all regulatory approvals have been granted, with completion anticipated around July 1, 2023 in time for the 2023-2024 school year.

Applicable Regulations & Standards: Section 28.182 of the Zoning Code provides the process for zoning map amendments. Table C-1 in Section 28.032(1) identifies school, public and private, as conditional uses in all Residential zoning districts, including the proposed SR-V2 district. Also, any building or structure exceeding 10,000 square feet in floor area in a Residential zoning district requires conditional use approval. Section 28.141 of the Zoning Code identifies the minimum and maximum automobile parking required for specific uses or classes of uses, and includes a process for parking exceeding the maximum allowed for a use. An increase of more than twenty (20) parking spaces that is also more than 10% of the maximum parking requirement may be approved by conditional use. Section 28.183 provides the process and standards for the approval of conditional use permits. The subdivision process is outlined in Section 16.23(5)(b) of the Subdivision Regulations.

Review Required By: Plan Commission and Common Council

Summary Recommendation: The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00559, rezoning 1705-1713 S High Point Road from Temp. A to SR-V2, and the one-lot Certified Survey Map to the Common Council with recommendations of **approval**, and also find the standards for conditional uses met to **approve** construction of a 50,000 square-foot private school, all subject to input at the

public hearing and the conditions from reviewing agencies beginning on **page 8** of this report for the land use requests, and on **page 14** for the CSM.

Background Information

Parcel Location: Approximately 2.67 acres of land located at the northeastern corner of S High Point Road and Mid Town Road; Aldermanic District 20 (Albouras); Verona Area School District.

Existing Conditions and Land Use: The subject site is mostly undeveloped with the exception of a one-story, estimated 1,500 square-foot accessory building located along the northern property line, which will remain. Two smaller sheds will be removed to accommodate the proposed building. The site is zoned Temp. A (Agricultural District).

Surrounding Land Uses and Zoning:

North: Single-family residence and existing Hickory Hill Academy campus in the Town of Middleton;

South: Undeveloped land (Marty Century Farm) across Mid Town Road in the Town of Verona;

West: Single-family residences across S High Point Road in the Town of Middleton and City of Madison. Parcels in the City are zoned TR-C1 (Traditional Residential–Consistent 1 District) and TR-C3 (Traditional Residential–Consistent 3 District);

East: Province Hill Apartments in the City of Madison, zoned PD.

Adopted Land Use Plans: The 2018 [Comprehensive Plan](#) recommends the subject site for Low-Medium Residential (LMR). The adjacent Province Hill Apartment property and parcels south of the S High Point-Mid Town intersection are recommended for Medium Residential (MR), while properties further to the north as well as across S High Point Road are identified as Low Residential (LR).

The 2017 [High Point-Raymond Neighborhood Development Plan](#) recommends that the subject parcels be developed in the Residential Housing Mix (HM) 2 category, which includes single-family residences on small lots and other housing types compatible with single-family homes including duplexes, four-unit dwellings, townhouses and small-scale apartment buildings at an average density of 12 units an acre. The adjacent apartment complex is identified in the moderately denser HM3 category. South of Mid Town Road, the neighborhood development plan includes a mixed-density residential development concept that would surround the relocated intersection of S High Point Road and Mid Town Road on the Marty property. Lands to the west of the site across S High Point are recommended in the low-density HM1 category.

Zoning Summary: The site will be zoned SR-V2 (Suburban Residential–Varied 2 District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	6,000 sq. ft.	111,605 sq. ft.
Lot Width	50'	160'
Front Yard Setback	25'	178.8' (from Mid Town Road)
Side Yards	7' for two-story building	13.6' east 14.8' west
Rear Yard	Equal to building height but at least 30'	Adequate
Maximum Lot Coverage	60%	58%

Requirements	Required	Proposed
Maximum Building Coverage	50%	Less than 50%
Useable Open Space	N/A	---
Minimum Building Height	2 stories/ 35 feet	29 feet, 11 inches
Auto Parking	18	43 (Requires conditional use)
Accessible Stalls	Yes	2
Bike Parking	1 space per 5 students (55)	58 (See conditions)
Loading	None	0
Building Forms	Civic or Institutional Building	(See conditions)
Other Critical Zoning Items		
Yes:	Barrier Free, Utility Easements	
No:	Urban Design, Floodplain, Wellhead Protection, Landmarks, Waterfront Development, Adjacent to Park	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

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

Public Utilities and Services: The site is generally served by a full range of urban services. However, the nearest Metro Transit service is limited to a weekday peak-period line (Route 55) that runs between the West Transfer Point and the Epic campus in the City of Verona, with stops approximately 0.4 miles west and north of the site and an incomplete sidewalk network between the site and those stops.

Project Description

The applicant and property owner are requesting approval of a zoning map amendment, conditional uses, and one-lot Certified Survey Map to develop 1705 and 1713 S High Point Road with a two-story, approximately 50,000 square-foot private school, Hickory Hill Academy.

The two subject parcels were attached to the City from the Town of Middleton in April 2021. The property contains 2.67 acres of land, with approximately 620 feet of frontage along S High Point Road and 160 feet of depth. The site is heavily wooded and is characterized by nearly 60 feet of grade change from north to south, including a steep embankment along most of the western property line adjacent to S High Point Road. The site is mostly undeveloped save for three accessory buildings of varying size located on the northern half of the property. The smallest two of those buildings will be removed; however, an approximately 1,500 square-foot storage building located along the northern property line will remain as part of the school development.

The subject parcels to be developed with the new school are among five contiguous parcels that are owned by or associated with Hickory Hill Academy, including the existing Hickory Hill daycare center and school, which occupies approximately 6.3 acres of land generally addressed as 3276 High Point Road, and a single-family residence on a 0.47-acre parcel at 3262 High Point Road. The existing Hickory Hill Academy complex and residence are located north of the proposed school site in the Town of Middleton (Dane County addressing does not follow the North-South directional prefix that the parcels in the City do). A petition was recently submitted to attach the single-family residence to the City, which will be considered in May 2022. The attachment is needed to allow immediate connection of the residence to City water and sanitary sewer so that the well and septic system serving the house may be abandoned to accommodate construction of the proposed school. There are no plans to attach the 6.3-acre daycare/school property to the City at this time.

Plans for the proposed school call for the 50,000 gross square-foot building to be built near the center of the site and parallel to S High Point Road, with the mass of the building to be partially built into the grade present across the site. The main level of the building will include the primary entrance at the northwestern corner of the building as well as spaces for assembly, library, and food service on the northern half of the floor and classrooms on the southern half. The remaining floor area will be located one level below, including a two-story tall gymnasium, classrooms, and a south-facing, two-story tall conservatory along the southern façade. Elevations of the school building indicate that the northern half of the lower level will be built into the grade and not be visible along the west or east sides.

To accommodate the building, substantial terracing will be used to address the north-to-south grades present, with a pair of patios proposed south of the conservatory along the southern façade. Stormwater management for the site will be incorporated into the terracing between the school and Mid Town Road. Although Sheet C-2.0 indicates that some of the existing tree cover present along the southern and eastern edges of the site will be flagged for preservation, other sheets in the plan set suggest that few or any of those trees will be saved once sidewalks are constructed in the S High Point and Mid Town rights of way, and the terraced retaining walls and stormwater management ponds are constructed on the southern half of the site.

Parking for 43 automobiles and a student drop-off area will be provided between the building and accessory storage building, which will be accessed from two driveways from S High Point Road. Parking for 56 bicycles is also proposed. The letter of intent indicates that the school will serve up to 275 students in kindergarten through grade 8, with a staff of 25 employees. The school day will be 8:00 AM–3:30 PM, with optional care before school from 7:30–8:00 AM, and afterschool care from 3:30–5:30 PM.

The applicant is requesting that the subject parcels be rezoned from Temporary A (Agricultural District) to SR-V2 (Suburban Residential–Varied 2 District) to support construction of the proposed school. The proposed building will be located on one lot to be created by Certified Survey Map, which will combine the two existing parcels for development purposes.

Supplemental Regulations & Additional Standards

Section 28.151 of the Zoning Code includes the following supplemental regulations for Schools, Public and Private:

- (a) A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.
- (b) Where the use is conditional, an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.

Section 28.151 of the Zoning Code includes the following supplemental regulations for Buildings or Structures Exceeding 10,000 Square Feet in Floor Area.

- (a) In any residential district, building floor area, bulk, height and massing may be limited as part of the conditional use approval in order to ensure compatibility with surrounding uses.
- (b) In any residential district, an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.

Section 28.141(6) of the Zoning Code includes the following provisions for Parking in Excess of the Maximum Number of Spaces.

- (a) Underground or structured parking may exceed the maximum requirement in Table 28I-3.
- (b) Surface parking exceeding the maximum may be allowed as follows:
 - 1. For non-residential uses, the applicant may exceed the maximum parking requirement by the lesser of five (5) parking spaces or ten percent (10%) of the maximum parking requirement.
 - 2. An additional increase of up to twenty (20) spaces above the maximum requirement may be approved by the Zoning Administrator.
 - 3. An increase of more than twenty (20) parking spaces but not more than ten percent (10%) of the maximum parking requirement may be approved by the Director.
 - 4. An increase of more than twenty (20) parking spaces that is also more than ten percent (10%) of the maximum parking requirement may be approved by conditional use.
- (c) Approval of surface parking exceeding the maximum shall be granted only after considering the following:
 - 1. Documentation regarding the actual parking demand for the proposed use.
 - 2. The impact of the proposed use on the parking and roadway facilities in the surrounding area.
 - 3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees and guests of the proposed use.
 - 4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives.
 - 5. Structured parking, rain gardens or other bio-retention facilities, additional landscaping, pervious pavement, or other mitigation measures may be required as conditions for an exception.
 - 6. Whether the proposed use is new or is an alteration, addition or expansion of an existing use.

Analysis

The development of the private school on the recently attached property requires approval of permanent City of Madison zoning as well as conditional uses for the proposed use, size of the building, and number of automobile parking spaces proposed. Approval of the one-lot CSM is also requested.

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 Section 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."

Similarly, the Plan Commission may not approve an application for a conditional use unless it can find that all of the standards found in Section 28.183(6)(a), Approval Standards for Conditional Uses, are met. That section states: "The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans. No application for a conditional use shall be granted by the Plan Commission unless it finds that all of the [standards for approval in Section 28.183(6) are met]."

The 2018 Comprehensive Plan recommends the subject site for Low-Medium Residential (LMR), while the adjacent Province Hill Apartment property and parcels south of the S High Point-Mid Town intersection are recommended for Medium Residential (MR). In general, development in the LMR category is recommended to include small-lot single-family development, two-unit buildings, three-unit buildings, rowhouses, and small multi-family buildings developed in up to three-story structures at densities between 7-30 units per acre.

The subject site is also located within the boundaries of the [High Point-Raymond Neighborhood Development Plan](#), which was amended in 2017 to provide contemporary land use and transportation recommendations for the portion of the existing and future City of Madison generally bounded by Valley View Road and the Applewood Hill subdivision on the north, Elver Park and Prairie Ridge Park on the east, McKee Road (CTH PD) on the south, and S Pleasant View Road (CTH M) on the west. The 2017 amendment updates recommendations for the same area included in the original plan for the area, which was adopted by the Common Council in 1997. The neighborhood development plan recommends that the subject parcels be developed in the Residential Housing Mix (HM) 2 category, which calls for the development of single-family residences on small lots and other housing types compatible with single-family housing, including duplexes, four-unit dwellings, townhouses, and small-scale apartment buildings at an average density of 12 units an acre and a maximum density of 20 units an acre. The adjacent apartment complex is identified in the moderately denser HM3 category, while south of Mid Town Road, the neighborhood development plan calls for a mixed-density residential development surrounding the relocated intersection of S High Point Road and Mid Town Road on currently undeveloped farmland in the Town of Verona.

The identification of institutional uses such as schools in neighborhood development plans for newly emerging areas of the City is typically limited to existing institutional uses located in the planning area, such as the Schoenstatt Shrine property in the Sprecher planning area, or sites identified by school districts that may be needed for future public schools to serve development in that area. Land that may be developed for institutional uses such as the proposed private school would typically not be identified on the future land use maps included in a plan such as the [High Point-Raymond Neighborhood Development Plan](#). In fact, no properties within the High Point-Raymond planning area are designated in a "Civic" or "Institutional" land use category. However, because public and private schools are allowed in all residential zoning districts with conditional use approval, staff is comfortable that the proposed zoning, which generally reflects the character of development planned for the site, is appropriate for the subject site even if the proposed use itself was not the use envisioned when HM2 was recommended for the site with the 2017 plan.

Staff also believes that the Plan Commission may find that the conditional use standards and supplemental regulations for the school building are met. Construction of the proposed school should not negatively impact the uses, values, and enjoyment or normal and orderly development of surrounding properties, and staff is unaware of concerns from reviewing agencies regarding adverse impacts on the City's ability to provide services to the school. As noted in the recommended conditions of approval, the applicant shall work with Planning and Zoning staff to provide an appropriate transition between the proposed school and parking lot and the abutting residential property to the east at 7602 Mid Town Road using landscaping, screening, and other site improvements consistent with the character of the neighborhood. To that end, the applicant is encouraged to preserve as many of the existing trees along the eastern property line as possible.

Consistent with conditional use standards 5 and 6*, the Traffic Engineering Division is recommending conditions of approval for the conditional use requests to limit impacts on the transportation network resulting from establishment of the school. Among the recommended conditions, the applicant will be required to construct curb ramps and install a crosswalk to cross S High Point Road at Mid Town Road, provide a study for staff approval demonstrating that adequate sight distance exists at the two proposed driveways, and submit a student drop-off and pick-up plan for review that includes the number of students, estimated modes of arrival by percentage, estimated arrival times, and any requested passenger loading zones. Finally, the Traffic Engineering Division is recommending that circulation through the site be a one-way operation to reduce potential conflicts on-site and along S High Point Road. Under the recommended one-way operation, vehicles would enter using the southern driveway to access the parking lot and student drop-off area and exit using the northern driveway.

The proposed school also requires a conditional use to exceed the maximum parking allowed by the Zoning Code. Section 28.141 requires that a schools, public and private, provide a minimum of one (1) space per classroom plus one stall per five (5) students of legal driving age based on the maximum number of students attending classes at any one time, and a maximum of one (1) space per classroom plus one (1) space per three (3) students of legal driving age based on the maximum number of students attending classes at any one time. The Zoning Administrator has determined that 18 parking stalls are needed to serve the school, which is both the minimum required and maximum allowed because there should not be any students of driving age parking on-site. The 43 stalls proposed represent an increase of more than 20 parking spaces that is also more than 10% of the maximum parking requirement, therefore requiring conditional use approval.

Considering the standards to approve parking in excess of the maximum allowed in the preceding section, staff believes that the Plan Commission may grant the conditional use required. Staff has no information to suggest that the 43 stalls proposed are excessive given the number of employees proposed and the likelihood that the private kindergarten through eighth grade school will draw students and families from a wider area than a more neighborhood-oriented public elementary or middle school, which would have a greater likelihood for students to be able to walk or bike to school. By comparison, staff believes that a greater number of students enrolled will arrive at the proposed private school by automobile than a neighborhood-based public school. The proposed school is not located near another parking area that is available to the customers, occupants, employees and guests of the proposed school, and alternative forms of transportation available to the site are limited. At this time, Metro Transit service to the site is limited to weekday peak period service that stops nearly a half-mile north and west of the site, with an incomplete sidewalk network between the site and nearest bus stops. Likewise, the nearest bike routes to the site are on-street lanes along S High Point Road and Mid Town Road, with the nearest off-street/shared/commuter paths located nearly a mile east in Elver Park. While transit and biking options may improve in this area of the City over time, it seems that the 43-stall lot proposed is justified now.

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- * 5. Adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, public transit and other necessary site improvements have been or are being provided.
6. Measures, which may include transportation demand management (TDM) and participation in a transportation management association have been or will be taken to provide adequate ingress and egress, including all off-site improvements, so designed as to minimize traffic congestion and to ensure public safety and adequate traffic flow, both on-site and on the public streets.

Conclusion

The Planning Division believes that the Plan Commission may find the standards met and recommend approval of the rezoning of the site to SR-V2 and approve the conditional uses and Certified Survey Map to allow construction of the proposed private school subject to the conditions of approval recommended in the following section. The proposed SR-V2 zoning of the property is consistent with the zoning that would implement the residential land uses recommended for the site by the High Point-Raymond Neighborhood Development Plan, even if the proposed school use itself was not specifically envisioned for this site when the 2017 plan was adopted.

In finding that the standards can be met, staff recommends that conditions of approval be applied to reduce the school's impact on the transportation network consistent with conditional use standards 5 and 6, including converting on-site circulation to a one-way operation, which staff feels will reduce conflicts on-site and along S High Point Road. The applicant will also be required to construct sidewalks along the S High Point Road and Mid Town Road frontages, and to install a crosswalk across S High Point at Mid Town.

Recommendation

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

The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022-00559, rezoning 1705-1713 S High Point Road from Temp. A to SR-V2, and the one-lot Certified Survey Map to the Common Council with recommendations of **approval**, and also find the standards for conditional uses met to **approve** construction of a 50,000 square-foot private school, all subject to input at the public hearing and the conditions from reviewing agencies [CSM conditions begin on page 14, below]:

Land Use – Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

Planning Division

1. The applicant shall work with Planning and Zoning staff prior to final approval and issuance of permits to provide an appropriate transition between the proposed school and parking lot and the abutting residential property to the east at 7602 Mid Town Road using landscaping, screening, and other site improvements consistent with the character of the neighborhood.
2. The applicant shall work with Planning staff prior to final sign-off to clarify on Sheet L-1.0 and other relevant sheets where existing trees may be preserved following construction of the school, particularly along the eastern property line abutting the apartment complex at 7602 Mid Town Road.
3. The final plans shall include a pedestrian connection between the public sidewalk to be built along S High Point Road and the main entrance at the northwestern corner of the school.
4. Consistent with the recommendation of the Traffic Engineering Division, that circulation through the site be converted to a one-way operation, with the ingress to be provided by the southern driveway and egress provided through the northern driveway. The revised plan implementing this condition shall receive final approval by the Planning Division and Traffic Engineering Division prior to issuance of building permits.
5. The site plan shall be revised to include dimensions for the accessory building to remain, including the dimensions of the footprint and square-footage, and the setback from the northern property line.

The following conditions have been recommended by reviewing agencies:

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

6. Enter into a City / Developer agreement for required infrastructure improvements. The agreement shall be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact the City Engineering Division to schedule the development and approval of the plans and the agreement.
7. Construct sidewalk along S High Point Road and Mid Town Road to a plan as approved by City Engineer.
8. This development is subject to impact fees for the Upper Badger Mill Creek Storm Water Impact Fee District. All impact fees are due and payable at the time building permits are issued (MGO Ch. 20). Add the following note on the face of the plans: "Lots / buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."
9. This property has deferred assessments for the S High Point Road Reconstruction Assessment District-2006 that are due and payable prior to final approval.
10. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off.
11. Provide proof of septic system abandonment from Public Health–Madison and Dane County as a condition of plan approval.
12. An Erosion Control Permit is required for this project.
13. A Storm Water Management Report and Storm Water Management Permit is required for this project.
14. A Storm Water Maintenance Agreement (SWMA) is required for this project.
15. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. No submittal to the Wisconsin Department of Natural Resources (WDNR), Capital area Regional Planning Commission (CARPC), or Department of Safety and Professional Services (DSPS) is required as the City of Madison is an approved agent for DSPS.
16. Revise the site plan 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.
17. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and locations of structures and the type of pipe to be used.

18. This project will disturb 20,000 square feet or more of land area and requires an Erosion Control Plan. Please submit an 11- by 17-inch copy of an erosion control plan (PDF electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
19. Demonstrate compliance with MGO Sections 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
20. 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.
21. Direct connection of the private storm sewer to the storm sewer in Mid Town Road is required.
22. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Storm Water Management Plan and Report shall include compliance with the following:
 - Submit prior to plan sign-off, a stormwater management report stamped by a PE registered in the State of Wisconsin.
 - Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering.
 - Detain the 2-, 10-, and 100-year storm events, matching post development rates to predevelopment rates and using the design storms identified in MGO Chapter 37.
 - Provide infiltration of 90% of the pre-development infiltration volume.
 - Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.
 - Reduce TSS by 40% (control the 20-micron particle) off of new paved surfaces as compared to no controls.
 - Reduce TSS by 80% off of the proposed development when compared with the existing site.
 - Treat the first half-inch of runoff over the proposed parking facility and/or drive up window.
 - Provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.
 - Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.
 - Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any best management practices (BMP) used to meet stormwater management requirements on this project.
23. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the City Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.

24. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the City Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West).

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

25. The address of the proposed building is 1719 S High Point Road. 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.

26. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.

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

27. The applicant shall construct sidewalk along their frontage of S High Point Road.
28. The applicant shall construct sidewalk along their frontage of Mid Town Road.
29. The applicant shall construct curb ramps and install a crosswalk to cross S High Point Road at Mid Town Road. The applicant shall be responsible for any pavement marking alterations needed.
30. The applicant shall submit a study, to be reviewed by Traffic Engineering and Engineering staff, to ensure that adequate sight distance exists at the two proposed driveways.
31. The applicant shall submit a student drop-off and pick-up plan for review. This plan shall include the number of students, estimated modes of arrival by percentage, estimated arrival times, and any requested passenger loading zones. **In the opinion of the Traffic Engineering Division, one-way operation of the site would be optimal to reduce conflicts.**

32. One-way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the exit.

33. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawing 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.

34. 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.

35. 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.
36. All parking facility design shall conform to the standards in MGO Section 10.08(6).
37. All bicycle parking adjacent pedestrian walkways shall have a two-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
38. All pedestrian walkways adjacent parking stalls shall be seven feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by the Traffic Engineering Division.
39. The applicant shall provide a clearly defined five-foot walkway from the front door to the public right of way clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
40. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
41. The applicant shall show the dimensions for the proposed Class III driveway, including the width of the drive entrance, width of the flares, and width of the curb cut.
42. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
43. The applicant shall enter into a signed developer agreement through City Engineering prior to sign-off.
44. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible, and little to no access to the public right of way of S High Point Road will be granted for construction purposes. Provide a detailed construction plan to Traffic Control Specialist Mike Duhr for review prior to final signoff.

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

45. Provide electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (4 stalls) must be electric vehicle ready. Identify the locations of the electric vehicle ready stalls on the plans.
46. Bicycle parking for the school shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 55 short-term bicycle parking stalls located in a convenient and visible area on a paved or pervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within 100 feet of a principal entrance. Bicycle stalls located further than 100 feet from the principal entrance will require a bicycle parking adjustment. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bike rack.

47. Provide elevations demonstrating compliance with Sec. 28.129 bird-safe glass requirements. For building façades where the first 60 feet from grade are comprised of greater than or equal to 50% glass, at least 85% of the glass must be treated. All glass within 15 feet of a building corner must be treated when see through or fly through conditions exist. For building façades where the first 60 feet from grade are comprised of less than 50% glass, at least 85% of the glass on glass areas 50 square feet or over must be treated. Of all glass areas over 50 square feet, any glass within 15 feet of a building corner must be treated. Identify which glass areas are 50 square feet or greater and which glass areas will be treated. Provide a detail of the specific treatment that will be used.
48. Work with Zoning and Planning staff to provide an appropriate transition between the proposed school and parking lot and the abutting residential property to the east at 7602 Mid Town Road. Where the use is conditional, an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.
49. 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.
50. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

51. Ensure all exit discharges have a clear path out to the public way.

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

52. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days' notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size and 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.

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

This agency did not provide comments for this request.

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

This agency did not provide comments for this request.

City Forestry Section (Brad Hofmann, (608) 267-4908)

53. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apparatus and street tree plan sets. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
54. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period, which shall include the notification of the alderperson within whose district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.
55. City Forestry will issue a street tree removal permit for 17 trees (5 along S High Point Road and 12 along Mid Town Road) due to sidewalk installation and grade changes. The contractor shall contact City Forestry at (608)266-4816 to obtain permit. Add as a note on both the demolition and street tree plan set.
56. Additional street trees are needed for this project. Tree planting specifications can be found in Section 209 of *City of Madison Standard Specifications for Public Works Construction*. All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on both the landscape and street tree plan sets: "At least one week prior to street tree planting, the contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper."

Certified Survey Map – Recommended Conditions of Approval

Major/Non-Standard Conditions are Shaded

City Engineering Division (Contact Tim Troester, (608) 261-9127)

1. A note shall be added to the CSM that states that all water shall be directed to the right of way at the time of development and that each lot is individually responsible for compliance with MGO Chapter 37.
2. Enter into a City / Developer agreement for required infrastructure improvements. The agreement shall be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact the City Engineering Division to schedule the development and approval of the plans and the agreement.
3. Construct sidewalk along S High Point Road and Mid Town Road to a plan as approved by City Engineer.
4. This property has deferred assessments for the S High Point Road Reconstruction Assessment District-2006 that are due and payable prior to final approval.
5. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off.

6. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 608-261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

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

7. 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 shall submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
8. Prior to Engineering final sign-off for Certified Survey Maps (CSM), the final CSM shall be submitted in PDF format by email to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
9. Correct all the sheet headers to be located in the SE 1/4 of the SW 1/4.
10. Correct the document number of CSM 7007 in the legal description to 2438401.
11. Correct the distance of the south line of the CSM in the legal description from 164.84 to 164.91 feet.
12. All buildings shall be shown that exist on site as required by statute. Denote the buildings to remain and those to be demolished on the face of the CSM.
13. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
14. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*This transmittal is a separate requirement than the required submittals to 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 submittal.

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

This agency reviewed the request and has recommended no conditions of approval.

City Forestry Section (Jeffrey Heinecke, (608) 266-4890)

This agency reviewed the request and has recommended no conditions of approval.

Zoning Administrator (Contact Jacob Moskowitz, (608) 266-4450)

This agency reviewed the request and has recommended no conditions of approval.

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

This agency reviewed the request and has recommended no conditions of approval.

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

This agency reviewed the request and has recommended no conditions of approval.

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

This agency reviewed the request and has recommended no conditions of approval.

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

15. Prior to final approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (ORES) approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
16. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner’s Certificate(s). If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
17. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to CSM sign-off.
18. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
19. As of April 1, 2022, no real estate taxes for the subject property are due to the City of Madison. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.
20. 2020 real estate taxes are paid for the subject properties. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.

21. As of April 1, 2022, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in the ORES (acmiller@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 (January 19, 2022) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
23. The following revisions shall be made to the CSM prior to final approval for recording:
 - a) Depict, name, and identify by document number all existing easements cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
 - b) Correct the label of CSM 5020, at the north end and to the east of this proposed CSM Lot 1.
 - c) Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary. If buildings are to be demolished, label as such.
 - d) For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR-141 needs to be addressed.
 - e) If all parties of interest agree that certain easements from prior plats or CSMs of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.