



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 3900-3920 Monona Drive and 109 Cottage Grove Road

**Application Type:** Zoning Map Amendment, Demolition Permit, Conditional Use, and Certified Survey Map Referral

**Legistar File ID #** [70942](#), [71223](#), [70943](#), and [70957](#)

**Prepared By:** Timothy M. Parks, Planning Division  
Report Includes Comments from other City Agencies, as noted

## Summary

**Applicant & Property Owner:** Tyler Krupp, Threshold Development; 1954 Atwood Avenue; Madison.

**Contact Person:** Kevin Burow; Knothe & Bruce Architects; 7601 University Avenue, Suite 201; Middleton.

### Requested Actions:

- ID [70942](#)– Approval of a demolition permit to demolish four commercial buildings at 3900, 3916, and 3920 Monona Drive and 109 Cottage Grove Road;
- ID [71223](#)– Approval of a request to rezone 3900-3920 Monona Drive and 109 Cottage Grove Road from NMX (Neighborhood Mixed-Use District) to TSS (Traditional Shopping Street District);
- ID [70943](#)– Approval of conditional uses to allow construction of a five-story mixed-use building with approximately 69 apartments, 6,500 square feet of commercial space, and two vehicular access sales and service windows; and
- ID [70957](#)– Approval of a Certified Survey Map (CSM) to create one lot for the proposed mixed-use development.

**Proposal Summary:** The applicant proposes to demolish four one-story commercial buildings to construct a five-story mixed-use building with approximately 6,500 square feet of first floor commercial space with adjacent vehicular access sales and service windows, and 69 apartments on the upper four floors. The building will be served by 77 underground automobile parking stalls and 23 stalls located on the ground floor, with 81 bicycle parking stalls throughout the site. Construction of the project will commence in spring 2023, with completion anticipated in spring 2024.

**Applicable Regulations & Standards:** Section 28.182 of the Zoning Code provides the process for zoning map amendments. Table D-2 in Section 28.061(1) identifies vehicle access sales and service windows as a conditional accessory use in the TSS district. Mixed-use buildings with more than 48 dwelling units in the TSS district require conditional use approval. Section 28.151 requires that at least 50% of the ground-floor frontage facing the primary street, including all frontage at a street corner, be non-residential in the TSS district, with less non-residential frontage requiring conditional use approval. Section 28.065(3) requires conditional use approval for a building in TSS zoning taller than three stories and 40 feet. Section 28.183 provides the process and standards for the approval of conditional use permits. Section 28.185 provides the process and standards for the approval of demolition and removal 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 the following to the Plan Commission:

- That the Plan Commission that the standards for demolition permits are met to **approve** demolition of four commercial buildings at 3900, 3916, and 3920 Monona Drive and 109 Cottage Grove Road;
- That the Plan Commission forward Zoning Map Amendment ID 28.022–00566, rezoning 3900-3920 Monona Drive and 109 Cottage Grove Road from NMX to TSS, to the Common Council with a recommendation of **approval**;
- That the Plan Commission find the standards for conditional uses are met to **approve** construction of a five-story mixed-use building with approximately 69 apartments, 6,500 square feet of commercial space, and two vehicular access sales and service windows subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 10**; and
- That the Plan Commission forward the Certified Survey Map to combine 3900-3920 Monona Drive and 109 Cottage Grove Road into one lot to the Common Council with a recommendation of **approval** subject to the conditions from reviewing agencies beginning on **page 18**.

## Background Information

**Parcel Location:** A 38,252 square-foot (0.88-acre) site that extends along the east side of Monona Drive from Cottage Grove Road (CTH BB) to Davidson Street; Aldermanic District 15 (Foster); Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is comprised of three parcels zoned NMX (Neighborhood Mixed-Use District) containing a total of four buildings:

- 3900 Monona Drive is a 12,734 square-foot parcel developed with a one-story, approximately 1,950-square-foot auto repair station (“Exhaust Pros”);
- 3916 Monona Drive is a one-story, approximately 2,860 square-foot commercial building housing the “Java Cat” coffeehouse;
- 3920 Monona Drive is a one-story, approximately 1,700 square-foot commercial building housing a tattoo parlor; 3916 and 3920 Monona occupy a 16,679 square-foot parcel addressed as 3920 Monona Drive; and
- 109 Cottage Grove Road is a 10,240 square-foot parcel developed with a one-story 1,720 square-foot former tavern (“Jade Monkey”) with basement.

### Surrounding Land Use and Zoning:

**North:** Across Cottage Grove Road, Walgreens, zoned NMX (Neighborhood Mixed-Use District); “The Grove” mixed-use development, zoned CC-T (Commercial Corridor–Transitional District);

**South:** Hoey Apothecary, zoned NMX; single-family residences, zoned SR-C1 (Suburban Residential–Consistent 1 District)

**East:** Along Cottage Grove Road, multi-tenant commercial building, VFW Day Post 7591, zoned CC-T; four- and eight-unit apartment buildings on the north side of Davidson Street, zoned SR-V1 (Suburban Residential–Varied 1 District);

West: Across Monona Drive, multi-family residences and Ferchland Place in the City of Monona.

**Adopted Land Use Plan:** The 2018 [Comprehensive Plan](#) recommends the subject site and the properties to the east and across Cottage Grove Road for Neighborhood Mixed-Use (NMU). The [Comprehensive Plan](#) states that NMU development should be compact and walkable and include residential uses, as well as retail, restaurant, service, institutional, and civic uses primarily serving nearby residents. Buildings in NMU areas are generally recommended to be two to four stories in height, oriented towards streets, and located close to public sidewalks. For density, the Plan recommends 70 or less dwelling units per acre. The residential properties to the south along Davidson Street are recommended for Low Residential and Low-Medium Residential uses.

The [Cottage Grove Road Activity Centers Plan](#) includes the subject site as part of the “Atwood Activity Center,” with general recommendations that new two- to five-story mixed-use and multi-family buildings be developed along Cottage Grove Road between Atwood Avenue/Monona Drive and Johns Street. [Illustrations in the plan show redevelopment concepts for the north side of Cottage Grove Road opposite the subject site.]

**Zoning Summary:** The project will be developed in the [Proposed] TSS (Traditional Shopping Street) District.

Requirements	Required	Proposed
Front Yard Setback	0’ or 5’	10.5’ from Cottage Grove Road
Side Yard Setback: Street side yard	0’ or 5’	8’ from Monona Drive
Side Yard Setback: Where buildings abut residentially-zoned lots at side lot line	Minimum side yard required in the adjacent residential district (SR-V1): 6’	Southeast side yard (at Davidson Street): Adequate
Side Yard Setback: Where proposed buildings or abutting buildings have window openings in side walls within 6’ of lot line	One-story 5’ Two-story or higher: 6’	Northeast side yard (at Cottage Grove Road): 11.1’
Rear Yard	Lesser of 20% of lot depth or 20’	20’ from Davidson Street
Maximum Lot Coverage	85%	84%
Usable Open Space	40 sq. ft./unit (2,760 sq. ft.)	7,312 sq. ft.
Minimum Building Height	3 stories/ 40 feet	5 stories/ 60’ 8”
Auto Parking	<b>Multi-family dwelling:</b> 1 per unit (69); <b>Bank, financial institution:</b> 1 per 400 sq. ft. floor area (11) <b>Coffee shop:</b> 15% of capacity of persons (TBD)	77 underground garage; 23 surface (100 total) (See Zoning Conditions)
Accessible Stalls	Yes	2 (See Zoning Conditions)
Bike Parking	<b>Multi-family dwelling:</b> 1 per unit up to 2-bedrooms, half-space per add. bedroom (69); 1 guest space per 10 units (7) <b>Bank, financial institution:</b> 1 per 2,000 sq. ft. floor area (2) <b>Coffee shop:</b> 5% of capacity of persons (TBD) (78+ total) (208 total)	69 structured; 16 surface (85 total) (See Zoning Conditions)
Loading	None	0

Requirements	Required	Proposed
Building Forms	Commercial Block Building	(See Zoning Conditions)
<b>Other Critical Zoning Items</b>		
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 subject site is served by a full range of urban services, including Metro Transit, which operates weekday service along Cottage Grove Road through the Monona Drive intersection.

### Previous Approval

On November 17, 2020, the Common Council approved a request to rezone 209 Cottage Grove Road from CC-T (Commercial Corridor–Transitional District) to NMX (Neighborhood Mixed-Use District) and approved a Certified Survey Map (CSM) to create one lot for a mixed-use development of 109 and 209 Cottage Grove Road and 3900 Monona Drive. On October 5, 2020, the Plan Commission found the standards met and recommended approval of the zoning map amendment and CSM and approved a demolition permit to raze three commercial buildings and conditional use requests to allow construction of a four-story mixed-use building containing 2,500 square feet of commercial space and 78 apartments and a four-story apartment building with 110 units in a planned multi-use site.

### Project Description

The applicant is requesting approval of a demolition permit, zoning map amendment, and conditional uses to construct a five-story mixed-use building with approximately 6,500 square feet of first floor commercial space with adjacent vehicular access sales and service windows, and 69 apartments on the upper four floors on the 0.88-acre subject site generally located at the southeastern corner of Monona Drive and Cottage Grove Road. The applicant is also requesting approval of a Certified Survey Map to create one lot for the proposed development.

The subject site is comprised of three parcels that are currently developed with four one-story commercial buildings, which will be demolished to accommodate the proposed five-story building. Beginning at the southern end of the site adjacent to Davidson Street, the site includes 3920 Monona Drive, a 16,679 square-foot parcel developed with a one-story, approximately 1,700 square-foot commercial building housing a tattoo parlor and a one-story, approximately 2,860 square-foot commercial building at 3916 Monona housing the “Java Cat” coffeehouse, which has a vehicle access sales and service window along its southern wall. Moving north to the corner of Cottage Grove Road, 3900 Monona Drive is developed with a one-story, approximately 1,950-square-foot former auto repair business constructed in 1969 as a gas station according to City records. The third parcel comprising the subject site is a 10,240 square-foot parcel at 109 Cottage Grove Road, which is a developed with a one-story, 1,720 square-foot commercial building built in phases between 1935 and 1958. Photos of the interior and exterior of the four buildings are attached to the demolition permit file, ID [70942](#). All of the buildings are served by adjacent surface parking lots.

Following demolition, the proposed building will be a five-story, L-shaped structure that will primarily parallel Monona Drive but include a prominent corner at Cottage Grove Road. Two commercial suites containing a total of 6,436 square feet of space are proposed. The larger of the proposed commercial spaces will occupy 4,354 square feet of the ground floor at the corner of Cottage Grove Road and is planned for occupancy by UW Credit Union per the letter of intent, while the remaining 1,992 square feet of space will be located in a second tenant space oriented to Monona Drive north of Davidson Street. According to the letter of intent, the applicant intends the second, smaller space to be occupied by the existing coffeehouse tenant once the building is complete. A plaza is shown at the southwestern corner of the building adjacent to the 1,992 square-foot tenant space.

The remainder of the ground floor will be devoted to parking for the ground floor commercial tenants and two vehicle access sales and service windows – one for each tenant space. The vehicle access sales and service window for the financial institution will be located east of that tenant space along the eastern side of the building across a two-way north-south access drive that will extend between driveways into the development from Cottage Grove Road and Davidson Street. The credit union vehicle access sales and service window will include three service lanes that will be accessed from the south as illustrated on Sheet C-1.1. As illustrated on that sheet and on Sheet A-1.1, the vehicle access sales and service window for the credit union will be located mostly below the upper floors of the five-story building, with some of that queue and most of the internal north-south drive open to the sky. The second vehicle access sales and service window will abut the rear wall of the coffeehouse tenant space, which will have pedestrian entrances along the western and southern facades. Access to the coffeehouse vehicle access sales and service window will be from the south, with the exit to intersect a one-way westbound driveway that will lead out to a right-out only driveway onto northbound Monona Drive. In addition to the two vehicle access sales and service windows, 23 automobile parking stalls are proposed on the ground level, which are mostly located below the outline of the upper four floors.

Above the ground floor commercial spaces, vehicle access sales and service windows, and parking, the building will have 69 apartments on the upper four floors. Seventeen of those units will be located on the second floor, which will also include tenant storage closets, an exercise room, and common room for tenants. A roof deck will extend along the southern wall of the eastern wing of the building, which will be accessed from the common room. Nineteen units will be located on both the third and fourth floors of the building, with the remaining 14 units to be located on the fifth floor. The 69 units will consist of seven studio/efficiency units, 40 one-bedroom units, and 22 two-bedroom units.

In addition to the 23 surface auto parking stalls proposed on the ground floor, parking for 77 autos and 69 bikes will be provided below the footprint of the building. A 1,300 square-foot storage room for the commercial tenants will also be located in the basement. Access to the underground parking level will be provided by a 20-foot wide two-way ramp that will extend along the eastern property line, with access from Davidson Street. The driveway at Davidson Street will be three lanes wide and include the southern end of the two-way north-south drive through the ground floor as well as a one-way egress lane for the underground access ramp, as shown on Sheet C3.0. An additional 16 parking stalls will be located at grade around the proposed building.

The proposed building will be set back 10.5 feet from Cottage Grove Road and 8 feet from Monona Drive. The first floor of the building will be located at the grade of Monona Drive and elevated 2-3 feet above the Cottage Grove Road sidewalk, with a ramp and stairs proposed between the north-facing entrance and public sidewalk. A 20-foot setback is proposed from Davidson Street. The proposed building will include a substantial stepback of the

fifth floor from Davidson Street to transition the mass of the building to the low-density residential uses and low-rise buildings to the south.

The exterior of the building will primarily be clad with cream-colored brick and contrasting two-toned metal panels, with composite accent panels. The corner of the building adjacent to the Cottage Grove-Monona intersection will feature a four-story tall corner element that will include a tall storefront window element for the credit union tenant that will extend up to the third floor, where the corner element will transition to large corner windows for two-bedroom units at the third and fourth floor. The credit union tenant will have entrances from both streets as well as from the ground floor parking area, while the coffeehouse space will have entrances from the Monona Drive sidewalk and facing Davidson Street. The resident lobby will be located south of the credit union and face to the south, with access provided by a sidewalk that will extend from Monona Drive.

## Supplemental Regulations

Section 28.151 of the Zoning Code includes the following supplemental regulations for Vehicle Access Sales and Service Windows (as applicable in the TSS zoning district):

- a) In the TSS District, vehicle access sales and service windows shall be located under the building in which it is located, and the building shall have commercial or residential uses along the primary street frontage. In all districts, vehicle access sales and services windows shall be at least 60 feet from the closest point of any residentially zoned property or property with a residential building.
- b) Points of vehicular ingress and egress shall be located at least sixty (60) feet from the intersection of two streets and at least 60 feet from abutting residentially zoned property.
- c) Plans for onsite circulation and driveway locations shall be reviewed where conditional use approval is required. Site design shall accommodate a logical and safe vehicle and pedestrian circulation pattern. Adequate queuing lane space shall be provided without interfering with onsite parking/circulation.
- d) Speaker box sounds from the drive-through lane shall not be plainly audible so as to unreasonably disturb the peace and quiet of abutting residential property.
- e) Drive-through canopies and other structures, where present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing.
- f) A six-foot buffer area with screen planting and an obscuring wall or fence shall be required along any property line adjoining an existing residence or residentially zoned property.
- g) Bicyclist use of sales and service windows shall not be prohibited.

## Analysis

The applicant is requesting approval of a zoning map amendment to rezone the three parcels from NMX (Neighborhood Mixed-Use District) to TSS (Traditional Shopping Street District) to facilitate the proposed mixed-use building. In particular, the proposed vehicle access sales and service windows are not allowed in the NMX district but are allowed as conditional uses in the TSS district subject to the supplemental regulations in the preceding section.

The applicant is also requesting approval of a demolition permit to demolish the existing commercial buildings, and conditional uses for a building exceeding three stories and 40 feet in height, the proposed vehicle access sales and service windows, and a mixed-use building in TSS zoning with more than 48 dwelling units. Approval of a one-lot Certified Survey Map to combine the underlying parcels for the proposed development 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."

For the demolition of the existing buildings, the Plan Commission shall consider the factors and information specified in Section 28.185(9)(c) of the Zoning Code and find that the proposed demolition or removal is consistent with the statement of purpose of the demolition permits section and with the health, prosperity, safety, and welfare of the City of Madison. The standards state that the Plan Commission shall consider the report of the City's historic preservation planner regarding the historic value of the property as well as any report that may be submitted by the Landmarks Commission. At its April 18, 2022 meeting, the Landmarks Commission voted to recommend to the Plan Commission that the four buildings to be demolished had no known historic value. Planning staff has no information to suggest that the Plan Commission could not find the standards met to allow their demolition.

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 generally recommends both sides of Cottage Grove Road from Monona Drive to Dempsey Road for Neighborhood Mixed-Use (NMU), including the subject site. The NMU land use category calls for relatively small existing and planned activity centers that include residential uses, as well as retail, restaurant, service, institutional, and civic uses primarily serving nearby residents. Development and design in NMU areas should be compact and walkable, and such mixed-use areas should be well connected and integrated into neighborhoods. Development in the NMU district should be transit-oriented, even in areas where transit service does not yet exist, and buildings should be oriented towards streets and located close to public sidewalks. On-street parking is recommended where practical, with private off-street parking placed primarily behind buildings, underground, or shielded from public streets by liner buildings. Non-residential uses in NMU areas should focus on serving nearby residents, though some buildings may also include specialty businesses, services, or civic uses that attract customers from a wider area. An individual building should not include more than 10,000 square feet of commercial space, except for buildings containing grocery stores and/or community facilities (such as libraries). Finally, buildings in NMU are recommended to be two to four stories tall and may include housing developed at a density up to 70 units per acre.

Additionally, Cottage Grove Road is identified in the Comprehensive Plan as a community growth corridor, with the Monona Drive/Atwood Avenue intersection also identified as a "transitioning neighborhood center."

According to the Plan, community growth corridors are recommended along certain major streets in the city that have some transit, but lack a diversity of existing or planned future land uses. Many such corridors are or are expected to transition from an auto-oriented development pattern to more transit-, walk-, and bike-friendly styles of development. Within the hierarchy of activity centers in the Growth Framework in the 2018 plan, neighborhood centers are envisioned as the least intensively developed centers compared to the regional and community activity centers recommended across the City and its peripheral growth areas. Neighborhood activity centers tend to draw primarily from surrounding neighborhoods, generally have less transit access, and are sometimes located along less busy streets or sections of streets. Transitioning activity centers are considered “underutilized” areas with commercial and employment uses that are well served by transit with the potential to transition into “vibrant” mixed-use areas over time.

The subject site is also subject to the recommendations in the Cottage Grove Road Activity Centers Plan, which was adopted by the Common Council in October 2017 to provide transportation, economic development, land use, design, and placemaking recommendations for the Cottage Grove Road corridor from Atwood Avenue and Monona Drive on the west and Interstate 39-90 on the east, with particular focus on the intersections of Cottage Grove Road and Atwood Avenue/Monona Drive and Cottage Grove and Acewood Boulevard. The Plan generally encourages new development that serves the adjacent neighborhoods and provides stability to the activity centers, and encourages “significant” multi-story residential and mixed-use development on vacant lots and corner sites that will anchor, stabilize and revitalize both activity centers. New development is intended to support existing businesses by adding new residents in a variety of housing choices for people in different life stages and with various income levels. Commercial uses in the activity centers are recommended to focus on neighborhood-serving retail, personal services, and restaurants that serve the daily needs of residents as well as attract newcomers to the adjacent neighborhoods.

The Cottage Grove Road Activity Centers Plan includes detailed recommendations for both sides of Cottage Grove Road from the Monona Drive/Atwood Avenue intersection to just east of Johns Street, which is identified as the “Atwood Activity Center.” The Atwood Activity Center is recommended to include a mix of service-oriented commercial uses and smaller multi-family residential buildings that incorporate affordable, quality housing into new development that is close to employment centers and respectful of relationship with adjacent residential uses. New mixed-use and multi-family buildings are recommended to be between two and five stories in height and to front on the street with parking placed to the side and rear. Illustrations for the Atwood Activity Center focus on the north side of Cottage Grove Road opposite the subject site, but depict the general character of new development encouraged for this activity center by the Plan.

The Planning Division believes that the proposed five-story mixed-use building is consistent with the recommendations in the Cottage Grove Road Activity Centers Plan, and the NMU recommendation in the Comprehensive Plan and that the applicable standards for approval and supplemental regulations can be met. The project is well designed and features a height, building placement and orientation, net density (78.4 units per acre), and site plan that are consistent with the applicable plan recommendations. The uses, values and enjoyment of other property in the neighborhood for purposes already established should not be substantially impaired or diminished in any foreseeable manner by the project, and comments submitted by agencies do not suggest that the proposed mixed-use development will negatively impact the City’s ability to provide services to the project subject to meeting the recommended conditions of approval in the final section of this report.



Although staff is aware of concerns by some residents of the surrounding area—particularly of the multi-family developments located across Monona Drive in the City of Monona—about the potential for the mixed-use development to exacerbate issues at the Cottage Grove-Atwood Avenue-Monona Drive-Ferchland Place intersection, the Traffic Engineering Division has not expressed significant concerns with the proposal—including the layout of the two vehicle access sales and service windows, as apartments and financial institutions like the proposed credit union branch are typically low trip-generating uses. Traffic Engineering staff also supports the ingress and egress for the development, including the limited vehicular access to Monona Drive, which will be limited to a right-out only.

The Planning Division also believes that the Plan Commission can find that conditional use standard 12 is met to allow the proposed building to exceed the three-story and 40-foot height allowed in the TSS district. Per standard 12:

*When applying the above standards to an application for height in excess of that allowed in the district, the Plan Commission shall consider recommendations in adopted plans; the impact on surrounding properties, including height, mass, orientation, shadows and view; architectural quality and amenities; the relationship of the proposed building(s) with adjoining streets, alleys, and public rights of ways; and the public interest in exceeding the district height limits.*

The proposed five-story building will stand approximately 60 feet, 8 inches in height. The proposed height is consistent with the applicable plan recommendations for up to five-story buildings in the Cottage Grove Road Activity Centers Plan. As noted in the project description, the fifth floor will be stepped back on all sides, particularly at the southern end adjacent to Davidson Street, which should create an appropriate transition to the lower-scale, low-density residential uses to the south. In general, staff feels that the proposed building is well designed and that it would not be in the public interest to not approve the proposed height above 40 feet.

## **Conclusion**

The applicant is requesting approval of a zoning map amendment, demolition permit, and conditional uses to raze four commercial buildings to construct a five-story mixed-use building with 69 dwelling units and 6,500 square feet of ground floor commercial space.

Staff has no information to suggest that the demolition of the existing buildings could not meet the standards for approval, and the Landmarks Commission has found that none of the buildings have known historic value. The project is generally consistent with the adopted plan recommendations for the site and surroundings in the 2018 Comprehensive Plan and Cottage Grove Road Activity Centers Plan, including the land use and design recommendations contained in the corridor plan for the Atwood Activity Center. Staff believes that the project should not have an adverse impact on the uses, values and enjoyment or normal and orderly development of surrounding properties and that the various requests can meet the standards for approval, including the request to exceed the three-story and 40-foot height threshold in the proposed TSS zoning district.

## Recommendation

### Planning Division Recommendation (Timothy M. Parks, (608) 261-9632)

The Planning Division recommends the following to the Plan Commission regarding the applications for 3900-3920 Monona Drive and 109 Cottage Grove Road:

- That the Plan Commission that the standards for demolition permits are met to **approve** demolition of four commercial buildings at 3900, 3916, and 3920 Monona Drive and 109 Cottage Grove Road;
- That the Plan Commission forward Zoning Map Amendment ID 28.022–00566, rezoning 3900-3920 Monona Drive and 109 Cottage Grove Road from NMX to TSS, to the Common Council with a recommendation of **approval**;
- That the Plan Commission find the standards for conditional uses are met to **approve** construction of a five-story mixed-use building with approximately 69 apartments, 6,500 square feet of commercial space, and two vehicular access sales and service windows subject to input at the public hearing and the conditions from reviewing agencies beginning that follow; and
- That the Plan Commission forward the Certified Survey Map to combine 3900-3920 Monona Drive and 109 Cottage Grove Road into one lot to the Common Council with a recommendation of **approval** subject to the conditions from reviewing agencies beginning on **page 18**.

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

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

1. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement.
2. Construct sidewalk, terrace, curb and gutter, and pavement to a plan approved by the City Engineer.
3. 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
4. Obtain a permanent sewer plug permit for each existing sanitary or storm sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development.
5. An Erosion Control Permit is required for this project.
6. A Storm Water Management Report and Storm Water Management Permit is required for this project.
7. A Storm Water Maintenance Agreement (SWMA) is required for this project.

8. This site appears to disturb less than one (1) acre of land. 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 Building Inspection Department is an approved agent for DSPS.
9. 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.
10. This site appears to have a land use that will result in their inclusion as a restaurant class sanitary sewer customer. This will charge commercial kitchen facilities a higher sanitary sewer fee per gallon than domestic users and is based on strengths of waste measured at representative similar customers throughout the City. If the applicant desires, a sampling structure may be installed, as part of the initial construction at their cost, to allow site-specific sampling of their waste to determine sanitary sewer charges specifically for this site. If no sampling structure is installed, this site will default to the restaurant class code in MGO Chapter 35. If you have questions on the restaurant class sewer charges please contact Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com) or (608) 266-6432.
11. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer.
12. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-year design storm that is current in MGO Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
13. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
14. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
15. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
16. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Storm Water Management Plan & Report shall include compliance with the following:

Submit prior to plan sign-off, a stormwater management report stamped by a P.E. 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.

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

Oil/Grease Control: Treat the first half-inch of runoff over the proposed parking facility and/or drive up window.

Rate Control: This is a redevelopment and is required to reduce peak discharge from the 10-year event by 15% compared to existing conditions.

Provide onsite volumetric control reducing the total volume discharged from the site by 5% compared to existing conditions during the 10-year event.

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.

17. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
18. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West).

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

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| <p>19. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, 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.</p> |
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20. The exterior foundation wall for the ramp to the underground parking is very near the east property line. owner/applicant/consultant/contractor are collectively responsible for any easement or right of entry necessary for the construction, soil retention or future maintenance involved with this foundation wall.
  21. The owner/applicant/consultant are collectively responsible for any required release or modification of the Easement per Document No. 4838967 prior to construction.
  22. The site plan shall clearly show and note the limits of the underground parking structure limits adjacent to Cottage Grove Road and Monona Drive.

23. The address of the apartments is 3914 Monona Drive. The commercial spaces are 103 Cottage Grove Road for the north tenant and 3926 Monona Drive for the southerly tenant. 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.
24. Submit a complete building Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the final verification submittal stage of this LNDUSE with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

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

25. "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.
26. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Monona Drive.
27. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Cottage Grove Road.
28. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Davidson Street.

29. The applicant shall prepare a TDMP (Traffic Demand Management Plan) to be reviewed and approved by the City Traffic Engineer.
30. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

31. 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.
32. 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.
33. All parking facility design shall conform to MGO Section 10.08(6).
34. All bicycle parking adjacent pedestrian walkways shall have a 2-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
35. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
36. Per MGO Section 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
37. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4768) ([ascheib@cityofmadison.com](mailto:ascheib@cityofmadison.com)) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
38. 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.
39. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
40. Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.
41. The applicant shall submit for review a Trash Removal Plan. This plan will include times, vehicle size, use of loading zones and all related steps to remove trash from its location.
42. 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.
43. The applicant shall enter into a signed developer's agreement through City of Madison Engineering prior to sign off.

44. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
45. The driveway slope to the underground parking is not identified in the plan set. Traffic Engineering staff recommends driveway slopes under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
46. 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 on Monona Drive or Cottage Grove Road will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.

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

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| <p>47. A property with a vehicle access sales and service window is required to have a six (6)-foot buffer area with screen planting and an obscuring wall or fence along any property line adjoining an existing residence or residentially zoned property.</p> |
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48. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
  49. Provide electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the residential parking stalls (8 stalls) must be electric vehicle ready, and a minimum of 2% of the stalls (2 stalls) must be electric vehicle installed. Identify the locations of the electric vehicle ready and installed stalls on the plans and add the count of electric vehicle stalls to the parking summary.
  50. As each commercial tenant space is leased, the entire development must reflect compliance in the required amount, type and number of auto and bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use. Vehicle and bicycle parking requirements for the coffee shop will be based on the capacity of persons.
  51. Bicycle parking shall comply with MGO Sections 28.141(4)(g) Table 28I-3 and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 69 resident bicycle stalls are required plus a minimum of 7 short-term guest stalls. Up to 25% of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5)-foot access aisle for wall mount parking. Show the

dimensions of the bicycle stalls and access aisles on the basement level floor plans. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Submit a detail showing the model of bike rack to be installed.

52. On the landscape plan, label and number the proposed trees and plantings with the planting code in addition to the identification symbol. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
53. Screening is required adjacent the Zoning district boundary along the east property line abutting the SR-V1 zoning district. Screening shall be provided along side and rear property boundaries between commercial/mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between 6 and 8 feet in height. Submit a detail of the screening fence with the final plans.
54. Provide details showing that the Monona Drive primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For non-residential uses at ground floor level, windows and doors or other openings shall comprise at least 60% of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least 50% of windows on the primary street facade shall have the lower sill within three feet of grade. For residential uses at ground level, a minimum of 15% of the ground level of residential facades or side and rear facades not fronting a public street shall consist of windows and door openings. On upper stories, window or balcony openings shall occupy a minimum of 15% of the upper-story wall area.
55. Provide details demonstrating compliance with bird-safe glass requirements in Section 28.129. 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.
56. 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.
57. 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)

58. Provide the fire department access plan for the project.

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

59. 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# 22009 when contacting Parks Division staff about this project.

**Forestry Division** (Contact Jeffrey Heinecke, (608) 266-4890)

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

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

60. Private wells may have served the parcels associated with this project prior to municipal water service connections. The existing properties will require an internal and external survey for potential un-abandoned private wells prior to proceeding with demolition. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition of the property. Please contact Water Utility staff at (608) 266-4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs.

61. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Please contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

62. Update the utility plan to indicate how the southern proposed building will be service water.

63. 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)

64. The applicant shall maintain or replace the accessible bus stop boarding pad at the Metro bus stop zone that is on the south side of Cottage Grove Road, east of Monona Drive.

65. The applicant shall install and maintain a new passenger waiting shelter with seating amenity, either as part of the private landscape plan or in the public right of way area. If located in the public right of way, the applicant shall submit a Privilege in Streets (Bus Shelter) application for review by the City. An approved Encroachment Agreement for the bus shelter shall be executed prior to sign off. Contact the City's Office of Real Estate Services to start the Privilege in Streets (Bus Shelter) application process. The applicant shall include the location of these transit facilities on the final documents filed with their permit application so that Metro Transit may review the design.

**Certified Survey Map – Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

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

1. Based on the Wisconsin Department of Natural Resources (WDNR) BRRTs record (e.g. 02-13-368525 CLASSIC CLEANERS), the property contains residual contamination. Submit proof of coordination with the WDNR to remediate the site and address residual contaminant concerns associated with the proposed site plan (e.g. vapor mitigation, dewatering).
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, curb and gutter, terrace, and pavement along Cottage Grove Road and Monona Drive according to a plan approved by City Engineer.
4. 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
5. A minimum of two (2) working days prior to requesting City Engineering signoff on the 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)

6. The existing south line of this CSM along Davidson Street is incorrect. The additional area making Davidson Street 60 feet wide has not been dedicated as of this date. This Certified Survey Map shall properly dedicate the area required to provide a 60 feet width for Davidson Street. Confirm the north and south right of way lines of Davidson to assure full width is granted. Contact Jeff Quamme for information that is available from reconstruction of Davidson Project No. 11655.
7. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, 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.
8. Correct the "Sidewalk Easement" label on the CSM to "Public Sidewalk Easement". Also confirm the easement is adequate in the Southwest corner of the CSM as the site plan indicates the easement does not include a small portion of sidewalk at that location.
9. All previous road conveyances along Monona Drive and Cottage Grove Road shall be graphically shown and labeled with recording information.

10. The Owners and Mortgagees in the title reports do not match the Owner and Mortgagee on the CSM. Updated title reports shall be provided prior to final sign off that reflect title that matches the CSM.
11. The title report for 3920 Monona Drive states the report does not include Covenants, Restrictions and easements. The updated title report shall include this information prior to final sign off.
12. A note shall be added under all of the street names labeled and to be dedicated on the CSM: "Dedicated to the Public" as required by Wis. Stats. Sec. 236.20(4)(b).
13. Per a tie sheet filed by Noa Prieve on May 8, 2014 and found as recently as 2019, there is a three-quarter-inch rebar at a retaining wall at the West Quarter Corner of Section 9. It appears as though the rebar has been destroyed but the position on this CSM differs from several other positions shown on recent land divisions and appears as though the location shown on this map is where the former meander corner was previously located. This location shall be discussed with Jeff Quamme, re-monumented, and tied.
14. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)).
15. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Certified Survey Map in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations.
16. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto: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.
17. Provide **all** recorded as information on the exterior boundary of this Certified Survey Map, as required by State Statutes. This includes all previous road conveyances.
18. Provide tangent bearings for all non-tangent curves as required by Statutes.
19. 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.

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

20. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Monona Drive.
21. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Cottage Grove Road.
22. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Davidson Street.

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

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

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

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

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

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

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

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

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

23. The following note should be included on the CSM: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued."
24. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees. The Parks Division shall be required to sign off on this CSM.

**Forestry Division** (Contact Jeffrey Heinecke, (608) 266-4890)

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

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

25. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If the CSM is signed electronically, a PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off. Prior to approval sign-off by the Office of Real Estate Services, the Owner's Certificate 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).
26. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
27. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger ([hradlinger@cityofmadison.com](mailto: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 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.
28. Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have additional comments. That office will send any comments separately. If you have any questions, please contact Heidi Radlinger at (608) 266-6558 for more information.