# PLANNING DIVISION STAFF REPORT

October 24, 2022



PREPARED FOR THE PLAN COMMISSION

Project Address:	2403 East Springs Drive
Application Type:	Conditional Use
Legistar File ID #	73359
Prepared By:	Chris Wells, Planning Division Report includes comments from other City agencies, as noted.

## **Summary**

Applicant	Jay Patel; Hawkeye Hotels; 6251 Joliet Road; Countryside, IL 60525
Contact:	Jill Rubin / Nicte Gonzalez; Design-Cell Architecture; 1785 Village Center Circle, Suite 100; Las Vegas, NV 89134
Property Owner:	Badger Lodging, LLC; 2706 James Street; Coralville, IA 52241

**Requested Actions:** Consideration of a conditional use for a planned multi-use site with 40,000 square feet or more of floor area of which 25,000 square feet or more is designed as retail, a hotel or motel; and consideration of a conditional use for a reduction as allowed by MGO Section 28.141(13), which requires a lodging development with between 50,001 and 200,000 square feet of floor area to have two (2) loading spaces of at least 10-foot by 50-foot located outside of an aisle and maneuvering space, all to allow construction of a five-story, 219-room hotel at 2403 East Springs Drive.

Proposal Summary: Construction of a five-story, 219-room, dual-brand hotel.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses [M.G.O. §28.183(6)], and the Commercial Center (CC) District [M.G.O. §28.068]. Section 28.137(2)(e) states that a planned multi-use site containing more than 40,000 square-feet of floor area and where 25,000 square-feet of floor area is designed or intended for retail use or for hotel or motel use requires conditional use approval following a recommendation on the design of any specific proposal by the Urban Design Commission. Furthermore, Section 28.141(13) requires a conditional use for any reduction from the requirement for lodging establishments between 50,001 and 200,000 square-feet in size to provide two 10-foot by 50-foot, off-street loading zones.

Review Required By: Urban Design Commission (UDC) and Plan Commission (PC)

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and **approve** the two conditional uses in order to construct a five-story, 219-room, dual-brand hotel at 2403 East Springs Drive, subject to input at the public hearing and the conditions from reviewing agencies beginning on page 5 of this report.

# **Background Information**

**Parcel Location:** The subject site is a 200,786-square-foot (4.6-acre) parcel located along the east side of East Springs Drive, roughly 550 feet south of the road's intersection with High Crossing Boulevard. It is within Alder District 17 (currently vacant) and the Sun Prairie School District.

2403 East Springs Drive File ID #73349 October 24, 2022 Page 2

**Existing Conditions and Land Use:** While the site is currently developed with a one-story, roughly 33,000-square-foot commercial building, it was recently approved for demolition and a raze permit issued on October 11, 2022. The site is zoned CC (Commercial Center) District.

#### Surrounding Land Use and Zoning:

- Northwest: A Home Depot store, zoned Commercial Center (CC) District;
- Northeast: Interstate I-90/I-39/I-94;
- Southeast: A Slumberland Furniture store, zoned CC; and

<u>Southwest</u>: Across East Springs Drive is a commercial shopping strip center, zoned CC.

Adopted Land Use Plan: The <u>Comprehensive Plan</u> (2018) and <u>Greater East Towne Area Plan</u> (2021) both recommend General Commercial (GC) uses for the subject site and most surrounding properties while the <u>East</u> <u>Towne-Burke Heights Neighborhood Development Plan</u> (1987) recommends Commercial uses.

Requirements	Required	Proposed	
Lot Area (sq. ft.)	No Minimum	284,017 sq ft	
Lot Width	No Minimum	260 ft	
Front Yard Setback	No Minimum	194 ft (a, see below)	
Max. Front Yard Setback	70% of building at 85 ft	194 ft (a, see below)	
Side Yard Setback	6 ft	82 ft	
Rear Yard Setback	20 ft	162 ft	
Maximum Lot Coverage	85%	63%	
Maximum Building Height	5 stories/68 ft	5 stories/56 ft	

**Zoning Summary:** The subject property is zoned CC (Commercial Center District):

a) A zoning variance was obtained on September 15, 2022 from the Zoning Board of Appeals

Site Design	Required	Proposed	
Number Parking Stalls	No minimum, 330 maximum	211	(See Comment #32)
Accessible Stalls	5	8	
Loading	2	0	
Number Bike Parking Stalls	22	22	
Landscaping	Yes	Yes	
Lighting	Yes	Yes	
Building Forms	Yes	Flex Building	

Other Critical Zoning Items	Yes: Urban Design (Planned Commercial Site); Utility Easements	
	No: Historic District; Floodplain; Adjacent to a Park; Barrier Free (ILHR 69); Wetlands,	
	Wellhead Protection District	

Tables prepared by Jacob Moskowitz, Assistant Zoning Administrator

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

**Public Utilities and Services:** The site is served by a full range of urban services. Daily transit service is located roughly 400 feet to the south along East Springs Drive.

## **Related Approvals**

On October 3, 2022, the Plan Commission approved a request for a demolition permit to demolish the existing commercial building (the former Pawn America). (Legistar File <u>73183</u>)

On September 21, 2022, the Urban Design Commission reviewed the Planned Multi-Site Use site and recommended final approval to the Plan Commission. (Legistar File <u>73313</u>)

On September 15, 2022, the Zoning Board of Appeals approved the applicant's request for a variance from M.G.O. 28.068(3)(a) which, for buildings in the Commercial Center (CC) District, sets the maximum setback for 70 percent of the street-facing building wall, at 100 feet. (Note: the maximum building setback is normally 85 feet but the Zoning Code notes that it may be extended to a maximum of one hundred (100) feet if traffic circulation, drainage and or other site design issues are shown to require additional space.) As the proposed building is set back roughly 194 feet - 11 inches feet from the street, a variance of 94 feet - 11 inches was therefore required. (Legistar File ID 73522)

On June 10, 2019, the Plan Commission approved a demolition permit to demolish the existing commercial building and two conditional use requests for the subject site – 1) a conditional use for a planned multi-use site containing more than 40,000 square-feet of floor area and where 25,000 square-feet of floor area is designed or intended for hotel use; and 2) a conditional use for any reduction from the requirement for lodging establishments between 50,001 and 200,000 square-feet in size to provide two 10-foot by 50-foot, off-street loading zones – all in order to construct a five-story, 220-room, dual-brand hotel at 2301 East Springs Drive; 17<sup>th</sup> Ald. Dist. (Legistar File <u>55462</u>) (These approvals have subsequently expired.)

# **Project Description**

The proposed five-story hotel will be sited near the center of the parcel. It will be "L"-shaped, with a 68-room Tru by Hilton hotel occupying the wing which parallels the Interstate, and a 151-room Home2 Suites by Hilton hotel occupying the longer wing which lies perpendicular to the Interstate. The hotels will share a common main entrance, which will be located to the south of the junction of the two wings and architecturally indicated via a porte-cochère. Secondary entrances will be located at the ends of each of the wings as well as along the northwestern façade. A one-story projection along the northeast elevation will house an indoor pool. Outdoor patios will flank the projection.

The site will be accessed from East Springs Drive, in a manner almost identical to the existing site condition. The site will continue to share access from East Springs Drive with the Home Depot, with the drive aisles serving each of the two sites merging near the East Springs Drive sidewalk. The drive aisle serving the subject site will continue to follow the same route up the roughly 15-foot embankment as currently exists. At the top of the incline, visitors will be able to choose from the 222 automobile parking stalls which are proposed around the hotel. All are accessed via the drive aisle, which circles the building. Stating that truck deliveries – of prepackaged items and snacks – will occur by box truck rather than larger semi-trucks, the applicant is requesting a waiver from providing the two required 10-foot by 50-foot loading spaces.

Regarding exterior materials, while sharing largely a common material and color palette as well as the same modern, architectural language, the two hotel brands will use accent colors to visually differentiate themselves. Both will utilize a dark brown brick veneer for the ground floor, and light, medium, and dark grey fiber cement

2403 East Springs Drive File ID #73349 October 24, 2022 Page 4

paneling and lap siding on the upper floors. While both will use EIFS paneling as accents at the fifth floor level, the color will vary by wing with yellow used on the Home2 Suites by Hilton wing while cyan will be used on the Tru by Hilton wing. The Tru by Hilton hotel wing will also have vertical bands of EIFS paneling composed of smaller rectangles of white, yellow, cyan, medium blue, and purple. The HVAC units for each of the rooms will be clad with horizontal louvers colored grey to match the rest of the building's color palette.

# **Analysis & Conclusion**

This request is subject to the standards for conditional uses. This section begins with a summary of adopted plan recommendations.

### **Conformance with Adopted Plans**

The <u>Comprehensive Plan</u> (2018) and <u>Greater East Towne Area Plan</u> (2021) both recommend General Commercial (GC) uses for the subject site and most surrounding properties while the <u>East Towne-Burke Heights Neighborhood</u> <u>Development Plan</u> (1987) recommends Commercial uses.

The Planning Division believes the proposal could be found consistent with all adopted plan recommendations.

### **Conditional Use Standards**

The Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of M.G.O. §28.183(6) are met. This proposal requires conditional use approvals for: 1) a planned multi-use site (due to the fact that it shares access to East Springs Drive with the adjacent, Home Depot site) containing more than 40,000 square-feet of floor area and where 25,000 square-feet of floor area is designed or intended for hotel use (per M.G.O §28.137(2)(e)); and 2) any reduction from the requirement for lodging establishments between 50,001 and 200,000 square-feet in size to provide two 10-foot by 50-foot, off-street loading zones (per M.G.O §28.141(13)).

Staff notes two primary considerations regarding the conditional use standards.

Approval Standard #5 requires that, "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." The applicant is seeking a Conditional Use to effectively waive the requirement of Section 28.141(13) for lodging establishments between 50,001 and 200,000 square-feet in size to provide two 10-foot by 50-foot, off-street loading zones. Instead of two formal loading zones (spaces), the applicant is currently proposing to handle deliveries via a roughly 35-foot-long, curb-side loading area located to the east of the building. In conversations with staff, the applicant has stated that in their experience, these types of hotels receive, on average, only 15 deliveries of operational supplies or frozen food items per month – all of which are handled by small box trucks. They also note that at many properties, the owners allow the box trucks to go through the porte-cochère. Staff note that both Traffic Engineering and Zoning have reviewed the proposed loading zone and do not have concerns.

2403 East Springs Drive File ID #73349 October 24, 2022 Page 5

In regards to building aesthetics, Conditional Use Approval Standard #9 states that for new construction, the Plan Commission shall find that "the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district." Staff note that this project was reviewed by the Urban Design Commission who recommended approval at their meeting on September 21, 2022 with no additional conditions. This is notable because when the UDC reviewed the previous iteration of this hotel in 2019 and recommended approval, they did so with the three conditions:

- Remove all EIFS paneling from the southern and eastern elevations, except for the yellow and cyan inset paneling, and replace them with fiber cement paneling.
- When changing from EIFS to fiber cement paneling at the fifth floor level, do not do so at an outside corner but rather at the nearest inside corner on the north and east elevations (i.e. at column lines 4B and 24P on Sheet A2.1 for the north and east elevations, respectively).
- Consider providing a conduit for an onsite electric car charging station.

However, in preparation for the 2022 submittal, the applicant made a number of small changes to the design in order to address the UDC's previous concerns. They swapped out much of the EIFS paneling at the fifth floor level for fiber cement (this also addressed the concern about changing materials at an outside corner), and added two electric vehicle charging stations on site. With the approval recommendation from the Urban Design Commission, Staff believe this Standard could be found met.

## Conclusion

Given the fact that the project is believed to be consistent with the adopted plans recommendations, meets the zoning code (in part by being granted a variance from the required 100-foot maximum building setback from East Springs Drive), and received a recommendation of approval from the Urban Design Commission, Staff believe that the proposed building could be found to meet the applicable approval standards. A time of report writing, Staff have not received public comment.

## Recommendation

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

The Planning Division recommends that the Plan Commission find the standards met and **approve** the two conditional uses in order to construct a five-story, 219-room, dual-brand hotel at 2403 East Springs Drive, subject to input at the public hearing and the following conditions:

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

## City Engineering Division (Contact Brenda Stanley, (608) 271-9127)

 Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering signoff, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4)

- 2. Obtain a permanent sewer plug permit for each existing sanitary 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. The procedures and fee schedule is available online at <a href="http://www.cityofmadison.com/engineering/permits.cfm">http://www.cityofmadison.com/engineering/permits.cfm</a>. (MGO CH 35.02(14))
- 3. Obtain a permit to plug each existing storm sewer. This permit application is available on line at <a href="http://www.cityofmadison.com/engineering/permits.cfm">http://www.cityofmadison.com/engineering/permits.cfm</a>. (MGO CH 37.05(7))
- 4. Obtain a permit to plug each existing storm sewer. This permit application is available on line at <a href="http://www.cityofmadison.com/engineering/permits.cfm">http://www.cityofmadison.com/engineering/permits.cfm</a>. (MGO CH 37.05(7))
- 5. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
- 6. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
- 7. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
- 8. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line: https://dnr.wisconsin.gov/topic/Stormwater/construction/forms.html. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
- 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. (POLICY)
- 10. 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. (POLICY AND MGO 10.29)
- 11. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
- 12. This project will disturb 20,000 sf 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 <u>meberhardt@cityofmadison.com</u>, or Daniel Olivares (east) at <u>daolivares@cityofmadison.com</u>, for approval. 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. The WDNR provided workbook to compute USLE rates can be found online at https://dnr.wi.gov/topic/stormwater/publications.html

This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)

This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.

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.

13. Prior to approval, this project shall comply with Chapter 37 of the 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 Stormwater Management Permit application can be found on City Engineering's website at <a href="http://www.cityofmadison.com/engineering/Permits.cfm">http://www.cityofmadison.com/engineering/Permits.cfm</a>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: 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. (POLICY and MGO 37.09(2))

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10- year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

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 1/2 inch of runoff over the proposed parking facility and/or drive up window. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

14. 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: <u>bstanley@cityofmadison.com</u> (East) or <u>ttroester@cityofmadison.com</u> (West).

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

- 15. Show the landscape buffer and Highway Setback lines and labels on Sheet 3.0, Site Plan.
- 16. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (<u>lzenchenko@cityofmadison.com</u>) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings.

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 verification submittal stage of this LNDUSE with Zoning.

The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall provided for additional review and approval by Engineering.

Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department.

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.

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

- 17. The applicant shall maintain the existing pedestrian connections on their site, including the access to the neighboring parcel to the South
- 18. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.
- 19. 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.

- 20. 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.
- 21. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
- 22. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
- 23. 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.
- 24. The applicant shall adhere to all vision triangle requirements as set in MGO 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 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.
- 25. The applicant shall provide a clearly defined 5' 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.
- 26. 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 Andrew Oliver, (267-1979, <u>aoliver@cityofmadison.com</u>) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
- 27. "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.
- 28. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

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

Submit a landscape plan and landscape worksheet stamped by a registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect

- 30. Provide revised elevations demonstrating compliance with Sec. 28.129 Bird-Safe Glass Requirements. Provide a detail of the glass treatment to be used.
- 31. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
- 32. Label EV ready and EV installed spaces on the final site plan. Sec. 28.141(8)(e) requires at least 10% (21) EV ready spaces and 1% (2) EV installed spaces.

#### Forestry Review (Contact Jeffrey Heinecke, (608) 266-4890)

33. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on the site plan set.

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

- 34. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working day's notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<u>http://www.cityofmadison.com/water/plumbers-contractors</u>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
- 35. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

The Planning Division, Parks Division, Fire Department, and Metro Transit have reviewed this request and have recommended no conditions of approval.