



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 502-506 E. Badger Road  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [45463](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted.

**Summary**

**Applicant:** Jerry Mortier, The Redmond Company; W228 N 745 Westmound Drive; Waukesha.

**Property Owner:** Carey and Slinde Enterprises, LLC; 506 E. Badger Road; Madison.

**Requested Action:** Approval of a demolition permit and conditional use to allow demolition of a bowling alley and construction of an auto sales business at 502-506 E. Badger Road.

**Proposal Summary:** The applicant proposes to raze the former Badger Bowl located at 506 E. Badger Road to allow construction of a one-story, 35,000 square-foot auto sales and service building and inventory display lot for the Fields Automotive Group at 502-506 E. Badger Road. Construction of the project will commence as soon as all regulatory approvals have been granted, with completion anticipated in January 2018.

**Applicable Regulations & Standards:** Table 28D-2 in Section 28.061 of the Zoning Code identifies auto sales and rental as permitted uses in the CC (Commercial Center) zoning district. Section 28.068(4)(a) requires conditional use approval for an individual establishment exceeding 25,000 square feet in floor area. Section 28.183 of the Zoning Code 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.

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit and conditional use to allow demolition of a bowling alley and construction of an auto sales business at 502-506 E. Badger Road 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 project site is a 5.0-acre site comprised of two parcels located at the northeastern corner of E. Badger Road and Rimrock Road; Aldermanic District 14 (Carter); Madison Metropolitan School District.

**Existing Conditions and Land Use:** The former Badger Bowl occupies a 2.25-acre parcel addressed as 506 E. Badger Road, which was recently attached to the City from the Town of Madison. The remainder of the subject site is a 2.75-acre parcel addressed as 502 E. Badger Road, which is developed with surface parking for the bowling alley. Both parcels are zoned CC (Commercial Center District).

**Surrounding Land Uses and Zoning:**

North: Beltline Highway and eastbound Rimrock Road onramp;

**South:** Single-family residences in the City of Madison, zoned SR-C1 (Suburban Residential–Consistent 1 District); Badger Rock Charter School in the City of Madison, zoned CC-T (Commercial Corridor–Transitional District); City-owned greenway, zoned CN (Conservancy District);

**West:** Auto sales businesses and office buildings in the Novation development across Rimrock Road in the Town of Madison;

**East:** Single- and two-family residences across Nob Hill Road at E. Badger Road in the Town of Madison; Rubin’s Furniture warehouse further north along Nob Hill in the City of Madison, zoned CC (Commercial Center District).

**Adopted Land Use Plans:** The Comprehensive Plan identifies the subject site, nearby charter school, and various commercial uses located along Nob Hill Road east of the site for General Commercial development. The Novation development across Rimrock Road is recommended for Employment uses, while the single- and two-family residences generally east of the site along E. Badger Road are recommended for Low-Density Residential development. There is no adopted neighborhood-level or special area plan that includes the subject site or surrounding area.

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

Requirements	Required	Proposed
Front Yard	100’ maximum	100’
Side Yards	One-story: 5’; two-story: 6’	Adequate
Rear Yard	For corner lots, where all abutting property is in a nonresidential zoning district: Same as side yard, 5’	Adequate
Maximum Lot Coverage	85%	87.4% (See conditions)
Maximum Building Height	5 stories / 68’	1story
Auto Parking	Maximum 1 per 500 sq. ft. floor area (66), plus 4 spaces per service bay (56) = 122 total	62 customer and employee stalls; 59 service stalls, for 121 total; plus 239 inventory
Bike Parking	1 per 5 employees (6)	10 (See conditions)
Loading	0	0
Building Forms	Free-standing Commercial Building	(See 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 subject site is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services, including daily Metro Transit service on all abutting streets and weekend service on Rimrock Road.

## Previous Approval

On November 22, 2016, the Common Council adopted Ordinance 16-00102 (ID [44743](#)) attaching to the City of Madison from the Town of Madison 2.25 acres of land owned by the Carey & Slinde Enterprises, LLC and located at 506 E. Badger Road, and assigning CC (Commercial Center District) zoning to the property to match the zoning of adjacent property under the same ownership at 502 E. Badger Road, which was already in the City.

The attachment was preceded by an Early Attachment Agreement and Municipal Revenue Sharing Agreement between the City and Town of Madison Board (Resolution 16-00744 (ID [44093](#)), adopted by the Common Council of the City on September 20, 2016), which stipulated that in exchange for early attachment of 506 E. Badger Road that the City will pay the Town one-half of the City's share of property taxes from the combined parcels until October 31, 2022, when the Town parcel would have otherwise attached to the City under the Cooperative Plan.

## Project Description

The applicant is seeking approval of a demolition permit and conditional use to allow the former Badger Bowl indoor recreation and entertainment facility located at 506 E. Badger Road to be demolished and the 5.0-acre overall site, which includes a parking lot for the bowling alley addressed as 502 E. Badger Road, to be redeveloped with an auto sales establishment. Both parcels are zoned CC (Commercial Center District), and a one-lot Certified Survey Map to combine the underlying lots into one to facilitate the proposed development has been submitted for administrative approval.

The building to be razed is a one-story, approximately 30,000 square-foot metal building located in the southeastern corner of the property, which is bounded by E. Badger Road on the south, Nob Hill Road on the east, the Beltline Highway (US Highway 12/18) on the north, and Rimrock Road (CTH MM) on the west. The building is surrounded on all four sides by surface parking, with most of the parking located on the north and west sides. There is a sand volleyball court located adjacent to the northern wall of the building. The site has a very slight slope from west to east but sits 15 to 20 feet below the grades of Rimrock Road and the onramp from Rimrock onto the eastbound Beltline.

The proposed auto sales establishment will be constructed as an L-shaped approximately 35,000 square-foot building that will parallel E. Badger Road and Rimrock Road. The western half of the building parallel to Rimrock Road will include two showrooms located on either side of west-facing shared lobby, and various spaces devoted to sales offices, service reception and waiting areas, and administrative spaces. The eastern half of the building parallel to E. Badger Road will include an indoor reception area for vehicle service, the service garage, and parts department, which will have a second floor/ mezzanine for storage. The building will be a tall one-story structure of varying height between 22 and 29 feet and will be clad with a combination of split-face block, metal panel and EIFS. The auto sales establishment will host three car brands, and the proposed building will feature two distinct exterior branding treatments (one treatment will serve two brands).

The auto sales building will be located just south of the center of the subject site. The site plan indicates that a total of 363 parking stalls are proposed, including 239 inventory stalls and 59 stalls for the service department. Customer parking and service pick-up parking will be located in an aisle adjacent to the western wing of the building, with inventory stalls proposed further west between that customer-oriented aisle and Rimrock Road. Additional inventory parking is proposed between the building and E. Badger Road and the northern portion of the Nob Hill Road frontage and the northern property line. Service and employee parking will generally be located adjacent to the easterly walls of the building.

## Analysis and Conclusion

In order for the demolition of the existing building to be approved, the Plan Commission is required to find that both the requested demolition and the proposed use are compatible with the purpose of Section 28.185 of the Zoning Code and the intent and purpose for the zoning district in which the property is located. The proposed use of the property following the demolition should also be consistent with the Comprehensive Plan and any adopted neighborhood plans. When making its decision, the Commission may consider and give decisive weight to any relevant facts including but not limited to the effects the demolition and proposed use of the subject property following demolition would have on the normal and orderly development and improvement of surrounding properties, the reasonableness of efforts to relocate the building(s), including the costs of relocation and the structural soundness of the building(s), and the limits that the location of the building(s) would place on relocation efforts.

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 following conditions are present."

In reviewing the proposed demolition permit and conditional use requests, the Planning Division believes that the standards for approval can be subject to the conditions in the following section. Photos of the interior and exterior of the bowling alley submitted with the application appear to depict a structure that is in average condition. Staff has no information that would suggest that the demolition standards cannot be met with the request to raze it. The Landmarks Commission informally reviewed the demolition of the bowling alley on September 19, 2016 and noted that the structure had no known historic value.

Staff does not believe that the proposed auto sales establishment will have an adverse impact on the uses, values and enjoyment or normal and orderly development of surrounding properties, and believes that the proposed building generally 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. The proposed building is generally a well-designed mass that will enhance the appearance of the site from the streets abutting the subject site once the building architecture and cladding is refined to fully comply with Section 28.060 of the Zoning Code. In particular, the applicant will need to significantly reduce the amount of EIFS proposed and increase articulation of the eastern façade adjacent to Nob Hill Road.

Per its statement of purpose, the Commercial Center zoning district was established "to recognize the existing large-format retail and office sites within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use centers that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity" consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans. The district is also intended to improve the quality of landscaping, site design and urban design within commercial centers and encourage appropriate transitions between higher-intensity uses and adjacent lower-density residential districts. Staff believes that the proposed redevelopment of the site is consistent with the statement of purpose for the CC district as well as with Comprehensive Plan, which recommends that the subject site be developed with General Commercial uses.

## Recommendation

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

The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit and conditional use to allow demolition of a bowling alley and construction of an auto sales business at 502-506 E. Badger Road subject to input at the public hearing and the following conditions:

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

### Planning Division

1. Prior to final plan approval an issuance of permits, the applicant shall work with the Zoning Administrator and Planning Division staff to bring the proposed building into full compliance with Section 28.060 of the Zoning Code as noted in the Zoning Administrator's comments contained later in this section of the report (#34).
2. The applicant shall revise the plans to continue the curb along the western parking/inventory lot edge to prevent encroachment of vehicles into the adjacent highway rights of way and to provide a more uniform appearance for the parking area.
3. The lighting plan shall comply with MGO Section 10.085, the Outdoor Lighting Ordinance prior to final plan approval an issuance of permits. Questions about the lighting plan or the Outdoor Lighting Ordinance should be directed to Fred Rehbein, City of Madison Building Inspection Division, at 267-8688 or [frehbein@cityofmadison.com](mailto:frehbein@cityofmadison.com).

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

4. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees.
5. All outstanding Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to Engineering 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 working days prior to requesting City Engineering signoff.
6. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.
7. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including:

building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). The CAD file will only be required prior to final plan review so that multiple files do not need to be supplied or reviewed. E-mail CAD file transmissions are preferred to: [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com). The party responsible for the CAD file e-mail transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

8. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) Building Footprints; b) Internal Walkway Areas; c) Internal Site Parking Areas; d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; i) Street names; j) Stormwater Management Facilities; k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
9. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including SLAMM DAT files, RECARGA files, TR-55/HYDROCAD/Etc., and Sediment loading calculations. If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided).
10. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.
11. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0-tons per acre per year.
12. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5 x 14" size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff has reviewed the draft document and approved it with any required revisions, submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. The draft SWMA document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict (east) at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com). The final document and fee should be submitted to City Engineering.

13. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to continue to review projects for compliance with NR-216 and NR-151 but a separate permit submittal is now required to the WDNR for this work as well. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their Notice of Intent Permit (NOI) or Water Resources Application for Project Permits (WRAPP) permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.
14. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% off of the proposed development when compared with the existing site.
15. Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 of Madison General Ordinances.
16. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
17. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.
18. All work in the public right of way shall be performed by a City-licensed contractor.
19. All damage to the pavement on Rimrock Road, E. Badger Road and Nob Hill Road adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
20. The applicant shall install public sidewalk along E. Badger Road. The applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.

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

21. This pending CSM application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
22. A 20-foot wide Sanitary Sewer Easement shall be granted to the City of Madison on the pending Certified Survey Map centered on existing facilities along the northern side of the lot that are not within an existing easement of record. Contact Jeff Quamme for required language (jrquamme@cityofmadison.com).
23. The proposed sign at the northeasterly corner of the property is currently proposed to be over the existing public sanitary sewer. The sign shall be moved outside of the 20-foot wide easement that is required to be

granted at that location. If this sign cannot be moved outside of the easement, a Consent to Occupy Easement Agreement will be required.

24. A public storm sewer easement shall be granted by the pending CSM over the triangular portion at the northwest corner that currently is not encumbered by an existing storm sewer easement and also on the southeast side of the existing easement to include an area that is 10 feet southeast of the center of the existing storm sewer pipe.

25. Provide a demolition plan.

26. The Public Bus Shelter Easement shall be shown per Document No. 1857759 on the site plans and the improvements labeled.

27. The address of 506 E Badger Rd will be retired with the demolition of the Badger Bowl. The address of the new proposed building is 504 E Badger Rd. 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.

28. The applicant shall address the deed restrictions prohibiting building construction per Document Nos. 1593706 and 1674053 to ensure the proposed building is not in violation of any restrictions of record.

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6527)

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

30. 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.

31. 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.

32. All parking facility design shall conform to the standards in MGO Section 10.08(6).

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

33. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.

34. The proposed building shall comply with the design standards for building materials in Section 28.060:
- a. Reduce the use of EIFS on the north and east elevations. EIFS is allowable for use as a trim or accent material or at the top of a building. This material shall not be used within three (3) feet of the ground or used in heavily trafficked pedestrian areas or where high pedestrian traffic is anticipated.
  - b. Enhance the design of the Nob Hill Road street-facing east elevation. No blank walls shall be permitted to face the public street, sidewalks, or other public spaces such as plazas. Elements such as windows, doors, columns, changes in material, and similar details shall be used to add visual interest. All building facades visible from a public street or public walkway should employ materials and design features similar to or complementary to those of the front façade.
35. MGO 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, Mr. Bryan Johnson (608-266-4682). Section 28.185(10): 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 60 days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
36. Provide details of any proposed vehicle display pad areas. The civil plan pages C-2, C-3 and C-4 show a display pad labeled west of the proposed building and adjacent Rimrock Road. The landscape plan does not show a display pad. A vehicle display pad may not be located within a landscape island.
37. Submit a bike rack detail.
38. Submit a stamped landscape plan and landscape worksheet with the final plans. Per Section 28.142(3), landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
39. Provide adequate development frontage landscaping adjacent the E. Badger Road and Nob Hill Road street frontages per Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that landscaping must be installed on the private property.
40. Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d). Screens shall be of durable, permanent materials that are compatible with the primary building materials.
41. 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.
42. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

43. Note: The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Division Chief Tracy Burrus of the MFD Training Division at [tburrus@cityofmadison.com](mailto:tburrus@cityofmadison.com) or (608)213- 4176 to discuss possibilities.

**Water Utility** (Contact Adam Wiederhoeft, 261-9121)

44. 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.

45. All operating private wells shall be identified and permitted by the Water Utility and all unused private wells be abandoned in accordance with MGO Section 13.21.

46. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website, or 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. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Parks Division** (Contact Janet Schmidt, 261-9688)

47. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brian Meiller – [bmeiller@cityofmadison.com](mailto:bmeiller@cityofmadison.com) or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the final plan.

48. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – [bmeiller@cityofmadison.com](mailto:bmeiller@cityofmadison.com) or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction

49. Existing street trees shall be protected. Please include the following note on the site plan: "Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry." Tree protection specifications can be found in Section 107.13 of City of Madison Standard Specifications for Public Works Construction.

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

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