



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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March 1, 2018

Anne Morrison  
Urban Land Interests  
10 E. Doty Street, Suite 300  
Madison, WI 53703

RE: Legistar IDs: 49895 & 49690 | Accela ID: 'LNDUSE-2017-00117' -- Approval of two Zoning Map Amendments to rezone 1720 Monroe Street from Planned Development-General Development Plan - Specific Implementation Plan (PD-GDP-SIP) to an amended PD-GDP-SIP and rezoning 625 S. Spooner Street from TR-C2 (Traditional Residential - Consistent 2) District to PD-GDP-SIP; as well as a demolition permit to raze a bank facility at the 1720 Monroe Street site in order to construct a five-story, mixed-use building with roughly 16,300 square feet of commercial space and 65 apartment units.

Dear Ms. Morrison:

At its February 27, 2018 meeting, the Common Council **approved** your request to rezone property at 1720 Monroe Street from Planned Development-General Development Plan - Specific Implementation Plan (PD-GDP-SIP) to an amended PD-GDP-SIP and rezone property at 625 S. Spooner Street from TR-C2 (Traditional Residential - Consistent 2) District to PD-GDP-SIP. At its February 19, 2018 meeting, the Plan Commission **approved** the related demolition permit request to raze a bank facility at the 1720 Monroe Street site. In order to receive final approval of the rezoning and demolition requests, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact Timothy Troester, City Engineering Division, at (608) 267-1995 if you have questions regarding the following twenty-seven (27) items:**

1. The City of Madison has a project proposed on Monroe Street where the sewer, water and storm sewer sizes and locations will be changed from what it is currently present (City Project 10251). Applicant shall review City plans to make sure that the City's proposed facilities will address the needs of the proposed development and include the pertinent utility information from the City plan on the proposed development plan.
2. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))

3. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
4. 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. (POLICY)
5. Property is the location of a former dry cleaner, auto garage, and gas station. Phase 1 & 2 environmental site assessments (ESAs), compliant with ASTM E1527-13, are required for the project area. The applicant shall provide one (1) digital copy of ESAs to Brynn Bemis (608-267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for review.
6. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.
7. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. 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:
  - 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) Private on-site sanitary sewer utilities (including all connections to public sanitary)
  - k) Private on-site storm sewer utilities (including all connections to public storm)

All other levels (contours, elevations, etc.) are not to be included with this file submittal.

NOTE: Email CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

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:
  - a) SLAMM DAT files
  - b) RECARGA files
  - c) TR-55/HYDROCAD/Etc
  - d) 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. (POLICY and MGO 37.09(2))
10. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. 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.
11. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the 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. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. 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.

13. 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 8.5x14 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 have 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. Draft document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
14. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the 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.
15. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required. (NOTIFICATION)
16. This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. (POLICY)
17. The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds. (POLICY)
18. Prior to approval, this project shall comply with Chapter 37 of the 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.
19. 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 the Madison General Ordinances.
20. The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer and the City. Obtaining an executed developer's agreement generally takes 6-8 weeks at a minimum from the date of the required scheduling meeting. (MGO 16.23(9)c)

21. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. (MGO 16.23(9)(d)(6))
22. The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development. (POLICY)
23. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which 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. (POLICY)
24. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
25. All damage to the pavement on Monroe St, West Lawn Ave, & Spooner St, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
26. The Applicant shall construct street & sidewalk improvements to a plan as required by City Engineer.
27. Coordinate all work with City Monroe St reconstruction project. Contractor shall not occupy any street right of way needed by street reconstruction project.

**Please contact Jeff Quamme, City Engineering Division - Mapping, at (608) 266-4097 if you have questions regarding the following five (5) items:**

28. The Applicant shall obtain a privilege in streets agreement for the proposed bike racks within the Spooner Street public right of way. The approval of this development does not constitute or guarantee approval of the encroachments.
29. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel- Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
30. The base address of the apartments is 1722 Monroe St. The retail addresses will be determined when build-out tenant configurations are known and primary entry doors are verified. 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.

31. Submit a Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)); All Addressing Plans shall provide a floor plan for each floor on a separate sheet to facilitate 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 submittal of the application for the final Parking Lot / Site Plan Approval with Zoning. The approved Addressing Plan shall subsequently be included with those final application materials.
32. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko of Engineering Mapping for confirmation of any addresses that may be required to be changed and/or reapproved. Once all required revisions have been approved, the final Addressing Plan shall be submitted by the applicant to Zoning to be included with the final filed approved site plans.

**Please contact Sean Malloy, Traffic Engineering Division, at (608) 266-5987 if you have questions regarding the following fourteen (14) items:**

33. This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, covered sidewalks will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on Monroe Street 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.
34. 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; 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.
35. 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.
36. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
37. 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.
38. Per Section MGO 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.

39. 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.
40. 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 four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4766) 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.
41. "Stop" signs shall be installed at a height of seven (7) feet 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.
42. Prior to final plan review, the applicant shall make sure that noted dimensions match the scale for all parking geometrics. For example, the 9' stalls noted on the surface parking are scaling out to 8.5'.
43. All sidewalks adjacent parking stalls shall be 7' to accommodate vehicle overhang.
44. Parking stalls that are located next to a sidewalk shall have a barrier between the stall and the sidewalk to serve as protection for any pedestrians.
45. Note: The applicant has submitted the requested Traffic Impact Analysis study; the study has been reviewed and accepted by Traffic Engineering.
46. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.

**Please contact Bill Sullivan, Madison Fire Department, at (608) 261-9658 if you have questions regarding the following item:**

47. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Jerry Buechner at [jbuechner@cityofmadison.com](mailto:jbuechner@cityofmadison.com) or (608) 516-9195.

**Please contact Jenny Kirchgatter, Zoning Division, at (608) 266-4429 if you have questions regarding the following fourteen (14) items:**

48. As currently shown on the plans, there does not appear to be adequate space to provide short-term bicycle parking for the commercial tenant spaces on Monroe Street. Bicycle parking for the commercial tenants shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11) or a bicycle parking reduction must be obtained. A bicycle parking adjustment will be required for the long-term resident bike stalls that do not meet the bicycle parking design and location requirements of Section 28.141(11) as currently shown on the plans.

49. 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 (608-266-4682).
50. 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 sixty (60) days of completion of demolition.
51. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
52. Bicycle parking for the multi-family residential use shall comply with City of Madison General Ordinances 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 67 resident bicycle stalls are required plus a minimum of six (6) short-term guest stalls. A minimum of 90% of the resident stalls shall be designed as long-term parking. Up to twenty-five percent (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. Identify and dimension the bicycle stalls, including the access aisles, on the final plans. The access aisle must not be obstructed by vehicles, columns or other structures. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit details showing the models of bike racks to be installed, including ground mounted and wall mounted or structured bike racks.
53. Bicycle parking for the commercial tenants shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of eight (8) short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. As each commercial tenant space is leased, the entire development must reflect compliance in the required type and number of bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use. Provide a detail of the proposed bike rack.
54. Bicycle stalls are proposed in the South Spooner Street public right-of-way. Note that bicycle stalls located in the public right-of-way do not count toward the minimum bicycle parking requirement. Privilege in the Streets approval is required through the City of Madison Office of Real Estate Services.
55. 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 ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
56. Provide details of the second floor green roof area and six (6) foot high privacy fence located adjacent the north and west property lines.
57. Submit floor plans and elevations for the two-family dwelling to remain at 625 S Spooner St.
58. An existing shared garage is located on the properties located at 619 and 625 S Spooner St. A portion of the garage located on 625 S Spooner St is proposed to be removed and a portion of the garage is proposed to remain on the property located at 619 S Spooner St. A building permit will be required to remove the portion of the garage located on 625 S Spooner St and to retain the portion located on 619 S Spooner St.



59. Exterior lighting provided shall be in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
60. 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.
61. 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.

**Please contact Kate Kane at (608) 261-9671 or Kay Rutledge at (608) 266-4714, both of the Madison Parks Division, if you have questions regarding the following two (2) items:**

62. 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 West Park -Infrastructure Impact Fee district. Please reference ID# 17169 when contacting Parks about this project.
63. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Adam Wiederhoeft, Water Utility, at (608) 266-9121 if you have any questions regarding the following three (3) items:**

64. The City of Madison has a project proposed on Monroe Street where the sewer, water and storm sewer sizes and locations will be changed from what it is currently present (City Project 10251). Applicant shall review City plans to make sure that the City's proposed facilities will address the needs of the proposed development and include the pertinent utility information from the City plan on the proposed development plan.

65. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
66. 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.

**Please contact Tim Sobota, Metro Transit, at (608) 261-4289 if you have any questions regarding the following three (3) items:**

67. Metro Transit staff, as well as our passengers and other stakeholders in the Monroe Street corridor, have identified that the existing hourly bus service frequency that operates on Route 7 along Monroe Street on weekends and holidays is inadequate for the densities and uses that are being proposed, and have been previously approved. This route also has poor on-time performance characteristics, due to the limited resources currently available to operate this service.
68. As part of the 2018 budget process, Metro Transit submitted an operating budget request that had included an investment proposal that would have afforded an increase to the bus service frequency in the Monroe Street corridor on weekends and holidays, to more frequent trips running every 30 minutes and also addressing on-time performance issues. The approximate annual operating cost of \$400,000 - that would have been necessary to implement this service frequency increase and on-time performance improvements, by using four additional buses on weekends and holidays - did not get debated or adopted in the final 2018 operating budget, that was approved by the City.
69. Metro Transit does operate frequent weekday-only transit service along Monroe Street through the bus stops at the Spooner (westbound direction) and Garfield (eastbound direction) intersections, near the project site. Trips operate at least every 30 minutes in both directions, with service operating as often as every fifteen minutes during the traditional commute periods in the morning and afternoon peak hours.

**Please contact me at (608) 261-9135 if you have any questions regarding the following seven (7) items which were added by the Plan Commission at their February 19, 2018 meeting:**

70. Applicant shall work with City Staff to locate a solid wood and metal fence along the easterly property line of the 625 S. Spooner Street parcel in order to adequately screen the proposed rear surface parking lot from the residence's rear yard.
71. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.

72. Development shall direct traffic exiting onto Stockton Ct to turn right, w/ a no left turn/right turn only sign.
73. The Roof Plan shows that exhaust fans from the first floor commercial areas are vented to the roof with "final sizing to be coordinated." Venting of the first floor commercial spaces in locations must occur through the roof or otherwise away from adjacent single-family homes. Plans also do not include individual in-unit HVAC units (e.g. "wall packs"). The addition of such types of penetrations would also not be considered consistent with the submitted plan set. Modifications that include penetrations or venting on walls that abut single family residential areas would require approval of a minor or major alteration to this Planned Development.
74. The Parking Level Plan shows the general location of the HVAC garage exhaust and intake fans, with further information to be included in mechanical plans that were not included in this land use application. Due to concerns on possible noise impacts on surrounding residential properties, the developer shall provide additional information regarding the hours of operation where fans will be running. This information shall specify that the planned hours of operation for the fans should be established during daytime hours to minimize evening impacts on surrounding properties. This condition acknowledges that sensor systems may automatically activate fans at other times to provide required ventilation and this would not be considered inconsistent with this condition. This information, along with any other noise mitigating features, shall be provided prior to final plan sign-off and PD recording for approval by the Planning Division Director and the Director of Building Inspection.
75. No part of the proposed building shall be less than six feet from the rear or side property lines (i.e. the residentially-zoned parcels to the north).
76. The applicant shall not remove the two feet of height from the ground floor façade as proposed in the revised plans which were submitted to the Planning Division on February 7, 2018.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of building permits. Please contact Janine Glaeser, the Urban Design Commission Secretary, at (608) 267-8740 if you have any questions about those conditions.**

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

**Please now follow the procedures listed below for finalizing your approval:**

1. After the planned development has been revised per the above conditions, please submit **ten (10)** copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, 126 S. Hamilton Street. **This submittal shall all also include one complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.
3. If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded. Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant to Sec. 28.181(5) determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan approval.
4. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.
5. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
6. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, (608) 266-4816.
7. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.

If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at (608) 266-4551. If I may be of any further assistance, please do not hesitate to contact me at (608) 261-9135.

Sincerely,



Chris Wells  
Planner

cc: Timothy Troester, Engineering Division  
Jeff Quamme, Engineering Division – Mapping  
Sean Malloy, Traffic Engineering Division  
Bill Sullivan, Madison Fire Department  
Jenny Kirchgatter, Zoning Division  
Kate Kane, Parks Division  
Kay Rutledge, Parks Division  
Adam Wiederhoeft, Water Utility  
Tim Sobota, Metro Transit  
Janine Glaeser, Urban Design Commission  
Secretary  
Bryan Johnson, Recycling Coordinator

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: