



**Project Address:** 616-632 West Wilson Street (4<sup>th</sup> Aldermanic District – Ald. Verveer)  
**Application Type:** Demolition Permits and Conditional Use  
**Legistar File ID #** [55023](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Owner/**

**Applicant:** Bruce Bosben; Wilson 600, LLC; 1741 Commercial Ave.; Madison, WI 53704

**Contact:** Kevin Burow; Knothe & Bruce Architects, LLC; 7601 University Ave #201; Middleton, WI 53562

**Requested Action:** Approval of demolition permits to raze five existing residential buildings and consideration of a conditional use for a multi-family dwelling greater than eight dwelling units in the Downtown Residential 2 (DR2) District to construct a five-story 58-unit apartment building at 616-632 West Wilson Street.

**Proposal Summary:** The applicant is seeking approval to demolish two single-family and three two-unit residential buildings and construct a five-story, 58-unit mixed-use building with parking on the lower level and a portion of the main level.

**Applicable Regulations & Standards:** Section 28.185 M.G.O. provides the process for demolition and removal permits. Section 28.183 M.G.O. provides the process and standards for the approval of conditional uses. Multifamily dwellings with more than eight units are a conditional use per 28.072(1) M.G.O.

**Review Required By:** Plan Commission

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit and conditional uses to construct a five-story apartment building with 58 units at 616-632 West Wilson Street subject to input at the public hearing and the conditions from reviewing agencies in this report.

## Background Information

**Parcel Location:** The subject site is five parcels totaling 20,131 square-foot (0.46 acres) located at northwest side of West Wilson Street, south of South Bedford Street and immediately south of a Wisconsin and Southern Railroad line. It is within Aldermanic District 4 (Ald. Verveer) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** 616 and 620 West Wilson Street both contain single-family houses. Two-unit residences occupy 624, 630, and 632 West Wilson Street. The entire site is zoned DR2 (Downtown Residential 2 District).

**Surrounding Land Uses and Zoning:**

**North:** An active Wisconsin Southern rail line, with an four-story, 88-unit apartment building zoned UMX (Urban Mixed Use district) beyond;

**West:** Five-story, 60-unit apartment building zoned PD (Planned Development district);

**South:** Five-story, 80-unit apartment building zoned UMX; and

**East:** Four-story office building zoned PD.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) identifies the subject as Medium Residential (MR) use. The [Downtown Plan](#) (2012) identifies this block as Predominant Residential, places it within the Tobacco Warehouse district, and identifies this area as an “underutilized site and/or obsolete building.” The downtown height map specifies a maximum building height of five stories for this area.

**Zoning Summary:** The subject property is zoned DR2 (Downtown Residential 2 District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000 sq. ft.	20,131 sq. ft.
Lot Width	40’ for 4-unit buildings and higher and for non-residential and mixed-use buildings	198’
Front Yard Setback	10’	11.7’
Side Yard Setback	5’	5.5’ south 5.8’ north
Rear Yard Setback	Lesser of 20% lot depth or 20’	20.2’ (See Zoning condition 9)
Usable Open Space	20 sq. ft. per bedroom (1,540 sq. ft.)	Adequate
Maximum Lot Coverage	80%	Less than 80%
Minimum Building Height	2 stories	5 stories
Maximum Building Height: Downtown Height Map	5 stories	5 stories
Stepbacks: Downtown Stepback Map	None	None

Site Design	Required	Proposed
Number Parking Stalls	Central Area no minimum	57 enclosed
Accessible Stalls	Yes	Yes
Loading	None	None
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add’l bedroom (58) 1 guest space per 10 units (6) (64 total)	58 underground 6 surface (64 total)
Landscaping and Screening	Yes	Yes (See Zoning condition 7 & 11)
Lighting	Yes	Yes
Building Forms	Yes	Large multi-family building (See Zoning condition 8 & 12)

<b>Other Critical Zoning Items</b>	Utility Easements, Barrier Free (ILHR 69)
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*Table prepared by Jenny Kirchgatter, 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.

## Project Description

The applicant is seeking demolition permits for five residential buildings containing eight total dwelling units. The applicant is also requesting conditional use approval to then construct a five-story apartment building with 58 apartments and 57 structured parking stalls. Construction is scheduled to begin in summer 2019 with completion in summer 2020. The entire site is zoned DR2 (Downtown Residential 2 District).

The five existing residential buildings on the site have all been recently used for student rentals. Details regarding each house is included below.

House Number	Height	Dwelling Units	Bedrooms	Bathrooms	Floor Area	Year Built
616	1.5 stories	1	4	1	1486	1901
620	2 stories	1	4	2	1404	1884
624	2 stories	2	10	4	2276	1899
630	2.5 stories	2	10	4	2605	1904
632	2 stories	2	4	2	1998	1904

620 West Wilson Street has a detached garage in the rear. The houses at 616, 630, and 632 West Wilson Street provide surface parking in the rear or side of the houses. There is no on-site parking for 624 West Wilson Street. The applicant has provided [photos](#) of all five buildings, showing various conditions. According to the applicant's photos, 616 and 620 West Wilson Street appear to be in relatively good repair, while 628 and 630 West Wilson Street appear to be less recently updated and have considerably more interior wear.

The proposed building is a five-story apartment building facing West Wilson Street. The first floor features three dwelling units, including two with doors onto West Wilson Street, as well as a lobby, exercise room, and building support areas. The primary business entrance is on West Wilson Street. The second through fifth floors are primarily apartment units, with a fifth floor community room and roof terrace. The 58 units are divided into nine efficiencies, 30 one-bedroom units, and 19 two-bedroom units. Five units on each of the second through fifth floors have windowless internal bedrooms. Of these, two on each floor are two-bedroom units in which one bedroom has windows and one does not; the other three are one-bedroom units. Thirty-six parking spaces in the basement are accessed via a vehicle ramp at the northeast corner of the building. There are also 58 bicycle parking spaces in the basement as well. A second parking area with 21 vehicle parking stalls, including two accessible stalls on the first floor is accessed via a second garage door near the southern corner of the building.

The building façade's primary material is a brick veneer. Corrugated metal siding is used on the fifth floor and as an accent material on the second, third, and fourth floors. Additional materials include metal panels, stone sills and bands, and aluminum trim. The Wilson Street façade includes four entrances: two private entrances to units, one lobby entrances, and one stairwell entrance. All upper floor units are proposed to have balconies. Two existing trees will remain and the many existing driveways and curb cuts will be removed. Low landscape plantings will surround the building. Additional outdoor patio space is provided on the north and west sides of the building.

A CSM, which has been submitted by the applicant, is required to combine the five separate lots.

## Analysis & Conclusion

This request is subject to the standards for demolition permits and conditional uses. This section begins with adopted plan recommendations, then provides an analysis the demolition standards, and finishes with an analysis of conditional use standards.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) identifies the subject site and the nearby properties to the northwest of West Wilson Street as Medium Residential (MR) use. The Medium Residential designation provides for a variety of relatively intense housing types, including rowhouses, small multifamily buildings, and large multifamily buildings at densities ranging from 20-90 dwelling units per acre and heights of up to five stories. More specific recommendations are provided in the [Downtown Plan](#) (2012). The Downtown Plan identifies this block as Predominant Residential and identifies this area as an “underutilized site/and/or obsolete building.” The Downtown Plan makes further recommendation for the Tobacco Warehouse district encouraging the continuation of this area's revitalization as a residential and office area blending new buildings and restoration of historic structures. The downtown height map specifies a maximum building height of five stories for this area.

### Demolition Permit Standards

In order to approve a demolition request, M.G.O §28.185(7) requires that the Plan Commission must find that the requested demolition and proposed use are compatible with the purpose of the demolition section of the zoning code and the intent and purpose of the DR2 (Downtown Residential 2) Zoning District. Per MGO §28.077(1), the Downtown Residential districts are intended to recognize historic Downtown neighborhoods comprised of predominantly residential uses with some non-residential uses. The districts are also intended to:

- Facilitate the preservation, development or redevelopment goals of the comprehensive plan and of adopted neighborhood, corridor or special area plans.
- Promote the preservation and conservation of historic buildings and districts while allowing selective infill and redevelopment based on the recommendations of adopted City plans.
- Ensure that new buildings and additions to existing buildings are designed with sensitivity to their context in terms of scale and rhythm, building placement, facade width, height and proportions, garage and driveway placement, landscaping and similar design features.

The demolition standards state that the Plan Commission shall consider and may give decisive weight to any relevant facts including impacts on the normal and orderly development of surrounding properties and the reasonableness of efforts to relocate the building. Furthermore, the proposed use following demolition or removal should be compatible with adopted neighborhood plans and the [Comprehensive Plan](#). The proposed five-story apartment building is consistent with both the [Comprehensive Plan](#)'s medium residential recommendation and the [Downtown Plan](#)'s predominantly residential recommendation and further recommendations for the Tobacco Warehouse district.

The demolition standards also state that the Plan Commission shall consider the report of the City's Historic Preservation Planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission. Prior to the February 11, 2019 Landmarks Commission meeting, at which these demolitions were considered, the Historic Preservation Planner noted in her [demolition report](#) that the preservation file for this property indicates that the house at 616 West Wilson Street was constructed in 1901 as the Valentine Russ House and was designed by architectural firm Claude and Starck. At the meeting, Landmarks Commissioners discussed a submitted [letter](#) that included historical information about the house and its connections to Claude and Starck. In

discussion of the grouping of all five houses on W Wilson St, the Commission considered it an extensive loss to vernacular housing. By unanimous consent, the Landmarks Commission voted to [recommend to the Plan Commission](#) that the buildings at 632 W Wilson St, 630 W Wilson St, 624 W Wilson St, 620 W Wilson St, and 616 W Wilson St have historic value based on architectural significance, cultural significance, historic significance, as the work/product of an architect of note, and/or as an intact or rare example of a certain architectural style or method of construction.

Following the finding by the Landmarks Commission, the applicant provided a [letter](#) from architectural historian Charles Quagliana, summarizing further research on 616 West Wilson Street and its link to Claude and Starck. According to the applicant-provided letter, the connection to architects Claude and Starck is tentative, yet cannot be disproven. The list of Claude and Starck residential projects compiled by architectural historian Gordon Orr includes 616 West Wilson Street, but no additional supporting materials have been found by the applicant, nor by the City Preservation Planner. Staff suggests that, due to the potential historic interest of 616 West Wilson Street and the grouping of houses as a whole, that if the Plan Commission finds the standards met and approves the demolitions, that a historic file be created for 616 West Wilson Street, to be kept by the City's Preservation Planner. Such a file would include photographs of the building's interior and exterior, floor plans, and photos of the house within the context of the other houses on the block.

The five houses have been offered up to be moved, with the developer offering moving assistance equal to the cost to demolish the houses. Staff notes that if a party is identified to take one or more of the houses, several additional steps must be taken, including identifying receiving sites for the house(s) and creating a moving plan for the house(s). Per the recommended condition, relocation of any building could be considered by the Department of Planning, Community, and Economic Development Director as a minor alteration to the approval granted by the Plan Commission. If the alderperson of the district and the Director of Planning and Community and Economic Development do not agree that a request for minor alteration should be approved, then the request for minor alteration shall be decided by the Plan Commission. In applying for the minor alteration, the applicant must provide a route and plan for relocating the house(s) to allow the City Forester to consider the impact the proposed building relocation(s) could have on City terrace trees. At time of report writing, Staff is unaware of any parties interested in relocating any of the houses.

In reviewing the request for demolition permits, in addition to considering the future use of the site and consistency with zoning and adopted plans, the Plan Commission must also consider the Landmarks Commission's recommendation, as well as the Preservation Planner's report and the incomplete information received regarding whether the house at 616 West Wilson Street can be attributed to the architects Claude and Starck. On balance, the Planning Division believes that the Plan Commission could find the standards for demolition met with the request to raze the existing buildings to construct a five-story apartment building in its place.

### **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 approval for multifamily dwellings with more than eight units per 28.079(1) M.G.O.. The supplemental regulations in Section 28.151 for multi-family dwellings greater than eight units do not apply to this proposal.

Staff notes two primary considerations regarding the conditional use standards.

Approval Standard Two states that the City must be able to “provide municipal services to the property where the conditional use is proposed, given due consideration of the cost of providing those services.” Staff has some concerns regarding fire department access to the building, especially regarding fire lanes providing aerial access. West Wilson Street at this location is rather narrow and includes on-street parking directly in front of the subject site, affecting the required clear width for fire operations access. During the design progression of this proposal, the applicant has proposed several alterations to the existing parking, curb and gutter, and terrace, all of which were ruled out as unacceptable changes by Traffic Engineering, City Forestry, and the Fire Department. Staff from several agencies directed the applicant to pursue construction-related solutions to address issues of fire protection. The Fire Department reviewer has found the applicant’s proposal sufficient, with the necessary construction details to be finalized and approved during final staff sign-off.

Second, the design progression of the proposal prior to submittal reflects concerns regarding Approval Standard Nine, concerning the creation of an environment of sustained aesthetic desirability compatible with the existing or intended character of the area. The design and site plan layout of the proposal has also changed several times in response to Staff’s responses to the applicant regarding utilization of the site, specifically regarding the building’s coverage of the lot and proximity to the five-story apartment building to the southwest at 640 West Wilson Street and the active rail line to the north. While the proposal meets all setback of the DR2 zoning district, staff recommended creating a “notch” at the western corner of the building to pull the bulk of the structure from 640 West Wilson street to allow more space for access, light, and air. Similarly, a cutout on the north side created a useable patio, while also pulling some of the dwellings further from the rail corridor.

Staff believes all other conditional use approval standards can be found met or are not applicable to this proposal.

## Conclusion

On balance, Staff believes that the Plan Commission could find the demolition approval standards to be met. Further, Staff believes that the applicable conditional use approval standards can be found to be met. Staff believes the proposal’s scale and use among its neighboring properties and the consistency with the Comprehensive Plan and Downtown Plan should be considered in relation to the standards.

The letter to the Landmarks Commission regarding architects Claude and Starck and a letter of support from the Bassett neighborhood are included with the Plan Commission materials. At time of report writing, staff is unaware of any other public comment.

## Recommendation

### Planning Division Recommendations (Contact Colin Punt 243-0455)

The Planning Division recommends that the Plan Commission find the standards met and **approve** demolition permits to raze five residential buildings and a conditional use to construct a five-story 58-unit building at 616-632 West Wilson Street subject to input at the public hearing and the following conditions:

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

**Planning Division** (Contact Colin Punt, 243-0455)

1. A historic file shall be created for 616 West Wilson Street, including floor plans, photographs of the building's interior and exterior, and photographs of the house within the context of the other houses on the block. The file shall be filed with the City's Preservation Planner.
2. Any relocation of the existing houses may be considered by the Director of DPCED as a minor alteration. Prior to submittal, the applicant shall receive a recommendation from the alderperson. If the alderperson of the district and the Director of DPCED do not agree that a request for minor alteration should be approved, then the request for minor alteration shall be decided by the Plan Commission. In applying for the minor alteration, the applicant must provide a route and plan for relocating the house(s) to allow the City Forester to prepare a report regarding the impact the proposed building relocation(s) could have on City terrace trees. Receivership sites for any relocated buildings may require addition land use approvals.
3. No HVAC "wall-pack" penetrations/louvers are shown on the street-facing facades. Unless specifically approved by the Plan Commission, the addition of wall packs on outward-facing walls is not included in this approval and will require approval of an alteration to this conditional use should they be proposed at a later time.

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

4. 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).
5. 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.
6. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
7. 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.
8. Show the dimensions of the parking garage openings on the plans. Parking garage openings visible from the sidewalk shall have a clear maximum height of sixteen (16) feet and a maximum width of twenty-two (22) feet.
9. Show the dimensions of the rear balconies. The balconies may extend a maximum of six (6) feet into the rear yard setback.
10. Provide details showing that the street-facing façade meets the door and window opening requirements of Section 28.071(3)(e). For street-facing facades with ground story residential uses, ground story openings shall comprise a minimum of fifteen percent (15%) of the façade area, and upper story openings shall comprise a minimum of fifteen (15%) of the façade area per story.
11. Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening.

All rooftop equipment except for solar and wind equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.071(3)(h) and 28.142(9)(d). Screens shall be of durable, permanent materials that are compatible with the primary building materials.

12. 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.

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

13. The Plan set submitted shows surface stormwater drainage discharge at the northwest corner of the site to the RR ROW. This is not allowed. All stormwater shall be discharged to the Public Road ROW directly or through an approved private stormwater easement. Additionally the east underground garage entrance drains an enclosed depression below street grade back to the street storm sewer via gravity. This is not allowed. A pump system shall be designed isolated from the storm sewer with backflow preventer.

14. 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))
15. This development appears to have multiple existing laterals extended to the property line. In an effort to reduce inflow and contamination to the City's sanitary system our policy is to plug at the main laterals that are no longer active when associated with a new or redevelopment project. City Engineering will complete a TV inspection of the main to help clarify which laterals are active and which need to be plugged as a condition of approval for this application. The applicant is notified that as a condition of approval a sewer plug permit will be required for one or more laterals associated with this project that will no longer be used at its completion.
16. 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))
17. 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)
18. This property has five (5) 6-inch diameter sewer laterals and the proposed lateral is also 6-inch diameter. Confirm that one lateral is sufficient or install additional laterals if necessary to address the development's needs.
19. 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.
20. 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 (East) or 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.

21. 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.
22. This project appears to require permanent dewatering. A permit to connect to the public stormwater system shall be required from City Engineering. Additionally, a permit for non-storm discharge to the storm sewer system from the City/County Health Department shall also be required. 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 issuance of the connection and non-storm discharge permits.
23. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 24-hr, 100-yr design storm. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
24. 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.
25. 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.

26. 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.
27. The Applicant's project requires the minor restoration of the street and sidewalk. The Applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. (MGO 16.23(9)(d)(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

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

28. Provide confirmation of the permit from WisDOT / Wisconsin Southern RR for the storm sewer pipe crossing railroad lands at the northeasterly corner of the site.

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. Provide the recorded release of the private shared driveway easement per Document No. 1727490.
31. The building encroaches into the Underground Electric Easement to MG&E per Doc No 2048977. Provide the necessary recorded easement release or partial release by MG&E.
32. The address of the proposed apartment building is 622 W Wilson St. 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.
33. Submit a Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

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

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; 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.

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. 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.
37. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
38. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
39. The applicant shall not utilize public row to satisfy code requirement unless approved by the City Traffic Engineer
40. 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.
41. All parking ramps as they approach the public Right-of-Way shall not have a slope to exceed 5% for 20 feet; this is to ensure drivers have adequate vision of the Right-of-Way. If applicant believes public safety can be maintained they shall apply for a waiver, approval or denial of the waiver shall be the determination of the City Traffic Engineer.
42. Parking deck is insufficiently labeled/dimensioned for a proper review. If the parking does not meet MGO 10.08 the applicant can expect to be required to make major alteration which may or may not impact structural elements of this site.
43. 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.
44. The driveway slope to the underground parking is not identified in the plan set, Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
45. "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.

46. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
47. Covered parking is not dimensioned and as such not reviewable at this time. The applicant should be aware this may lead to major site changes once the dimensions are provided.

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

48. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Tracy Burrus at [tburrus@cityofmadison.com](mailto:tburrus@cityofmadison.com) or (608)266- 5959.

**Parks Division** (Contact Sarah Lerner, 261-4281)

49. 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 North Park -Infrastructure Impact Fee district. Please reference ID# 19019 when contacting Parks about this project.
50. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
51. Parks Division will be required to sign off on this CSM.

**Forestry Division** (Contact Sarah Lerner, 261-4281)

52. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. 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 site plan.
53. 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/2018/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.