



**Project Address:** 5810 Mineral Point Road  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [58484](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted

## Summary

**Applicant:** John Robelia, Eppstein Uhen Architects; 309 W Johnson Street, Suite 202; Madison.

**Property Owner:** Cedric Ellis, CUNA Mutual Group; 5910 Mineral Point Road; Madison.

**Requested Actions:** Consideration of a demolition permit and conditional use at 5810 Mineral Point Road to allow demolition of an existing building in an office complex and construction of a new five-story building exceeding 68 feet in height in the SE (Suburban Employment) zoning district.

**Proposal Summary:** CUNA Mutual Group is requesting approval to raze the existing two-story, 56,700 square-foot building addressed as 5810 Mineral Point Road to allow construction of a five-story, 233,600 square-foot “amenities” building for the office complex, which also includes two office buildings located at 5710 and 5910 Mineral Point Road. The project is scheduled to commence construction in April 2020, with completion anticipated in July 2022.

**Applicable Regulations & Standards:** Section 28.085(3) of the Zoning Code limits the height of buildings in the SE (Suburban Employment) zoning district to five stories and 68 feet; building heights exceeding the maximum may be allowed with conditional use approval. 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 construction of an office building exceeding 68 feet in height in SE zoning at 5810 Mineral Point 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:** Two parcels containing approximately 27.06 acres of land located on the north side of Mineral Point Road west of S Rosa Road; Aldermanic District 11 (Martin); Madison Metropolitan School District.

**Existing Conditions and Land Use:** The CUNA office complex is principally developed as three buildings—5710, 5810 and 5910 Mineral Point Road—spread across the two parcels. According to available records, 5710 is a five-story, 282,500 square-foot office building; 5810 is the subject building, a round, two-story structure with 56,700 square feet of area; and 5910 is a five-story, 640,000 square-foot office building. Parking for the campus is included in a combination of structured and surface parking facilities accessed from Mineral Point Road and S Rosa Road. The applicant indicates that there is approximately 900,000 square feet of finished floor area on the campus

exclusive of structured parking located within or below the three principal buildings. The overall campus is zoned SE (Suburban Employment District).

**Surrounding Land Uses and Zoning:**

North: Single-family residences located along Driftwood Avenue, zoned SR-C1 (Suburban Residential–Consistent 1 District);

South: University Research Park across Mineral Point Road, zoned SE (Suburban Employment District); undeveloped land, zoned MXC (Mixed-Use Center District);

West: Stone Ridge Apartments, zoned SR-V2 (Suburban Residential–Varied 2 District); multi-tenant commercial buildings at Mineral Point Road and Island Drive, zoned CC-T (Commercial Corridor–Transitional District);

East: Garner Park, zoned PR (Parks and Recreation District).

**Adopted Land Use Plans:** The 2018 Comprehensive Plan recommends the subject site for Employment uses. The subject site is not located within the boundaries of an adopted neighborhood or special area plan.

**Zoning Summary:** The site is zoned SE (Suburban Employment District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	20,000 sq. ft.	27.06 acres
Lot Width	65'	1,782' +/-
Front Yard	None	42'
Side Yards	15' or 20% of building height	Existing, will exceed
Rear Yard	30'	Adequate
Maximum Lot Coverage	75%	Less than 75%
Minimum Building Height	22' measured to building cornice	5 stories and 90'
Maximum Building Height	5 stories / 68' per SE zoning	
Auto Parking	No required minimum	(See conditions)
Bike Parking	<b>Office:</b> 1 per unit and 2,000 sq. ft. of floor area (To be determined)	(See conditions)
Loading	2 (10' x 50')	3
Building Forms	Flex Building	Will comply
<b>Other Critical Zoning Items</b>		
Yes:	Barrier Free, Utility Easements	
No:	Urban Design Floodplain, Landmarks, Waterfront Development, Adjacent to Park, Wellhead Protection	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

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

**Public Utilities and Services:** The site is served by a full range of urban services, including seven-day Metro Transit service along Mineral Point Road and weekday service along S Rosa Road.

## Project Description

CUNA Mutual Group is requesting approval to raze the existing two-story, 56,700 square-foot building addressed as 5810 Mineral Point Road to allow construction of a five-story, 233,600 square-foot “amenities” building for the office complex, which also includes two five-story office buildings located at 5710 and 5910 Mineral Point Road.

According to the applicant’s letter of intent, the building to be demolished was constructed in 1979 and serves primarily as an employee dining and training facility for the approximately 27-acre campus. The stone-clad structure is noteworthy for its round footprint and prominent placement along the Mineral Point Road frontage of the overall site. The applicant indicates that the existing facilities in the building are “outdated and require remodeling” or are “insufficient” and “undersized.” The letter of intent further suggests that the unique round geometry of the building and other site constraints would make constructing an addition “impractical.” Photos of the interior and exterior of the building are included in the site plan set submitted with the application. In addition, thirty-five existing surface parking stalls will be removed as part of the building demolition.

Plans for the five-story, 233,600 square-foot building call for a more conventional rectangular building that will parallel the Mineral Point Road frontage of the CUNA campus. Functions within the new building will include a 500-person auditorium; meeting and training rooms, kitchen and dining spaces; a “customer exchange” center, an employee credit union, and two levels of underground parking for approximately 175 autos. The fifth floor will feature a large “terrace” room on the northern half of the floor, with a large south-facing outdoor terrace proposed to extend between two mechanical penthouses on the southern half of the floor. Two entrances to the building are proposed: an entrance along the western façade, which will face a new drop-off area to be constructed between the building and an existing driveway to the site from Mineral Point Road, and a north-facing entrance, which will face the rest of the campus. A shipping/receiving room with three overhead doors is proposed along the eastern wall of the first floor. Access to the proposed underground parking will be provided via a ramp that will loop below the western drop-off area, while the shipping/receiving room will be access from an existing driveway located east of the existing and proposed buildings. A Certified Survey Map to combine the two parcels into one lot for development purposes has been administratively approved by the Planning Division and Common Council (see Legislative File ID [57987](#)).

The five-story structure will stand 90 feet above grade, with an 18-foot first floor height proposed, 15-foot story heights proposed for the second and third floors, a 19-foot tall fourth floor, and 23-foot tall fifth floor. A 10-foot stepback is proposed above the fourth floor on all sides of the fifth floor. The exterior of the building will primarily feature a glass and spandrel curtain wall system. Prominent solar shades are proposed on the southern, eastern and western facades (which are best illustrated on Sheet A900 of the plan set). A masonry base proposed along portions of the first floor will continue east along the Mineral Point Road frontage to screen the loading docks serving the shipping/ receiving room proposed along the eastern façade.

The letter of intent indicates that the proposed amenity building will provide new spaces for the existing employee base on the CUNA office campus. No significant increase in employees is anticipated at this time. The applicants indicate that the new facilities may also host community meetings and events in the future.

## Analysis and Conclusion

Per Section 28.185(7)(a)4., the Plan Commission shall consider the report of the City's preservation planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission. The

Landmarks Commission informally reviewed the demolition of the existing two-story building at its December 9, 2019 meeting and found that it has historic value related to the vernacular context of Madison's built environment, or as the work/product of an architect of note, but that the building itself is not historically, architecturally, or culturally significant. The following is a summary of the Landmarks Commission's discussion on the demolition from its December 9 minutes:

*"[Preservation Planner Heather] Bailey said that the building at 5810 Mineral Point Road will be replaced with a new five-story building with more amenities. [Member Katherine] Kaliszewski said that the landscape is so nice and this building provides a nice break along Mineral Point Road, and demolishing it will destroy that landscape. She asked if the new building will be pushed up to the street, and Bailey said that her recollection is that the new building will be closer to the street with the parking lot behind it. Bailey said that she appreciated the late modernism of the building, but they do not have a survey basis for buildings from this time period. [Chair Anna] Andrzejewski said that she regrets the loss of the building. [Member David] McLean and Kaliszewski agreed."*

While it acknowledges the sentiments of the Landmarks Commission regarding the existing two-story building, the Planning Division believes that the Plan Commission may find the standards for demolition permits met to allow its demolition to accommodate construction of the new five-story building. Staff feels that the applicant has adequately justified the need to raze the existing building in order to develop a larger, modern facility for its employees.

General and professional offices are permitted uses in the SE (Suburban Employment) zoning district. Buildings up to five (5) stories and 68 feet in height are permitted by right in SE zoning, with additional height allowed when approved as a conditional use. The proposed five-story building meets the height in stories allowed in the zoning district, but will be 22 feet taller than the 68-foot height allowed as a permitted use as measured to the cornice above the fifth floor. Therefore, conditional use approval is required. The applicant indicates in the letter of intent that floors with greater floor-to-floor heights than what would be allowed by SE zoning are needed to satisfy market demand for new class "A" commercial building construction and CUNA's "program requirements."

The Planning Division believes that the Plan Commission can find the standards met to approve the conditional use to exceed the 68-foot height threshold in the SE zoning district, including standard 12, which applies to buildings taller than allowed:

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

The Planning Division believes the Commission can find that standard 12 is met. The proposed building and use are consistent with the Employment land use recommendation in the Comprehensive Plan, which includes no fixed limits on the size of an establishment or development intensity within Employment areas, but recommends that development within those districts be compatible with the density and scale of surrounding development. In this case, the proposed building will sit between two existing five-story buildings on the CUNA campus and be located a considerable distance from any smaller scaled buildings nearby, including the multi-family residential and commercial buildings located west of the 27.06-acre campus and single-family residences located to the north.

Staff does not believe that the five-story, 90-foot tall building will negatively impact the Mineral Point Road frontage of the site, and further does not believe that the proposed development will have an adverse impact on the uses, values and enjoyment and normal and orderly development of the various low-density employment and institutional land uses and undeveloped land currently located across Mineral Point Road from the site, which are recommended by the Comprehensive Plan for Employment or Community Mixed-Use development and may be more intensively developed in the future. Staff feels that the proposed building is generally well designed, and cannot find that it would be in the public interest to not approve the proposed height above 68 feet. The subject site is located outside the boundaries of an adopted neighborhood or special area plan, so there are no specific bulk recommendations that would preclude consideration of the building height proposed.

## 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 construction of an office building exceeding 68 feet in height in SE zoning at 5810 Mineral Point Road subject to input at the public hearing, and the conditions from reviewing agencies:

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

#### Planning Division

1. The applicant shall provide an overall plan for the CUNA campus that includes the height and floor areas of each proposed or existing building to remain, an auto and bike parking inventory (structured and surface), and campus-wide lot coverage data.

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

2. This development is in an area of the City of Madison known to have flooding problems downstream of this site. MGO Chapter 37 allows the City Engineer to require flood control actions be taken in such areas that exceed the standards in MGO Chapter 37. The City Engineering Division requests a meeting with the Owner/Developer to discuss options to meet this requirement.
3. Obtain a Permit to Excavate in the Right-of-Way for completing any improvements in the public right-of-way, including utility connections. As a condition of the permit, surety to guarantee the construction of the improvements and a deposit to cover estimated City expenses will be required.
4. Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
5. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development.
6. Obtain a permit to plug each existing storm sewer.

7. An Erosion Control Permit is required for this project.
8. A Storm Water Management Report and Storm Water Management Permit is required for this project.
9. A Storm Water Maintenance Agreement (SWMA) is required for this project.
10. 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 review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
11. 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.
12. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-year design storm that is current in MGO Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system, provide calculations stamped by a Wisconsin PE 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 PE or licensed plumber that show this requirement has been met.
13. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL Zone and therefore will be regulated to meet a higher standard.
14. This project will disturb 20,000 square feet or more of land area and requires an Erosion Control Plan. Please submit an 11- x 17-inch copy of an erosion control plan (PDF electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
15. Demonstrate compliance with MGO Section 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
16. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Madison-Dane County Public Health, and/or City Engineering Division approvals may be required prior to the issuance of the required Erosion Control Permit.
17. This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures

and notify the City Engineering Division at 266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.

18. 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.
19. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Storm Water Management Plan and Report shall include compliance with the following:

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

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering.

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

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any best management practices (BMP) used to meet stormwater management requirements on this project.

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

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

22. Grant a Public Storm Sewer Easement to the City on the face of the pending Certified Survey Map. The easement required shall be 10 feet wide adjacent to the Mineral Point Road right of way north of the existing City of Madison 30-inch storm sewer that is adjacent to this site over the approximate westerly half of the CUNA site. The storm sewer is very close to the right of way line and the City requires additional easement area.
23. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.

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

24. The proposed development is projected to result in a nominal increase of trips entering/exiting the site. However, due to existing operational issues at the Rosa Road/Mineral Point Road intersection, for which the developer is partially responsible, the developer shall dedicate an additional 14 feet of right of way for Rosa Road for a distance 150 feet north of Mineral Point Road for future roadway expansion.
  25. The proposed parking deck is insufficiently labeled/dimensioned for a proper review. If the parking does not meet MGO Section 10.08, the applicant can expect to be required to make major alteration which may or may not impact structural elements of this site.
  26. The applicant shall prepare a Transportation Demand Management Plan (TDMP) for review and approval by the City Traffic Engineer.
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27. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. 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 two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
  28. 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.
  29. 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.
  30. All parking facility design shall conform to the standards in MGO Section 10.08(6).
  31. The applicant(s) shall maintain a five-foot wide, Americans with Disabilities Act (ADA)-compliant, pedestrian walkway for the duration of the project on all street frontages classified as a collector or higher. The applicant shall also maintain a five-foot wide bicycle lane for the duration of the project on all street frontages with existing bicycle facilities. Exceptions to this requirement may be granted by Traffic Engineering on a limited term basis if and when the applicant can show a public safety concern and they also provide a clear date when the pedestrian/bicycle facilities are to be restored. All closures shall be designed by the applicant, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), to be submitted and approved by the Traffic Engineering Division.
  32. All bicycle parking adjacent pedestrian walkways shall have a two (2)-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers
  33. The applicant shall provide a clearly defined five (5)-foot walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are



not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

34. 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 staff 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 main City of Madison Traffic Engineering Division office with final plans for sign off.
35. The driveway slope to the underground parking is not identified in the plan set, Traffic Engineering staff 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.
36. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
37. One-way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the exit.
38. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible and little to no access to the public right-of-way on Mineral Point Road will be granted for construction purposes. Provide a detailed construction plan to the Traffic Engineering Division for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.

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

39. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
40. Submit an overall site plan for the entire CUNA Mutual Group campus including the proposed building. Show details of the existing surface parking facilities, accessible parking stalls, and bicycle parking areas.
41. Provide a calculation for lot coverage with the final submittal. The lot coverage maximum is 75%. 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.
42. Provide a parking inventory summary for the CUNA Mutual Group campus including the counts of the existing and proposed underground parking stalls, existing and proposed surface parking stalls, accessible stalls and bicycle parking stalls.

43. Bicycle parking for the CUNA Mutual Group **campus** shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of one bicycle stall per 2,000 sq. ft. of floor area. For non-residential uses, 90% of all bicycle parking shall be designed as short-term parking. Short-term bicycle parking stalls shall be located in a convenient and visible area on a paved or pervious surface and shall be located at least as close as the closest non-accessible automobile parking and within 100 feet of a principal entrance. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
44. The applicant shall work with Zoning staff to determine the bicycle parking requirement for the campus and determine whether a bicycle parking reduction or adjustment will be required. If the owner desires to reduce the amount of required bicycle parking or alter the type of bicycle parking provided (long-term versus short-term bicycle parking), the owner shall submit the application for a bicycle parking reduction with supporting information. Factors that will be considered for approval of a reduction include but are not limited to: availability, proximity, and use characteristics of public bike parking in the public right of way within 200 feet of the subject property; existing or potential shared parking agreements; proximity to transit routes and/or multi-use paths; characteristics of the use, including hours of operation and peak parking demand times; design and maintenance of off-street bicycle parking, and whether the use is existing or is an addition to an existing use.
45. Submit the landscape plan and landscape worksheet for the entire CUNA Mutual Group campus including the existing as well as the proposed landscaping. The landscape plan shall be stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
46. Screening is required adjacent the zoning district boundary along the north and west property lines. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit photos or details of the existing or proposed screening with the final plans.
47. 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.
48. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

49. The Madison Fire Department does not object provided all applicable provisions of MGO, the IBC and IFC are met. Standards of all City Agencies shall be met without sacrificing the standards of other agencies.
50. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Division Chief Paul Ripp at [pripp@cityofmadison.com](mailto:pripp@cityofmadison.com) or (608)712-6277 to discuss this possibility.

**Water Utility** (Contact Adam Wiederhoeft, 266-9121)

51. The Madison Water Utility shall be notified to remove the water meters at least two working days prior to demolition. Contact the Water Utility Meter Department at 266-4765 to schedule the meter removal appointment.
52. 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 (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at 266-4646.

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

53. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding and bus shelter pad surfaces at the existing Metro bus stop on the north side of Mineral Point Road, west of S Rosa Road (#6820).
54. The applicant may install and maintain customized private bench or other seating amenities in the adjacent property landscape plan or alternatively elect to install and maintain a customized passenger waiting shelter, with bench seating, if the applicant believes such customized private amenity features would be more compatible with the campus design plans adjacent the existing bus stop loading zone area. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

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

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

**City Forestry Section** (Brad Hofmann, 267-4908)

55. 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 prior to the approval of the site plan.
56. 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*. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour waiting period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.