



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 209-261 Junction Road  
**Application Type:** Planned Development – Amended General Development Plan and Specific Implementation Plan  
**Legistar File ID #** [58754](#)  
**Prepared By:** Sydney Prusak, AICP, Planning Division  
Report includes comments from other City agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

**Summary**

**Applicant & Contact:** James Worker; Iconica; 901 Deming Way, Suite 102; Madison, WI 53717

**Property Owner:** 209-261 Junction Road Madison Investors LLC; 2515 Mc

**Requested Actions:** 1) Approval of an Amended General Development Plan for Prairie Towne Center at 209-261 Junction Road to allow an 8,123 square-foot commercial out-lot building with a vehicle access sales and service window, a future 9,000 square-foot addition to the existing grocery store, and the conversion of the existing 12,000 square-foot single-tenant building to a multi-tenant building with a vehicle access sales and service window; 2) Approval of a Specific Implementation Plan to allow construction of the 8,123 square-foot commercial out-lot building with a vehicle access sales and service window.

**Proposal Summary:** The applicant is requesting approval to amend the General Development Plan for Prairie Towne Center to add one new commercial building containing 8,123 square-feet of space with a vehicle sales and service aisle along the Junction Road frontage of the 31.7-acre shopping center, retrofit an existing 12,000 square-foot retail building (Lands End) to accommodate multiple tenants and a vehicle access sales and service window, and add a 9,000 square-foot addition along the western portion of the existing grocery store (Pick ‘N Save). The applicant is requesting Specific Implementation Plan approval for the 8,123 square-foot out-lot building with a vehicle sales and service window. The applicant proposes to commence construction as soon as all regulatory approvals have been granted in the spring of 2020.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Planned Developments [MGO §28.098] and Zoning Map Amendments [MGO §28.182].

**Review Required By:** Urban Design Commission (UDC), Plan Commission (PC), and Common Council (CC).

**Summary Recommendation:** The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00415, approving an Amended Planned Development–General Development Plan for Prairie Towne Center at 209-261 Junction Road allow an 8,123 square-foot commercial out-lot building with a vehicle access sales and service window, a future 9,000 square-foot addition to the existing grocery store, and the conversion of the existing 12,000 square-foot single-tenant building to a multi-tenant building with a vehicle access sales and service window, and Zoning Map Amendment ID 28.022–00416, approving a Planned Development–Specific Implementation Plan to construct an 8,123 square-foot commercial building and add a vehicle access sales and service window to an existing building, to the Common Council with a recommendation of **approval** subject to input at the public hearing, and the conditions from reviewing agencies.

## Background Information

**Parcel Location:** Prairie Towne Center occupies approximately 31.7 acres of land extending along the east side of Junction Road north of Mineral Point Road. The proposed development will occur on the northern 17.5 acres of the center, which is within Aldermanic District 9 (Ald. Skidmore) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** Prairie Towne Center is comprised of four lots created by CSM 7978, which are zoned PD. Lot 1 is developed with a 51,314 square-foot Pick ‘n Save, a 101,051 square-foot multi-tenant commercial building (Old Navy, Bed, Bath & Beyond, etc.), and the 12,000 square-foot Lands End out-lot building. Lot 2 is developed with a roughly 139,000 square-foot Target store. Lots 3 and 4 are located adjacent to Mineral Point Road, and are developed with 12,200 and 10,000 square-foot buildings, respectively.

### Surrounding Land Uses and Zoning:

**North:** Outback Steakhouse, vacant commercial building along the east side of Junction Road, zoned PD;

**South:** Wisconsin Bank and Trust, US Cellular buildings, zoned PD;

**West:** Undeveloped agricultural research land, zoned A (Agricultural District); Harbour Town Apartments and Junction Ridge Apartments, zoned PD; and Steve’s Liquors, zoned CC (Commercial Center District);

**East:** Beltline Highway/ US Highways 12 & 14.

**Adopted Land Use Plans:** The [Comprehensive Plan \(2018\)](#) recommends that most of Prairie Towne Center be developed as General Commercial, but includes a recommendation that the Junction Road frontage of the site be developed with Community Mixed-Use. The [Junction Road Neighborhood Development Plan](#) recommends that the subject site be developed with commercial–community retail and service uses.

**Zoning Summary:** The site is zoned PD, which will be reviewed in the following sections.

Other Critical Zoning Items	
Yes:	Urban Design (PD zoning), Utility Easements, Barrier Free
No:	Floodplain, Wellhead Protection, Waterfront Development, Landmark, Adjacent to Park
<i>Prepared by: Jenny Kirchgatter, Asst. Zoning Administrator</i>	

**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, including seven-day Metro Transit service along Junction Road.

## Previous Approvals

On August 15, 1995, the Common Council approved a request to rezone 29.5 acres of land at 149-201 Junction Road from Temporary C2 (General Commercial District) and PUD-GDP to PUD-SIP [1966 Zoning Code] to allow the first phase of construction of a 300,000 square-foot multi-tenant commercial center. The first phase SIP featured construction of a 125,000 square-foot Target store and associated surface parking. A 15,428 square-foot addition to the south wall of the store was approved by minor alteration to the Specific Implementation Plan in 2001.

On January 16, 1996, the Common Council approved a request to rezone 31.7 acres of land generally addressed as 201 Junction Road from PUD-GDP to PUD-SIP to allow the second phase of construction of the 300,000 square-foot multi-tenant commercial center, including the addition of two commercial buildings along Mineral Point Road, and the 175,000 square feet of multi-tenant commercial located north of the Target store constructed with the first phase approvals. The 12,000 square-foot Lands End store was also approved with the second phase SIP.

On August 7, 2019, the Common Council approved a request to rezone property at 209-261 Junction Road from PD-SIP to PD-GDP and PD-SIP to a revised PD-SIP to allow construction of an 8,233 square-foot commercial building and the addition of a vehicle sales and service window to an existing 12,000 square-foot commercial building (Lands End). The new building was never constructed and the alterations to the existing building were never completed. Therefore, the applicant is now requesting approval for a revised land use proposal.

## **Project Description**

The applicant is requesting the following approvals to amend the General Development Plan for the Prairie Towne Center:

1. The addition of one new commercial building containing 8,123 square-feet of space along the Junction Road frontage with a and a vehicle access sales and service window on the east and north side of the building;
2. Retrofit an existing 12,000 square-foot retail building, currently housing a Lands End store, to accommodate multiple future tenants with a vehicle access sales and service window on the north side of the building; and
3. A 9,000 square-foot addition along the western portion of the existing grocery store.

The amended General Development Plan proposes construction of an 8,123 square-foot building to be located in a portion of the existing parking lot adjacent to the central driveway from Junction Road that serves the shopping center. The proposed one-story building will be set back from Junction Road by an aisle of parking. Patios are proposed along the western and southern walls of the building, which the applicant indicated will accommodate three to five commercial tenants. No specific tenants are identified at this time.

The applicant is also seeking approval for the eventual conversion of the Lands End store into a multi-tenant commercial building, which will include the addition of a vehicle access sales and service window along the north wall of the 12,000 square-foot one-story building. The queue is planned to extend along the eastern wall of the building. Final details will also be approved through a subsequent Specific Implementation Plan request.

Finally, the request to amend the General Development Plan for Prairie Towne Center includes a one-story, 9,000 square-foot addition to the westerly wall of the existing Pick 'n Save grocery store located at the northern end of the center. Final details of the addition be presented as part of a subsequent Specific Implementation Plan request.

The applicant is also requesting Specific Implementation Plan approval to construct the 8,123 square-foot out-lot building with a vehicle sales and service window. Plans for the building show four tenant spaces to be created, with patios for outdoor eating shown adjacent to the end tenant spaces. The building will be clad with a

combination of brick, block, and two-toned fiber cement panel, with red and black metal canopies shown for accent. Entry doors are shown facing Junction Road, with secondary entries shown on the side and rear walls.

As a condition of approval, the applicant shall submit a zoning text specific to this project for review and approval by the Planning Division and Zoning Administrator prior to recording, or note that this project is subject to the zoning text on record for the Prairie Towne Center Planned Development.

## Analysis and Conclusion

This request is subject to the Zoning Map Amendment [MGO §28.182(6)] and Planned Development standards [MGO §28.098(2)] of the Zoning Code.

### Conformance with Adopted Plans

The [Comprehensive Plan \(2018\)](#) recommends that most of Prairie Towne Center be developed as General Commercial, but includes a recommendation that the Junction Road frontage of the site be developed with Community Mixed-Use (CMU) development. The CMU designation includes existing and planned areas supporting an intensive mix of residential, commercial, and civic uses serving residents and visitors from the surrounding area and the community as a whole. According to the Plan, CMU areas are intended to include buildings two to six stories in height, subject to adopted detailed plans for the area. The Plan has a note under this classification that one-story anchor retail is allowed as part of a larger, comprehensively planned mixed-use project or as part of a project transitioning from a suburban car-oriented layout to a more urban, pedestrian-oriented layout. Furthermore, the [Junction Road Neighborhood Development Plan](#) recommends that the subject site be developed with commercial–community retail and service uses.

In this situation, staff acknowledges the recommendation for a minimum of two-stories in CMU designated areas, but notes that this site is part of an existing and approved GDP that calls for single-story development. The Planning Division also believes that the addition of an out-lot building and the retrofit of an existing out-lot building is an important first step in transitioning the shopping center away from its historic auto-oriented character while increasing the amount of overall activity present in the center.

### Zoning Map Amendment Standards

The Planning Division believes that the Zoning Map Amendment standards can be found met. MGO §28.182(6) states that, “Map amendments are legislative decisions of the Common Council that shall be based on public health, safety and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. “Consistent with” has been defined in State Statutes as “furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.” Staff believes that while the proposed amendments do not include any two-story buildings, the project within the context of the existing planned development district and its uses are generally consistent with the [Comprehensive Plan \(2018\)](#).

### Planned Development Standards

Planned Developments are intended to facilitate the development of land in an integrated and innovative fashion, to allow for flexibility in site design, and to encourage development that is sensitive to environmental, cultural and economic considerations. The resultant development should feature high-quality architecture and building materials. Specific design objectives include promoting green building technologies, integrated land uses,

preservation and enhancement of environmental features, preservation of historic buildings, enhanced open space, and the facilitation of high-quality development consistent with adopted plans. See MGO §28.098(1) for further information. The specific approval standards for Planned Developments are provided in MGO §28.098(2). Given the development pattern of the existing shopping center, staff believes that the standards of MGO §28.098(2) can be found met, subject the conditions from reviewing agencies.

### **Urban Design Commission Recommendation**

Given that the property is located in a Planned Development Zoning District, an advisory recommendation from the Urban Design Commission (UDC) is required. The Urban Design Commission (UDC) reviewed the amended General Development Plan and Specific Implementation Plan on January 15, 2020 and recommended final approval of the project on a 6-1 vote with the following conditions:

1. Change the trash enclosure material to a metal panel or fiber cement to be approved by staff;
2. Look at the parking orientation on the south side so it faces one-way circulation. Work with Traffic Engineering to determine the feasibility;
3. For pedestrian access to the building, look for alignment with one of the major sidewalks on either the north or south side of the building that does not align with the transformer; and
4. Look at revising some of the plant species.

### **Public Input**

At the time of report writing, staff was unaware of any public comment.

### **Conclusion**

The Planning Division believes that the Plan Commission can find that the amended General Development Plan to add approximately 17,000 square feet of commercial space in a new building with a vehicle sales and service window and in a building addition, and the retrofit of an existing 12,000 square-foot building to include a vehicle sales and service window meet the approval standards for zoning map amendments and planned developments. Furthermore, the Planning Division believes that the Plan Commission can find that the proposed Specific Implementation Plan for the 8,123 square-foot out-lot building with a vehicle access sales and service window meets the approval standards for zoning map amendments and planned developments.

## **Recommendation**

### **Planning Division Recommendation** (Contact Sydney Prusak, (608) 243-0554)

The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00415, approving an Amended Planned Development–General Development Plan for Prairie Towne Center at 209-261 Junction Road to allow an 8,123 square-foot commercial out-lot building with a vehicle access sales and service window, a future 9,000 square-foot addition to the existing grocery store, and the conversion of the existing 12,000 square-foot single-tenant building to a multi-tenant building with a vehicle access sales and service window; and Zoning Map Amendment ID 28.022–00416, approving a Planned Development–Specific

Implementation Plan to allow construction of the 8,123 square-foot commercial out-lot building with a vehicle access sales and service window, to the Common Council with a recommendation of **approval** subject to input at the public hearing, the recommendation of the Urban Design Commission, and the following Planning Division condition(s) and conditions from reviewing agencies:

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

**Planning Division** (Contact Sydney Prusak, (608) 243-0554)

1. Revise the Specific Implementation Plan site plan to include final details of the vehicle access sales and service window for the 8K building for Zoning, Traffic Engineering, and Planning approval prior to final recording and issuance of permits.
2. The applicant shall submit a zoning text specific to this project for review and approval by the Planning Division and Zoning Administrator prior to recording, or note that this project is subject to the zoning text on record for the Prairie Towne Center Planned Development.

**Urban Design Commission** (Contact Janine Glaeser, (608) 267-8740)

3. Change the trash enclosure material to a metal panel or fiber cement to be approved by Staff.
4. Look at the parking orientation on the south side so it faces one-way circulation. Work with Traffic Engineering to determine the feasibility.
5. For pedestrian access to the building, look for alignment with one of the major sidewalks on either the north or south side of the building that does not align with the transformer.
6. Look at revising some of the plant species.

**City Engineering Division** (Contact Tim Troester, (608) 267-1995)

7. 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))
8. Obtain a permit to Excavate in the Right-of-Way for the connection and/or installation of utilities required to serve this project and shall comply with all the conditions of the permit. This will also be required prior to connection to public facilities within easements located within the property. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO 10.05(6)), MGO 35.02(4)(c)(2)), and MGO 37.05(7))
9. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
10. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for

agreement specific details and requirements.

11. Provide an ownership/maintenance agreement (recorded) for the private sewer main being connected to prior to plan approval. (Policy).
12. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
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 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) 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. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.
15. If this project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
16. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>
17. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)
18. This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
19. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>. The Storm Water Management Plan & Report shall include compliance with the following:

- a. Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
  - b. Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))
  - c. Rate Control: Detain the difference between the 10 & 100 -year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.
  - d. TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.
  - e. Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.
  - f. 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.
20. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the 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 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, (608) 266-4097)

22. The reconfiguration of the proposed building from 3 tenants into 4 tenants will require a new addressing plan. The A,B,C,D labels on sheet 21 are not valid for addressing.
23. 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.
24. 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, (608) 266-5987)

25. Note: The applicant has submitted the requested Traffic Impact Analysis study; the study has been reviewed and accepted by Traffic Engineering.
26. 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.
27. 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.
28. 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.
29. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
30. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
31. 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.
32. The applicant shall provide a clearly defined 5' 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.
33. The applicant shall provide a queuing model showing the capacity for 6 vehicles from the order board and 3 additional vehicles from the service window. If the 6 vehicle requirement is not able to be met a second queuing lane may be required.
34. Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.
35. All vehicle service window access aisles shall have a minimum outside turning radius of thirty (30) feet.

**Zoning Administrator** (Contact Jenny Kirchgatter, (608) 266-4429)

36. City approvals will be required for the future expansion of the existing Pick N Save building and the conversion

of the existing Lands End building to a multi-tenant retail building with a drive-thru.

37. As each tenant space is leased, the multi-tenant commercial building site must reflect compliance in the required type and number of bicycle parking spaces, to be reviewed prior to obtaining Zoning approval for each use.
38. Provide adequate development frontage landscaping adjacent the Junction Road frontage per MGO Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that development frontage landscaping must be installed on the private property.
39. 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.
40. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
41. Submit a rooftop plan showing the location and size of any proposed rooftop mechanical equipment and detail showing the relative height of the equipment in relation to the height of the extended parapet walls. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per MGO Section 28.142(9)(d).
42. Submit a seating plan for the proposed patio at northwest corner of the building. The capacity shall be established for the outdoor eating areas prior to the issuance of building permits for the tenant spaces. Occupancy is established by the Building Inspection Unit. Contact Building Inspection staff at (608) 266-4559 to help facilitate this process.
43. 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.
44. 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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Fire Department** (Contact Bill Sullivan, (608) 261-9658)

45. Establish fire apparatus access in compliance with MGO 34 & the IFC.

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

46. 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/plumbers-contractors>), 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.

**Forestry Division** (Contact Brad Hofmann, (608) 267-4908):

47. 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.
48. 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.

**Metro Transit** (Contact Tim Sobota, (608) 261-4289)

49. The applicant shall install and maintain a concrete shelter pad surface - as part of the private landscape plan - opposite the existing Metro bus stop on the east side of Junction Road, north of "Driveway 3" (#6457). The concrete pad should be just behind and accessible to the public sidewalk, and of sufficient dimensions to accommodate one of the existing private shelter amenities on this property (along Driveway 3 drive aisle).
50. The applicant shall relocate - at such time Metro Transit realigns bus operations on the property easement area - one of the two existing private shelter amenities to this new concrete pad site on the east side of Junction Road. The applicant may alternatively elect to install and maintain a new passenger waiting shelter, with bench seating, if the applicant believes an upgraded amenity feature would be more compatible with the redeveloped site plans.
51. 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.
52. Metro Transit operates daily transit service along Junction Road between Mineral Point Road and Old Sauk Road. Bus stop ID #6457 is on the east side of Junction Road, north of "Driveway 3". Metro Transit operates additional weekend and holiday service along the "Driveway 3" drive aisle, serving private bus shelters at Stops #6164 & #6661.