

## PLANNING DIVISION STAFF REPORT

July 13, 2020



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 1937-1949 Winnebago Street and 316 Russell Street (District 6 – Alder Rummel)

**Application Type:** Demolition Permit and Conditional Use

**Legistar File ID #** [60477](#)

**Prepared By:** Colin Punt, Planning Division  
Report Includes Comments from other City Agencies, as noted

**Reviewed By:** Kevin Firchow, AICP, Principal Planner

### Summary

**Applicant/Owner:** Mark Jorgenson; M&M Real Estate Investment; 1947 Winnebago St; Madison, WI 53704

**Contact:** Greg Held; Knothe & Bruce Architects; 7601 University Ave #201; Middleton, WI 53562

**Requested Action:** The applicant requests approval of a demolition permit to demolish four commercial buildings and a single-family residence and approval of conditional uses for a building exceeding 25,000 square feet of floor area for a mixed-use or multi-tenant building per §28.065(4)(a) MGO, a building taller than three stories and 40 feet in the Traditional Shopping Street (TSS) District per §28.065(3)(c) MGO, and a reduction in the required number of loading spaces per §28.065(2) MGO.

**Proposal Summary:** The applicant proposes to demolish five existing buildings and construct a four-story mixed-use building with approximately 12,000 square feet of commercial space and 13 apartments at 1937-1949 Winnebago Street and 316 Russell Street.

**Applicable Regulations & Standards:** This proposal is subject to the standards Demolition Permits [§28.185(7) M.G.O.] and Conditional Uses [§28.183(6) M.G.O.].

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the standards for demolition permits and conditional uses are met and **approve** the request to demolish five buildings to construct a four story mixed-use building on the site. These recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies in this report.

### Background Information

**Parcel Location:** The subject property includes five lots addressed 1937-1949 Winnebago Street and 316 Russell Street, totaling 13,068 square feet (0.3 acres) and is located on the southeast corner side of the intersection of Winnebago Street and Russell Street. The site is in Aldermanic District 6 (Alder Rummel) and is within the Madison Metropolitan School District.

**Existing Conditions and Land Use:** All parcels within the subject site are zoned TSS (Traditional Shopping Street district). 1937 Winnebago Street is developed with a two-story, 1,800 square foot commercial building built in 1930. 1939 Winnebago Street is developed with a one-story, 1,100 square foot commercial building built in 1930. 1947 Winnebago Street is developed with a one-story, 500 square foot commercial building built in 1928. 1949

Winnebago Street is developed with a one-story, 800 square foot commercial building built in 1930. 316 Russell Street is occupied by a two-story, four-bedroom residence built in 1902.

### Surrounding Land Use and Zoning:

North: Across Russell Street, two-story mixed use buildings zoned TSS (Traditional Shopping Street district);

East: A two-unit residence zoned TSS, and, across Russell Street, small apartment and condominium buildings zoned TSS and PD (Planned Development District);

South: A two-unit residence and a restaurant, both zoned TSS; and

West: Across Winnebago Street, a two-story bank building, zoned TSS.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use for the subject site. The [Schenk Atwood Business District Master Plan](#) (2000) provides guidelines for improvements to land use, business mix, transportation, parking, streetscape design, and district character for the 10-15 years following plan adoption. The [Marquette-Schenk-Atwood Neighborhood Plan](#) (1994) does not include specific recommendations for this site, but has several recommendations for the Schenk-Atwood Business District. Plan recommendations are detailed in the analysis section, below.

**Zoning Summary:** The property is zoned Traditional Shopping Street (TSS).

Requirements	Required	Proposed
Front Yard Setback	25' maximum	3'
Side Yard Setback: Where proposed buildings or abutting buildings have window openings in side walls within 6 feet of lot line	Two-story or higher: 6'	6.5' North 6.5' South
Rear Yard Setback: For corner lots, where all abutting property is in a nonresidential zoning district	The required rear yard setback shall be the same as the required side yard setback: 6'	20.3'
Usable Open Space	40 sq. ft./ unit (520 sq. ft.)	960 sq. ft.
Maximum Lot Coverage	85%	84.5%
Maximum Building Height	3 stories/ 40'	4 stories

Site Design	Required	Proposed
Number Parking Stalls	<b>Multi-family dwelling:</b> 1 per dwelling (13) <b>General retail; service business; office:</b> 1 per 400 sq. ft. floor area (32) (45 total)	6 covered 19 underground (25 total) (see Zoning comment 1)
Accessible Stalls	Yes	Yes (see Zoning comment 3)
Loading	1 (10' x 50')	None (see Zoning comment 6)
Number Bike Parking Stalls	<b>Multi-family dwelling:</b> 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (13) 1 guest space per 10 units (1) <b>General retail; service business; office:</b> 1 per 2,000 sq. ft. floor area (6) (20 total)	14 underground 6 surface (20 total) (see Zoning comment 4 & 5)
Landscaping and Screening	Yes	Yes (see Zoning comments 8 & 9)

Lighting	Yes	Yes
Building Forms	Yes	Commercial Block Building (see Zoning comment7)

Other Critical Zoning Items	Barrier Free (ILHR 69), Utility Easements
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*Tables Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

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

**Public Utilities and Services:** This property is served by a full range of urban services.

## Project Description

The applicant proposes to demolish five buildings located at the southeast corner of Winnebago and Russell Streets and build a four-story mixed-use building with approximately 12,700 square feet of commercial space and 13 residential units. The building features approximately 4,900 square feet of retail space on the first floor and 7,900 square feet of office space on the second floor. Four entrances on Winnebago Street enable configuration of the first floor into as many as four separate retail spaces. The third and fourth floors include 13 total residential units: four one-bedroom units and nine two-bedroom units. The fourth floor is stepped back from Winnebago Street and the applicant proposes a green roof system and small private patios above the third floor within the stepback.

The proposed design of the first floor facade is similar to traditional storefronts within the business area, with traditional storefront glazing. The first floor is chamfered at the corner of Winnebago and Russell Streets. The second floor facade features taller windows for the office space. The facade is primarily masonry veneer with cast stone accents on the Winnebago Street main facade and wrapping around the sides of the building. Metal panel siding becomes the primary facade material at the sides and rear of the building, with smaller areas of masonry veneer, and cast stone accents. Mechanical systems are located behind a rooftop parapet. Ventilation for the structured parking exhausts to Russell Street. The applicant has indicated that construction of a "blue roof" that is designed to catch and hold rainwater during a storm and slowly release it over time could be possible with this building.

Nineteen private structured parking stalls are provided in the lower level. Access to the structured parking is located behind the building from Russell Street. Six surface vehicles parking stalls are tucked under the upper floors at the rear of the building. The provided plans also show fourteen indoor bicycle parking stalls and six outdoor stalls.

Landscaping includes low-level plantings around the street-facing sides of the building, with a few ornamental and smaller canopy trees along the perimeter of the site. The building is set back three feet from the Winnebago Street lot line to accommodate addition sidewalk, terrace, and tree planting areas.

If approved, the applicant has indicated that construction is scheduled to begin in September 2020, with completion anticipated in September 2021.

## Project Analysis & Conclusion

The applicant requests approval of a demolition permit to raze four existing commercial buildings and a residence, and conditional use approval for a building exceeding 25,000 square feet of floor area for a mixed-use or multi-tenant building [§28.065(4)(a) MGO], a building taller than three stories and 40 feet in a TSS district [§28.065(3)(c) MGO], and a reduction in the number of required loading spaces [§28.141(13)(b) MGO]. This section will analyze this proposal and these requests individually. It begins with a review of adopted plans before an analysis of the demolition permit and conditional use standards.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Neighborhood Mixed Use (NMU) for the subject site, which includes residential uses, as well as retail, restaurant, service, institutional, and civic uses primarily serving nearby residents. Development and design within NMU areas is recommended to be compact and walkable, ideally adjacent to existing or planned transit. NMU areas should be well connected and integrated into neighborhoods, and development should be transit-oriented. Buildings in NMU areas should be oriented towards streets, with buildings close to public sidewalks. On-street parking is recommended where practical, with private off-street parking placed primarily behind buildings, underground, or shielded from public streets by liner buildings. Neighborhood Mixed-use area accommodate development between two and four stories tall, with residential densities of up to 70 dwelling units per acre.

The [Schenk Atwood Business District Master Plan](#) (2000) was adopted by the Common Council in January 2000. The stated purpose of the plan was to provide guidelines for improvements to land use, business mix, transportation, parking, streetscape design, and district character for the 10-15 years following plan adoption. The [Master Plan](#) recommends rehabilitation of existing commercial buildings on Winnebago Street at the west gateway entrance to the business district. The Plan provides no specific recommendations for any other properties on Russell Street. Nearby transportation recommendations are for the provision of better defined pedestrian crossings of Winnebago Street and enhanced bus stops. The [Master Plan](#) also includes this site in the "Winnebago South" land use area and recommends that redevelopment of the Winnebago South area should include the rehabilitation of existing commercial and residential buildings along Winnebago Street and Russell Street, and improvements to rear parking areas to facilitate shared parking opportunities.

In regards to design, the [Master Plan](#) also recommends that detailed design guidelines be developed in the future with the consensus of neighborhood stakeholders. A "template" to guide that preparation is included in this plan. For the "Winnebago South" study area, the suggested template includes densities between 15-25 units per acre, with a recommendation that higher density being allowed based on a development's design quality. In regards to height, the template references that heights up to three stories may be permitted on portions of the building. The plan notes that design guidelines are not intended as an overlay zoning code or building code, but provide indicators of the characteristics of appropriate development as a resource to property owners, designers, and public review bodies. The template also notes that additional density or height could be considered beyond what is envisioned by the guidelines for projects of a high quality design may be rewarded with density bonuses or height.

The [Marquette-Schenk-Atwood Neighborhood Plan](#) (1994) does not include specific recommendations for this site, but has several recommendations for the Schenk-Atwood Business District. Specifically, the neighborhood plan encourages support the development of businesses that would be compatible to neighborhood residents; construction of quality residential dwelling units above the ground floor or in the rear of commercial buildings; providing adequate parking as part of new residential and business developments; installing historic style street

lighting along the 1900-2000 blocks of Winnebago Street; provision of adequate parking; and that new construction should reflect the historic-style streetscape by encouraging new buildings to be built up to the sidewalk edge, to use compatible materials, colors, and similar sized window openings, and to reflect similar scale to other surrounding buildings.

### **Demolition and Removal Standards**

An existing residence and four small commercial buildings are proposed to be demolished. As noted in Section 28.185(7) MGO, in order to approve a demolition permit, the Plan Commission must find that the requested demolitions and proposed use are compatible with the purpose of the demolition section and the intent and purpose of the zoning districts. The Traditional Shopping Street (TSS) Districts are established to "encourage and sustain the viability of Madison's mixed-use corridors, which sustain many of the City's traditional neighborhoods." The district is also intended to "encourage diversification of uses, including residential, commercial, and civic uses, in order to enhance the vitality and appeal of these areas; encourage pedestrian, bicycle and transit use as a means of accessing and moving through these corridors; encourage appropriate transitions between higher-intensity uses within TSS districts and adjacent lower-density residential districts; and facilitate preservation, development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans."

Furthermore, the proposal should be compatible with adopted plans. The Plan Commission shall consider and give decisive weight to any relevant facts, including but not limited to impacts on normal and orderly development, efforts to relocate the existing building(s), and the limits that the location of the building(s) would place on efforts to relocate it/them. The Plan Commission shall also consider any reports from the Landmark Commission and Historic Preservation Planner when determining whether the demolition standards are met. At its May 4, 2020 meeting, the Landmarks Commission found that the buildings at 316 Russell Street and 1937-1949 Winnebago Street have historic value related to the vernacular context of Madison's built environment, but the buildings themselves are not historically, architecturally, or culturally significant.

Staff believes the Plan Commission can find the demolition standards are met with this proposal.

### **Conditional Use Approval Standards**

This proposal is also subject to the standards for Conditional Uses. Two conditional uses are requested- the first for a mixed-use/multi tenant building exceeding 25,000 square feet of floor area and the second for a building taller than three stories and 40 feet in the TSS district. 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 §28.183(6) M.G.O. are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

Staff highlights standards four, nine, and twelve, as they relate to building height and design, and standard five, as it relates to parking and potential traffic impacts.

One of the requested conditional use approvals is for a building exceeding three stories or 40 feet in a TSS district. The aforementioned standards state:

- **Conditional Use Standard 4:** *"The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district."*
- **Conditional Use Standard 9:** *"When applying the [approval] standards to any new construction of a building...the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendation."*
- **Conditional Use Standard 12:** *"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."*

While the predominant building height in the immediate vicinity is two or three stories, with some single-story buildings, there are at least three four-story buildings within 400 feet of the site, all of which have larger footprints and wider/longer facades. The 2018 Comprehensive Plan recommends Neighborhood Mixed Use development for this location, which includes mixed-use buildings up to four stories in height. The older neighborhood and special area plans don't provide detailed, site-specific redevelopment recommendations. As described in the above section, the Schenk Atwood Business District Master Plan, approved in 2000 and recommended to provide guidance for the following 15 years, generally recommends building rehabilitation in this area. That plan further recommends that detailed design guidelines be established. A template to assist in the preparation of those guidelines includes up to three-story buildings in the surrounding area and noted that additional height or density may be awarded based on a project's design quality.

Staff also considers possible parking and traffic impacts related to the size and use of the proposal. Conditional Use approval standard five states that:

*"Adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, public transit and other necessary site improvements have been or are being provided."*

Vehicular access to and from the proposed development is via a driveway shared with the adjacent residential property onto Russell Street, a dead-end street with only one outlet onto Winnebago Street. According to §28.141(5) M.G.O., the Zoning Administrator may authorize a reduction in the minimum number of parking spaces required upon a determination that the hours of peak use among multiple uses will result in lower parking demand. The unadjusted minimum parking required is 44 stalls. Using the shared parking formula found in §28.141(7) M.G.O., the most intense parking need is during the weekday work day, in which 38 stalls are required. At no other time are more than 24 stalls required, according to the shared parking formula. The Code also permits a parking reduction of up to 20 spaces to be approved by a Zoning Administrator. The proposal includes 25 stalls and the letter of intent indicates that the developer owns and manages several properties in the neighborhood and believes, based on his experience, that the proposed parking is adequate for the expected uses. The Plan Commission should determine, based on recommended conditions of approval from the Office of the Zoning Administrator, Traffic Engineering Division, and others, whether this proposal adequately addresses vehicle access and parking.

If the Commission finds the height and scale of the building to be appropriate, with the proposed setback and stepbacks, any traffic impacts to be well controlled, and the presented parking plan to be adequate, Planning Staff believes the Plan Commission can find all applicable conditional use approval standards to be met.

## Public Input

At time of report writing Staff has received public input noting concerns for this proposal from several neighbors, all of which has been included with the Plan Commission materials.

## Conclusion

The applicant requests approval of a demolition permit to raze four existing commercial buildings and a residence, and conditional use approval to build a four-story mixed-use building with approximately 12,000 square feet of commercial space on the lower two floors and 13 apartments on floors three and four. On balance, staff believes it is possible that the approval standards for demolitions and conditional uses could be found met.

## Recommendation

### Planning Division Recommendation (Contact Colin Punt, (608) 243-0455)

The Planning Division recommends that the Plan Commission find that the standards for demolition permits and conditional uses are met and **approve** the request to demolish five buildings to construct a four-story mixed use building on the site. This recommendation is subject to input at the public hearing and the following conditions:

### Recommended Conditions of Approval

Major/Non-Standard Conditions are Shaded

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

1. The applicant proposes a 20 stall vehicle parking reduction. Per Section 28.141(5), a reduction in the minimum number of parking spaces required of up to 20 spaces may be approved by the Zoning Administrator. Submit a request for a parking reduction with the final plan submittal including information to support the argument for reducing the required number of spaces. As the commercial tenant spaces are leased, the entire development must reflect compliance in the required number of vehicle parking spaces, to be reviewed prior to obtaining zoning approval for each future tenant space use. Future parking reductions may be required prior to obtaining zoning approval for future tenant uses. A reduction of more than 20 spaces and 25% or more of the required parking requires conditional use approval.
2. 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 at streets@cityofmadison.com. 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.
3. Show the three (3) foot wide accessible route from the underground accessible stall to the accessible entrance. The accessible route may not be blocked by a parking stall.

4. Bicycle parking for the residential dwelling units shall comply with City of Madison General Ordinances Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 13 resident bicycle stalls are required plus a minimum of one (1) short-term guest stall. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
5. Bicycle parking for the commercial tenant spaces shall comply with the requirements of MGO Sections 28.141(4) (g) and 28.141(11) and will be reviewed prior to obtaining zoning approval for each use. Provide a minimum of six (6) short-term bicycle parking stalls located in a convenient and visible area on a paved or pervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance.
6. Required loading facilities shall comply with MGO Section 28.141(13). Provide one (10' x 50') loading area with 14' vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval.
7. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. On upper stories, window or balcony openings shall occupy a minimum of fifteen percent (15%) of the upper-story wall area.
8. Show the parking garage exhaust well on the landscape plan. 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.
9. Submit details for the proposed green roof areas.
10. 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.
11. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Engineering Division** (Contact Brenda Stanley, (608) 267-9127)

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| <ol style="list-style-type: none"><li>12. The proposed lateral connection to Winnebago St. (6" lateral to 6" main) requires a manhole at the location of the connection. Applicant shall revise plan to included 4' diameter manhole in Winnebago Street.</li><li>13. Russell street is planned for reconstruction in the near future - the applicant shall set up the pump system from the underground parking entrance ramp to discharge to the street ROW in a manner that will allow future connection to the storm sewer system to be extended with Russell Street reconstruction.</li></ol> |
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14. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
15. Construct sidewalk on Winnebago St and Russell St to a plan as approved by City Engineer
16. 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. 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. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
18. 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)
19. 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-yr design storm that is current in Madison General Ordinance Chapter 37. 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.
20. 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>.  
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. 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>  
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)  
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.

21. 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:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. 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. (POLICY and MGO 37.09(2))

Rate Control: Detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

TSS Redevelopment not TMDL: Reduce TSS by 40% (control the 20-micron particle) off of new paved surfaces as compared to no controls.

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

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

Volume Control: Provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.

Thermal Control: Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.

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.

22. 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.
23. 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)..

**Engineering Division – Mapping Section** (Contact Jeff Quamme, (608) 266-4097)

24. Determination of adequacy of the current private common access right of way per Doc No. 23874 as proposed providing access for this development is solely the responsibility of the Owner / Developer.

25. The base address of the apartments (& 2nd flr office) is 1945 Winnebago St. Commercial retail addresses are 1941, 1943, 1947 & 1949 Winnebago 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.
26. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), 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.
27. Submit a Floor Plan in PDF format to Lori Zenchenko (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, (608) 266-5987)

28. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.
29. 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.
30. 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.
31. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
32. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
33. 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.
34. The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and

10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.

35. 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 three stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4768) (ascheib@cityofmadison.com) 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.
36. 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.
37. 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 Winnebago Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.
38. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

**Parks Division** (Contact Ann Friewald, (608) ###-####)

39. 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 East Park-Infrastructure Impact Fee district. Please reference ID# 20018 when contacting Parks about this project

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

40. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Paul Ripp at pripp@cityofmadison.com or (608)712-6277.
41. MFD does not support the normally unoccupied Trash Room opening directly into the rated exit stair enclosure. Also confirm validity of the trash access doors opening into the handicap parking stall.

**Forestry Section** (Contact Brad Hoffman, (608) 267-4908)

42. An existing inventory of street trees located within the right of way shall be included on the landscape, site, demo, and utility plans. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.

43. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry.
44. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the Alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the plan set.
45. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry (266-4816) prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the plan set.
46. Contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. Contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at 266-4816. Penalties and remediation shall be required. Add as a note on the plan set.
47. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on the plan set.
48. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on the plan set.
49. Street tree pruning shall be coordinated with Madison Forestry at a minimum of two weeks prior to the start of construction for this project. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on the plan set.
50. City Forestry will issue a street tree removal permit for one 6" Maple tree due to condition within grate along Winnebago Street. Add as a note on the plan set.
51. Contractor shall contact City Forestry at 266-4816 to schedule delivery of salvaged tree grates to City Forestry facility. Add as a note on the plan set.
52. No later than five business days prior to forming concrete and constructing tree grate sites, the Contractor shall contact City Forestry at (608) 266-4816 to identify and locate underground conflicts (utilities, vaults, conduit) or other underground obstructions and determine grate locations. Tree grate type: Neenah 4x8 (R-8815-A). Tree guard Neenah (R-8501-4818). Add as a note on the plan set.

53. Additional street trees are needed for this project. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan (in PDF format) shall be submitted City Forestry for approval of planting locations and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note to plan: At least one week prior to street tree planting, Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper. .

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

54. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

55. 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.

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

56. Metro Transit operates daily service along Winnebago Street with stops in the Atwood Avenue intersection. Prior to service reductions put in place during March of 2020, trips operated at least once every 30 minutes on a daily basis.