



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 # [62084](#)

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.

Proposal Summary: The applicant proposes to demolish five existing buildings and construct a three-story mixed-use building with approximately 8,000 square feet of commercial space and 11 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 three 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 (440 sq. ft.)	660 sq. ft.
Maximum Lot Coverage	85%	Less than 85%
Maximum Building Height	3 stories/ 40'	3 stories/ Less than 40'

Site Design	Required	Proposed
Number Parking Stalls	Multi-family dwelling: 1 per dwelling (11) General retail; service business; office: 1 per 400 sq. ft. floor area (20) (31 total)	6 covered 19 underground (25 total) (see Zoning comment 2)
Accessible Stalls	Yes	Yes (see Zoning comment 3)
Loading	None	None
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (11) 1 guest space per 10 units (1) General retail; service business; office: 1 per 2,000 sq. ft. floor area (4) (16 total)	14 underground 6 surface (20 total) (see Zoning comment 4)

Landscaping and Screening	Yes	Yes (see Zoning comments 6 & 7)
Lighting	Yes	Yes
Building Forms	Yes	Commercial Block Building (see Zoning comment 5)

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 History

A four-story version of this proposal was previously reviewed by the Plan Commission on July 13, 2020 and placed on file without prejudice. In making its decision, the Plan Commission found that the proposal did not meet Conditional Use approval standards 9 and 12, Demolition approval standard 2, and the TSS district statement of purpose.

Project Description

The applicant proposes to demolish five buildings located at the southeast corner of Winnebago and Russell Streets and build a three-story mixed-use building with approximately 8,000 square feet of commercial space and 11 residential units. Four of the buildings requested for demolition are one- and two-story commercial buildings on Winnebago Street. The other building requested for demolition is a single-family residence on Russell Street. The proposed new building includes approximately 1,500 square feet of retail space and 3,500 square feet of office space on the first floor and 3,100 square feet of office space on the second floor. There are four residential units on the second floor and seven more on the exclusively-residential third floor. The 11 total residential units include four one-bedroom units and seven two-bedroom units.

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. First floor entrances include one for the office space, one for the office space and residential units above, and one for the retail space located at the chamfered corner. The second floor facade features slightly taller windows for the office space. The facade is primarily masonry veneer with cast stone and composite panel accents on the Winnebago Street main facade and wrapping around the sides of the building. Composite 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 also proposed a 6,000-square foot green roof system.

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 January 2021, with completion anticipated in January 2022.

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 mixed-use or multi-tenant building exceeding 25,000 square feet of floor area [§28.065(4)(a) 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. NMU areas 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

This proposal is subject to the standards for demolition permits. 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." Staff believe the proposal is consistent with the intent and purpose of the TSS district.

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. One conditional use is requested for a mixed-use/multi-tenant building exceeding 25,000 square feet of floor area. 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.

For the previous four-story proposal at this site, Staff highlighted 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. As the current proposal does not exceed three stories or 40 feet in a TSS district, standard twelve is no longer applicable, and Staff believes standards four and nine can be found met.

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 31 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 27 stalls are required, two more than shown on the site plans. At no other time are more than 16 stalls required, according to the shared parking formula. The zoning code permits an “automatic” parking reduction of up to 5 spaces, and a reduction of up to 20 spaces to be approved by a Zoning Administrator, as noted in the recommended Zoning conditions. 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 that traffic impacts to be satisfactorily addressed, 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 three-story mixed-use building with approximately 8,000 square feet of commercial space and 11 apartment units. Key changes between this and the previous approval include a reduction from four stories to three stories, a reduction 12,000 square feet of commercial space to 8,000 square feet, and a reduction of 13 apartment units to 11 units. Staff believes that the approval standards for demolitions and conditional uses can 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 three-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. 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.
2. 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.
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 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 four (4) 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.
5. 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.
6. 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.
7. Show the locations and sizes of the green roof areas on the plans. Submit details for the green roof areas.

8. 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.
9. 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">10. 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.11. Applicant shall not show proposed sanitary sewer laterals connecting to Russell Street. The City intend to take this sewer out of service.12. The stormwater runoff from the redevelopment shall all be directed to the public ROW. If this is not possible the applicant shall meet with Engineering representatives to discuss options. |
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13. 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)
 14. Construct sidewalk, terrace, curb & asphalt to a plan on Winnebago St and Russel St as approved by City Engineer
 15. 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))
 16. Provide the City Engineer with the proposed earth retention system to accommodate the restoration. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system. (POLICY)
 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. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
 19. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.

20. 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)
21. 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, or Daniel Olivares (east) at 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, or Daniel Olivares (east) at 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.
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 (East) or tstroester@cityofmadison.com (West)..

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

24. Coordination with the other entities having the reciprocal right of use of the current 12' wide private common access right of way per Doc No. 23874 crossing the southerly portion of this development is solely the responsibility of the Owner / Developer. Expansion of the easement near Russell Street is advised to encompass the proposed driveway opening.
25. The base address of the apartments & upper commercial is 1945 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 complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page 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 final verification submittal stage of this LNDUSE 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. 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.
29. 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.
30. 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.
31. 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.
32. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
33. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
34. 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.

35. 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.
36. 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.
37. 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.
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 Freiwald, (608) 243-2848)

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.

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

40. Damaging 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.
41. Excavation 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.
42. 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 (R8815-A). Tree guard Neenah (R-8501-4818). Add as a note on the plan set.

43. Planting 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.
44. Protection 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.
45. Pruning 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.
46. Salvage 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.
47. Soil 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. Street 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. 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.
49. Tree 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.
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..

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

51. 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.

52. 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.

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

53. Metro Transit operates daily all-day transit service along Winnebago Street. Bus stops are located east of this property, in the Atwood Avenue intersection area.

The Planning Division and Fire Department have reviewed this request and has recommended no conditions of approval.