



## PLANNING DIVISION STAFF REPORT

November 9, 2020

PREPARED FOR THE PLAN COMMISSION

**Project Address:** 2418 Allied Drive (10<sup>th</sup> Aldermanic District - Ald. Henak)  
**Application Type:** Conditional Use  
**Legistar File ID #:** [62091](#)  
**Prepared By:** Chris Wells, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

### Summary

**Applicant & Property Owner:** Erik Longreen; Project Home, Inc.; 3841 Kipp Street; Madison, WI 53718  
**Contact:** Jim Gersich; Dimension IV Madison Design Group, LLC.; 6515 Grand Teton Plaza, Suite 120; Madison, WI 53719

**Requested Action:** Approval of a Conditional Use to allow a residential services office to be located in an existing residential building in the Suburban Residential-Varied 1 (SR-V1) District at 2418 Allied Drive.

**Proposal Summary:** The applicant proposes to formally establish a residential services office in one of the units of an eight-unit residential building. No exterior changes are proposed.

**Applicable Regulations & Standards:** This proposal is subject to the Approval Standards for Conditional Uses, MGO §28.183(6)), as MGO §28.032 lists *residential services offices* as a conditional uses in the SR-V1 (Suburban Residential – Varied 1) Zoning District. The Supplemental Regulations [M.G.O. §28.151] contain further regulations for residential services offices.

**Review Required By:** Plan Commission (PC).

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the Conditional Use Standards are met and **approve** the request to allow a residential services office to be located in an existing residential building in the Suburban Residential-Varied 1 (SR-V1) District at 2418 Allied Drive. This recommendation is subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

### Background Information

**Parcel Location:** The 16,000-square-foot (0.34-acre) property is located on the west side of Allied Drive, between Lovell Lane and Dunn’s Marsh Terrace. It is located within Aldermanic District 10 (Ald. Henak) as well as the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The property is currently developed with an eight-unit apartment building. The building is located on the eastern portion of the site while a surface parking lot with roughly 11 stalls is located on the western portion. This parking lot is actually part of a larger lot, which extends onto the two lot to the north and three lots to the south. The property is zoned Suburban Residential – Varied 1 (SR-V1).

**Surrounding Land Use and Zoning:**

**North:** Two 8-unit apartment buildings, which are owned and operated by the applicant, Project Home, zoned Suburban Residential – Varied 1 (SR-V1) District;

**East:** Across Allied Drive are single-family residences, zoned Traditional Residential – Consistent 3 (TR-C3) District;

**South:** Three other 8-unit apartment buildings owned and operated by the applicant, Project Home, zoned SR-V1; and

**West:** The Southwest Commuter Bike Path, zoned SR-V1.

**Adopted Land Use Plan:** The [Comprehensive Plan \(2018\)](#) recommends Medium Residential (LMR) for the subject site, which is defined as seven to 30 dwelling units per acre (du/ac). The [Allied-Dunn's Marsh Neighborhood Plan \(1990\)](#) recommends RM-X uses – defined as medium density, mixed-use housing types at 16-25 units per acre. While the subject site falls within the planning area of the [Allied-Dunn's Marsh Belmar Neighborhood's Physical Improvement Plan \(2005\)](#), the Plan does not provide any specific recommendations for the subject site.

**Zoning Summary:** The property is in the Suburban Residential – Varied 1 (SR-V1) District

Requirements	Required	Proposed
Lot Area (sq. ft.)	2,000/d.u.	No change
Lot Width	60 ft	No change
Front Yard Setback	25 ft	No change
Side Yard Setback	10 ft	No change
Rear Yard Setback	30 ft	No change
Usable Open Space	500 sq ft/d.u	No change
Maximum Lot Coverage	60%	No change
Maximum Building Height	3 stories/40 ft	No change

Site Design	Required	Proposed
Number Parking Stalls	1/d.u.	No change
Accessible Stalls	1	No change
Loading	No	No
Number Bike Parking Stalls	1 per unit up to 2-bedrooms, ½ space per add'l bedroom; 1 guest space per 10 units	No change
Landscaping	Yes	No change
Lighting	Yes	No change

<b>Other Critical Zoning Items:</b>	Urban Design (Residential Building Complex); Utility Easements
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*Table Prepared Jacob Moskowitz, Assistant Zoning Administrator*

**Environmental Corridor Status:** The subject site 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, Analysis, and Conclusion

The applicant, Project Home, Inc., seeks approval to formally establish an on-site residential services office (leasing office) within the subject building (a multi-family apartment building with seven units). The office will serve the seven units within the subject building as well as those in the five neighboring eight-unit apartment buildings, which are all operated by Project Home. According to the applicant, they have been operating the accessory residential services office here since 1999, unaware conditional use approval was necessary. City Building Inspection was recently made aware of this operation, which requires a conditional use in the Suburban Residential – Varied 1 (SR-V1) Zoning District. Since a conditional use approval was never granted, this application is intended to bring the property into compliance with Zoning Code requirements.

The first-floor unit, roughly 750 square-foot in size, was previously converted into a leasing office in order to meet with tenants, sign paperwork, process applications, collect rents, submit maintenance requests, and similar tasks. It will continue to be used by three staff: the Property Manager, the Resident Services Coordinator, and the Maintenance Supervisor. According to the letter of intent, the hours of operation for the office are 9:00 AM to 5:00 PM, Monday through Friday. The applicant is not requesting any changes in operation and wishes to continue as a legal conditional use.

In regards to the approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, and finding that all of the conditional use standards of MGO §28.183(6) are met.

Staff believes that this proposal is compatible with both the [Comprehensive Plan \(2018\)](#), which recommends Medium Residential (LMR) for the subject site (defined as seven to 30 dwelling units per acre (du/ac)), and the [Allied-Dunn's Marsh Neighborhood Plan \(1990\)](#), which recommends RM-X uses (defined as medium density, mixed-use housing types at 16-25 units per acre.) While the subject site falls within the planning area of the [Allied-Dunn's Marsh Belmar Neighborhood's Physical Improvement Plan \(2005\)](#), the Plan does not provide any specific recommendations for the subject site.

### Supplemental Regulations for Residential Services Offices

Residential Services Offices are also subject to the Supplemental Regulations of M.G.O. §28.151. The lone supplemental regulation for this use is the following:

*Office shall only serve the owner's residential dwelling units located on a lot within 1,250 feet of the office as measured from lot line to lot line.*

The Planning Division believes this additional requirement can be found met as the units which it will serve – those in the subject building as well as five adjacent apartment buildings – are all located within roughly 300 feet of the proposed office.

### Conclusion

Given that this office has been operating for two decades, staff does not believe that this conditional use will result in new impacts or diminish the uses, values, and enjoyment of other property in the neighborhood; nor will it impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. The Planning Division believes that the Conditional Use Standards can be found met. At the time of report writing, staff have not received any public comment on this proposal.

## Recommendation

### Planning Division Recommendation (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends that the Plan Commission find that the Conditional Use Standards are met and **approve** the request to allow a residential services office to be located in an existing residential building in the Suburban Residential-Varied 1 (SR-V1) District at 2418 Allied Drive. This recommendation is subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

### **Recommended Conditions of Approval**

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

1. Identify on the plans the lot and block numbers of recorded Plat. Also identify each tax parcel, each being a separate developable parcel.

#### Zoning (Contact Jacob Moskowitz, (608) 266-4560)

2. Sec. 28.151: Office shall only serve the owner's residential dwelling units located on a lot within 1,250 feet of the office as measured from lot line to lot line.

#### Forestry Division (Contact Wayne Buckley, (608) 266-4892)

3. 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. 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.

**The following agencies reviewed this request and recommended no conditions of approval:**

Engineering Division (Main Office), Traffic Engineering, Fire Department, Parks Division, Water Utility, Metro