



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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**\*\*BY E-MAIL ONLY\*\***

October 26, 2020

Revised: November 20, 2020

Kevin Burow  
Knothe & Bruce Architects  
7601 University Avenue, Suite 201  
Middleton, Wisconsin 53562

RE: Consideration of a request to rezone 209 Cottage Grove Road from CC-T (Commercial Corridor–Transitional District) to NMX (Neighborhood Mixed-Use District); approval of a demolition permit to demolish three commercial buildings at 109 and 209 Cottage Grove Road and 3900 Monona Drive; conditional use approvals to allow construction of a four-story mixed-use building with 2,500 square feet of commercial space and 78 apartments and a four-story apartment building with 110 units. (Prime Urban Properties, LLC) (ID 61594 and 61384).

Dear Mr. Burow,

At its October 5, 2020 meeting, the Plan Commission found the standards met and **conditionally approved** your demolition permit and conditional use for 109 and 209 Cottage Grove Road and 3900 Monona Drive based on the alternative design presented on October 5. At its ~~October 20, 2020~~ November 17, 2020 meeting, the Common Council **approved** the rezoning of the parcels of 209 Cottage Grove from CC-T to NMX.

Prior to issuance of demolition or building permits for the project, the conditions of approval in the following sections shall be satisfied, including the condition added by the Common Council on November 17, 2020 (#92 on page 12):

**Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following thirty-two (32) items:**

1. The applicant shall abandon/ remove City sewer that is proposed eastern building. The sewer shall be removed/ abandoned from Cottage Grove Road to Davidson Street. 209 Cottage Grove Road is the only customer on this City sewer.
2. City sewer that is located below eastern building is a 10-inch diameter sewer. Sewer from Cottage Grove Road/ Johns Street intersection to proposed building can be used as a lateral for eastern building or it can be abandoned.

3. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer.
4. The proposed development proposes to construct underground parking. The proposed entrance to the underground parking is adjacent to a street low point. The applicant shall provide at a minimum of one (1) foot of rise from the adjacent back of walk in the driveway before breaking grade to the down ramp to the underground parking to protect the underground parking from inundation.
5. This area is within a watershed study for flood mitigation and has a known flooding risk. The minimum opening elevations for structures shall be a minimum of two (2) feet above the adjacent sidewalk elevation at the low point on Cottage Grove Road. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The Developer/Owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable.
6. For the proposed redevelopment site, the proposed impervious cover exceeds 80% of the existing site impervious cover, therefore the site shall meet the following criteria:
  - a) Reduce peak run-off by 15% compared to existing conditions during a 10-year design storm.
  - b) Reduce run-off volume by 5% compared to existing conditions during a 10-year design storm.
  - c) This site will be required to meet rate and volume reductions using green infrastructure for at least the first half-inch of rainfall.
7. The existing street low point is located at the easterly inlet on the center drive. This may be problematic for localized flooding and icing issues in the winter/spring. The proposed driveway will require the replacement of the existing inlet casting with either a driveway casting. It is suggested that the inlet be relocated outside the drive apron.
8. 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.
9. Construct sidewalk/terrace improvements/pavement patching as approved by City Engineer.
10. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
11. 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.

12. Obtain a permit to Excavate in the Right-of-Way for the connection and/or installation of utilities required to serve this project and shall comply with all the conditions of the permit.
13. 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.
14. Obtain a permit to plug each existing storm sewer.
15. This project appears to require permanent dewatering. A permit to connect to the public stormwater system shall be required from the City Engineering Division. Additionally, a permit for non-storm discharge to the storm sewer system from the Public Health Madison-Dane County shall also be required. If contaminated soil or groundwater conditions exist on or adjacent to this project additional Wisconsin Department of Natural Resources (WDNR), Public Health, and/or City Engineering approvals may be required prior to issuance of the connection and non-storm discharge permits.
16. An Erosion Control Permit is required for this project.
17. A Storm Water Management Report and Storm Water Management Permit is required for this project.
18. A Storm Water Maintenance Agreement (SWMA) is required for this project.
19. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
20. Based on WDNR records for BRRTS #03-13-000237, Mike's Lake Edge Mobil, the property contains residual petroleum contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
21. The property is adjacent to an open WDNR chlorinated solvent contaminant site (#02-13-368525 Classic Cleaners). Provide proof of coordination with the WDNR project manager (Steve Martin, stevenl.martin@wisconsin.gov) to address potential vapor intrusion concerns associated with this development.
22. 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.

23. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-year design storm that is current in MGO Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin 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.
24. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL Zone and therefore will be regulated to meet a higher standard.
25. This project will disturb 20,000 square feet 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.
26. 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.
27. 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 Madison-Dane County, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
28. 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 266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.
29. 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.
30. Prior to approval, this project shall comply with Chapter 37 of 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 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))

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

Rate Control: This is a redevelopment and is required to reduce peak discharge from the 10-year event by 15% compared to existing conditions.

Volume control - Reduce the volume of discharge during the 10-year event by 5% compared to existing conditions.

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.

31. 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.
32. 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).

**Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following eight (8) items:**

33. Grant a Public Water Main Easement(s) to the City on the face of the pending Certified Survey Map with a width and configuration approved by the Madison Water Utility for the water main to be constructed in conjunction with this project. The easement shall include, but not be limited to, the following conditions:
  - a) No aboveground improvements other than water main related improvements shall be allowed in the Public Water Main Easement Area(s) by the City or the property owner except for pavements and/or concrete for driveway and sidewalk purposes shall be permitted.
  - b) Plantings and landscaping within the Public Water Main Easement Area(s) shall be permitted with conditions.
  - c) The property owner shall not change the grade of the Public Water Main Easement Area(s) without the prior written approval of the City's Engineering Division or Water Utility.
  - d) The City shall have right of access over the parking lot to access the easement areas. Contact Jeff Quamme of Engineering Mapping ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com), 266-4097) for the final required easement language.
34. The remaining portion of the Public Water Main and Sanitary Sewer per Document No 810731 lying within the eastern portion of this site shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com), 266-4097) to coordinate the Real Estate project, and associated

information, description, exhibits and fees required. Acknowledgement of the release and document number shall be noted on the face of the Certified Survey Map.

35. The applicant shall dedicate a strip of right of Way or public sidewalk easement along Cottage Grove Road and Monona Drive on the CSM as needed to allow for 8 feet from face of curb to front of walk, a 5-foot sidewalk, and one (1)-foot behind the sidewalk.
36. The applicant shall coordinate with the utilities the necessary easement(s) needed to accommodate the proposed and existing utilities along the southerly side of this site. The easement can be granted on the face of the CSM or by other instrument recorded prior to final site plan sign off.
37. The western portion of the Public Water Main and Sanitary Sewer Easement per Document No. 810731 has already been released by Document No. 1084862 and shall be noted as such on the site plan.
38. The applicant/consultant/owner are responsible to obtain the necessary approval / permission to install the private storm sewer within the AT&T Easement per Document No. 4838967 in the southwesterly corner of this site.
39. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, the new parcel data created by the Assessor's Office, and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
40. Submit a complete building Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto: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.

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following twenty (20) items:**

41. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Monona Drive and Cottage Grove Road.
42. The applicant shall submit a deposit of \$30,000 for pedestrian crossing improvements of Cottage Grove Road.

43. The applicant shall work with the Traffic Engineering Division and Metro Transit on determining the final configuration of the bus stop zone on Cottage Grove Road adjacent this site. Relocation of curb for a pullout lane may be needed to accomplish this, work to be completed with an Engineering Developer's Agreement.
44. The applicant shall submit for review a Trash Removal Plan. This plan will include times, vehicle size, use of loading zones and all related steps to remove trash from its location.
45. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
46. 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.
47. 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.
48. All parking facility design shall conform to MGO Section 10.08(6).
49. All bicycle parking adjacent pedestrian walkways shall have a 2-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
50. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
51. Per MGO Section 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.
52. The applicant shall adhere to all vision triangle requirements as set in MGO Section 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 Section 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.

53. All parking ramps as they approach the public right of way shall not have a slope to exceed 5% for 20 feet; this is to ensure drivers have adequate vision of the right of way. If applicant believes public safety can be maintained they shall apply for a waiver, approval or denial of the waiver shall be the determination of the City Traffic Engineer.
54. 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](mailto: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.
55. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
56. The applicant shall show the dimensions for the proposed Class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
57. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
58. 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.
59. The applicant shall enter into a signed developer's agreement through City of Madison Engineering prior to sign-off.
60. 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 Monona Drive or Cottage Grove Road 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.



**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following thirteen (13) items:**

61. Provide details of the first floor roof terrace green roof and landscape areas. Lot coverage, page C0.3 indicates a green roof area to offset the maximum lot coverage requirement of 75%. Areas of the roof terrace that are not designed as green roof or landscape beds may not count as green roof areas to offset the maximum lot coverage requirement.
62. Submit a section demonstrating compliance with the side yard height transition to the residentially zoned properties abutting the southern property line per Section 28.064(3)(d).
63. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
64. As each commercial and live-work tenant space is leased, the entire development must reflect compliance in the required amount, type and number of auto and bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use.
65. Bicycle parking shall comply with MGO Sections 28.141(4)(g) Table 28I-3 and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 184 resident bicycle stalls are required plus a minimum of 18 short-term guest stalls. Up to 25% of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5)-foot access aisle for wall mount parking. Show the dimensions of the bicycle stalls and access aisles on the basement level floor plans. 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.
66. 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.
67. Screening is required adjacent the Zoning district boundary along the south property line. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between 6 and 8 feet in height. Submit a detail of the screening fence with the final plans.
68. Submit detailed floorplans for the live/work units demonstrating compliance with Supplemental Regulations in Section 28.151 for a *Live/Work Unit*.
69. Provide details showing that the Cottage Grove Road 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 60% of the length and at least forty

percent (40%) of the area of the ground floor of the primary street facade. At least 50% of windows on the primary street facade shall have the lower sill within three feet of grade. For residential uses at ground level, a minimum of 15% of the ground level of residential facades or side and rear facades not fronting a public street shall consist of windows and door openings. On upper stories, window or balcony openings shall occupy a minimum of 15% of the upper-story wall area.

70. Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. Provide a detail or profile demonstrating that rooftop mechanical equipment will not be visible to view above the height of the parapets. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d). Screens shall be of durable, permanent materials that are compatible with the primary building materials.
71. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
72. 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.
73. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

74. Please consider allowing Madison Fire Department (MFD) to conduct training sequences prior to demolition. Contact Division Chief Paul Ripp of the MFD Training Division at [pripp@cityofmadison.com](mailto:pripp@cityofmadison.com) or (608)712-6277 to discuss this possibility.
75. Provide clarification on the function of the connection, building fire separations and/or considerations of compliance as a single building or two independent buildings in accordance with the International Building Code.

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following eight (8) items:**

76. Private wells may have served the parcels associated with this project prior to municipal water service connections. The existing properties will require an internal and external survey for potential un-abandoned private wells prior to proceeding with demolition. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition of the property. Please contact Water Utility staff at (608) 266-4654 to schedule an on-site private well survey prior to

demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs.

77. A WDNR Water main Extension permit will be required for the relocation of the water main on the east side of the property. A plan and profile with **all** proposed utilities in this area will be required for submission to the WDNR. Once the final plan and profile is complete, contact Adam Wiederhoeft for assistance with submitting the WDNR extension. Construction of the water main in this location **may not** take place until the WDNR approves the extension.
78. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.
79. The proposed new water main easement shall be 20 feet wide as opposed to 10 feet as shown.
80. All public water mains and water service laterals shall be installed by a standard City-Developer agreement. The applicant shall contact City Engineering Division to schedule the development of plans and the agreement. See Engineering Division comments for additional information.
81. 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.
82. 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 Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size and 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 266-4646.
83. A new water main valve will be required at both the north and south connections to the existing water main for testing purposes.

**Please contact Tim Sobota of Metro Transit at 261-4289 if you have any questions regarding the following two (2) items:**

84. Metro Transit recommends the expansion of the existing bus stop zone, with a new pullout lane, on the south side of Cottage Grove Road east of Monona Drive so that buses can safely exit the active vehicle travel lanes for the time needed to actively load or unload passengers at this intersection, specifically new riders anticipated at this intersection due to the creation of multi-family residential units on this previously commercial property. The applicant shall include the location of these transit

facilities on the final documents filed with their permit application so that Metro Transit may review the design.

85. Note: Metro Transit operated weekday transit service along Cottage Grove Road through the Monona Drive intersection. Bus stop ID #7675 is adjacent the proposed project site along the south side of Cottage Grove Road, east of Monona Drive. This stop has historically been used as a time stop (buses park and wait if early, regardless of passenger loading) and would remain an appropriate site for a time-point when scheduling future transit service along the Cottage Grove Road corridor (between Monona Drive and areas east of the Interstate).

**Please contact Ann Freiwald of the Parks Division at 243-2848 if you have any questions regarding the following item:**

86. 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 North Park-Infrastructure Impact Fee district. Please reference ID# 20033 when contacting Parks Division staff about this project.

**Please contact my office at 261-9632 if you have any questions regarding the following five (5) items:**

87. That the co-working space and health club are separate commercial tenant spaces, not accessory to the multi-family use, and that they shall be shown and referenced generally as commercial space on the plans.
88. Provide height measurements for both buildings that comply with the requirements in Section 28.134(1) of the Zoning Code.
89. Provide the gross floor area of each building on the final plans.
90. Provide detailed floorplans for the proposed buildings, including labels for any balconies located on third or fourth floor stepbacks.
91. Any proposed HVAC or utility penetrations for the building shall not face a public right of way or adjacent residential property. Any such penetrations elsewhere on the exterior of the building shall be designed to be perpendicular to the facades to limit their visibility to the greatest extent possible. No utility or HVAC pedestals or penetrations, including HVAC wall packs for units, and gas meters or electric meters for buildings/ units shall be permitted without specific approval by the Plan Commission. An alteration to this conditional use may be required should they be proposed later.
92. **“Live-work / commercial” space designated on the east end of the proposed development shall be used solely for commercial uses and identified as “commercial” on final plans and that the commercial component of the live-work units shall be used for nonresidential use purposes, and not for expansion of the residential use that is part of the live-work unit.**

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

**An approval letter for the related Certified Survey Map was sent separately.**

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining permits for your project:**

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the Plan Commission and the conditional use standards. This approval shall become null and void one (1) year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
 Planner

cc: Brenda Stanley, City Engineering Division  
 Jeff Quamme, City Engineering Division  
 Sean Malloy, Traffic Engineering Division  
 Jenny Kirchgatter, Asst. Zoning Administrator  
 Bill Sullivan, Madison Fire Department  
 Jeff Belshaw, Madison Water Utility  
 Tim Sobota, Metro Transit  
 Ann Freiwald, Parks Division

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner  
 (If Not Applicant)*

LNDUSE-2020-00078			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering (EP)	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit
<input checked="" type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: