



# City of Madison Site Plan Verification

**PROJECT: LNDUSE-2017-00106**

**Address:** 5535 University AVE

**Current Revision #: 0**

**Submitted by:** Realm Real Estate Development LLC

**Contact:** Martin O'Connor  
(608) 712-1463  
marty@homeagainliving.com

**Project Type:** Land Use

**Description:** Demolish grocery store and construct mixed-use building with 8,100 square feet of commercial space (revised to 5,800 square feet) and 52 apartment units (revised to 56 apartments) in UDD No. 6.

**Status:** Agency Reviews in Process

**Revision History:** [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Add'l Info Req'd	<a href="#">Jeffrey Quamme</a>	Feb 20 2018
Engineering Review Main Office	Add'l Info Req'd	<a href="#">Timothy Troester</a>	Feb 26 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	May 7 2018
Lighting Review	Approved	<a href="#">Harry Sulzer</a>	Mar 14 2018
Metro Review	Approved	<a href="#">Timothy Sobota</a>	Mar 1 2018
Parks/Forestry Review	Add'l Info Req'd	<a href="#">Sarah Lerner</a>	Feb 20 2018
Planning Review	Approved	<a href="#">Chris Wells</a>	Mar 16 2018
Recycling Coordinator	Pending	<a href="#">Bryan Johnson</a>	N/A
Traffic Engineering Review	Add'l Info Req'd	<a href="#">Timothy Stella</a>	Feb 16 2018
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Apr 13 2018
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Oct 10 2018
Zoning Review	Add'l Info Req'd	<a href="#">Jenny Kirchgatter</a>	Mar 13 2018

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The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record

**Supplement Accepted****Comment Date: 02/19/2018**

Plan received 2018-4-13

Revise all sheet titles to show 5535 University Ave and any other sheets if appropriate.

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.

**Supplement Accepted****Comment Date: 02/19/2018**

Plan received 2018-4-13

Conditions of approval to correct the street name did not occur. Correct street name to Capital Avenue on all appropriate sheets.

**Supplement Required****Comment Date: 02/19/2018**

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Mapping Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:

- a) Building Footprints
- b) Internal Walkway Areas
- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat dimensions
- i) Street names

All other levels (contours, setbacks, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred lzenchenko@cityofmadison.com. Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

**Supplement Required****Comment Date: 02/20/2018**

The required releases of the Public Utility Easement and Land Use Restriction (Real Estate Project No's 11565 and 11569 shall be recorded prior to final sign off.

**Supplement Required****Comment Date: 02/20/2018**

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The site plans shall be revised to reflect the dedication of right of way rather than an easement along the northeast side of the parcel to accommodate the future bus pullout area.

**Supplement Accepted****Comment Date:** 12/17/2018

Addressing plan created & approved 12/17/2018. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**ENGINEERING VERIFICATION****Supplement Required****Comment Date:** 02/26/2018

The executed developer agreement with applicable surety and any other supporting documents must be in place prior to final plan verification approval. Contract must be executed by both the Developer and Mayor. It takes approximately two weeks after all contract items are submitted for final review and execution by the Mayor.

**Supplement Accepted****Comment Date:** 02/26/2018

The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development. Submit CAD to John Sapp at jsapp@cityofmadison.com.

**Supplement Accepted****Comment Date:** 02/26/2018

Provide size, pipe type, and inverts for proposed sanitary service lateral.

**Supplement Required****Comment Date:** 02/26/2018

All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off. Current amount due is \$1,116.86. Make check payable to Madison Metropolitan Sewerage District (MMSD) and submit to City Engineering (attn: Mark Moder).

**Supplement Accepted****Comment Date:** 02/26/2018

This project is subject to City of Madison erosion control permitting requirements. Submit completed permit application, permit fee, erosion control plan, USLE calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Erosion Control Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Include a construction dewatering plan and concrete management plan as part of the erosion control plan. Questions regarding erosion control permitting requirements can be sent to Megan at meberhardt@cityofmadison.com.

**Supplement Accepted****Comment Date:** 02/26/2018

This project will disturb an acre or more of land area and will be subject to WDNR permitting requirements for erosion control and stormwater management. Submit a copy of the approved WDNR Construction Site Storm Water Runoff permit (WDNR NOI permit) to City Engineering. The City of Madison erosion control and stormwater management permits cannot be issued until WDNR has granted their permit approval.

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This project is subject to City of Madison stormwater management permitting requirements. Submit completed permit application, permit fee, stormwater management plan stamped by a Wisconsin P.E., modeling calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Stormwater Management Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Questions regarding stormwater management requirements or stormwater permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

**Supplement Required****Comment Date:** 02/26/2018

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. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com). The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

**Supplement Accepted****Comment Date:** 02/26/2018

Submit electronic data files for the stormwater management modeling and calculations. Files can be emailed to Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com) or submitted on CD to City Engineering.

**Supplement Accepted****Comment Date:** 02/26/2018

Submit PDFs of the final plans for Engineering records. Files can be emailed to Tim Troester at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) or submitted on CD to City Engineering.

**Supplement Required****Comment Date:** 02/26/2018

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The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:

- a) Building Footprints
- b) Internal Walkway Areas
- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Plat name and lot lines (metes & bounds parcel lines if unplatted)
- g) Platted lot numbers (noted "unplatted lands" if not platted)
- h) Lot/Plat property dimensions
- i) Street names
- j) Private on-site sanitary sewer utilities (including all connections to public sanitary)
- k) Private on-site storm sewer utilities (including all connections to public storm)

All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email CAD file transmissions are preferred to: [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) . The party responsible for the CAD file email transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal to City by applicant.

**Supplement Required****Comment Date:** 02/26/2018

Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

**FIRE VERIFICATION****Supplement Required****Comment Date:** 02/22/2018

The proposed aerial access lane is completely obstructed by the proposed trees shown on Sheet L1.1.

**Note****Comment Date:** 02/22/2018

Provide roof access from a stairway as required by IBC 1009.13.

**PARKS FORESTRY VERIFICATION****Supplement Required****Comment Date:** 02/20/2018

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(6) will be required for all new residential development associated with this project. This development is within the West Park -Infrastructure Impact Fee district. Please reference ID# 17159 when contacting Parks about this project.

**Supplement Accepted****Comment Date:** 02/20/2018

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Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction -<http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Supplement Accepted****Comment Date: 02/20/2018**

An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Please include species and DBH/size.

**TE VERIFICATION****Supplement Accepted****Comment Date: 02/16/2018**

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - [tstella@cityofmadison.com](mailto:tstella@cityofmadison.com)

**Supplement Accepted****Comment Date: 02/16/2018**

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; 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; ADA stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking stall and backup dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Supplement Required****Comment Date: 02/16/2018**

A deposit of \$2000 payable to City Treasurer will be required for the installation of traffic signage and markings deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

**Supplement Required****Comment Date: 02/16/2018**

A deposit of \$4000 payable to City Treasurer will be required for the electrical installations or modifications deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

**Supplement Required****Comment Date: 02/16/2018**

The Driveway Approach form is already filled out in the Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$200 and Deposit to Insure Conduit of \$1000 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

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Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages showing improvements in the ROW that states: The Right-of-Way is the sole jurisdiction of the City of Madison and is subject to change at any time per the recommendation/plan of Traffic Engineering and City Engineering Departments.

**Supplement Accepted****Comment Date:** 02/16/2018

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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 – 25 feet behind the property line at streets and 10 feet at driveways.). If applicant believes public safety can be maintained, they shall apply for a waiver of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the waiver shall be the determination of the City Traffic Engineer. Place and dimension all vision triangles in the proposed plan.

**Supplement Accepted****Comment Date:** 02/16/2018

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Dimension bike racks. To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, it is recommended for all bicycle racks to have a 2 to 5 foot buffer from parking or pedestrian walkways.

**Supplement Accepted****Comment Date:** 02/16/2018

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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.

**Supplement Accepted****Comment Date:** 02/16/2018

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Dimension all stalls and ADA access that is not typical stall size (9'x18').

**Supplement Accepted****Comment Date:** 02/16/2018

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The applicant shall indicate on the underground parking plan whether the garage is used for residential use only or mixed commercial and residential use.

**Supplement Accepted****Comment Date:** 02/16/2018

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The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2. Signs and planting areas are to be excluded from the rectangular stall areas including the two (2) feet of vehicle overhang. The two (2) feet of vehicle overhang shall be shown on the plan and dimensioned.

**Supplement Required****Comment Date:** 02/16/2018

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Include a parking plan demonstrating how specific stalls, to be used by the commercial site, will be reserved. Include any signage to be used to achieve this goal in the submitted plans.

**Supplement Accepted****Comment Date:** 02/16/2018

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Applicant shall submit one (1) site plan with all of the above required items.

**Note****Comment Date:** 04/13/2018

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This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, covered sidewalks will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on University Avenue 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.

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Per UDC Approval 12/20/17, change the color of the third level lighter colored accent panel (adj. balconies) to match the surrounding darker siding. Provide updated rendered color elevation with material and color call outs.

**Note****Comment Date:** 03/13/2018

Per UDC Approval 12/20/17, any future changes to retail area facing the parking lot to maintain locations and proportions of current window layout.

**Supplement Accepted****Comment Date:** 03/13/2018

Per UDC Approval 12/20/17, provide wood mulch in the landscaping. No stone mulch is recommended. Provide updated sheet L1.1 to reflect change from stone mulch to wood mulch (note #7.) Use steel edging, not black vinyl.

**WATER UTILITY VERIFICATION****Note****Comment Date:** 03/11/2018

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.

**Note****Comment Date:** 03/11/2018

All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

**Note****Comment Date:** 03/11/2018

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/plumberscontractors>), 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.

**Supplement Required****Comment Date:** 03/11/2018

Provide clarification to Water Utility reviewer, Adam Wiederhoeft at [awiederhoeft@madisonwater.org](mailto:awiederhoeft@madisonwater.org) in regards to the proposed water service configuration for the proposed residential structure. Site Utility plan appears to indicate that the existing 1959 3/4" lateral is intended to serve this proposed structure.

**ZONING VERIFICATION****Supplement Required****Comment Date:** 03/13/2018

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 (608-266-4682).

**Supplement Accepted****Comment Date:** 05/14/2018

Identify and label the dimensions of the property lines on the site plan. Show the rear yard setback distance measured from the rear property line to the ramp to the underground parking lot.



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Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.

**Supplement Accepted****Comment Date:** 05/14/2018

Screening is required adjacent the Zoning district boundary along the southwest 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 six (6) and eight (8) feet in height. Height of screening shall be measured from natural or approved grade. Berms and retaining walls shall not be used to increase grade relative to screening height. Submit a detail of the screening fence with the final plans.

**Supplement Accepted****Comment Date:** 05/14/2018

Provide details showing that the residential portion of the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For residential uses at ground level, a minimum of fifteen percent (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 fifteen percent (15%) of the upper-story wall area.

**Note****Comment Date:** 03/13/2018

As each commercial tenant space is leased, the entire development must reflect compliance in the required amount, type and number of vehicle and bicycle parking spaces, to be reviewed prior to obtaining Zoning approval for each use.

**Note****Comment Date:** 03/13/2018

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 plan by June 1, 2019, as established by the Zoning Administrator.

**Note****Comment Date:** 03/13/2018

Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.