



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00117

Address: 1722 Monroe ST

Current Revision #: 0

Submitted by: Urban Land Interests

Contact: Anne Neujahr Morrison
(608) 441-5163
amorrison@uli.com

Project Type: Land Use

Description: Preserve existing single-family residence and demolish bank to construct five-story mixed-use building with 16,000 square feet of commercial space and 65 apartments.

Status: Approved

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Jeffrey Quamme	May 17 2018
Engineering Review Main Office	Approved	Timothy Troester	May 18 2018
Fire Review	Approved	William Sullivan	Mar 30 2018
Lighting Review	Approved	Harry Sulzer	Apr 4 2018
Parks/Forestry Review	Approved	Sarah Lerner	May 17 2018
Planning Review	Approved	Chris Wells	May 15 2018
Recycling Coordinator	Approved	Bryan Johnson	May 6 2018
Traffic Engineering Review	Approved	Timothy Stella	May 17 2018
Urban Design Commission Review	Approved	Janine Glaeser	May 7 2018
Zoning Review	Approved	Jenny Kirchgatter	May 16 2018

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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.

Update all sheets to show the project address of 1722 Monroe St.

Commercial tenant space addresses are pending. Tentative addresses have been assigned per door and will be finalized when interior configurations and primary doors are known.

Supplement Accepted**Comment Date:** 03/30/2018

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 Accepted**Comment Date:** 03/30/2018

CSM 14806 Recorded. Holds placed on parent parcels to not allow any new permits on the old parcels. Easement Release Doc on 5409533.

The pending Certified Survey Map application for this property AND RELEASES 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

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 04/15/2018

The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The City / Developer agreement shall be fully executed and in place with all required deposits, surety, and other supporting documents prior to final site plan verification approval.

Supplement Accepted**Comment Date:** 04/15/2018

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The Applicant shall 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. A conditions of approval letter will be generated once the proposed earth retention system is reviewed by the City Engineer. These conditions of approval must be signed by the owner and earth retention contractor prior to final site plan verification approval.

Supplement Accepted**Comment Date:** 04/15/2018

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.

Supplement Accepted**Comment Date:** 04/15/2018

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>.

Supplement Accepted**Comment Date:** 04/15/2018

All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off. Current amount due is \$873.93, make check payable to Madison Metropolitan Sewerage District and submit to Mark Moder or Tim Troester in City Engineering for processing.

Supplement Accepted**Comment Date:** 04/15/2018

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 construction dewatering and concrete washout/management plans 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:** 04/15/2018

The development shall match all stormwater volumes through the 10-yr 24-hr design storm in the existing vs. proposed condition for any runoff that cannot be directed to the public right-of-way or drainage system.

Supplement Accepted**Comment Date:** 04/15/2018

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.

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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. The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

Supplement Accepted**Comment Date:** 04/15/2018

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

Supplement Accepted**Comment Date:** 04/15/2018

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

Supplement Accepted**Comment Date:** 04/15/2018

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 . 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.

FIRE VERIFICATION**Note****Comment Date:** 03/30/2018

Plans indicate 20-25 ft canopy width trees along Monroe Street which the design team has identified as an aerial access lane. The design team shall confirm that the trees selected are approved by City Forestry and the mature canopy width does not exceed 25-ft in width. Otherwise, alternative aerial apparatus access shall be provided.

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PARKS FORESTRY VERIFICATION

Supplement Required**Comment Date:** 04/13/2018

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(2) 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# 17169 when contacting Parks about this project.

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

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/2018/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.

Comment Date: 04/13/2018

PLANNING VERIFICATION

Supplement Accepted**Comment Date:** 04/24/2018

Per Condition #70, "Applicant shall work with City Staff to locate a solid wood and metal fence along the easterly property line of the 625 S. Spooner Street parcel in order to adequately screen the proposed rear surface parking lot from the residence's rear yard." Please provide detailed and dimensioned drawings, pictures, etc of how this will be constructed and using what materials. (4/24/2018 Comment)

This condition is satisfied per the submitted file entitled "1720ms___Proposed Fence_05-04-2018.pdf". The applicant has stated that they will go with the 'Rosewood' color option.

Note**Comment Date:** 04/24/2018

Per Condition #71 "Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements." This is being reviewed by Traffic Engineering.

Traffic Engineering has accepted the submitted plan.

Supplement Accepted**Comment Date:** 04/24/2018

Per Condition #72 "Development shall direct traffic exiting onto Stockton Ct to turn right, w/ a no left turn/right turn only sign." Looking through the submitted plans, I do not see any indication of where this signage will be located and what it will read. Please update your site plan and provide additional supplemental detail. (4/24/2018 Comment)

This condition is satisfied per the submitted file entitled "1722 Monroe Street_ Revised C300 w Stockton Signage.pdf".

Supplement Accepted**Comment Date:** 04/24/2018

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Per Conditions #73 & #74, both A101 & A107 have callouts which refer to the mechanical plans(#6 & #7 on A101 and #10 on A107). Please submit a mechanical plan.

This condition is satisfied per the submitted file entitled "1720ms___Bldg Mechanical Info_2018-05-03.pdf".

Supplement Accepted**Comment Date:** 04/24/2018

Per Condition #74, please provide a little more info about the mechanicals in the garage. For example, what type of heater is the heater, and why is there no cause for concern by the fact that it's adjacent air vent will be located ~4ft from the 625 S. Spooner Residence (note: Condition #74 specifically notes that your project will need to minimize the impact on the neighboring properties). Please also provide similar info about the exhaust unit near Stockton Court. Have you used this model (or similar) in other building's around Madison? (4/24/2018 Comment)

This condition is satisfied per the submitted file entitled "1720ms___Bldg Mechanical Info_2018-05-03.pdf".

Supplement Accepted**Comment Date:** 04/24/2018

Per the recent changes to the shared garage along the 625 & 6159 S. Spooner Street lots: 1) update all sheets which show the garage (C200-C600, C900, L101 and A102). 2) Include the four elevations of the proposed shared garage. Please also indicate materials & material color. You may also provide photos of the existing garage as I understand you are going to replicate the existing materials. 3) Submit an acknowledgement, in writing, from the 619 S. Spooner Street property owner that they have reviewed the proposed changes to the shared garage structure and agree to them. (4/24/2018 Comment)

This condition is satisfied per the submitted file entitled "1720ms___Existing Garage Images_05-02-2018.pdf", "1720ms___Revised Drawings Showing Changes to Shared Garage Serving 619 & 625 S. Spooner St_05-02-2018.pdf" and "1720ms___Shared Garage Serving 619 & 625 S. Spooner St - ULI Homeworks Letter of Understanding_05-02-2018.pdf".

TE VERIFICATION**Supplement Accepted****Comment Date:** 03/30/2018

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - tstella@cityofmadison.com

Supplement Accepted**Comment Date:** 03/30/2018

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

Supplement Accepted**Comment Date:** 03/30/2018

(DA) A deposit of \$3000 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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

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(DA) A deposit of \$10000 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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 03/30/2018

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 \$0 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 03/30/2018

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:** 03/30/2018

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:** 03/30/2018

Stop signs shall be installed at a height of seven (7) feet 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.

Supplement Accepted**Comment Date:** 03/30/2018

The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

Supplement Accepted**Comment Date:** 03/30/2018

Parking stalls that are located next to a sidewalk shall have a barrier between the stall and the sidewalk to serve as protection for any pedestrians. Or stripe out the stall next to the sidewalk for no parking.

Supplement Accepted**Comment Date:** 03/30/2018

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

Supplement Accepted**Comment Date:** 03/30/2018

Add this note somewhere on the underground parking plan: "All 'Tandem' stalls to be assigned to residents of the same unit."

Supplement Accepted**Comment Date:** 03/30/2018

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.

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Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.

Supplement Accepted**Comment Date:** 03/30/2018

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 Monroe 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.

Supplement Accepted**Comment Date:** 03/30/2018

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 four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4766) 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.

URBAN DESIGN VERIFICATION**Supplement Accepted****Comment Date:** 05/02/2018

Per UDC Approval Conditions 1/10/18: Increase the amount of bike racks and select better style (holds up bike better.)

Supplement Accepted**Comment Date:** 05/02/2018

Per UDC Approval Conditions 1/10/18: Increase the tree density or provide bigger trees.

Supplement Accepted**Comment Date:** 05/02/2018

Per UDC Approval Conditions 1/10/18: Consider losing the parking spot on Spooner St. in favor of adding greenspace.

Supplement Accepted**Comment Date:** 05/02/2018

Provide updated color rendered elevation view with color and material call outs.

ZONING VERIFICATION**Supplement Accepted****Comment Date:** 05/16/2018

On site plan page C300, label the commercial bicycle parking stall locations and correct the label for the 7 resident guest stalls.

Supplement Accepted**Comment Date:** 05/16/2018

A bicycle parking adjustment has been approved for the amount of long-term wall mounted resident bicycle parking and for bicycle parking with a noncompliant access aisle.

The request for the bicycle parking adjustment for the long-term resident bicycle parking stalls is under review. Verify the number of long-term compliant floor mounted bicycle stalls to be provided.

Note**Comment Date:** 05/11/2018

As each commercial tenant space is leased, the entire development must reflect compliance in the required type and number of bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use. Provide a detail of the proposed bike rack.

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The final site compliance date is October 31, 2019.

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.

Note**Comment Date:** 05/11/2018

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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.