

## PLANNING DIVISION STAFF REPORT

June 3, 2013

PREPARED FOR THE URBAN DESIGN COMMISSION AND PLAN COMMISSION



**Project Address:** 915 Haywood Drive  
**Application Type:** Demolition Permit  
**Legistar File ID #** [29735](#) and [30101](#)  
**Prepared By:** Kevin Firchow, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

### Summary

**Applicant:** Patrick and Erin Ryan; Ryan Brothers Ambulance; 922 South Park Street; Madison, WI 53715  
**Contact:** Jenny Acker; Acker Builders Inc; 101 East Main Street Suite Z; Waunakee, WI 53597  
**Property Owner:** Ron Lewis and Eva Mullendore

**Requested Action:** The applicant requests approval of a demolition permit to raze an existing auto repair business for the purpose of constructing an office building within Urban Design District 7.

**Proposal Summary:** Upon demolition of the existing one-story auto repair business, the applicant proposes to build a two story, 3,269 square foot office building which will serve as the administrative office for the applicant, Ryan Brothers Ambulance.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Demolition Permits [M.G.O. Section 28.185(7)] and the new building is subject to the standards for Urban Design District 7 [33.24(14)]

**Review Required By:** Urban Design Commission and Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Urban Design Commission finds the applicable standards met and **approve** the proposal. Staff further recommends that the Plan Commission find that the demolition standards are met and **approve** the demolition of an existing auto repair business for the purpose of constructing an office building. Both recommendations are subject to input at the public hearings and the conditions recommended by the reviewing agencies.

### Background Information

**Parcel Location:** The 14,335 square foot subject property is located on the side of Haywood Street, immediately west of Park Street. The site is within Aldermanic District 13; Urban Design District 7 and within the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is currently developed with a one-story 3,800 square foot auto repair business. The applicant indicates that structure has been vacant for two years. Access to the site is provided by a private alley that connects to Haywood Drive. City Assessor records indicate the structure was built in 1951

**Surrounding Land Use and Zoning:**

North: Small storage building and surface parking lot with various other commercial developments on Park Street, zoned TSS (Traditional Shopping Street);

South: Gas station and various other commercial uses, zoned TSS;

East: Various Commercial Developments on Park Street, including existing Ryan Brothers building, zoned TSS;

West: 8-unit apartment buildings zoned TR-V2 (Traditional Residential-Varied 2)

**Adopted Land Use Plan:** The Comprehensive Plan recommends community mixed use development for this site and surrounding properties. This proposal is consistent with that recommendation. There are not more specific neighborhood plan recommendations.

**Zoning Summary:** The property is zoned TSS (Traditional Shopping Street)

Category	Dimensional Requirements	Proposed Development
Front yard setback	See (a) below	adequate
Side yard setback:	None unless needed for access	adequate
Rear yard setback:	20% of lot depth or 13.68'	18.4'
Maximum lot coverage	85%	Less than 85%
Maximum height	3 stories / 40 or taller by CU	2 stories
Useable open space	None required in TSS	None shown
Number parking stalls	No min./10 max.	10
Accessible stall	1	1
Bike parking	1 per 2,000 sq. ft. of office	3
Landscaping	Yes	Yes
Lighting	Yes	Yes
Building forms	Yes	Meets building forms
<b>Other Critical Zoning Items</b>	Urban Design District #7; Barrier free (ILHR 69)	

Table Prepared by Patrick Anderson, Assistant Zoning Administrator

(a) Front Yard Setback. For new buildings and additions exceeding fifty percent (50%) of building's original floor area, the maximum front setback shall be twenty-five (25) feet, unless designated otherwise on the zoning map. Front yard setbacks on the zoning map may be designated as a specific location (build-to-line) or as a range.

**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

The applicant proposes to demolish the existing 3,800 square foot automobile repair facility for the purpose of constructing a two-story office building. The letter of intent states that this structure has been vacant for over two years. The proposed building will be the new administrative office for Ryan Brothers Ambulance. The building is two stories in height and has an area of approximately 3,269 square feet. The building is clad in a

combination of brick with an EIFS bands between both the first and second stories and the second story and roof. The building features a hip roof.

The building will be set back five feet off from the front property line. Juniper and Chokeberry shrubs will be planted along the alley-side of the building. Two Freeman Maples are proposed near the front property line. Arborvitae, Redtwig Dogwood, and Rugosa Rose are proposed to line the parking area.

Access to this site will remain from the private alley that extends south from Haywood Drive. An 11-stall parking lot is shown immediately south of the building, accessed from that alley. There are two bike parking stalls proposed. The letter of intent states that the Ryan Brothers will retain their existing Park Street facility which is located directly across the private alley from this site.

## **Analysis and Conclusion**

This proposal is subject to the standards for Demolition Permits [M.G.O. Section 28.185(7)]. While not abutting Park Street, the Zoning Administrator, in consultation with the Urban Design Commission Secretary, has determined that the site is within Urban Design District (UDD) 7. Portions of this interconnected, multi-site “zoning lot” are within the District and the ordinance states if any portion of a zoning lot is in the District, the entire lot is in the District. As such, the new building is subject to the UDD 7 standards of Section 33.24(14).

### **Demolition Approval Standards**

Staff believes the Demolition Approval Standards can be met. In order to approve the requested demolition, the Plan Commission must find that the proposed demolition and future use are both 1) consistent with the intent and purpose of the zoning district and 2) that the proposed future use is compatible with the purpose of the demolition section of the ordinance. The demolition standards also state that the proposed use should be compatible with adopted plans.

The proposed use is permitted in the TSS District. Staff notes that development of a two-story office is more consistent with adopted plan recommendations than the existing auto repair use.

As with all demolition requests, the Preservation Planner provided these plans to the Landmarks Commission who found that the existing building has no known historic value.

### **Urban Design District 7 Standards**

Urban Design District 7 was established to improve the appearance and function of Park Street, recognizing the corridor as a major gateway to Downtown and the University. Staff notes that while not directly adjacent to Park Street, the subject property has some visibility from the corridor through the adjacent gas station site.

The Design District has fairly prescriptive standards for several design elements including: Setbacks and Orientation, Massing and Articulation, Height, Windows and Entrances, Materials, Signage, Parking Areas, and Landscaping, and Site Lighting and Furnishing. Planning Division staff has reviewed the project against the applicable District requirements and believes the technical requirements are met. As a design suggestion, staff recommends that consideration be given to a flat roof or other design features that could give the building more of an urban character.

## Conclusion

Staff believes the project meets the applicable standards for demolitions and that the new building meets the Urban Design District 7 standards. At the time of report writing, staff had not received any public comments or concerns related to this proposal.

## Recommendation

### Planning Division Recommendation (Contact Kevin Firchow, 267-1150)

The Planning Division recommends that the Urban Design Commission finds the applicable standards met and **approve** the proposal. Staff further recommends that the Plan Commission find that the demolition standards are met and **approve** the demolition of an existing auto repair business for the purpose of constructing an office building. Both recommendations are subject to input at the public hearings and the conditions recommended by the reviewing agencies.

### Recommended Conditions of Approval

Major/Non-Standard Conditions are Shaded

### City Engineering Division (Contact Janet Dailey, 261-9688)

1. Provide a copy of the existing private storm easement for proposed private storm sewer discharge located on the adjacent property. If there is no easement provide an agreement that allows for connection to this private storm sewer.
2. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used. POLICY AND MGO 10.29
3. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
4. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required. (NOTIFICATION)
5. The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds. (POLICY)
6. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS off of the proposed development by 80% when compared with the existing site.

7. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain 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) all underlying lot lines or parcel lines if unplatted, g) lot numbers or the words "unplatted", h) lot/plat dimensions, i) street names, and all other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred addressing@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. (POLICY and MGO 37.09(2) & 37.05(4))

8. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).
9. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including: a) SLAMM DAT files; b) RECARGA files; c) TR-55/HYDROCAD/Etc... and d) Sediment loading calculations.
10. 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. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
11. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6572)

12. When the applicant shall submit plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing and proposed property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.
13. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to Traffic Signals, Street Lighting, Signing and Pavement Marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
14. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Zoning Administrator** (Contact Pat Anderson, 266-5978)

15. 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 prior to sign installations.
16. Sec. 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, Mr. George Dreckmann. (608-267-2626).
17. Sec. 28.185 (10) Every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
18. Subject to section 28.173(9)(b) of the City of Madison General Ordinances. Access and Entry. Buildings shall have a clearly defined, highly-visible customer entrance or entrances, marked by canopies, porticos, overhangs, arcades, facade recesses or projections, or similar features.
19. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide three bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices. Provide details of bike rack on final plan sets.
20. Provide landscape plans pursuant to Sec. 28.142. Landscape Plan and Design Standards should include but are not limited to: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Screening shall be provided alongside and rear property boundaries between commercial, mixed use or industrial 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, except that within the front yard setback area, screening shall not exceed four (4) 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. Provide details of fence along southwest property lines. Provide details of refuse disposal area. Refuse area shall be screened on all 4 sides, minimum height of 6 feet and not greater than 7 feet.
21. Pursuant to section 28.14 (4) (e) Parking Requirements For Persons With Disabilities. The provisions contained in Wis. Stat. §§ 101.12, 346.503, and 346.56 and any related Wisconsin Administrative Code sections are hereby adopted by reference and made applicable to all parking facilities whenever constructed.
22. Section 28.076 (5) Alterations to Approved Designs. For buildings approved pursuant to (b) or (c) above, the Director of the Department of Planning, Community and Economic Development may approve minor alterations or additions if he/she determines that such alterations or additions are consistent with Sec. 28.071(3), if applicable, the Downtown Urban Design Guidelines, and the previously approved design.

**Fire Department** (Contact Bill Sullivan, 261-9658)

23. Provide fire apparatus access as required by IFC 503 2009 edition, MGO 34.503, as follows:

- a. The site plans shall clearly identify the location of all fire lanes.
- b. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building is fully sprinklered.
- c. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length.
- d. Fire lanes shall be constructed of concrete or asphalt only, and designed to support a minimum load of 85,000 lbs.
- e. Where there is a change in the direction of a fire lane, the minimum inside turning radius shall be at least 28-feet.
- f. Provide a fire lane with the minimum clear unobstructed width of 20-feet.
- g. A dead-end street that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of the street.

**Water Utility** (Contact Dennis Cawley, 261-9243)

24. The Madison Water Utility shall be notified to remove the water meter prior to demolition. This property is not in a Wellhead Protection District. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Parks Division** (Contact Kay Rutledge, 266-4714)

This agency did not provide comments for this request.

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

This agency did not provide comments for this request.