

## PLANNING DIVISION STAFF REPORT

September 30, 2013

PREPARED FOR THE URBAN DESIGN COMMISSION AND PLAN COMMISSION



**Project Address:** 1220-1236 Mound Street  
**Application Type:** Zoning Map Amendment for Planned Development and Preliminary/Final Plat  
**Legistar File ID #** [31426](#), [31340](#), and [31305](#)  
**Prepared By:** Kevin Firchow, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

### Summary

**Applicant:** Mike Fisher, 2249 Pinehurst Drive; Middleton, WI 53562  
**Contact:** Randy Bruce, Knothe & Bruce; 7601 University Ave, Suite 201; Middleton, WI 53562  
Michael S. Marty; Vierbicher Associates, 999 Fourier Drive, Suite 201, Madison, WI 53717  
**Property Owner:** Mike Fisher, 2249 Pinehurst Drive; Middleton, WI 53562

**Requested Action:** There are two requested actions. The applicant first requests approval to rezone the subject properties from TR-C4 (Traditional Residential Consistent 4) to PD (Planned Development) District to allow three new single-family residences to be constructed in the rear yards of existing residences at 1220-1236 Mound Street. The applicant also requests approval of a 7-lot preliminary and final plat.

**Proposal Summary:** The applicant proposes to create a new “Planned Development” that would convert existing rear-yard parking areas into three new single-family home sites. The development, the “St. James Cottage Homes,” would include the three new single-family homes and reconfigured lots for the existing Mound Street-fronting properties. In total there will be five single-family homes and two two-unit homes within this development.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Zoning Map Amendments [M.G.O. Section 28.182(6)]; Planned Developments [Section 28.098(2)]; and Land Divisions [Section 16.23].

**Review Required By:** Urban Design Commission (UDC), Plan Commission (PC), and Common Council.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the standards for Zoning Map Amendments and Planned Developments are met and forward Zoning Map Amendment 00075, rezoning 1220-1236 Mound street from TR-C4 (Traditional Residential Consistent 4) to the PD (Planned Development) District and approval of a 7-lot preliminary and final plat for the St. James Cottage Homes plat to the Common Council with a recommendation of **approval**. The approval allows for the creation of 3 new single-family residences to be constructed on the reconfigured lots as shown. This approval is subject to the input at the public hearing and the comments from the Planning Division and other reviewing agencies.

### Background Information

**Parcel Location:** The 0.49 acre subject site is bounded by Mound Street, South Orchard Street, and St. James Court. The site is within Aldermanic District 14 and within the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site now consists of four double-fronted lots. The existing homes, which include two-single family and two two-unit buildings, are oriented towards Mound Street. Surface rear-yard parking lots sit behind the dwellings and take access from St. James Court.

**Surrounding Land Use and Zoning:**

North: Single and two-family homes and St. James Church, zoned TR-V1 (Traditional Residential-Varied 1)

South: Two and three family homes zoned TR-C4 (Traditional Residential-Consistent 4).

East: Two and three-family homes and St. James Church parking lot, zoned TR-V1,

West: Single, two, and three family homes zoned TR-C4 (Traditional Residential-Consistent 4).

**Adopted Land Use Plan:** The Comprehensive Plan recommends medium density residential uses for the subject site. The Greenbush Neighborhood Plan and the adopted Revitalization Strategy supplement include a variety of recommendations for the subject block. Mound Street is recognized as the transition area between the lower density development to the south and denser multi-family development to the north. The plan also recommends the development of cottage-type homes on the rear of this property, similar to what is proposed. This recommendation also includes the long-term conversion of St. James Court into a “green” car-free street. The neighborhood plan also recommends that the properties along Mound Street be down-zoned to establish restrictive “family definition” limiting the number of occupants in non-owner occupied dwellings. That recommendation was implemented through the recently adopted zoning map, which zoned the property to the TR-C4 district. Further information is contained within the body of this report.

**Zoning Summary:** The property is zoned TR-C4 (Traditional Residential-Consistent 4). Due to lot size and depth, the proposed development could not be constructed under this district or any other conventional district. A more detailed table from the Zoning Administrator was not available at the time of report writing.

**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 convert the existing rear-yard parking areas into three new single-family homes. The existing four subject properties are now double-fronted lots, located between Mound Street and St. James Court. The existing dwellings, which include two single-family and two two-family units, are oriented towards Mound Street. The proposed dwellings would front onto St. James Court. Staff understands that the applicant intends to own and rent the properties at this time, though wishes flexibility to sell a lot or lots at a future time.

Two approvals are sought. The first is a rezoning from the TR-C4 (Traditional Residential-Consistent 4) District to the Planned Development (PD) District. The second approval request is for the preliminary and final plat to divide the existing four lots into seven lots.

The proposed homes are two-story structures, ranging in size from 1,434 to 1,501 square feet. Each of the units has three-bedrooms, one full bathroom and one half-bathroom. The homes also include a rear-loaded one-car attached garage and a basement.

The buildings will be clad in composite siding and trim, with details shown on the attached plans.

A new shared driveway and parking area is proposed between the homes providing access to reorganized automobile and bicycle parking areas. In total, there are six surface automobile stalls proposed. Including the attached garages, a total of nine automobile parking stalls would be provided. Including garage spaces, the plans indicate there are 11 bicycle parking stalls.

The resulting lots range from 2,576 to 3,473 square feet in area. The Mound Street-facing lots are just under 87 feet deep with the St. James Court fronting lots 56 feet in depth.

As required for Planned Developments, a development-specific zoning text has been provided. Under the proposed text, the new-home lots (Lots 1,2, and 3) would use the more restrictive "Family Definition," limiting occupants in non-owner occupied dwelling units to 2 unrelated residents. The applicant requests approval to have the less restrictive family definition apply for the existing homes (Lots 4,5,6, and 7) to match the existing allowed occupancy.

The plans show that six existing trees will be removed to accommodate this development.

## Analysis and Conclusion

The proposed project is subject to the Zoning Map Amendment [Madison General Ordinance Section 28.182(6)] and Planned Development standards [Section 29.098(2)] of the Zoning Code. The Plat is subject to the Land Division standards in Section 16.23. The below analysis begins with a summary of the adopted plan recommendations, as many of the specific approval standards reference these documents.

### Conformance with Adopted Land Use Plans

Staff believes that the proposal is largely consistent with the recommendations of the adopted plans for the area. The Comprehensive Plan and Greenbush Neighborhood Plan both generally recommend medium density residential development for this block and areas north of Mound Street.

The Greenbush Neighborhood Plan and its adopted Revitalization Strategy supplement include a variety of specific recommendations for the subject block. As noted in the application, the development of small homes is specifically recommended in the Revitalization Strategy at this location. An excerpt from this plan has been provided with the applicant's materials and shows "cottage-type" redevelopment along St. James Court, very similar to the proposed project. The Strategy also recommends the long-term conversion of St. James Court to a car-free "green street." As St. James Court provides access to multiple properties at this time, the immediate conversion to a green street could not be implemented at this time. The applicant has agreed to not take vehicular access from St. James Court. The City Engineering Division has also asked for additional easements and dedications along St. James Court to facilitate any future conversion to a "green street."

One area in which the proposal is not entirely consistent with the neighborhood plan is the application of the "Family Definition." This definition provides a dwelling unit's occupancy limits. In an attempt to provide housing options that encourage work force and family housing, the neighborhood plan recommends changing the zoning on Mound Street to reduce the number of unrelated (non-family) occupants per unit in non owner-

occupied homes from five down to two. The TR-C4 zoning, which took effect in January 2013, applied the more restrictive definition as called for in the Plan.

Despite the 2013 zoning change, existing uses are allowed to maintain their existing occupancy. Once the occupancy is reduced, however, the new standard would apply. As noted in the zoning text, the applicant agrees to establish the more restrictive standard for the new homes, however, wishes to maintain the more flexible standard on the existing homes. Staff notes that a similar Planned Development which in-filled two homes on the opposite side of Mound Street had a similar “split” family definition for existing and new dwelling units.

### **Zoning Map Amendment Standards**

Staff believes the Zoning Map Amendment standards can be met. These standards state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (of which the zoning map is part) enacted or amended after January 1, 2010 be consistent with the City’s Comprehensive Plan. 2010 Wisconsin Act 372 clarified “consistent with” as “furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.” As noted above, staff believes the project is consistent with the Comprehensive Plan.

### **Planned Development Standards**

Staff also believes the Planned Development standards can be met. Planned Developments first require evidence that a substantially similar pattern of development could not be achieved under another base zoning district [Standard 28.098(2)(a)]. Due to the shallow block depth of about 143 feet (which is roughly half of the depth of surrounding blocks), it is not possible to do this development in a conventional zoning district and maintain conforming lots. As this development form is specifically shown on the adopted Revitalization Strategy, staff believes use of PD zoning is an appropriate option.

The other standards include the facilitation of adopted plans, economic health of the area, parking and traffic impacts, compatibility of architectural styles and building forms, and project implementation. Planned Development Standards also require that the Urban Design Commission review and make a recommendation to the Plan Commission on such proposals based on the objectives in the statement of purpose and other standards in this section.

The Planning Division’s primary questions on this set of standards relate to the parking and traffic impact standard [Standard 28.098(d)]. The applicant proposes to provide one parking stall per dwelling unit. (This count includes the one accessible stall.) Historically, the Traffic Engineering Division has recommended on-street parking permit restrictions (referred to as RP3 permits) when a development provides less than one stall per unit. There are currently no residential parking permit restrictions for the existing 4 buildings on Mound Street. With this proposal, however, a good portion of this available parking will be removed. Staff notes that the proposed development has 32 total bedrooms, nine of which are in the new buildings. Traffic Engineering has reviewed the request and potential RP3 restrictions and has not recommended any further off-street parking restrictions at this time.

In regards to bike parking, the applicant proposes to provide 11 stalls, eight of which are provided in exterior racks. The Zoning Code does not have a minimum bicycle parking requirement for single and two-family dwellings. As a comparison, a multi-family dwelling of this size would require 16 stalls. As the parking impacts are likely similar, staff believe it would be reasonable to request some additional stalls be provided. The neighborhood has requested at least four more stalls be added.

In regards to moped parking, none is provided nor is it required by the Zoning Ordinance. Considering the site's location, it may be a desirable amenity. Comments from the Greenbush Neighborhood Association note concern over the lack of such parking leading to bicycles and mopeds being parked in terraces or other undesirable locations. The amount of moped parking has varied significantly in Downtown and Campus area projects. During a previous study, staff noted that when provided, one moped parking stall was typically provided for every 4-10 bedrooms. A compliant moped parking stall measures 3 x 6 feet. There are some limited areas where additional moped could be provided, though staff discourages further reductions in useable open space and pervious areas on the site.

### **Land Division Standards**

Several conditions have been recommended regarding the proposed plat. With these conditions, staff believes the standards for plats can be met.

### **Public Input**

At the time of plan writing, staff has received the aforementioned correspondence from the Greenbush Neighborhood Association. Their concerns include the proposed "Family-Definition" and off-street automobile, bicycle, and moped parking.

### **Conclusion**

The project is consistent with most aspects of adopted plans. Staff believes the Plan Commission can find the applicable standards can be met, with the recommended conditions.

## **Recommendation**

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

The Planning Division recommends that the Plan Commission find that the standards for Zoning Map Amendments and Planned Developments are met and forward Zoning Map Amendment 00075, rezoning 1220-1236 Mound street from TR-C4 (Traditional Residential Consistent 4) to the PD (Planned Development) District and approval of a 7-lot preliminary and final plat for the St. James Cottage Homes plat to the Common Council with a recommendation of **approval**. The approval allows for the creation of 3 new single-family residences to be constructed on the reconfigured lots as shown. This approval is subject to the input at the public hearing and the comments from the Planning Division and other reviewing agencies.

**Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

**Planning Division**

*Rezoning Comments:*

1. That the applicant provides a minimum of four additional bicycle parking stalls with the details to be approved by staff.

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

*Rezoning Comments:*

2. The concurrent plat application shall be completed and signed off by Engineering prior to the final sign off of the rezoning application.
3. The Preliminary Plat notes a fence and sidewalk encroaching onto proposed Lot 3 and Lot 4. Plans for development note the fence is to be removed during site demolition. An easement/agreement allowing the encroaching sidewalk from 1218 Mound Street onto proposed Lot 4 shall be recorded and noted on the final plat.
4. There are overhead utilities shown serving the existing dwellings on proposed Lots 4 – 7 from the north. Any required utility easements to serve the lots within this plat shall be coordinated by the surveyor with the utility companies serving the proposed plat. The easements shall be shown on the final plat if they are requested by the utility company(s).
5. A common access and parking agreement/easement for the common access area proposed in the rear of the lots in this plat shall be required. It would be preferred that the agreement/easement be recorded and noted on the plat prior to final plat recording. If this cannot be accomplished, the easement/agreement shall be recorded immediately after the plat is recorded. Building permit issuance for any lot within the plat shall not be granted until a copy of the recorded easement has been provided. It should be noted that this private drive access shall remain private and no public services or maintenance shall be granted in the future.
6. A driveway drain shall be installed to collect water to feed the bio-retention basin and to prevent icing on the sidewalk.
7. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project. (MGO 16.23(9)c)
8. The applicant shall Dedicate a one foot wide strip of Right of Way along St. James Court, (MGO 16.23(3)(a)(2)(c) (plats) & 16.23(5)(g)1 (CSM))

9. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY)
10. The approval of this Conditional Use or PUD does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester. (MGO 16.23(9)(d)(6))
11. 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. (POLICY)
12. The applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)
13. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
14. All damage to the pavement on Mound St., St. James Ct. and Orchard St. , adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
15. 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
16. 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.
17. 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)
18. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to a) Reduce TSS off of the proposed development by 80% when compared with the existing site; b) Provide oil & grease control from the first 1/2" of runoff from parking areas; and c) Complete an erosion control plan and 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.

19. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement. (POLICY)
20. 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))

21. 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).
22. 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.
23. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction. MGO 37.05(7)
24. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))

*Plat Comments:*

- |   |
|---|
| <ol style="list-style-type: none"><li>25. The entity stated as owner in the Surveyor's Certificate on the final plat does not match the entity in the Owner's Certificate. Also, title work provided shows ownership of parcels within this plat to be with four different entities. Confirmation of correct ownership shall be provided prior to final sign off of the final plat.</li></ol> |
|---|



26. Title work provided indicates M & I Marshall & Ilsley Bank as a mortgage holder as well. Confirmation of mortgages on lands included within the final plat shall be provided prior to final sign off.
  27. The Preliminary Plat notes a fence and sidewalk encroaching onto proposed Lot 3 and Lot 4. Plans for development note the fence is to be removed during site demolition. An easement/agreement allowing the encroaching sidewalk from 1218 Mound Street onto proposed Lot 4 shall be recorded and noted on the final plat.
  28. There are overhead utilities shown serving the existing dwellings on proposed Lots 4 – 7 from the north. Any required utility easements to serve the lots within this plat shall be coordinated by the surveyor with the utility companies serving the proposed plat. The easements shall be shown on the final plat if they are requested by the utility company(s).
  29. A common access and parking agreement/easement for the common access area proposed in the rear of the lots in this plat shall be required. It would be preferred that the agreement/easement be recorded and noted on the plat prior to final plat recording. If this cannot be accomplished, the easement/agreement shall be recorded immediately after the plat is recorded. Building permit issuance for any lot within the plat shall not be granted until a copy of the recorded easement has been provided. It should be noted that this private drive access shall remain private and no public services or maintenance shall be granted in the future.
  30. The bearing of the quarter line in the bearing reference for north is incorrect. It should be S 00°13'07"E.
  31. Dimension the total width of St James Court to the north line of the final plat. The dimension should be 33.5 feet.
  32. The north 7.5 feet of Lots 10 and 9 to the east has been quit claimed to the City as well by Doc No.'s 1002529 and 1002530. The final plat should be revised to reflect this.
  33. Applicant shall dedicate access easement along alley. This will be necessary to be public easement for green street implementation later.
- 
34. The Developer shall enter into a City / Developer agreement for the installation of public improvements required to serve this plat/csm. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this plat/csm without the agreement executed by the developer. (MGO 16.23(9)c)
  35. The applicant shall Dedicate a one foot wide strip of Right of Way along St. James Court, (MGO 16.23(3)(a)(2)(c) (plats) & 16.23(5)(g)1 (CSM))
  36. An erosion control plan and land disturbing activity permit shall be submitted to the Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. 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.

37. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to a) Control 80% TSS (5 micron particle) off of new paved surfaces; b) Provide infiltration in accordance with Chapter 37 of the Madison General Ordinances; c) Provide oil & grease control from the first 1/2" of runoff from parking areas; and d) Complete an erosion control plan and 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.
38. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact Janet Dailey (608-261-9688) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
39. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
40. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
41. The Applicant shall submit to Eric Pederson, prior to Engineering sign-off of the subject plat, two (2) digital and one (1) hard copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division. The digital copies shall be submitted in both NAD27 & WIDOT County Coordinate System, Dane County Zone datums in either Auto CAD Version 2001 or older, MicroStation Version J or older or Universal DXF Formats and contain the minimum of the following, each on a separate layer name/level number:
- a. Right-of-Way lines (public and private)
  - b. Lot lines
  - c. Lot numbers
  - d. Lot/Plat dimensions
  - e. Street names
  - f. Easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

NOTE: This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

NOTE: New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor. (POLICY)

42. In accordance with Section s.236.34(1) (c) which says a CSM shall be prepared in accordance with s.236.20(2) (c) & (f), Wisconsin Statutes, the Applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements.
43. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), final CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. Electronic mail submittal of the FINAL CSM in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com)
44. 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).

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

This agency submitted a report with no recommended conditions of approval.

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

Comments were not received in time to be included in this report.

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

45. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>

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

46. The developer shall pay approximately \$11,063.88 for park dedication and development fees for the 3 new single-family lots.

47. The developer must select a method for payment of park fees before signoff on the subdivision. This development is within the Vilas-Brittingham park impact fee district (SI27). Please reference ID# 13148 when contacting Parks.
48. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. 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.
49. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be reviewed by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Work Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.
50. 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. 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>.

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

51. All operating private wells shall be identified and permitted by the Water Utility in accordance with Madison General Ordinance 13.21. All unused private wells shall be abandoned in accordance with Madison General Ordinance 13.21. This property is in Wellhead Protection Zone WP-27. This use is permitted in this district. Any proposed change in use shall be approved by the Water Utility General Manager or his designee.

The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

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

This agency did not provide comments for this request.