



Department of Planning & Community & Economic Development

Planning Division

Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

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

May 1, 2026

Michael Carlson
Threshold Builds
2020 Eastwood Drive
Madison, Wisconsin 53704

RE: Consideration of a conditional use in the TR-V2 (Traditional Residential-Varied 2) District for a residential building complex to allow construction of two (2) six-unit townhouse buildings with a shared resident storage building, off-street parking, and greenspace at 111 N Walter Street on Lot 10 of the *Starkweather Plat* (Madison Area Community Land Trust) (ID 91293; LNDUSE-2025-00093).

Dear Michael,

At its April 27, 2026 meeting, the Plan Commission found the standards met and **approved** your conditional use request. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

Please contact Gretchen Aviles Pineiro of the City Engineering Division at (608) 266-4089 if you have questions regarding the following eighteen (18) items:

1. The applicant shall coordinate City staff to confirm the preferred locations for sanitary sewer laterals, storm laterals, and private sanitary sewer main. City contact: Erin Geter, egeter@cityofmadison.com City Project No. 15389.
2. Private sewer main shall maintain five-foot minimum depth or include frost protection above the sewer. Frost protection that City typically uses is Standard Detail Drawing S.D.D. 7.03 of City of Madison Standard Specifications for Public Works Construction–Latest Edition. Private sewer facilities require insulation for frost protection or as required under SPS 382.30(11)(c)3.
3. The discharge from the proposed parking lot to the existing detention facility on Outlot 6 is required to be fed into the isolator row of the storm system. Additional detail on how that will be achieved shall be provided. Alternately, connection may be made by connection to a public storm manhole to the north of the underground chamber. The storm/ utility plan presented with this application is not approved–additional detail is needed.
4. The applicant shall connect to or extend public storm sewer connecting directly to a public storm structure that is either in the public sidewalk or terrace area, or inlet at the curb on the side of

the street, adjacent to the development. Any storm lateral extension crossing any lanes of traffic or running longitudinally within a public street right of way for over 20 feet, in order to connect to the public system, shall be considered a private storm sewer lateral and will require an approved and recorded privilege in streets agreement.

5. 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 Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off.
6. Obtain a permit to Excavate in the Right-of-Way for the connection and/or installation of utilities required to serve this project and shall comply with all the conditions of the permit. This permit application is available on the City's website.
7. An Erosion Control Permit is required for this project.
8. This site appears to disturb less than one (1) acre of land. No submittal to the Wisconsin Department of Natural Resources (WDNR), Capital Area Regional Planning Commission (CARPC), or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Division is an approved agent for DSPS.
9. Public streets and sidewalks adjacent to the lots in this plat will be constructed under City Contract No. 9559 and Project No. 15389. The applicant shall coordinate private improvements to match public improvements to be constructed under Project No. 15389.
10. According the Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) database, this site has been investigated for contamination (09-13-589956 VOIT FARM PROPERTY). If contamination is encountered, follow all WDNR and DSPS regulations for proper reporting, handling, and disposal.
11. Provide an ownership/maintenance agreement (recorded) for the private sewer main prior to plat/ plan approval.
12. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.
13. The applicant shall show that this site is above the 100-year flood elevation routed through the adjacent properties.
14. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
15. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11- x 17-inch copy of an erosion control plan (PDF electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.

16. Demonstrate compliance with MGO Sections 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
17. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
18. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the City Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West).

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have any questions regarding the following eight (8) items:

19. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the development as proposed prior to final sign-off. The document(s) shall be executed and recorded immediately subsequent to the plat recording and prior to building permit issuance. What is currently being shown as Lot 20 on the proposed pending replat is a common area that will require easements and agreements for access, ingress-egress, common areas and sanitary sewer, storm sewer and stormwater easements between Lot 20 and the residential lots and Outlot 6.
20. For underground encroachments, provide a signed and sealed Plat of Survey and legal description by a professional land surveyor compliant with Chapter A-E 7 of the Wisconsin Administrative Code showing the improvements with a fully dimensioned and legally described three-dimensional boundary of the encroachment area. Dimensions tied to a quarter section line and referenced to the Dane County Coordinate System and NAVD 88(91). Provide an electronic copy of the survey (pdf) and legal description (MS Word) to the Land Records Coordinator, (Jule Smith - jsmith4@cityofmadison.com) for review, comment and coordination. The encroachment agreement shall require applicant/owner to be a member of Diggers Hotline throughout the term of this agreement and shall adequately mark the location of underground features upon a Digger's Hotline notification.
21. There are private storm sewer connections within the limits of the public right of way and these will either required a privilege in streets agreement or terminate in a structure that is connecting directly to a public storm structure that is either in the public sidewalk or terrace area, or inlet at the curb on the side of the street, adjacent to the development.
22. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat and plans.
23. Revise/amend the Declaration of Covenants Conditions and Restrictions and Stormwater per Document No. 6059984 to address and rights and responsibilities the new parcels being created within Lot 10 of the Starkweather Plat may or may not have.

24. Show/label all of the proposed lots on the plan sheet per the pending First Addition to the Starkweather Plat (or 'Replat' if renamed per the plat condition).
25. The pending First Addition to Starkweather Plat for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office, and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
26. Revise the Walter Street labels to N Walter Street.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have questions regarding the following thirteen (13) items:

27. All parking facility designs shall conform to standards in MGO Section 10.08(6). It appears the parking stalls as currently shown on the site plan do not meet minimum MGO standard dimensions. The applicant shall revise the parking area on their plan to comply.
28. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
29. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City-owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
30. The City Traffic Engineer may require public signing, marking and street lighting related to the development; the developer shall be financially responsible for such signing, marking and street lighting.
31. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
32. 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.

33. The applicant shall submit for review a waste removal plan, which shall include vehicular turning movements, times, vehicle size, use of loading zones, and all related steps to remove trash from its location.
34. To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, all bicycle racks shall have a five-foot backup space.
35. All pedestrian walkways adjacent parking stalls shall be seven (7) feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
36. The applicant shall provide a clearly defined five-foot walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheelchair 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.
37. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If the applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer. Contact Jeremy Nash with Traffic Engineering at 608-266-6585 or jnash@cityofmadison.com to begin waiver process.
38. Secure the parking facility. This is usually done with continuous six (6)-inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches, or fencing of sufficient strength to act as a vehicle bumper.
39. Prior to final sign-off, the applicant shall work with Traffic Engineering Division Electrical Section to record the necessary easements for streetlights. Typically, Traffic Engineering requires a 12-foot easement between lots and 6-foot easements on corner lots where street lights are needed.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have questions regarding the following item:

40. A Transportation Demand Management (TDM) Plan is required for the project, per MGO Section 16.03. The applicant shall submit a TDM Plan to tdm@cityofmadison.com. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

Please contact Jacob Moskowitz, Assistant Zoning Administrator, at (608) 266-4560 if you have questions regarding the following three (3) items:

41. Section 28.151 of the Zoning Code (Residential Building Complex): Setback requirements may be reduced as part of the conditional use approval.

42. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required one (1) van accessible stall. A van accessible stall is a minimum of 8 feet wide with an 8-foot-wide striped access aisle. Show the required signage at the head of the stalls.
43. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following two (2) items:

44. The developer shall construct the public water distribution system and services required to serve the proposed subdivision plat per MGO Section 16.23.
45. All public water mains and water service laterals shall be installed by a standard City subdivision contract / City- Developer agreement. The applicant shall contact the City Engineering Division to schedule the development of plans and the agreement.

Please contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have questions regarding the following three (3) items:

46. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Section 20.08(2)), and Park-Land Impact Fees, per MGO Sections 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 East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 26006 when contacting Parks Division staff about this project.
47. Low-cost housing is exempt from Park Impact Fees. This exemption only applies to those dwelling units or bedrooms within a development that are determined to be low-cost housing. This exemption does not extend to the land dedication requirements set forth under Sec. 16.23(8)(f), MGO, nor any other impact fees that may apply to a development.
48. The park impact fee will be exempt for developments that meet the “low-cost housing” requirements, as defined as rental or owner-occupied housing units that are affordable, as that term is defined in MGO Section 4.22(2), and which meet the deed restriction requirements of Section 4.22(7). A low-cost housing certification from the Community Development Division is required for Park Impact Fee exemptions. For projects that do not receive funding from the Community Development Division, a Land Use Restriction Agreement (LURA) with the Parks Division is required. If a park-related LURA is required, requests can be emailed to parkimpactfees@cityofmadison.com.

Please contact Bradley Hofmann of the Forestry Section at (608) 267-4908 if you have questions regarding the following item:

49. As defined by MGO Section 10.10, City Forestry will assess the full cost of the street tree installation to the adjacent property owner. City Forestry will determine street tree planting sites

and tree species type. Street tree planting will be scheduled after there is substantial completion of the new plat development along the street segments.

Please contact Jessica Vaughn of the Urban Design Commission at (608) 267-8740 if you have questions about the following item:

50. The landscape plan shall be revised to better screen the east and west elevations of Building B, and the south elevation of Building A.

Please contact my office at (608) 261-9632 if you have questions regarding the following two (2) items:

51. Revise the project plans to clarify the boundary of the site so that it is clearer that adjacent Outlots 5 and 6 are not part of the proposed residential building complex (darker/ thicker boundary lines for Lot 10, ghosting/ lightening of text for outlots, etc.).
52. Revise Sheet A010 (Architectural Site Plan) to provide the dimensioned setbacks of the proposed buildings from the nearest property lines and remove the (red) building envelopes and dimensions. The setback dimensions for the proposed buildings shall be the same on Sheets A010 and C101.

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

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

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to sprapplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept

approved by the Plan Commission and the conditional use standards. This approval shall become null and void two (2) years after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six (6) months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission’s approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to one (1) year from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
 Planner

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Applicant</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Property Owner (If Not Applicant)</i></p>

LNDUSE-2025-00093			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R Plan)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Parking Division
<input checked="" type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: