



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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July 29, 2016

Chris Oddo  
InSite Architects, LLC  
115 E. Main St., Suite 200  
Madison, WI 53703

RE: Approval of a Demolition Permit and Conditional Use to demolish an existing single-family residence and construct an eight-unit multi-family residential building at **308 N. Blair St.**

Dear Mr. Oddo:

At its July 25, 2016 meeting, the Plan Commission **approved** your request to demolish an existing single-family residence and construct an eight-unit multi-family residential building at **308 N. Blair St.** In order to receive final approval of the Demolition Permit and Conditional Use and for any necessary permits to be issued, the following conditions must be met:

**Please contact my office, Planning Division, at 267-8733 if you have any questions regarding the following item:**

1. Prior to final approval and building permit issuance, the Applicant shall submit final plans for review and approval by staff, and shall include the following revisions:
  - a. Fully dimensioned floor plans, including the garden level and third floor.
  - b. Revised open space calculation. Note that pursuant to Section 28.140, MGO balconies may be used to meet up to seventy-five percent of the minimum open space requirements, provided that a minimum dimension of four and one-half feet is maintained.

**Please contact Brenda Stanley, City Engineering Division, at 261-9137 if you have questions regarding the following nine (9) items:**

1. This site has drainage that moves from west to east across the site. Additional information shall be provided showing the ability to accommodate this drainage pattern with the new development.

2. 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> (CH 35.02(14), MGO).
3. 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).
4. The Applicant shall submit, prior to plan sign-off, but after all revisions have been completed, 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) Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words unplatted
  - h) Lot/Plat 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: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

5. The Applicant shall demonstrate compliance with Sections 37.07 and 37.08 MGO, 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 5.0 tons per acre per year.

6. 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).
7. 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).
8. All work in the public right-of-way shall be performed by a City licensed contractor (Sections 16.23(9)(c)(5) and 23.01, MGO).
9. All damage to the pavement on N. Blair Street, 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).

**Please contact Eric Halvorson, Traffic Engineering, at 266-6527 if you have questions regarding the following four (4) items:**

1. 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; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
2. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
3. All parking facility design shall conform to the standards as set in Section 10.08(6), MGO.
4. Per Section 12.138 (14), MGO, this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.

**Please contact Jenny Kirchgatter, Zoning, at 266-4429 if you have questions regarding the following eleven (11) items:**

1. Section 28.185(7)(a)(5), MGO requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).
2. Pursuant to Section 28.185(10), MGO every person who is required to submit a reuse and recycling plan. Pursuant to Section 28.185(7)(a)5, MGO the Applicant shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.

3. Pursuant to Section 28.185(9)(a), MGO, a demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
4. The Applicant shall submit a fully dimensioned site plan for final site plan review showing the dimensions of the proposed building and porches and distances to the property lines.
5. The Applicant shall submit an exhibit for the front yard setback averaging. Where at least fifty percent (50%) of the front footage of any block is built up with principal structures, the minimum front yard setback for new structures shall be the average setback of the existing principal structures on the block face or the normal setback requirement in the district, whichever is less, but no less than ten (10) feet.
6. The Applicant shall submit a detail showing the model of bike rack to be installed.
7. Landscaping located within the existing community garden area cannot be counted toward the landscape points calculation. Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area, for the purpose of this requirement, is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot. Clearly identify the proposed landscaping on the landscape plan.
8. Revise the site plan to show the trash enclosure area and provide a detail of the enclosure. All developments, except single-family and two-family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
9. Rooftop condensing units are proposed. Exhibit A3.05 shows that the units will not be visible from view from adjacent streets. Screening per Section 28.071(3)(h), MGO will be required if the rooftop units are visible upon their installation.
10. Lighting is not required. However, if it is provided, it must comply with Section 10.085, "*Outdoor Lighting*," MGO.
11. Per Section 28.186(4)(b), MGO 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.

**Please contact Bill Sullivan, Fire Department, at 261-9658 if you have questions regarding the following item:**

1. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Jerry Buechner (608)516-9195.

**Please contact Janet Schmidt, Parks Division, at 266-4714 if you have questions regarding the following two (2) items:**

1. Park impact fees (comprised of the Park Development Impact Fee per Section 20.08(2), MGO and the Parkland Impact Fee in lieu of land dedication per Sections 16.23(8)(f) and 20.08(6), MGO) will be required for all new residential development. The developer must select a method for payment of park fees before sign-off on the rezoning. This development is within the Law Tenney impact fee district (SI 26). Please reference ID# 16130 when contacting Parks about this project.
2. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

**Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have questions regarding the following item:**

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

**Please contact Jeff Quamme, Engineering Mapping Division, at 266-4097 if you have questions regarding the following three (3) items:**

1. Show and label the License Agreement Area for the Garden in the rear of the property and refer to the recorded Document No. 4592284.
2. The plan shows concrete paving to be constructed all the way to side parcel lines. Applicant is responsible to obtain any necessary construction agreements with the adjacent property owners to construct the site to the plan.
3. Submit a PDF of all floor plans to [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed prior to plans being submitted for permit review. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

**Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.**

**For obtaining your conditional use, please follow the procedures listed below:**

1. Please revise your plans per the above conditions and submit **nine (9) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall all also include one complete digital plan set in PDF format. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206, MGO, and any other documentation requested herein by the Zoning

Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.

2. The Madison Water Utility shall be notified to remove the water meters 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.
3. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.
4. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
5. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
6. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the Applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the Applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
7. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the conditional use approval standards.
8. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, or building permits, please contact the Zoning Administrator at 266-4429. If you have any questions, or if I may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,



Jessica Vaughn, AICP  
Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for the conditional use.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

cc: Brenda Stanley, City Engineering  
Jeff Quamme, Engineering Mapping  
Eric Halvorson, Traffic Engineering  
Bill Sullivan, Fire Department  
Jenny Kirchgatter, Zoning  
Janet Schmidt, Parking Division  
Adam Wiederhoeft, Water Utility

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