



Department of Planning & Community & Economic Development

Planning Division

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March 20, 2026

Lucinda Smith
2302 Willard Ave
Madison, Wisconsin 53704

RE: Consideration of a conditional use in the Traditional Residential-Varied 1 (TR-V1) District to allow a home occupation in an accessory building at 2302 Willard Avenue. (ID [91903](#); LNDUSE-2026-00010).

Dear Lucinda,

At its March 16, 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–Main Office at (608) 266-4089 if you have any questions regarding the following two (2) items:

1. Applicant shall provide a plan on how the proposed Accessory Dwelling Unity (ADU) will be provided sanitary sewer service. 1) Is the intent to install a separate sanitary sewer lateral or 2) will the proposed ADU connect to the sewer lateral on the sideyard lateral connecting to Evergreen Ave., or 3) will the lateral for the ADU connect to the existing home. Applicant at a minimum will need to provide a note on the plan if the intent is to connect the existing building. Otherwise a plan will be required as condition for plan approval.
2. The plans provided as part of this application does not show any impacts or work in the public Right-of-Way. If work in the Right-of-Way is expected, then the applicant shall obtain a permit to Excavate in the Right-of-Way for completing the improvements in the public Right-of-Way. The permit application is available on the City Engineering Division website at www.cityofmadison.com/engineering/permits/excavation-in-the-right-of-way-permit . As a condition of the permit, a deposit to cover estimated City expenses will be required.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following four (4) items:

3. Identify on a site plan the lot and block numbers of the recorded Plat.
4. Provide a site plan including all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks existing and proposed sewer and water connection locations.

5. Provide a full and complete legal description of the property being subjected to this application on a site plan.
6. The address of the ADU is 513 Evergreen Ave. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

Please contact Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have any questions regarding the following item:

7. SPS 321.02 Note that home occupation limits the number of unrelated people to one. Electrolysis customers would be limited to one in the building at a time.

Please contact Jacob Moskowitz of the Zoning Division at (608) 266-4560 if you have any questions regarding the following item:

8. Show the height measurement on the final plans. The maximum height shall be twenty-five (25) feet, measured from the midpoint of grade to the highest point on the roof on all four sides averaged together.

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

9. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(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 26011. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

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

10. The proposed development shall be connected to the existing water supply system downstream of the existing water meter, otherwise connected with a new lateral off the public water system. If extending existing water supply plumbing, provide Madison Water Utility with the total water supply fixture Unit count and flow rate for both the existing structure and proposed development to determine if the existing water meter can accommodate total water supply requirements. See City of Madison Water Utility Standard Detail Drawing 7.42 for meter installation options. Update plan to indicate which option will be used to supply the proposed development with water service. Contact Nick Westphal at nwestphal@madisonwater.org or 608-261-9820 for verification, otherwise a Water Service Application and a Water Meter Application will be required for a new lateral connection.

Provide Madison Water Utility with the increased water supply fixture Unit count and flow rate requirements for the proposed development to determine if the existing water meter can accommodate total water supply requirements.

Refer to SPS 382.40(7) of the Wisconsin State Plumbing Code to determine if the existing water service size will be adequate for the proposed development.

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 about this matter, or if I may be of any further assistance, please do not hesitate to contact my office at cwells@cityofmadison.com or (608) 261-9135.

Sincerely,



Chris Wells
 Planner

LNDUSE-2026-00010			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (C. Wells)	<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 type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R Plan)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Parking
<input checked="" type="checkbox"/>	Water Utility	<input type="checkbox"/>	Metro
<input type="checkbox"/>	Forestry		

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

Signature of Applicant

*Signature of Property Owner
 (If Not Applicant)*