



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

August 13, 2019

Victor Villacrez  
Hovde Properties, LLC  
122 W Washington Ave, STE 350  
Madison, WI 53703

RE: Legistar #56542; 'LNDUSE-2019-00072' -- Approval of a demolition permit with no proposed future use at **5817 Cottage Grove Road**.

Dear Mr. Villacrez:

At its August 12, 2019 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your demolition permit with no proposed future use at **5817 Cottage Grove Road**. In order to receive final approval of the demolition permit and for any permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Colin Punt, Zoning Division, at 243-0455 if you have any questions regarding the following two (2) items:**

1. As a future use was not presented at the time of application, the Plan Commission requires that the alternative future use be approved by the Plan Commission prior to the issuance of permits as allowed under Section 28.175(8)(a) MGO. The property owner shall execute a restrictive covenant prior to issuance of the demolition permit, which requires Plan Commission approval of the proposed alternative use of the property prior to issuance of building permits for any new construction. The standards for approval of the proposed alternative use shall be those in contained in Section 28.185 of the Zoning Ordinance. The form of the restrictive covenant shall be approved by the Planning Division and City Attorney's Office.
2. After demolition and removal of the structure, the site shall be graded and seeded or sodded with grass or similar high-quality ground cover.

**Please contact Timothy Troester, Engineering Division, at 267-1995 if you have any questions regarding the following two (2) items:**

3. Applicant shall provide proof of septic system abandonment from Public Health- Madison and Dane County as a condition of plan approval. Septic System abandonment application is available online at <http://www.publichealthmdc.com/environmental/septage/>
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)

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

5. Section 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, Bryan Johnson (608-266-4682).
6. Section 28.185(9)(a): A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
7. Section 28.185(10) Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185 (7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.

**Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have any questions regarding the following three (3) items:**

8. Prior to commencing with demolition of any structures on this property, the existing private well must be properly abandoned according to the requirements of the Wisconsin Administrative Code, Chapter NR 812, which includes proper filling and sealing of the well. All wells located in the City of Madison or on premises served by the Madison Water Utility shall be abandoned by the owner of the property if there is no valid well operation permit issued by the Madison Water Utility (MGO 13.21 (4)). The purpose of the ordinance is to prevent unused and improperly abandoned wells from contaminating Madison's drinking water aquifer.

As specified in the ordinance, your responsibilities include:

- Contact a licensed well driller or pump installer and schedule the well abandonment.
- Contact the Water Utility, at least 48 hours prior to the abandonment, and provide the scheduled date and time of the abandonment. The contact number is (608) 266-4654.
- Pay for the cost of the abandonment.
- Ensure that a completed copy of the Wisconsin DNR Abandonment Form is provided to the Madison Water Utility within ten (10) days of the completion of the well abandonment. This form will be completed by the well driller or pump installer who performs the abandonment.

The responsibilities of the Water Utility include:

- Witness the abandonment to ensure that the private well is properly filled and sealed.

Contact Madison Water Utility once you confirm date of the abandonment and the licensed well driller or pump installer performing the work. If you have any questions, contact the Madison Water Utility Water Quality Department at 266-4654.

9. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

10. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits 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 your demolition permit:**

1. Please revise your plans per the above conditions and submit **five (5) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. 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 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, **215 Martin Luther King, Jr. Blvd RM 017 MMB**. **This submittal shall all also include one complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition permit approval.
3. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission approval. Where the plans have not been altered since issuance of the demolition or removal permit and the permit 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 24 months from the expiration date.
4. 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.
5. 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.

If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 267-8732 or Colin Punt at 243-0455.

Sincerely,



Mai Xue Vang  
AASPIRE Planning Division Intern

cc: Colin Punt, Planning Division  
Timothy Troester, Engineering Division  
Jacob Moskowitz, Zoning  
Adam Wiederhoeft, Water Utility  
Bryan Johnson, Streets Division – Recycling

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

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

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

| <b>LNDUSE-2019-00072</b>                             |                          |                                     |                          |
|--|--------------------------|-------------------------------------|--------------------------|
| <b>For Official Use Only, Re: Final Plan Routing</b> |                          |                                     |                          |
| <input checked="" type="checkbox"/>                  | Planning Div. (Punt)     | <input type="checkbox"/>            | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/>                  | Zoning Administrator     | <input type="checkbox"/>            | Parks/Forestry Division  |
| <input checked="" type="checkbox"/>                  | City Engineering         | <input type="checkbox"/>            | Urban Design Commission  |
| <input type="checkbox"/>                             | Traffic Engineering (EP) | <input checked="" type="checkbox"/> | Recycling Coord. (R&R)   |
| <input type="checkbox"/>                             | Fire Department          | <input checked="" type="checkbox"/> | Water Utility            |
| <input type="checkbox"/>                             | Metro Transit            | <input type="checkbox"/>            | Other:                   |