



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

126 S. Hamilton Street  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
Fax (608) 267-8739  
[www.cityofmadison.com](http://www.cityofmadison.com)

October 17, 2017

Meri Tepper  
Associated Housewrights  
1217 Culmen Street  
Madison, WI 53713

RE: Legistar #48773; Accela 'LNDUSE-2017-00091' -- Approval of a demolition permit to raze a one-story single-family residence and construct a new single-family residence at **4301 Maher Avenue**.

Dear Ms. Tepper:

At its October 16, 2017 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your client's demolition permit request to allow a one-story single-family residence to be demolished and a new single-family residence to be constructed at **4301 Maher Avenue**. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Brenda Stanley of the Engineering Division at 261-9127 if you have any questions regarding the following three (3) items:**

1. An egress window seems proposed for the rear of the home. Additional detail shall be provided on elevation and construction methods to document this will not allow water into the home via this entry point.
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. The permit application is available on line at:  
<http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
3. 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)

**Please contact Jeff Quamme of the Engineering Division–Mapping Section at 266-4097 if you have any questions regarding the following item:**

4. Applicant's Surveyor (Paul Spetz) shall provide an electric CADD drawing with the boundary and corner monumentation included to assist in correcting City of Madison base mapping in this area.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following four (4) 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(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.
7. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
8. The required rear yard area shall remain unoccupied and unobstructed, except for the one-story attached garage encroachment. A one-story garage projection for garage purposes only may project thirty percent (30%) of the least depth into a required rear yard, provided the balance of the rear yard shall remain unoccupied and unobstructed from the ground upward.

**Please contact Bill Sullivan of the Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

9. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. Additional information is available at the Home Fire Sprinkler Coalition website: <https://homefiresprinkler.org/building-residential-fire-sprinklers>
10. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Jerry Buechner at [jbuechner@cityofmadison.com](mailto:jbuechner@cityofmadison.com) or (608)516- 9195.

**Please contact Adam Wiederhoeft of the Water Utility at 266-9121 if you have any questions regarding the following two (2) items:**

11. A private well may have served this parcel prior to the municipal water service connection. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR 812 and Madison General Ordinance 13.21 prior to the demolition of the property. Please contact water utility staff at (608) 266-4654 for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs.
12. 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.

**Please contact Tim Sobota of Metro Transit at 261-4289 if you have any questions regarding the following three (3) items:**

13. Metro Transit currently operates weekday service along Davies Street through the Maher Avenue intersection. Bus stop ID #7445 is adjacent the proposed project site along the east side of Davies Street, with the bus stop zone encompassing the area from the existing bus stop sign pole north through the Maher Avenue intersection.
14. Due to the unimproved public right-of-way shoulder, used by Metro Transit passengers to access this bus stop zone, the property owner should ensure conformance with the City's adopted terrace planting guidelines:  
<http://www.cityofmadison.com/mayor/priorities/food/terrace-and-yard-plantings>
15. The applicant shall include the location of the transit stop on the final documents filed with their permit application.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following item:**

16. 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 prior to the start of construction. 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>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

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

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

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

1. Please revise your plans per the above conditions and submit **ten (10) 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, 126 S. Hamilton Street. **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. 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.
3. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission. 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. 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. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

If you have any questions regarding obtaining your demolition 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 243-0554.

Sincerely,



Sydney Prusak  
Planner

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

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

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

cc: Brenda Stanley, City Engineering  
Jeff Quamme, Engineering Mapping  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department  
Janet Schmidt, Parks Division  
Adam Wiederhoeft, Water Utility  
Bryan Johnson, Recycling Coordinator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Prusak)	<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 checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Metro Transit
<input checked="" type="checkbox"/>	Water Utility		