



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

November 12, 2024

Adam Kaniewski
Parks Division
330 E Lakeside Street
Madison, WI 53715

RE:

- ID [84821](#) – Consideration of a demolition permit to demolish a single-family residence at 2250 Roth Street; and
- ID [85057](#) – Consideration of a Zoning Map Amendment to change the zoning of property located at 2248-2256 Roth Street from the TR-C4 (Traditional Residential - Consistent 4) District to the PR (Parks and Recreation) District.

[LNDUSE-2024-00067]

Adam:

On October 29, 2024, the Common Council, meeting in regular session, **approved** the requested zoning map amendment (City legislative ID [85057](#)) at 2248-2256 Roth Street, which proposed to rezone the property from the TR-C4 (Traditional Residential - Consistent 4) District to the PR (Parks and Recreation) District.

On October 7, 2024, the Plan Commission found the standards met and **approved** your demolition permit request (City legislative ID [84821](#)) for 2250 Roth Street.

Prior to issuance of demolition or building permits for your project, the conditions of approval in the following sections shall be satisfied:

Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

Please contact Brenda Stanley of the City Engineering Division–Main Office at (608) 261-9127 if you have questions regarding the following three (3) items:

1. Obtain a Street Terrace permit for the proposed work (removal of the driveway apron, landscaping, etc.) This permit application is available and must be completed online at <http://www.cityofmadison.com/engineering/permits.cfm> (MGO 10.08)
2. Close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

3. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following two (2) items:

4. Identify on the plans the lot and block numbers of recorded Plat.
5. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following two (2) items:

6. Section 28.185(9)(b) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at streets@cityofmadison.com prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9)(b) shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission approval.
7. Approval of the demolition will require the removal of all structures including the single-family residence, accessory sheds, and driveway. The driveway apron shall be removed as per City of Madison Engineering and Traffic Engineering requirements. Disturbed areas shall be graded and seeded or sod planted to minimize erosion.

Please contact Jeffrey Heinecke of the Parks Division–Forestry Section at (608) 266-4890 if you have any questions regarding the following item:

8. On this project, street tree protection zone fencing is required for the 39" Burr Oak located in the terrace in front of 2248 Roth St. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on the site plan.

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

9. The agency reviewed this request and has recommended no conditions of approval. A Transportation Demand Management (TDM) Plan may be required as part of future development.

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

10. 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.

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. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and [site plan review fee \(pursuant to Section 28.206 of the Zoning Code\)](#); and any other documentation requested herein to the Zoning Administrator at SPRApplications@cityofmadison.com. (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email SPRApplications@cityofmadison.com regarding questions or if you need alternative filing options. The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. **The [site plan review fee pursuant to Section 28.206](#)** can be mailed in, dropped in the drop box at the Madison Municipal Building, or you can make an appointment at the Zoning counter to pay the fee. Checks should be made out to "City Treasurer." If you mail in the check or use the drop box, please include the application form with the project address and contact information. Zoning staff typically suggest using the drop box or making an appointment with the Zoning counter to pay the fee as they are the quickest.

Mailing Address: City of Madison Building Inspection. P.O. Box 2984. Madison, WI 53701-2984

Drop Box Location: Madison Municipal Building, Doty Street Entrance. 215 Martin Luther King Jr Blvd. Madison, WI 53701-2984

Zoning Counter Appointment: <https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/>

3. 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.
4. 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]

- 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 one (1) year 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 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 24 months 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 other questions or if you 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

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 the applicant)

cc: Brenda Stanley, Engineering
 Jeff Quamme, Engineering Division – Mapping Section
 Jenny Kirchgatter, Zoning Administrator
 Jeff Heinecke, Forestry
 Jeff Belshaw, Water Utility
 Bryan Johnson, Streets Division

LNDUSE-2024-00067			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input 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"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input checked="" type="checkbox"/>	Forestry