

# PLANNING DIVISION STAFF REPORT

August 28, 2017



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 3922 and 2936 Mineral Point Road (District 11 – Alder Martin)  
**Application Type:** Demolition Permit  
**Legistar File ID #** [48146](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.

## Summary

**Contact:** Jeff Erickson; 576 S Hillcrest Dr; Verona, WI 53593

**Applicant & Property Owner:** Bethany United Methodist Church Trustees; 3910 Mineral Point Road; Madison, WI 53705

**Requested Action:** Demolish two single-family residences to create open space for an existing place of worship.

**Proposal Summary:** Bethany United Methodist Church proposes to demolish two houses at 3922 and 3926 Mineral Point Road formerly used as parsonages for the church at 3910 Mineral Point Road. The houses will be replaced with grass and plantings associated with the larger church campus.

**Applicable Regulations & Standards:** Section 28.185 provides the process and standards for the approval of demolition and removal permits.

**Review Required By:** Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit to allow the demolition of two single-family residences at 3922 and 3926 Mineral Point Road subject to input at the public hearing and the conditions from reviewing agencies in this report.

## Background Information

**Parcel Location:** 3926 Mineral Point Road sits on a 0.28-acre parcel zoned TR-C1 (Traditional Residential - Consistent 1). 3922 Mineral Point Road is on the parcel containing Bethany United Methodist Church, which is 3.09 acres and zoned TR-C1. Both parcels lie on the north side of Mineral Point Road, east of Midvale Boulevard and west of Glenway Street and Speedway Road; Aldermanic District 11 (Martin); Madison Metropolitan School District.

**Existing Conditions and Land Use:** 3922 Mineral Point Road is a one-and-one-half-story single-family home with a detached garage; 3926 Mineral Point Road is a two-story single-family home with an attached garage; both zoned TR-C1

**Surrounding Land Use and Zoning:**

North: Single family residences zoned TR-C1;

East: Across Larkin Street, a two-story office building zoned PD and single family residences zoned TR-C1;

South: Single family residences zoned TR-C1 across Mineral Point Road,,; and

West: Single family residences zoned TR-C1; the larger church parcel borders the former Mount Olive Evangelical Lutheran Church, which is to be redeveloped into the Midtown Police Station.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) identifies the subject site and surrounding properties as Low Density Residential (LDR). The [Hoyt Park Area Plan](#) also identifies existing church and home at 3922 Mineral Point Road as Institutional and the house at 3936 Mineral Point Road as Low Density Residential.

**Zoning Summary:** The subject property is zoned TR-C1 (Traditional Residential - Consistent 1). No new construction is proposed following demolition.

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services.

## Project Description, Analysis and Conclusion

The trustees of Bethany United Methodist Church are proposing to demolish two houses at 3922 and 3926 Mineral Point road that have served as parsonages for the church at 3910 Mineral Point Road and to replace the houses and pavement with grass and small plantings. The house at 3922 Mineral Point Road has not been used as a parsonage since 1999 and the house at 3926 has not been used as a parsonage since 2008. The church does not expect the houses to ever be needed as parsonages again and taxes and upkeep on the vacant homes are a burden to the congregation.

The home at 3926 is a five-bedroom, two-bathroom, 2224-square-foot, two-story house with a two car attached garage. It was built in 1952, last remodeled in 1984, and had its roof replaced in 1985. It has no vapor barrier and its floor coverings are all worn and in need of replacement. The home at 3922 is a three-bedroom, two-bathroom, 1548-square-foot, 1.5-story house with a two car detached garage. It was built in 1965 and has never been significantly remodeled or updated. It has moisture problems and mold in the basement and inadequate wiring. The siding needs to be replaced on both houses.

After razing the buildings, removing the driveways and walkways, and backfilling the basements, the church plans to plant grass and small landscaping plantings and replace a section of the paving for the church driveway between the two houses.

At its March 6, 2017 regular meeting, the Landmarks Commission informally reviewed the demolitions and found that the buildings at 3922 and 3926 Mineral Point Road have no known historic value. In an email to Planning Division staff, the Sunset Village Community Association noted they have no concerns about the demolitions and are pleased the church is providing more open space in the neighborhood.

Based on the information provided by the applicant, Planning Division staff believes that the demolition standards in 28.185(7) MGO can be met.

## Recommendation

### Planning Division Recommendation (Contact Colin Punt, 243-0455)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a demolition permit to allow demolition of two single-family residences at 3922 and 3926 Mineral Point Road subject to input at the public hearing and the following conditions:

### City Engineering Division (Contact Tim Troester, 608-267-1995)

1. 6.1 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))
2. 4.5 The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances 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. This site will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Please submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Jeff Benedict, City Engineering, for approval. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. Contact Jeff Benedict.

### City Engineering Division – Mapping Section (Contact Jeff Quamme, 266-4097)

3. 1.9 The site plan shall include a full and complete legal description of the site or property being subjected to this application.
4. There are actually two legal parcels located within this site. Both shall be identified on the site plan.
5. The City of Madison setback line per Chapter 16.25(1)(j) of the City of Madison Ordinances shall be shown on the site plan. The setback is defined as being located 50 feet north of the centerline of Mineral Point Road.

### Traffic Engineering Division (Contact Eric Halvorson, 266-6527)

6. The official map identifies the Mineral Point Road corridor to be improved at a future time and land shall be required from the applicant at that time. The applicant shall note this requirement on the face of the plan prior to final sign-off.

7. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

8. 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.

**Zoning Administrator** (Contact Jacob Moskowitz, 608-266-4560)

9. 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).
10. 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.
11. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.

**Fire Department** (Contact Bill Sullivan, 261-9658)

12. 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.

**Water Utility** (Contact Adam Wiederhoeft, 266-9121)

13. 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.
14. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

**Metro Transit** (Contact Tim Sobota, 261-4289)

15. In coordination with any public works improvements, the applicant shall maintain or replace the concrete terrace at the existing Metro bus stop on the north side of Mineral Point, east of Toepfer Avenue (#2134).

16. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design.

17. Metro Transit operates daily service along Mineral Point Road through the Toepfer Avenue intersection. Bus stop ID #2134 is adjacent the proposed project site along the north side of Mineral Point Road, with the bus stop zone encompassing the area from the existing bus stop sign pole east through the preceding parking restriction signage.