



PREPARED FOR THE PLAN COMMISSION

Project Address: 112 S Hancock Street
Application Type: Conditional Use
Legistar File ID # [79962](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted.

Summary

Applicant: Doug Pahl, Aro Eberle Architects; 433 W Washington Avenue; Madison.

Property Owner: Jason Tham, 112 South Hancock, LLC; 5679 Ashbourne Lane; Madison.

Requested Action: Consideration of a conditional use in the DR1 (Downtown Residential 1) District for a multi-family dwelling with 5-8 units to allow a three-family dwelling at 112 S Hancock Street to be converted into a five-unit apartment building.

Proposal Summary: The applicant proposes to convert a three-family dwelling at 112 S Hancock Street into a five-unit apartment building. Conversion of the building is scheduled to commence as soon as all regulatory approvals are granted, with substantial completion anticipated by May 15, 2024.

Applicable Regulations & Standards: Table 28E-2 in Section 28.072(1) of the Zoning Code identifies ‘multi-family dwelling (5-8 dwelling units)’ as a conditional use in DR1 (Downtown Residential 1 District) zoning. Section 28.183 provides the process and standards for the approval of conditional use permits.

Review Required By: Plan Commission

Summary Recommendation: The Planning Division recommends that the Plan Commission find the standards met and **approve** conditional uses to allow a three-family dwelling at 112 S Hancock Street to be converted into a five-unit apartment building subject to input at the public hearing and the conditions from reviewing agencies beginning on page 4 of this report.

Background Information

Parcel Location: The subject site is a 5,148 square-foot (0.12-acre) parcel located on the westerly side of S Hancock Street between E Main and E Wilson Streets; Alder District 6 (Rummel); First Settlement Historic District; Madison Metropolitan School District.

Existing Conditions and Land Use: Three-story, three-family dwelling, zoned DR1 (Downtown Residential 1 District).

Surrounding Land Uses and Zoning:

North: Six-unit apartment building, 30-unit apartment building, zoned DR1 (Downtown Residential 1 District); Wisconsin Professional Firefighters office building, zoned UMX (Urban Mixed-Use District);

South: Single-family residence, multi-family dwellings, zoned PD and DR1;

West: Creative Learning Preschool, five-unit apartment, zoned DR1; and

East: Single-, two-, and multi-family dwellings, zoned DR1 and PD.

Adopted Land Use Plans: The 2012 Downtown Plan recommends the subject site for predominantly residential uses. The site is located in the First Settlement neighborhood/district, and most of the site is recommended for development with up to three stories.

Zoning Summary: The site is zoned DR1 (Downtown Residential 1 District):

Principal Building Requirements	Required	Proposed
Lot Area	3,000 sq. ft.	5,148 sq. ft.
Lot Width	Residential Buildings: 30'	39.11'
Front Yard	15'	17.3'
Side Yard	Lots less than 40' wide: 10% (3.9')	0' (NW) 7.6' (SE) (See Conditions)
Rear Yard	Lesser of 20% lot depth or 30'	38.8'
Usable Open Space	40 sq. ft. per bedroom (440 sq. ft.)	(See Conditions)
Maximum Lot Coverage	75%	74.4% (See Conditions)
Building Height	3 stories/ 46'	3 stories/ 38'
Automobile Parking	No minimum in Central Area	0
Accessible Stalls	Yes	1
Loading Stalls	None	Drop-off area
Bicycle Parking	Multi-family dwelling: 1 per unit up to two-bedrooms, half-space per additional 1 bedroom (6); 1 guest space per 10 units (0) (6 total)	0 (See Conditions)
Accessible Stalls	None	0
Electric Vehicle (EV) Parking	None	0
Other Critical Zoning Items:		
Yes:	Barrier Free, Utility Easements, Historic District (First Settlement), Wellhead Protection (WP-17)	
No:	Transit-Oriented Development Overlay, Urban Design, Adjacent to Park, Wetland, Floodplain, Floodplain, Landmarks, Waterfront Development, Adjacent to Park	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

Environmental Corridor Status: There are no environmental corridors on the subject site.

Public Utilities and Services: The site is served by a full range of urban services, including seven-day Metro Transit service on multiple nearby routes.

Project Description, Analysis and Conclusion

The applicant is requesting approval of a conditional use to allow an existing three-story three-family dwelling located at 112 S Hancock Street to be converted into a five-unit apartment building. The building was constructed in 1905 according to City records and contains one dwelling unit on each of the three floors. The building was

damaged by a fire in July 2022, after which time the property owner decided to pursue conversion into a five-unit building as part of the post-fire restoration work. Plans for the conversion call for a one-bedroom apartment and two-bedroom apartment to occupy the first floor of the building, and for two two-bedroom apartments to be located on the second floor. The third floor will contain a four-bedroom unit. The basement will be used for storage and mechanical space. Details of the conversion may be found in the project plans attached to the legislative file.

The conversion request will benefit from a recent change to the Zoning Code adopted on August 1, 2023, which standardized the lot width and setback requirements in various residential zoning districts, including DR1. The text amendment reduced the minimum lot width for all residential uses in DR1 to 30 feet, whereas previously, any site with more than three units required 40 feet of width, which the 39.11-foot wide subject parcel could not meet.

The Planning Division believes that the Plan Commission may find the standards for conditional use approval met to allow conversion of the building into a five-unit multi-family dwelling. Staff does not believe that the five-unit apartment building will have a negative impact on the uses, values and enjoyment or the normal and orderly development of surrounding properties, many of which are developed with similar multi-family dwellings, scale- and density-wise. Planning staff has received no conditions of approval from reviewing agencies that would suggest that the conditional use standards cannot be met, and staff has received no correspondence about the proposal as of the drafting of this report.

In addition to requiring a conditional use for the proposed conversion, the subject property is located in the First Settlement [Local] Historic District, which requires that the restoration and conversion work be approved by the Landmarks Commission prior to issuance of permits. The Landmarks Commission conditionally approved a Certificate of Appropriateness on April 3, 2023 (see ID [76796](#) for more information).

Recommendation

Planning Division Recommendation (Contact Timothy M. Parks, (608) 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** conditional uses to a three-family dwelling at 112 S Hancock Street to be converted into a five-unit apartment building subject to input at the public hearing and the following conditions:

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

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

This agency has reviewed this request and recommended no conditions or approval.

City Engineering Division – Mapping Section (Contact Julius Smith, (608) 264-9276)

1. The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.
2. The base addresses for the remodel are 112, 114, and 116 S Hancock Street. Update the side bars/title bar accordingly. 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.

3. Remove all references to Apt A, B, C, D & E. Alpha characters are no longer permitted for addressing.

Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) **prior** to the verification submittal stage of this conditional use with Zoning. The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall provided for additional review and approval by Engineering.

Per MGO Section 34.505, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

Traffic Engineering Division (Contact Sean Malloy (608) 266-5987)

This agency has reviewed this request and recommended no conditions or approval.

Fire Department (Contact Bill Sullivan, (608) 261-9658)

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| 4. The applicant shall install an automatic fire sprinkler system as part of the conversion to a five-unit building. |
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Zoning Administrator (Contact Jenny Kirchgatter, (608) 266-4429)

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| 5. Increase the northwest side yard setback to a minimum of 3.9 feet as measured to the proposed dormer addition. The site plan shows a side yard setback of 3.8 feet as measured to the proposed dormer addition. |
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6. Show the boundaries of the paved, pervious, or landscaped areas delineated in the rear yard.
7. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the existing site currently exceeds 75% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.
8. Provide calculations for the required useable open space areas, and clearly show the useable open space areas on the final plans. A minimum of 440 square feet of useable open space is required. Usable open space may take the form of at-grade open space, porches, balconies, roof decks, green roofs or other above-ground amenities. Within the Central Area, as defined, where usable open space requirements cannot be met due to limited existing lot area, or building/parking placement, required landscaped areas may be used to meet the usable open space requirement, provided that said landscaped areas are a minimum of five (5) feet in width.
9. Bicycle parking for the residential dwelling units shall comply with the requirements of MGO Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of six (6) resident bicycle stalls are required. A minimum of 90% of the resident stalls shall be designed as long-term parking. Up to 25% of bicycle parking may be structured parking, vertical parking or wall mount

parking, provided there is a five (5)-foot access aisle for wall mount parking. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Submit a detail showing the model of bike rack to be installed.

10. Submit a landscape plan identifying the existing and proposed landscaping. Landscaping and Screening Requirements Section 28.142 applies to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots.
11. Show the refuse disposal area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it shall be screened on four sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet. Submit a detail of the trash enclosure if provided outside the building. Note that City-issued trash containers are not required to be screened.
12. Exterior site lighting must comply with MGO Section 29.36 outdoor lighting standards. If exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.
13. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

Parks Division (Contact Ann Freiwald, (608) 243-2848)

14. 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(6) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID #22043 when contacting Parks Division staff about this project.

Forestry Section (Contact Brandon Sly, (608) 266-4816)

This agency has reviewed this request and recommended no conditions or approval.

Water Utility (Contact Jeff Belshaw, (608) 261-9835)

This agency has reviewed this request and recommended no conditions or approval.

Metro Transit (Contact Tim Sobota, (608) 261-4289)

This agency has reviewed this request and recommended no conditions or approval.