

City of Madison  
 Planning Division  
 Madison Municipal Building, Suite 017  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2985  
 Madison, WI 53701-2985  
 (608) 266-4635



**FOR OFFICE USE ONLY:**

Date Received   1/30/26 10:20 a.m.  

Initial Submittal

Paid

Revised Submittal

**All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.**

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the [Subdivision Application](#). If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed [UDC Application](#) and accompanying submittal materials are also required to be submitted.

*If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.*

*Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.*

*Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.*

## APPLICATION FORM

### 1. Project Information

Address (list all addresses on the project site):

2302 Willard Ave.

Title: (Single family residential)

### 2. This is an application for (check all that apply)

- Zoning Map Amendment (Rezoning) from \_\_\_\_\_ to \_\_\_\_\_
- Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- Review of Alteration to Planned Development (PD) (by Plan Commission)
- Conditional Use or Major Alteration to an Approved Conditional Use
- Demolition Permit       Other requests \_\_\_\_\_

### 3. Applicant, Agent, and Property Owner Information

**Applicant name** Lucinda Smith & Ellie Hutcherson      **Company** \_\_\_\_\_

**Street address** 2302 Willard Ave      **City/State/Zip** Madison, WI 53704

**Telephone** 801-574-0899      **Email** [REDACTED]

**Project contact person** Lucinda Smith      **Company** \_\_\_\_\_

**Street address** 2302 Willard Ave      **City/State/Zip** Madison, WI 53704

**Telephone** 801-574-0899      **Email** [REDACTED]

**Property owner (if not applicant)** Ellie Hutcherson

**Street address** 2302 Willard Ave      **City/State/Zip** Madison, WI 53704

**Telephone** 423-227-6053      **Email** [REDACTED]

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

Conditional use application for a home occupation in an ADU to be built later this year. See Letter of Intent for more information.

Proposed Square-Footages by Type: Building footprint: 596 sf, ADU: 560 sf, Home Occupation: 129 sf

Overall (gross): see above Commercial (net): Office (net): Industrial (net): Institutional (net):

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: 1-Bedroom: 2-Bedroom: 3-Bedroom: 4 Bedroom: 5-Bedroom: Density (dwelling units per acre): Lot Area (in square feet & acres):

Proposed On-Site Automobile Parking Stalls by Type (if applicable):

Surface Stalls: Under-Building/Structured: Electric Vehicle-ready: Electric Vehicle-installed:

Proposed On-Site Bicycle Parking Stalls by Type (if applicable):

See Section 28.141(8)(e), MGO for more information

Indoor (long-term): Outdoor (short-term):

Scheduled Start Date: Spring/Summer 2026 Planned Completion Date: Fall/Winter 2026

6. Applicant Declarations

- Pre-application meeting with staff. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Chris Wells Date 1-9-2026

Zoning staff Jacob Moskowitz (not present) Date 1-9-2026

Posted notice of the proposed demolition on the City's Demolition Listserv (if applicable). Date Posted

Public subsidy is being requested (indicate in letter of intent)

- Pre-application notification: The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations in writing no later than 30 days prior to FILING this request. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Dina Nina Martinez-Rutherford Date 1/29/2025

Neighborhood Association(s) William White, Atwood Barrymore Corporation Date 1/29/2025

Business Association(s) Molly Moran, Atwood Winnebago Area Business Association Date 1/29/2025

See attached email records with notes.

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Lucinda Smith & Ellie Hutcherson Relationship to property Owner

Authorizing signature of property owner Date 1/27/26