



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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FAX 608 266-8739  
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September 17, 2013

John Thompson  
Thompson Custom Builders  
5830 Lexington Street  
McFarland, WI 53558

RE: Approval of a demolition permit and conditional use **401 Woodward Drive** to allow the demolition of an existing residence to allow the construction of a new residence on a lakefront lot

Dear Mr. Thompson:

At its September 16, 2013 meeting, the Plan Commission, meeting in regular session, approved your client's request for a demolition permit and conditional use for the demolition of an existing residence to allow the construction of a new residence on a lakefront lot at 401 Woodward Drive. In order to receive final approval of the demolition permit and conditional use and for permits to be issued, the following conditions must be met:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following nine (9) conditions.**

1. The 15' sanitary sewer easement (dedicated to the public) as noted on the site plan shall be modified to read 15' Sanitary Sewer Easement as per Document No's. 930484, 931738 and 4807543.
2. Applicant shall provide grading plan and sanitary sewer inverts to show how the City sewer force main and gravity sewer will be affected by the proposed home.
3. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY)
4. 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)
5. All damage to the pavement on Woodward Drive, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
6. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement. (POLICY)

7. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).
8. 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. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
9. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)

**Please contact Patrick Anderson, Zoning, if you have questions regarding the following four (4) items:**

10. Sec. 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, Mr. George Dreckmann. (608-267-2626).
11. Sec. 28.185 (10) Every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7) (a) 5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
12. No vegetation is proposed to be removed with 35' of the Ordinary High Water Mark (OHWM).
13. With this project, the applicant has requested the Plan Commission waive the attached garage setback requirement as part of the Conditional Use process pursuant to section 28.031 (3).

**Please contact Bill Sullivan, Madison Fire Department, if you have questions regarding the following two (2) items:**

14. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>
15. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities (608) 246-4587.

**Please contact my office at 267-1150 if you have questions regarding the following four items. Please note, Condition 19 was added by the Plan Commission at their September 16 meeting.**

16. That no building or demolition permits shall be issued until necessary approvals regarding the potential burial mounds are provided by the State of Wisconsin. Changes to the applicant's plans shall require approval of an alteration to this conditional use.

17. That the applicant's final sign-off plans include dimensioned elevation drawings for all sides of the building that label the finished-grade elevations at the building corners for approval by Planning Division staff.
18. That the applicant provides a grading plan for the site for approval by Planning Division staff.
19. That the applicant corrects inconsistencies in the labeled square footage in the plans and letter of intent submitted for final sign-off.

**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 your conditional use and demolition permit:**

1. Please revise your plans per the above conditions and submit nine (9) 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. 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. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. City Engineering staff will review plans for compliance. Please note, this property is not in a Wellhead Protection District. The Madison Water Utility shall be notified to remove the water meter prior to demolition.
3. 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.
4. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition permit approval.
5. The demolition or removal permit is valid for one (1) year from the date of the Plan Commission. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
6. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the conditional use approval standards.

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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Janet Dailey, City Engineering Division  
Bill Sullivan, Fire Department  
Patrick Anderson, Zoning

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

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*Signature of Applicant*

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

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Firchow)	<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 checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: