



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

January 23, 2024

Todd Schauff  
Park Bank  
1815 Greenway Cross  
Madison, WI 53713

RE: – Consideration of a demolition permit to demolish an auto repair garage at 2413 South Park Street.  
(ID [81264](#), LNDUSE-2023-00041)

On January 22, 2024, the Plan Commission found the standards met and **conditionally approved** your demolition permit for 2413 South Park Street. In order to receive final approval of the demolition permit and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Tim Troester of the Engineering Division at (608) 267-1995 if you have any questions regarding the following four (4) items:**

1. Based on WDNR BRRS Records (03-13-000606 BERNIE WEDIGS SERVICE CENTER) the property contains residual petroleum contamination from a closed service station. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
2. 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))
3. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
4. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.

Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the

construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>

Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:**

5. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.

**Please contact Jacob Moskowitz, Assistant Zoning Administrator at (608) 266-4560 if you have any questions regarding the following one (1) item:**

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](mailto: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.

**Please contact Matt Hamilton of the Fire Department at (608) 266-4457 if you have any questions regarding the following one (1) item:**

7. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Jeff Larson at [jtlarson@cityofmadison.com](mailto:jtlarson@cityofmadison.com) or (608) 266- 5946.

**Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following one (1) item:**

8. 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.

**Please contact Julius Smith of the City Engineering Division – Mapping Section at (608) 264-9276 if you have any questions regarding the following one (1) item:**

9. The site plan shall include all lot/ownership lines, existing building locations, demolitions, driveways, sidewalks (public and/or private), existing and proposed Site conditions explain if the site is to be seed over, existing and proposed utility locations and terminations and landscaping. See link:

<https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>

**Please contact Trent Schultz of the Parking Utility at (608) 246-5806 if you have any questions regarding the following one (1) item:**

10. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required at this time. If a land use application is submitted for development of the parcel, it could be subject to the TDM Ordinance and TDM Plan review.

**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 your demolition permit:**

1. After the plans have been revised per the above conditions, please submit one (1) complete digital plan set in PDF format and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com) (note: A 20MB email limit applies and multiple transmittals may be required). 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. A check for the site plan review fee (\$100) shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
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. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission. Where the plans have not been altered since issuance of the demolition or removal permit and the permit 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 12 months from the expiration date.

**If you have any questions regarding obtaining your conditional use 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 243-0554 or [lmcnabola@cityofmadison.com](mailto:lmcnabola@cityofmadison.com).

Sincerely,



Lisa McNabola  
Planner

cc: Jacob Moskowitz, Asst. Zoning Administrator  
Tim Troester, Engineering Division  
Matt Hamilton, Fire Department

LNDUSE-2023-00041			
For Official Use Only, Re: Final Plan Routing			
<input type="checkbox"/>	Planning Div.	<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 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"/>	Other: Parking Utility

Legistar File ID 81264  
2413 South Park Street  
January 23, 2023  
Page 4

Jeff Belshaw, Water Utility  
Julius Smith, Engineering Mapping  
Sean Malloy, Traffic Engineering  
Trent Schultz, Parking Utility