



PLANNING DIVISION STAFF REPORT

June 15, 2026

Project Addresses: 1151 Jenifer Street (District 6 – Alder Meyer)
Application Type: Zoning Map Amendment and Certified Survey Map Referral
Legistar File ID # [93125](#) and [92843](#)
Prepared By: Chris Wells, Planning Division
Report includes comments from other City agencies, as noted
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant and Property Owner: Samuel Glavin; Glavininvestments, LLC; 4734 Bergamot Way; Middleton, WI 53562

Requested Actions:

- ID [93125](#) – Creating Section 28.022-00754 of the Madison General Ordinances to change the zoning of property located at 1151 Jenifer Street from TR-C4 (Traditional Residential-Consistent 4) District to TR-C3 (Traditional Residential-Consistent 3) District; and
- ID [92843](#) – Approving a Certified Survey Map of property owned by Glavininvestments, LLC located at 1151 Jenifer Street; Third Lake Ridge Historic District

Proposal Summary: The applicant is requesting approvals in order to subdivide the lot into two and (eventually) construct a single-family residence on the new parcel. Note: The future single-family residence on the new lot would be a permitted use and its review would not be before the Plan Commission. The subject parcel's Jenifer Street frontage of 66 feet in width. In order to subdivide the lot and meet the minimum lot width requirement (which is 40 feet in the TR-C4 District), the applicant is proposing to rezone it into the TR-C3 District which has a more lenient 30-foot-wide minimum lot width requirement.

Applicable Regulations & Standards: MGO §28.182 of the Zoning Code provides the process for zoning map amendments. MGO §16.23(5)(g) provides the process and standards of approval for certified survey maps.

Review Required By: Landmarks Commission, Plan Commission, and Common Council.

Summary Recommendations: The Planning Division recommends that the Plan Commission find the standards are met and forward Zoning Map Amendment ID 28.022-00754 of the Madison General Ordinances to change the zoning of property located at 1151 Jenifer Street from TR-C4 (Traditional Residential-Consistent 4) District to TR-C3 (Traditional Residential-Consistent 3) District, to the Common Council with a recommendation of **approval**. The Planning Division also recommends the Plan Commission forwards the two-lot Certified Survey Map at 1151 Jenifer Street to the Common Council with a recommendation of **approval**. Approval of the project should be subject to input at the public hearing, and the recommended conditions beginning on **page 5** of this report.

Background Information

Parcel Location: A 6,126-square-foot (0.14-acre) parcel (per CSM) located on the south side of the intersection of Jenifer Street and S Few Street. It is located within Alder District 6 (Ald. Meyer); the Transit-Oriented Development (TOD); the Third Lake Ridge Historic District; and the Madison Metropolitan School District.

Existing Conditions and Land Use: The subject site is developed with a 1.5-story, two-bedroom, roughly 1,040-square-foot, single-family house located on the west half of the site. The eastern half of the site is currently vacant, save for the driveway which runs across the southern end and provides access to the residence’s attached one-stall garage from S Few Street.

Surrounding Land Use and Zoning:

- Northwest:** Across Jenifer Street are two-units in the TR-C4 (Traditional Residential – Consistent 4) District;
- Northeast:** Across S Few Street is a six-unit in the TR-V2 (Traditional Residential – Varied 2) District, a three-unit in the TR-V1 (Traditional Residential – Varied 1) District and a one-unit condominium in the TR-C4 District;
- Southwest:** Single-family residences and two-units in the TR-C4 District; and
- Southeast:** Single-family residences in the TR-C4 District.

Adopted Land Use Plans: The [Comprehensive Plan](#), as amended through 2024, recommends the subject site and surrounding properties for Low Medium Residential (LMR) uses. The [Marquette-Schenk-Atwood Neighborhood Plan](#) (1994) does not provide specific recommendations for the subject parcel but does generally advocate for new construction being compatible with the surrounding environment in terms of bulk, scale, and style of nearby buildings to ensure that the architectural and historical character of the neighborhood is retained.

Zoning Summary: The subject sites are proposed to be rezoned to the TR-C3 (Traditional Residential – Consistent 3) District:

Requirements	Required	Proposed
Lot Area (sq. ft.)	3,000 sq. ft.	Lot 1: 3,007 sq. ft. Lot 2: 3,119 sq. ft.
Lot Width	30’	Lot 1: 31.96’ Lot 2: 34.55’
Front Yard Setback	15’	Lot 1: 20.9’ Lot 2: TBD
Max. Front Yard Setback	30’ or up to 20% greater than block average	Lot 1: 20.9’ Lot 2: TBD
Side Yard Setback	5’ Lot width <50’: 10% lot width	Lot 1: 9.2’ east side 1.2’ west side Lot 2: TBD
Reverse Corner Side Yard Setback	8’ (10’ for garage)	Lot 1: N/A Lot 2: TBD
Rear Yard Setback	Lesser of 20% lot depth or 20’	Lot 1: 10.9’ Lot 2: TBD
Maximum Lot Coverage	75%	Lot 1: TBD Lot 2: TBD (See Comment #14)
Maximum Building Height	2 stories/35’	Lot 1: 2 story existing dwelling Lot 2: TBD

Other Critical Zoning Items	
Yes:	Historic District (Third Lake Ridge Historic District); TOD Overlay, Utility Easements
No:	Urban Design, Floodplain, Wetlands, Wellhead Protection, Adjacent to Park, Barrier Free (ILHR)

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

Public Utilities and Services: The site is served by a full range of urban services, including daily all-day Metro Transit service along Jenifer Street.

Related Approvals

On May 4, 2026, the Landmarks Commission found the standards of approval met and approved a request for a Certificate of Approval for the two-lot Certified Survey Map (CSM) located in the Third Lake Ridge Historic District at 1151 Jenifer Street. Legistar File ID [92801](#).

Project Description, Analysis, and Conclusion

The applicant is requesting approvals in order to subdivide the lot into two and (eventually) construct a single-family residence on the new parcel. Note: The future single-family residence on the new lot would be a permitted use and its review would not be before the Plan Commission. The subject parcel's Jenifer Street frontage of 66 feet in width. In order to subdivide the lot and meet the minimum lot width requirement (which is 40 feet in the TR-C4 District), the applicant is proposing to rezone it into the TR-C3 District which has a more lenient 30-foot-wide minimum lot width requirement.

The proposed Certified Survey Map (CSM) would divide the 0.14-acre parcel nearly in half. The western lot, on which the existing single-family residence would sit, would have just under 32 feet of frontage along Jenifer Street while the eastern lot would have roughly 34.5 feet of frontage. A 21-foot-wide access easement would be granted at the south end of the eastern lot to allow access to the existing attached garage at the southern end of the residence on the western lot.

Consistency with Adopted Plans

The [Comprehensive Plan](#), as amended through 2024, recommends the subject site and surrounding properties for Low Medium Residential (LMR) uses.

LMR areas are largely characterized by what is sometimes referred to as the "Missing Middle" housing. According to the [Comprehensive Plan](#), LMR areas are recommended for a density range of 7-30 units per acre and buildings should be up to three stories tall. The following types of housing are included in the recommended list: small-lot single-family development, two-unit buildings, three-unit buildings, rowhouses, and small multi-family buildings. Building forms present in LMR are generally compatible in scale with single-family homes, and may therefore be intermixed with small-lot, single-family development or used as a transition from more intense development to lower intensity areas comprised primarily of single-family development. LMR areas are characterized by a walkable, connected street network to meet the growing demand for walkable urban living.

The [Marquette-Schenk-Atwood Neighborhood Plan](#) (1994) does not provide specific recommendations for the subject parcel but does generally advocate for new construction being compatible with the surrounding environment in terms of bulk, scale, and style of nearby buildings to ensure that the architectural and historical character of the neighborhood is retained.

The Planning Division believe the Plan Commission can find the proposed rezoning to the TR-C3 District to be consistent with adopted plan recommendations.

Zoning Map Amendment Standards

The standards for zoning map amendments found in Section 28.182(6) of the Zoning Code state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety, and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. Wis. Stats. Section 66.1001(3) requires that zoning map amendments approved after January 1, 2010 be consistent with the City's Comprehensive Plan. 2010 Wisconsin Act 372 clarified "consistent with" as "furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan."

The Planning Division believes that the request to rezone the subject site to the TR-C3 zoning district to allow for the subject site to be divided into two nearly identical lots is consistent with the recommendations for the site in the Comprehensive Plan and Marquette-Schenk-Atwood Neighborhood Plan summarized above.

Criteria for Certified Survey Map

The Plan Commission may find that the proposed two-lot Certified Survey Map meets the standards and criteria for approval subject to the conditions in the Recommendations section of the report. Staff note that the resulting roughly 32- to 35-foot-wide lots are consistent with the widths of the others lots on the southeast side of the block.

Public Input

At time of writing, Staff have not received any public comments regarding this proposal.

Conclusion

The applicant is requesting approvals in order to subdivide the lot into two. The subject parcel's Jenifer Street frontage of 66 feet in width. In order to subdivide the lot and meet the minimum lot width requirement (which is 40 feet in the TR-C4 District), the applicant is proposing to rezone it into the TR-C3 District which has a more lenient 30-foot-wide minimum lot width requirement.

The Planning Division believes that the request to rezone the subject site to the TR-C3 zoning district to allow for the subject site to be divided into two nearly identical lots is consistent with the recommendations in the Comprehensive Plan and Marquette-Schenk-Atwood Neighborhood Plan.

Lastly, the Plan Commission may find that the proposed two-lot Certified Survey Map meets the standards and criteria for approval subject to the conditions in the Recommendations section of the report. Staff note that the resulting roughly 32- to 35-foot-wide lots are consistent with the widths of the others lots on the southeast side of the block.

Recommendation

Planning Division Recommendation (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends that the Plan Commission find the standards are met and forward Zoning Map Amendment ID 28.022-00754 of the Madison General Ordinances to change the zoning of property located at 1151 Jenifer Street from TR-C4 (Traditional Residential-Consistent 4) District to TR-C3 (Traditional Residential-Consistent 3) District, to the Common Council with a recommendation of **approval**. The Planning Division also recommends the Plan Commission forwards the two-lot Certified Survey Map at 1151 Jenifer Street to the Common Council with a recommendation of **approval**. Approval of the project should be subject to input at the public hearing, and the recommended conditions listed on the following page.

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

City Engineering Division (Contact Gretchen Aviles Pineiro, (608) 266-4089)

1. Applicant shall add note to CSM: "Lot #2 of the proposed CSM will be required to have a sanitary sewer lateral and water service installed as part of any building permit for said lot."
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at (608) 261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

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

4. The Applicant shall Dedicate a 15' Right-of-Way Radius at the corner of Jennifer and S Few Street.
5. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. There is a proposed access easement noted on the face of the CSM. Provide the Draft agreement for this easement and any other items that may need to added to it.
6. Revise the Caption at the beginning of the Legal Description and at the top of each sheet to reflect the correct plat for the Lot being referenced. This would be lot 7 of Block 181 of the Prichette Plat (Original Plat) of Madison the Capitol of Wisconsin, However it is Lot 9 of Block 181 of Farwell's Replat as Recorded in Volume 1 of Plats on Page 39, as Document Number 106. The Farwell's Replat description should be used. Further revise the Caption to include ...Located in Government Lot 5, being a part of the Northwest...
7. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering (jsmith4@cityofmadison.com)
8. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.

9. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
10. Update street name to S Few Street. South is not part of the base name, it is a pre-directional and is abbreviated.
11. Show the recorded as bearings for the Right-of-Way lines of Jennifer and S Few Street (N45°E) and (S45°E).
12. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
 - a) Right-of-Way lines (public and private)
 - b) Lot lines
 - c) Lot numbers
 - d) Lot/Plat dimensions
 - e) Street names
 - f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

Traffic Engineering Division (Contact William Putnam, (608) 267-8713)

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| 13. The applicant shall dedicate a 15' radius right of way at the corner of Jenifer Street and Few Street. |
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Parking Division (Contact Trent W. Schultz, (608) 246-5806)

The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review.

Zoning Administrator (Contact Jenny Kirchgatter, (608) 266-4429)

14. Provide a calculation for lot coverage for Lot 1 with the existing single-family dwelling. The lot coverage maximum is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, 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.

Parks Division (Contact Brian Kowalski, (608) 243-2848)

15. 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(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 26026. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
16. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
17. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees. Requests can be emailed to parkimpactfees@cityofmadison.com.
18. The Parks Division shall be required to sign off on this CSM.

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

19. The existing curbside bus stop zone and wheelchair accessible pedestrian sidewalk and planned concrete boarding pad on the south side of Jenifer Street, west of South Few Street, provide regulatory access under PROWAG to the City's transit operations, and any planned or permitted temporary obstruction of the existing pedestrian or vehicular area in this zone may require additional right-of-way improvements and/or other mitigation measures in coordination with Traffic Engineering and Metro Transit staff - in order to create an alternate accessible bus stop zone that would serve the Jenifer Street at South Few Street intersection area in a comparable operational and accessible manner.

Office of Real Estate Services (Heidi Radlinger, (608) 266-6558)

20. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). The title of the certificate shall be consistent with the ownership interests reported in the most recent title report.

If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff.

The City and Register of Deeds are now accepting electronic signatures. A .pdf of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
21. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees shall be included following the Owner's Certificate.
22. If a mortgage or other financial instrument is reported in record title but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.

23. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
24. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
25. 2025 real estate taxes are paid for the subject property.

Per 236.21(3) Wis. Stats. and 16.23(4)(f)(3) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.
26. As of the date of this letter there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(4)(f)(3).
27. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Heidi Radlinger as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (2/24/2026) submitted with the CSM application and include all associated documents that have been recorded since the initial title report.

A title commitment may be provided but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
28. The owner shall email the document number of the recorded CSM via email to Heidi Radlinger when the recording information is available.

The following agencies reviewed the request and recommended no conditions of approval:

Planning Division, Fire Department, Water Utility, Assessor's Office, Forestry Section