



PREPARED FOR THE URBAN DESIGN COMMISSION AND PLAN COMMISSION

**Project Address:** 1409-1411 Theresa Terrace  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [33907](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted.

**Summary**

**Applicant & Property Owner:** Mary Charnitz, City of Madison – Community Development Division.

**Agent:** Peter Rott, Isthmus Architecture; 613 Williamson Street #203; Madison.

**Requested Action:** Approval of a demolition permit and conditional use to allow a two-family twin residence at 1409-1411 Theresa Terrace to be demolished and a neighborhood center to be constructed.

**Proposal Summary:** The City of Madison is requesting approval to demolish a split-level ranch duplex at 1409-1411 Theresa Terrace to allow construction of the 1,773 square-foot Theresa Terrace Neighborhood Center. The project will commence later this summer, with completion scheduled for January 2015.

**Applicable Regulations & Standards:** Table 28C-1 of Section 28.032(1) identifies recreational, community and neighborhood centers as a conditional use in all Residential zonings districts. Section 28.183 of the Zoning Code provides the process and standards for the approval of conditional use permits. Section 33.24(4)(d) of the Urban Design Commission ordinance requires the Urban Design Commission to approve the plans for all buildings to built or expanded by the City of Madison and certain other governmental entities. Section 28.185 provides the process and standards for the approval of demolition and removal permits.

**Review Required By:** Urban Design Commission and Plan Commission.

**Summary Recommendation:** The Planning Division recommends that the Urban Design Commission and Plan Commission find the standards met and **approve** a demolition permit and conditional use to allow demolition of a two-family twin residence and construction of a neighborhood center at 1409-1411 Theresa Terrace 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 an approximately 10,426 square-foot (0.24-acre) parcel located on the east side of Theresa Terrace, approximately 225 feet north of Jacobs Way and 550 feet south of Hammersley Road; Aldermanic District 20 (Phair); Madison Metropolitan School District.

**Existing Conditions and Land Use:** The two-family twin residence to be demolished was constructed in 1971 according to City records. Each unit contains 1 bathroom and a minimum of 3 bedrooms, with parking for the units provided in individual side yard driveways. The site is SR-C3 zoned (Suburban Residential–Consistent 3 District).

**Surrounding Land Use and Zoning:** The subject site is surrounded by other two-family twin residences in the SR-C3 (Suburban Residential–Consistent 3) zoning district, with single-family residences located further to the west along Lucy Lane and Jacobs Way in SR-C1 (Suburban Residential–Consistent 1 District) zoning.

**Adopted Land Use Plan:** The Comprehensive Plan recommends that the subject site and surrounding properties be developed with Low-Density Residential uses.

The site and surrounding area are also located within the boundaries of the 2008 Southwest Neighborhood Plan, which provides a series of neighborhood reinvestment strategies for the area generally bounded by Mineral Point Road on the north, S. Gammon Road on the west, Raymond Road on the south and S. Whitney Way on the east. The Plan identifies the Bettys-Theresa-Hammersley area, including the subject site, as one of four areas targeted for detailed revitalization strategies due to deterioration or destabilization in the sub-area.

**Zoning Summary:** The subject property is zoned SR-C3 (Suburban Residential–Consistent 3 District):

Requirements	Required	Proposed
Lot Area	8,000 sq. ft.	10,400 sq. ft. (existing)
Lot Width	50'	80'
Front Yard	25'	25.5'
Side Yard	One story - 5'   Two-story - 6'	15' +
Rear Yard	30% of lot depth but at least 35'	65'
Maximum Lot Coverage	60%	Less than 60%
Usable Open Space	N/A	---
Maximum Building Height	2 stories, 35'	1 story
Building Form	Civic or Institutional Building	Will comply
Automobile Parking	10	0 – Parking reduced by Zoning Adm.
Accessible Parking	1	<i>To be located in right of way</i>
Bicycle Parking	14	6 (See Zoning conditions)
Loading	0	1 (See Zoning conditions)
<b>Other Critical Zoning Items</b>		
Yes:	Urban Design (Public Building), Utility Easements	
No:	Wellhead Protection, Floodplain, Landmarks, Waterfront Development, Barrier Free	
<i>Prepared by: Pat Anderson, Asst. Zoning Administrator</i>		

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor (Map C10).

**Public Utilities and Services:** The site is served by a full range of urban services, including seven-day Metro Transit service one block east of Prairie Road (Route 51, off-peak weekday hours and on weekends; Route 57, during weekday peak periods) and two blocks west on Frisch Road (Route 58, weekdays).

## Project Description

The City of Madison’s Community Development Division is requesting approval to raze a one-story two-family twin residence located on the east side of Theresa Terrace approximately one block west of Prairie Road and two blocks south of Hammersley Road to allow construction of the Theresa Terrace Neighborhood Center. The proposed facility will stand one story in height and contain 1,773 square feet of floor area principally comprised of a large “activity area” that can be divided into two spaces by a movable dividing wall. The neighborhood

center will feature a prominent entrance at the southwest corner and will be clad in a combination of brick veneer and fiber cement panel, with a sloped metal standing-seam roof. Clerestory windows are proposed along the northern elevation.

No on-site automobile parking is proposed to serve the new facility, which will include a large fenced play area in the rear yard in lieu of a parking lot. A drop-off area for visitors coming to the center by car is proposed in the street terrace, which will require a separate approval administered by the City Engineering Division.

## Analysis and Conclusion

The subject site and surrounding area are located within the boundaries of the Southwest Neighborhood Plan, which provides a series of neighborhood reinvestment strategies for the area generally bounded by Mineral Point Road on the north, S. Gammon Road on the west, Raymond Road on the south and S. Whitney Way on the east. The Plan identifies the Bettys [Lane]-Theresa [Terrace]-Hammersley [Road] area as one of four sub-areas targeted for detailed revitalization strategies due to the deterioration or destabilization of those target areas. Neighborhood revitalization strategies for this area include specific recommendations to increase home ownership, improve community safety and property maintenance, and improve community/ neighborhood cohesion and identity.

The Southwest Neighborhood Plan does not specifically call for a neighborhood center in the Bettys-Theresa-Hammersley sub-area. However, staff believes that the construction of the center will implement many of the general plan recommendations for the area to create "...a cleaner, safer, more livable neighborhood through an increase in affordable owner-occupied housing, physical improvement to residential structures, consistent management of rental properties, and improved connection to the neighbors and the community...[so that] the neighborhood will be viewed as a neighborhood of choice, with new physical improvements (landscaping), walking trails, and activities for youth and adults through the nearby school, which will benefit both the neighborhood and its residents for decades to come." The Plan also encourages increased access to programs offered at the Wisconsin Youth Company (WYC) facility on McKenna Boulevard; the City is currently negotiating with WYC to operate the proposed Theresa Terrace Neighborhood Center.

In closing, the Planning Division believes that the demolition permit and conditional use standards can be met to allow the two-family twin residence to be razed to accommodate the proposed neighborhood center subject to the conditions recommended in the following section. The proposed center is well-designed overall and will represent an important and valuable asset for this neighborhood once completed. However, staff recommends that the applicant explore increasing the amount of window and door openings along the western façade facing Theresa Terrace to better integrate the building with the neighborhood and to increase natural lighting of the facility through the addition of windows into the activity area or inclusion of clerestory glass between the brick veneer and the roof.

## Recommendation

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

The Planning Division recommends that the Urban Design Commission and Plan Commission find the standards met and **approve** a demolition permit and conditional use to allow demolition of a two-family twin residence and construction of a neighborhood center at 1409-1411 Theresa Terrace subject to input at the public hearing and the following conditions:

**Recommended Planning Division Conditions of Approval** Major/Non-Standard Conditions are Shaded

1. The applicant should explore opportunities to increase window and door openings along the western façade facing Theresa Terrace.

2. The site plan shall be revised prior to final approval and issuance of permits to dimension all yards/ setbacks.

3. The height of the building and trash enclosure shall be dimensioned on the final plans.

**The following conditions have been submitted by reviewing agencies:**

**City Engineering Division** (Contact Janet Dailey, 261-9688)

4. The community center will reuse the address of 1409 Theresa Terrace. The 1411 Theresa Terrace address will be retired with the demolition of the duplex.

5. The applicant shall re-grade the south side yard to allow drainage from the rear of the lot to Theresa Terrace.

6. The site plan shall identify lot and block numbers of recorded Certified Survey Map or plat.

7. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

8. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

9. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.

10. All work in the public right of way shall be performed by a City-licensed contractor.

11. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the Parks Division ([dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816). Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to final approval of the site plan.

12. All damage to the pavement on Theresa Terrace adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.

13. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).

14. 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.
15. Prior to final approval of the demolition permit, the owner shall obtain a permit to plug each existing sanitary sewer and/ or storm sewer lateral that serves a building that is proposed for demolition. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing 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: New plugging procedures and permit fees are in effect as of January 1, 2013.

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6527)

16. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including 2 feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
17. The City Traffic Engineer may require public signing and marking related to the development; the developer shall be financially responsible for such signing and marking.

**Zoning Administrator** (Contact Pat Anderson, 266-5978)

18. In regard to the parking requirement, the subject use is an "unlisted use" in the parking requirements chart. Per MGO Section 28.141(4)(g), unlisted uses have a parking requirement determined by the Zoning Administrator. In this case, the Zoning Administrator has determined the most similar use to the proposed use is "lodge, private club, reception hall" due to similar characteristics in use. For "lodge, private club, reception hall", the parking requirement is 15% of the capacity of the facility, in this case 70 persons, which would have a 10 stall parking requirement. Since no on-site parking is being provided, and this facility is intended to serve the immediate neighborhood that will likely walk or bike to the facility, no off-street parking is proposed, and a 10 stall parking reduction will be approved by the Zoning Administrator as allowed by Table 28I-4.
19. In regard to bicycle parking, it is anticipated the proposed use will have a greater bike parking demand, due to the lack of off-street automobile parking and the fact this facility is located centrally within a low-density residential neighborhood. Staff recommends using the bike parking requirement for a school, which would require 14 stalls (1 per 5 students) for a facility of this size. Provide 14 bicycle parking stalls on site or work with the Zoning Administrator to approve a bicycle parking reduction for this facility.
20. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator, George Dreckmann, prior to a demolition permit being issued. MGO Section 28.185(7)(a)5 of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.

21. On final plans relocate bike parking stalls outside the front yard setback area.
22. The paved area to the north of the proposed building appears to be retained for loading purposes. To meet loading zone requirements, this area must be a minimum of 10 feet wide by 35 feet deep, outside of the required front yard setback area, and label this as a "loading zone" on the plans submitted for final sign-off. The proposed fence will be required to be shifted back on the site to establish compliant loading zone space.
23. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31, Sign Code. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.
24. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.

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

25. The Madison Fire Department (MFD) does not object to this proposal provided the project complies with all applicable fire codes and ordinances. However, MFD strongly recommends the installation of sprinklers in order to protect City assets, and ensure continuity of operations.

26. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Lt. Scott Bavery of the MFD Training Division to discuss this possibility at 576-0600.

**Water Utility** (Contact Dennis Cawley, 261-9243)

27. The Madison Water Utility shall be notified to remove the water meter prior to demolition. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility in accordance with MGO Section 13.21.

**Parks Division** (Contact Kay Rutledge, 266-4714)

28. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in Section 107.13 of the City of Madison Standard Specifications for Public Works Construction. Please reference ID# 14128 when contacting Parks Division staff about this project.

29. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

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

This agency did not provide comments for this request.