



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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March 28, 2024

Adam Ryan  
Quam Engineering, LLC  
4604 Sigglekow Road, Suite A  
McFarland, Wisconsin 53558

RE: Legistar File [81920](#); Accela 'LNDUSE-2024-00009' -- Consideration of a demolition permit to demolish a single-family residence at 4701 Ellestad Drive.

Dear Adam:

At its March 25, 2024 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your client's demolition permit to raze a single-family residence at **4701 Ellestad Drive**. 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 Timothy Troester of the City Engineering Division–Main Office at (608) 267-1995 if you have questions regarding the following two (2) items:**

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
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))

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

3. Notes added for future plans attached unrelated to the current demo only submittal but part of the submittal packet:

The proposed new building addition crosses an underlying platted lot line. Prepare a Certified Survey Map (CSM) and submit to the Planning Unit to dissolve underlying lot lines to comply with fire codes, City Ordinances and City Policies. The CSM shall be approved by the City, recorded with the Dane County Register of Deeds and new Tax Parcel information available prior to issuance of a building permit.

The is an existing Public Sanitary Sewer Easement per Document No. 1070037 along the East parcel limits the future proposed concrete overlays that easement and will require a Consent to Occupy agreement. A document shall be drafted and recorded by City of Madison Office of Real Estate Services defining responsibilities and requirements in conjunction with the proposed improvements.

Alongside the future proposed concrete is a proposed fence that crosses the fence and runs directly over the easement and along the centerline of the existing sanitary sewer facility. This fence will not be allowed within the easement limits.

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

4. 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 Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:**

The agency reviewed this request and has recommended no conditions of approval. A Transportation Demand Management (TDM) Plan may be required as part of future development.

**Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following two (2) items:**

5. 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.
6. Following approval of the demolition, a permitted use site plan review will be required for the proposed building addition, equipment display area, bio-retention basin and landscaping.

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

7. Proposed fire access plans does not appear to meet MGO 34 requirements. Provide fire apparatus access as required by IFC 503 2021 edition, MGO 34.503, as follows:
  - A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length.
  - Provide a fire lane with the minimum clear unobstructed width of 20-feet.
  - Provide a completed MFD "Fire Apparatus Access and Fire Hydrant Worksheet" with the site plan submittal; the form is available at [www.madisonfire.org](http://www.madisonfire.org).

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

8. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Please contact Tim Sobota, Metro Transit, at (608) 261-4289 if you have any questions regarding the following three (3) items:**

9. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding pad surface at the existing Metro bus stop on the south side of Dutch Mill Road, west of Ellestad Drive.
10. Metro Transit operates limited daily all-day transit service along Dutch Mill Road adjacent this property – with trips only every 75 minutes.
11. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 13 Weekday & 13 Weekend. Please contact Metro Transit if additional analysis would be of interest.

*Items not directly related to the demolition permit are reference items for future permitted use site 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** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and [site plan review fee pursuant to Section 28.206](#) of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at [SPRapplications@cityofmadison.com](mailto:SPRapplications@cityofmadison.com). (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com) regarding questions or if you need alternative filing options) 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. The [site plan review fee pursuant to Section 28.206](#) can be mailed in, dropped in the drop box at the Madison Municipal Building, or you can make an appointment at the Zoning counter to pay the fee. Checks should be made out to "City Treasurer." If you mail in the check or use the drop box, please include the application form with the project address and contact information. Zoning staff typically suggest using the drop box or making an appointment with the Zoning counter to pay the fee as they are the quickest.

Mailing Address: City of Madison Building Inspection. P.O. Box 2984. Madison, WI 53701-2984

Drop Box Location: Madison Municipal Building, Doty Street Entrance. 215 Martin Luther King Jr Blvd. Madison, WI 53701-2984

Zoning Counter Appointment: <https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/>

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 one (1) year from the expiration date.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any other questions or if you may be of any further assistance, please do not hesitate to contact my office at [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135.

Sincerely,



Chris Wells  
Planner

| LNDUSE-2024-00009                             |                       |                                     |                          |
|-----------------------------------------------|-----------------------|-------------------------------------|--------------------------|
| For Official Use Only, Re: Final Plan Routing |                       |                                     |                          |
| <input checked="" type="checkbox"/>           | Planning Div. (Wells) | <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 checked="" type="checkbox"/> | Water Utility            |
| <input checked="" type="checkbox"/>           | Metro Transit         | <input type="checkbox"/>            | Other: Forestry          |

cc: Timothy Troester, Engineering  
Julius Smith, Engineering - Mapping  
Sean Malloy, Traffic Engineering  
Jenny Kirchgatter, Asst. Zoning Administrator  
Matt Hamilton, Fire Department  
Jeff Belshaw, Water Utility  
Tim Sobota, Metro Transit  
Bryan Johnson, Streets Division