



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

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

September 10, 2024

Hamid Noughani  
Assemblage Architects  
7433 Elmwood Avenue  
Middleton, Wisconsin 53562

RE: Consideration of a demolition permit to demolish of a three-family dwelling at 225 W Gilman Street (Rohr Family Chabad House at the University of Wisconsin, Inc.) (ID 84451; LNDUSE-2024-00059).

Dear Hamid,

At its September 9, 2024 meeting, the Plan Commission found the standards met and **approved** your demolition permit for 225 W Gilman Street. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition permits for the project. Note: Some of the conditions that follow were submitted by reviewing agencies when the request was being reviewed as a conditional use for the addition to the adjacent mixed-use building. They are included in this report for informational purposes. Staff will work with you to determine which of those conditions will need to be met to allow the building at 225 W Gilman to be razed.

**Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following eight (8) items:**

1. The applicant shows connecting to storm sewer that is not within their property. They shall provide documentation that they have this right and that there is a shared maintenance agreement recorded between the parties.
2. Obtain a Permit to Excavate in the Right-of-Way for completing the improvements in the public right of way.
3. Prepare sidewalk plan and profile drawing for City Engineer approval prior to site plan sign-off, to be used for submission for Permit To Excavate In Right-of-Way.
4. 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 ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.

5. 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.
6. An Erosion Control Permit is required for this project.
7. Revise the site plan 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.
8. This project will disturb 4,000 square feet or more of land area and require an Erosion Control Permit. Submit an Erosion Control Permit Application (with USLE calculations and associated fee) 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.

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following six (6) items:**

9. The second floor and accessible roof area cantilever over the portion of the joint driveway easement per Document Nos. 222003, 681240 and 681241. The Joint Driveway Easement shall be amended and the document recorded that acknowledges and sets terms and conditions permitting the structure to encroach over the easement area.
10. The proposed private storm sewer under the rear of this proposed development connects to an inlet on adjacent Lot 1 of CSM 13653. There are not any rights of record for this connection. Provide a draft of the easement agreement allowing the connection on the adjacent lands and also an amendment to the Private Storm Sewer Easement and Agreement per Document No. 5054350 to allow the discharge of the storm water and connection to the storm pipe crossing City of Madison parklands.
11. The proposed new building addition crosses an underlying platted lot line connecting to the existing building on the lot to the northeast. Prepare a Certified Survey Map (CSM) and submit to the Planning Division 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 or early start permit.
12. Provide an executed written or recorded agreement with the adjacent owner of the property to the southwest allowing for the proposed demolition and reconstruction of pavement beyond the limits of this site over adjacent Lot 1 CSM 13653.
13. Revise the existing 9-foot wide driveway easement per Document No 681241 to read “Existing 9' Wide Driveway Easement per Document No 222003, corrected by Document Nos 681240 & 681241.”
14. Submit a site plan and a complete building floorplan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floorplan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the submittal of the final site plans with Zoning. The final approved Addressing Plan shall be included in said Site

Plan Verification application materials or a revised plan shall provided for additional review and approval by Engineering.

Per MGO Section 34.505, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reaproved.

**Please contact Luke Peters of the Traffic Engineering Division at (608) 266-6543 if you have any questions regarding the following eleven (11) items:**

15. Note: The Traffic Engineering Division has significant concerns with the proposed layout of the underground parking [in the addition plans]. It doesn't appear that adequate backup space is available. The applicant shall work with Traffic Engineering to resolve the parking design issues. The current design substantially deviates from MGO Section 10.08. Backup movements appear to be difficult or impossible with the current setup. Substantial changes to building design may be required.
16. In the event that the applicant resolves their parking layout Traffic Engineering will require a detailed plan for the car elevator.
17. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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 two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
18. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
19. 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.
20. All bicycle parking adjacent pedestrian walkways shall have a two (2)-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
21. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/ regulatory signage and pavement markings on the site shall be shown and noted on the plan.

22. The applicant shall show the dimensions for the proposed Class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut
23. The applicant shall submit for review a waste removal plan, which shall include vehicular turning movements.
24. The applicant shall submit for review a commercial delivery plan, which shall include times, vehicle size, use of loading zones and all related turning movements.
25. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
26. The applicant shall provide a clearly defined five-foot walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway

**Please contact Jenny Kirchgatter Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following fourteen (14) items:**

27. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 90%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including 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.
28. Verify the height of the rear yard deck above the adjacent grade. Uncovered decks elevated over three (3) feet above the adjacent ground level may encroach a maximum of six (6) feet into the ten (10) foot rear yard setback.
29. Section 28.185(9) 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) shall submit documents showing compliance with the plan within 60 days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission.
30. On the site plan and roof plans, show the front yard setback distance measured from the cantilevered roof to the front property line. The front yard setback is 0 if the distance between the curb and property line is equal to or greater than 15 feet. A no-build easement may be used to achieve the 15-

foot distance. If the distance between the curb and property line is less than 15 feet, the front yard setback is 5 feet.

31. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required van accessible stall. A van accessible stall is a minimum of 8 feet wide with an 8-foot-wide striped access aisle. Show the required signage at the head of the stall.
32. Provide electric vehicle ready stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (1 stall) must be electric vehicle ready. Identify the location of the electric vehicle ready stall on the plans.
33. Bicycle parking for Rohr Chabad House shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). For the place of worship, provide a minimum of 1 bicycle stall per 50 seats or 75 lineal feet of seating area or 1 bicycle stall per 350 feet of floor area in the main worship space. The bicycle parking stalls shall be located in a convenient and visible area on a paved or pervious surface within one hundred (100) feet of a principal entrance. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
34. Submit the landscape plan for the entire site at 223-225 W Gilman Street. Show the previously approved landscape plantings as well as the proposed landscape plantings. The landscape plan and landscape worksheet shall be stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
35. Provide details of the proposed rooftop garden.
36. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. Identify which glass areas will be treated and provide a detail of the specific treatment product that will be used.
37. Verify whether new site lighting will be installed. New parking lot lighting must comply with MGO Section 29.36 outdoor lighting standards. If parking lot site lighting is provided, submit a lighting photometric plan and fixture cut sheets with the final plan submittal.
38. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
39. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes and Section 33.24 Urban Design Commission ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

40. Ensure building construction complies with fire separation distance from property line to building and appropriate fire resistance ratings are used. Reference IBC Chapter 6.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:**

41. The site already has an existing 6-inch water service. Consider using this instead of installing a new one.
42. 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 Avenue. 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 Bradley Hofmann of the Forestry Section at (608) 267-4908 if you have any questions regarding the following nine (9) items:**

43. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apparatus and street tree plan sets. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
44. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.
45. City Forestry will issue a street tree removal permit for one 2-inch diameter Kentucky Coffeetree due to driveway installation along W Gilman Street frontage. The contractor shall contact City Forestry at (608)266-4816 to obtain permit. Add as a note on both the demolition and street tree plan set.
46. The contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. The contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at (608) 266-4816.

Penalties and remediation shall be required. Add as a note on the site, grading, utility, demolition, and street tree plan set.

47. As defined by the Section 107.13 of *City of Madison Standard Specifications for Public Works Construction*: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry at (608) 266-4816 prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the site, grading, utility, demolition and street tree plan sets.
48. Section 107.13(g) of *City of Madison Standard Specifications for Public Works Construction* addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on both the site and street tree plan sets.
49. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.
50. Street tree pruning shall be coordinated with City Forestry at a minimum of two weeks prior to the start of construction for this project. Contact City Forestry at (608)266-4816. All pruning shall follow the American National Standards Institute (ANSI) A300–Part 1 Standards for pruning. Add as a note on both the site and street plan sets.
51. Tree grates are the property of the City of Madison. The Contractor shall contact City Forestry at (608) 266-4816 to schedule delivery of salvaged tree grates to City Forestry facility. Add as a note on the demolition and street tree plan set.

**Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following two (2) items:**

52. The proposed development includes the removal of on-street metered stalls. Per City policy, the applicant shall be financially responsible for any on-street stall removals as a result of their development. Please note that the developer will be required to compensate the Parking Division for the present value of the revenue from metered stalls, currently \$44,331.10 per metered stall removed. Contact Bill Putnam ([wputnam@cityofmadison.com](mailto:wputnam@cityofmadison.com)) with the Parking Division to obtain approval for the removal of existing metered stalls.
53. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required. The current use of the property is in part a place of worship, with the proposed expansion considered part of the place of worship use. Place of worship uses are currently exempt from the TDM Ordinance, MGO Section 16.03.

**Demolition activities may not proceed until raze permits have been issued for the approved project. Permits will not be issued until the applicant has met the conditions of approval stated in this letter. The future use of the property may require approvals not included with this Plan Commission action.**

**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 permits for your project:**

1. The applicant shall resubmit a PDF copy of the plan set 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.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. 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.
3. A demolition or removal permit is valid for two (2) years from the date of Plan Commission approval. 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 building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,



Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Luke Peters, Traffic Engineering Division  
Jenny Kirchgatter, Assistant Zoning Administrator  
Jeff Belshaw, Madison Water Utility  
Matt Hamilton, Madison Fire Department  
Bradley Hofmann, Forestry Section  
Trent Schultz, Parking Division



| <b>LNDUSE-2024-00059</b>  |                          |                                     |                             |
|---|--------------------------|-------------------------------------|-----------------------------|
| <b>For Official Use Only, Re: Final Plan Routing for Demolition</b> |                          |                                     |                             |
| <input checked="" type="checkbox"/>                                 | Planning Div. (T. Parks) | <input 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 type="checkbox"/>  | Traffic Engineering      | <input checked="" type="checkbox"/> | Recycling Coord. (R&R Plan) |
| <input type="checkbox"/>  | Fire Department          | <input checked="" type="checkbox"/> | Other: Forestry (Hofmann)   |
| <input type="checkbox"/>  | Water Utility            | <input type="checkbox"/>            | Other:                      |