Department of Planning & Community & Economic Development
Planning Division
Meagan Tuttle, 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

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

October 15, 2024

Melissa Sutter
702 West Olin Avenue
Madison, WI 53715

RE: Consideration of a conditional use in the Traditional Residential – Consistent 4 (TR-C4) District to exceed the 1,000 square-foot area limit on accessory buildings on a residential parcel at 702 West Olin Avenue. (ID 84995, LNDUSE-2024-00074).

Melissa Sutter,

On October 7, 2024, the Plan Commission found the standards met and **conditionally approved** the conditional use for 702 West Olin Avenue. In order to receive final approval of the conditional use, and for any other permits that may need to be issued for your project, the following conditions shall be met:

Please contact Lisa McNabola of the Planning Division at (608) 243-0554 if you have any questions regarding the following one (1) item:

1. The final building materials may be approved administratively by the Planning Division Director (or designee).

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

2. Applicant shall provide plan for sewer lateral. Lateral for ADU can either be a separate lateral or a shared lateral with primary building. If the intent is to share the lateral with the primary building, applicant shall add note to the plan that intent is to share lateral with primary building.

3. Applicant shall provide more information on drainage. Discharge from the new building shall be directed to the road Right of Way - no discharge is allowed to adjacent private property.

4. If Drive Apron is disturbed/restored/changed, Obtain a Street Terrace permit for the proposed work (installation of the driveway apron, landscaping, etc.) This permit application is available and

must be completed on line at http://www.cityofmadison.com/engineering/permits.cfm (MGO 10.08)

5. Revise plan set to show more information on proposed drainage for the site. Use either spot elevations and drainage arrows or proposed contours to show the required drainage information. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement. (POLICY)

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following three (3) items:

6. Eliminate the driveway extension to the proposed detached garage and accessory dwelling unit. Two driveways may be constructed within the street side yard setback provided that both driveways lead to the same garage or to the same paved or graveled parking area. The previously approved driveway configuration may be maintained.

7. Show the height of the proposed building on the elevations. The maximum height is 25 feet. Height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building or structure. No individual facade shall be more than fifteen percent (15%) higher than the maximum height of the zoning district. Height shall be measured from the natural grade prior to redevelopment.

8. Provide building elevations for all four sides of the building.

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

9. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. Additional information is available at the Home Fire Sprinkler Coalition website: https://homefiresprinkler.org

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

10. The proposed development shall be connected to the existing water supply system downstream of the existing water meter, otherwise connected with a new lateral off the public water system. If extending existing water supply plumbing, provide Madison Water Utility with the total water supply fixture Unit count for both the existing structure and proposed development to determine if the existing water meter can accommodate total water supply requirements. Update plan to indicate which option will be used to supply the proposed development with water service. Contact Jeff Belshaw at Jbelshaw@madisonwater.org or 608-261-9835 for verification, otherwise a Water Service Application and a Water Meter Application will be required for a new lateral connection.

Provide Madison Water Utility with the increased water supply fixture Unit count or flow rate requirements for the proposed development to determine if the existing water meter can accommodate total water supply requirements.

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

11. Identify on the plans the lot and block numbers of recorded Plat of South Madison.

12. Provide the location of the proposed water and sewer service laterals to serve the ADU on the site plan.

13. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

14. A boundary survey by a Professional Land Surveyor is recommended to assure proper location of the proposed structure.

15. The address of the ADU is 1104 Whittier St.The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

16. Submit, prior to plan sign-off, a single digital CADD file to the Public Works Development Manager (Tim Troester ttroester@cityofmadison.com for West or Brenda Stanley bstanley@cityofmadison.com for East). The digital CADD file shall be to scale and represent final construction. It shall be on the WISCRS Dane County Projection as set forth in the website link below. The single CADD file submittal shall be either AutoCAD (dwg) or Universal (dxf) format and shall contain the required data per the City of Madison CADD Site Plan Approval Submittal instructions available at:
https://www.cityofmadison.com/engineering/developers-contractors/developers/digital-file-submittals

Please now follow the procedures listed below for obtaining your conditional use:

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 (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. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.

4. The conditional use approval is valid for two (2) years from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit,

construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.

5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.

6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

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.

Sincerely,

Lisa McNabola
Planner

cc: Jenny Kirchgatter, Zoning
Matt Hamilton, Fire Department
Jeff Quamme, Engineering Mapping
Jeff Belshaw, Water Utility
Tim Troester, Engineering

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional uses.

_____

Signature of Applicant

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Signature of Property Owner (if not the applicant)

LNDUSE-2024-00074			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div.	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☐	Urban Design Commission
☐	Traffic Engineering	☐	Recycling Coor. (R&R)
☒	Fire Department	☒	Water Utility
☐	Metro Transit	☐	Other: Parking