Department of Planning & Community & Economic Development
Planning Division
Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

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

December 1, 2025

Isaac Steinmeyer
SEH
10 N Bridge Street
Chippewa Falls, Wisconsin 54729

RE: Consideration of a demolition permit to demolish Madison Water Utility Well 12 at 801 S Whitney Way; consideration of a request to rezone 801 S Whitney Way from CN (Conservancy District) to PR (Parks and Recreation District); and consideration of a conditional use in the [Proposed] Parks and Recreation (PR) District for a water pumping station and water reservoir to allow reconstruction of Unit Well 12 and its reservoir. (LNDUSE-2025-00075; ID 90161, 90536, and 90126)

Dear Isaac,

On November 25, 2025, the Common Council **approved** your request to rezone 801 S Whitney Way from CN to PR. On November 17, 2025, the Plan Commission recommended approval of the rezoning and **approved** your demolition and conditional use requests subject to the conditions in the following sections, which shall be satisfied prior to the issuance of permits for the project.

Please contact Kathleen Kane of the City Engineering Division at (608) 266-4098 if you have any questions regarding the following six (6) items:

1. 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.

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.

3. An Erosion Control Permit is required for this project.

4. This project will disturb 4,000 square feet or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.

5. Demonstrate compliance with MGO Sections 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.

6. Existing and proposed impervious on the site remain below the 10,000 square-foot threshold that would trigger stormwater requirements. No stormwater management plan is required.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following three (3) items:

7. Show and label the five (5)-foot wide sidewalk easement along the west side of the parcel per Document No. 5419018.

8. The Removals Plan denotes removal of a guy and overhead utilities. The applicant should confirm if there are easements or rights that should be removed from title prior to construction of the proposed reservoir to be constructed within this removal area.

9. Provide bearings and distances for the boundary of the parcel. Per the previous approval of the on-site generator there was attached boundary information of the site. Confirm the boundary has been determined by a professional land surveyor. There are important setbacks for this proposal, and an accurate boundary is necessary.

Please contact Jacob Moskowitz, Assistant Zoning Administrator, at (608) 266-4560 if you have any questions regarding the following item:

10. The side yard setback on the south side of the well building does not meet the required 30 feet in the PR zoning district. A zoning variance approval by the Zoning Board of Appeals will be required prior to final sign off.

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

11. This property is in a Wellhead Protection District–Zone (WP-12). The applicant shall provide the Madison Water Utility with confirmation that no hazardous and/or toxic materials will be stored on site, and that all proposed uses of this site comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative. Contact Sarah Scroggins at Sscroggins@madisonwater.org for additional information, including a summary of the submittal requirements.

Please contact my office at (608) 261-9632 if you have any questions regarding the following two (2) items:

12. Prior to issuance of permits to raze the existing well house, the applicant shall submit documentation of existing conditions to meet historic survey standards. The documentation submitted shall be acceptable to the City's preservation planner.

The applicant is also required to satisfy any conditions of the Urban Design Commission's final approval of the project on November 5, 2025 prior to obtaining permits for the new public building. Please contact Jessica Vaughn, Urban Design Commission Secretary, at jvaughn@cityofmadison.com or (608) 267-8740 if you have any questions about that approval.

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 any permits required 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**. (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. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void two (2) years after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use 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. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

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.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner

cc: Pete Holmgren, Madison Water Utility

LNDUSE-2025-00075			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (T. Parks)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☒	Urban Design Commission
☒	Traffic Engineering	☐	Recycling Coor. (R&R)
☒	Fire Department	☐	Other:
☒	Water Utility	☐	Other: