



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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June 17, 2016

Jacob Morrison  
Morrison Architecture Studio  
1933 Keyes Avenue  
Madison, WI 53711

RE: Approval of a Demolition Permit to demolish an existing single-family residence for the purpose of constructing a new single-family residence and Conditional Use to construct an accessory dwelling unit at **906 E. Mifflin St.**

Dear Mr. Morrison:

At its June 13, 2016 meeting, the Plan Commission **approved** your request to demolish an existing single-family residence for the purpose of constructing a new single-family residence and Conditional Use to construct an accessory dwelling unit at 906 E. Mifflin St. In order to receive final approval of the conditional use and for any necessary permits to be issued, the following conditions must be met:

**Please contact Brenda Stanley, City Engineering Division, at 261-9127 if you have any questions regarding the following eight (8) items:**

1. Each building shall have a separate sanitary sewer lateral. Applicant shall provide the proposed lateral information on the plans
2. Applicant shall submit a drainage plan to City Engineering for review and approval. This plan shall include topographic information showing drainage onto the property and how that water shall be moved to the public ROW. The applicant shall propose a private drainage system on the site connecting directly to the storm sewer available in Mifflin Street immediately in front of this address.
3. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer 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: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm> (Ch. 35.02(14), MGO).
4. 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 (POLICY).
5. The plan set shall be revised to show a proposed private internal drainage system on the site. This

information shall include the depths and locations of structures and the type of pipe to be used (POLICY and Section 10.29, MGO).

6. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which 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 (POLICY).
7. All work in the public right-of-way shall be performed by a City licensed contractor (sections 16.23(9)(c)(5) and 23.01, MGO).
8. All damage to the pavement on E Mifflin St, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following seven (7) items:**

1. Section 28.185(7)(a)(5), MGO requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).
2. Pursuant to Section 28.185(10), MGO, every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7)(a)5, MGO shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
3. Pursuant to Section 28.185(9)(a), MGO, a demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
4. The accessory dwelling unit shall comply with Section 28.151, "*Supplemental Regulations for an Accessory Dwelling Unit*," MGO, including but not limited to, maintaining owner-occupancy of either the principal or accessory dwelling unit; adhering occupancy requirements of one (1) family or two (2) unrelated individuals; and noting that the accessory unit shall not be sold separately.
5. Provide dimensions on the ground floor plan showing that the attached garage complies with Section 28.031(3), "*Attached Garage Setback*," MGO. Any street-facing wall that contains an attached garage door may occupy no more than fifty percent (50%) of the width of that building facade, measured at grade. That portion of the façade that contains the garage door must be recessed at least two (2) feet behind the remainder of the facade.
6. Provide plan details showing that the dormers of the principal residence do not exceed fifty percent (50%) of the lineal width of the floor immediately below the roof. Dormers may be added to the roof of a two-story building, provided that the dormer width does not exceed fifty percent (50%) of the lineal width of the floor immediately below the roof, and may not extend above the ridge of the roof in which the dormer is placed. A dormer is a structure projecting through a sloping roof that contains a window or opening.
7. Per Section 28.186(4)(b), MGO, 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.

**Please contact Bill Sullivan, Fire Department at 261-9658 if you have questions regarding the following three (3) items:**

1. For the Accessory Dwelling Unit, Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>.
2. In order to comply with SPS 321.03(3) Exiting Above the Second Floor, provide an NFPA 13D sprinkler system throughout the main residence.
3. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Jerry Buechner (608)516-9195.

**Please contact Janet Schmidt, Parks Division, at 266-4714 if you have questions regarding the following two (2) items:**

1. Park impact fees (comprised of the Park Development Impact Fee per Sec. 20.08(2), MGO and the Parkland Impact Fee in-lieu of land dedication per Secs. 16.23(8)(f), MGO and 20.08(6)) will be required for all new residential development. The developer must select a method for payment of park fees before sign-off on the Conditional Use. This development is within the Tenney/Law park impact fee district (SI26). Please reference ID#16119 when contacting Parks about this project.
2. 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

**Please contact Dennis Crawley, Water Utility, at 261-9243 if you have questions regarding the following three (3) items:**

1. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO. All unused private wells shall be abandoned in accordance with Section 13.21, MGO.
2. The Madison Water Utility shall be notified to remove the water meter prior to demolition.
3. This property is in a Wellhead Protection District–Zone (24). This use is permitted in this district.

**Please contact Jeff Quamme, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following two (2) items:**

1. Provide an electronic copy (pdf) of the survey of the property to Jeff Quamme of Engineering Mapping ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)).

3. The replaced house shall retain the address of 906 E. Mifflin St. The ADU is assigned an address of 904 E. Mifflin 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.

**Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.**

**For obtaining your conditional use, please follow the procedures listed below:**

1. Please revise your plans per the above conditions and submit eight (8) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall also include one complete digital plan set in PDF format. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206, MGO, and any other documentation requested herein by the Zoning Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. The Madison Water Utility shall be notified to remove the water meters prior to demolition. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
3. 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.
4. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
6. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
7. The approval is valid for one (1) year 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.
8. 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.

9. 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 266-4429. If you have any questions, or if I may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,



Jessica Vaughn, AICP  
Planner

- cc: Brenda Stanley, City Engineering Division  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department  
Janet Schmidt, Park Division  
Dennis Crawley, Water Utility  
Jeff Quamme, Engineering Mapping Sec.

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Water Utility