



Department of Planning & Development  
**Planning Unit**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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August 2, 2005

Jim Glueck  
Glueck Architects  
116 N. Few Street  
Madison, Wisconsin 53703

RE: Approval of a demolition permit for a single-family residence at 2844 Commercial Avenue and a conditional use to allow construction of a new four-unit townhouse.

Dear Mr. Glueck:

The Plan Commission, meeting in regular session on August 1, 2005, determined that the ordinance standards could be met and **approved** your request for a demolition permit and conditional use permit to allow a single-family residence located at 2844 Commercial Avenue to be razed and a new four-unit townhouse to be constructed, subject to the conditions below. In order to receive final approval of the demolition permit and conditional use, the following conditions must be met:

**Please contact Kathy Voeck, the Assistant Zoning Administrator, at (608) 266-4551 if you have questions regarding the following two items:**

1. Provide a grading plan of the lot to show that usable open space requirements can be met on the lot in the amount 2,000 square feet. Usable open space shall be in a compact area of not less than 200 square feet, having no dimensions less than 10 feet and having a slope no greater than 10 percent. The required front yard and required street side yards do not count toward usable open space.
2. Lighting is required for this project. Provide a plan showing at least .25 footcandles on any surface of the lot and an average of .75 footcandles. (See City of Madison lighting ordinance for more information.)

**Please contact Gary Dallmann, City Engineering, at 266-4751 if you have questions regarding the following twelve items:**

3. The applicant shall construct a sidewalk to a plan approved by the City Engineer along Commercial Avenue and N. Oak Street.
4. The applicant shall replace all sidewalk and curb and gutter which abuts the property that is damaged by the construction or any sidewalk and curb and gutter that 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.
5. A City licensed contractor shall perform all work in the public right-of-way.
6. The site plans shall be revised to show the location of all rain gutter downspout discharges.

7. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
8. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. 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.
9. The applicant shall obtain a street excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit.
10. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
11. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1) \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2) \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner.
12. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.
13. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size and alignment of the proposed service.
14. The Applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko). The digital copies shall be drawn to scale and represent final construction, including: building footprints, internal walkway areas, internal site parking areas, other miscellaneous impervious areas.

**Please contact John Leach, Traffic Engineering, at (608) 267-8755 if you have questions about the following item:**

15. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.

**Please contact Dennis Cawley, Madison Water Utility, at 266-4651 if you have any questions regarding the following two items:**

16. The Madison Water Utility shall be notified to remove the water meter prior to demolition.

17. The proposed use will require the installation of a new water service lateral; the existing (3/4-inch) lateral is not adequate for a four-unit building. MWU will not need to sign off on the CSM but requests an approved copy for their files.

**Please contact Si Widstrand, Parks Division, at 266-4711 if you have questions about the following item:**

18. Fees in lieu of park dedication and park development fees shall be paid for the additional units. Park dedication required for this project is 1,700 square feet (4 multi-family @ 700 square feet per unit – former single-family house @ 1,100 square feet = 1,700 square feet).

The required dedication shall be paid as a fee in lieu of land, based on the actual value of the acreage up to a maximum of \$1.65 per square foot. The value is determined by the Real Estate Unit and is based on the land value prior to development approval.

→ Land Fee Value: \$2,805 + Park Development Fee: \$1,224.94 = Total Park Fees: \$4,029.94

**Please contact my office at 261-9632 if you have questions about the following four items:**

19. That no utilities, water meters, air conditioning units, telephone or electric equipment storage, or exhaust vents be located in any yard of the building adjacent to a public street. All equipment regardless of location shall be adequately screened from view.
20. That a photometric plan and lighting specifications sheet be submitted for staff approval; the plans should show full shielding and cutoffs to prevent light trespass onto adjoining properties and the public right of way.
21. That a revised landscaping plan be submitted for staff approval showing additional shrub and perennial plantings around the southeast corner and along the east wall of the proposed townhouse.
22. That the four-foot tall chain link fence along the north property line be replaced with a six-foot solid wood fence per staff approval.

**Please now follow the procedures listed below for obtaining your demolition permit and conditional use:**

1. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of wrecking permit.
2. Please revise your plans per the above and submit *seven (7) copies* of a complete plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
4. 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. This approval shall become null and void one year 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 six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved demolition permit.

If you have any questions regarding obtaining your demolition or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

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

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*Signature of Applicant*

cc: Kathy Voeck, Assistant Zoning Administrator  
John Leach, Traffic Engineering  
Gary Dallmann, City Engineer's Office  
Si Widstrand, Parks Division  
Dennis Cawley, Madison Water Utility

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Unit (T. Parks)	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other: