



**Project Address:** 312 Wisconsin Avenue  
**Application Type:** Demolition Permit and Conditional Use  
**Legistar File ID #** [35556](#)  
**Prepared By:** Kevin Firchow, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

## Summary

**Applicant:** Pastor Scot Sorenson; Bethel Lutheran Church; 312 Wisconsin Ave; Madison, WI 53703

**Contact:** Mathew Aro; Aro Eberle Architects; 116 King Street, Suite 202; Madison, WI 53703

**Property Owner:** Same as the applicant.

**Requested Action:** The applicant requests approval of a demolition permit and a conditional use.

**Proposal Summary:** There are two components to this request. The applicant first requests approval to relocate the subject building, the landmark “Steensland House,” on another portion of the subject property. The structure will be converted from an accessory office and storage use into a three-unit apartment building. The second request is to establish a “private parking facility” on the subject property to allow the applicant to rent out parking spaces during daytime hours to downtown employers and individuals.

**Applicable Regulations & Standards:** This proposal is subject to the standards for demolition permits [MGO Section 28.185(7) and Conditional Uses [MGO Section 28.183(6)]. This request is also subject to the Design Standards of Section 28.071(3) and should be reviewed against the advisory Downtown Design Guidelines

**Review Required By:** Urban Design Commission and Plan Commission

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the demolition and conditional use standards met and **approve** the requests to relocate the “Steensland House” on the subject property and to establish a conditional use for a “private parking facility.” This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

## Background Information

**Parcel Location:** The 2-acre subject property is located in a block bounded by North Wisconsin Avenue, West Johnson Street, North Carroll Street, and West Gorham Street. The subject site is within Aldermanic District 4 and within the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site includes Bethel Lutheran Church, the landmark “Steensland House”, and surface parking as shown on the attached materials.

### Surrounding Land Use and Zoning:

North: Quisling Terrace Apartments and home converted into office space, zoned DR-1 (Downtown Residential 1);

South: Madison Area Technical College, zoned UMX (Urban Mixed Use District).

East: Offices, apartments, and places of worship zoned PD (Planned Development) and UMX; and

West: Apartment building and smaller 2-4 unit residential buildings zoned DR-1 and DR-2.

**Adopted Land Use Plan:** The Comprehensive Plan includes the site within the “Downtown Core” subdistrict and the Downtown Plan identifies this area as part of the Mansion Hill District. The latter plan states in part, “Mansion Hill’s historic character is a major asset and establishing a complete historic district experience of restored buildings, distinctive streetscape amenities, and a limited amount of new residential development that preserves and reflects these historic attributes should be pursued. The large historic homes provide a diversity of housing opportunities. Encourage sustainable rehabilitation of existing housing stock and period architecture and owner occupancy.”

**Zoning Summary:** The property is zoned UMX (Urban Mixed Use) District

	Requirements	Proposed
Lot Area	3,000 sq. ft.	87, 541 sq. ft.
Lot width	30	263.70'
Front Yard Setback	0	6'
Side Yard Setback	0	adequate
Rear Yard	10'	adequate
Maximum lot coverage	90%	TBD
Minimum Height	2 stories	3 stories
Usable open space	10 sq. ft. per bedroom (100 sq. ft.)	adequate
Number parking stalls	0 (Central area)	0
Loading	0	0
Number bike parking stalls	1 per unit up to 2-bedrooms, ½ space per add'l bedroom; (5)	10
Landscaping	Yes	Yes
Lighting	Yes	Yes
<b>Other Critical Zoning Items</b>	Urban Design, Mansion Hill Historic District, Landmark, Barrier free (ILHR 69)	

*Table Prepared by Patrick Anderson, Assistant Zoning Administrator*

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services.

## **Project Description, Analysis, and Conclusion**

The applicant, Bethel Lutheran Church, has two requests. The first request is for approval of a demolition permit to relocate the landmark Steensland House to a different location on the subject site. The second request is for conditional use approval to establish a “private parking facility” to allow Bethel Lutheran Church to rent out parking spaces during daytime hours.

The Steensland House, a city approved Landmark, was constructed as a single-family home in 1896. It was later acquired by the church and has been utilized for office and storage purposes. In 2012, the applicant received conditional Certificates of Appropriateness from the City's Landmarks Commission to relocate the Steensland house off the subject site, onto another property on East Gorham Street. The Planning Division believes that this proposed on-site relocation is preferable and appreciates the applicant's efforts to keep the building on site. On October 6, 2014 the Landmarks Commission approved new Certificates of Appropriateness for the proposed technical demolition/ on-site relocation and for the alteration of a landmark building in the Mansion Hill Historic District.

If approved by the Plan Commission, the building will be moved around the corner to West Johnson Street, adjacent to the Church. Sketches from the project architect are included in the materials showing the proposed relationship between buildings. Upon relocation, the building will be converted into a three-unit apartment building with 10 total bedrooms. With this proposal, the applicant will restore existing damaged elements of the facades and such final details are subject to the approval of the City's Preservation Planner.

The house relocation is the first step in the applicant's long-term plans to develop the North Carroll Street frontage with a new building or addition to provide accessory uses for the church and structured parking. A specific timetable on that future application is not known. Note, such development is considered an alteration in plans for a proposed alternative use, which requires Plan Commission approval per the Demolition standards.

In regards to the second request for the private parking facility, the letter of intent acknowledges that the applicant has been leasing parking during daytime hours to downtown employers and individuals and providing a payment in lieu of taxes to the City. In discussing the process to approve the house relocation, the Zoning Administrator indicated that a conditional use for this activity is also required. The Planning Division believes that this is a beneficial use of shared parking and does not believe this will have a negative impact on surrounding properties.

Please note that the applicant has provided a revised landscape plan, updating the original packet. The revised plan shows the addition of four landscape islands and the installation of a three-foot tall wooden fence on portions of the parking lot's perimeter.

A draft CSM has been provided for informational purposes, but is not before the Plan Commission for approval. A complete, formal application for approval has not yet been made.

At the time of report writing, staff was not aware of concerns on the proposal. In fact, comments from a neighborhood meeting on the evening of October 1, 2014 were very supportive of the Steensland House move and appreciative of the applicant's efforts to relocate the home on the subject site.

The Planning Division believes the applicable standards can be met.

## **Recommendation**

### **Planning Division Recommendation** (Contact Kevin Firchow, 267-1150)

The Planning Division recommends that the Plan Commission find that the demolition and conditional use standards met and **approve** the requests to relocate the "Steensland House" on the subject property and to establish a conditional use for a "private parking facility." This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

**Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

**Planning Division** (Contact Kevin Firchow, 267-1150)

1. That future development of the parking lot is subject to Plan Commission approval. The standards of 28.185 (8) shall apply in addition to other applicable standards for the review of future development.

**City Engineering Division** (Contact Janet Schmidt, 261-9688)

2. The Steensland House will now have a base address of 15 W Gorham St.
3. Sheet A101. Re-label 1st floor apt as Apt # 1 (not Apt # 3).
4. The proposed new building location will cross an underlying platted lot line and is considered a commercial building with there being three dwelling units proposed. Current fire code and City enforcement requires the underlying platted lot line be dissolved by Certified Survey Map (CSM) prior to issuance of a building permit. The packet contained a preliminary CSM that should be submitted with the required supporting information to the City of Madison Planning Department. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.
5. 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.
6. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY)
7. Value of the restoration work less than \$5,000. When computing the value, do not include a cost for driveways. Do not include the restoration required to facilitate a utility lateral installation. The Applicant's project requires the minor restoration of the street and sidewalk. The Applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. (MGO 16.23(9)(d)(6) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
8. 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)
9. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
10. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the City Parks Department - [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. (POLICY)

11. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).
12. 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. (MGO 10.05(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
13. 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>. (MGO CH 35.02(14))

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6572)

14. The number of off street parking spaces reserved for residents use is not specified. Residents of this development shall not be eligible for participation in the Residential Permit Parking Program unless 24/7 reserved off street parking spaces are provided with a minimum 1:1 ratio of spaces per dwelling unit. The applicant shall inform all potential residents of this development of this restriction in their apartment leases. In addition, the applicant shall submit a copy of the lease noting the above condition.
15. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; 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.
  16. 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.
  17. 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.
  18. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Zoning Administrator** (Contact Pat Anderson, 266-5978)

19. Sec. 28.185 (7)(a)5. 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, Mr. George Dreckmann. (608-267-2626).
20. Sec. 28.185 (10) Every person who is required to submit a reuse and recycling plan pursuant to Sec. 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
21. Section 28.185 (9) (a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission approval.
22. Provide a minimum of five bicycle parking spaces for the residential component of the site. Work with zoning staff to locate these facilities. Call out and dimension bicycle stalls. Bicycle stalls shall be (2) feet by (6) feet and a (5) foot clear access aisle. Provide details of bicycle rack to be installed.
23. Pursuant to Sec. 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Comply with sec. 28.141 including but limited to Interior Parking Lot Landscaping & Development Frontage Landscaping for the entire site.
24. Provide building elevations including a detailed cross section of floor to ceiling heights.
25. Provide details of lot coverage subject to 28.076 (3).
26. Provide details of refuse enclosure subject to 28.142 (9) (a).
27. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Fire Department** (Contact Bill Sullivan, 261-9658)

Comments were not received in time to be included within this report.

**Parks Division** (Contact Kay Rutledge, 266-4714)

28. Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development. The developer must select a method for payment of park fees prior to sign off on the condition use/demolition. This development is within the Tenney, Law, James Madison park impact fee district (SI26). Please reference ID# 14150 when contacting the Parks Division about this project.
29. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.

30. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be reviewed by City Forestry. Please submit a site plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.
31. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>.

**Water Utility** (Contact Dennis Cawley, 261-9243)

32. The Madison Water Utility shall be notified to remove the water meter 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. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Metro Transit** (Contact Tim Sobota, 261-4289)

This agency did not submit comments for this request.