



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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August 26, 2014

David Blecker, PE
Phase Three Energy LLC
7295 E. Cates Rd.
Belleville, WI 53708

RE: Approval of the demolition of a single-family home and a conditional use for construction of a new attached garage with an accessory dwelling unit at 1030 Vilas Avenue and 315 South Mills Street in the TR-C3 (Traditional Residential – Consistent 3) District.

Dear Mr. Blecker:

At its August 25, 2014 meeting, the Plan Commission found the standards met and **approved** your client's request for a demolition and conditional use at 1030 Vilas Avenue and 315 South Mills Street, subject to the conditions below. In order to receive final approval of the demolition and conditional use, and for any necessary permits to be issued for your project, the following conditions shall be met:

Please contact my office at 266-5974 if you have questions regarding the following item:

1. Prior to submitting final plans for staff review and approval, the applicant shall confirm with the Zoning Administrator that the ADU meets the maximum size requirement of 700 square feet, which would mean that the proposed laundry and storage facilities on the lower level of the garage do not count toward this total.

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following 17 items:

2. Drainage moves through this site from north to south. The plan shall be revised to provide more info on drainage and how this existing drainage shall be accommodated.
3. Drainage from the alley appears to run directly into the garage. Provide detail to show how drainage diverts from entering the garage.
4. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
5. Correct the lot dimensions on the site plan. Per the pending CSM the lot width is 93 feet and the lot depth is 150 feet.

6. The Sanitary Sewer and Water Lateral Easement per Document No. 1708723 appears to serve the home that is being demolished at 315 South Mills Street as part of this plan. The proposed plan for the addition to the home at 1030 Vilas Avenue shows sewer and water laterals to connect to facilities in South Mills Street. If so, it is recommended that the applicant release the easement by recorded document at the Register of Deeds Office.
7. The proposed carriage house garage with living quarters upstairs for guests or for rental purposes is assigned an address of 319 S Mills St.
8. 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.
9. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
10. 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>.
11. 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).
12. 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).
13. 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 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).
14. All damage to the pavement on Vilas Avenue & Mills Street, 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).
15. 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 (POLICY).
16. 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
 - g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)
17. 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)).
18. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Schmidt (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff (MGO 16.23(9)(d)(4)).

Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 9 items:

19. Section 28.185(7)(a)5 - Requires approval of a reuse and recycling plan by the Recycling Coordinator, Mr. George Dreckmann, (608) 267-2626, prior to the issuance of the demolition permit.
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. Sec. 28.185(9)(a) - A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
22. Proposed accessory dwelling unit shall meet all building codes as well as accessory dwelling unit complying with supplemental regulations in MGO 28.151.
23. Sec. 28.131(2)(c)3 – The carport must provide a 5' side yard setback, where 3' is shown on the plans. Work with zoning staff to design revision to the plans to provide the setback or locate the carport entirely within the required 20' rear yard area.
24. The number of occupants of the accessory dwelling unit shall not exceed one (1) family or two (2) unrelated individuals.
25. Provide dimensions for proposed carport and ADU/garage addition height on final plan sets.
26. Please be advised that if the outside parking stalls are to be leased to non-tenants (a permitted use) such use shall comply with the supplemental regulations of MGO 28.151 below:
- a) The lessee shall reside within a block, all or a portion of which is within fifteen hundred (1500) feet of the parking facility.
 - b) Adequate usable open space shall be provided for any residential use located on the same zoning lot, except for lots in the Central Area.
 - c) Occupants of the principal use shall have first right of refusal for the parking facilities.
 - d) The lessee shall provide the owner of the facility documentation establishing his/her place of residence.
27. All new parking facilities shall comply with City standards for design, paving, and screening.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions about the following item:

28. The Madison Water Utility shall be notified to remove the water meter prior to demolition. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

Please contact Dennis Cawley of the Water Utility at 266-4651 if you have any questions about the following item:

29. The Madison Water Utility shall be notified to remove the water meter prior to demolition. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

Please contact Tim Sobota of Metro Transit at 261-4289 if you have questions about the following 2 items:

30. Metro Transit operates daily transit service along Mills Street through the Vilas Avenue intersection adjacent the project site. Bus stop zone #3075 currently extends along the east side of South Mills Street, from the existing bus stop sign pole and concrete boarding pad back to the intersection.
31. The existing bus stop zone and concrete boarding pad shall remain accessible to passengers and vehicles throughout the project and upon completion

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

Please now follow the procedures listed below for obtaining your building permits:

1. Please revise the plans per the above conditions and file **nine (9)** sets of complete, fully dimensioned, and to-scale plans, along with the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code. Also provide any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
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. 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.

If you have any questions regarding obtaining the demolition and conditional use approval, 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 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

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

Signature of Applicant

cc: Janet Schmidt, City Engineering Division
Jeff Quamme, City Engineering Division
Pat Anderson, Asst. Zoning Administrator
Bill Sullivan, Fire Department
Tim Sobota, Metro Transit

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