



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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June 12, 2014

Peter Rott  
Isthmus Architecture  
613 Williamson Street #203  
Madison, Wisconsin 53703

RE: Approval of a demolition permit and conditional use to allow a two-family twin residence at 1409-1411 Theresa Terrace to be demolished and a neighborhood center to be constructed (City of Madison – Community Development Division).

Dear Mr. Rott;

At its June 9, 2014 meeting, the Plan Commission found the standards met and **approved** your demolition permit and conditional use to allow construction of a neighborhood center at 1409-1411 Theresa Terrace. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following twelve (12) items:**

1. The community center will reuse the address of 1409 Theresa Terrace. The 1411 Theresa Terrace address will be retired with the demolition of the duplex.
2. The applicant shall re-grade the south side yard to allow drainage from the rear of the lot to Theresa Terrace.
3. The site plan shall identify lot and block numbers of recorded Certified Survey Map or plat.
4. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
5. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
6. The applicant shall replace all sidewalk and curb and gutter that abuts the property that 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.

7. All work in the public right of way shall be performed by a City-licensed contractor.
8. 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 Parks Division ([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 final approval of the site plan.
9. All damage to the pavement on Theresa Terrace adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
10. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).
11. 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.
12. Prior to final approval of the demolition permit, the owner shall obtain a permit to plug each existing sanitary sewer and/ or storm sewer lateral that serves a building that is proposed for demolition. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing 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: New plugging procedures and permit fees are in effect as of January 1, 2013.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following two (2) items:**

13. 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 2 feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
14. 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.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

15. 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 in accordance with MGO Section 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

16. The Madison Fire Department (MFD) does not object to this proposal provided the project complies with all applicable fire codes and ordinances. However, MFD strongly recommends the installation of sprinklers in order to protect City assets, and ensure continuity of operations.
17. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Lt. Scott Bavery of the MFD Training Division to discuss this possibility at 576-0600.

**Please contact Pat Anderson, Assistant Zoning Administrator, 266-5978 if you have any questions regarding the following seven (7) items:**

18. In regard to the parking requirement, the subject use is an “unlisted use” in the parking requirements chart. Per MGO Section 28.141(4)(g), unlisted uses have a parking requirement determined by the Zoning Administrator. In this case, the Zoning Administrator has determined the most similar use to the proposed use is “lodge, private club, reception hall” due to similar characteristics in use. For “lodge, private club, reception hall”, the parking requirement is 15% of the capacity of the facility, in this case 70 persons, which would have a 10 stall parking requirement. Since no on-site parking is being provided, and this facility is intended to serve the immediate neighborhood that will likely walk or bike to the facility, no off-street parking is proposed, and a 10 stall parking reduction will be approved by the Zoning Administrator as allowed by Table 28I-4.
19. In regard to bicycle parking, it is anticipated the proposed use will have a greater bike parking demand, due to the lack of off-street automobile parking and the fact this facility is located centrally within a low-density residential neighborhood. Staff recommends using the bike parking requirement for a school, which would require 14 stalls (1 per 5 students) for a facility of this size. Provide 14 bicycle parking stalls on site or work with the Zoning Administrator to approve a bicycle parking reduction for this facility.
20. Provide a reuse/recycling plan, to be reviewed and approved by the City’s Recycling Coordinator, George Dreckmann, prior to a demolition permit being issued. MGO Section 28.185(7)(a)5 of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.
21. On final plans relocate bike parking stalls outside the front yard setback area.
22. The paved area to the north of the proposed building appears to be retained for loading purposes. To meet loading zone requirements, this area must be a minimum of 10 feet wide by 35 feet deep, outside of the required front yard setback area, and label this as a “loading zone” on the plans submitted for final sign-off. The proposed fence will be required to be shifted back on the site to establish compliant loading zone space.

23. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31, Sign Code. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.
24. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.

**Please contact Kay Rutledge of the Parks Division at 266-4714 if you have any questions regarding the following two (2) items:**

25. 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 the City of Madison Standard Specifications for Public Works Construction. Please reference ID# 14128 when contacting Parks Division staff about this project.
26. 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 my office at 261-9632 if you have any questions about the following three (3) items:**

27. The applicant should explore opportunities to increase window and door openings along the western façade facing Theresa Terrace.
28. The site plan shall be revised prior to final approval and issuance of permits to dimension all yards/setbacks.
29. The height of the building and trash enclosure shall be dimensioned on the final plans.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions about those conditions.**

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

1. After the plans have been revised per the above conditions, please file **ten (10) sets** of complete, fully dimensioned, and to-scale plans, the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr.

Boulevard. The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.

2. 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 one (1) 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 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 24 months 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 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

cc: Janet Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
Dennis Cawley, Madison Water Utility  
Kay Rutledge, Parks Division  
Bill Sullivan, Madison Fire Department  
Mary Charnitz, Community Development Division

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