



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
Madison, Wisconsin 53701-2985
TDD 608 266-4747
FAX 608 266-8739
PH 608 266-4635

May 25, 2010

Monica Hodgson
Mount Olive Lutheran Church
110 N. Whitney Way
Madison, WI 53705

RE: Approval of the construction of a fraternity house in the R6 (General Residence) District.

Dear Ms. Hodgson:

The Plan Commission, meeting in regular session on May 24, 2010 determined that the ordinance standards could be met and **approved** your request to demolish a single family home at 105 Merrill Crest Drive for use as additional greenspace for the church. In order to receive final approval, the following conditions must be met:

Please contact my office at 266-5974 with questions about the following two (2) items:

1. Prior to the issuance of a demolition permit, the parcel at 105 Merrill Crest Drive shall be combined with the adjacent property at 110 North Whitney Way. This can be accomplished by calling the Assessor's Office at 266-4531.
2. Any use of the structure at 105 Merrill Crest Drive by the Madison Fire Department for training purposes must first be approved by the District 19 Alder.

Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following four (4) items:

3. If the disturbed area exceeds 4000 sq. ft., an erosion control permit shall be required. The Applicant shall then be required to complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website – as required by MGO Chapter 37.
4. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
5. 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).
6. All to approval of the demolition 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. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

Please contact John Leach, Traffic Engineering, at 267-8755 with questions about the following six (6) items:

7. The applicant shall indicate the type of City approved bicycle racks to be installed and locations. The bike rack should be located by the entrances to the building (Contact Bob Arseneau, Traffic Engineer at 266-4761 if you have questions regarding the above item).
8. When the applicant submits final plans of one contiguous plan 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, showing all easements, all pavement markings, building placement, and stalls, adjacent driveway approaches to lots on either side and across the street, 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'.
9. A "Stop" sign shall be installed at a height of seven (7) feet at the driveway approach. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
10. The intersection shall be so designed so as not to violate the City's sight-triangle preservation requirement which states that on a corner lot no structure, screening, or embankment of any kind shall be erected, placed, maintained or grown between the heights of 30 inches and 10 feet above the curb level or its equivalent within the triangle space formed by the two intersecting street lines or their projections and a line joining points on such street lines located a minimum of 25 feet from the street intersection in order to provide adequate vehicular vision clearance.
11. The applicant shall design the surface parking areas for stalls and backing up according to Figure II of the ordinance using the 9 ft width, 18 ft in length and 24 ft drive aisle according to MGO parking design standards.
12. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

Please contact Pat Anderson, Zoning, at 266-5978 with questions about the following five (5) items:

13. The submitted site plan does not match the plan on file in the zoning office. New site and landscaping plans reflecting the desired (and code compliant) parking lot and landscaping configuration must be submitted and approved before a demolition permit may be issued.
14. The required landscape plan must be stamped by a registered landscape architect. The landscape plan shall provide detail as required by MGO Section 28.04(12). Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances.
15. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator, Mr. George Dreckmann (267-2626, gdreckmann@cityofmadison.com), prior to a demolition permit being issued.
16. MGO Section 28.12(12)(e) 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.
17. Accessible parking must meet ADA parking requirements for size, design, and signage.

Please contact Dennis Cawley, Water Utility, at 261-9243 with questions about the following item:

18. 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.

Please Contact Bill Sullivan, Madison Fire Department, at 266-4420 with questions about the following item:

19. Fire lanes shall be included on final site plans submitted for staff review and approval.

Please contact Maureen Richards, Assessor's Office, at 266-4845 with questions about the following item:

20. Since there is parking on parcel 0709-191-0602-5, the Assessor's Office will be combining parcels 0709-191-0602-5 & 0709-191-0601-7. Since the parking spaces already exist on the parcel the green space will be considered buffer for exemption purposes.

Please now follow the procedures listed below for obtaining your demolition permit :

1. Please revise your plans per the above and submit **nine (9) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
2. This letter shall be signed by the applicant and property owner to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the demolition permit.
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, demolition is underway, or a valid demolition permit is issued and demolition is commenced within six months of the issuance of said permit.

If you have any questions regarding obtaining your demolition permit, please contact the Zoning Administrator at 266-4551. If I may be of any further assistance, please do not hesitate to contact my office at 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Pat Anderson, Asst. Zoning Administrator
Janet Dailey, City Engineering
John Leach, Traffic Engineering
Bill Sullivan, Fire Department
George Dreckmann, Recycling Coordinator

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

Signature of Applicant

Signature of Property Owner (if not the applicant)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<input checked="" type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" 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"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: