



Department of Planning & Community & Economic Development

Planning Division

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November 20, 2025

Steve Shulfer
Sketchworks Architecture, LLC
2501 Parmenter St, Suite 300A
Middleton, Wisconsin 53562

RE: Consideration of a conditional use in the Suburban Residential-Consistent 1 (SR-C1) District for a daycare center at 4718 Hammersley Road (ID [90345](#); LNDUSE-2025-00077).

Dear Steve,

At its November 17, 2025 meeting, the Plan Commission found the standards met and **approved** your client's conditional use request. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

Please contact Kathleen Kane of the City Engineering Division–Main Office at (608) 266-4098 if you have questions regarding the following item:

1. Obtain a permit to Excavate in the Right-of-Way for completing the improvements in the public Right-of Way. The permit application is available on the City Engineering Division website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following two (2) items:

2. The Ash Tree and Fir Trees along the easterly side of the site on the Landscaping Plan are on the other side of a chain link fence and within the DOT acquired right of way. They shall not be shown as owned by or part of this development site.
3. Label the area adjacent to the east side of the parcel as Hammersley Road.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following nine (9) items:

4. The applicant shall remove the existing driveway on Starlight Drive. Starlight driveway apron shall be removed, terrace restored with grass, and curb and gutter installed.

5. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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.
6. 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.
7. The City Traffic Engineer may require public signing, marking and street lighting related to the development; the Developer shall be financially responsible for such signing, marking and street lighting.
8. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
9. Applicant shall submit for review a Waste Removal Plan. This shall include vehicular turning movements, times, vehicle size, and all related steps to remove trash from its location.
10. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
11. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
12. Applicant shall provide an accessible path from the building entrance to the adjacent multi use path bordering the south edge of the property.

Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

13. The applicant shall submit a Transportation Demand Management (TDM) Plan for the project to tdm@cityofmadison.com. Submittal and approval of a TDM Plan is required, per MGO 16.03. Applicable review fees will be assessed after the TDM Plan is reviewed by staff.

Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following seven (7) items:

14. Provide a calculation for lot coverage with the final submittal. The lot coverage maximum is 60%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the existing site currently exceeds 60% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.
15. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 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.
16. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is 200% of the minimum requirement of 1 parking stall per 15 clients plus 1 per 2 employees (12 parking stalls). The applicant proposes 16 parking stalls. The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per section 28.141(6) with the final plan submittal.
17. Increase the width of the bicycle parking pad to a minimum of 16 feet wide for 8 bicycle stalls. A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
18. Exterior site and parking lot lighting must comply with City of Madison General Ordinances Section 29.36 outdoor lighting standards. If exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.
19. Work with Zoning staff to establish a project completion date. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval.
20. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have any questions regarding the following item:

21. Provide fire access plan documenting fire access including hose lays from fire access lanes around building and from fire hydrants to fire access lanes. Fire access to comply with IFC 2024 and MGO 34 requirements.

Please contact Tim Sobota, Metro Transit, at (608) 261-4289 if you have any questions regarding the following two (2) items:

22. Metro Transit operates daily all-day transit service along Nakoma Road near this property - with trips at least every 60 minutes (every 30 minutes or less during the day on weekdays). Metro Transit operates additional daily all-day transit service along Reetz Road near this property - with trips at least every 30 minutes.
23. There are no eligible trips towards US Green Building Council/LEED Quality Access to Transit points, due to the closest Metro Transit bus stops with regularly scheduled service being more than one quarter mile walking distance.

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

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

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to SPRApplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
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. 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 two (2) years 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 (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 one (1) year 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 (608) 266-4551. If you have any questions about this matter, or if I may be of any further assistance, please do not hesitate to contact my office at cwells@cityofmadison.com or (608) 261-9135.

Sincerely,



Chris Wells
Planner

LNDUSE-2025-00077			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (C. Wells)	<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 checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R Plan)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Parking
<input type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>	Metro

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 Applicant)*