



Cedarburg
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October 3, 2025

Letter of Intent - 1440 E Washington Ave.

Madison Plan
Commission
Planning Division
City of Madison
215 Martin Luther King Jr.
Blvd, Room 017
Madison, WI 53703

On behalf of Decker Slowey, I am submitting this Letter of Intent for the proposed change of use at 1440 E Washington Ave.

The project involves a change of use for the existing building from a Business occupancy to a Mercantile occupancy (General Retail) in a site which is currently zoned TE. General Retail is a conditional use in this location. The building size complies with the TE conditions for General Retail. The building footprint is approximately 1,736 SF, and the building is two stories tall.

The shop's use will be as follows.

Not A Smoke/Vape/Tobacco Shop: Store will be a mix of hemp-products, clothing, and niche gifts. Smoking accessories and nicotine vapes will be provided but limited to less than 20% of our floor space and store's display space. Provided is a rough layout that includes where those products will be kept. The upper floor will be used solely as additional flooring for seasonal type things like holiday decorations and small/light-weight store fixtures (ie. sunglasses spinning rack, counter-top cases, etc.). There is no basement.

The existing building is a brick masonry building with a main entrance facing E Washington Ave. The adjacent site includes shared parking which is available for visitors, as well as the arcade next door. (5) parking spaces are dedicated to this business. No work is proposed for parking or on the exterior of the building, except for adding bike parking (2 spaces), and signage (to be addressed separately).

The proposed hours of operation are:

10am-11pm Sunday-Wednesday

10am-12am Thursday-Saturday

The anticipated number of employees at any given time are: 2



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We respectfully request placement of this item on the Plan Commission agenda for review and approval at the 11/17 meeting. Thank you for your consideration, and we look forward to working with staff and the Commission on this project.

Sincerely,

A handwritten signature in black ink, reading 'Jessica Gebhardt'.

Jessica Gebhardt
Architect

