



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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[www.cityofmadison.com](http://www.cityofmadison.com)

February 3, 2026

Steve Shulfer  
Sketchworks Architecture  
2501 Parmenter St #300A  
Middleton, WI 53562

RE: Legistar ID 91149; Accela 'LNDUSE-2025-00088' -- Approval of a conditional uses at 2401 Grimm St

Dear Steve Shulfer:

At its February 2 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your requests for a conditional use for indoor recreation in the SE zoning district at 2401 Grimm Street. In order to receive final approval of your requests, and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jacob Moskowitz, Assistant Zoning Administrator at (608) 266-4560 if you have any questions regarding the following one (1) item:**

1. Provide a capacity with final plans for purposes of calculating required bicycle parking. The bike parking requirement is 5% of capacity, and additional stalls may be required.

**Please contact Jeffrey Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following six (6) items:**

2. Show and label the 30' wide Fire Protection Easement as granted to the City per Certified Survey Map No 13291, Doc No 4874248 over the northern driveway.
3. Show and label the Private Storm Water Drainage Easement per Doc NO 4920738 over a northerly portion of this site. The City of Madison has rights within this easement area and storm sewer.
4. Provide a copy of the revised/assignment of lease DCRA-2013-03.
5. Identify on the site plans the lot number and Certified Survey Map Number of the recorded Certified Survey Map. Also label the exterior dimensions of the Lot.
6. The site plan shall denote all improvements as existing as it appears there are not any proposed changes to the site.
7. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:**

8. "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.
9. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

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

10. Metro Transit operates daily all-day transit service along Packers Avenue near this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
11. 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.

**Please contact Trent Schultz of the Parking Utility at (608) 246-5806 if you have any questions regarding the following one (1) item:**

12. The applicant shall submit a Transportation Demand Management (TDM) Plan for the project to [tdm@cityofmadison.com](mailto: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.

**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 your conditional use:**

1. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** 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 to the Zoning Administrator at [SPRapplications@cityofmadison.com](mailto:SPRapplications@cityofmadison.com). (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com) regarding questions or if you need alternative filing options) 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. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. The conditional use approval is valid for three (3) years from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit

shall not be renewed unless construction has commenced as is being diligently prosecuted. 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.

4. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the conditional use approval standards.
5. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use or building permits, 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 243-0455.

Sincerely,



Colin Punt  
 Planner

cc: Jacob Moskowitz, Asst. Zoning Administrator  
 Jeff Quamme, City Engineering Division – Mapping  
 Sean Malloy, Traffic Engineering Division  
 Tim Sobota, Metro Transit  
 Trent Schultz, Parking Utility

<p>I hereby acknowledge that I understand and will comply with the above conditions of approvals.</p>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Applicant</i></p>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>
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<b>LNDUSE-2025-00088</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input type="checkbox"/>	Planning Div. (Punt)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Forestry
<input checked="" type="checkbox"/>	Metro Transit	<input checked="" type="checkbox"/>	Parking Utility