

**August 2, 2023**

**To Whom It May Concern:**

Please accept this ***Letter of Intent*** for opening a dog agility training center (In Sync Agility) in the existing facility located at 1108 Post Rd, Madison, WI 53713.

**Proposed Uses**

The intent of In Sync Agility is to offer dog training classes, private lessons and workshops designed to support the sport of dog agility. This will be accomplished by working with dogs and handlers individually or in small groups generally not exceeding 10 dogs/handlers at one time. In Sync Agility will also offer educational activities designed to promote canine fitness.

**Project Schedule and Timeline Plan**

Please see Attachment A which addresses the project schedule and plan.

**Hours of Operation**

Planned hours of operation will vary according to the client interest and need for private lessons and classes. I anticipate majority of the time spent in the building will be between 8am and 9pm including weekdays and weekends. All training activities will take place inside the building.

**Number of Employees**

At time of opening, I will be the only employee. I anticipate In Sync Agility having up to 5 employees as the business grows.

**Gross Square Footage**

13,120 square feet. Identical to the existing facility.

**Number of Units and Bedrooms**

Not applicable.

**Public Subsidy Requested**

None.

**Project Team**

Ann Braue and others as needed.

**Attachment A**  
**TimeLine: In Sync Agility**  
**August 2, 2023**

1. Locate Potential Sites. February 2023 - July 2023. *Ann Braue, ABCTC, LLC. (In Sync Agility), [Braue]*.
2. Evaluate Location/Customer Demand. June 2023-July 2023. *[Braue]*.
3. Evaluate Flooring/Astro Turf Options and Cost. February 2023-July 2023. *[Braue]*.
4. Floorspace Measurements for Astro Turf Vendor. July 2023. *[Braue]*.
5. Astro Turf Vendor Selected and Purchased, Turf Install Date: September 18, 2023. *Total Sports Surfaces, Rob Franco, President [Franco] and [Braue]*.
6. Coordinate Lease Date and Turf Installation. July 2023. *Grant LaPlant, Managing Partner, MR Partnership LLP [LaPlant] and [Braue]*.
7. Sign Lease at 1108 Post Road. July 7, 2023. *[LaPlant] and [Braue]*.
8. Evaluate Signage. June 2023-July 2023. *[Braue]*.
  - a. Grant Signs. Dan Pietrzykowski. *[Pietrzykowski]* July 20, 2023. *[Braue]*.
  - b. Identified that a Sign Permit Required with City of Madison Zoning. *[Pietrzykowski]*.
  - c. Contact City of Madison Zoning regarding Sign Permit. July 21. Jacob MosKowitz, Assistant Zoning Administrator, *[MosKowitz], and [Braue]*
9. City of Madison, Required Conditional Use as School versus the Current Zoning as Industrial General.
  - a. Zoom Pre-Application Meeting with *[MosKowitz]* and Colin Punt, Planner- City of Madison Planning Division *[Punt]* and *[Braue]*, July 25, 2023.
  - b. Email to Alder Isadore Knox, Jr., District 14, *[Knox]* requesting waiver of 30-day Pre-application notification. *[Knox] and [Braue]*. July 25, 2023.
  - c. Email to South Metropolitan Business Association, Jodi Fisher, *[Fisher]*. This Association may not be active at this time, no response at this time. July 25, 2023. *[Fisher] and [Braue]*.
  - d. Application for Conditional Use Permit in Process (August 7 Submittal Deadline).
    - da. John Riley, President, Kenneth F. Sullivan Co, Design Build/General Contractors updated Interior Building Plan *[Riley]* (exterior no changes). August 2, 2023.
    - db. Letter of Intent. *[Braue]*
    - dc. Email/Form Waiver from Alder Knox.
    - dd. Submit Package of Application for Conditional Use Permit to City of Madison (August 7). *[Braue]*
  - e. Plan Commission Meeting September 18, 2023. Review and Approve.
10. **In Sync Agility Opening Date: October 1, 2023**

**Contacts Map:**

[Braue]: Ann Braue, ABCTC, LLC. (In Sync Agility)  
[Franco]: Total Sports Surfaces, Rob Franco, President  
[Grant]: Grant LaPlant, Managing Partner, MR Partnership LLP  
[Pietrzykowski]: Grant Signs. Dan Pietrzykowski  
[MosKowitz]: Jacob MosKowitz, Assistant Zoning Administrator  
[Punt]: Colin Punt, Planner- City of Madison Planning Division  
[Knox]: Alder Isadore Knox, Jr., District 14  
[Fisher]: South Metropolitan Business Association, Jodi Fisher.  
[Riley] John Riley, President, Kenneth F. Sullivan Co, Design Build/General  
Contractors updated Interior Building Plan