



# City of Madison

## Conditional Use

Location  
2503 Monroe Street

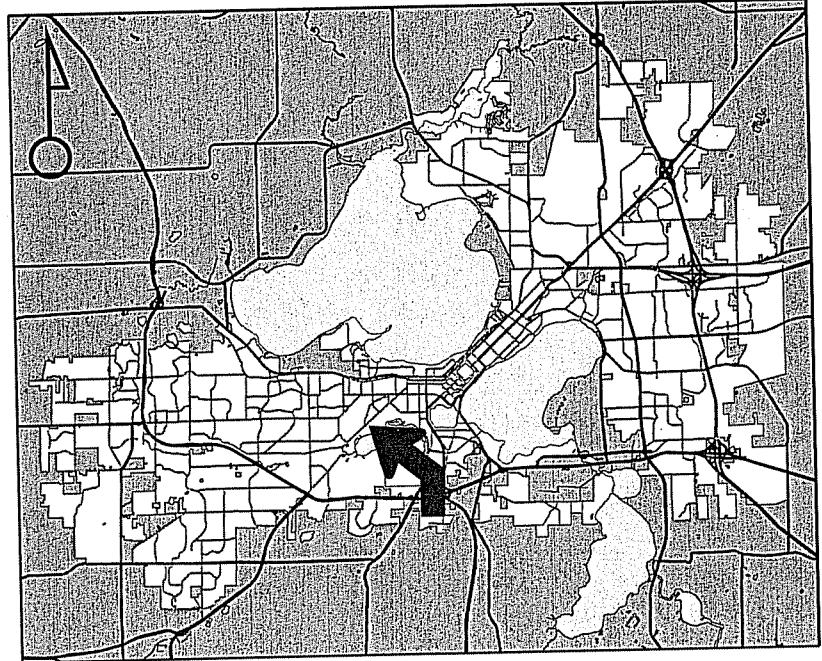
Project Name  
Infusion Chocolates

Applicant  
Gary Stone/  
Ann Culligan - Infusion Chocolates

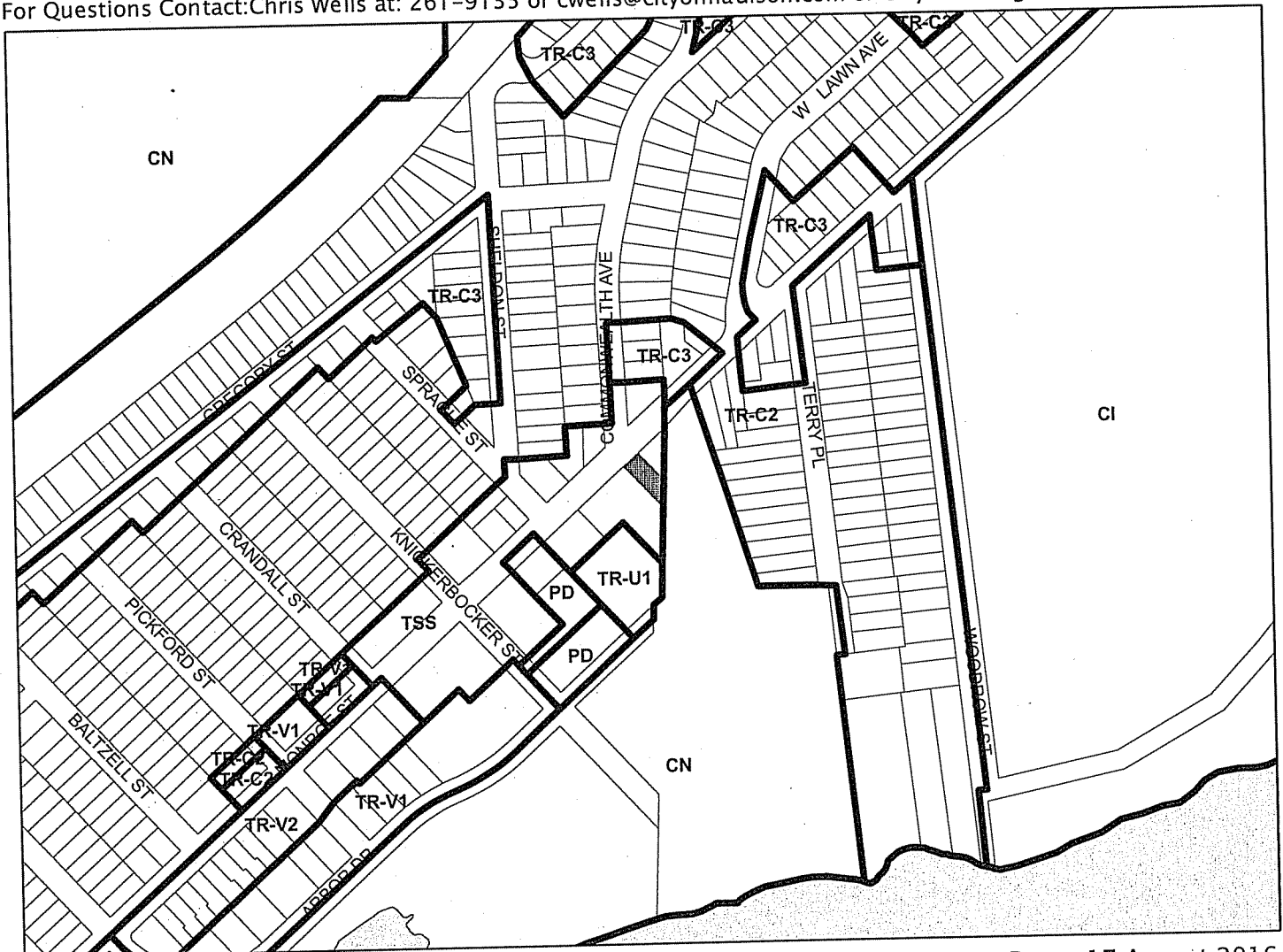
Existing Use  
Commercial building

Proposed Use  
Allow limited production and processing  
and outdoor eating area at food & related  
goods sales business in TSS zoning

Public Hearing Date  
Plan Commission  
29 August 2016

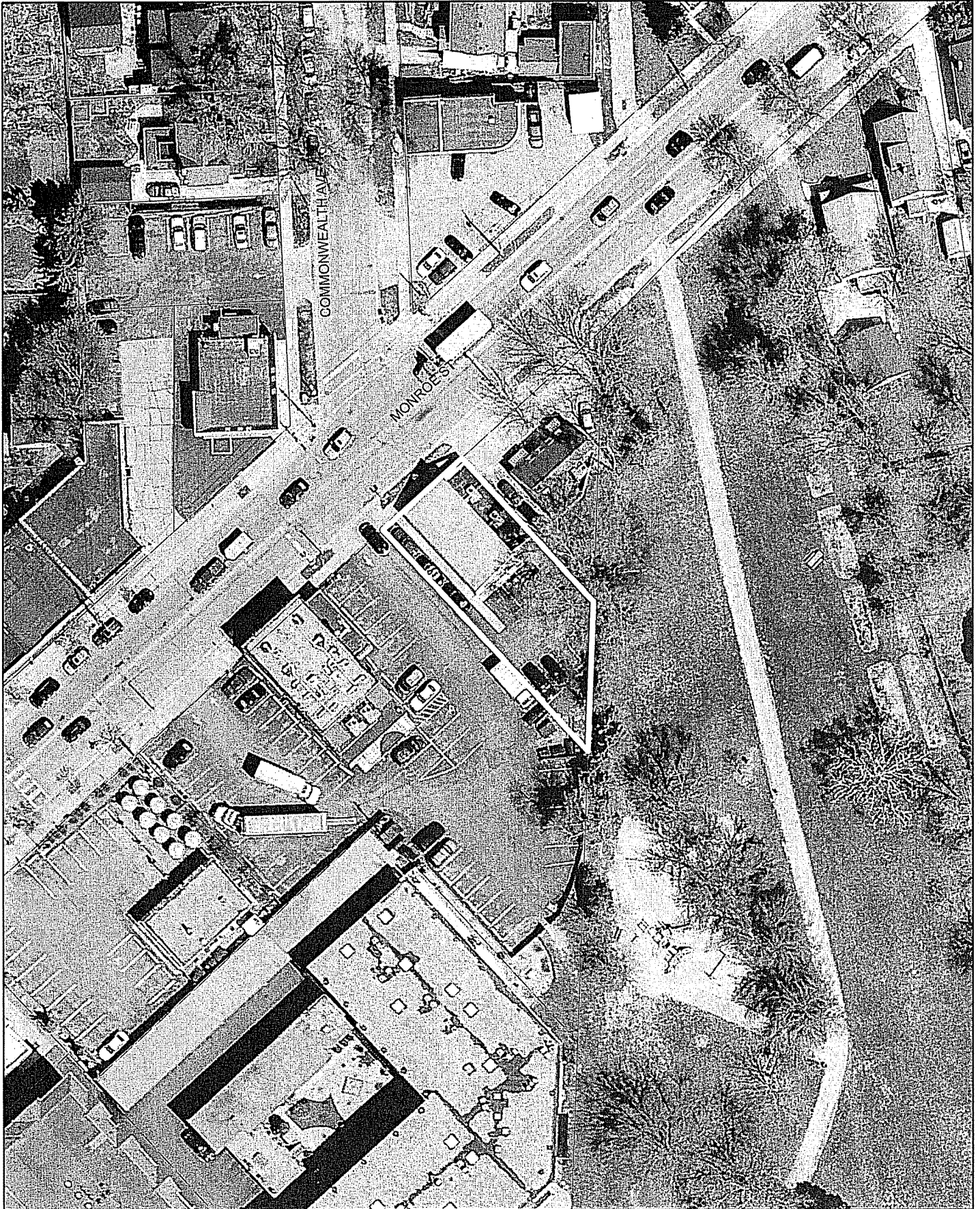


For Questions Contact: Chris Wells at: 261-9135 or [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or City Planning at 266-4635



Scale : 1" = 400'

City of Madison, Planning Division : RPJ : Date : 17 August 2016





# LAND USE APPLICATION

CITY OF MADISON

215 Martin Luther King Jr. Blvd; Room LL-100  
PO Box 2985; Madison, Wisconsin 53701-2985  
Phone: 608.266.4635 | Facsimile: 608.267.8739

- All Land Use Applications should be filed with the Zoning Administrator at the above address.
- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application.
- This form may also be completed online at:  
[www.cityofmadison.com/developmentcenter/landdevelopment](http://www.cityofmadison.com/developmentcenter/landdevelopment)

FOR OFFICE USE ONLY:	
Amt. Paid	600- Receipt No. 01839-0004
Date Received	7/13/16
Received By	MSR
Parcel No.	0769-281-1502-5
Aldermanic District	13 - ESKRICH
Zoning District	TSS
Special Requirements	
Review Required By:	
<input type="checkbox"/> Urban Design Commission	<input checked="" type="checkbox"/> Plan Commission
<input type="checkbox"/> Common Council	<input type="checkbox"/> Other:

Form Effective: February 21, 2013

1. Project Address: 2503 Monroe Street, Madison, WI 53711  
Project Title (if any): \_\_\_\_\_

2. This is an application for (Check all that apply to your Land Use Application):

- Zoning Map Amendment from \_\_\_\_\_ to \_\_\_\_\_
- Major Amendment to Approved PD-GDP Zoning       Major Amendment to Approved PD-SIP Zoning
- Review of Alteration to Planned Development (By Plan Commission)
- Conditional Use, or Major Alteration to an Approved Conditional Use
- Demolition Permit
- Other Requests: \_\_\_\_\_

3. Applicant, Agent & Property Owner Information:

Applicant Name: Ann Culligan Company: Infusion Chocolates  
 Street Address: 5352 King James Way STE 200 City/State: Fitchburg, WI Zip: 53719  
 Telephone: (608) 628-7840 Fax: ( ) Email: ann@infusionchocolates.com

Project Contact Person: Ann Culligan Company: Infusion Chocolates  
 Street Address: 5352 King James Way STE 200 City/State: Fitchburg, WI Zip: 53719  
 Telephone: (608) 628-7840 Fax: ( ) Email: ann@infusionchocolates.com

Property Owner (if not applicant): Gary Stone  
 Street Address: 4935 Borchers Beach City/State: Waukegan, WI Zip: 53597

4. Project Information:

Provide a brief description of the project and all proposed uses of the site: Retail, small scale production of chocolate and confectionary items, with outdoor seating  
 Development Schedule: Commencement \_\_\_\_\_ Completion \_\_\_\_\_

## 5. Required Submittal Information

All Land Use applications are required to include the following:

**Project Plans including:\***

- Site Plans (fully dimensioned plans depicting project details including all lot lines and property setbacks to buildings; demolished/proposed/altered buildings; parking stalls, driveways, sidewalks, location of existing/proposed signage; HVAC/Utility location and screening details; useable open space; and other physical improvements on a property)
- Grading and Utility Plans (existing and proposed)
- Landscape Plan (including planting schedule depicting species name and planting size)
- Building Elevation Drawings (fully dimensioned drawings for all building sides, labeling primary exterior materials)
- Floor Plans (fully dimensioned plans including interior wall and room location)

Provide collated project plan sets as follows:

- 12 of 1x17  
8 1/2 x 11
- **Seven (7) copies** of a full-sized plan set drawn to a scale of 1 inch = 20 feet (folded or rolled and stapled)
  - **Twenty Five (25) copies** of the plan set reduced to fit onto 11 X 17-inch paper (folded and stapled)
  - **One (1) copy** of the plan set reduced to fit onto 8 1/2 X 11-inch paper

\* For projects requiring review by the **Urban Design Commission**, provide **Fourteen (14) additional 11x17 copies** of the plan set. In addition to the above information, all plan sets should also include: 1) Colored elevation drawings with shadow lines and a list of exterior building materials/colors; 2) Existing/proposed lighting with photometric plan & fixture cutsheet; and 3) Contextual site plan information including photographs and layout of adjacent buildings and structures. The applicant shall bring samples of exterior building materials and color scheme to the Urban Design Commission meeting.

**Letter of Intent: Provide one (1) Copy per Plan Set** describing this application in detail including, but not limited to:

- |   |   |  |
|---|---|--|
| • Project Team                                | • Building Square Footage                       | • Value of Land  |
| • Existing Conditions                         | • Number of Dwelling Units                      | • Estimated Project Cost                                     |
| • Project Schedule                            | • Auto and Bike Parking Stalls                  | • Number of Construction & Full-Time Equivalent Jobs Created |
| • Proposed Uses (and ft <sup>2</sup> of each) | • Lot Coverage & Usable Open Space Calculations | • Public Subsidy Requested                                   |
| • Hours of Operation                          |   |  |

**Filing Fee:** Refer to the Land Use Application Instructions & Fee Schedule. Make checks payable to: *City Treasurer*.

**Electronic Submittal:** All applicants are required to submit copies of all items submitted in hard copy with their application as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail to [pcapplications@cityofmadison.com](mailto:pcapplications@cityofmadison.com).

**Additional Information** may be required, depending on application. Refer to the Supplemental Submittal Requirements.

## 6. Applicant Declarations

**Pre-application Notification:** The Zoning Code requires that the applicant notify the district alder and any nearby neighborhood and business associations in writing no later than **30 days prior to FILING this request**. List the alderperson, neighborhood association(s), and business association(s) AND the dates you sent the notices:

Sara Eskrich notified 5/27/16, Tyler Leeper's Assoc. Board notified 5/27/16  
Carol Schroeder and Business Assoc. Board notified 5/27/16

→ If a waiver has been granted to this requirement, please attach any correspondence to this effect to this form.

**Pre-application Meeting with Staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning and Planning Division staff; note staff persons and date.

Planning Staff: Chris Wells Date: 5/9/2016 Zoning Staff: Mary Tucker Date: 5-9-16

The applicant attests that this form is accurately completed and all required materials are submitted:

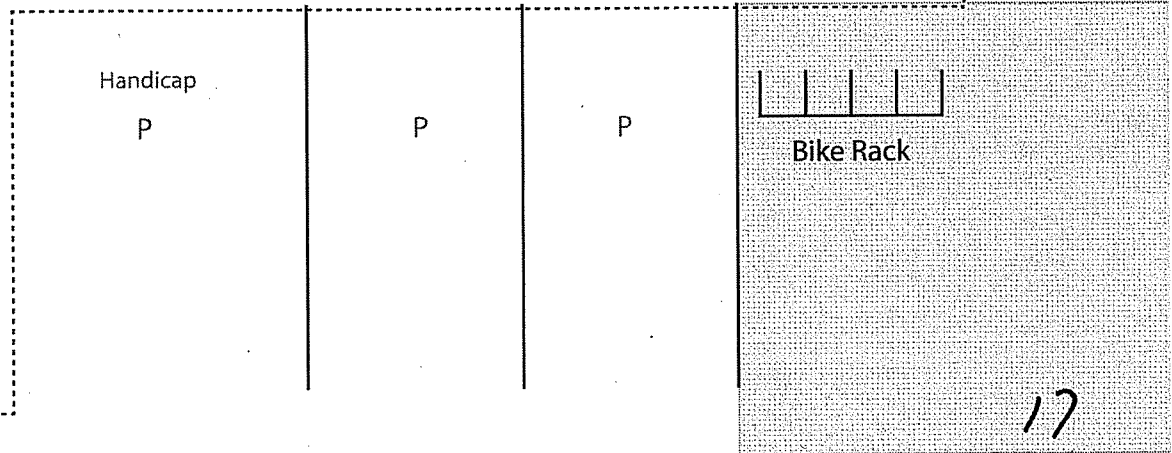
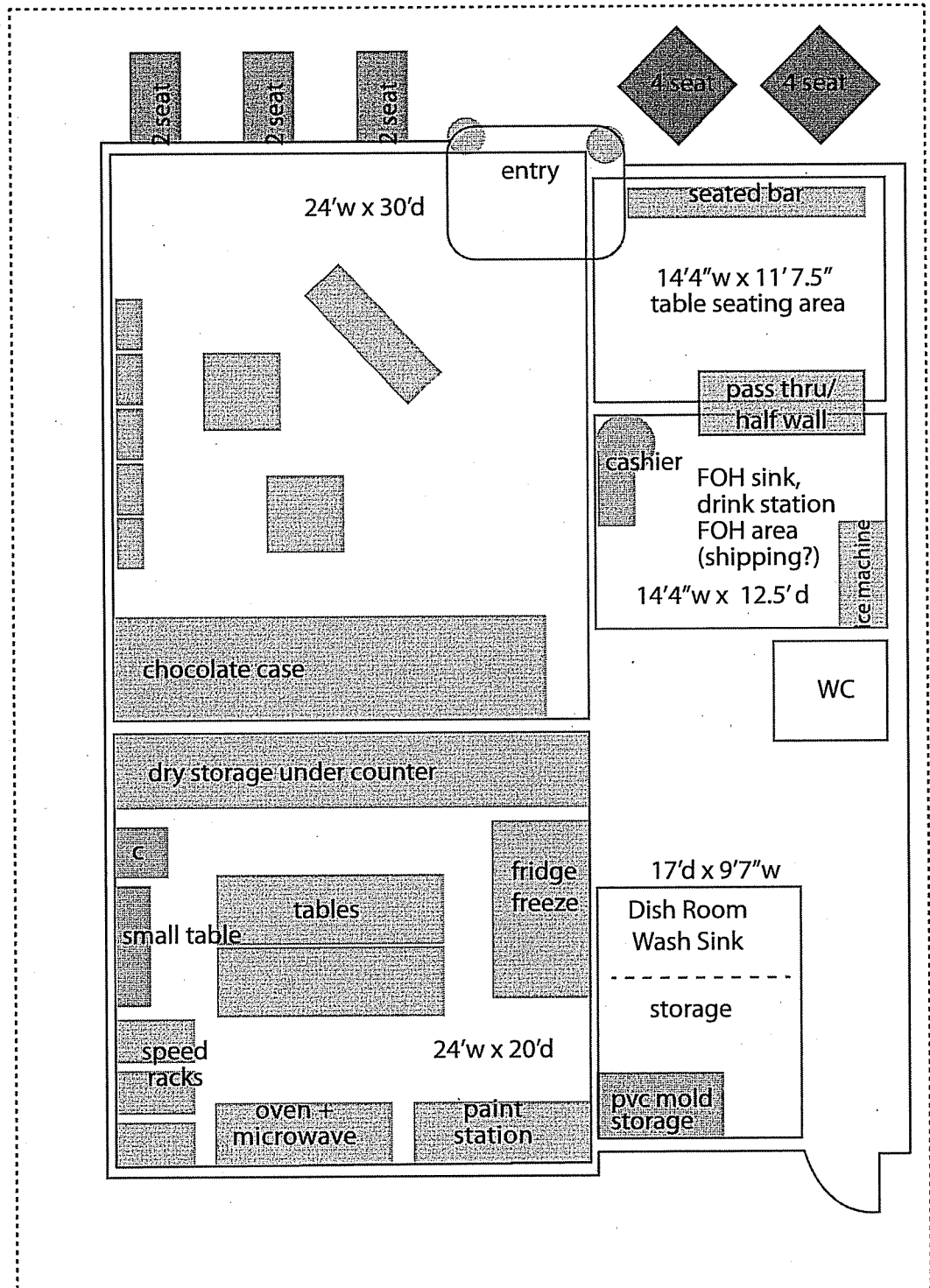
Name of Applicant: Ann Culligan Relationship to Property: LESSEE  
Authorizing Signature of Property Owner: [Signature] GAZY R STONE Date: 7/12/16



▲  
Monroe Street

▲  
Laurel Tavern

▲  
Zanders Int.



▲  
Lake + 4 parking spaces

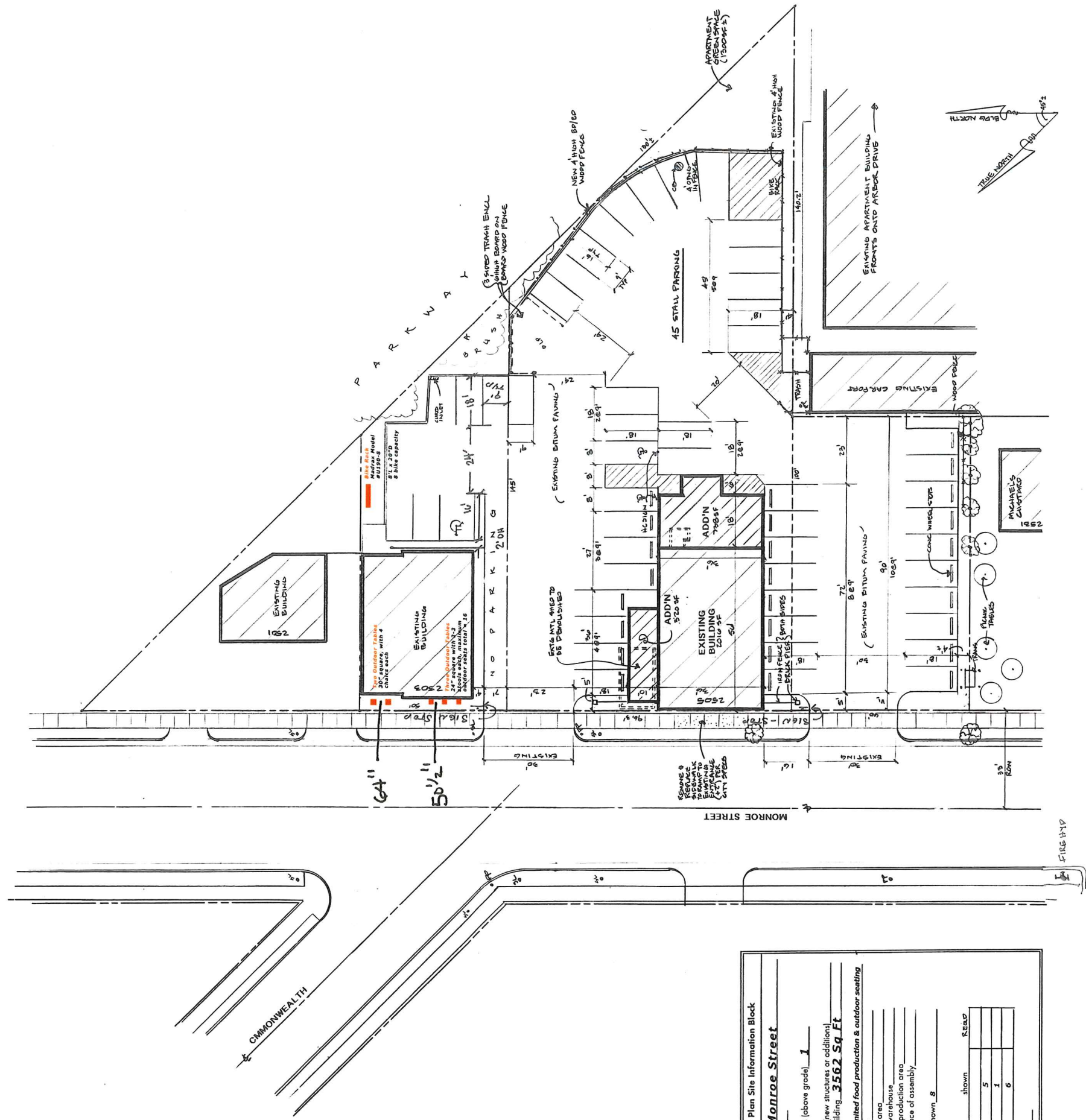
Letter of Intent for property located at 2503 Monroe Street, Madison, WI 53711

To Whom It May Concern,

It is our intent to relocate our existing business, Infusion Chocolates, to the property for lease at 2503 Monroe Street, Madison, WI. We are applying for a Conditional Use for small scale production in order to make chocolates and confectionary items at this location and for outdoor seating not to exceed 16 seats. The square footage of this space is 3,562.

The building currently has six parking stalls, one of which is designated as handicapped. Outdoor seating and bike rack are noted on our submitted plans.

Ann Culligan  
Owner/President  
Infusion Chocolates  
[ann@infusionchocolates.com](mailto:ann@infusionchocolates.com)  
608-628-7840



**Parking Lot Plan Site Information Block**

Site Address: **2503 Monroe Street**

Site acreage (total): \_\_\_\_\_

Number of building stories (above grade): **1**

Building height: \_\_\_\_\_

DUR type of construction (new structures or additional): \_\_\_\_\_

Total square footage of building: **3562 Sq. Ft.**

Use of property: **Retail, limited food production & outdoor seating**

Gross square feet of office: \_\_\_\_\_

Gross square feet of retail area: \_\_\_\_\_

Number of employees in warehouse: \_\_\_\_\_

Number of employees in production area: \_\_\_\_\_

Capacity of restaurant/place of assembly: \_\_\_\_\_

Number of bicycle stalls shown: **8**

Number of parking stalls: \_\_\_\_\_

	shown	REQD
Small car		
Large car	5	
Accessible	1	
Total	6	

Number of trees shown: \_\_\_\_\_

**SITE PLAN**

1"=20'