



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

126 S. Hamilton Street  
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[www.cityofmadison.com](http://www.cityofmadison.com)

January 23, 2018

Jeremy Frommelt  
Iconica  
901 Deming Way  
Madison, WI 53717

RE: Approval of a conditional use to establish a barbershop in an existing multi-tenant commercial building in the Suburban Employment Campus (SEC) District at 8025 Excelsior Drive (ID 49806; LNDUSE-2017-00122).

Dear Mr. Fromelt;

At its January 22, 2018 meeting, the Plan Commission found the standards met and **approved** your conditional uses for 8025 Excelsior Drive. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following three (3) items:**

1. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. Note: 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.
2. 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. Work with Zoning staff to establish a final site compliance date.

**Please contact Jeff Quamme of the Engineering Division Mapping Section at (608) 266-4097 if you have any questions regarding the following one (1) item:**

3. The site plan shall reflect the proper street addresses of the property as reflected by official City of Madison Assessor's and Engineering Division records.

This building is a part of a commercial condominium. The original declared units do not match the tenant build outs. The addresses are:

Tenant A is 8025 Excelsior Dr Suite 101  
Tenant B is 8025 Excelsior Dr Suite 103  
Tenant C is 8025 Excelsior Dr Suite 105

Tenant F is 8025 Excelsior Dr Suite 102  
Proposed Barbershop is 8025 Excelsior Dr Suite 106  
Tenant E is 8025 Excelsior Dr Suite 108  
Tenant D is 8025 Excelsior Dr Suite 110

4. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes the corrected tenant addresses for verification and approval of the interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**Please contact Sean Molloy of the Traffic Engineering Division at (608) 266-6527 if you have any questions regarding the following three (3) items:**

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 scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; 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. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Please contact William Sullivan of the Fire Department at (608) 261-9658 if you have any questions regarding the following two (2) items:**

7. Confirm suite numbering is approved by City Engineering and is posted in accordance with City of Madison General Ordinances.

**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:**

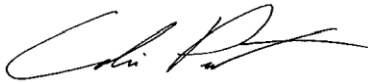
1. After the plans have been revised per the above conditions, please file **five (5) sets** of complete, fully dimensioned, and to-scale plans, the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, 126 S. Hamilton Street. **This submittal shall all also include one (1) complete digital plan set in PDF format.**

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. A conditional use approval is valid for one (1) year 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.
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 may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,



Colin Punt  
 Planner

- cc: Jeffrey Quamme, City Engineering (Mapping)  
 Jenny Kirchgatter, Assistant Zoning Administrator  
 William Sullivan, Fire Department  
 Sean Molloy, Traffic Engineering

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.

\_\_\_\_\_

*Signature of Applicant*

\_\_\_\_\_

*Signature of Property Owner (if not the applicant)*

|  |                      |                                     |                          |
|--|----------------------|-------------------------------------|--------------------------|
| <b>LNDUSE-2017-00122</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"/>            | Recycling Coord. (R&R)   |
| <input checked="" type="checkbox"/>                  | Fire Department      | <input type="checkbox"/>            | Water Utility            |
| <input type="checkbox"/>                             | Metro Transit        | <input type="checkbox"/>            | Other:                   |