



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

Madison Municipal Building, Suite LL-100

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August 9, 2016

Mike Wheeler
Sit Means Sit Dog Training
3032 Progress Drive
Madison, Wisconsin 53716

RE: Approval of a conditional use to allow animal boarding and indoor recreation (for the existing dog training facility) in an existing multi-tenant industrial building at 3032 Progress Road in Urban Design District 1 [LNDUSE-2016-00058].

Dear Mr. Wheeler;

At its August 8, 2016 meeting, the Plan Commission found the standards met and **approved** your conditional use for 3032 Progress Road. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have any questions regarding the following item:

1. The driveway and pavement configuration shown on the site plan does not accurately show the current conditions. The site plan shall be revised accordingly.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following two (2) items:

2. The applicant indicates that there will be no outdoor runs or exercise pens. If outdoor runs or exercise pens are installed, they must be screened from view. Any outdoor portion of an animal boarding facility, kennel, shelter, or animal daycare shall be screened from view from adjacent property by a solid fence, hedge or similar plant material not to exceed six feet in height.
3. Work with Zoning staff to determine the minimum bicycle parking requirement for the dog training and kennel facility. A minimum of one stall per 2,000 square feet is required for the kennel and office areas. A minimum of one stall per 5,000 square feet is required for the training space.

Please contact my office if you have questions regarding the following two (2) items:

4. The applicant shall revise the final application materials to include the existing and proposed square-footage devoted to the animal training and boarding facility.
5. Note: Any exterior changes to the building to accommodate the proposed expansion, including signage, shall be approved by the Urban Design Commission or its secretary.

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 **seven (7) 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. **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 and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
3. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. 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 24 months from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your 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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Jenny Kirchgatter, Asst. Zoning Administrator

| LNDUSE-2016-00058 | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| For Official Use Only, Re: Final Plan Routing | | | |
| <input checked="" type="checkbox"/> | Planning Div. (T. Parks) | <input checked="" type="checkbox"/> | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/> | Zoning Administrator | <input type="checkbox"/> | Parks Division |
| <input checked="" 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"/> | Other: |

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

Signature of Applicant

*Signature of Property Owner
(If Not Applicant)*