



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 24, 2018

Lori Prechel  
North Paw LLC  
1125 Bultman Road  
Madison, WI 53704

RE: Legistar #50872; Accela 'LNDUSE-2018-00025' -- Approval of a conditional use request to establish an animal day care and animal boarding facility in an existing building in an IL (Industrial Limited) zoning district at **2318 Mustang Way**.

Dear Ms. Prechel:

At its April 23, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to establish an animal daycare and animal boarding facility at **2318 Mustang Way**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

**Please contact Brenda Stanley of the Engineering Division 231-9127 if you have any questions regarding the following item:**

1. This site will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Please submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Jeff Benedict, City Engineering, for approval.

**Please contact Jeffrey Quamme of the Engineering Division – Mapping at 266-4097 if you have any questions regarding the following three (3) items:**

2. The site plan shall identify lot and block numbers of recorded Plat and provide the dimensions of the Lot lines.
3. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
4. The primary entrance for North Paw will be the south entry door facing Mustang Way. Therefore, the site address is 2320 Mustang Way. The north door address 2318 number will be inactivated and those numbers should be removed from the building. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

**Please Contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following item:**

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.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator at 266-4429 if you have any questions regarding the following eight (8) items:**

6. Submit a fully dimensioned site plan, including lot line dimensions, building dimensions, and existing building setbacks to the side property lines.
7. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the dimensions of the required van accessible stall. A van accessible stall is a minimum of 8 feet wide with an 8 foot wide striped access aisle or 11 feet wide with a 5 foot wide access aisle. Show the required signage at the head of the stall.
8. 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.
9. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet. Submit a detail of the trash enclosure.
10. Provide details of the outdoor dog run and play area, including the location and size of the various ground surface areas (grass, gravel, and artificial grass).
11. Submit the written operating procedures for the animal daycare, such as those recommended by the American Boarding and Kennel Association (ABKA) or the American Kennel Club (AKC). Such procedures, which shall be followed for the life of the business, must address the identification and correction of animal behavior that impacts surrounding uses, including excessive barking.
12. 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.

13. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Bill Sullivan of the Fire Department at 261-9658 if you have any questions regarding the following item:**

14. Extend the fire sprinkler system to areas that encompass a Level II Alteration (remove, adding, walls, ceilings or openings). A permit maybe necessary to remove any remaining alternative fire suppression systems and removal/modifying the existing fire sprinkler system.

**Please contact Kathleen Kane of the Parks Division at 261-9671 if you have questions regarding the following item:**

15. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Please add the city street tree in the left front terrace (13" Maple) to the plans.
16. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**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. Please revise your plans per the above conditions and submit **eight (8) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by 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 complete digital plan set in PDF format. The sets of final revised plans or documents will be circulated by the 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 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 (608) 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 (608) 243-0554.

Sincerely,



Sydney Prusak  
 Planner

cc: Brenda Stanley, Engineering  
 Jeffrey Quamme, Engineering-Mapping  
 Sean Malloy, Traffic Engineering  
 Jenny Kirchgatter, Zoning  
 Bill Sullivan, Fire Department  
 Kathleen Kane, Parks Division

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

\_\_\_\_\_  
*Signature of Applicant*

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

| For Official Use Only, Re: Final Plan Routing |                        |                                     |                          |
|---|------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/>           | Planning Div. (Prusak) | <input checked="" type="checkbox"/> | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/>           | Zoning Administrator   | <input checked="" 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"/>            | Water Utility            |
| <input type="checkbox"/>                      | Metro Transit          | <input type="checkbox"/>            | Other:                   |