



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

November 27, 2024

Sarah Tuttle  
Bright Beginnings Day School, LLC  
7560 Tumbledown Trail  
Verona, WI 53593

RE: Legistar ID 85464 & 85185; Accela 'LNDUSE-2024-00082' -- Approval of a PD-GDP-SIP zoning map amendment and conditional use at 933 South Holt Circle

Dear Sarah Tuttle:

At its November 4, 2024 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your requested conditional use for a family day care home at 933 South Holt Circle. At its November 26, 2024 meeting, the Common Council, meeting in regular session, found the standards met and approved your zoning map amendment ordinance request to rezone land at 933 South Holt Circle from PD to amended PD-GDP-SIP district. In order to receive final approval of your request, and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jacob Moskowitz, Assistant Zoning Administrator at (608) 266-4560 if you have any questions regarding the following three (3) items:**

1. The family day care home shall be the principal place of residence of the care provider, as defined in Wis. Admin. Code ch. DCF 250. The licensee shall provide the Zoning Administrator with written notice within 30 days of conditional use approval, and to be provided annually by the 1st day of November of each subsequent year, identifying the name of the care provider and including a statement the care provider resides in the residence as their principal residence. Should the care provider move out of the residence at any time during the year, the licensee shall immediately provide written notice to the Zoning Administrator and certify the date the provider moved out. The licensee shall have a new care provider residing in the residence within 30 days of when the previous provider moved out. The licensee shall provide the Zoning Administrator with written notice of the new care provider, identify the new care provider's name, and provide any additional information necessary to establish that the new care provider is using the home as their principal residence. Proof of principal residence shall include copies of utility bills, Wisconsin State driver's license or Identification card, or other materials as required by the Zoning Administrator.
2. No more than two employees who do not reside in the dwelling are permitted.
3. Work with Zoning and Planning staff for final approval of the Zoning text.

**Please contact Luke Peters of the Traffic Engineering Division at (608) 266-6543 if you have any questions regarding the following one (1) item:**

4. The applicant shall provide information to Traffic Engineering on day care pick-up/drop-off

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

5. The Owner is solely responsible for any confirmation of this use being compliant with any private Declaration of Protective Covenants that may encumber this lot.

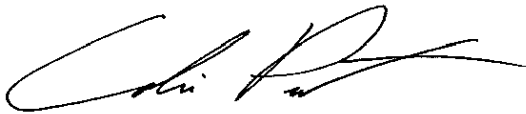
**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining your conditional use:**

1. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** 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 to the Zoning Administrator at [SPRapplications@cityofmadison.com](mailto:SPRapplications@cityofmadison.com). (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com) regarding questions or if you need alternative filing options) 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. The conditional use approval is valid for two (2) years 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. 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 one (1) year from the expiration date.
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 I may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,



Colin Punt  
Planner

cc: Jacob Moskowitz, Asst. Zoning Administrator  
Luke Peters, Traffic Engineering Division  
Jeff Quamme, Engineering Division Mapping Section  
Matthew Tucker, Building Inspection Division Director  
Kate Smith, Assistant City Attorney

I hereby acknowledge that I understand and will comply with the above conditions of approvals.

---

*Signature of Applicant*

---

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

LNDUSE-2024-00082			
For Official Use Only, Re: Final Plan Routing			
<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 type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Forestry
<input type="checkbox"/>	Parking Utility		