



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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**TO:** Mayor Satya Rhodes-Conway  
Madison Common Council

**FROM:** Heather Stouder, AICP, Secretary of the Plan Commission

**DATE:** September 11, 2023

**SUBJECT:** Appeal of Plan Commission Decision on Conditional Use (Legistar ID [#79500](#))

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At its August 7, 2023 meeting, the City of Madison Plan Commission unanimously approved the conditional use requested by Shontell Pruitt to allow for an animal day care at 314 Junction Road in an approved Planned Development District – Specific Implementation Plan (PD-SIP).

Section 28.183(5)(b) of the Zoning Code provides the following regarding the filing of appeals for conditional use approvals (excerpt):

- “1. The Plan Commission’s decision [on a conditional use] is appealable to the Common Council.*
- 2. The appeal may be filed by:*
  - a. The applicant, or*
  - b. The Alderperson of the district in which the use is located, or*
  - c. Twenty percent (20%) or more of the property owners entitled to notice who object to the establishment of the conditional use.*
- 3. The appeal shall specify the grounds with specific reference to the findings of the Plan Commission.*
- 4. The appeal shall be filed with the Secretary of the Plan Commission within ten (10) days of the final action of the Plan Commission.*
- 5. The Secretary of the Plan Commission or his/her designee shall transmit the appeal to the City Clerk, who shall file the appeal with the Common Council.*
- 6. The Common Council shall fix a reasonable time for hearing the appeal, and decide the appeal within a reasonable time.”*

On August 17, 2023, a petition was submitted to appeal the Plan Commission’s approval of the conditional uses to the Common Council. Upon examination by Planning Division staff and in consultation with the City Attorney’s Office, the appeal was signed by 20% or more of the property owners entitled to notice, pursuant to the requirements in Section 28.183(5)(b) of the Zoning Code.

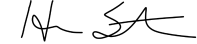
Because the threshold for appealing the Plan Commission’s decision to the Common Council has been met, staff recommended that the appeal be introduced at the September 5 Common Council meeting for referral to September 19, 2023. As noted in Section 28.183(5)(b)8, the action of the Plan

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Commission shall be upheld unless it is reversed or modified by a favorable vote of 2/3 of the members of the Common Council.

Thank you, and please feel free to contact me with any questions.

Sincerely,



Heather Stouder

Cc (via e-mail):

Maribeth Witzel-Behl, City Clerk  
Michael Haas, City Attorney  
Matthew Wachter, Director, Department of Planning, Community, & Economic Development  
Kate Smith, Assistant City Attorney  
Lisa McNabola, Planner, Planning Division  
Kevin Firchow, AICP, Principal Planner, Planning Division  
Shontell Pruitt, Poochtails