LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

FOR OFFICE USE ONLY:

Date Received _____ ☐ Initial Submittal

Paid _____ ☐ Revised Submittal

All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application. If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed UDC Application and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

2927 East Washington Ave. (Tenant Space)
2929 (Adjacent Tenant East "Trixie's Liquor"), 2925 (Adjacent Tenant West "Lend Nation")

Title: Minocqua Brewing Company Tasting Room

2. This is an application for (check all that apply)

- ☐ Zoning Map Amendment (Rezoning) from _____ to _____
- ☐ Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- ☐ Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☑ Conditional Use or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit ☐ Other requests _____

3. Applicant, Agent, and Property Owner Information

Applicant name Kirk Bangstad Company Minocqua Brewing Company

Street address 727 Lorillard Ct #431 City/State/Zip Madison, Wisconsin, 53703

Telephone (312) 371-6431 Email kirk@minocquabrewingcompany.com

Project contact person Christopher M. Naumann, AIA, ALA Company Christopher Max Design and Development. LLC.

Street address 2533 Lopez Lane City/State/Zip Green Bay, WI. 54311

Telephone 920-430-0984 Email christopher@cmddllc.com

Property owner (if not applicant) M&N Properties LLC

Street address 2607 BASS RD City/State/Zip COTTAGE GROVE WI 53527

Telephone 608-335-8240 Email Oconnellm@firstwebber.com

4. Required Submittal Materials

Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.** Use this checklist to prepare a complete Land Use Application. Make sure to review the *Submittal Requirements for PDFs* (listed on Pages 3 and 4). Note: Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in Land Use Application Form LND-B.

Req.	Required Submittal Information	Contents	✓
	Filing Fee ($)	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.	
	Digital (PDF) Copies of all Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs **must comply** with the *Submittal Requirements for PDFs* (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.	
	Land Use Application	Forms must include the property owner's authorization	
	Legal Description (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	
	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this document.	
	Letter of Intent (LOI)	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc.	
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND-B	

Req.		✓	Req.		✓	Req.		✓
	Site Plan			Utility Plan			Roof and Floor Plans	
	Survey or site plan of existing conditions			Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet	
	Grading Plan			Building Elevations			Street Tree Plan and Street Tree Report	

	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. See Land Use Application Form LND-B for a detailed list of the submittal requirements for these application types. ☐ The following Conditional Use Applications: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) ☐ Demolition Permits ☐ Zoning Map Amendments (i.e. Rezonings) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) ☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts	

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

New tenant in existing vacant multi-tenant commercial storefront. Use requires a conditional use, per CT-1 zoning conditions. Proposed use is as a "tasting-room" affiliated with a craft brewery. Please see included Letter of Intent for more details.

Proposed Square-Footages by Type:

Overall (gross): 1006 Commercial (net): 1006 Office (net): 0

Industrial (net): 0 Institutional (net): 0

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: 0 1-Bedroom: 0 2-Bedroom: 0 3-Bedroom: 0 4 Bedroom: 0 5-Bedroom: 0

Density (dwelling units per acre): 0 Lot Area (in square feet & acres): 0

Proposed On-Site Automobile Parking Stalls by Type (*if applicable*):

Surface Stalls: 24 Under-Building/Structured: 0 Electric Vehicle-ready[1]: 0 Electric Vehicle-installed[1]: 0

Proposed On-Site Bicycle Parking Stalls by Type (*if applicable*):

[1] See Section 28.141(8)(e), MGO for more information

Indoor (long-term): 0 Outdoor (short-term): 0

Scheduled Start Date: 12-1-23 **Planned Completion Date**: 12-31-23

6. Applicant Declarations

☑ **Pre-application meeting with staff**. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Chris Wells, Development Review Planner, City of Madison Date September 25, 2023

Zoning staff Jenny Kirchgatter, Assistant Zoning Administrator, City of Madison Date September 25, 2023

☐ **Posted notice of the proposed demolition on the** City's Demolition Listserv (if applicable). Date Posted _____

☐ Public subsidy is being requested (indicate in letter of intent)

☑ **Pre-application notification**: The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Dina Nina Martinez-Rutherford (30-Day notification waiver granted) Date 09/26/2023

Neighborhood Association(s) _____ Date _____

Business Association(s) _____ Date _____

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Kirk Bangstad Relationship to property Tenant

Authorizing signature of property owner Kirk Bangstad (as tenant) Date 10/02/23

Christopher Max
DESIGN & DEVELOPMENT LLC

City of Madison
Planning Division
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October 2nd, 2023

Minocqua Brewing Company Conditional Use Application Package
2927 East Washington Avenue

CC: Kirk Bangstad (owner Minocqua Brewing Company)
Jenny Kirchgatter (Assistant Zoning Administrator, City of Madison)

To Whom it may Concern,

Please accept this package, submitted on behalf of Kirk Bangstad, of Minocqua Brewing Company, for a Conditional Use request for the business Minocqua Brewing Company to establish a tasting room at the multi-tenant commercial property located at 2927 East Washington Ave.

Per the application instructions supplied in City of Madison Planning and Zoning documents LND-A and LND-B, this proposal was created to be considered to be inserted into the Development Review Schedule at the earliest possible opportunity.

Attached to this package you will find.

- Cover Letter
- Letter of Intent (Project Narrative)
- 30-day Notice Exception
- LND-A Completed Application
- Project Drawings (11x17 format)
  - Concept Site Plan
  - Concept Floor Plan
  - Concept Roof Plan
  - Concept Elevations
  - Concept Interior Rendering
  - Concept Exterior Blocking Rendering

Our project team is looking forward to seeing this project move forward and working with the City of Madison to make it so. Please do not hesitate to contact me if you have any questions or concerns as we'd like to expedite our process as much as we are able.

Best professional regards,

Christopher Max Naumann; AIA, ALA, NCARB 10/02/23
Project Architect, President
Christopher Max Design & Development LLC.