



PREPARED FOR THE PLAN COMMISSION

Project Address: 6717 Odana Road (District 19 – Ald. Guequierre)
Application Type: Conditional Use
Legistar File ID # [85650](#)
Prepared By: Chris Wells, Planning Division
Report Includes Comments from other City Agencies, as noted
Reviewed By: Kevin Firchow, AICP, Planning Division

Summary

Applicant & Contact: Maria Spinozzi; Hotel Sisal, LLC; 1316 Hoven Court; Madison, WI 53715
Property Owner: Duane Hendrickson Realty; 520 University Avenue, Suite 200; Madison, WI 53703

Requested Action: Consideration of a conditional use in the Commercial Center (CC) District for animal boarding to allow an animal boarding tenant in a multi-tenant commercial building at 6717 Odana Road.

Proposal Summary: The applicant proposes to establish an animal boarding facility for cats and potentially other small pets including rabbits, chinchillas, reptiles, and amphibians. No dogs will be boarded at this facility, and no site plan changes are proposed. This request is identical to the request which was approved by the Plan Commission back on June 10, 2019 for the adjacent tenant space.

Applicable Regulations & Standards: This proposal is subject to the standards for Conditional Uses [MGO §28.183] as MGO §28.061 lists an *animal boarding facility* as a conditional use in the Commercial Center (CC) Zoning District. The Supplemental Regulations [MGO §28.151] contain further regulations for this use.

Review Required By: Plan Commission

Summary Recommendation: The Planning Division recommends that the Plan Commission find that the approval standards for conditional uses are met and **approve** the request to establish an animal boarding facility in an existing multi-tenant commercial building on a property zoned CC (Commercial Center District) at 6717 Odana Road. This request is subject to the input at the public hearing and the conditions recommended by the reviewing agencies.

Background Information

Parcel Location: The 39,600-square-foot (0.91-acre) project site is located on the south side of Odana Road, in between West Platte Drive and Grand Canyon Drive. The site is within both Alder District 19 (Ald. Guequierre) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The subject parcel contains a one-story, 12,992-square-foot, multi-tenant commercial building. The applicant will occupy a roughly 1,100-square-foot tenant space. City Assessor records state that the building was constructed in 1984.

Surrounding Land Use and Zoning:

- North:** Across Odana Road are a variety of commercial uses, zoned CC (Commercial Corridor District), with a City stormwater facility, zoned CN (Conservancy District) beyond;
- East:** A variety of commercial uses, zoned CC;
- South:** A variety of commercial uses, zoned CC, with Highway 12 beyond; and
- West:** A variety of commercial uses, zoned CC.

Adopted Land Use Plan: The 2023 [Comprehensive Plan](#) and 2024 [West Area Plan](#) both recommend Regional Mixed-Use (RMU) development for the subject site.

Zoning Summary: The project site is currently zoned Commercial Center (CC).

Requirements	Required	Proposed
Front Yard Setback	None	Adequate
Side Yard Setback	One-story: 5'	Adequate
Rear Yard Setback	The lesser of 20% of lot depth or 20'	Adequate
Maximum Lot Coverage	85%	Existing lot coverage
Maximum Building Height	5 stories/ 78'	1 story existing building

Requirements	Required	Proposed
Number Parking Stalls	No minimum required	43 existing stalls
Accessible Stalls	Yes	Existing accessible stalls
Loading	Not required	None
Number Bike Parking Stalls	Animal boarding facility: 1 per 2,000 sq. ft. floor area (2 minimum)	Existing bicycle stalls <i>(See Comment #1)</i>
Landscaping and Screening	Not required	Existing landscaping
Lighting	Not required	Existing lighting
Building Forms	Not required	Existing building

Other Critical Zoning Items	Barrier Free (ILHR 69)
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Tables Prepared by Jenny Kirchgatter, Assistant Zoning Administrator

Environmental Corridor Status: The subject site is not located in a mapped environmental corridor.

Public Utilities and Services: This property is served by a full range of urban services.

Related Approvals

On February 7, 2022, the Plan Commission approved a request for a conditional use in the CC District to establish an animal boarding facility in an existing multi-tenant commercial building. (Legistar File ID [#69101](#))

On June 10, 2019, the Plan Commission approved a request for a conditional use in the CC District to establish an animal boarding facility in an existing multi-tenant commercial building. (Legistar File ID [#55595](#))

Staff note that both of these previous approvals are identical requests to that currently under review.

Project Description

Just as the applicant, Hotel Sisal, LLC, previously sought (and was granted by the Plan Commission) approvals in 2019 and 2022 for a conditional use in the CC District to establish an animal boarding facility in an existing multi-tenant commercial building, they are now making an identical request in order to expand operations and occupy a third tenant space in the same commercial building. The tenant space is labeled 'Unit 6' in the submitted materials.

According to the City's Zoning Code, an animal boarding facility is "*any lot or premises on which dogs, cats and other household pets are kept, boarded or raised for sale.*" The applicant has again indicated that this will be a boarding facility primarily for cats, with the possibility of boarding rabbits, chinchillas, and other pets in the rodent family, as well as reptile and amphibian pets in the future. No dogs will be boarded at this site.

The subject site is located within the Odana Park Shopping Center which currently houses such uses as a shoe repair, clothing alterations, and a nail salon. The proposed animal boarding facility will occupy the roughly 1,100-square-foot Unit 6 as depicted on the site plan provided. (Staff note that the 2019 approval was for the nearby tenant space, Unit 9, which is roughly 1,400 square-feet in size, while the 2022 approval was for Unit 8 which is roughly 1,100 square-feet in size). In their submitted materials, the applicant notes that current operations in Units 8 and 9 will continue to be used in their current capacity. Units 6, 8 and 9 will have separate accesses, but management and operations will be shared. In communications with Staff, the applicant has noted that each tenant space will accommodate roughly 25 felines.

In the letter of intent, the applicant included operating procedures for the facility including information on the boarding enclosures, cleaning and odor control, and waste management. In terms of waste management, the animal waste will be placed in trash bags and disposed of in the site's dumpster.

The proposed facility will have 24/7 boarding, but pick-ups and drop-offs will be pre-scheduled during the hours of 7:00 am and 7:00 pm. According to the applicant, employees will be on site for a few hours in the morning, and a few hours in the afternoon, and for any pre-scheduled pick-ups and drop-offs. Note: these are the same hours of operation at their other tenant spaces.

Project Analysis and Conclusion

Conditional Use Standards

In regards to the approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, and finding that all of the Conditional Use Standards of MGO §28.183(6) are met.

Recognizing that the proposal does not involve the construction of a new building (making it subject to the Zoning Code's bulk requirements) but rather for the expansion of an existing business into a third tenant space in the same existing, multi-tenant building, Staff believes that this proposed use is compatible with 2023 [Comprehensive Plan](#) and 2024 [West Area Plan](#) which both recommend Regional Mixed-Use (RMU) development for the subject site. Staff does not believe that expansion into the third tenant space would impede the normal and orderly development of the surrounding properties. Staff also do not believe that the proposal will prevent the subject parcel itself from redeveloping in the future in a manner more consistent with the adopted plan recommendations. At the time of report writing, given that this is an existing business looking to expand for a second time, staff is also not aware of any evidence that this expansion of the existing use will be detrimental to or endanger the public health, safety, or general welfare or would impair or diminish the uses, values and enjoyment of the surrounding properties.

The Planning Division believes that all the Conditional Use Approval Standards can be found met. The subject site is located in a multi-tenant commercial building, surrounded by other commercial uses. Additionally, given that dogs will not be boarded at this facility, staff anticipates that the noise impacts on adjacent properties will be extremely limited if not non-existent.

Lastly, according to Table 28D-2 in MGO §28.061, an *animal boarding facility* must adhere to the Supplemental Regulations found in MGO §28.151. All of the Supplemental Regulations relate to outdoor exercise areas. As no outdoor area is proposed nor anticipated, staff believes that the Supplemental Regulations are met.

Conclusion

Staff believes that the proposed animal boarding facility can be found to meet the Conditional Use Approval Standards and recommends that it be approved by the Plan Commission, subject to input at the public hearing and comments from reviewing agencies.

If approved, the Plan Commission retains continuing jurisdiction over this conditional use, meaning that should complaints be filed, the Plan Commission could take further action on this conditional use as allowed in MGO §28.183(9)(d). At the time of report writing, staff was not aware of any concerns on this request.

Recommendation

Planning Division Recommendation (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends that the Plan Commission find that the approval standards for Conditional Uses are met and **approve** the request to establish an animal boarding facility in an existing multi-tenant commercial building on a property zoned CC (Commercial Center District) at 6717 Odana Road. This request is subject to the input at the public hearing and the conditions recommended by the reviewing agencies.

Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

Zoning (Contact Jenny Kirchgatter, (608) 266-4429)

1. Bicycle parking for the animal boarding facility shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). A minimum of two (2) short-term bicycle parking stalls is required. Bicycle parking shall be located in a convenient and visible area on a paved or impervious surface at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. It appears that the existing bicycle rack located at the south end of the parking lot is more than 100 feet from Unit 6. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area.
2. 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.
3. 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.

Parking Review (Contact Trent W Schultz, (608) 246-5806)

The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required, based on the size of the proposed animal boarding use expansion, amount of on-site parking, and amount of tenants.

The Planning Division, City Engineering, Engineering – Mapping, Traffic Engineering, Fire Department, Parks Division, Forestry Section, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions of approval.