Department of Planning & Community & Economic Development
Planning Division
Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

****BY E-MAIL ONLY****

October 27, 2025

Michael Spangler
Ultimate Arts, LLC dba Ultimate Arts Tattoo
3236 Commercial Ave
Madison, Wisconsin 53714

RE: Consideration of a conditional use in the Industrial-Limited (IL) District for a service business tenant (tattoo parlor) in an existing multi-tenant building at 2017 S Stoughton Road. (LNDUSE-2025-00072; ID 89990)

Michael,

On October 20, 2025, the Plan Commission found the standards met and **approved** your conditional use request for 2017 S Stoughton Road subject to the conditions that follow. Prior to issuance of building permits for your project, the conditions of approval in the following sections shall be satisfied:

Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

1. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan could be required as part of approving the proposed Conditional Use. Please specify the expected number of parking stalls that will be assigned to the proposed use.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following four (4) items:

2. Bicycle parking for the service business (tattoo studio) 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 pervious 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.

3. Obtain a Certificate of Occupancy.

4. Work with Zoning staff to establish a project completion date. 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.

5. 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

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 permits for your project:

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to **sprapplications@cityofmadison.com**. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.

2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.

3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]

4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards.

5. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any other questions or if may be of any further assistance, please do not hesitate to contact my office at cwells@cityofmadison.com or (608) 261-9135.

Sincerely,

Chris Wells
Planner

cc: Trent Schultz, Parking
Jenny Kirchgatter, Zoning Administrator

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

_____
Signature of Applicant

_____
Signature of Property Owner
(If Not Applicant)

LNDUSE-2025-00072			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Wells)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☐	Urban Design Commission
☒	Traffic Engineering	☐	Recycling Coor. (R&R)
☒	Fire Department	☐	Water Utility
☐	Metro Transit	☐	Forestry
☒	Parking	☐	