



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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September 30, 2016

Laura Schorrak  
Two Browntails LLC, DBA The Dog Den  
1019 Jonathon Drive  
Madison, WI 53713

RE: Approval of a conditional use for an animal daycare in an existing building at **3120 Syene Road**.

Dear Ms. Schorrak,

At its September 19, 2016 meeting, the Plan Commission found the standards met and approved your conditional use request for an animal daycare in an existing building on a property zoned Industrial - General (IG) at **3120 Syene Road**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

**Please contact Jeff Quamme, Engineering Mapping, at 266-4097 if you have questions regarding the following three (3) items:**

1. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
2. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
3. The southeast corner of the lot is not square, but is filleted with a 15' radius. Correct this on the site plan and provide the correct exterior dimensions of the property.

**Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following four (4) items:**

4. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

5. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
6. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
7. The applicant shall ensure the 10 foot vision triangle are maintained vertical clearance between 30 inches and 10 feet at all entrances.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following seven (7) items:**

8. Show the lot dimensions on the site plan.
9. Provide a calculation for lot coverage with the final submittal. The lot coverage maximum for the Industrial-General district is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the site currently exceeds the lot coverage maximum of 75%, the proposed site improvements may not further increase the lot coverage.
10. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Provide an additional accessible stall for a total of two (2) accessible stalls. A minimum of one of the stalls must be van accessible.
11. Bicycle parking for the animal daycare 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 impervious 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 two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
12. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
13. 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.
14. 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.

**Please contact Bill Sullivan, Fire Department, at 261-9658 if you have any questions regarding the following two (2) items:**

15. Contact City Engineering to establish/verify the proper address has been assigned.
16. MFD does not object to the project provided the construction complies with all Building & Fire Codes, and Madison General Ordinances.

**Please contact my office at 261-9135 if you have any questions about the following three (3) items:**

17. The hours of operation for the animal daycare facility are Monday through Sunday, 6:00 a.m. to 9:00 p.m.. Future modifications to the hours of operation may be requested by the applicant in the future as a minor alteration of the conditional use following a recommendation by the district alder.
18. The hours of operation for the outdoor play area are Monday through Friday, 6:30 a.m. to 6:00 p.m.. Future modifications to the hours of operation may be requested by the applicant in the future as a minor alteration of the conditional use following a recommendation by the district alder.
19. Staff shall limit the time the puppies need to be in the fenced-in area prior to 7:30 a.m.

**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. Please revise your plans per the above conditions and submit **six (6) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. This submittal shall all also include one complete digital plan set in PDF format. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.
3. 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.
4. The approval is valid for one (1) year 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.

5. 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.
6. 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, demolition 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 261-9135.

Sincerely,

Chris Wells  
Planner

cc: Jeff Quamme, Engineering Mapping  
Eric Halvorson, Traffic Engineering  
Jenny Kirchgatter, Asst. Zoning Administrator  
Bill Sullivan, Fire Department

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

\_\_\_\_\_  
*Signature of Applicant*

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

<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<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 checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: