



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 8025 Excelsior Drive (9<sup>th</sup> Aldermanic District, Alder Skidmore)  
**Application Type:** Conditional Use  
**Legistar File ID #:** [49806](#)  
**Prepared By:** Colin Punt, Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Reviewed By:** Kevin Firchow, AICP, Planning Division

## Summary

**Applicant:** Cathy O'Donnell; The Gialamas Company; 8040 Excelsior Drive; Madison, WI 53717  
**Contact:** Jeremy Frommelt; Iconica; 901 Deming Way; Madison, WI 53717  
**Property Owner:** Park Center I, LLC; 8040 Excelsior Drive, #200; Madison, WI 53717

**Requested Action:** Approval of a conditional use to establish a barbershop in an existing multi-tenant commercial building in the Suburban Employment Campus (SEC) District at 8025 Excelsior Drive.

**Proposal Summary:** The applicant proposes to lease space for a 1,281-square foot barber shop in an existing multi-tenant commercial building at 8025 Excelsior Drive in the Old Sauk Trails Office Park. Changes to the building will be internal.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses [MGO §28.183] as §28.082(1) of the Zoning Code lists Service Businesses (including barbershops per definition in §28.211) as a Conditional Use in the Suburban Employment Campus (SEC) district.

**Review Required By:** Plan Commission (PC)

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the conditional use standards are met and **approve** the request to establish a barbershop in an existing multi-tenant commercial building in the Suburban Employment Campus (SEC) District at 8025 Excelsior Drive. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

## Background Information

**Parcel Location:** The roughly 209,000-square-foot (4.8-acre) subject site is located on the west side of Excelsior Drive, approximately 700 feet north of Old Sauk Road within the Old Sauk Trails Office Park; within Aldermanic District 9 (Ald. Skidmore); and within the Middleton/Cross Plains School District.

**Existing Conditions and Land Use:** The subject parcel is developed with two one-story multi-tenant commercial buildings, each having approximately 20,000 square feet of floor area. 8025 Excelsior Drive is the building further north and east on the lot, nearer Excelsior Drive. The lot contains 174 total surface parking spaces.

**Surrounding Land Use and Zoning:**

- North:** Office buildings, zoned Suburban Employment Campus (SEC) district;
- West:** Office buildings, zoned SEC;
- South:** Office buildings, zoned SEC; and
- East:** Across Excelsior Drive, office buildings zone SEC and Planned Development (PD) District.

**Adopted Land Use Plan:** Employment is recommended for the subject site by the [Comprehensive Plan](#) (2006). The [Comprehensive Plan's](#) description of Employment districts notes "limited retail and service establishments primarily serving employees and users of the districts are encouraged." The subject site is not within an area covered by any adopted neighborhood plan.

**Zoning Summary:** The property is in the Suburban Employment Campus (SEC) Zoning District.

Lot & Building Requirements	Required	Proposed
Lot Area (sq. ft.)	1 acre	4.80 acres
Lot Width	100'	311.39'
Front Yard Setback	25'	Adequate
Side Yard Setback	15' or 20% building height (the greater)	Adequate
Rear Yard Setback	30' or 45% of building height (the greater)	Adequate
Maximum Lot Coverage	75%	58%
Floor Area Ratio	1.0	Existing FAR
Minimum Building Height	22' measured to building cornice	1 story existing building

Site Design	Required	Proposed
Number Parking Stalls	No minimum	174
Accessible Stalls	Yes	6
Loading	Not required	None
Number Bike Parking Stalls	Service business: 1 per 2,000 sq. ft. floor area (2 minimum)	Existing bike stalls (See zoning comment 1)
Landscaping	Not required	Existing landscaping
Lighting	Not required	Existing lighting
Building Forms	Not required	Existing building

<b>Other Critical Zoning Items</b>	Barrier Free (ILHR 69), Wellhead Protection District (WP-28)
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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. Metro Transit operates three routes on Excelsior Drive.

## Project Description

The applicant, The Gilamas Company, on behalf of BCBC Barbershop, proposes to open a barbershop at 8025 Excelsior Drive in a 1,281-square-foot tenant space of the 20,310-square-foot, multi-tenant commercial office building. The tenant space will undergo an interior renovation to outfit the rental suite to meet the needs of a barbershop, which will provide haircuts, shoe shines, and other standard barbershop services. The applicant has not proposed specific hours of operation, but indicates that daytime, evening and weekend hours. The building owner has indicated the building will be accessible to barbershop employees and customers Monday – Friday, 7:00 am – 9:00 pm, and Saturday, 7:00 am – 5:00 pm.

A multi-tenant monument sign is located near the front of the lot. However, signage information is not approved by the Plan Commission and this application does not include signage details or a request.

## Analysis and Conclusion

The application is subject to Conditional Use standards as a service business, such as a barbershop requires Conditional Use approval in the Suburban Employment Campus (SEC) District.

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. In regards to adopted plan recommendations, employment is recommended for the site by the [Comprehensive Plan](#). In addition to offices, laboratories, and clinics, recommended land uses in the Employment district also include complementary uses primarily serving district employees and users. This proposal would be consistent with this recommendation of the [Comprehensive Plan](#). At the time of report writing, staff was not aware of any public comments on this item.

Staff believes that the Conditional Use standards are met, and staff recommends that it be approved by the Plan Commission. In making this recommendation, staff has considered factors such as the small size of the establishment, the nature of service provision for office park employees, and the limited anticipated negative impact of this use on surrounding uses.

## Recommendation

### Planning Division Recommendation (Contact Colin Punt, (608) 243-0455)

The Planning Division recommends that the Plan Commission find that the conditional use standards are met and **approve** the request to establish a barbershop in an existing multi-tenant commercial building in the Suburban Employment Campus (SEC) District at 8025 Excelsior Drive. This recommendation is subject to input at the public hearing and the conditions recommended by reviewing agencies.

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

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

1. Bicycle parking 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 of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.

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.

**City Engineering Division - Mapping** (Contact Jeffrey Quamme, (608) 266-4097)

3. The site plan shall reflect the proper street addresses of the property as reflected by official City of Madison Assessor's and Engineering Division records.  
This building is a part of a commercial condominium. The original declared units do not match the tenant build outs. The addresses are:

Tenant A is 8025 Excelsior Dr Suite 101  
Tenant B is 8025 Excelsior Dr Suite 103  
Tenant C is 8025 Excelsior Dr Suite 105  
Tenant F is 8025 Excelsior Dr Suite 102  
Proposed Barbershop is 8025 Excelsior Dr Suite 106  
Tenant E is 8025 Excelsior Dr Suite 108  
Tenant D is 8025 Excelsior Dr Suite 110

4. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes the corrected tenant addresses for verification and approval of the interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**Traffic Engineering Division** (Contact Sean Molloy, (608) 266-6527)

5. 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.

6. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Fire Department** (Contact William Sullivan, (608) 261-9658)

7. Confirm suite numbering is approved by City Engineering and is posted in accordance with City of Madison General Ordinances.