



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

126 S. Hamilton Street  
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[www.cityofmadison.com](http://www.cityofmadison.com)

February 6, 2018

Jennifer StCyr  
Dog Dog Daycare  
1201 N. Sherman Ave  
Madison, WI 53714

RE: Legistar #49914; Accela 'LNDUSE-2017-00124' -- Approval of a conditional use request to establish an animal day care in an existing multi-tenant building in a CC-T (Commercial Corridor - Transitional) zoning district at **1201 N. Sherman Avenue**.

Dear Ms. StCyr:

At its February 5, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to establish an animal daycare at **1201 N. Sherman Avenue**, 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 Brenda Stanley of the Engineering Division 231-9127 if you have any questions regarding the following item:**

1. Less than 4,000 sf disturbed area, no Erosion Control or Storm Water Management Permits required.

**Please contact Jeffrey Quamme of the Engineering Division – Mapping at 266-4097 if you have any questions regarding the following two (2) items:**

2. Applicant shall be aware that Madison Gas and Electric has an easement per Document No 2376853 for underground electric in the vicinity of the proposed dog run. Fencing is prohibited by the easement unless consent is obtained from Madison Gas and Electric. The applicant is solely responsible to obtain the required consent.
3. The site plan shall show the dog run as proposed along the rear of the building.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator at 266-4429 if you have any questions regarding the following six (6) items:**

4. Bicycle parking 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 are required for the animal daycare and bicycle

parking stalls equal to 5% of the capacity of persons are required for the cafe. 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. Existing bicycle stalls are located within 100 feet of the entrance. Identify and label the existing bicycle parking areas on the site plan and note the number of bicycle stalls or racks.

5. Provide details of the proposed outdoor dog run fenced enclosure, including the distance in relation to the property line, fence height, and construction material.
6. Show the refuse disposal area on the site plan or floor plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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. Submit a detail of the trash enclosure if provided outside the building.
7. Written operating procedures, such as those recommended by the American Boarding and Kennel Association (ABKA) or the American Kennel Club (AKC) are required for the animal daycare. Such procedures, which shall be followed for the life of the business, must address the identification and correction of animal behavior that impacts surrounding uses, including excessive barking. The written operating procedures have been submitted by the applicant and reviewed by Zoning staff. A copy of the procedures will be placed on file for the proposed animal daycare.
8. 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.
9. 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 of the Fire Department at 261-9658 if you have any questions regarding the following item:**

10. Extend the building fire sprinkler system into this space if it has not already been completed.

**Please contact my office at 243-0554 if you have any questions regarding the following item:**

11. The outdoor dog run relief area shall have dog waste turf pads for waste absorbency, and the applicant shall take necessary steps to mitigate waste runoff onto adjacent properties when cleaning the dog run. Applicant shall work with staff to finalize waste management and mitigation plan.


**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, 126 S. Hamilton Street. 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. 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.
3. 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.
4. 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.
5. 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 or building permits, please contact the Zoning Administrator at (608) 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 (608) 243-0554.

Sincerely,



Sydney Prusak  
Planner

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

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

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

Legistar #49914; Accela 'LNDUSE-2017-00124'  
1201 N. Sherman Ave.  
February 6, 2018  
Page 4

cc: Brenda Stanley, Engineering  
Jeffrey Quamme, Engineering-Mapping  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department

<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Prusak)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: