

**THE MONONA BUSINESS CENTER
TWO MULTI-TENANT OFFICE BUILDINGS
LOCATED AT 112-156 OWEN ROAD
CITY OF MONONA, DANE COUNTY, WISCONSIN**

Prepared for:
Capitol Bank
Mr. Derek Moehring
710 North High Point Road
Madison, WI 53717



Date of Valuation: June 15, 2012

Date of Report: June 28, 2012



ZONING PERMIT & PLAN COMMISSION REVIEW APPLICATION FORM

It is the responsibility of the applicant to contact the City Planner at (608)222-2525 or sreichertz@ci.monona.wi.us prior to application submittal to discuss the process. Please note that your application will not be put on the agenda until all materials are received at the City Planning office.

APPLICANT

Name Teri L Pope
Company Momma Bear's Childcare LLC
Mailing Address 152 Owen Road, Monona WI 53716
Telephone 608-3323987
Email teri32lovejoy@yahoo.colm

APPLICANT WILL BE REPRESENTED BY

The owner's representative (if any) will receive all official correspondence.

Name Teri L Pope
Company Momma Bear's Childcare LLC
Mailing Address 3045 Artesian Lane Madison, WI 53713
Telephone 608-332-3987
Email teri32lovejoy@yahoo.com



PROPERTY INFORMATION

Property Address 152 Owen Road
Owner Name Turner Harshaw
Owners Address 50 Golf Pkwy Madison, WI 53704
Current Zoning Retail Business
Existing Property Use Graphic Design Company

ZONING PERMIT APPLICATION PROCEDURES

Applications must include:

1. A letter or memo stating your request and reasons why the request should be reviewed and considered for approval. Include a description of items including: the current and proposed business, hours of operation, number of employees, number of anticipated visitors per day, number of parking stalls, how and where deliveries are made, the modifications or additions to be made to the property, etc.
2. Name, address, and phone number of the Owner, Developer, Firm and Individual at that firm who prepared the plans. Owner authorization must be provided for tenants or lessees.
3. Project plans labeled with scale, north arrow, adjacent street names, and dates on which plans were prepared or revised. Text must be readable (min. size 10 font). It is recommended plans be prepared by a professional engineer, architect, etc.

Submittal Process:

1. All materials must be received at the City Planning office before the item is scheduled for a meeting. The petitioner will be asked to submit **10 copies** of **all plans** with any changes suggested by department heads on 11" x 17" size paper or larger **two weeks prior** to the meeting (date of meeting requested: 7/13/2015).
2. The applicant is also asked to submit electronic (PDF) copies of plans.
3. The applicable permit fee of \$ 125.00 is due at the time of plan submittal.

Below Space for Office Use:

Date Approved _____
Approved By _____

Permit Number _____
Conditions of Approval (see attached)

CITY OF MONONA: CHECKLIST OF SUBMITTALS FOR PLAN COMMISSION REVIEW

Additional information may be required.

Site Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate property boundaries, existing/new structures, parking, building location with front yard, side yard & rear yard setbacks.
- Location of neighboring buildings.
- Total area of the site, square footage of buildings, square footage or % of paved surface, square footage or % of green space.
- Location of existing & proposed driveways, curb-cuts, sidewalks, loading & delivery areas, fire hydrants, etc.
- Locations of existing and proposed sanity sewer, storm sewer, water mains, proposed or existing easements.
- Parking lot layout indicating size and quantity of spaces, dimensions of drive aisles, handicapped stall locations.
- Location, type, height and materials of existing and proposed fences or walls.
- Location of dumpsters, any outdoor storage areas and a list of items to be stored in that area.

Stormwater Management Plan: (include 10 copies on at a scale of 1"=20' or 1"=40', with all text being readable)

- Existing and proposed grades, contours of the site.
- Direction of water runoff, drainage and the location of stormwater holding areas.
- Site drainage plans and any catch basin locations.
- Erosion control plans and schedules.
- A signed maintenance agreement may be required before final permits are issued.

Building Plans: (include 10 copies at a scale of 1/8"= 1', with all text being readable)

- Building floor plan with dimensions.
- Detailed building elevations of all sides of the proposed building(s).
- Elevations must indicate the type & location of the exterior materials to be used & the proposed color scheme.
- Locate exterior lighting, locations for wall signage, awnings, or other exterior features.
- Indicate location of all HVAC units or other mechanicals and your proposal for screening.
- Present actual samples of materials and colors proposed for all exterior materials to the Plan Commission.

Landscaping Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate size, quantity, type and common name of all existing and proposed trees, shrubbery, perennials, and other landscaping.
- Indicate the use of large scale planters, solutions for foundation plantings, and landscaping for parking islands.
- Describe the screening proposed for outdoor storage areas, parking, etc.
- Include the vision triangle area on plans to show the required lines of sight where driveways meet streets.
- Location of berms, fences with details and materials used, and any non-plant features proposed.
- Indicate exterior seating areas, bicycle racks, etc. along with manufacturer photos, materials and colors used.

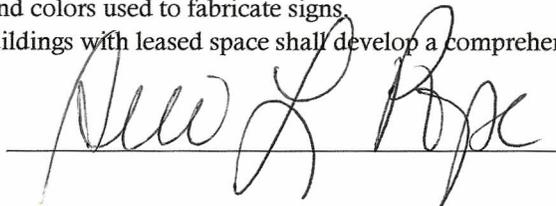
Lighting Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Show exterior lighting solutions including locations and the levels of illumination/foot candles to be supplied.
- Include copies of manufacturers' brochures, specs, sizes and colors to show the type of fixtures or poles proposed.
- Show that lighting is designed so level of direction and illumination will not affect existing residential areas, traffic, etc.

Signage Plan & Completed Permit Form: (include 10 copies with all text being readable)

- Indicate location of proposed and existing site and landscape signage on an overall site plan (at 1" = 20' scale) including drive locations.
- Show proposed size & height of signs and signage elements, specific typestyle and all graphic elements to be used.
- Illustrate materials and colors used to fabricate signs.
- Shopping centers/buildings with leased space shall develop a comprehensive signage plan.

Applicant Signature



Date

6/25/15

Request for Zoning Permit

My name is Teri Pope, I am the Owner/Operator at Momma Bear's Childcare LLC. I am seeking permission to operate a small group licensed center with a max of 30 kids located at 152 and 148. My hours of operation would be Monday thru Friday from 7am-6pm, with the exception of holidays. My program is a year round program serving children ages 2 ½ to 6 years of age. In June alone there were 72 request for care in the 53716 zip code. 227 total requests covering 53704, 53705, and 53716. I am qualified through the Wisconsin Registry to run a center with 50 kids or less.

There are 57 spaces available for parking in which parents will pick up and drop off children at varied hours between 7am-6pm. I will have a total of 5 staff members that can park on the other side of the island across from Village Lanes that is deeded to the property. The property owner is Turner Harshaw, 50 Golf Pkwy Madison, WI 53704.

The storm water management plan is already in place for the location of 152 Owen Road.

The building is equipped with exterior lighting that illuminates the sidewalk and alley way.

The landscaping plan is already in place for the location.

I am requesting to add a kitchen area to the interior of the building which would consist of counters, cabinets, full size appliances. (Diagram attached to show the placement of all items)

I am also requesting the ability to install a fenced in playground which permits 75/square feet of space per child. Each classroom would go out at separate scheduled times to ensure we are in compliance with Wisconsin licensing requirements. The equipment measurements would be 11'8W x 14L for the larger space of approximately 600 sq. ft. and 16'W x 10'L for the smaller area of approximately 300 sq. ft. The fence is required to be 4ft tall, but the height may include existing landscaping. The material for fencing the area will either be 4'

snow/safety fencing or wood snow fencing. We would have 75” of fence with a gate. That still provides 865 sq. ft. of space for traffic which is the garbage truck which arrives prior to my business being open. There is no other thru traffic in the location. There is a retaining wall that would run along the backside of the play area that has a height between 33’, 27”. The space available on site for this projects is approximately 1100 sq. /ft. (Picture attached with dimensions and site location in reference to other businesses.) My license does allow the request for an exemption for offsite play if the playground is not approved. I have a space mapped out with dimensions to show the layout

My plan for signage is to use a Grand opening banner for the 1st 2 months, then I will have signage posted in the front window.

My pre-licensing inspection is scheduled for 7/27/15 at 1pm. If approved I will only be allowed to have 8 kids until I am out of my probationary license. By April of 2016 I will be requesting the change to a group center. At that time, I will enroll the remaining children into my program.

post office bldg

alley way

alley

146, 148, 152, 154 Owen Road

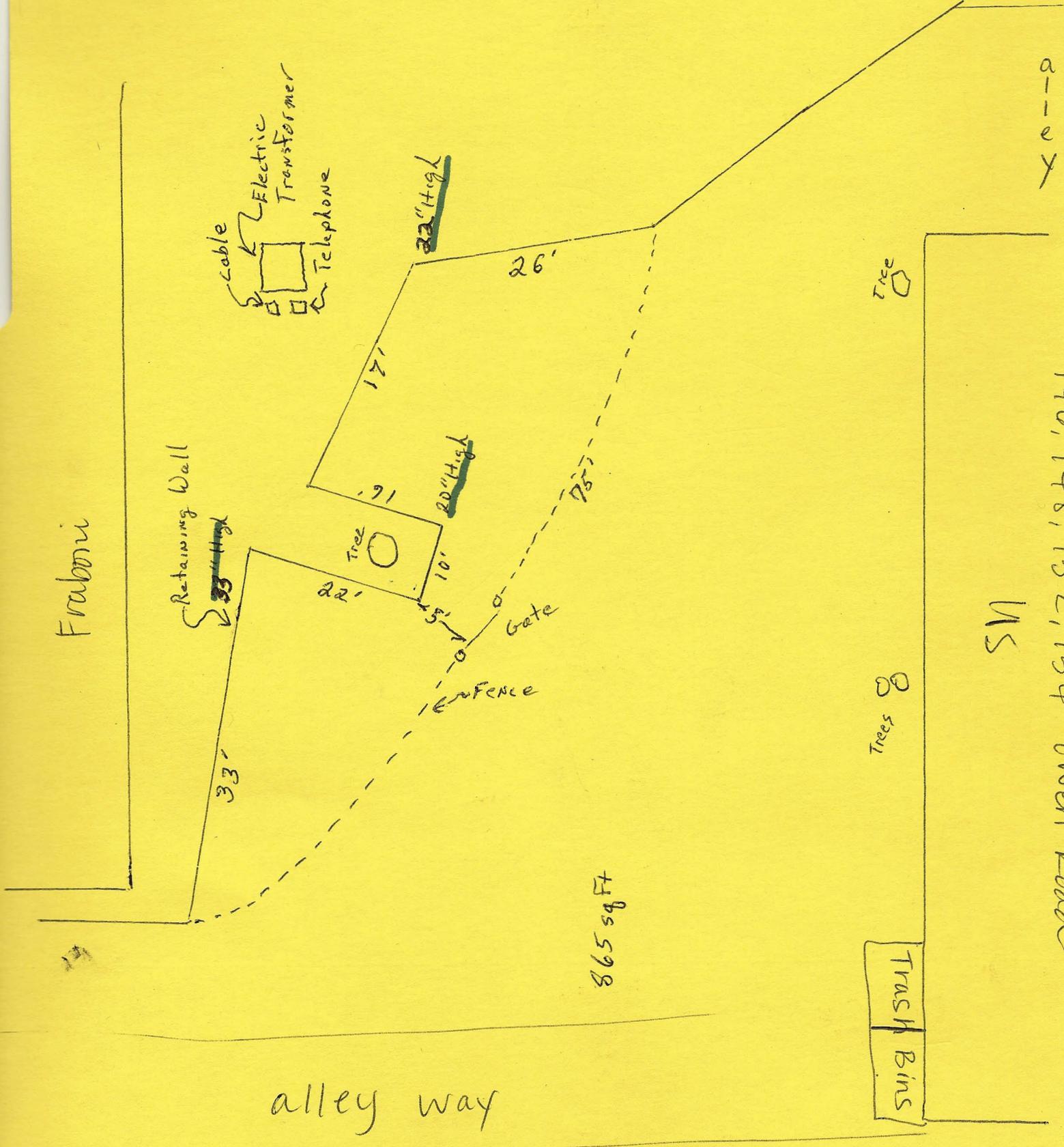
MS

Trash Bins

Trees

Trees

44bs 598



Washer

Kitchen Sink

bathroom w/sink

Sink mirror

Storage

doorway

* floor replaced w/ wood cleanable flooring

Doorway to other side

doorway to existing kitchen area

daycare space

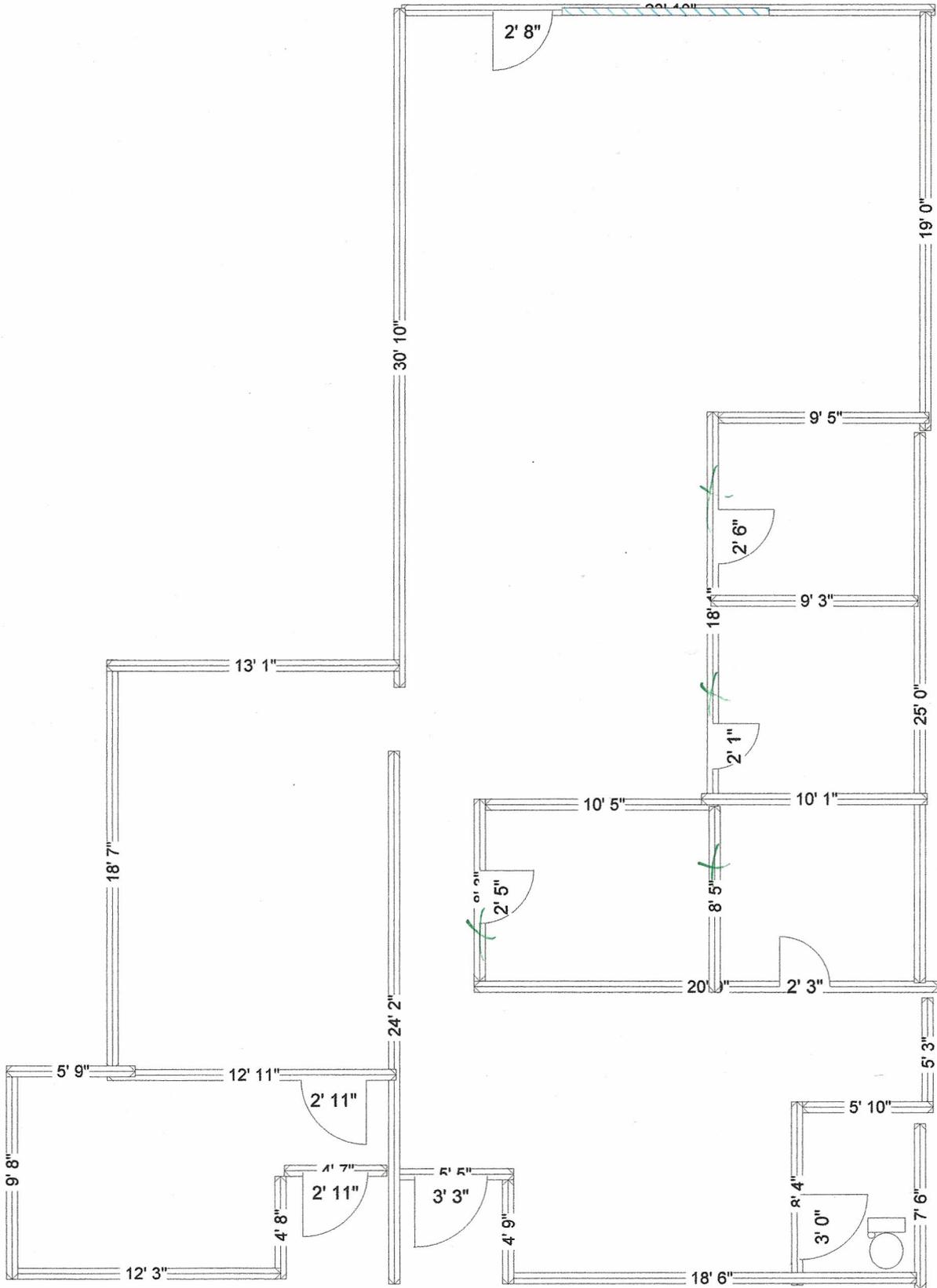
2hr separation

-> bldg inspector requirements

900 sq ft

extinguisher #1
152 Owen
EXIT #1

THE MONONA CENTER Suite 148 Owen Road Monona, Wisconsin 53716

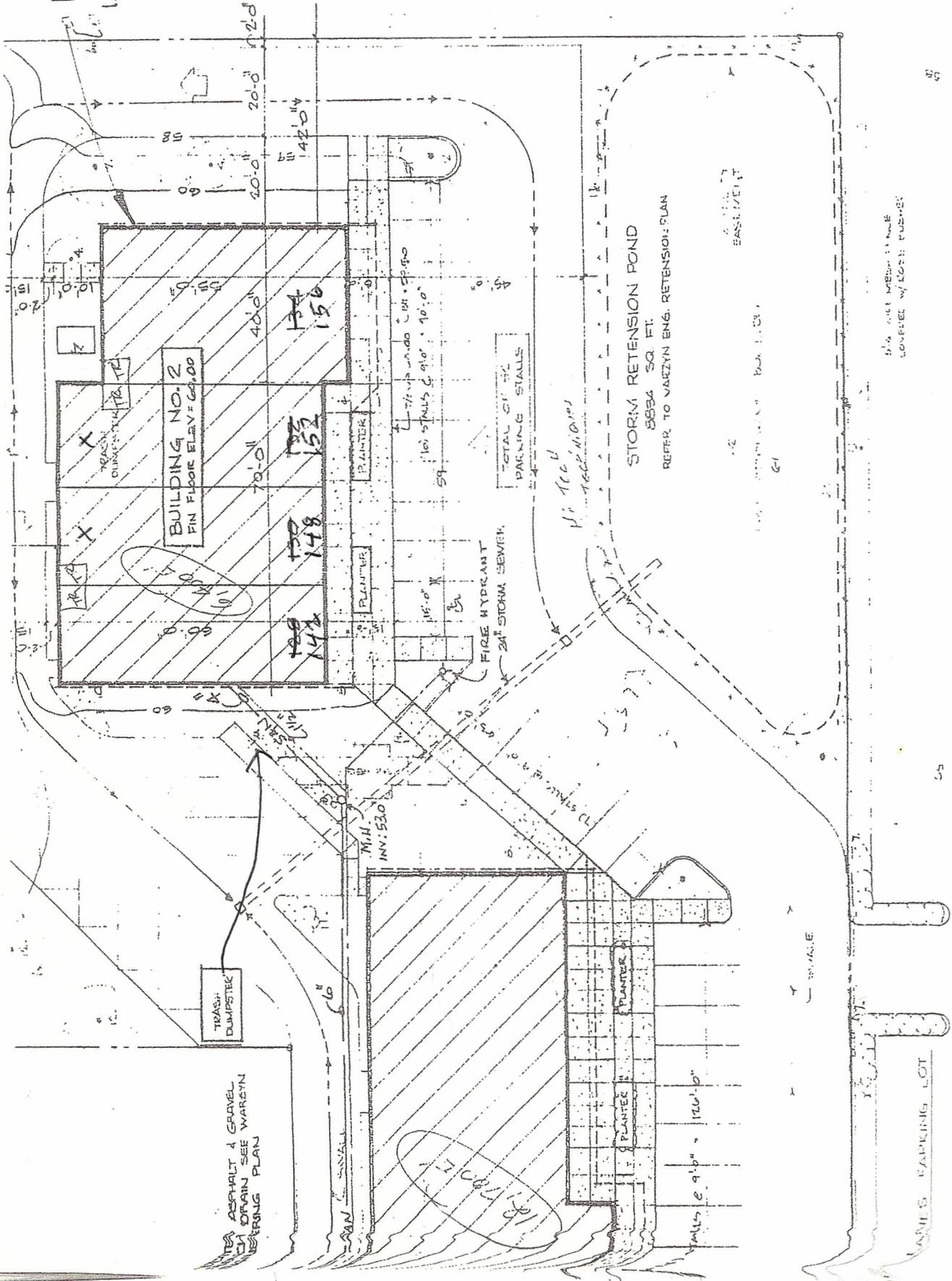


BLDG. #2
128-134
OWEN RD

EAGLE PARKING

EAGLE FOOD STORE

DRAW



5/4" DIA. METAL FINISH
COVERED W/ 12"x12" PAVING

55

55

PAVING LOT





