



CITY OF WAUKESHA
DEPARTMENT OF COMMUNITY DEVELOPMENT
 City Hall, 201 Delafield Street, Room 200
 Waukesha, WI 53188
 Phone (262) 524-3750 Fax (262) 524-3751

CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.
 The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 1/16/23

NEW APPLICATION AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: Tracy Cypert / TLC Dog Grooming LLC
 LOCATION OF USE: on property in new Accessory building (garage) 218 S. East Ave
 TYPE OF USE: Part-time, one more dog grooming

Is this a NEW use or is this use being relocated from somewhere else? New

If you are relocating a use, where are you relocating it from? —

Do you operate a use in other locations? ? (Circle one) YES **(NO)**

If yes, please explain: —

Will the use be occupying an existing building or will you be building a new building? EXISTING **(NEW)**

Hours and days of operation: Monday - Friday 8am - 5pm (occasional Sat or Sun 9am - 12pm)

Number of Employees: 1 - myself

Number of on-site parking stalls available: DRIVEWAY, Side street parking

Length of permit requested (6 month, 1 year, 2 year, permanent): Permanent

Current zoning: Residential

Is a License required to operate this use? (Circle one) YES **(NO)** If yes, please attach a copy.

Name of licensing authority: —

Will any hazardous materials be used? NO

The following information must be attached to process the permit:

- A site map showing the location of the proposed site.
- A site plan showing the location of building(s), parking, landscaping, etc.
- A floor plan of the building showing how it will be used for the proposed use.
- If an existing building, a photo of the building.
- If new, complete development plans must be submitted per the development guidelines.
- If facade changes are proposed, plans must be submitted showing changes.
- A business plan if there is one; otherwise answer the questions on the back.

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Professional Dog grooming services
Bathing, Drying, Brushing, Haircut, Nail Trimming
2. Explain your business' daily operations. I am responsible for bringing in clients
Performing Service, Collecting Payment, Recording/Tracking income
& expenses.
3. How will business be managed on a daily basis?
I am the only one in the shop responsible for caring for clients dogs
The entire time they are in my hands. Clients will pick up their dogs
and pay for the services provided. I will be sole responsible for cleaning up after dogs & shop.
4. What are your products or services?
Dog grooming services (Bathing/drying/brushing/Haircut/nail trimming)
Shampoo/Hair products Skin conditioning products Available for sale.
5. Will your employees need additional parking? NO, Driveway parking + Side Street
Available
6. Are employees required to have any certification(s)? NO
7. Who is the owner of the building or premises where your business will be conducted?
myself - Tracy Cypert
8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? —
9. Are there any insurance requirements for your business? yes, will have liability insurance
10. Will you have property insurance? yes, currently have home owners insurance
will update as needed for business on property.
11. Are there any noise considerations/concerns with your business operations?
NOISE kept to a minimum, I groom 1 dog at a time, services
are done within the hour - 1 1/2 hrs - client is notified ahead of time so
they will not be housed on property. Dogs will be done within timeframe
Garage drop area will be well insulated and room dividers for extra noise
protection from Deyer/barking. No more than 2 dogs will be in the shop at a time.

1/16/2023

I am applying for a Conditional Use Permit for my business (TLC Dog Grooming, LLC) which will be located on my property at 218 S East Ave., Waukesha, WI 53186 in a "new" accessory building (garage) that will adhere to building specifications and zoning.

I have been a professional dog groomer for 12yrs, worked at various shops/salons and currently in a salon as an employee downtown Waukesha. I currently groom 4-5 dogs per day and work one-on-one with my clients. Which means I do not keep multiple dogs in kennels. One dog in/one dog out, (with the exception of owners having 2 dogs) owners are given a timeframe of 1-2 hrs that their dogs will take to complete their groom. To ensure there are no more than 2 dogs in salon, owners are given a 10-20 min heads up when their dogs are done so they can pick them up before the next client arrives. If owners are late for pickup I do have an area inside where the dogs can relax until their owner arrives. There is a "late fee" that is charged if it's past 1/2hr. This cuts down on the noise level due to barking/drying time in salon. This helps keep the calm and inviting atmosphere not to stress out the dogs with too many distractions.

I would like to extend my dog grooming services to my clients at my personal residence by building a "new" garage on my property with a portion of the garage dedicated to my dog grooming salon. My goal is to downsize to part-time only working few days a week vs 5 days/week. Which will be less dogs in a day but still enjoying what I do.

I plan to keep the noise level to a minimum by not only taking 1 dog at a time (with the exception of owners having 2 dogs) but ensuring proper insulation and partition walls to contain the noise level in bathing/drying area in the salon. To keep all noise to a minimum, no client's dog/dogs will be left outside the salon on the property while in my care. Clients will be responsible for cleaning up after their dog to/from my property, but I will also make the rounds on a daily basis to ensure nothing was left behind and my neighbors yards/service lawns are clean. I will also will have a receptacle for the clients to throw out any trash if needed. Therefore, there should not be a concern for noise levels and property issues with the surrounding neighbors.

I understand that my lot size is 106'x50' = 5300 sq ft, of which 2400 sq ft is our backyard and 20% of that could be dedicated to a garage size of 480 sq ft.

I have attached a copy of my "Plat of Survey" where it shows the backyard in relation to the property. Also included is a "ruff" drawing of the layout of the proposed garage layout with the dog grooming salon, bathroom area and garage dimensions, showing my perimeter privacy fence around my backyard of property. I have also included an aerial view of lot as well.

I understand I will need to apply for a building permit for an accessory building as well, but I needed to see if I can get approval for the conditional use permit first before proceeding with detailed garage plans.

Thank you,


Tracy Cypert