



March 17, 2021

City of Madison  
Planning Division  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
Madison, WI 53701

RE: Plan Commission: Letter of Intent  
Community Pharmacy  
134 S. Fair Oaks Avenue

Dear Planning and Development Staff:

On behalf of Community Pharmacy, Sketchworks Architecture, LLC is submitting this letter of intent and application for a Conditional Use at 134 South Fair Oaks Avenue. We are seeking approval for General Retail in an existing facility in the Traditional Employment Zoning District.

On March 12, 2021, we presented the plan to planning and zoning staff for initial feedback on the project. The feedback from staff was supportive and unwavering. The district Alder, Neighborhood Association and the community Business Association were all informed of this application on March 9, 2021. The Alder did provide written approval of waving the 30-day notice for this application (correspondence attached).

**Proposal Summary:**

Community Pharmacy is a retail store and pharmacy which specializes in natural homeopathic remedies and medicines. This new location would replace their downtown Madison store currently located at 341 State Street. That area is being redeveloped and Community Pharmacy is taking this opportunity to relocate to grow their impact in a new area of Madison. We are seeking approval for the Conditional Use of General Retail in the TE district, as well as approval to operate and maintain a small herb garden outside on premise.

**Existing conditions:**

The site of 134 South Fair Oaks Avenue has recently undergone a major redevelopment with the construction of Fair Oaks Apartments which is attached to the commercial building Community Pharmacy is looking to occupy. The Fair Oaks development has new surface vehicle and bicycle parking allocated to this commercial tenant space, 6 vehicle stalls and 2 bicycle stalls are dedicated to this space. The site also has new ADA accessible ramps directly adjacent to the commercial space.



**Proposed use:**

The proposed use is General Retail, which echoes surrounding developments at Garver Point and Garver Feed Mill. Community Pharmacy has approximately 1,250 SF of retail floor area including a natural herbs counter where customers can purchase bulk natural herbs and supplements, a pharmacy which accounts for 370 SF and office space for some employees.

Community Pharmacy also hopes to grow some of their own herbs on premise in the outdoor space adjacent to the building. This area is highlighted on the site plan submitted with this application. These herbs would be grown and maintained by their staff and sold exclusively to Community Pharmacy's clientele. The garden is also meant to be a learning experience with customers. Some examples of herbs to be grown are: Lavender, Lemon Balm, Mint, Hawthorne and Tulsi (holy basil).

**Hours of Operation (Proposed and subject to change):**

Monday-Friday: 10 AM – 6 PM  
Saturday: 10 AM – 5 PM  
Sunday: 10 AM – 5 PM (November-December only, closed the rest of the year)

In summary, the project will consist of the general criteria listed below:

**Project Data:**

Project Name:	Community Pharmacy
Address:	134 S. Fair Oaks Avenue
Estimated Project Cost:	\$200,000
Proposed Use:	General Retail
Total Tenant Area:	~2,200 GSF
Number of Jobs:	12 full-time, 2-4 part-time (planning for 5 employees working at any given time)

**Zoning District:**

Traditional Employment (TE)

**Project Schedule:**

Plan commission Approval:	May 10, 2021
Zoning Submittal:	May 14, 2021
Start Construction	June 1, 2021
Occupancy:	July 30, 2021



**Project Team:**

The key individuals and firms involved in this planning and design process include:

**Building Owner:**

Stone House Development, Inc.  
1010 E Washington Avenue, Suite 101  
Madison, WI 53703  
Contact: Helen Bradbury  
(608) 251-6000

**Tenant:**

Community Pharmacy  
341 State Street  
Madison, WI 53703  
Contact: Isabel Bilek  
(608) 251-3242

**Architect:**

Sketchworks Architecture, LLC  
7780 Elmwood Ave Ste 208  
Middleton, WI 53562  
Contact: Ross Treichel  
(608) 836-7570

**General Contractor:**

1848 Construction  
3302 Latham Drive  
Madison, WI 53713  
Contact: Nate Graney  
(608) 833-1848

Please feel free to contact us with any questions you may have regarding this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Ross Treichel", written in a cursive style.

Ross Treichel  
Sketchworks Architecture, LLC