



City of Fitchburg  
 Planning/Zoning Department  
 5520 Lacy Road  
 Fitchburg, WI 53711  
 (608) 270-4200

## CONDITIONAL USE PERMIT APPLICATION

The undersigned owner, or owner's authorized agent, of property herein described hereby applies for a conditional use permit for the following described property:

**1. Location of Property:**

Street Address: 6111 Cottonwood Dr

Legal Description - (Metes & Bounds, or Lot No. And Plat): \_\_\_\_\_

LOT 1 CSM 6567 CS 32/141-143 R16974/14&16-10/23/91 F/K/A CITY OF FITCHBURG COMMERCE PARK

LOTS 7,8 & OUTLOT 2 DESCR AS SEC 7-6-9 PRT NE1/4NE1/4 (1.146 ACRES)

\*\*\*Also submit in electronic format (MS WORD or plain text) by email to: [PLANNING@FITCHBURGWI.GOV](mailto:PLANNING@FITCHBURGWI.GOV)

**2. Current Use of Property:** Kicks Unlimited Karate Studio

**3. Proposed Use of Property:** Functional Fitness Facility

**4. Proposed Development Schedule:** Existing building - no build out required. Opening early 2023

**5. Zoning District:** IG: General Industrial

**6. Future Land Use Plan Classification:** IG: General Industrial

\*\*\*Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Conditional Use Permits shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

\*\*\*Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) pdf document of the entire submittal to [planning@fitchburgwi.gov](mailto:planning@fitchburgwi.gov).

Additional information may be requested.

Type of Residential Development (If Applicable): Not Applicable

No. of Dwelling Units by Bedroom: 1 BR  2 BR  3 BR  4 or More

No. Of Parking Stalls: \_\_\_\_\_

Type of Non-residential Development (If Applicable): Existing Pre-Engineered Steel Building

Proposed Hours of Operation: M-F 5am-7pm, Sat: 9am-11am No. Of Employees: 3

Floor Area: 6,900 sq/ft No. Of Parking Stalls: 20 existing

Sewer: Municipal  Private  Water: Municipal  Private

Current Owner of Property: Huett Properties, LLC

Address: 6111 Cottonwood Dr, Fitchburg WI, 53719

Phone No: 608-422-2200

Contact Person: Jason Huett

Email: jason@leasefitchburg.com

Address: 6111 Cottonwood Dr, Fitchburg WI, 53719

Phone No: 608-422-2200

Respectfully Submitted By: Jason Huett

Owner's or Authorized Agent's Signature

**\*\* It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an CUP application to identify any concerns or issues of surrounding residents.**

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: Date Received: 11/14/2022 Publish: \_\_\_\_\_

Ordinance Section No. \_\_\_\_\_ Fee Paid: \$480

Permit Request No. CU-2485-22

R 16.006020 11/15/22  
\$480.00 RB

Ruth Becker

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**From:** Deanna Schmidt  
**Sent:** Tuesday, November 15, 2022 3:53 PM  
**To:** Ruth Becker  
**Subject:** Re: CU-2485-22 6211 Cottonwood Drive - Mojo Method - Permit Applicant Wishing to Pay

Hi Ruth;  
Yes, \$480 is the correct amount. That is all that is due at this time.

Thanks,  
d

**Deanna Schmidt, AICP**  
City Planner & Zoning Administrator  
City of Fitchburg  
5520 Lacy Road  
Fitchburg, WI 53711  
deanna.schmidt@fitchburgwi.gov  
608-270-4255

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**From:** Ruth Becker <Ruth.Becker@fitchburgwi.gov>  
**Sent:** Tuesday, November 15, 2022 3:09 PM  
**To:** Deanna Schmidt <Deanna.Schmidt@fitchburgwi.gov>  
**Subject:** RE: CU-2485-22 6211 Cottonwood Drive - Mojo Method - Permit Applicant Wishing to Pay

Hi Deanna,  
Jay Ogle forwarded the email chain he has had with you to me, which contains the application fee of \$480 and the permit number. I can work with that information to receipt this but I am just confirming that there are no other fees going to be associated with this, and that the \$480 is the correct and only amount due at this time. Please let me know when you have time, Deanna. I'll get it receipted today if I hear back from you or tomorrow morning, when it looks like it is due.  
Thank you very much for your help with this.

Ruth

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**From:** Ruth Becker  
**Sent:** Tuesday, November 15, 2022 2:36 PM  
**To:** Zack Jones <Zack.Jones@fitchburgwi.gov>  
**Cc:** Deanna Schmidt <Deanna.Schmidt@fitchburgwi.gov>  
**Subject:** CU-2485-22 Mojo Method - Permit Applicant Wishing to Pay

Good Afternoon Zack,  
Can you please email me the application with the permit and amount due so that I can receipt this application and email a receipt? Thank you very much.  
Ruth

*Ruth M. Becker*

Receipt No: 16.006020

Nov 15, 2022

HUETT PROPERTIES LLC

LICENSES & PERMITS

CU-2485-22 480.00

Total: 480.00

CREDIT CARD - COUNTER 480.00

Payor:

JAY OGLE

Total Applied: 480.00

Change Tendered: .00

11/15/2022 04:00PM

CITY OF FITCHBURG  
5520 LACY RD  
FITCHBURG WI 53711

608-270-4200

16.006020

CITY OF FITCHBURG  
5520 LACY RD  
FITCHBURG WI 53711  
608-270-4200

PAYMENT

Ref #: 1663386  
Customer ID:

Acc #: \*\*\*\*\*6920

Payment Amount: \* \$460.00

Time: 15:00:58 Date: 11/15/2022  
Confirmation #: 51604250

\* The Payment Amount does not include  
the Convenience Fee detailed below

I agree to Pay total amount  
according to card issuer agreement

Jay Ogle  
Phoned in  
Customer Copy

CONVENIENCE FEE ACK

Convenience Fee Amount: \$14.40

I acknowledge that my credit card will  
be charged the Convenience Fee above  
and that it will appear as a separate  
line item on my credit card statement.

Phoned in

Thank You!!

Friday, November 11, 2022  
Ms. Deanna Schmidt, AICP  
Fitchburg Planning and Development  
City Hall  
5520 Lacy Road  
Fitchburg, WI 53711  
RE: Change of Use / Conditional Use for 6111 Cottonwood Drive, Fitchburg, WI

Dear Ms. Schmidt:

Please find the attached Conditional Use Permit Application and Site Plan for 6111 Cottonwood Drive, since 2013 this building has been home to Kicks Unlimited Karate, which also required a conditional use permit. Per our phone conversation, I am looking for Plan Commission Approval at the December Plan Commission Meeting.

My intention is to convert the former Kicks Unlimited building into the home of a new functional fitness facility, CrossFit Mojo. This will be a family run business, with my wife and I possessing over 20 combined years of experience working in the fitness industry. I am excited by the prospect of opening our gym in this location as I feel the facility is ideal for our business model and believe this would be a great addition to Fitchburg. Additionally, the building will not require any construction or changes because of the similarities in business operations between the previous tenant and our business.

Our business will primarily focus on class based functional fitness, with classes capped at 15 clients and 1 to 2 staff members working at any given time. The gym space will not require much equipment, as we focus more on functional movements through the use of free weights and conditioning equipment such as rowers and stationary bikes. Our business will operate classes on weekdays between the hours of 5am and 7pm, and 8am-10am on Saturdays. We will be utilizing the majority of the space for the gym, but also have a lobby, staff offices, changing rooms and two bathrooms. The building also has a parking lot on each side of the building with 20 total parking spots.

Because I just learned of the Conditional Use Permit requirements I have not had the opportunity to hold a neighborhood meeting to get feedback from the neighboring businesses. I am very hopeful that this will be approved because it has taken me a very long time to find a building that meets all of our requirements to facilitate our business and this space has everything we need to create our dream facility.

Thank you again for your assistance in this matter and please contact me if you have any questions.

Respectfully Submitted,  
Jay Ogle, Owner  
CrossFit Mojo

# (Existing) Site Plan 6111 Cottonwood Dr, Fitchburg WI

