

# LAND USE APPLICATION - INSTRUCTIONS & FORM

# LND-A

City of Madison  
Planning Division  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2985  
Madison, WI 53701-2985  
(608) 266-4635



## FOR OFFICE USE ONLY:

Date Received 8-4-25 11:38 a.m.

☐ Initial Submittal

Paid \_\_\_\_\_

☐ Revised Submittal

**All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.**

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the [Subdivision Application](#). If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed [UDC Application](#) and accompanying submittal materials are also required to be submitted.

*If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.*

*Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.*

*Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.*

## APPLICATION FORM

### 1. Project Information

Address (list all addresses on the project site):

[TBD] S Gammon Rd, Madison, WI 53719 (West Towne Mall)

53 West Towne Mall

Title: Seven Brew Coffee (S Gammon Rd)

### 2. This is an application for (check all that apply)

- ☐ Zoning Map Amendment (Rezoning) from \_\_\_\_\_ to \_\_\_\_\_
- ☐ Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- ☐ Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☒ Conditional Use or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit ☐ Other requests \_\_\_\_\_

### 3. Applicant, Agent, and Property Owner Information

**Applicant name** Mylene Oliveira **Company** Plaza Street Partners  
**Street address** 3400 College Blvd, Suite 200 **City/State/Zip** Leawood, KS 66211  
**Telephone** (816) 406 2667 **Email** [REDACTED]

**Project contact person** Mylene Oliveira **Company** Plaza Street Partners  
**Street address** 3400 College Blvd, Suite 200 **City/State/Zip** Leawood, KS 66211  
**Telephone** (816) 406 2667 **Email** [REDACTED]

**Property owner (if not applicant)** Madison WT Associates, LLC  
**Street address** 4500 Bissonnet St, Suite 200 **City/State/Zip** Bellaire / TX / 77401  
**Telephone** 816-363-3545 **Email** [REDACTED]

## APPLICATION FORM (CONTINUED)

### 5. Project Description

Provide a brief description of the project and all proposed uses of the site:

Construction of a new 2,100 sq.ft Seven Brew Coffee kiosk with a drive-thru, and a dumpster enclosure. The site is approximately 0.9 acres lot fronting S Gammon Rd, and will provide 4 parking spots, being 1 ADA, sidewalk connections and landscaping.

#### Proposed Square-Footages by Type:

Overall (gross): 2,267 ft Commercial (net): 2,267 ft Office (net): \_\_\_\_\_  
Industrial (net): \_\_\_\_\_ Institutional (net): \_\_\_\_\_

#### Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: \_\_\_\_\_ 1-Bedroom: \_\_\_\_\_ 2-Bedroom: \_\_\_\_\_ 3-Bedroom: \_\_\_\_\_ 4 Bedroom: \_\_\_\_\_ 5-Bedroom: \_\_\_\_\_  
Density (dwelling units per acre): \_\_\_\_\_ Lot Area (in square feet & acres): 35,980ft / 0.82 ac

#### Proposed On-Site Automobile Parking Stalls by Type (if applicable):

Surface Stalls: 4 Under-Building/Structured: \_\_\_\_\_ Electric Vehicle-ready<sup>1</sup>: \_\_\_\_\_ Electric Vehicle-installed<sup>1</sup>: \_\_\_\_\_

#### Proposed On-Site Bicycle Parking Stalls by Type (if applicable):

Indoor (long-term): \_\_\_\_\_ Outdoor (short-term): 4

<sup>1</sup> See [Section 28.141\(8\)\(e\), MGO](#) for more information

Scheduled Start Date: 4/6/2026 Planned Completion Date: 10/3/2026

### 6. Applicant Declarations

- ☒ **Pre-application meeting with staff.** Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Jenny Kirchgatter Date 6/17/2025

Zoning staff Jenny Kirchgatter, Chris Wells Date 6/17/2025

- ☐ **Posted notice of the proposed demolition on the [City's Demolition Listserv](#)** (if applicable). Date Posted \_\_\_\_\_

- ☐ **Public subsidy is being requested** (indicate in letter of intent)

- ☒ **Pre-application notification:** The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder District 9 Alder Joann Pritchett Date 6/27/2025

Neighborhood Association(s) n/a Date \_\_\_\_\_

Business Association(s) n/a Date \_\_\_\_\_

**The applicant attests that this form is accurately completed and all required materials are submitted:**

Name of applicant Mylena Oliveira Relationship to property Project Coordinator

Authorizing signature of property owner \_\_\_\_\_ Date 07/30/25

Alan Hassenflu, Manager