



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

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July 29, 2025

Aaron Abraha
Postal Pro Pack and Ship
939 South Park St
Madison, WI 53715

RE: Legistar ID 88772; Accela 'LNDUSE-2025-00052' -- Approval of a conditional use at 939 S Park St

Dear Aaron Abraha:

At its July 28 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your requested conditional use for drive through window at 939 South Park Street. In order to receive final approval of your request, and for any other permits that may need to be issued for your project, the following conditions shall be met:

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following one (1) item:

1. Bicyclist use of sales and service windows shall not be prohibited.

Please contact Julius Smith of the Engineering Division Mapping Section at (608) 264-9276 if you have any questions regarding the following one (1) item:

2. On the floor plan sheet A-1.1, Remove the reference to Tenant 1 (100), Tenant 2 (102) & Tenant 3 (103), Label each tenant space with their street address number. 939, 945 & 951 S Park St. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following four (4) items:

3. In coordination with any public works improvements (if necessary), the applicant shall maintain or replace the concrete boarding pad surface at the existing Metro bus stop on the east side of South Park Street, north of Fish Hatchery Road (#0519). The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
4. The applicant may additionally install and maintain a new passenger bench seating amenity - either as part of the private landscape plan or in the public right-of-way area - along the east side of South Park Street, north of Fish Hatchery Road to further serve the users of the planned development site. If located in the public right-of-way, the applicant should follow the requirements set forth in MGO

10.31 to submit a Privilege in Streets (Bus Bench) application and may contact the City's Office of Real Estate Services for information and assistance with the Privilege in Streets (Bus Bench) application process.

5. Note: Metro Transit operates daily all-day transit service along South Park Street adjacent this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
6. Note: Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 100 Weekday & 65 Weekend. Please contact Metro Transit if additional analysis would be of interest.

Please contact Trent Schultz of the Parking Utility at (608) 246-5806 if you have any questions regarding the following one (1) item:

7. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of approving the proposed conditional use (drive thru window). Future changes of use on the property would be subject to TDM Ordinance requirements, per MGO 16.03.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

Please now follow the procedures listed below for obtaining your conditional use:

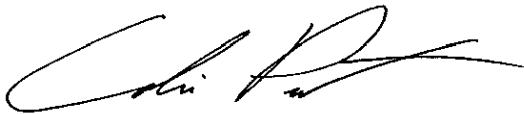
1. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate [site plan review application](#) and fee pursuant to Section 28.206 of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at SPRapplications@cityofmadison.com. (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email zoning@cityofmadison.com regarding questions or if you need alternative filing options) The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. The conditional use approval is valid for two (2) years from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to one (1) year from the expiration date.
4. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or

additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.

5. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,



Colin Punt
Planner

cc: Jenny Kirchgatter, Asst. Zoning Administrator
Julius Smith, City Engineering Division-Mapping Section
Tim Sobota, Metro Transit
Trent Schultz, Parking Utility

I hereby acknowledge that I understand and will comply with the above conditions of approvals.

Signature of Applicant

Signature of Property Owner (if not the applicant)

LNDUSE-2025-00052			
For Official Use Only, Re: Final Plan Routing			
<input type="checkbox"/>	Planning Div. (Punt)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input checked="" type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Forestry
<input checked="" type="checkbox"/>	Parking Utility		