



Department of Planning & Community & Economic Development
Planning Division

Meagan Tuttle, Director

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Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
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November 20, 2025

Jessica Gebhardt
The Kubala Washatko Architects
W61N617 Mequon Ave
Cedarburg, WI 53012

RE: Legistar ID 90344; Accela 'LNDUSE-2025-00076' -- Approval of a conditional uses at 1440 E Washington Ave

Dear Jessica Gebhardt:

At its November 17 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your requests for a conditional use for general retail in the TE zoning district at 1440 East Washington Avenue. In order to receive final approval of your requests, 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 ten (10) items:

1. Submit a detailed first floor and second floor plan to verify that tobacco products or tobacco paraphernalia will occupy less than 20% of the floor area or display area. On the floor plans, show the locations of the tobacco products and paraphernalia and percentage of the floor area or display area that they will occupy. Provide additional information regarding the display racks, counters, cases and shelves including dimensions (length, width, and height) and number of shelves.
2. Submit a bike rack detail showing the model of bike rack to be installed.
3. Work with Zoning staff to establish a project completion date. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval.
4. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Jeff Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following nine (9) items:

5. Identify on the plans the lot and block numbers of Lots 14 and 15, Block 223 of Farwell's Replat of Blocks 165- 240. Refer to survey by Isthmus Surveying 2016-01343 at the Dane County Surveyor's Office.
6. The site plan shall include all lot/ownership lines, existing building locations, parking stalls, driveways, sidewalks, existing and proposed signage. The parking stalls within the lease per Doc No 5909763 serving this building shall be shown.
7. Provide a full and complete legal description of the site or property being subjected to this application on the site plan. See Doc No. 5909763.
8. Parking for this building is provided by a lease of adjacent City of Madison lands per Document No. 5909763. The site plan shall show and note this accordingly.

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

9. A Transportation Demand Management (TDM) Plan is required for the proposed change of use project, based on the tenant space square footage (1,736 sq. ft.) and assigned parking stalls (5). Approval of a TDM Plan is required for this project, per MGO 16.03. The applicant shall submit a TDM Plan to tdm@cityofmadison.com. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

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
Jeff Quamme, City Engineering Division – Mapping
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-2025-00076			
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 Coor. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Forestry
<input type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>	Parking Utility