



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

Madison Municipal Building, Suite 017

215 Martin Luther King, Jr. Blvd

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

www.cityofmadison.com

June 25, 2026

Mery Talavera
6212 Strathmore Lane
Madison, Wisconsin 53711

RE: Legistar [93083](#); Accela 'LNDUSE-2026-00021' -- Consideration of a conditional use in the Commercial Center (CC) District to allow free-standing vending (food truck) in the parking lot of a multi-tenant commercial building at 4633 Verona Road.

Dear Mery:

At its June 15, 2026 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your request for conditional uses in the Commercial Center (CC) District to allow free-standing vending (food truck) in the parking lot of a multi-tenant commercial building at 4633 Verona Road. 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:

City Engineering Division – Mapping Section (Contact Julius Smith, (608) 264-9276)

1. Applicant/Owner is responsible to confirm the use of the parking lot for the food truck will not prohibit the use of the ingress-egress rights with all those benefiting as named in the Amended and Restated Cross-Easements Recorded as Document No. 5329267.

Traffic Engineering Division (Contact William Putnam, (608) 267-8713)

2. Applicant shall show on plan how order line (pedestrian queueing area) will be delineated, whether with cones or other means, to ensure motorists do not park in this area

Zoning (Contact Jenny Kirchgatter, (608) 266-4429)

3. The food truck (free-standing vending) shall comply with Zoning Code Supplemental Regulations Section 28.151 for *Free-Standing Vending*.
4. Work with Zoning staff to establish a project completion date if updates to the site are required. 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.

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 three (3) 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 building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any other questions or if may be of any further assistance, please do not hesitate to contact my office at cwells@cityofmadison.com or (608) 261-9135.

Sincerely,



Chris Wells
Planner

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)

cc: Jenny Kirchgatter, Asst. Zoning Administrator
Julius Smith, City Engineering Division – Mapping
William Putnam, Traffic Engineering Division

LNDUSE-2026-00021			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Wells)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☐	Urban Design Commission
☒	Traffic Engineering	☐	Recycling Coord. (R&R)
☒	Fire Department	☐	Water Utility
☐	Metro Transit	☐	Forestry
☐	Water Utility	☐	Parking Utility