



Department of Planning & Community & Economic Development

## Planning Division

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July 8, 2025

Bradley R Servin  
ADCI  
5100 Eastpark Boulevard, Suite 310  
Madison, Wisconsin 53704

RE: Consideration of a conditional use in the Traditional Residential-Varied 1 (TR-V1) District for a cemetery; and consideration of a conditional use in the TR-V1 District for a building exceeding 10,000 square feet of area, all to allow construction of a crypt addition to Saint Bernard of Clairvaux Cathedral at 2438-2462 Atwood Avenue and 226 Corry Street. (LNDUSE-2025-00047; ID [88555](#))

Dear Bradley,

On July 7, 2025, the Plan Commission found the standards met and **approved** your conditional use request for 2438-2462 Atwood Avenue and 226 Corry Street subject to the conditions that follow. Prior to issuance of building permits for your project, the conditions of approval in the following sections shall be satisfied:

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following item:**

1. Current plan shows less than 4,000 sf disturbed area. If plans are not revised, no Erosion Control or Storm Water Management Permits will be required.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following three (3) items:**

2. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 65%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the existing site currently exceeds 65% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.
3. Verify whether any existing landscaping will be displaced due to the building addition. Any displaced landscaping elements must be replaced on the site and shown on a revised landscape plan.

4. 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. Work with Zoning staff to establish a final site compliance date.

**Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following two (2) items:**

5. Metro Transit operates daily all-day rapid transit service along Atwood Avenue near this property – with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays).
6. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 67 Weekday & 34 Weekend. Please contact Metro Transit if additional analysis would be of interest.

**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 permits for your project:**

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** (for \$50) shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards.
5. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

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 you may be of any further assistance, please do not hesitate to contact my office at [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135.

Sincerely,



Chris Wells  
Planner

cc: Brenda Stanley, City Engineering Division  
Jenny Kirchgatter, Zoning Administrator  
Tim Sobota, Metro Transit

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner  
(If Not Applicant)*

|  |                       |                          |                          |
|--|-----------------------|--------------------------|--------------------------|
| <b>LNDUSE-2025-00047</b>                             |                       |                          |                          |
| <b>For Official Use Only, Re: Final Plan Routing</b> |                       |                          |                          |
| <input type="checkbox"/>                             | Planning Div. (Wells) | <input type="checkbox"/> | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/>                  | Zoning Administrator  | <input type="checkbox"/> | Parks Division           |
| <input checked="" type="checkbox"/>                  | City Engineering      | <input type="checkbox"/> | Urban Design Commission  |
| <input type="checkbox"/>                             | Traffic Engineering   | <input type="checkbox"/> | Recycling Coord. (R&R)   |
| <input checked="" type="checkbox"/>                  | Fire Department       | <input type="checkbox"/> | Water Utility            |
| <input checked="" type="checkbox"/>                  | Metro Transit         | <input type="checkbox"/> | Forestry                 |
| <input type="checkbox"/>                             | Parking               | <input type="checkbox"/> |                          |