



CITY OF MADISON
ZONING BOARD OF APPEALS
APPEAL APPLICATION

\$200 Filing Fee

Ensure all information is **typed** or legibly **printed** using blue or black ink.

Notices are sent to the District Alderperson and to owners of record as listed in the Office of the City Assessor. Maximum size for all drawings is 11" x 17".

Name of Applicant: Austen R. Conrad, Strang Inc.

Address: 811 E. Washington Ave, Suite 200, Madison, WI

Daytime Phone: 608-720-1825 Evening Phone: _____

Email: aconrad@strang-inc.com

1. The undersigned hereby appeals the decision of the Zoning Administrator in regard to
Madison General Ordinance Section No. 28.151 ATM (c)

2. When relevant to a specific property, fill out below:

Street Address: 1712 Monroe Street

3. List of grounds for the appeal, statements, evidence of fact, and any additional information associated with the appeal are provided on a separate attachment.

Applicant Signature: *Austen R. Conrad*

FOR OFFICE USE ONLY	
Amount Paid: <u>\$200</u>	Zoning District: <u>PD, TR-C2</u>
Receipt: _____	Hearing Date: <u>7/16/2026</u>
Filing Date: <u>6/2/2026</u>	Published Date: <u>7/9/2026</u>
Received By: <u>Staff</u>	Appeal Number: <u>LNDAPP-2026-00001</u>
Parcel Number: <u>070922347038</u>	GQ: _____
Alder District: <u>13</u>	

DECISION

The Board, in accordance with the findings of fact, hereby determines that the requested appeal for _____ is

Approved

Denied

Conditionally Approved

Zoning Board of Appeals Chair:

Date:



June 2, 2026

RE: Appeal of Minor Alteration Denial
1712 Monroe Street
City of Madison, Wisconsin

Dear Members of the Zoning Board of Appeals:

This appeal presents a narrow question of ordinance interpretation: whether Section 28.151(c), which regulates the removal of storefront glass, applies in a situation where no storefront glass exists and no glass removal is proposed. The answer to that question determines whether the denial of the minor alteration can be supported by the plain language of the zoning code.

I serve as the design architect for the Landmark Credit Union tenant improvement within the ground-floor commercial space at 1712 Monroe Street. This project will activate a long-vacant retail space and provide a community-focused financial service within the Monroe Street corridor. As part of the proposed improvements, the project includes a through-wall ATM located along the Monroe Street frontage. To accommodate this element, a minor alteration to the Planned Development was submitted (Exhibit A) as a prerequisite to a future building permit application.

Basis of Appeal

The subject property is governed by a Planned Development that defers permitted uses to the Traditional Shopping Street (TSS) district. Under Table 28D-2 (Exhibit B), ATMs are a permitted use within the TSS district.

The only applicable restriction related to ATM installation is found in Section 28.151(c), which states:

“In the DC, UMX, LMX, NMX and TSS districts, no storefront glass shall be removed to accommodate the installation of an ATM, unless the storefront glass is ninety (90) degrees perpendicular to the sidewalk, and the ATM is being installed in an existing alcove.”

The denial of the minor alteration relies on this provision.

Applicability of Section 28.151(c)

Section 28.151(c) is explicitly limited to situations involving the removal of storefront glass. As documented in Exhibit A (see Page 5), the proposed ATM location is within an existing insulated metal panel, not storefront glass. No glass removal is proposed or required.

Accordingly, the cited provision does not apply to the proposed work.

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN



Operative Condition of the Planned Development

The basis for the denial, as communicated by zoning staff, is that storefront glass previously existed at this location prior to the approval and recording of a separate minor alteration (Exhibit C).

However, the relevant regulatory condition is the current, approved, and recorded state of the Planned Development, not prior configurations. At the time of this application:

- The previously approved alteration had been recorded with the Dane County Register of Deeds
- Construction associated with that alteration was complete
- The façade at the subject location consisted of an insulated metal panel

Nothing in Section 28.151(c) suggests that its applicability is determined based on a retrospective analysis of prior façade conditions. Interpreting the ordinance in this manner would require an indefinite review of historical building conditions, which is neither stated nor reasonably implied by the code language.

Conclusion

Our appeal is a straightforward issue of code applicability. The current, approved condition of the façade at the proposed ATM location is a metal panel. The applicable zoning provision regulates only the removal of storefront glass. As no glass removal is proposed, the restriction does not apply.

Because ATMs are a permitted use in the governing zoning district, the denial of this minor alteration effectively restricts a permitted use without a code-based justification. The denial applies a restriction that is not supported by the plain language of the ordinance.

For these reasons, we respectfully request that the Zoning Board of Appeals reverse the denial of the minor alteration and allow the project to proceed consistent with the submitted materials.

Thank you for your time and consideration.

Sincerely,

Austen R. Conrad, AIA, NCARB, NCIDQ
Executive Vice President, Design Principal
Strang, Inc.

EXHIBIT A: DENIED MINOR ALTERATION SUBMITTAL

APPLICATION FOR MINOR ALTERATION OF EXISTING PLANNED DEVELOPMENT (PD)

FOR OFFICE USE ONLY	
Date:	
LNDMAP:	

Street Address:	1712 Monroe Street		
Alder District:	13	Zoning District:	PD
Proposed Alteration (Describe):	Alteration to add a walk-up ATM at an existing metal panel facade.		

The following items are required to be submitted via email to SPRapplications@cityofmadison.com:


<input checked="" type="checkbox"/>	Completed Application (this form)
<input checked="" type="checkbox"/>	Property Owner Permission (signature on this form or an email providing authorization to apply)
<input checked="" type="checkbox"/>	Email from the District Alder recommending approval of the project as a minor alteration. Find the alder of the district where the property is located.
<input checked="" type="checkbox"/>	Letter of Intent describing the proposed project
<input checked="" type="checkbox"/>	Plans in PDF format

Additionally, there is a **\$100 application fee**, which will be due after we set up your application in our permitting system.

Final approval is granted by the Director of Planning if the alteration meets the original intent of the planned development approval and is deemed to be a minor change.

Project Contact Person Name	Austen Conrad	Role	Architect for tenant at 1712 Monroe Street.
Company Name	Strang Inc		
Phone	608-720-1825	Email	aconrad@strang-inc.com

The undersigned property owner (or contract owner) of property below applies for approval to make minor alterations to an existing planned development.

Property Owner Authorizing Signature (or authorized via attached email)			
Property Owner Name	BRAD BINKOWSKI		
Company Name	1700 MONROE STREET, LLC		
Street address	1712 MONROE STREET		
Phone	(608) 268-7011	Email	BBINKOWSKI@ULLI.COM

Re: Request for support for a minor alteration at 1712 Monroe St. for Landmark Credit Union

From Austen R. Conrad <AConrad@strang-inc.com>

Date Thu 2026-04-16 12:58

To Evers, Tag <district13@cityofmadison.com>

Cc Chris Rieger <ChristopherRieger@landmarkcu.com>; Rebecca Fitzmaurice <rfitzmaurice@uli.com>; Sarah Phillips <SPhillips@strang-inc.com>

Thank you Tag. We appreciate it.

Best,
Austen

Austen R Conrad AIA, NCARB, NCIDQ
Executive Vice President | Design Principal
608.720.1825 | AConrad@strang-inc.com

From: Evers, Tag <district13@cityofmadison.com>

Sent: Tuesday, April 14, 2026 17:35

To: Austen R. Conrad <AConrad@strang-inc.com>

Cc: Chris Rieger <ChristopherRieger@landmarkcu.com>; Rebecca Fitzmaurice <rfitzmaurice@uli.com>; Sarah Phillips <SPhillips@strang-inc.com>

Subject: Re: Request for support for a minor alteration at 1712 Monroe St. for Landmark Credit Union

*** [EXTERNAL] This message comes from an external organization. Exercise caution when opening attachments or clicking links, especially from unknown senders. ***

Austen,

You have my approval for your minor alteration.

Best wishes,

Tag

Get [Outlook for iOS](#)

From: Austen R. Conrad <AConrad@strang-inc.com>

Sent: Tuesday, April 14, 2026 5:20:31 PM

To: Evers, Tag <district13@cityofmadison.com>

Cc: Chris Rieger <ChristopherRieger@landmarkcu.com>; Rebecca Fitzmaurice <rfitzmaurice@uli.com>; Sarah Phillips <SPhillips@strang-inc.com>

Subject: Request for support for a minor alteration at 1712 Monroe St. for Landmark Credit Union

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good afternoon Tag,

My name is Austen Conrad, and I am the design architect for Landmark Credit Union.

Thank you again for your support in January regarding Landmark Credit Union's facade alteration at 1712 Monroe Street. That scope of work has been completed successfully.

We are now seeking your support for a second, minor alteration to allow for a walk-up ATM at this location. We believe this will be a positive addition to the Monroe Street corridor and will improve convenient access for neighborhood users. The attached concept images illustrate the proposed location, which will be formally submitted as part of a minor alteration request.

As always, if you have any questions or concerns, the Landmark team and I would be happy to meet with you to discuss the proposed alteration further.

Best,
Austen

Austen R Conrad AIA, NCARB, NCIDQ
Executive Vice President | Design Principal
608.720.1825 | AConrad@strang-inc.com



Architecture | Engineering | Interior Design | Planning

811 East Washington Avenue, Suite 200 | Madison, WI 53703 | 608.276.9200
W238N1610 Busse Road, Suite 102 | Waukesha, WI 53188 | 262.875.6760
strang-inc.com

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April 21, 2026

Esmeralda Tovar
Bilingual Zoning & Sign Code Specialist
Building Inspection
215 Martin Luther King Jr Blvd #17
Madison, WI 53703

Letter of Intent

Minor Planned Development Alteration of 1722 Monroe Street for tenant suite 1712 Monroe Street.

Dear Ms. Tovar,

On behalf of Landmark Credit Union, I am pleased to submit this Letter of Intent in support of a proposed minor planned development (PD) alteration to allow the addition of a walk-up ATM for the Landmark Credit Union tenant space located at 1712 Monroe Street.

We believe this improvement will be a positive addition to the Monroe Street corridor and will enhance convenient access for neighborhood users. The attached concept images illustrate the proposed location and overall size of the ATM.

In summary, we are excited to extend the services of a community financial institution within the Monroe Street corridor and look forward to proceeding with construction following approval of this minor PD alteration.

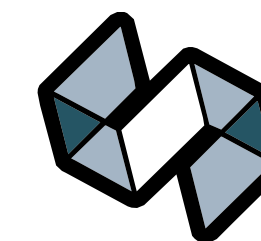
Sincerely,

A handwritten signature in blue ink, appearing to read "Austen R. Conrad".

Strang, Inc.

Austen R. Conrad AIA, NCARB, NCIDQ
Executive Vice President

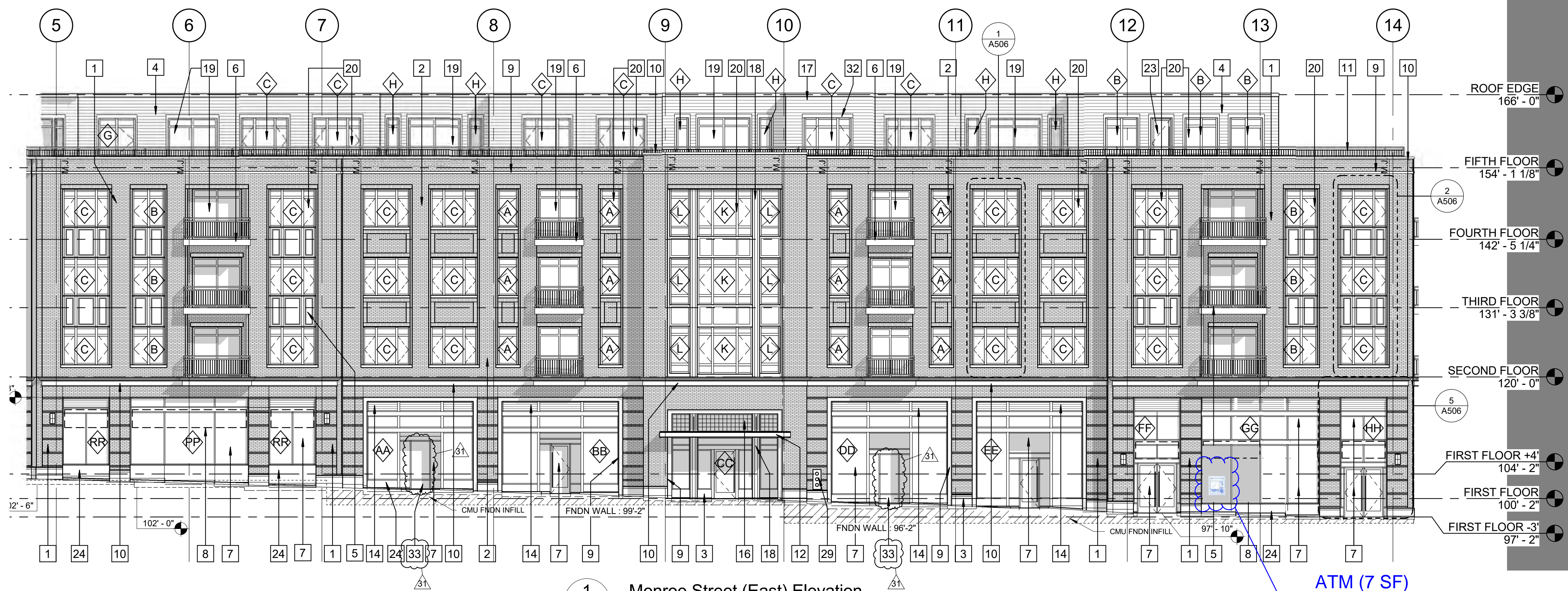
ARCHITECTURE
ENGINEERING
INTERIOR DESIGN



STRANG

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN

MADISON, WI | WAUKESHA, WI



1 Monroe Street (East) Elevation
 A201 NOT TO SCALE
 NOTE: ORIGINAL BUILDING ELEVATION IS (C) COPYRIGHT POTTER LAWSON.

ATM (7 SF)
 LOCATED WITHIN EXISTING METAL PANEL FACADE (SHADED GREY)



ATM (7 SF)

APPROXIMATE SIZE AS SHOWN ON EXISTING FACADE

REVISIONS	
NO.	DESCRIPTION
1	ADDENDUM 1
2	SH01
3	SH02

DATE	11-10-2025
DATE	12-18-2025
DATE	12-22-2025

LANDMARK CREDIT UNION - MONROE STREET
BRANCH
1715 MONROE STREET
MADISON, WI 53711
DATE: 10/17/2025
DRAWING SET
PROJECT NO. 2025084
STOREFRONT ELEVATIONS AND PARTIAL EXTERIOR ELEVATION

Document Number	Document Title
ALTERATION TO AN APPROVED & RECORDED SPECIFIC IMPLEMENTATION PLAN	
City of Madison Date:	
Project Name: Landmark Credit Union at tenant suite 1712 Monroe St.	
1. Legal Description of Property:	
All of Lot 1, Certified Survey Map Number 14806, as recorded in Volume	
103 of Certified Survey Maps, on Pages 245, as Document Number	
5409781, Dane County Registry, located in the Northeast Quarter of the	
Southwest Quarter of Section 22, Township 07 North, Range 09 East,	
City of Madison, Dane County, Wisconsin	
2. Property Address:	
1712 Monroe Street	
3. The SIP for the above-described property is hereby amended by (description of change):	
Alteration to add a walk-up ATM at an existing metal panel facade.	
Recording Area	
Name and Return Address:	
Parcel Identification Number (PIN)	
PIN: 251/0709-223-0905-4;	
251/0709-223-0904-6	

and shown on the: Attached plans.

4. This proposed amendment is authorized according to the SIP text recorded as: Document No. 5409781, in the Dane County Register of Deeds Office.

The proposed alteration, as outlined above, is considered a minor alteration and is hereby approved by the Director of the Planning Division of the Department of Planning & Community & Economic Development.


Owner's Signature

4/22/20
Date

Original Signatures only!

Director, Date
Department of Planning & Community & Economic
Development

State of Wisconsin
County of Dane

Personally came before me this _____ day of _____, _____, the above-named Director of Planning Division of the Department of Planning & Community & Economic Development and acting in said capacity and known by me to be the person who executed the foregoing instrument.

Notary Public, Dane County, Wisconsin (Signature)

Notary Public (print name)
My commission expires: _____

This instrument was drafted by:

This document and any attachments shall be recorded in the Dane County Register of Deeds Office.

EXHIBIT B: ZONING CODE TABLE 28D-2

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Offices									
Artist, photographer studio, etc.	P	P	P	P	P	P	P		
Insurance office, real estate office, sales office	P	P	P	P	P	P	P		
General office, professional office	P	P	P	P	P	P	P		
Medical Facilities									
Clinic - Health	C	P	P	P	P	P	P		
Hospital				C	C	C	C		Y
Medical laboratory				P	C	C	C		
Physical, occupational or massage therapy	P	P	P	P	P	P	P		
Veterinary clinic, animal hospital	C	P	P	P	P	P	P		Y
Retail Sales and Services									
Animal boarding facility, kennel, animal shelter					C	C	C		Y
Animal day care		C	C	C	C	P	P		Y

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Animal grooming	C	P	P	P	P	P	P		
ATM	P	P	P	P	P	P	P		Y
Auction rooms			P	P	P	P	P		
Bank, financial institution	P	P	P	P	P	P	P		
Bicycle-sharing facility	P	P	P	P	P	P	P	P	Y
Building material sales		C	C	C	P	P	P		
Business sales and services	C	P	P	P	P	P	P		
Contractor's business with showroom or workshop			C	C	P	P	P		Y
Dry cleaning plant, commercial laundry					P	P	P		
Farmers' market	P	P/C	P	P	P	P	P		Y
Food and related goods sales	P	P	P	P	P	P	P	P	Y
Free-standing vending	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	Y
Furniture and household goods sales	C	C	P	P	P	P	P		
Garden center		C	C	P	P	P	P	P	Y

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Bed and breakfast establishment	C	P	P	P	P	P	P		Y
Health/sports club	P	P	P	P	P	P	P		
Hostel		C	P	P	P	P	P		
Hotel, motel		C	C	P	P	P	P		Y
Indoor recreation		C	C	C	P	P	P		Y
Lodge, private club, reception hall		P	P	P	P	P	P		Y
Outdoor recreation				C	C	C			Y
Stadiums, auditoriums, and arenas						C			
Theater, assembly hall, concert hall		C	P	P	P	P	P		
Tourist rooming house	P	P	P	P	P	P	P		Y
Automobile Services									
Auto body shop		C	C	C	C	C			Y
Auto rental					P	P			Y
Auto repair station		C	C	C	C	C			Y

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Taxicab or limousine business, bus business					C				
Transit stop or station		P	P	P	P	P	P		
Limited Production, Processing and Storage									
Artisan workshop	P	P	P	P	P	P	P		
Bakery, wholesale					C	C			
Laboratory, research and development			C	C	C	C	C		
Limited production and processing			C		C	C	C		Y
Mail order house					C	C			
Printing and publishing		P	P	P	P	P	P		
Warehousing and storage						C			
Wholesale establishment				C	C	C			
Residential - Family Living									
Dwelling units in mixed-use buildings (1-2 dwelling units)	P/C	P/C	P/C	P/C	P/C	C	P		Y
Dwelling units in mixed-use buildings (3-24 dwelling units)		P/C	P/C	P/C	P/C	C	P		Y

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Dwelling units in mixed-use buildings (25-48 dwelling units)		C	P/C	P/C	P/C	C	P		Y
Dwelling units in mixed-use buildings (49-60 dwelling units)		C	C	P/C	P/C	C	P		Y
Dwelling units in mixed-use buildings (>60 units)		C	C	C	C	C	P		Y
Live-work unit	P	P	P	P	P	P	P		Y
Multi-family dwelling (4 dwelling units)		P	C	P	C	C	P		
Multi-family dwelling (5-12 dwelling units)		P	P	P	P	C	P		
Multi-family dwelling (13-24 dwelling units)		C	P	P	P	C	P		Y
Multi-family (25-36 units)			C	P	P	C	P		Y
Multi-family (>36 units)			C	C	C	C	P		Y
Residential building complex					C	C	C		Y
Single-family attached dwelling (3-8 dwelling units)		C	C	P	C	C	P		
Single-family attached dwelling (>8 dwelling units)		C	C	P	C	C	P		
Single-family detached dwellings		P/C	P/C		P/C				Y
Three-family dwelling - three-unit		C	C		C		P		

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Tiny house village								P	Y
Two-family dwelling - two-unit		P/C	P/C		P/C				Y
Two-family dwelling - twin		P/C	P/C		P/C				Y
Residential - Group Living									
Adult family home		P/C	P/C		P/C		P/C		Y
Assisted living, congregate care, skilled nursing facility				C	C	C	C		Y
Cohousing community		P/C	P/C	P/C	P/C	P/C	P		Y
Community living arrangement (up to 8 residents)		P	P		P		P		Y
Community living arrangement (9-15 residents)		C	C		C		C		Y
Community living arrangement (>15 residents)			C		C		C		Y
Convent, monastery or similar residential group		P	P		P		P		Y
Daytime shelter		C	C	C	C	C	C		Y
Housing cooperative	P/C	P/C	P/C	P/C	P/C	P/C			Y
Lodging house, fraternity or sorority					C		P		Y

Mixed-Use and Commercial Districts									
	LMX	NMX	TSS	MXC	CC-T	CC	RMX	THV	Supplemental Regulations Sec. 28.151
Home occupation	P/C	P/C	P/C	P/C	P/C	P/C	P/C		Y
Keeping of chickens	P	P	P	P	P	P	P	P	Y
Keeping of honeybees	P	P	P	P	P	P	P	P	Y
Lease of off-street parking facility accessory to nonresidential use to non-users of principal use		P	P	P	P	P	P		Y
Management office, restaurant, limited retail, recreation facilities within multi-family building			P	P	P	P	P		Y
Mission box	P	P	P	P	P	P	P	P	Y
Mission house	P	P	P	P	P	P	P		Y
Outdoor cooking operation	P/C	P/C	P/C	P/C	P/C	P/C	P/C		Y
Outdoor display		C	C	C	C	C	C		Y
Outdoor eating area associated with food and beverage establishment	P/C	P/C	P/C	P	P/C	P	P		Y
Outdoor eating area, temporary, associated with food and beverage establishment	P/C	P/C	P/C	P	P/C	P	P		Y

**EXHIBIT C: PREVIOUS ALTERATION AS RECORDED WITH THE
DANE COUNTY REGISTER OF DEEDS**

KRISTI CHLEBOWSKI
DANE COUNTY
REGISTER OF DEEDS

DOCUMENT #
6084466
03/06/2026 10:18 AM
Trans Fee:
Exempt #:
Rec. Fee: 30.00
Pages: 14


Document Number	Document Title
ALTERATION TO AN APPROVED & RECORDED SPECIFIC IMPLEMENTATION PLAN City of Madison Date: 02-16-2026	
Project Name: Landmark Credit Union at tenant suite 1712 Monroe St.	
1. Legal Description of Property: All of Lot 1, Certified Survey Map Number 14806, as recorded in Volume 103 of Certified Survey Maps, on Pages 245, as Document Number 5409781, Dane County Registry, located in the Northeast Quarter of the Southwest Quarter of Section 22, Township 07 North, Range 09 East, City of Madison, Dane County, Wisconsin.	
2. Property Address: 1722 Monroe Street	Recording Area Name and Return Address: Brad Birkowski 10 E Doty Street St 300 Madison, WI 53703
3. The SIP for the above-described property is hereby amended by (description of change): Change of use of the 1712 Monroe Street tenant suite to financial institution. Revise two panes of glass to metal in-fill panels that match color of the existing storefront system for secure banking operations. Partial removal of a window awning.	Parcel Identification Number (PIN) PIN: 251/0709-223-0905-4; 251/0709-223-0904-6
and shown on the: Attached plans.	

4. This proposed amendment is authorized according to the SIP text recorded as: Document No. 5409781, in the Dane County Register of Deeds Office.

The proposed alteration, as outlined above, is considered a minor alteration and is hereby approved by the Director of the Planning Division of the Department of Planning & Community & Economic Development

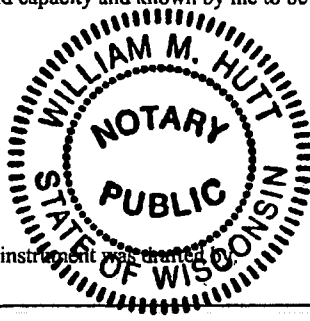
Original Signatures only!

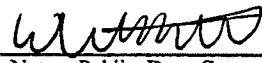

Owner's Signature
Date: 2/16/26


Director, FOR
Date: 2-20-2026
Department of Planning & Community & Economic Development

State of Wisconsin
County of Dane

Personally came before me this 20th day of February, 2026, the above-named Director of Planning Division of the Department of Planning & Community & Economic Development and acting in said capacity and known by me to be the person who executed the foregoing instrument.




Notary Public, Dane County, Wisconsin (Signature)
William M. Hutt
Notary Public (print name)
My commission expires: July 2nd 2029

This instrument was granted by Austen Conrad

This document and any attachments shall be recorded in the Dane County Register of Deeds Office.

City of Madison

APPLICATION FOR MINOR ALTERATION OF EXISTING PLANNED DEVELOPMENT (PD)

FOR OFFICE USE ONLY	
Date:	01/15/2026
LNDMAP:	2026-00002

Street Address:	1722 Monroe Street		
Alder District:	13	Zoning District:	PD
Proposed Alteration (Describe):	Change of use of the 1712 Monroe Street tenant suite to financial institution. Revise two panes of glass to metal in-fill panels that match color of the existing storefront system for secure banking operations. Partial removal of a window awning.		

The following items are required to be submitted via email to SPRapplications@cityofmadison.com:


<input checked="" type="checkbox"/>	Completed Application (this form)
<input checked="" type="checkbox"/>	Property Owner Permission (signature on this form or an email providing authorization to apply)
<input checked="" type="checkbox"/>	Email from the District Alder recommending approval of the project as a minor alteration. <u>Find the alder of the district</u> where the property is located.
<input checked="" type="checkbox"/>	Letter of Intent describing the proposed project
<input checked="" type="checkbox"/>	Plans in PDF format

Additionally, there is a **\$100 application fee**, which will be due after we set up your application in our permitting system.

Final approval is granted by the Director of Planning if the alteration meets the original intent of the planned development approval and is deemed to be a minor change.

Project Contact Person Name	Austen Conrad	Role	Architect for tenant at 1712 Monroe Street.
Company Name	Strang Inc		
Phone	608-720-1825	Email	aconrad@strang-inc.com

The undersigned property owner (or contract owner) of property below applies for approval to make minor alterations to an existing planned development.

Property Owner Authorizing Signature (or authorized via attached email)			
Property Owner Name	Brad Binkowski		
Company Name	Urban Land Interest Properties, LLC		
Street address	10 E. Doty, St 300 Madison, WI 53703		
Phone	(608) 268-7011	Email	bbinkowski@uli.com


Re: Request for input on a major alteration at 1712 Monroe St. for a new Landmark Credit Union

From Evers, Tag <district13@cityofmadison.com>

Date Fri 2026-01-02 15:25

To Austen R. Conrad <AConrad@strang-inc.com>

Cc Rieger, Chris <ChristopherRieger@landmarkcu.com>; Baldwin, Eileen <eileenbaldwin@landmarkcu.com>; Kennedy, Mark <markkennedy@landmarkcu.com>; anne@newyearinvestments.com <anne@newyearinvestments.com>; Tuttle, Meagan <MTuttle@cityofmadison.com>

 1 attachment (5 KB)

Outlook-A picture;

*** [EXTERNAL] This message comes from an external organization. Exercise caution when opening attachments or clicking links, especially from unknown senders. ***

Hi Austen,

My apologies for the delay.

Yes, you have my approval for the minor alteration you are requesting at 1712 Monroe St.

Please let me know if you need anything else.

Best wishes for the new year.

Tag



Tag Evers
District 13 Alder

Tel 608 424 2580

Email District13@cityofmadison.com

Sign up for District 13 email updates/blog:

<http://www.cityofmadison.com/council/district13/blog/>

From: Austen R. Conrad <AConrad@strang-inc.com>

Sent: Monday, December 22, 2025 4:06 PM

To: Evers, Tag <district13@cityofmadison.com>

Cc: Rieger, Chris <ChristopherRieger@landmarkcu.com>; Baldwin, Eileen <eileenbaldwin@landmarkcu.com>; Kennedy, Mark <markkennedy@landmarkcu.com>

Subject: Re: Request for input on a major alteration at 1712 Monroe St. for a new Landmark Credit Union



December 22, 2025

Esmeralda Tovar
Bilingual Zoning & Sign Code Specialist
Building Inspection
215 Martin Luther King Jr Blvd #17
Madison, WI 53703

Letter of Intent

Minor Planned Development Alteration of 1722 Monroe Street for New Tenant, Landmark Credit Union, located in tenant suite 1712 Monroe Street.

Dear Ms. Tovar,

On behalf of Landmark Credit Union, I am pleased to submit this Letter of Intent in support of our proposed minor planned development (PD) alternation for a new financial institution branch office located within the 1722 Monroe Street PD. The tenant space is to be located at the 1712 Monroe Street tenant suite.

Not only will this project bring a dedicated community-focused financial institution to the Monroe St area, but it will also activate a commercial space that has been vacant since it's construction in 2017. The likely reason this space has stayed vacant for so many years is the unusual geometry of the space. After much work, my team and I have been able to find a functional layout of the space for a financial institution's use. As part of that layout, we need to have one of our non-member facing rooms located along the Monroe Street frontage. To provide the needed visual security separation from the street, this alteration requests the replacement of two glass panes with metal in-fill panels. These panels are aluminum clad insulated panels and match the color of the building's storefront mullions. Exact location of the panels can be found in the attached elevations.

As part of this alteration request, we are also removing a section of the existing building awnings to provide space for the future wall signage that is being submitted separately through the city's signage review processes.

In summary, we're excited to bring a community financial institution to the Monroe Street corridor and are looking forward to getting started on the construction of the project as soon as this minor alteration is approved.

Sincerely,

A handwritten signature in black ink, appearing to read 'Austen R. Conrad'.

Strang, Inc.

Austen R. Conrad AIA, NCARB, NCIDQ
Executive Vice President

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN

Vaughn, Jessica L

From: Austen R. Conrad <AConrad@strang-inc.com>
Sent: Friday, February 6, 2026 1:16 PM
To: Vaughn, Jessica L
Cc: Sarah Phillips; Rieger, Chris
Subject: Re: NDMAP-2026-00002: 1712 Monroe Street minor alteration

Good afternoon Jessica,
That's correct. The in-fill panels will match the existing bronze storefront system.
Best,
Austen

Austen R Conrad AIA, NCARB, NCIDQ, WI Real Estate Broker
Executive Vice President | Principal
608.720.1825 | AConrad@strang-inc.com

From: Vaughn, Jessica L <JV Vaughn@cityofmadison.com>
Sent: Friday, February 6, 2026 12:49
To: Austen R. Conrad <AConrad@strang-inc.com>
Cc: Sarah Phillips <SPhillips@strang-inc.com>; Rieger, Chris <ChristopherRieger@landmarkcu.com>
Subject: RE: NDMAP-2026-00002: 1712 Monroe Street minor alteration

***** [EXTERNAL] This message comes from an external organization. Exercise caution when opening attachments or clicking links, especially from unknown senders. *****

Hello, Austen!

Thank you for your email. Wondering what color the infill panel will be – matching the existing storefront?

Thanks,

Jessica



Jessica Vaughn, AICP (she/her)
Urban Design Commission Secretary – Planning Division
Department of Planning & Community & Economic Development
215 Martin Luther King Jr. Blvd | Suite 017
PO Box 2985
Madison, WI 53701
jvaughn@cityofmadison.com
608.267.8740

From: Austen R. Conrad <AConrad@strang-inc.com>
Sent: Wednesday, January 28, 2026 5:33 PM
To: Vaughn, Jessica L <JV Vaughn@cityofmadison.com>

Cc: Sarah Phillips <SPhillips@strang-inc.com>; Rieger, Chris <ChristopherRieger@landmarkcu.com>

Subject: Re: NDMAP-2026-00002: 1712 Monroe Street minor alteration

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good evening Jessica,

Just wanted to check in to confirm what was sent on Monday morning (reattached) is sufficient for UDC's staff approval of our minor alteration?

Thanks,

Austen

Austen R Conrad AIA, NCARB, NCIDQ

Executive Vice President | Design Principal

608.720.1825 | AConrad@strang-inc.com

From: Austen R. Conrad <AConrad@strang-inc.com>

Sent: Monday, January 26, 2026 09:06

To: kfirchow@cityofmadison.com <kfirchow@cityofmadison.com>; Vaughn, Jessica L

<jvaughn@cityofmadison.com>

Cc: Sarah Phillips <SPhillips@strang-inc.com>; Rieger, Chris <ChristopherRieger@landmarkcu.com>

Subject: NDMAP-2026-00002: 1712 Monroe Street minor alteration

Hi Kevin & Jessica,

To address the requests for supplemental information that each of you have for the infill metal panel, I've attached a PDF with a detail and product sheet for the in-fill panels. We'll be providing it in an anodized bronze finish to match the existing to remain storefront system. The panel is a polyisocyanurate insulation core with aluminum adhered front and back. Panel is 1" thick so that it's a one for one replacement with the glazing that it's replacing.

Jessica - Regarding the redlined street view, unfortunately Google still shows the previous building on the parcel. As such, I took a photo from across the street this weekend and have redlined that. See attached.

Happy to provide any other info that would be helpful. My team and I are eager to get going with construction of the space.

Thanks,

Austen

Austen R Conrad AIA, NCARB, NCIDQ

Executive Vice President | Design Principal

608.720.1825 | AConrad@strang-inc.com



Architecture | Engineering | Interior Design | Planning

811 East Washington Avenue, Suite 200 | Madison, WI 53703 | 608.276.9200

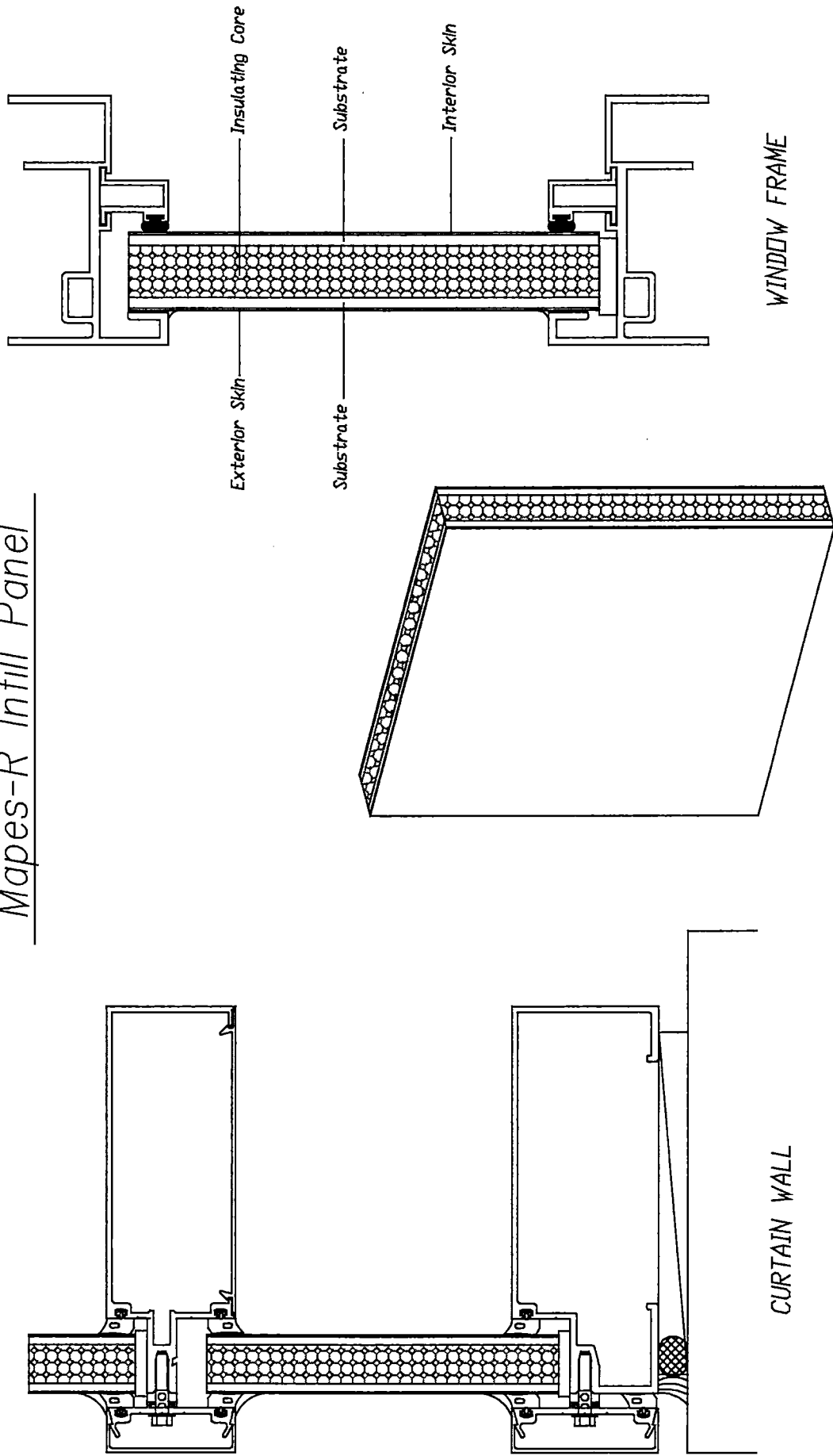
W238N1610 Busse Road, Suite 102 | Waukesha, WI 53188 | 262.875.6760

strang-inc.com

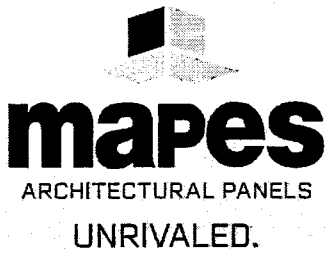
————— **Celebrating 90 Years of Excellence & Innovation** —————

[LinkedIn](#) | [YouTube](#) | [Facebook](#)

Mapes-R Infill Panel



Details shown are typical, the framing systems are for presentation only.



BE ADVISED THAT THE
ILLUSTRATION ON THIS PAGE
CANNOT BE REPRODUCED
CLEARLY WHEN SCANNED.
Grantor/Agent _____

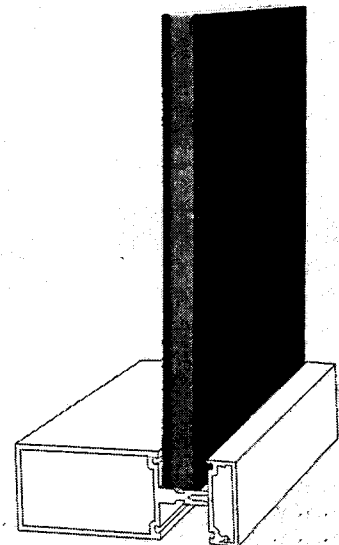
MAPES-R™



THE "GREEN" SOLUTION FOR GLAZING APPLICATIONS

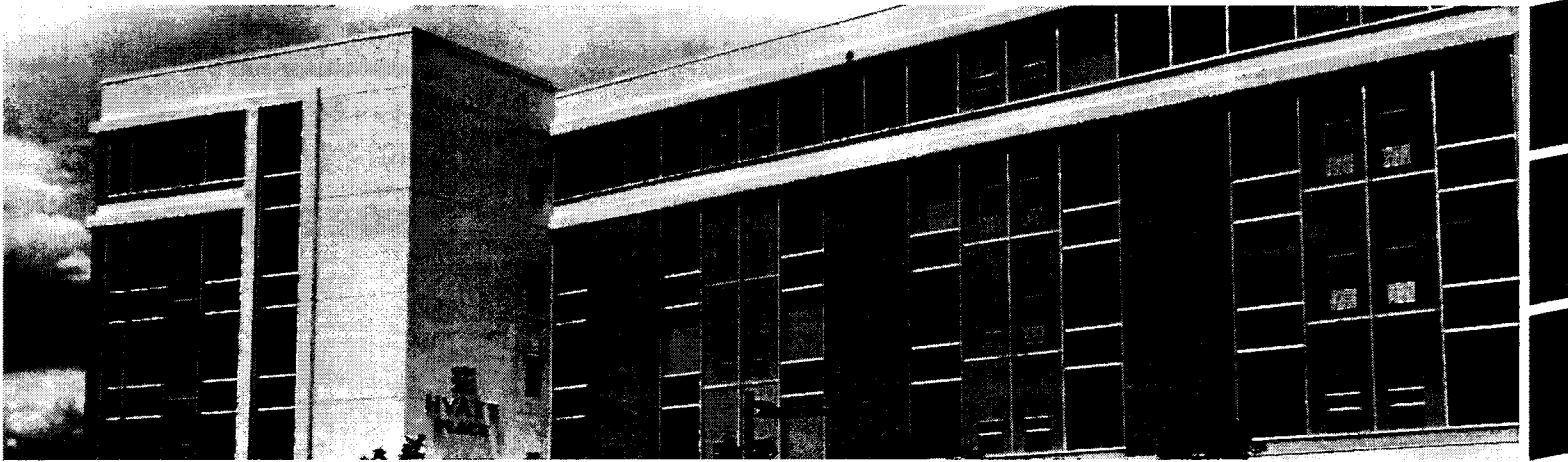
With insulation values up to R=30, Mapes-R panels offer a wide variety of solutions to improve the thermal efficiency of window, spandrel, curtain wall and glazing applications. Mapes-R panels can be manufactured to match any architectural finish including Kynar, anodized, and baked enamel. In addition to thermal improvement, Mapes-R panels can meet local building codes for fire and impact resistance.

For more details, please visit mapes.com



MAPES-R™

TECHNICAL DATA



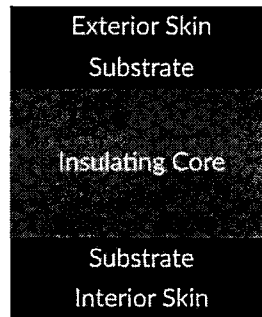
FEATURES

- Higher R-Value per Inch (vs IGUs)
- Flexible design options for desired performance/aesthetics
- Unlimited color options
 - Custom colors/patterns available
- Class A Rated (per ASTM E84)
- Non-Combustible options available
- Available up to 6" thick
- Up to 25 Year Lamination Warranty

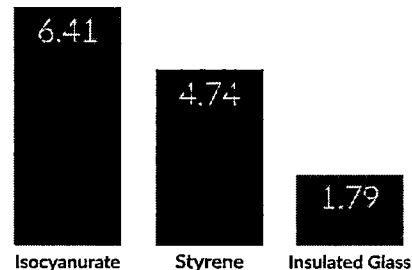
APPLICATIONS:

- Curtain Walls
- Storefronts
- Windows
- Spandrel Areas
- Transoms
- Sidelights

TYPICAL CROSS SECTION

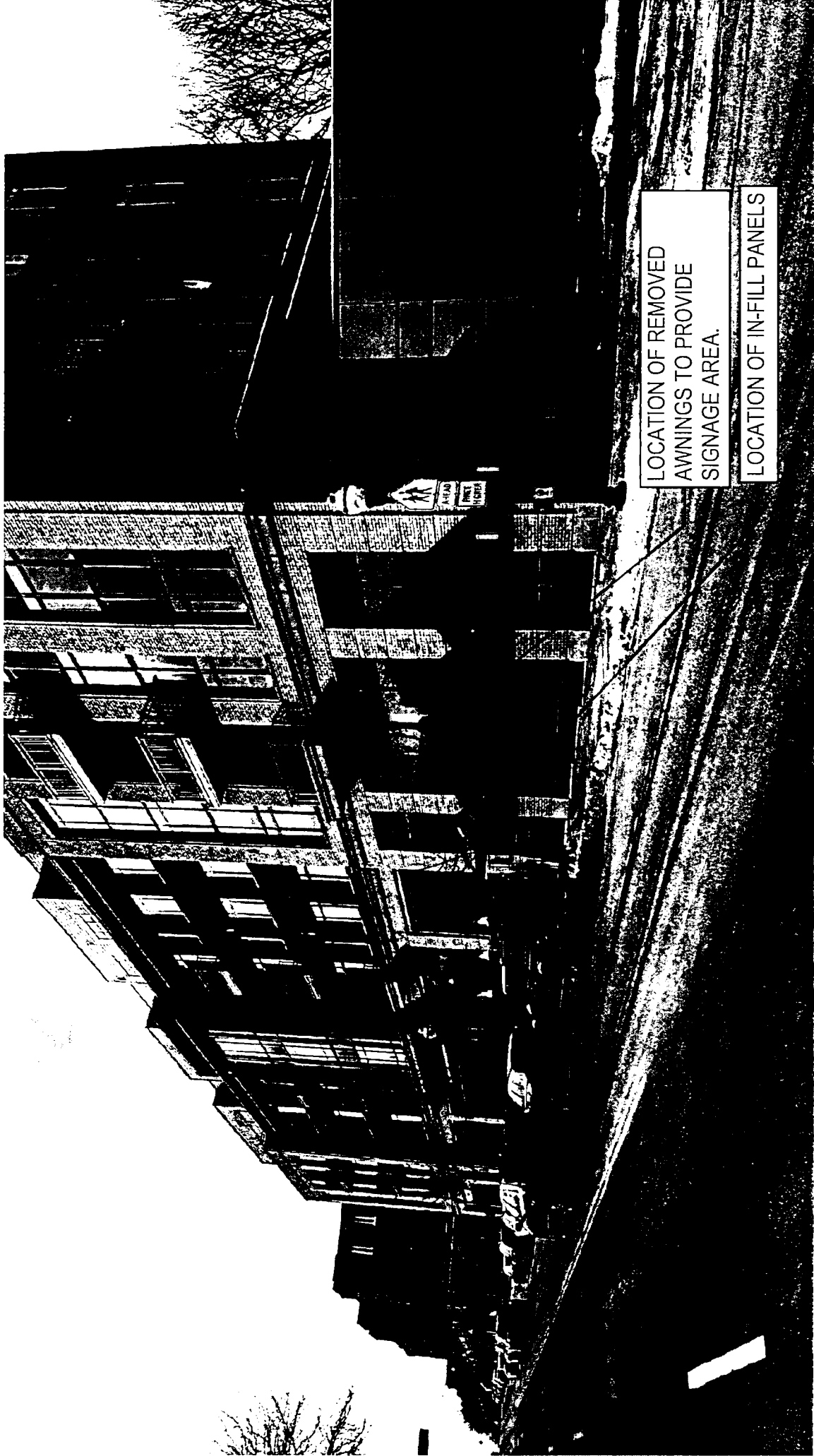


1" THERMAL PERFORMANCE COMPARISON (R-Value)



MAPES ARCHITECTURAL PANELS

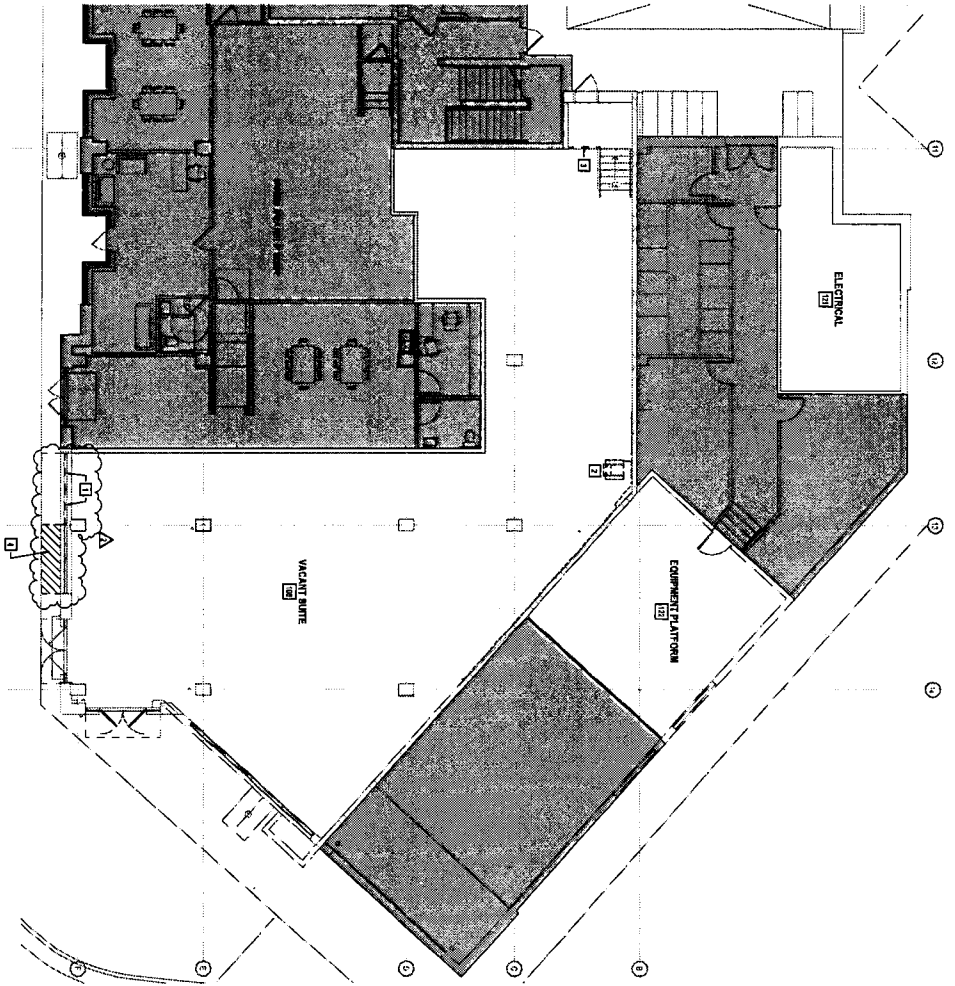
2929 Cornhusker Hwy, Lincoln, NE 68504 Phone: 800-228-2391 Fax: 800-737-6756 mapes.com



LOCATION OF REMOVED
AWNINGS TO PROVIDE
SIGNAGE AREA.

LOCATION OF IN-FILL PANELS

FIRST FLOOR DEMOLITION PLAN



- GENERAL DEMOLITION PLAN NOTES**
1. MAINTAIN CONTIGUOUS UTILITY SERVICE TO ALL SPACES IN THE BUILDING. COORDINATE WITH SERVICE PROVIDERS FOR ALL UTILITIES. REMOVE AND REPAIR AS NECESSARY. ALL FLOORING, SERVICES AND TRIM TO REMAIN.
 2. REMOVE ALL EXISTING PARTITIONS AND WALLS TO BE DEMOLISHED. REPAIR AND RECONSTRUCT AS NECESSARY.
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SPECIFIC DEMOLITION PLAN NOTES

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REVISIONS		DATE
NO.	DESCRIPTION	
1	ADDITIONAL	11-16-2023
2	SH-01	12-22-2023

LANDMARK CREDIT UNION - MONROE STREET BRANCH 1712 MONROE STREET MADISON, WI 53711	DATE: 12/22/23 DRAWING SET: CD PROJECT NO.: 2023064	FIRST FLOOR DEMOLITION PLAN A101
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STRANG
CONSTRUCTION
CORPORATION
WATSON, WI 53095-1400

GENERAL FLOOR PLAN NOTES

1. ALL WORKS ARE OF EQUAL IMPORTANCE IN CARRYING OUT THE WORK OF THE PROJECT. THE ARCHITECT AND CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND PRESERVATION OF ALL EXISTING WORK AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND PRESERVATION OF ALL EXISTING WORK AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND PRESERVATION OF ALL EXISTING WORK AND UTILITIES.
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SPECIFIC FLOOR PLAN NOTES

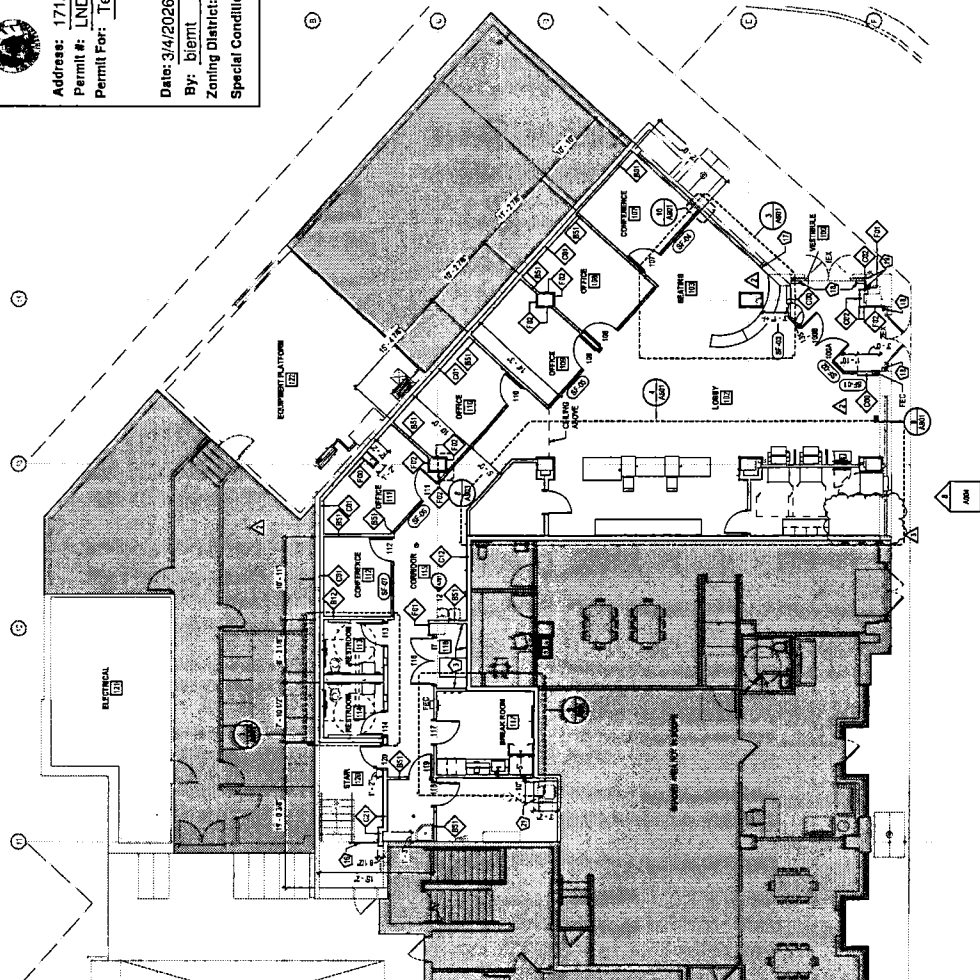
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25. ADD ONE AND ONE HALF INCH TO THE EXISTING STUD BENCH WALL.

SITE PLAN APPROVAL
MGO (28.168)

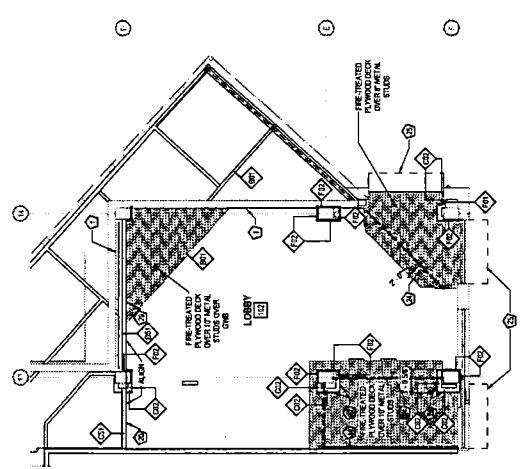
Address: 1712 Monroe Street
Permit #: LINDMAP-2026-00002
Permit For: Tenant Improvements

ZONING APPROVED

Date: 3/4/2026
By: bjbentl
Zoning District: PD #555
Special Conditions: OK



1. FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



2. PARTIAL HIGHER FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

NO.	DESCRIPTION	DATE
1	ISSUED	12-2025
2	REVISION	12-2025
3	REVISION	12-2025
4	REVISION	12-2025
5	REVISION	12-2025
6	REVISION	12-2025
7	REVISION	12-2025
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23	REVISION	12-2025
24	REVISION	12-2025
25	REVISION	12-2025

LANDMARK CREDIT UNION - MONROE STREET
BRANCH
1712 MONROE STREET
WATSON, WI 53095
PROJECT NO. 2026
DATE 12/17/2025

A201