

Postal Pro Pack and Ship

939 South Park Street

Madison, WI 53715

608 239 9760

info@postalpropackandship.com

06/14/2025

City of Madison Department of Planning & Community & Economic Development

215 Martin Luther King Jr. Blvd, Suite 017

Madison, WI 53703

Subject: Letter of Intent – Conditional Use Request for Drive-Thru

To Whom It May Concern,

I am writing to formally submit this Letter of Intent in support of a **Conditional Use Permit** request for the property located at **939 South Park Street, Madison, WI 53715**, currently operating as a retail pack-and-ship store.

The purpose of this application is to obtain approval for the addition and operation of a **drive-thru service window**. The proposed drive-thru will allow customers to conveniently drop off packages, pick up deliveries, and access essential shipping services without entering the store. This service is especially valuable for individuals with mobility challenges, busy professionals, and families with children.

The drive-thru lane is already in place as part of the existing site design and will be repurposed to suit this operational use. Minimal site changes are proposed, and the drive-thru will operate during our regular business hours: **Monday through Saturday, 9:00 AM to 8:00 PM**.

We believe this conditional use is consistent with the intent of the current zoning district and aligns with the city's vision of promoting small business activity, improving customer access, and supporting economic vitality along South Park Street.

We are committed to maintaining a safe, clean, and professionally managed business, and we will comply with all regulations and requirements as directed by the Planning Division and Zoning Board.

Thank you for your time and consideration. Please feel free to contact me at 608 239 9760 or Aaron.a.abraha@gmail.com if further information is needed.

Sincerely,

Aaron Abraha

Owner

Postal pro Pack & Ship