

# PLANNING DIVISION STAFF REPORT

July 28, 2025

PREPARED FOR THE PLAN COMMISSION



**Project Address:** 939 South Park Street (District 13 – Alder Evers)  
**Application Type:** Conditional Use  
**Legistar File ID #** [88772](#)  
**Prepared By:** Colin Punt and Jose Vazquez, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant:** Aaron Abraha; Postal Pro Pack and Ship; 939 South Park St; Madison, WI 53715

**Owners:** Steve Klinke; 4518 Monona Dr; Madison, WI 53716

**Requested Action:** The applicant is seeking approval of a conditional use for the use of a drive through window per §28.065(2) MGO at 939 South Park Street

**Proposal Summary:** The applicant is seeking approval of the operation of an existing drive through window for a service business in an existing commercial building.

**Applicable Regulations & Standards:** Standards for conditional use approval are found in §28.183(6) MGO

**Review Required By:** Plan Commission

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find that the standards for conditional uses are met and **approve** the conditional use for a drive through window at 939 South Park Street subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies beginning on page 4.

## Background Information

**Parcel Location:** The 18,499-square foot subject site is located on the east side South Park St, immediately north of the intersection of South Park Street and Fish Hatchery Road. The site is within Alder District 13 (Alder Evers) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The parcel is zoned TSS (Traditional Shopping Street) and developed with a one-story 4,213-square foot commercial building with existing drive through window, originally constructed in 2003.

### Surrounding Land Uses and Zoning:

North: A one-story commercial building zoned TSS and single-family residences zoned TR-C2 (Traditional Residential-Consistent 2);

Northwest: Across South Park St, a one-story gas station zoned TSS;

Southwest: Across South Park St, a five-story community mixed use building zoned PD (Planned Development district);

**East:** Single family residences zoned TR-C2 and a 3-unit residential building zoned TSS.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2023) recommends Neighborhood Mixed Use (NMU). The Bay Creek Neighborhood Plan (1991) and Park Street Urban Design Guidelines (2004) and the South Madison Neighborhood Plan all Plans in the area and does not make any recommendations specific to this site.

**Zoning Summary:** The subject property is proposed to be zoned TSS (Traditional Shopping Street district):

Requirements	Required	Proposed
Front Yard Setback	0’ or 5’	Existing, no change
Max. Front Yard Setback: TOD	20’	Existing, no change
Side Yard Setback	5’	Existing, no change
Rear Yard Setback	The lesser of 20% of lot depth or 20’	Existing, no change
Maximum Lot Coverage	85%	Existing, no change
Minimum Building Height: TOD	2 stories	Existing, no change
Maximum Building Height: TOD	4 stories/60’	Existing, no change

Site Design	Required	Proposed
Number Parking Stalls	Not required: TOD	Existing, no change
Electric Vehicle Stalls	Not required	Existing, no change
Accessible Stalls	Yes	Existing, no change
Loading	None	Existing, no change
Number Bike Parking Stalls	2	2
Landscaping and Screening	Not required	Existing landscaping
Lighting	Not required	Existing lighting
Building Form and Design	Not required	Existing building

<b>Other Critical Zoning Items</b>	Urban Design (UDD 7), Barrier Free (ILHR 69), Utility Easements, TOD Overlay
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*Table Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services.

**Project Description, Analysis, and Conclusion**

The applicant is requesting a conditional use to operate an existing drive through service window at 939 South Park Street. The applicant operates a retail packing and shipping store on this site. The existing drive through window is located at the north end of the building and was formerly used for a dry-cleaning business. Vehicles using the window would enter the site from South Park Street at the southern end of the site, driving along the rear of the site, and exiting on the north side of the site immediately after using the window. Users would be able to drop off packages, pick up deliveries, and access other shipping-related services. The hours of operation for the window are proposed to be the same as the regular business hours, which are 9 a.m. to 8 p.m. Mondays through Saturdays.

This request is subject to the standards for conditional uses. This section continues with a summary of adopted plan recommendations, follows with an analysis of conditional use standards, a brief overview of public comments received, and finishes with a conclusion. Staff notes that while this proposal is within Urban Design District 7, there are no exterior changes proposed and the UDC Secretary has reviewed the request administratively.

### **Consistency with Adopted Plans**

The [Comprehensive Plan](#) (2023) recommends Neighborhood Mixed Use (NMU). The NMU category includes relatively small existing and planned activity centers that include residential uses, as well as retail, restaurant, service, institutional, and civic uses primarily serving nearby residents. While new construction in NMU areas are encouraged to integrate site design elements that facilitate pedestrian and bicyclist access, this is an existing structure. The Bay Creek Neighborhood Plan (1991) and Park Street Urban Design Guidelines (2004) and the South Madison Neighborhood Plan all Plans in the area and does not make any recommendations specific to this site. Staff believes the Plan Commission can find that the proposal is consistent with adopted plans.

### **Conditional Use Standards**

With regard to the conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) MGO are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

Staff offer one comment regarding standard of approval 4, that the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. While the NMU land use designation and the TOD overlay zoning district, recommend and require, respectively, a minimum two-story development type, the building is existing. Similarly, the NMU land use designation and the underlying TSS zoning district encourage a mix of uses and limited automobile-oriented uses, but staff again note that the window and drive are both existing. Planning staff does not believe a new approval to reuse the existing drive through window would impede or preclude the redevelopment of this site and this area in a manner more consistent with the recommendations in adopted plans. As a re-use of an existing building, the TOD site standards for buildings found in §28.104(6) MGO, which apply to all new principal buildings and major expansions, are not applicable to this request. As such, staff believe the Plan Commission can find standard 4 and all other applicable standards to be met.

### **Public Comment**

At time of report writing, staff are unaware of any written public comment regarding this proposal.

### **Conclusion**

The applicant requests conditional use approval to operate a drive-through window in an existing commercial building. Staff believe the request can be found to be consistent with the recommendations of the applicable adopted plans and that all applicable conditional use standards can be found met. Staff notes that as a conditional use, the Plan Commission retains continuing jurisdiction to review and resolve complaints that may arise regarding the operation of the conditional use.

## Recommendation

### **Planning Division Recommendations** (Contact Colin Punt 243-0455)

The Planning Division recommends that the Plan Commission find that the standards for conditional uses are met and **approve** the conditional use for a drive through window at 939 South Park Street subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies below.

**Recommended Conditions of Approval:** Major/Non-Standard Conditions are Shaded

### **Zoning Administrator** (Contact Jenny Kirchgatter, 266-4429)

1. Bicyclist use of sales and service windows shall not be prohibited.

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

2. On the floor plan sheet A-1.1, Remove the reference to Tenant 1 (100), Tenant 2 (102) & Tenant 3 (103), Label each tenant space with their street address number. 939, 945 & 951 S Park St. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

### **Metro Transit** (Contact Tim Sobota, 261-4289)

3. In coordination with any public works improvements (if necessary), the applicant shall maintain or replace the concrete boarding pad surface at the existing Metro bus stop on the east side of South Park Street, north of Fish Hatchery Road (#0519). The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
4. The applicant may additionally install and maintain a new passenger bench seating amenity - either as part of the private landscape plan or in the public right-of-way area - along the east side of South Park Street, north of Fish Hatchery Road to further serve the users of the planned development site. If located in the public right-of-way, the applicant should follow the requirements set forth in MGO 10.31 to submit a Privilege in Streets (Bus Bench) application and may contact the City's Office of Real Estate Services for information and assistance with the Privilege in Streets (Bus Bench) application process.
5. Note: Metro Transit operates daily all-day transit service along South Park Street adjacent this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
6. Note: Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 100 Weekday & 65 Weekend. Please contact Metro Transit if additional analysis would be of interest.

### **Parking Utility** (Contact Trent Schultz, 246-5806)

7. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of approving the proposed conditional use (drive thru window). Future changes of use on the property would be subject to TDM Ordinance requirements, per MGO 16.03.

*The Planning Division, Engineering Division, Traffic Engineering Division, Fire Department, Parks Division, Forestry Section, and Water Utility have reviewed this request and have recommended no conditions of approval.*