

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



FOR OFFICE USE ONLY:

Date Received 6/12/25 10:46 a.m. ☐ Initial Submittal

Paid _____ ☐ Revised Submittal

All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application. If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed UDC Application and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

939 South Park ST Madison, WI 53715

Title: Drive Thru conditional use

2. This is an application for (check all that apply)

- ☐ Zoning Map Amendment (Rezoning) from _____ to _____
- ☐ Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- ☐ Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☒ Conditional Use or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit ☐ Other requests _____

3. Applicant, Agent, and Property Owner Information

Applicant name Aaron Abraha **Company** Postal pro Pack and Ship
Street address 939 South Park Street **City/State/Zip** Madison, WI 53715
Telephone 608 298 7338 **Email** info@postalpropackandship.com

Project contact person _____ **Company** _____
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____

Property owner (if not applicant) Steve Klinke
Street address 4518 Monona D **City/State/Zip** Madison, WI 53716
Telephone (608) 620-7685 **Email** steve@klinkerealestate.com

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

To use of the existing drive-thru service window retail store located at 939 South Park Street, Madison, WI 53715.

Proposed Square-Footages by Type:

Overall (gross): _____ Commercial (net): 1,800 s.f. Office (net): _____
Industrial (net): _____ Institutional (net): _____

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: _____ 1-Bedroom: _____ 2-Bedroom: _____ 3-Bedroom: _____ 4 Bedroom: _____ 5-Bedroom: _____

Density (dwelling units per acre): _____ Lot Area (in square feet & acres): _____

Proposed On-Site Automobile Parking Stalls by Type (if applicable):

Surface Stalls: 16 Under-Building/Structured: 0 Electric Vehicle-ready¹: 0 Electric Vehicle-installed¹: 0

Proposed On-Site Bicycle Parking Stalls by Type (if applicable):

¹ See [Section 28.141\(8\)\(e\), MGO](#) for more information

Indoor (long-term): 0 Outdoor (short-term): 0

Scheduled Start Date: _____ Planned Completion Date: _____

6. Applicant Declarations

- ☐ **Pre-application meeting with staff.** Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Colin Punt Date 05/2/2025

Zoning staff Jenny Kirchgatter Date 05/2/2025

- ☐ **Posted notice of the proposed demolition on the [City's Demolition Listserv](#)** (if applicable). Date Posted _____

- ☐ **Public subsidy is being requested** (indicate in letter of intent)

- ☐ **Pre-application notification:** The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Aldersperson Tag Evers Date 05/23/2025

Neighborhood Association(s) Cindy McCallum Date 05/23/2025

Business Association(s) Cindy McCallum Date 05/23/2025

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Aaron Abraha Relationship to property Tenant

Authorizing signature of property owner [Signature] Date 6/9/25