



Department of Public Works  
**Engineering Division**  
 James M. Wolfe, P.E., City Engineer

City-County Building, Room 115  
 210 Martin Luther King, Jr. Boulevard  
 Madison, Wisconsin 53703  
 Phone: (608) 266-4751  
 Fax: (608) 264-9275  
[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)  
[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

**Deputy City Engineer**  
 Bryan Cooper, AIA  
 Gregory T. Fries, P.E.  
 Chris Petykowski, P.E.

**Deputy Division Manager**  
 Kathleen M. Cryan

**Principal Engineer 2**  
 Janet Schmidt, P.E.

**Principal Engineer 1**  
 Mark D. Moder, P.E.  
 Andrew J. Zwiig, P.E.  
 Fadi El Musa Gonzalez, P.E.

**Financial Manager**  
 Steven B. Danner-Rivers

Parcel Number: «Parcel\_No»  
 Situs Address: «Situs\_Address»

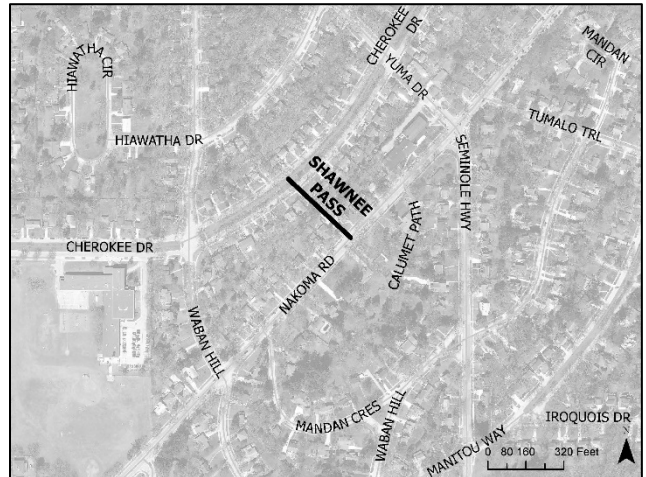
«OwnerLine1»  
 «OwnerLine2»  
 «OwnerLine3»  
 «OwnerLine4»

January 15, 2025

**To: Property Owners along Shawnee Pass**

**Re: Proposed Street Reconstruction & Public Hearing**

The City of Madison is planning a 2025 construction project on Shawnee Pass. The proposed project will include replacement of storm sewer, curb & gutter, gravel base, and asphalt pavement. Enclosed with this letter is a fact sheet with some details on the proposed project. Also enclosed is a notification for the Public Hearing before the Board of Public Works. The date, time and location of the public hearing is on the notification.



This proposed project will involve special assessments to the owners of property adjacent to the project. The property owners will be assessed for various items included with this proposed project, and the costs of some of those items are assessed entirely to the owner. A table detailing the City's standard assessment policy for the items of work is included on the enclosed fact sheet.

Below is a preliminary Schedule of Assessments, which shows the estimated costs for your property adjacent to the project. The Schedule of Assessments for all properties adjacent to the project is available on the project webpage at <https://www.cityofmadison.com/engineering/projects/shawnee-pass>. A hard copy can be mailed to you upon request. The frontages of each property to be assessed are listed on the full schedule. After the work is complete, a final assessment will be calculated based on bid prices and work actually performed. The final assessment, which will be billed after the completion of the project, is payable in one lump sum or over a period of 8 years, with 4% interest charged on the unpaid balance.

To request accommodations for special needs or disabilities or if you have any other questions regarding this project, please contact Mario Galindez, Project Manager, (608) 266-4095, [mgalindez@cityofmadison.com](mailto:mgalindez@cityofmadison.com). This includes requests relating to the Public Hearing and also requests relating to the actual operations of construction. A list of contacts for this project can be found on the enclosed fact sheet.

Sincerely,

James M. Wolfe, P.E.  
 City Engineer

January 15, 2025

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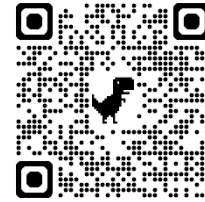
**Project Name: Shawnee Pass Assessment District – 2025**

**Project ID: 11822**

Owner:

«OwnerLine1»

«OwnerLine2»



Parcel(s) being assessed:

Parcel Number: «Parcel\_No»

Parcel Location: «Situs\_Address»

Street Reconstruction Items		
Remove Concrete Driveway Apron & Terrace Walk	Replace Concrete Driveway Apron	10' Pavement Reconstruction
«Cost1»	«Cost2»	«Cost3»

<b>Total</b>
«Total»

The Schedule of Assessments for all properties adjacent to the project is available on the project webpage at: <https://www.cityofmadison.com/engineering/projects/shawnee-pass>; a hard copy can be mailed to you upon request. The full Schedule includes greater details for the cost determination.

JMW: MFG  
cc by email:

Yannette Figueroa Cole, District 10 Alder  
 Mark Moder, City Engineering  
 Kyle Frank, City Engineering  
 Thomas Mohr, Traffic Engineering  
 Tim Pearson, Water Utility  
 Adam Wiederhoeft, Water Utility  
 Tim Sobota, Madison Metro Transit  
 Lorissa Banuelos, Common Council  
 Zachary Eckberg, City Forestry  
 Bill Sullivan, Fire Department  
 Michael Ott, Police Department  
 Amanda J Nagel [ajnagel@madison.k12.wi.us](mailto:ajnagel@madison.k12.wi.us)  
 Laura Hauptli [lchauptli@madison.k12.wi.us](mailto:lchauptli@madison.k12.wi.us)  
 Heidi Koch [heidi.koch@firstgroup.com](mailto:heidi.koch@firstgroup.com)  
 Scott Chehak [Sachehak@madison.k12.wi.us](mailto:Sachehak@madison.k12.wi.us)  
 MMMSD Transportation [transportation@madison.k12.wi.us](mailto:transportation@madison.k12.wi.us)

Andrew Zwiig, City Engineering  
 Janet Schmidt, City Engineering  
 Sean Malloy, City Traffic Engineering  
 Alexandra Heinritz, Traffic Engineering  
 Yang Tao, Traffic Engineering  
 Taletha Skar, IT Department  
 Hannah Mohelnitzky, City Engineering  
 Charles Romines, Streets Division  
 Aaron Leair, City Forestry  
 Jennifer Hannah, Police Department  
 Dane County 911  
 Cara Hanson [cmhanson@madison.k12.wi.us](mailto:cmhanson@madison.k12.wi.us)  
 Jason Northouse [janorthouse@madison.k12.wi.us](mailto:janorthouse@madison.k12.wi.us)  
 Mike MacDonald [mmacdonald@madison.k12.wi.us](mailto:mmacdonald@madison.k12.wi.us)  
 Vanessa Cruz [vacruz@madison.k12.wi.us](mailto:vacruz@madison.k12.wi.us)

A City of Madison Engineering project is planned in your area. It may have an impact on you or your property. For language translation services, call 608-266-4751 in any language.

El departamento de ingeniería de la ciudad de Madison tiene planeado un proyecto en su área. Este proyecto puede impactarlo a usted o a su propiedad. Para cualquier servicio de traducción en cualquier idioma, llame al 608-266-4751.

您所在的地區計劃開展一項麥迪遜市工程部項目。這可能會對您或您的物業產生影響。如需語言翻譯服務，請用任何語言致電608-266-4751。

Muaj kev tawm phiav xwm rau Madison lub khoos kas Kev Tawm Qauv rau hauv koj cheeb tsam. Nws yuav muaj kev cuam tshuam rau koj los sis koj cov khoom cuab yeej cuam tam. Rau cov kev pab txhais lus, ces hu rau 608-266-4751 muaj txhais ua txhua hom lus.



Department of Public Works  
**Engineering Division**

**Fact and Details Sheet:  
 PROPOSED SHAWNEE PASS RECONSTRUCTION**

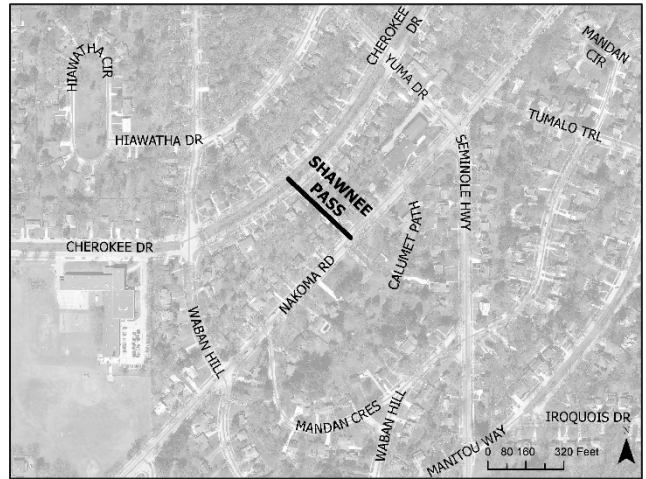
**PROJECT CONTACTS**  
 » **Project Manager:** Mario Galindez  
 (608) 266-4095, [mgalindez@cityofmadison.com](mailto:mgalindez@cityofmadison.com)

**Project Details – Proposed Work**

**Sanitary Sewer/Water Main:** There are no existing sanitary sewer main and laterals or water mains and services along Shawnee Pass. No new sanitary sewer main or water main is proposed along the street.

**Storm Sewer:** The City will replace storm sewer to match the new curb and gutter. A new inlet will be installed at the northwest end of street at Cherokee Drive to accommodate a continuous sidewalk. Private storm connections can be made as requested by residents, and they are assessable.

**Street:** The City will replace the existing asphalt pavement, gravel base, and install new curb & gutter and replace driveways as necessary. The new street layout proposal includes a 20' wide street (face of curb to face of curb. There is 2' of gutter on either side) with continuous sidewalks (the sidewalk will continue through the street entrance instead of having ramps on either side) at Nakoma Road and Cherokee Drive. At both ends, the street entrances will be designed to make Shawnee Pass look like a driveway.



**Driveways Aprons:** Driveway aprons will be replaced in concrete per the City of Madison standard detail, except where alternate arrangements are made. (*Driveway aprons assessable*).

**Bus pads:** No new bus pads will be installed within the project limits.

**Streetlights:** There are no proposed changes to street lighting along within the project limits.

**Trees:** There are no planned tree removals within this section of the project. If, during the course of construction, it is determined that any additional trees must be removed, adjacent property owners will be notified prior to removal of the tree.

Terrace trees will be pruned prior to construction to provide required clearance for construction equipment. Efforts have been made in the street design to save as many of the existing trees as possible.

Street trees provide many benefits to our city and are considered an important part of the city's infrastructure. Forestry Section staff will evaluate the right of way for new planting sites and potential replacement sites when the project is complete. There is no additional cost to the adjacent property owner for a tree planting. Street trees are typically planted in the spring of the year following the completion of the construction project. Per Madison General Ordinance 10.10, City Forestry determines tree species and planting locations. Residents cannot choose or plant their own tree in the terrace.

For any questions regarding street tree maintenance or planting, please contact the general forestry line at 266-4816.

**Assessments:** The proposed project includes special assessments for street construction and portions of the utility work. The assessments are a special charge for work being done that has a direct benefit to the property. The preliminary assessments are mailed during the design phase and will give the property owner an estimated cost due after construction is complete. The final assessment bill will be mailed in 2026. The bill is calculated based on measured

Item	Property Owner Share	City Share
8' of Pavement Reconstruction*	100%	0%
Driveway Aprons	50%	50%
Curb & Gutter Replacement	0%	100%
Sidewalk Installation	0%	100%
Storm Sewer Main	0%	100%
Private Storm Connections	100%	0%
*Pavement reconstruction assessed per linear ft. of frontage. 50% discount for corner lots fronting two (2) streets (this applies to everyone here).		

quantities for driveway aprons and terrace walks removed and replaced during construction. The unit prices for pavement reconstruction (8' width across the property frontage because the proposed pavement width is 16'), and driveway aprons are based on 2025 street improvement rates and will carry over from the preliminary assessment to the final assessments. The private storm sewer connections will also be billed based on bid prices and measured quantities during construction. The property payment options include payment by lump sum or over eight years with 4% interest.

**Project Website:** Please visit the project website to sign-up for project email updates.  
<https://www.cityofmadison.com/engineering/projects/shawnee-pass>

## Construction Schedule & Impacts

**Tentative Schedule:** May 2025 – September 2025

### **Traffic Impacts:**

Shawnee Pass will be closed during construction. Given the narrow street width, during certain types of work, access will be very limited during construction work days, and potentially continue to be closed during non-working hours, depending on the type of work.

Efforts will be made to provide as much access as possible to driveways during construction; however, given the limited space to work and store equipment and materials on Shawnee Pass, providing access will be a challenge throughout construction, and no parking will be allowed within the construction zone during the project. When your driveway is not accessible, you will need to park on the adjacent streets outside the project limits such as Cherokee Drive and Nakoma Road.

The contractor may also need some dedicated space in the parking lane on Cherokee Drive to stockpile material.

**Water Shut-offs:** There are no planned water shut-offs with the project.

**Refuse and Mail:** The contractor will provide access to allow for mail collection and delivery during construction. Please place your bins on either Nakoma Road or Cherokee Drive during construction.

**Landscaping:** Existing landscaping within right-of-way will be impacted, including shrubs and fences. If you wish to save any landscaping, it should be removed prior to the start of work in 2025. Stone or brick pavers within the terrace you wish to save should be removed prior to construction, and you may reinstall those items after construction is complete.

**NOTICE OF PUBLIC HEARING  
BEFORE THE BOARD OF PUBLIC WORKS  
FOR  
PLANS, SPECIFICATIONS, AND SPECIAL ASSESSMENTS  
FOR  
PUBLIC WORKS IMPROVEMENTS  
MADISON, WISCONSIN**

**PART I**

The Common Council of the City of Madison, Wisconsin, having heretofore decided that it is expedient and necessary that the improvements as listed in Part II hereof be improved at the expense of the property thereby on which would be conferred some special benefit.

NOW, THEREFORE, NOTICE IS HEREBY GIVEN:

That the City Engineer has prepared plans, specifications, a proposed schedule of assessments, and an estimate of the entire costs of the improvement for each of the districts listed in Part II hereof, and;

That the plans, specifications, a proposed schedule of assessments, and an estimate of the entire cost of the improvements listed hereto are available and open to inspection by all interested persons in the office of the City Engineer, Room 115, City-County Building, 210 Martin Luther King Jr. Blvd. and will so continue to be for ten (10) working days from the first published date of this notice, (please email Board of Public Works, [boardofpublicworks@cityofmadison.com](mailto:boardofpublicworks@cityofmadison.com)) and;

That on **WEDNESDAY, JANUARY 29, 2025 AT 5:30 P.M.**, the Board of Public Works will be held remotely and the public can attend using a laptop or call in by phone. If you would like instruction on how to participate, please email [boardofpublicworks@cityofmadison.com](mailto:boardofpublicworks@cityofmadison.com). The Board will consider any objections that may be filed in writing or in person and hear all persons desiring to be heard, and;

**That special assessments may be paid over an eight (8) year period, with the owner paying 1/8 of the principal each year plus four (4%) percent interest on the unpaid balance, as determined by the Board of Public Works.**

That if the total assessment is paid in full before October 31st in the year that the billing is made, irrespective of project completion, then no interest shall be charged.

If you require an interpreter, materials in alternate formats, or other accommodations to access this public hearing, please contact the Engineering Division at phone (608) 266-4751 or email us at [engineering@cityofmadison.com](mailto:engineering@cityofmadison.com). Please make contact at least 72 hours prior to the date of this public hearing so that we can make proper accommodations.

**PART II**

**SHAWNEE PASS ASSESSMENT DISTRICT - 2025**

By Order of the Board of Public Works  
Madison, Wisconsin

PUB: WSJ **January 17, 2024**

**AFFIDAVIT OF MAILING**

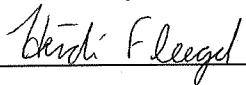
STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF DANE         )

ISAAC GABRIEL, being first duly sworn on oath, deposes and says that:

1. He is an Program Assistant 1 with the Office of the City Engineer, City of Madison, Dane County, Wisconsin, and did on the 16th day of January, 2025 placed in envelopes addressed to each interested owner of respective addresses as indicated by attached assessment list, a true and correct copy of the notice of assessments for their property for the project titled **SHAWNEE PASS ASSESSMENT DISTRICT - 2025** attached hereto.
  
2. He delivered the envelopes to the custody of the Mail Room of the Dane County Printing and Services Division, 210 Martin Luther King, Jr. Blvd., in the city of Madison, Dane County Wisconsin, for postage and depositing in the United States Mail.

  
\_\_\_\_\_  
Isaac Gabriel

Subscribed and sworn to before me  
this 16<sup>th</sup> day of January, 2025

  
\_\_\_\_\_  
Heidi Fleegel  
Notary Public, State of Wisconsin  
My Commission expires: April 28, 2026

