

Letter of Intent

Please consider this our formal Letter of Intent for the land use application/design review and to pursue an Amendment to the General Development Plan and Specific Implementation Plan which was previously approved May 24th, 1995.

Project Name:

Capitol Lakes Retirement Community

Parcel Location:

345 West Main Street (345 Address number will be retired with the demolition of 345 West Main streets current building on the property and it will become, 351 W Main St.)

Madison, WI

Contacts:

Applicant/Architect

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Civil/Landscape Engineer

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Landowner/Building Occupant

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Capitol Lakes Retirement Community functions as a comprehensive campus consisting of four buildings, serving residents in independent living, assisted living, and skilled nursing. The proposed project involves the demolition of the existing assisted living building at 345 West Main Street, which currently houses 44

units. This will be replaced by a new 133,535 sq. ft. independent living facility featuring 49 units, thus expanding the campus. Current residents in the existing assisted living facility will be relocated to a newly renovated floor in the existing skilled nursing facility to the north that is slated for renovation.

The new independent living building will be connected to the Maingate building on West Main Street via a third-floor skybridge, providing seamless access for residents to the entire campus. The project will also include the construction of an underground parking garage with 58 total parking stalls, replacing the existing five surface parking spaces. The Capitol Lakes block is comprised of 18 parcels, with the new building being developed across five parcels totaling 53,558 sq. ft., while also extending across a sixth parcel.

Our project is in the Downtown Core neighborhood, adjacent to the Bassett Neighborhood with a design intended to seamlessly transition between these two distinct areas. The proposed exterior of the building will feature a combination of materials, including brick on the first floor, two stories of plank siding, and stucco on the fourth floor. The four-story structure will feature a rooftop deck with ground-floor units along Broom Street, designed to evoke the character of a residential brownstone, fostering a natural connection to the street and enhancing the neighborhood's architectural cohesion.

Our plan is to begin the construction phase in the last quarter of 2025 with completion first quarter of 2027. We are currently interviewing multiple local contractors to work with our team during design and through construction. During any construction that interferes with the sidewalk, a temporary sidewalk would be erected. Trees along broom and any remaining trees along Main and Doty streets will be protected and maintained per the arborist report and tree plan.

Site:

The Capitol Lakes development is a total of 3.63 acres (158,186sf).

Parcel A, Lots 1 through 18 (Block 50) are 3.63 acres (158,186 sf). As part of this project the property boundaries of Lots 1 through 18 will be revised via Certified Survey Map (CSM) to combine all the lots within the block (1-18) into one lot.

- Lots 1 through 18 PD lines within the site will be omitted and property will become one lot.
- Currently all of the existing buildings listed are connected by walkways.

Current lot information prior to CSM work:

- Lots 12 through 16 and 4 through 7, Capitol Lakes Health Center along 334 W Doty Street, 53703. Parcel Area total of 33,000 SF.
- Lots 10 through 12 and 7 through 9, Capitol Lakes Heights along 110 South Henry Street, 53703.
- Lots 1/2 and 17/18, Capitol Lakes Terraces along 345 W Main Street.
- Lots 3 through 7, Capitol Lakes Maingate along 333 West Main Street, Madison.

Existing Buildings on Campus (Block 50):

Health Center is a 39 bed Skilled Nursing currently attached to the Terraces building 44 feet to the west. This health center will be remodeled to serve as an assisted living facility on the third floor to replace the Terraces assisted living units. It is in conformance with the PUD-G.D.P. on file with your department. This property currently is restricted to one ownership and management. The ground coverage of this project is 29,164 sq ft. Setbacks are as follows: Doty Street – 0 ft.; Main Street – 122 ft.; Broom Street – 206 ft. The building is 44 feet in height as measured from the main entry level. There are 26 parking spaces provided within the building outline. The health center is attached to the Terraces building by an enclosed corridor.

Maingate is an independent facility at 333 W Main Street, which houses 52 units and 59 underground parking stalls. Maingate functions as the entrance into the campus for the public and that will remain the case after construction of the proposed building. This is also where residents of the Maingate and Heights buildings can enjoy the dining rooms, coffee/gift shop, library, aquatics, fitness and common rooms for social activities.

Heights is a 14 Story Tower along S Henry Street that is entered through an entrance plaza, which houses 216 independent living units and 27 parking stalls. Heights includes a dining room with kitchen, lounge, salon services and laundry.

Terraces existing assisted living building at 345 West Main Street, which currently houses 44 units. This will be replaced by a new 133,535 sq. ft. independent living facility featuring 49 units, thus expanding the campus. Current residents in the existing assisted living facility will be relocated into the existing skilled nursing facility to the north that will soon be under renovation to become an assisted living facility.

Comprehensive Plan:

The City of Madison Comprehensive Plan designates this site as a planned development. The Block is made up of 4 existing planned developments but is within the Downtown Core Zone. Our plan is to do an amendment for the planned development and CSM to omit any property lines within the block.

Existing Zoning:

The new proposed building is part of a planned development but is within the Downtown Core District.

To remain consistent with the requirements of the Downtown Core zoning code, the building will meet the following criteria:

Downtown Core District – 28.074

1) Statement of purpose

The DC District is established to recognize the Capitol Square, the State Street corridor, and surrounding properties as the center of governmental, office, educational, cultural, specialty retail and recreational activities for the City and the region. Residential uses are appropriate in some locations or in combination with other uses. This district is intended to allow intensive development with high-quality architecture and urban design.

6) Site Standards: New and Existing Development

a) New parking shall be located in parking structures. Surface parking lots are prohibited.

Downtown District – 28.071

3) Design Standards

c) Façade Articulation. The facades of new buildings more than forty (40) feet in width shall be divided into smaller vertical intervals through techniques including but not limited to the following:

1. Facade modulation, step backs, or extending forward of a portion of the facade.
2. Vertical divisions using different textures, materials, or colors of materials.
3. Variation in roof lines to reinforce the modulation or vertical intervals.

4. Arcades, awnings, window bays, arched windows, and balconies to reinforce the vertical intervals.

d) Story Heights and Treatments

1. For all buildings, the minimum ground story height is twelve (12) feet, measured from the sidewalk to the second story floor.
2. For ground-story residential uses, landscaping, steps, porches, grade changes, and low ornamental fences or walls or similar treatments shall be located between the sidewalk and the front door to create a private yard area.

e) Doors and Window Openings

1. For street-facing facades with ground story non-residential uses, the ground story door and window openings shall comprise a minimum of fifty percent (50%) of the facade area.
2. For street-facing facades with ground story residential uses, ground story openings shall comprise a minimum of fifteen percent (15%) of the facade area.
3. For all buildings, upper story openings shall comprise a minimum of fifteen percent (15%) of the facade area per story.
4. Garage doors and opaque service doors shall not count toward the above requirements.
5. Glass on all windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass may be used on service areas on the building.

f) Building Materials

1. Buildings shall be constructed of durable, high-quality materials. Table 28 E-1 below lists allowable building materials.
2. All building facades visible from a public street or public walkway shall use materials and design features similar to or complementary to those of the front facade. See Table 28-1.

g) Equipment and Service Area Screening

1. Outdoor loading areas or mechanical equipment are not permitted in the front yard. When visible from an abutting public street or walkway, they shall be screened by a decorative fence, wall, or screen of plant material.
2. Fences and walls shall be architecturally compatible with the principal structure.

h) Screening of Roof Top Equipment

1. All rooftop equipment, with the exception of solar and wind equipment, shall be screened from view from adjacent streets and public rights-of-way. Rooftop equipment shall be screened from view from adjacent buildings to the extent possible.

2. The equipment shall be within an enclosure. This structure shall be set back a distance of one and one-half (1½) times its height from any primary facade fronting a public street. Screens shall be of durable, permanent materials (not including wood) that are compatible with the primary building materials. (Am. by ORD-15-00104, 10-15-15)

Zoning designations of adjacent parcels are as follow for 345 W Main Street:

North: PD

South: DR2

West: PD, Urban Mixed-Use (UMX)

East: PD; Downtown Residential 2 (DR2)

Sustainability:

The building is providing a green roof off the third floor (Over the second floor) in the NE corner of the building for storm management that is 1,363.9 sq ft. Please see landscape plans for more details on the green roof layouts and planting types.

Signage:

The building address will be provided at the end of the residential entrance canopy off of Main Street and a sign at the residential entrance door with the name of the wing, Bassett Place. The main campus sign is located at the public entrance to the new building, which is Maingate building on 333 W Main Street as that is the campus entrance for the site.

Schedule:

Beginning the construction phase last quarter of 2025 with completion first quarter of 2027. We are currently interviewing multiple local contractors to work with our team during design and through construction.

Transportation:

Bike:

The Capitol Lakes independent living project will include stalls for 5 Secured shared fleet Bicycles for resident/employee use, 47 secured resident bike storage and 5 exterior short term bikes stalls along the building resident entrance on Main Street. A bicycle maintenance station for on-site employees, tenants, residents and visitors. Tools and supplies will include a bicycle pump, wrenches, a chain tool, tire levers, hex keys/Allen wrenches, torx keys, screwdrivers, and spoke wrenches. The existing bike path on the west side of the development will remain and be maintained throughout construction.

Transit:

Bus stop on Broom Street will be maintained and provided with a new concrete pad/shelter. The current bus stops blue bench will be salvaged to be used somewhere else on site. 49 Metro Fast cards will be provided to residents as an incentive to take public transit. Commute cards will be provided to the employees.

Deliveries:

Mailboxes and a secure area for USPS, UPS, Fedex, and or Amazon deliveries will be provided in the resident lobby of Basset place of Main street..

Traffic Study:

A traffic impact analysis has been completed by TADI and was submitted to the City of Madison with this submission. The site requires 15 TDM points and we are providing 16 points, please see TDM attached.

Operations:

Capitol Lakes has been serving older adults from Madison and beyond since its founding in 1975 by Methodist Retirement Services. We are a not-for-profit 501(c)(3) organization operating as a Life Plan Community. Residents commonly move into an apartment and can transition to assisted living or skilled nursing if needed. Capitol Lakes is open 24/7 and provides its own maintenance, housekeeping and property management services. The proposed facility will employ a staff of three individuals, with operating hours from 7 a.m. to 5 p.m. Monday through Saturday, and limited staff on Sundays. The existing staff supporting the Terraces assisted living building will be reutilized for the new addition and for support in the skilled nursing building.

The Specific Implementation Plan

Project Name:

Capitol Lakes Retirement Community

Parcel Location:

345 West Main Street (345 Address number will be retired with the demo of 345 West Main streets current building on site and it will become, 351 W Main St.)

Madison, WI

Legal Description:

333 West Main	Site Parcel Number 60-0709-231-2116-8
345 W. Main Street	Original plat, SW ½ of Lot 2, Block 50; Site Parcel Number 60-0709-231-2118-4
334 West Doty Street	Site Parcel 60-0709-231-2128-3
110 S. Henry Street	Site Parcel Number 60-0709-231-2101-9

Description Furnished:

Parcel A:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 11, 12, 13, 14, 15, 16 ,17 and 18, Block 50, Madison, according to the recorded plat thereof, in the City of Madison, County of Dane, State of Wisconsin.

Metes and Bound Description:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 11, 12, 13, 14, 15, 16 ,17 and 18, Block 50, Madison, according to the recorded plat thereof, in the City of Madison, County of Dane, State of Wisconsin, more particularly described as follow;
Beginning at the southwest corner of said Lot 18, also being the northwest right of way of West Doty Street, also being the northwest right of way South Broom Street; thence North 43 degrees 48 minutes 44 seconds West along said northeast right of way, 265.42 feet to the southwest right of way West Main Street; thence North 45 degrees 57 minutes 50 seconds East along said southeast right of way, 596.22 feet to the southwest right of way of South Henry Street; thence South 48 degrees 48 minutes 39 second East along said southwest right of way, 265.22 feet to the aforementioned northwest right of way; thence South 45 degrees 56 minutes 40 seconds West along said northwest right of way, 596.21 feet to the point of beginning.

All of the buildings on Block 50 are located in the following lots:

- Lots 1 through 18 PD lines within the site will be omitted and property will become one lot.
- Lots 12 through 16 and 4 through 7, Capitol Lakes Health Center along 334 W Doty Street, 53703.
- Lots 10 through 12 and 7 through 9, Capitol Lakes Heights along 110 South Henry Street, 53703.
- Lots 1/2 and 15 through 18, Capitol Lakes Terraces along 345 W Main Street.

- Lots 3 through 7, Capitol Lakes Maingate along 333 West Main Street, Madison.

Development Description:

Capitol Lakes Retirement Community functions as a comprehensive campus consisting of four buildings, serving residents in independent living, assisted living, and skilled nursing.

Health Center is a 39bed Skilled Nursing currently attached to the Terraces building 44 feet to the west. This health center is being remodeled to be an assisted living facility on the third floor to replace the Terraces building units. It is in conformance with the PUD-G.D.P. on file with your department. This property currently is restricted to one ownership and management. The ground coverage of this project is 29,164 sq ft. Setbacks are as follows: Doty Street – 0 ft.; Main Street – 122 ft.; Broom Street – 206 ft. The building is 44 feet in height as measured from the main entry level. There are 26 parking spaces provided within the building outline. The health center is attached to the Terraces building by an enclosed corridor.

Maingate is an independent facility at 333 W Main Steet, which houses 52 units and 59 underground parking stalls. Maingate functions as the entrance into the campus for the public and that will remain the case after construction of the proposed building. This is also where residents of the Maingate and Heights buildings can enjoy the dining rooms, a coffee/gift shop, library, aquatics, fitness and common rooms for social activities.

Heights is a 14 Story Tower along S Henry Street that is entered through an entrance plaza, which houses 216 independent living units and 27 parking stalls. Heights includes a dining room with kitchen, lounge, salon services and laundry.

The proposed project involves the demolition of the existing Terraces assisted living building at 345 West Main Street, which currently houses 44 units. This will be replaced by a new 133,535 sq. ft. independent living facility featuring 49 units, thus expanding the campus. Current residents in the existing assisted living facility will be relocated into the existing skilled nursing facility to the north that is currently under renovation to become an assisted living facility.

The new independent living building will be connected to the Maingate building on West Main Street via a third-floor skybridge, providing seamless access for residents to the entire campus. The project will also include the construction of an underground parking garage with 58 parking stalls, replacing the existing five surface parking spaces.

Zoning Text *Applicant must submit 3 copies including the following:*

Height of proposed building(s)

Bulk of proposed building(s)

Signs

Lot width

Lot Area

Density

Family Definitions

Yards

Parking limitations & requirements

The building on 345 West Main Street is an existing assisted living building, which currently houses 44 units. This building will be demolished to make room for the proposed building and the address associated with it will be retired. The new building will receive the address 351 W. Main Street.

The new building at 351 W. Main Street will remain at the current allowed zoning height of stories and 60 feet. The building steps down with the slope of the site and was left at four stories to maintain views for Maingate and the Heights buildings on campus.

Our project is in the Downtown Core neighborhood, adjacent to the Bassett Neighborhood with a design intended to serve as a transition between these two distinct areas. The proposed exterior of the building will feature a combination of materials, including brick on the first floor, two stories of plank siding, and stucco on the fourth floor. The four-story structure will include a rooftop deck and ground-floor units along Broom Street, designed to evoke the character of a residential brownstone, fostering a seamless connection to the street and enhancing the neighborhood's architectural cohesion.

The building address will be provided at the end of the residential entrance canopy off of Main Street and a sign at the residential entrance door with the name of the wing, Bassett Place. The main campus sign is located at the public entrance to the new building, which is Maingate building on 333 W Main Street as that is the campus entrance for the site.

Lighting will be in conformance with the city of Madison standards for street and safety lighting. An appropriate standard for the Main street pedestrian corridor will be established to reflect the pedestrian orientation of the street. A standard for potential historic era lighting will be established for Broom, Doty and Henry streets to reflect the historic origins of the plat pattern, architecture and relationship to the capitol. All lighting will meet city of Madison standards for height, luminaire, cutoff, intensity, and patterns. Campus and landscape accent lighting will be submitted with the final electrical plans.

Lot width is not applicable. Capitol Lakes retirement community comprises all 18 lots and all of Block 50 will do a CSM to create one parcel/lot. Block 50 is 166,154 sf.

The site recognizes a thirty-foot required setback along Broom Street for potential expansion of the right-of-way from 66 feet to 96 feet from the Broom Street Widening Project which is in recommendation of the Bassett Neighborhood Plan. The Bassett Neighborhood Plan recommends that the city pursue the Broom Street Widening Project and conversion to two-way traffic to remove through traffic from Bassett Street and the interior of the Bassett Neighborhood. The neighborhood plan envisions Broom Street right-of-way expanding from 66 feet to 96 feet to all for a divided street with a median wide enough to accommodate the construction of left-turn lanes at intersections. Four lanes are also included in the cross section. This expansion is not currently anticipated by the city but the recognition of this thirty-foot setback at this time is appropriate and in the interest of the public welfare and the recommendations of the Bassett Neighborhood Plan. Several developments along Broom Street have recognized this setback and dedicated for the city future use.

All maintenance and upgrades to the entire site will be responsibility of Capitol Lakes retirement community. Please see operating plan attached for the operational structure, use, maintenance and continued protection of the development and any of its common services, common open areas, or other facilities.

The new building at 351 W Main Street will be a new 133,535 sq. ft. independent living facility featuring 49 units, thus expanding the campus. The site of the new proposed building is 53,558 square feet. The new independent living building will be connected to the Maingate building on West Main Street via a third-floor skybridge, providing seamless access for residents to the entire campus. The floor breakdown is below, which results in a floor area ratio of 2,725 SF/Unit.

Parking 32,494 SF

Lower Floor 24,409 SF

First Floor 24,068 SF

Second Floor 23,908 SF

Third Floor 24,066 SF

Roof Deck 4,589 SF

Private yards will be provided for some residents and the remaining courtyard will be integrated into existing courtyard between Maingate and the Health Center. Courtyards will be secured and dedicated to the residents and are shown on the site plan. Upper and lower courtyards will be connected by staircase and both will be connected to the public right of way. Courtyards are provided with walking paths and will have a retaining wall with greenery and trailing plants to grown down/up walls to provide lush green space for the residents. Two green roofs will be provided on the building and the residential entrance into the building. Given the nature of the courtyard for the new building being shared by the parking structure roof it will also be a green roof with paths.

Property includes an existing bus stop with bench and concrete pad along Broom Street. Plans include salvage of the existing bench for reuse on the site and an addition of a new concrete pad with accessible bus shelter. 5 Secured shared fleet Bicycles for resident/employee use, 47 secured resident bike storage, and 5 exterior short term bikes stalls along the building resident entrance on Main Street will be provided. A bicycle maintenance station for on-site employees, tenants, residents and visitors. Tools and supplies will include a bicycle pump, wrenches, a chain tool, tire levers, hex keys/Allen wrenches, torx keys, screwdrivers, and spoke wrenches. The existing bike path on the west side of the development will remain and be maintained throughout construction.

The project will also include the construction of an underground parking garage with 58 parking stalls, replacing the existing five surface parking spaces. Parking will be a ratio of 1.22 which will provide extra parking for employees and visitors of the building. Two accessible stalls will be provided with one being designated as a VAN parking stall. Electric vehicle parking to be provided for resident use.

Proposed Zoning Text

General Provisions

1) Statement of purpose

The DC District is established to recognize the Capitol Square, the State Street corridor, and surrounding properties as the center of governmental, office, educational, cultural, specialty retail and recreational activities for the City and the region. Residential uses are appropriate in some locations or in combination with other uses. This district is intended to allow intensive development with high-quality architecture and urban design.

2) Height and Setback requirements

- a) Building height within the downtown, as defined by the height map, Table 28E-3 establishes an 8 story height limit within and against the site. We propose to allow 8 story for the entirety of Block 50, with a max of 116 feet.
- b) Buildings must meet both the maximum number of stories in the Downtown Height Map and the maximum height in Table 28E-3. In the CV area in the Downtown Height Map, the maximum height shall be the Capitol View Preservation Limit.

Minimum front yard Setback	Nonresidential or mixed-use buildings: 0' or 5' (See note a. below) 0' if the distance between the curb and property line is equal to or greater than 15' or shown on the Setback Exceptions Map. A no-build easement may be used to achieve the 15' distance. 5' if the distance between the curb and property line is less than 15'. See (a) below and Downtown Setback Map and Setback Exceptions Map.
Maximum front yard setback	10 feet
Side yard setback	0' or 5' 0' if the distance between the curb and property line is equal to or greater than 15' or shown on the Setback Exceptions Map. A no-build easement may be used to achieve the 15' distance. 5' if the distance between the curb and property line is less than 15'. See (a) below and Downtown Setback Map and Setback Exceptions Map
Rear yard setback	10 Feet (See (a) below)
Maximum lot coverage	90%
Maximum height	8 Stories
Minimum Height	2 Stories

a. Thirty foot required setback along Broom Street for potential expansion of the right-of-way from 66 feet to 96 feet from the Broom Street Widening Project which is in recommendation of the Bassett Neighborhood Plan.

3) Design Standards.

- a) Façade Articulation. The facades of new buildings more than forty (40) feet in width shall be divided into smaller vertical intervals through techniques including but not limited to the following:
 - 5. Façade modulation, step backs, or extending forward of a portion of the façade.
 - 6. Vertical divisions using different textures, materials, or colors of materials.
 - 7. Variation in roof lines to reinforce the modulation or vertical intervals.
 - 8. Arcades, awnings, window bays, arched windows, and balconies to reinforce the vertical intervals.
- b) Story Heights and Treatments
 - 3. For all buildings, the minimum ground story height is twelve (12) feet, measured from the sidewalk to the second story floor.
 - 4. For ground-story residential uses, landscaping, steps, porches, grade changes, and low ornamental fences or walls or similar treatments shall be located between the sidewalk and the front door to create a private yard area.
- c) Doors and Window Openings.
 - 6. For street-facing facades with ground story non-residential uses, the ground story door and window openings shall comprise a minimum of fifty percent (50%) of the façade area.
 - 7. For street-facing facades with ground story residential uses, ground story openings shall comprise a minimum of fifteen percent (15%) of the façade area.
 - 8. For all buildings, upper story openings shall comprise a minimum of fifteen percent (15%) of the façade area per story.
 - 9. Garage doors and opaque service doors shall not count toward the above requirements.
 - 10. Glass on all windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass may be used on service areas on the building.
- d) Building Materials.
 - 3. Buildings shall be constructed of durable, high-quality materials. Table 28 E-1 below lists allowable building materials.
 - 4. All building facades visible from a public street or public walkway shall use materials and design features similar to or complementary to those of the front façade. See Table 28-1.
- e) Equipment and Service Area Screening.
 - 3. Outdoor loading areas or mechanical equipment are not permitted in the front yard. When visible from an abutting public street or walkway, they shall be screened by a decorative fence, wall, or screen of plant material.
 - 4. Fences and walls shall be architecturally compatible with the principal structure.
- f) Screening of Roof Top Equipment.
 - 3. All rooftop equipment, with the exception of solar and wind equipment, shall be screened from view from adjacent streets and public rights-of-way. Rooftop equipment shall be screened from view from adjacent buildings to the extent possible.

4. The equipment shall be within an enclosure. This structure shall be set back a distance of one and one-half ($1\frac{1}{2}$) times its height from any primary facade fronting a public street. Screens shall be of durable, permanent materials (not including wood) that are compatible with the primary building materials. (Am. by ORD-15-00104, 10-15-15)

g) Site Standard: New and Existing Development.

- a) Parking shall be located in parking structures. Surface parking lots are prohibited.