



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Naomi De Mers, Division Administrator

October 7, 2019

Chris Wells
Planner
Development Review & Plan Implementation Section
City of Madison
Department of Planning and Community & Economic Development
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, WI 53701-2985

RE: Response for Plan Commission
301 Troy Drive: MJTC Expansion
Mendota Mental Health Institution
DFDM Project No. 18F1Y

Good day, Chris

Please find attached two documents in response to the request for additional information received from the Plan Commission on August 26th.

- SHPO Response: This document contains information from SHPO relative to the question on the mound impact and a preliminary finding from them on the building materials. We have received an email from SHPO stating that they have no remaining archeological concerns and the project is not near any Native American mounds in the area. However as of today we are still waiting for the final document from them to be issued. It was anticipated on October 3rd, so issue is imminent. The map referenced in their e-mail is the same one that I shared with you at our meeting on 9/10. It can be made available to the Commissioners, but we request that it not be made available as part of the public document.
- MJTC Parking Response: This document contains information in response to the request for a Traffic Management study. Specifically, it contains responses to the deliverables we discussed at our meeting of 9/10.

Please be advised that we are not issuing any updated plans and/or drawings of the parking area. The parking response document contains a confirmation by the Institution that the amount of parking shown is what is required to meet their needs.

Please review the attached info and let me know what if any printing requirements you will have.

We look forward to the Plan Commissions approval on 10/14.

Submitted by:

Robert L. Hoffmann, AIA, NCARB

Project Manager

Wisconsin Department of Administration

Division of Facilities Development and Management

From: [Katie Kaliszewski](#)
To: [Hoffmann, Robert L - DOA](#)
Subject: Mendota Mental Health Juvenile Treatment Center
Date: Tuesday, September 24, 2019 1:48:50 PM

Good afternoon,

The State Historic Preservation Office is currently reviewing the subject project under SHPO # 19-0338 DA. The project involves the construction of a new juvenile treatment center within Mendota Mental Health.

The project includes both an architecture/history and archaeological components.

- An archaeological survey was completed of the area proposed for the new project. While an archaeological site was identified in the Area of Potential Effect (APE) it was found to be highly disturbed and has no integrity. It *is not* an identified mound site. No further archaeological work was suggested and SHPO concurred with this assessment.
- The proposed new Juvenile Center was found to be an adverse effect to the Wisconsin Memorial Hospital Historic District, the architecture/history site identified within the project's APE. The new building was found to adversely impact the current setting of the district.

We are currently working with the Department of Health to minimize and mitigate the adverse effect to the historic district, which should be completed shortly. *We have no remaining archaeological concerns.* The project is not near any Native American mounds in the area. A map identifying the location of the mounds is available by request from our office.

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

Wisconsin Historical Society
816 State St., Madison WI 53706
608-261-2457 (O)
katie.kaliszewski@wisconsinhistory.org

Wisconsin Historical Society
[Collecting, Preserving, and Sharing Stories Since 1846](#)

From: [Clifton, Brenda L - DHS](#)
To: [Katie Kaliszewski](#)
Cc: [Zaccagnino, Mark - DHS](#); [Quale, Jennifer L - DHS](#); [Hoffmann, Robert L - DOA](#)
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y
Date: Wednesday, October 02, 2019 1:26:41 PM
Attachments: [image001.png](#)
[WHS Response.pdf](#)
[5_stucco_1.jpg](#)

Hi Katie

Attached is the electronic copy of the DHS response. The hard copy will be delivered yet today. Thanks

Brenda Clifton, Director
Office of Facilities, Safety & Risk Management, DES
Department of Health Services
1 W Wilson, Room 672
Madison, WI 53703
DESK - (608)267-5227
CELL – (608)852-7786
FAX - (608)267-6749



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From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Wednesday, October 02, 2019 8:29 AM
To: Quale, Jennifer L - DHS
Cc: Zaccagnino, Mark - DHS; Clifton, Brenda L - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Stucco looks good to me.

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

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From: Quale, Jennifer L - DHS [mailto:Jennifer.Quale@dhs.wisconsin.gov]
Sent: Wednesday, September 25, 2019 3:59 PM
To: Katie Kaliszewski
Cc: Zaccagnino, Mark - DHS; Clifton, Brenda L - DHS
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie,

I'm going to add one more image to consider in case the proposed doesn't meet your needs. Our preference is image number 5, but number 6 is an acceptable alternate.

Since you're on vacation through 10/2 and I'll be on vacation 10/1-10/13, would you be able to provide your response, and hopefully approval, back to the folks copied on this message by 10/4? We're trying to keep this project moving but we want to keep working with you as well.

Thank you and have a great time! ☺

Jennifer

From: Quale, Jennifer L - DHS
Sent: Wednesday, September 25, 2019 1:55 PM
To: katie.kaliszewski@wisconsinhistory.org
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie,

Attached is a proposed rendering of the exterior adjacent to Bldg 14, replacing the metal panels with stucco. The rendering looks nearly identical, but the finish material will be more in line with 14. Is the proposed ok?

Jennifer

From: Quale, Jennifer L - DHS
Sent: Tuesday, September 10, 2019 2:38 PM
To: 'Katie Kaliszewski'
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie,

I'm open tomorrow after 11 am, Thursday morning until 11 and Friday until 2. Whatever works for you. We can discuss the attached email conversation between you and Tim Z about options that would be acceptable to WHS. Thanks!

Jennifer

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Tuesday, September 10, 2019 7:59 AM

To: Quale, Jennifer L - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Next step is to set up a call and chat about potential things we can do to lessen the impact on the historic district. Once we have that determined, the project can move forward.

I am pretty open this week, let me know what works on your end.

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

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816 State St., Madison WI 53706
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From: Quale, Jennifer L - DHS [mailto:Jennifer.Quale@dhs.wisconsin.gov]
Sent: Friday, September 06, 2019 4:14 PM
To: Katie Kaliszewski
Cc: Zaccagnino, Mark - DHS; Clifton, Brenda L - DHS
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie!

Thank you for sending the review/comment back to us about the MJTC expansion project (18F1Y). I'm wondering what our next steps are given that SHPO's comments are that negotiations are required to address the adverse effect to the Wisconsin Memorial Hospital Historic District?

Jennifer Quale
Chief, Building & Space Management
DHS Office of Facilities, Safety & Risk Management
Phone 608.264.9455
Mobile 608.852.4103

From: Quale, Jennifer L - DHS
Sent: Tuesday, September 3, 2019 11:05 AM
To: 'Katie Kaliszewski'
Cc: Zaccagnino, Mark - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Here you go! Thank you for your patience. ☺ Please let me know if you need anything else

BTW – I'll be sending another inquiry on a submittal a while back, but I have to dig for the docs first. ☺

Jennifer Quale
Chief, Building & Space Management
DHS Office of Facilities, Safety & Risk Management
Phone 608.264.9455
Mobile 608.852.4103

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Tuesday, September 3, 2019 10:42 AM
To: Quale, Jennifer L - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Yes, we need a new form with every amended submittal.

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

Wisconsin Historical Society
816 State St., Madison WI 53706
608-261-2457 (O)
katie.kaliszewski@wisconsinhistory.org

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From: Quale, Jennifer L - DHS [mailto:Jennifer.Quale@dhs.wisconsin.gov]
Sent: Tuesday, September 03, 2019 10:41 AM
To: Katie Kaliszewski
Cc: Zaccagnino, Mark - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie,

Attached is the original submittal sent in April, 2019. The 3rd page is the request for comment. Do you need a new one?

Jennifer Quale
Chief, Building & Space Management
DHS Office of Facilities, Safety & Risk Management
Phone 608.264.9455
Mobile 608.852.4103

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Tuesday, September 3, 2019 10:09 AM
To: Quale, Jennifer L - DHS
Cc: Zaccagnino, Mark - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Good morning,

I just realized that I need a SHPO Request for Comment Form in order for me to complete my review. Could you please fill the State form out at the link below. Please just send it electronically – I can print that out and add it to the packet, since it's just one page

<https://wisconsinhistory.org/Records/Article/CS3986>

From: Quale, Jennifer L - DHS [mailto:Jennifer.Quale@dhs.wisconsin.gov]
Sent: Friday, August 23, 2019 8:39 AM
To: Katie Kaliszewski
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Off...

From: Quale, Jennifer L - DHS
Sent: Friday, August 23, 2019 8:38 AM
To: 'Katie Kaliszewski'
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie!

I'll be dropping of additional copies this morning. If you get them in the mail too, then you'll have 4 sets! 😊

Jennifer Quale
Chief, Building & Space Management
DHS Office of Facilities, Safety & Risk Management
Phone 608.264.9455
Mobile 608.852.4103

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Thursday, August 22, 2019 11:53 AM
To: Quale, Jennifer L - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

I did not receive the additional reports yet, no.

Sorry, I was finishing logging things in this morning, which is why I had not replied. Hopefully they will come today.

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

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Wisconsin Historical Society

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From: Quale, Jennifer L - DHS [mailto:Jennifer.Quale@dhs.wisconsin.gov]
Sent: Thursday, August 22, 2019 11:52 AM
To: Katie Kaliszewski
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Hi Katie,

I asked Mark yesterday if he had heard from you about this, but I didn't get a reply. So, I'm asking you directly.
☺

Did you receive the hard copies for this report yet? Please let me know either way, thank you.

Jennifer Quale
Chief, Building & Space Management
DHS Office of Facilities, Safety & Risk Management
Phone 608.264.9455
Mobile 608.852.4103

From: Zaccagnino, Mark - DHS
Sent: Tuesday, August 20, 2019 1:42 PM
To: Quale, Jennifer L - DHS
Cc: Clifton, Brenda L - DHS
Subject: FW: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Jennifer,

Were hard copies of the archeological survey sent to the Historic Society? They have not been received as of yet.

Thanks

Mark

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Tuesday, August 20, 2019 8:40 AM
To: Zaccagnino, Mark - DHS
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

It does not appear that a hard copy of the architecture/history report was sent with this submittal. Could you please send a hard copy of the report as soon as possible?

Thank you,

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

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816 State St., Madison WI 53706
608-261-2457 (O)
katie.kaliszewski@wisconsinhistory.org

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From: Zaccagnino, Mark - DHS [mailto:Mark.Zaccagnino@dhs.wisconsin.gov]
Sent: Wednesday, August 14, 2019 3:37 PM
To: Katie Kaliszewski
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Katie,

Who should the hard copies be sent to? What address?

Thank you

Mark

From: Katie Kaliszewski [mailto:katie.kaliszewski@wisconsinhistory.org]
Sent: Wednesday, August 14, 2019 3:34 PM
To: Zaccagnino, Mark - DHS
Cc: Davis, Laura (LDavis@bwbr.com); Hoffmann, Robert L - DOA
Subject: RE: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Two hard copies, plus an electronic copy should be sent to our office for review.

Thank you,

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office

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816 State St., Madison WI 53706
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From: Zaccagnino, Mark - DHS [mailto:Mark.Zaccagnino@dhs.wisconsin.gov]
Sent: Wednesday, August 14, 2019 3:32 PM
To: Katie Kaliszewski
Cc: Davis, Laura (LDavis@bwbr.com); Hoffmann, Robert L - DOA
Subject: MMHI-MJTC Addition 19-0338DA - DOA DFDM Project #18F1Y

Katie,

DHS' Historic Preservation Officer Tim Zinkgraf has retired from State Service. I am following up on the investigation agreed upon by our two Agencies with regards to the Mendota Juvenile Treatment Center Expansion. A Phase One archeological survey was recently completed south of the area that will be disturbed by construction. The consultants results are summarized below:

Wisconsin Statute §44.40 Architecture/History Review – Based on a review of the site and proposed project Commonwealth concluded that the proposed MJTC expansion will have no adverse effects to above-ground historic properties under Wisconsin Statute §44.40.

Phase I Archaeological Investigation – No cultural materials or archaeological features were identified during the investigation. The results of the archaeological survey indicate that the surveyed portion of the site is not likely to be eligible for the National Register of Historic Places. Based on these results, Commonwealth concluded that the Project will not have an effect on historic properties and additional archaeological investigations are not recommended.

I have attached reports for your review. Please contact me if we need to discuss this further.

Thank you

Mark Zaccagnino, P.E.
Section Chief, Facilities Engineering
Department of Health Services
1 West Wilson Street
PO Box 7850
Madison, WI 53707-7850

DIVISION OF ENTERPRISE SERVICES

1 WEST WILSON STREET
PO BOX 7850
MADISON WI 53707-7850

Tony Evers
Governor



State of Wisconsin
Department of Health Services

Andrea Palm
Secretary

Telephone: 608-266-8445
Fax: 608-267-6749
TTY: 711 or 800-947-3529

October 2, 2019

Katie Kaliszewski
Historic Preservation Specialist – Compliance Reviewer
State Historic Preservation Office
Wisconsin Historical Society
816 State St.
Madison WI 53706

Re: Response – Mendota Mental Health Institute-MMHI MJTC Expansion 18F1Y

Dear Ms. Kaliszewski:

The Department of Health Services accepts your conditions and findings for the proposed MJTC expansion at MMHI which should conclude our negotiations.

- Stucco will be the finishing material used on the exterior wall adjacent to Building 14 instead of the metal panels initially planned.
- The expansion of the parking area will have no archeological impact.

Thank you for your time and thorough assessment of this project. We look forward to your final response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brenda Clifton', with a long, sweeping flourish extending to the right.

Brenda L. Clifton, Director of Facilities, Safety & Risk Management
Division of Enterprise Services
Department of Health Services



Tony Evers
GovernorAndrea Palm
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-8445
Fax: 608-267-6749
TTY: 711 or 800-947-3529

October 2, 2019

Mr. Robert Hoffman, Department of Administration (DOA) Project Manager
Division of Facilities and Development Management
101 East Wilson St.
Madison, WI 53707

Re: MMHI MJTC Expansion -Response to City of Madison request for information

Dear Robert:

I'm writing regarding your meeting with representatives from the City of Madison and the Madison Area Transportation Planning Board on Thursday, September 5, 2019. The Department of Health Services was not invited to this meeting. The focus was reviewing transportation options for employees at Mendota Mental Health Institute (MMHI) in light of the Mendota Juvenile Treatment Center (MJTC) expansion. This email is addressing the inquiries made in that meeting.

Here are the points raised and our responses to each.

- a. MMHI will be asked what if any programs and/or strategies (e.g., covered bike parking, subsidized bus passes, flexible work hours, etc.), they currently have in place to encourage non-private vehicle commuting.
 - The State Compensation Plan does not allow subsidized bus passes to be provided to State employees who work for a cabinet agency. They do, however, have the opportunity to independently purchase bus passes using pre-tax income.
 - We do not have covered bicycle parking, but we have ample open locations throughout campus currently with another 40 additional being created for this project.
 - The facility operates 24 hours per day, 7 days a week. This does not allow for flex scheduling for our staffing units.
- b. MMHI will be asked if they have a designated point person with responsibility for promoting and or managing commuter alternatives. If no one currently exists would they be willing to consider adding that role. This could include expanding the job description of an existing staff person, such as an office manager.
 - Upon hiring, Human Resources provide staff with parking and commuter options. Our Department does not have anyone assigned to that specific role. The DOA administers HR programs for all state agencies.
- c. Provide information on any existing State of Wisconsin offered commuting programs such as van pools available to MMHI employees.

- The State of Wisconsin's DOA has a very robust Van pool program. The Van Pool program is available to MMHI employees and we have a link to the DOA website on our intranet for staff to use.
- d. Ask MMHI if they are willing to conduct an employee survey to learn what the current struggles may be for employees commuting to the site. The survey information can be found as Step 1 on page 3 of the Employer Commute Solutions Guide. It is understood that this survey if agreed to will not be complete prior the scheduled 9/16 Plan Commission meeting.
- We recently conducted a Department-wide survey of staff collecting information on a wide range of topics. Responses are still being tabulated. While not focused on just commuter options, we hope to gather valuable information from staff at MMHI and Central Wisconsin Center (CWC) which may be used to gauge any difficulties staff may or may not have.
- e. Ask MMHI if they are willing to conduct commuting site analysis determine what other commuting opportunities exist for employees. The survey information can be found as Step 2 on page 3 of the Employer Commute Solutions Guide. It is understood that this survey if agreed to will not be complete prior the scheduled 9/16 Plan Commission meeting.
- We completed the site analysis form (enclosed) located within the County Healthy Air Program documents provided to us. If further information is necessary please let us know.
- f. More fully describe the bike parking and shower/locker planned for the new facility. State that existing parking lots have been considered and maximized when projected parking stalls counts were determined.
- As noted above, we are planning for 40 additional bicycle parking stalls on campus to serve this addition. It will take our bicycle parking count to a total of 15 locations around campus.
 - During planning, we closely analyzed all parking options available throughout the campus and can reaffirm that the 87 additional stalls included in this project is sufficient. Shift change occurs in the middle of each day and at the beginning of the each evening shift. During these periods staff from each shift overlap for up to an hour, increasing the need for parking during those times.
 - We have included employee locker rooms with showers for any staff in need of those accommodations.
- g. Ask MMHI/DHS to consider distributing free or reduced Metro Commute Cards to employees at this facility.
- This is the same as the bus passes mentioned in "a.", state employees are not provided passes or any type of a discount on said passes as part of the State Compensation Plan.

If you have any questions about the responses provided, please direct them to our Department so they may be answered in a timely manner.

Sincerely,



Brenda L. Clifton, Director of Facilities, Safety & Risk Management
Division of Enterprise Services
Department of Health Services



DRAFT

Site Analysis

Name of Company/Work Site: Mendota Mental Health Institute

Person conducting site analysis: Gregory Van Rybroek Date 9/23/2019

Management Company (if applicable): _____

Parking

Approximately 550 spaces (for about 900 staff)

Total number of on-site spaces: _____ Company leased or owned off-site spaces: 0

Other available off-street spaces: 0 Cost per parking space, for leases: \$ _____ month or year

Preferential parking spaces for: 0 (carpool spaces) 0 (vanpool spaces)

Do you charge employees to park? Yes No \$ _____ per employee per month

Do you provide cash subsidies for employee parking? Yes No \$ _____ per employee per month

Is there an abundance of free, off-site parking nearby? Yes No

Is there ramp parking nearby? Yes No If yes, what is the cost range? \$ _____ to \$ _____ daily

Bus Routes

Where are nearby bus stops located, if any? The corner of North Rd and Green Ave, just across the street from campus.

Routes/Frequency:

Metro Transit / Route 22 / North Transfer Point / \$65 per month / every 15-30 minutes

(bus company) (route #) (origin/destination) (cost per month) (frequency)**

(bus company) (route #) (origin/destination) (cost per month) (frequency)**

(bus company) (route #) (origin/destination) (cost per month) (frequency)**

(bus company) (route #) (origin/destination) (cost per month) (frequency)**

**Frequency of the pick up/drop-off at a stop per hour during the peak commute period

Bicycle Facilities

Check if available or unavailable at the site:

Outdoor bicycle racks Available Unavailable If yes, what is the capacity? 15 each

Indoor bicycle racks Available Unavailable If yes, what is the capacity? _____

Bicycle lockers Available Unavailable If yes, what is the capacity? _____

Clothes lockers Available Unavailable If yes, what is the capacity? _____

Showers for cyclists Available Unavailable If yes, what is the capacity? _____

Bicycle path/lanes to site Available Unavailable If yes, describe: There are bike lanes and paths from several directions coming to Mendota, and city streets are available closer to campus.

Pedestrian Access

Describe pedestrian access to the site:

Pedestrians have free access to the campus. There are sidewalks throughout the campus.

Describe any additional site characteristics that are relevant to developing a Commute Solutions plan.

(e.g. sidewalks, lighting, vehicular traffic, safety, crosswalks, signals):

The campus has sidewalks, lighting, speed bumps and stop signs.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Naomi De Mers, Division Administrator

Date: September 10, 2019
To: Chris Wells, City of Madison
From: Robert L. Hoffmann, AIA, NCARB
Subject: Meeting w/ City of Madison Parking and Traffic re: 301 Troy Drive (MJTC)

These minutes are prepared to summarize items discussed between DFDM and the City of Madison representatives to review required response to Madison Plan Commission action from August 26, 2019

Attendees: Chris Wells, City of Madison, Planning Division
Zia Brucaya, AICP, Madison Area Transportation Planning Board
Eric Halvorson, City of Madison Traffic Engineering, Department
Sean Malloy, City of Madison, Traffic Engineering, Department
Robert Hoffmann, Wisconsin DOA/DFDM

The following items were discussed:

- Per Chris, the requirement from the Plan Commission related to the TDM is as follows:
With regards to standards #1 and #6, the Plan Commission requested that the applicant consult with the Transportation Demand Management Coordinator at the Madison Area Transportation Planning Board about a TDM plan to identify strategies to 1) reduce the footprint of the proposed southern parking lot, and 2) reduce the traffic volumes coming in and out of the proposed facility.
- In general, the City would like to see a reduction in the size of the planned surface lot at MJTC and a reduction in the number of vehicle trips to and from the facility.
- The new parking lot is sized as follows:

Current Users	Proposed Users	Difference:
AM Shift: 44	AM Shift: 125	AM Shift: 81
PM Shift: 19	PM Shift: 73	PM Shift: 54
Daily Visitors: 10	Daily Visitors: 25	Daily Visitors: 15
Parking Spaces		
Current Total: 107 stalls	Proposed Total: 194 stalls	Difference: 87 stalls

- Per Sean, Traffic Engineering had no problems with the number of persons or stall count. This was not cited in the City Staff recommendation as a problem. There were no structural issues with the plan as submitted.

5. The original City Staff recommendation on the project did not identify a concern with the amount of traffic along Troy drive associated with the project.
6. It was noted that the speed issue along Troy Drive was not a concern of the proposed project and that Traffic Engineering has been asked to study calming and or safety alternatives.
7. Per Robert, the overall issue was what would the output and deliverable have to be to satisfy the Plan Commissions concern.
8. Robert also noted that he represented DOA and that DHS and MMHI will have the ultimate authority for what parking arrangements or programs are implemented for their Agency.
9. Chris asked what the timeline for any approvals by DHS might be and if that would impact the project being put back on the Plan Commission agenda.
10. Robert stated that it is the wish of the State to have it go on the earliest possible agenda. September 16 is the next scheduled meeting date.
11. Zia explained the basic outline of a Traffic Demand Management (TDM) program. A copy of the Employer Commute Solutions Guide as distributed is attached to these minutes.
12. From that discussion, it was agreed that the following questions will be asked of the DHS/MMHI organizations.
 - a. MMHI will be asked what if any programs and/or strategies (e.g., covered bike parking, subsidized bus passes, flexible work hours, etc.), they currently have in place to encourage non-private vehicle commuting.
 - b. MMHI will be asked if they have a designated point person with responsibility for promoting and or managing commuter alternatives. If no one currently exists would they be willing to consider adding that role. This could include expanding the job description of an existing staff person, such as an office manager.
 - c. Provide information on any existing State of Wisconsin offered commuting programs such as the van pool available to MMHI employees.
 - d. Ask MMHI if they are willing to conduct an employee survey to learn what the current struggles may be for employees commuting to the site. The survey information can be found as Step 1 on page 3 of the Employer Commute Solutions Guide. It is understood that this survey if agreed to will not be complete prior the scheduled 9/16 Plan Commission meeting.
 - e. Ask MMHI if they are willing to conduct commuting site analysis determine what other commuting opportunities exist for employees. The survey information can be found as Step 2 on page 3 of the Employer Commute Solutions Guide. It is understood that this survey if agreed to will not be complete prior the scheduled 9/16 Plan Commission meeting.
 - f. More fully describe the bike parking and shower/locker planned for the new facility. State that existing parking lots have been considered and maximized when projected parking stalls counts were determined.
 - g. Ask MMHI/DHS to consider distributing free or reduced Metro Commute Cards to employees at this facility.
13. The output format for the items above will be sent back to the City of Madison as a written response and revised site plan (if applicable) suitable to submit to the Plan Commission. It was Chris Wells expectation that this would be an acceptable response format.

Submitted by:

Robert L. Hoffmann AIA NCARB | Project Manager
Department of Administration
Division of Facilities Development and Management