## CITY OF MADISON Proposed Rezoning & Conditional Use

Location: 1433 Monroe Street Applicant: Jeremy Frommlet - Planning Design Build, Inc. District(s) From M1 District(s) To\_\_\_C3

Existing Use: Surface Parking Lot

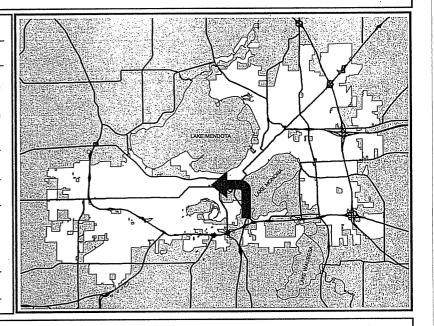
Proposed Use: New UW Credit Union w/

File No. -

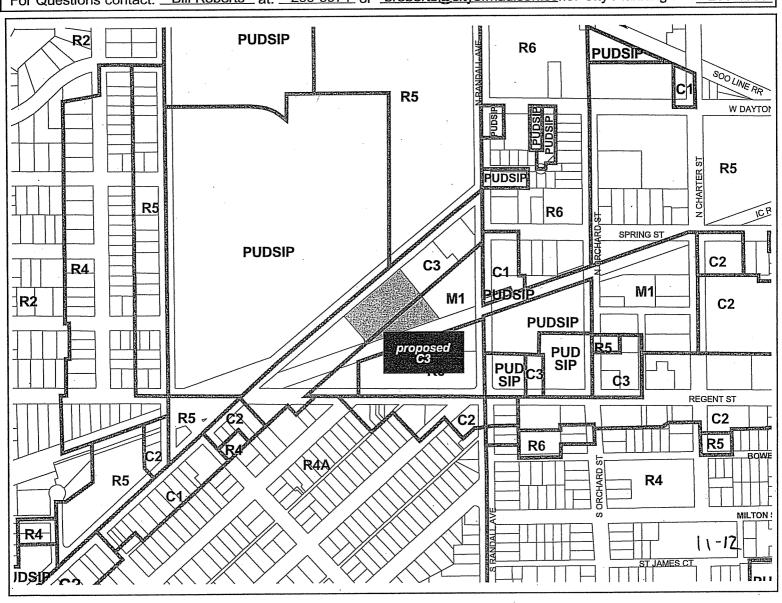
**Public Hearing Dates:** 

Plan Commission 19 September 2005

Common Council 11 October 2005



For Questions contact: Bill Roberts at: 266-5974 or broberts@cityofmadison.comor City Planning at 266-4635



Scale: 1" = 400' Planning Unit, Department of Planning & Development:

rpj

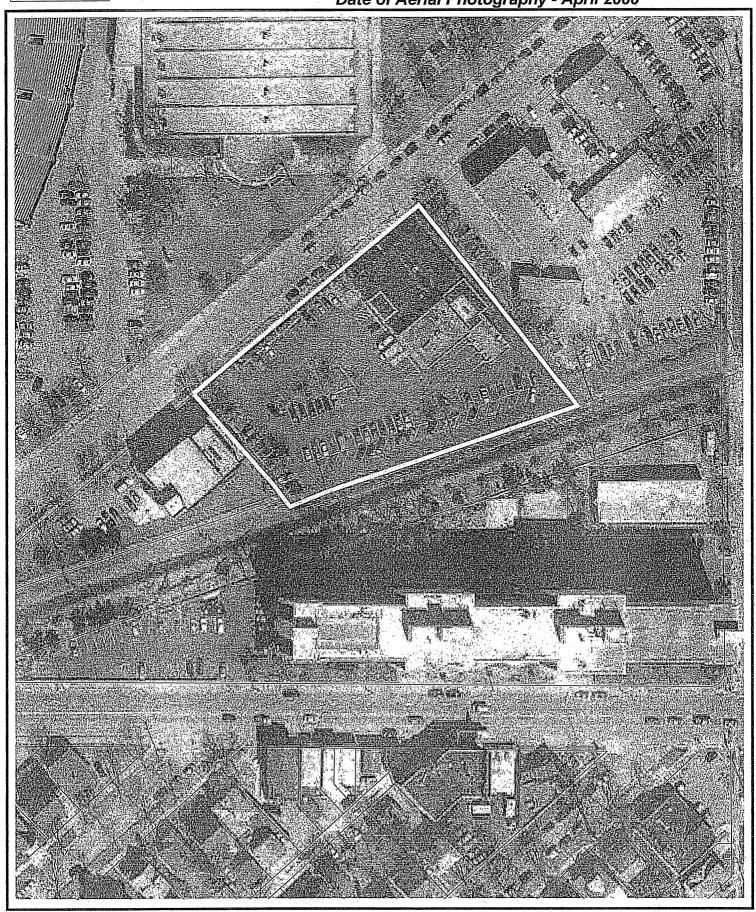
Date: 01 September 2005

## 1433 Monroe Street

100 Feet

Date of Aerial Photography - April 2000





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ZONING APPLICA I ION Madison Plan Commission 215 Martin Luther King Jr. Blvd; Room LL-100 PO Box 2985; Madison, Wisconsin 53701-2985 Phone: 608.266.4635   Facsimile: 608.267.8739	FOR OFFICE USE JNLY:  Amt. Paid \$\frac{\pma}{8} \in \Omega\$ Receipt No. 626 43  Date Received 7-13-05  Received By KAW  Parcel No. 0709-221-1207-7  Aldermanic District 05-1806 bije Web beg
<ul> <li>The following information is required for all applications for Plan Commission review.</li> <li>Please read all pages of the application completely and fill in all required fields.</li> <li>This application form may also be completed online at www.cityofmadison.com/planning/plan.html</li> <li>All zoning application packages should be filed directly with the Zoning Administrator's desk.</li> <li>Application effective February 18, 2005</li> </ul>	GQ
1. Project Address: 1433 Monroe Street	Project Area in Acres: 1.48 acres
Project Title (if any): UW Credit Union - Monr	oe Street Branch
2. This is an application for: (check at least one)	
Zoning Map Amendment (check only ONE box below for respectively)  Rezoning from M1/C3 to C3	ezoning and fill in the blanks accordingly)  ☐ Rezoning from to PUD/ PCD—SIP
☐ Rezoning from to PUD/ PCD—GDP	☐ Rezoning from PUD/PCD—GDP to PUD/PCD—SIP
Conditional Use Demolition Permit	Other Requests (Specify):
3. Applicant, Agent &Property Owner Information:	
Applicant's Name: Lisa Aumann  Street Address: 901 Deming Way, Ste. 102 City/Sta  Telephone: (608) 836-8055 Fax: (608) 836-5818  Project Contact Person: Jeremy Frommelt	Email: <a href="mailto:laumann@planningdesignbuild.com">laumann@planningdesignbuild.com</a> Company: <a href="mailto:PLANNING Design Build">PLANNING Design Build</a> , Inc.
Street Address: 901 Deming Way, Ste. 102 City/Sta	ate: Madison, WI Zip: 53717
Telephone: (608) 836-8055 Fax: (608) 836-5818	Email: jfrommelt@planningdesignbuild.c
Property Owner (if not applicant): <u>UW Credit Union – B</u> Street Address: <u>3500 University Avenue</u> City/Sta	rad D. McClain ate: Madison, WI Zip: 53705
4. Project Information:  Provide a general description of the project and all proposed use property to be sold to UW for use by	es of the site: Existing UWCU building and adjacent Police Dept. New UWCU

building to be built on existing UWCU parking lot. Completion + / - 6 / 1 / 0 6 11/14/05 Commencement Development Schedule: CONTINUE >

5. Required Submittal	Si
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- Site Plans submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:
  - Seven (7) copies of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
  - Seven (7) copies of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
  - One (1) copy of the plan set reduced to fit onto 8 1/2 inch by 11 inch paper
- Letter of Intent: Twelve (12) copies describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.

	building(s); number of parking stalls, etc.
X	Legal Description of Property: Lot(s) of record or metes and bounds description prepared by a land surveyor.
X	Filing Fee: \$ 850 See the fee schedule on the application cover page. Make checks payable to: City Treasurer.
IN.	ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:
	For any applications proposing demolition of existing (principal) buildings, photos of the structure(s) to be demolished shall be submitted with your application. Be advised that a <i>Reuse and Recycling Plan</i> approved by the City's Recycling Coordinator is required to be approved by the City prior to issuance of wrecking permits.
	A project proposing ten (10) or more dwelling units may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate INCLUSIONARY DWELLING UNIT PLAN application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this

A Zoning Text must accompany all Planned Community or Planned Unit Development (PCD/PUD) submittals.

application form. Note that some IDUP materials will coincide with the above submittal materials.

FOR ALL APPLICATIONS: All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as INDIVIDUAL Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to <a href="mailto:pcapplications@cityofmadison.com">pcapplications@cityofmadison.com</a>. The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

#### 6. Applicant Declarations:

Conformance with adopted City plan adopted City of Madison land use plans		tions for	Zoning	Мар	Amendments	shall	be in	accordance	e with	all
→ The site is located within the limits of	19.88	Land	Use				Plan,	which recom	mends	::

Residential Medium-Density Multi-Unit District for this property.

Pre-application Notification: Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail no later than 30 days prior to filing this request:

 $\Rightarrow$  List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices: Letter and plans sent to Robbie Webber on 5/23/05.

If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.

Pre-application Meeting with staff: Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning Counter and Planning Unit staff; note staff persons and date.

Planner Brad Murphy & Date 12-16-04 Zoning Staff Ron Towle Date 2-22-05

Al Martin

The signer attests that this form has been completed accurately and all required materials have been submitted:

ignature	Disa	1. Aumann	Rela	ation to Property Owner	Owner's	Rep/Agent	_
			12/11			11-1	_

Authorizing Signature of Property Owner <u>SM NMM</u>

Printed Name

Lisa J. Aumann

Date 7/12/05

Date 7-12-05



City of Madison Department of Planning and Development - Zoning Department 215 Martin Luther King Jr. Boulevard Madison, WI 53703

Re:

Letter of Intent for Conditional Use Application UW Credit Union - Monroe Street Branch PLANNING Project No. 20040190

On behalf of the UW Credit Union, PLANNING Design Build, Inc. would like to submit the attached documents for Plan Commission approval of a Conditional Use for the new UW Credit Union branch building.

The existing UW Credit Union building at 1433 Monroe Street is to be sold to the University of Wisconsin for use by the UW Campus Police. A new UW Credit Union branch building is to be constructed on the existing building's parking lot. A new Certified Survey Map (CSM) has been prepared to show the new parcel configurations, and is being submitted concurrently with this Conditional Use (CU) application. It is hoped that the CSM and CU can go in front of the Plan Commission and Common Council on September 19, 2005 and October 11, 2005 respectively, together with the Rezoning, which was submitted on July 13, 2005.

Please note that there is a small corner parcel of land that UW Credit Union is in the process of purchasing from the Wisconsin Department of Transportation (WDOT). Refer to the attached e-mail from WDOT, as well as the overall site plan. We would like this parcel to be included as part of this property.

The following information is relative to the new UW Credit Union building only:

Name of Project:

UW Credit Union - Monroe Street (Campus-West Branch)

Construction Schedule:

November 14, 2005 to June 1, 2006

Description of Existing Conditions:

To be located on parking lot adjacent to existing building.

Owner:

Mr. Brad D. McClain, Senior Vice President and CFO

University of Wisconsin Credit Union

3500 University Avenue Madison, WI 53705 (608) 232-9000, Ext. 2244

Design-Build Contractor:

Mr. Chris Kronser, Chief Architectural Officer

PLANNING Design Build, Inc. 901 Deming Way, Suite 102

Madison, WI 53717 (608) 836-8055

Civil Engineer:

Mr. Jamie Brandt, Office Manager

Team Engineering, Inc.

240 Main Street Loganville, WI 53943

(608) 727-2146

P:\20f340190 - UW Credit Union - Monroe Street\Regulatory\2005-07-27 City of Madison CU Submittal\2005-07-27 City Letter of Intent (for CU).doc

City of Madison Rezoning Letter of Intent July 12, 2005 Page 2 of 2

**Building Uses:** 

Financial Institution (Credit Union)

Gross Sq. Ft. of Building:

12,500 (Existing UWCU Building—currently the Credit Union leases 3,606 s.f. in the building to the UW for the campus police.)

3,774 (New UWCU Building)

Number of Employees:

15

Number of Parking & Loading Spaces:

28 (Remaining with Existing UWCU Building-Site to be

reconfigured by UW in the future.)

24 Parking Spaces and 1 Loading Space (New UWCU Building)

Hours of Operation:

Lobby Hours:

Monday thru Friday: 9:00 a.m. - 5:30 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

Drive-up Hours:

Monday thru Friday: 7:30 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

Site Square Footage (Acreage):

63,252 s.f. / 1.45 acres (for existing UWCU property)

1,126 s.f. / 0.03 acres (for Parcel to be purchased from WDOT)

Description of Trash Removal and Storage, Snow Removal, and Maintenance Equipment: Trash Removal and Storage:

Two (2) dumpsters will be located at the East corner of the new UWCU lot. Waste is currently contracted out to Green Valley, who picks up once a week. This process will remain in place

with the new building.

Snow Removal:

Bruce Company is currently contracted to plow the parking lots whenever it snows, with UWCU's Maintenance Department responsible for snow removal and maintenance of the sidewalks.

This process will remain in place with the new building.

Maintenance Equipment:

UWCU's Maintenance Department haul's maintenance equipment around to the different branches as needed. This

process will remain in place with the new building.

We respectfully submit this application for Plan Commission approval. Thank you for your consideration.

Sincerely.

Lisa J. Aumann

Scheduling / Permit Specialist

Attachments

### **Owner Meeting Notes**



#### **UW Credit Union - Monroe Street Branch**

#### 20040190

Date:

August 26, 2005

Report #:

Meeting Location:

City of Madison

Notes By:

Lisa Aumann

Present:

John Leach

City of Madison - Traffic Engineering

Kathy Voeck

City of Madison - Zoning

Brad Murphy (partial)

City of Madison - Planning Unit **UW Credit Union** 

Brad McClain Kerry Mann

**UW Credit Union** University of Wisconsin

Gary Brown Brian Theobald Lisa Aumann

PLANNING Design Build, Inc. PLANNING Design Build, Inc.

#### **Summary of Action Items**

Name

Task

**Brad McClain** 

Discuss the future bike path with Gary Brown to verify the feasibility of this being located on UW's property. (#6)

Gary Brown

Prepare a letter of intent to purchase the existing UWCU branch building at 1433 Monroe Street, and state in the letter that the UW will have sufficient parking after the purchase and that during construction, the UW intends to lease 10 stalls in Lot 19 across the street for staff parking. (#4)

Jeremy Frommelt

- Prepare a site plan showing the requested changes to the existing branch building lot
  - Add a 1-way-in driveway. (#2)
  - Reconfigure the existing parking to maximize the number of parking stalls. (#4)

Lisa Aumann

- Prepare an Application for Alteration of Existing Conditional Use to make the appropriate changes to the existing branch building lot (Lot 1). (#3)
- Prepare a Parking Stall Reduction Request Application for 10 parking stalls that do not fit on the existing branch building lot (Lot 1) after subdividing the property. (#4)

Page 1 of 3

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PLANNING Design Build, Inc. 901 Deming Way, Suite 102 Madison, WI 53717 608.836.8055







#### **Owner Meeting Notes**

#### **Meeting Notes**

The purpose of this meeting was to discuss options for access to the existing branch building at 1433 Monroe Street during construction of the new branch building. The following items were discussed and reviewed at this meeting:

- 1. Lot 1, which contains the existing building at 1433 Monroe Street, is to be sold to the UW for use by the adjacent UW Police Department, and the UW Credit Union (UWCU) is planning to build a new branch building on Lot 2, which is currently the main parking lot for their existing branch building. When the existing property on Monroe Street was subdivided with a new Certified Survey Map, it left Lot 1 as a non-complying lot without appropriate access.
- 2. To avoid the need for a permanent easement between Lots 1 and 2 for a joint driveway, which the UW Police Department is in opposition of, John Leach has agreed to adding a 1-way-in permanent driveway to the 1433 Monroe Street lot (Lot 1). This driveway needs to be 5' off the property line, and 20' wide at the road for turning in, with a minimum of 16' wide for the remaining portion of the driveway. Signage is to be used to indicate the 1-way through route. Jeremy to revise the plan accordingly. [ACTION: Jeremy Frommelt]
- 3. As the existing UWCU building is a Conditional Use because of the drive-thru, a Minor Alteration to an Existing Conditional Use is required to make this change. [ACTION: Lisa Aumann] Brad Murphy stated later in the meeting that this application could be done administratively via staff review. There is no fee for this application.

Note: This cannot be submitted until <u>after</u> the Parking Stall Reduction Request is approved (see #4 below).

4. Another issue with subdividing the property is the lack of parking available for the existing UWCU branch building on Lot 1. Based on the usage and gross square footage of the existing building (12,500 s.f.), 42 parking stalls are required. A Parking Stall Reduction Request Application is required to go in front of the Plan Commission if requesting more than a 25% reduction (or more than 10 stalls in this case). If the request is for less than a 25% reduction, then this application can be done administratively via staff review.

Currently, there are 16 stalls remaining with the existing UWCU branch building, but with a little reconfiguration, that could be increased to 20 stalls plus 2 handicaps (22 total). With the addition of 10 stalls across the street on Lot 19, which the UW has agreed to lease to UWCU for staff parking during construction, we would only need to request a reduction of 10 stalls or a reduction of 24%.

Note: If the reduction were greater than 25%, Brad Murphy stated that he would try to add this to the agenda for the 9/19/05 Plan Commission meeting, where the Rezoning, CSM, and Conditional Use for the property are already up for review. It does not appear that this will be necessary.

Lisa to prepare the application form [ACTION: Lisa Aumann], and Jeremy to make the necessary changes to the plan to maximize the parking. [ACTION: Jeremy Frommelt] UW will need to prepare a letter of intent to purchase the existing UWCU branch building at 1433 Monroe Street, and state in the letter that the UW will have sufficient parking for all buildings and all uses once the property is obtained. This letter should also include the UW's intent to lease 10 parking stalls in Lot 19 across the street. [ACTION: Gary Brown] This letter will be submitted with the Parking Stall Reduction Request Application.

#### **Owner Meeting Notes**

- 5. UWCU has agreed to close down one drive-thru lane during construction to relieve congestion.
- 6. On 8/24/05, UWCU presented their project to the local UW neighborhood—the Joint West Campus Committee. Unfortunately, the project received some opposition, mainly from Nan Fey and Mark Shahan, who preferred the building be located closer to Monroe Street to avoid pedestrians having to cross in front of the traffic that is exiting from the drive-thru. Based on early discussions with the City and opposition by the UW for a joint driveway, only one in/out curb cut was allowed for this lot, so this was the best location for the building to allow for sufficient parking, queing, etc. on the site.

To address some of their concerns, John Leach recommended showing a connection to the existing bike path that extends all the way to the sidewalk along Monroe Street (a 6' to 8' wide path located somewhere between Lots 1 and 2, with a future connection by the UW to the bike path). John also recommended adding a small speed bump and a designated walkway from the sidewalk to the front door of the new building.

Note: The new UWCU site does not have sufficient area to incorporate the bike path connection to Monroe Street, so it would need to be located on UW's property. Brad to discuss this with Gary Brown. [ACTION: Brad McClain]

Being that Nan chairs the City of Madison Plan Commission, she may refer this project to the Urban Design Commission and the Pedestrian/Bicycle/Motor Vehicle Commission (which Mark Shahan chairs). Brad thought if we could reconfigure the building on the site before the 9/19/05 Plan Commission meeting, we might be able to avoid this, or we will need to provide strong arguments on why the building needs to be located where it is shown on the current plan. As noted previously, this is the only feasible location for the building on this site.

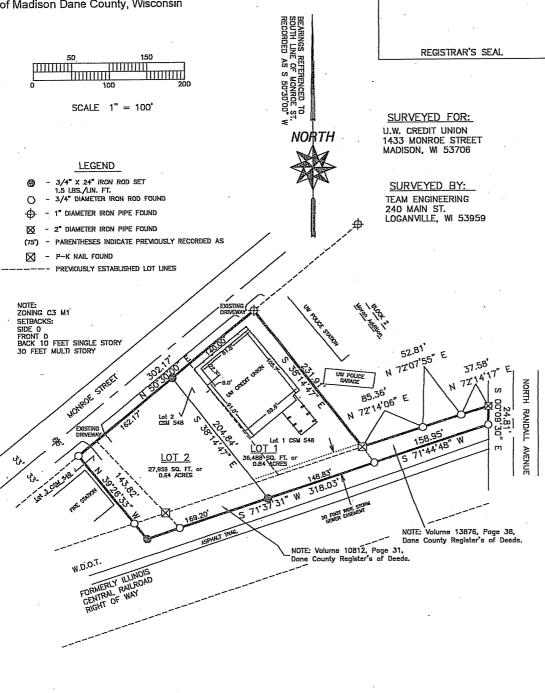
This constitutes the writer's understanding of the discussions held and decisions reached at this meeting. Please advise the writer of any errors or omissions of substance.

lia

CC: John Leach (ileach@cityofmadison.com) Kathy Voeck (kvoeck@cityofmadison.com) Brad Murphy (bmurphy@cityofmadison.com) Brad McClain (bmcclain@uwcu.org) Kerry Mann (kmann@uwcu.org) Gary Brown (gbrown@fpm.wisc.edu) Kevin Burow Jeremy Frommelt Bill Rattunde Jim Pientka Brian Theobald David Buchanan Chris Kronser Kurt Frey Kevin Kochaver File 20040190-16 File 20040190-26

# DANE COUNTY CERTIFIED SURVEY MAP NO. Part of Certified Survey Map Number 548, and part of the Southwest 1/4

Part of Certified Survey Map Number 548, and part of the Southwest 1/4 of the Northeast 1/4 of Section 22 Township 7 North, Range 9 East, City of Madison Dane County, Wisconsin



I, PATRICK J. DEDERICH, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT:

I HAVE SURVEYED THE PROPERTY DEPICTED HEREON AND THIS IS A CORRECT REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND IT'S BOUNDARIES.

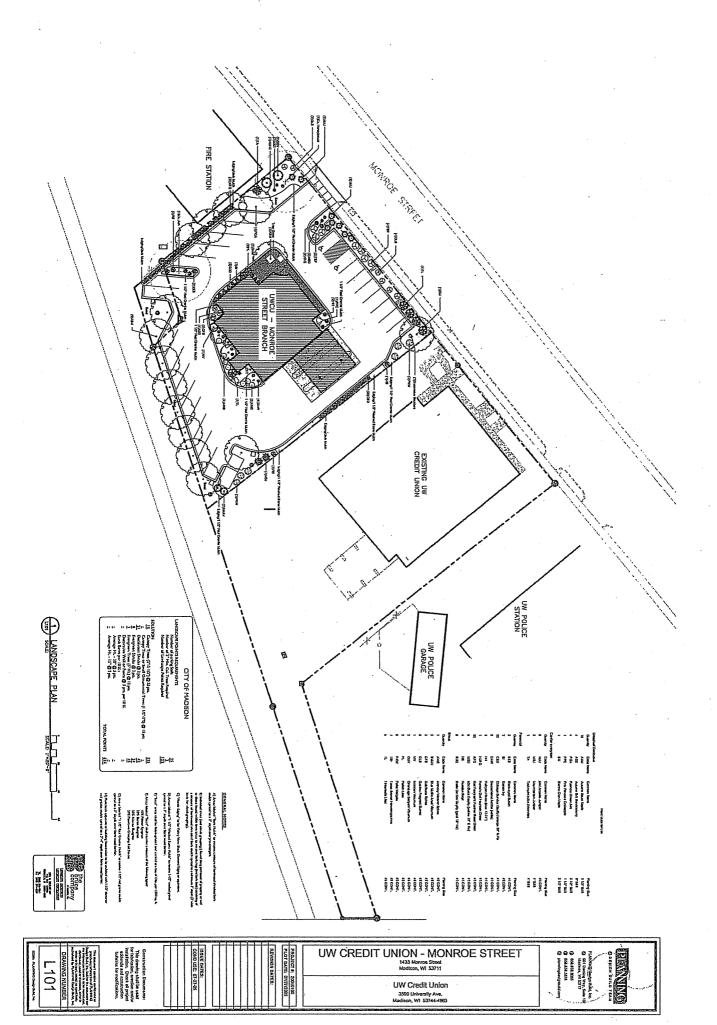
THIS SURVEY AND MAP WERE MADE IN ACCORDANCE WITH ACCEPTABLE PROFESSIONAL STANDARDS AND THE INFORMATION CONTAINED HEREON IS CORRECT AND TRUE TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF.

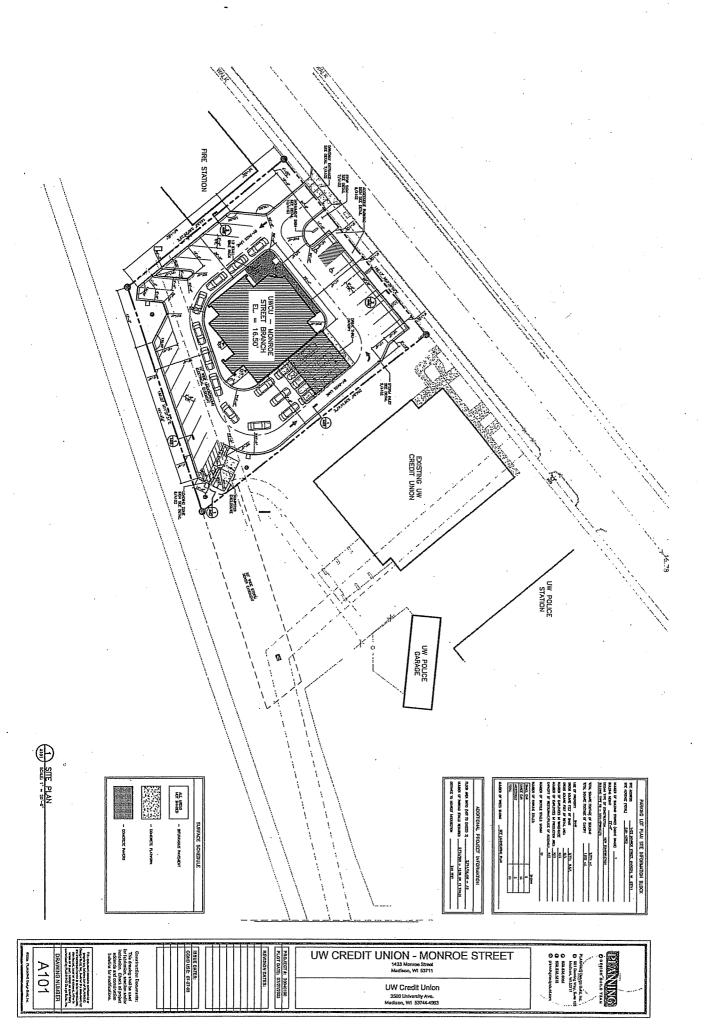
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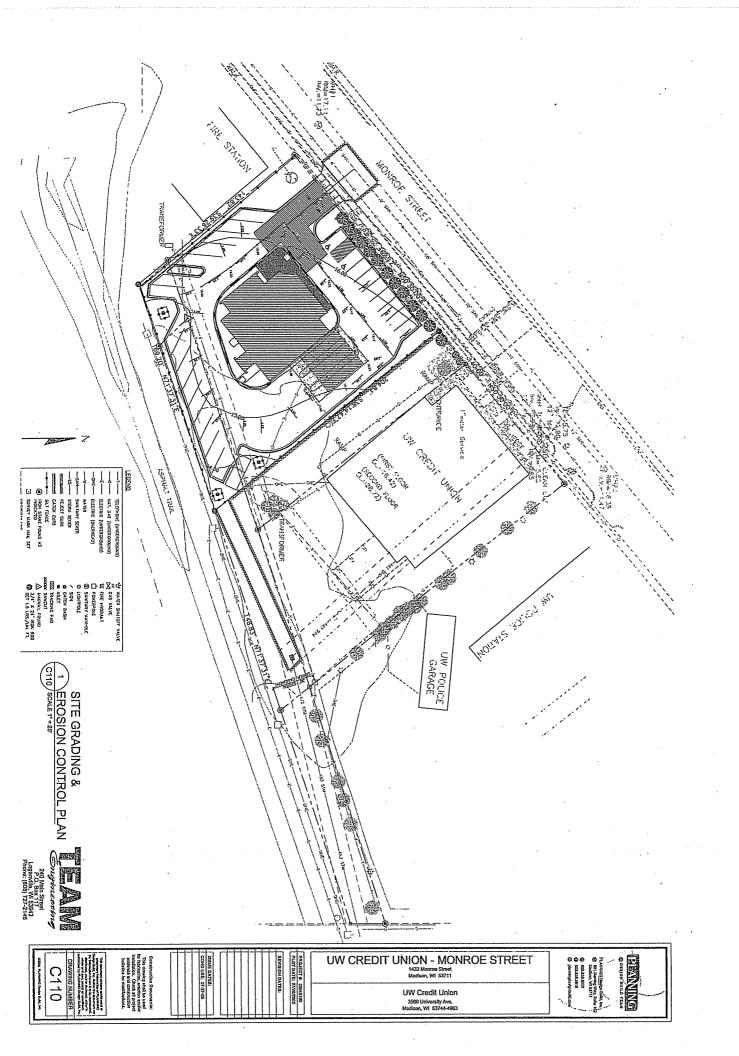
240 Main Street P.O. Box 117 Loganville, W. 53943 Phone: (608) 727-214

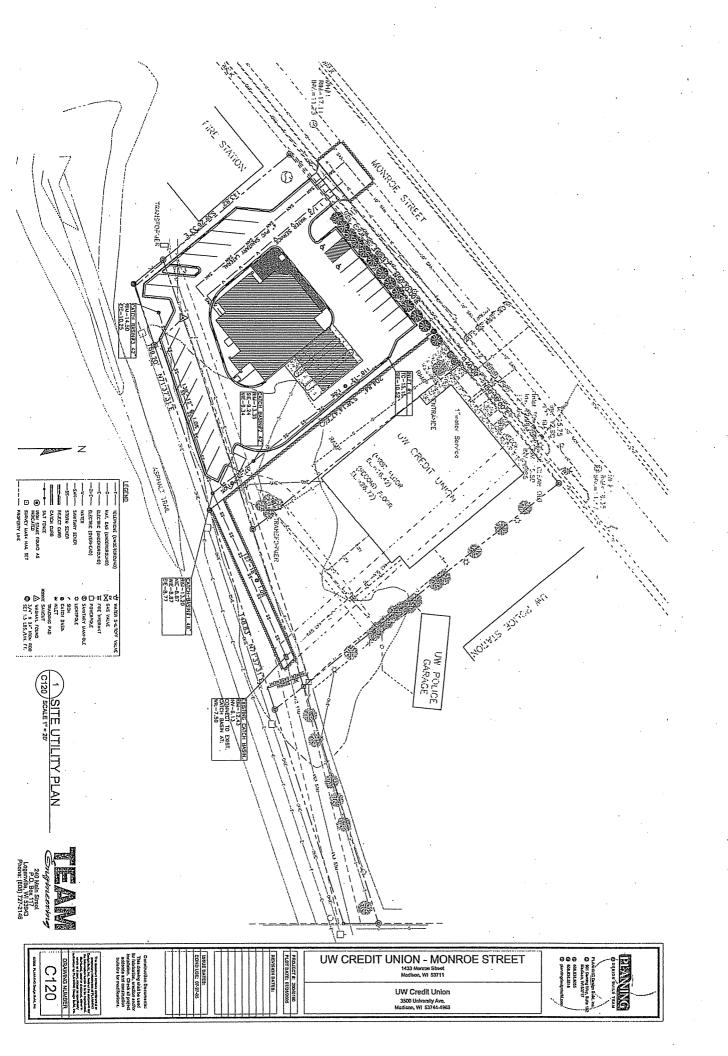
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Engineering

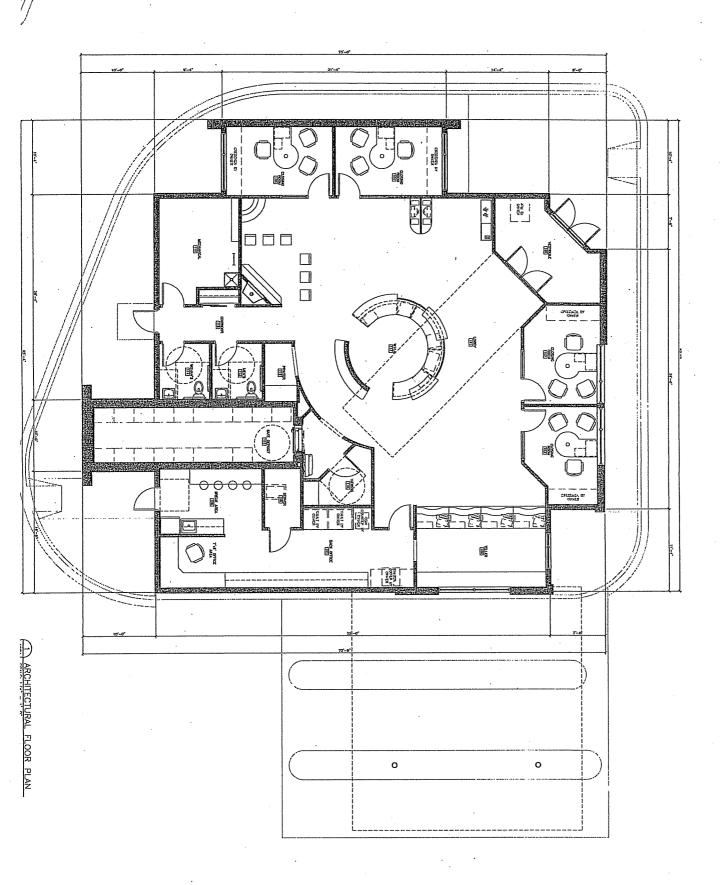




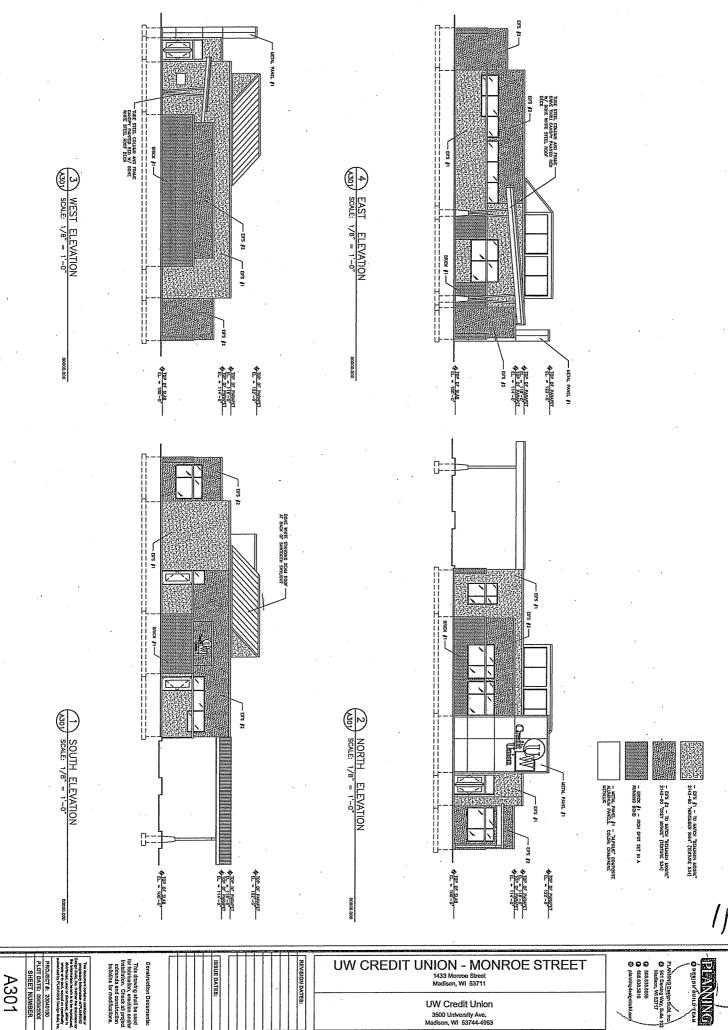




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