



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

****BY E-MAIL ONLY****

November 28, 2023

Diane Marsland
St. Ambrose Academy, Inc.
3 Pointe Place, Suite 150
Madison, Wisconsin 53719

RE: Consideration of an alteration to an approved Planned Development–Specific Implementation Plan to allow a private school tenant in the existing Holy Name Heights/Bishop O'Connor Catholic Pastoral Center mixed-use development at 702-726 S High Point Road and 601-701 S Junction Road. [LNDUSE-2023-00069; ID 79963]

Dear Diane;

At its November 27, 2023 meeting, the Plan Commission **conditionally approved** your request for an alteration to an approved Specific Implementation Plan approval to allow a private school tenant in the existing Holy Name Heights/Bishop O'Connor Catholic Pastoral Center mixed-use development at 702-726 S High Point Road and 601-701 S Junction Road subject to the following conditions, which shall be satisfied prior to final approval and recording of the alteration and the issuance of building or occupancy permits for the project:

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following item:

1. The Catholic Charities office addresses of 702 S High Point Road, Suites 101, 103, 105, 201, 203, 205, and 207 will be inactivated with the remodel for the new tenant. 702 S High Point Road, Suite 209 will be the primary address for Saint Ambrose Academy. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

Please contact Bill Sullivan of the Madison Fire Department at (608) 261-9658 if you have any questions regarding the following two (2) items:

2. Exiting from the existing apartments shall be maintained. Security does not override the exiting requirements.
3. Coordinate fire and life safety between the various tenants. Fire protection systems shall be integrated.

Please contact Trent W. Schultz, of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

4. The applicant shall submit a Transportation Demand Management (TDM) Plan to tdm@cityofmadison.com. The TDM Plan is required per MGO Section 16.03. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following item:

5. In coordination with any public works improvements, the applicant shall maintain or expand the concrete boarding pad surface at the existing Metro bus stop on the west side of S High Point Road, south of Watts Road (#8690)
6. The applicant shall install and maintain a concrete amenity pad surface and seating amenity, either new as part of the private landscape plan or expanded in the public right of way area serving the curbside bus stop zone on the west side of S High Point Road, south of Watts Road. If located in the public right of way, the applicant shall submit a Privilege in Streets (Bus Bench) application for review by the City. An approved Encroachment Agreement, for the bus bench, shall be executed prior to sign off. Contact City Real Estate to start the Privilege in Streets (Bus Bench) application process. (MGO Section 10.31) The applicant shall include the location of any of these transit amenities on the final documents filed with their redevelopment permit application, so that Metro Transit may review the design.

Please contact my office at (608) 261-9632 if you have any questions regarding the following three (3) items, including the condition added by the Plan Commission (#9):

7. Work with Planning and Zoning staff on a final, revised PD zoning text reflecting the addition of school use prior to final approval and recording of the amended Specific Implementation Plan.
8. Note: Approval of any exterior alterations related to the proposed conversion shall be approved by the Secretary of the Urban Design Commission prior to issuance of building permits.
9. The applicant shall submit an access and safety plan for the facility which ensures equitable access and safety for all users to the Fire Marshal, Building Inspection Division, Madison Police Department, and Planning Division, and that this plan must be reviewed and approved by the aforementioned parties before recording of the alteration and issuance of permits.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to sprapplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.

City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.

This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If you have any questions regarding recording this plan or obtaining permits, please call Katie Bannon, Zoning Administrator, at (608) 266-4551. If I may be of any further assistance, please do not hesitate to contact me at (608) 261-9632.

Sincerely,

Timothy M Parks

Timothy M. Parks
 Planner

cc: Jeff Quamme, City Engineering Division
 Trent Schultz, Parking Division
 Bill Sullivan, Madison Fire Department
 Tim Sobota, Metro Transit
 Jessica Vaughn, Urban Design Commission

I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.

Signature of Applicant

*Signature of Property Owner
 (If Not Applicant)*

Accela ID: LNDUSE-2023-00069			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering (EP)	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Parking Division
<input type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: