



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
www.cityofmadison.com/engineering

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

Deputy Division Manager
Kathleen M. Cryan

Principal Architect
Amy Loewenstein Scanlon, AIA

Principal Engineer 2
Janet Schmidt, P.E.

Principal Engineer 1
Kyle Frank, P.E.
Mark D. Moder, P.E.
Fadi El Musa Gonzalez, P.E.
Andrew J. Zwieg, P.E.

Financial Manager
Steven B. Danner-Rivers

Parcel Number: «Parcel_No»
Situs Address: «Situs_Address»

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

December 3, 2025

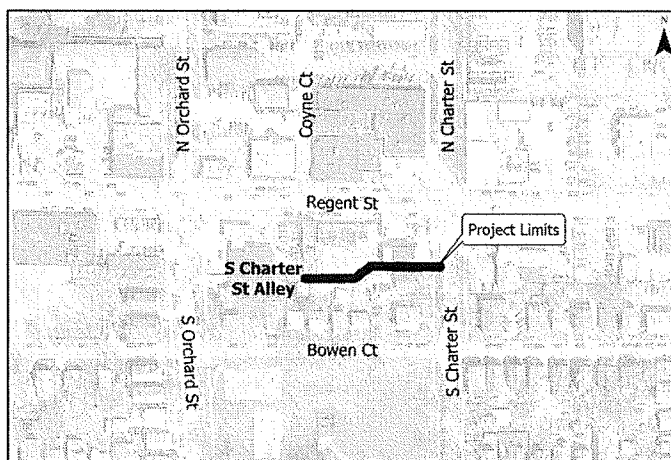
To: Property Owners along South Charter Street Alley

Re: Proposed South Charter Street Alley Reconstruction Project & Public Hearing

The City of Madison is planning a 2026 construction project along the easterly portion of the South Charter Street Alley to South Charter Street. 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.

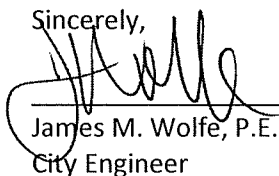
This project will involve special assessments to the owners of property adjacent to the project. The property owners will be assessed for various items included with this proposed project. Tables detailing the City's standard assessment policy for the items of work is included on the fact sheet.

Project Location Map



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/south-charter-street-alley>, a hard copy can be mailed to you upon request. The frontages and lot areas of each property to be assessed are listed on the full schedule. After work is complete, a final assessment cost will be calculated based on bid prices and work actually performed. The final assessment cost, which will be billed after the completion of the project, is payable in one lump sum or over a period of 8 years with 4.5% 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 Nick Jaeckels, Project Manager, (608) 261-9177, njaeckels@cityofmadison.com. This includes requests relating to the Public Hearing and operations of construction.

Sincerely,

James M. Wolfe, P.E.
City Engineer

See Back

Language Translation Services:

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.

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

“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.

“Muaj kev tawm phiaj 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.

RFP: NLJ

cc by email:

Tag Evers, District 13 Alder
Mark Moder, City Engineering
Yang Tao, Traffic Engineering
Lukas Collins, City Traffic Engineering
Taletha Skar, IT Department
Hannah Mohelnitzky, City Engineering
Aaron Leair, City Forestry
Michael Ott, Police Department
Amanda J Nagel ajnagel@madison.k12.wi.us
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Heidi Koch heidi.koch@firstgroup.com
Scott Chehak Sachehak@madison.k12.wi.us
MMSD Transportation transportation@madison.k12.wi.us

Nick Jaeckels, City Engineering
Janet Schmidt, City Engineering
Tom Mohr, City Traffic Engineering
Adam Wiederhoeft, Water Utility
Tim Sobota, Madison Metro Transit
Charles Romines, Streets Division
Bill Sullivan, Fire Department
Dane County 911

Cara Hanson cmhanson@madison.k12.wi.us
Jason Northouse janorthouse@madison.k12.wi.us
Mike MacDonald mmacdonald@madison.k12.wi.us
Vanessa Cruz vacruz@madison.k12.wi.us

Andrew Zweig, City Engineering
Erin Geter, City Engineering
Sean Malloy, City Traffic Engineering
Jeff Belshaw, Water Utility
Lorissa Banuelos, Common Council
Brad Hofmann, City Forestry
Jennifer Hannah, Police Department

**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) and;

That on **WEDNESDAY, DECEMBER 17, 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. 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 point five (4.5%) 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. Please make contact at least 72 hours prior to the date of this public hearing so that we can make proper accommodations.

PART II

SOUTH CHARTER STREET ALLEY ASSESSMET DISTRICT – 2026

By Order of the Board of Public Works
Madison, Wisconsin

PUB: WSJ **DECEMBER 9, 2025**



Department of Public Works
Engineering Division

Fact and Details Sheet: SOUTH CHARTER STREET ALLEY RECONSTRUCTION

PROJECT CONTACTS

» Project Manager: Nick Jaeckels
608-261-9177, njaeckels@cityofmadison.com

Project Details – Proposed Work

Sanitary Sewer: No sanitary sewer infrastructure exists within the South Charter Street Alley. No sanitary sewer work is planned with this project.

Water Main: No water main work is planned with this project.

Storm Sewer: No storm sewer infrastructure exists within the South Charter Street Alley. New storm sewer will be installed from South Charter Street extending into the alley. A portion of costs of storm sewer to drain the alley is included with total alley special assessment.

Street/Alley: The City will install new pavement, gravel road base, curb and gutter, and replace the apron serving the alley off of Charter St. (50% of total costs of alley work are assessed).

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

Streetlights: No streetlight changes are planned within the project limits.

Assessments: The project will have special assessments for the alley construction. 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 2027 to adjacent property owners. The bill is calculated based on measured quantities and actual total construction costs of the alley reconstruction. The payment options include payment by lump sum or over 8 years with 4.5% percent interest.

Trees: Terrace trees may be pruned prior to construction to provide required clearance for construction equipment. No tree removals are planned with this project. If, during construction, it is determined that any trees must be removed, adjacent property owners will be notified, prior to removal of the tree. The trees within the project limits that remain may have the roots trimmed during construction.

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

Project Website: Please visit the project website for the latest information and to sign up for project email updates.

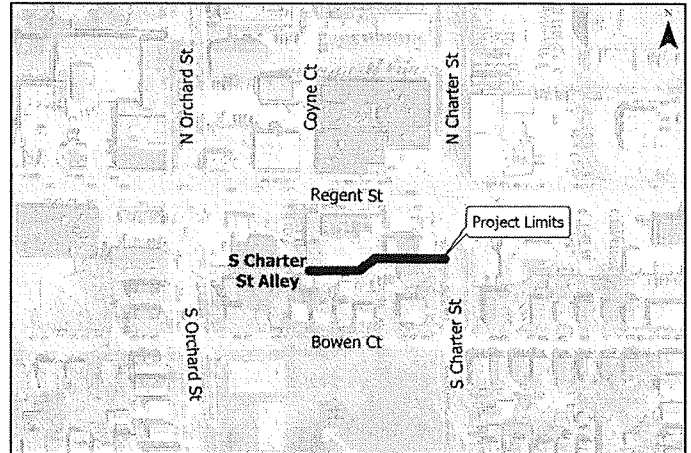
<https://www.cityofmadison.com/engineering/projects/south-charter-street-alley>

Construction Schedule & Impacts

Tentative Schedule: It is expected the project will take approximately 6 weeks to complete and is anticipated to occur in spring/summer of 2026.

Traffic Impacts: The South Charter Street Alley will be closed to thru traffic within the project limits until the project is complete. No parking is allowed within the construction zone during working hours (7AM to 7PM), so when property access through the alley is not

Project Location Map



Item	Property Owner Share	City Share
Alley Reconstruction*	50%	50%
Driveway apron off alley or terrace walk	50%	50%
Local storm sewer to drain alley (inlets & pipes ≤ 12" dia)	50%	50%
Storm Sewer Main (pipes > 12" dia)	0%	100%

*Alley Reconstruction assessed per linear ft. of frontage. 50% discount for single or two-family corner lots fronting two streets.

accessible, you will need to park on the adjacent streets outside the project limits. The contractor will notify impacted residents prior to the alley access being closed for an extended period, but there will likely be several short-duration closures during utility work and asphalt paving that may not have much advance notice. During these shorter disruptions, the Contractor will work with residents to provide access as quickly as possible. Contact the project manager if you have accessibility concerns and need to request special accommodations.

Water Shut-offs: There are no planned water shut-offs. While unlikely, emergency shut offs are possible if the existing main is damaged during construction. Affected properties are notified as soon as possible.

Refuse Collection & Mail Delivery: It will be the contractor's responsibility to allow for refuse collection and mail delivery to continue during construction. If you currently have garbage/recycling pick-up in the alley, please place your carts on Orchard St., Charter St., or Bowen Ct. for collection during construction. Please mark your address on your cart to make sure it is returned if moved. We ask that you place your carts at the street the evening prior to or at the very latest 6:00 a.m. the morning of your scheduled refuse/recycling day.

Landscaping: The existing concrete walk adjacent to 1201 Regent Street will be replaced unless the property owner requests it to be removed. Please contact the project manager to evaluate the impacts of construction within the right-of-way.

City of Madison Engineering Division - Preliminary Schedule of Assessments

Date: December 17, 2025
Project ID: 15486
Project Name: South Charter Street Alley Assessment District - 2026
Project Description: Reconstruct the easterly portion of the South Charter Street Alley to Charter Street

*A factor has been applied for pavement reconstruction adjacent to lots that abut more than one street and are single-family or two-family residential dwellings.

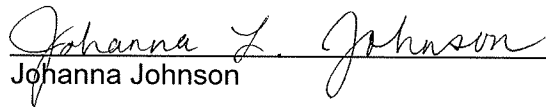
Parcel No./ Zoning	Parcel Information		Frontage		Street Reconstruction Items					Total Assessment		
	Mailing Address	Situs Address/ Parcel Location	LF	Frontage Streets	Remove Concrete Terrace Walk Assessment @		5" Concrete Terrace Walk Assessment @		Alley Reconstruction Assessment @			
					\$1.34 SF	per SF Cost	\$4.37 SF	per SF Cost	Multi Front *Factor		\$130.00 LF	per LF Cost
070922402014	1230 REGENT ST MADISON, WI 53715	1201 Regent St	85.90	S Charter St Alley	300.00	\$402.00	300.00	\$1,311.00	1.00	85.90	\$11,167.00	\$12,880.00
070922402022	1230 REGENT ST MADISON, WI 53715	1207 Regent St	21.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	21.00	\$2,730.00	\$2,730.00
070922402048	1445 REGENT ST MADISON, WI 53711	1225 Regent St	21.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	21.00	\$2,730.00	\$2,730.00
070922402098	1230 BOWEN CT MADISON, WI 53715-1320	1230 Bowen Ct	8.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	8.00	\$1,040.00	\$1,040.00
070922402105	1317 HOBBS HORSE RD OREGON, WI 53575	1228 Bowen Ct	35.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	35.00	\$4,550.00	\$4,550.00
070922402113	757 REGAL RIDGE HUDSON, WI 54016	1208 Bowen Ct	35.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	35.00	\$4,550.00	\$4,550.00
070922402121	4193 ROSE CT MIDDLETON, WI 53562-4338	1206 Bowen Ct	35.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	35.00	\$4,550.00	\$4,550.00
070922402147	PO BOX 620091 MIDDLETON, WI 53562	14 S Charter St	100.00	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	0.50	100.00	\$6,500.00	\$6,500.00
070922402155	1219 REGENT ST MADISON, WI 53715	1217 Regent St	83.48	S Charter St Alley	0.00	\$0.00	0.00	\$0.00	1.00	83.48	\$10,852.40	\$10,852.40
Totals					300.00	\$402.00	300.00	\$1,311.00	---	424.38	\$48,669.40	\$50,382.40

AFFIDAVIT OF MAILING

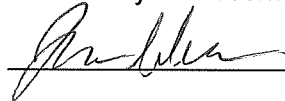
STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Johanna Johnson, being first duly sworn on oath, deposes and says that:

1. She is a Program Assistant with the Office of the City Engineer, City of Madison, Dane County, Wisconsin, and did on the 3rd day of December, 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 **South Charter Street Alley Assessment District – 2026** attached hereto.
2. She 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.


Johanna Johnson

Subscribed and sworn to before me
this 3rd day of December, 2025



Jenna Webb
Notary Public, State of Wisconsin
My Commission expires: September 30, 2029

