



Department of Planning & Community & Economic Development

## Planning Division

William Fruhling, Interim Director

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Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

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

August 5, 2024

Diane Marsland  
St. Ambrose Academy, Inc.  
702 S High Point Road, Suite 209  
Madison, Wisconsin 53719

RE: Consideration of an alteration to an approved Planned Development–Specific Implementation Plan to change the entrance for 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-2024-00054; ID 84333]

Dear Diane;

At its July 29, 2024 meeting, the Plan Commission **conditionally approved** your request for an alteration to an approved Specific Implementation Plan approval for the 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 Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following five (5) items:**

1. Clearly identify the entrance to be used as the primary entrance for St Ambrose Academy on the site plan and building floor plans and elevations.
2. Clearly identify the location of the future St Ambrose Academy signage on the building floor plans and elevations.
3. Verify whether existing landscaping will be removed or displaced due to the construction of the proposed sidewalk connection. Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.
4. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

5. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following two (2) items:**

6. 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)
7. The applicant shall complete the installation of the concrete amenity pad surface and seating amenity as required under the 2023 alteration approval, serving the curbside bus stop zone on the west side of S High Point Road, south of Watts Road. 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 two (2) items:**

8. The applicant shall submit an updated 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 be reviewed and approved by those parties before recording of the alteration and issuance of permits. The updated plan shall reflect access to the building with the relocated primary entrance to St. Ambrose Academy on the northern façade.
9. 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.

**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](mailto: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: Jenny Kirchgatter, Asst. Zoning Administrator  
 Tim Sobota, Metro Transit

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

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*Signature of Applicant*

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*Signature of Property Owner  
 (If Not Applicant)*

<b>Accela ID: LNDUSE-2024-00054</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input 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 type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: