



Robert F. Phillips, P.E., City Engineer  
 Department of Public Works  
 Engineering Division  
 City-County Building, Room 115  
 210 Martin Luther King, Jr. Boulevard  
 Madison, Wisconsin 53703  
 Phone: (608) 266-4751  
[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)  
[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)



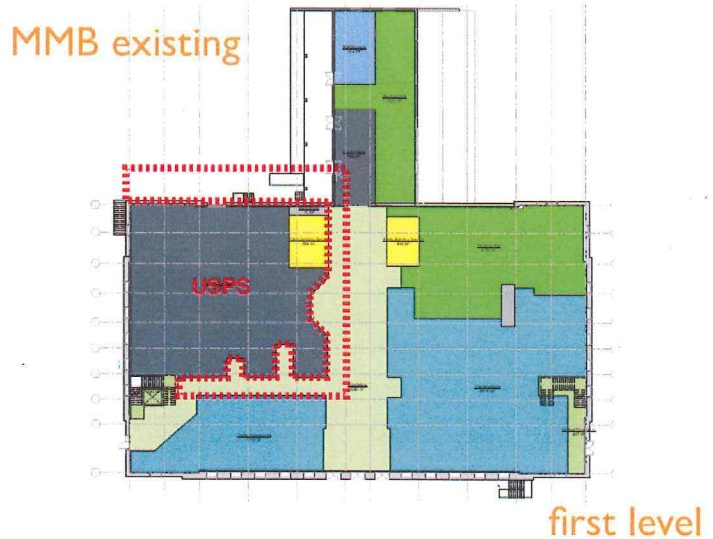
Natalie Erdman, Director  
 Department of Planning & Community &  
 Economic Development  
 Madison Municipal Building, Suite LL-100  
 215 Martin Luther King, Jr. Boulevard,  
 Madison, Wisconsin 53703  
 Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)  
[nerdman@cityofmadison.com](mailto:nerdman@cityofmadison.com)

August 27, 2015

**TO: Mayor Soglin / Common Council Alders,**

Starting in June 2015, City staff and MSR Design (architect & engineer consultants) have been developing schematic design plans for the remodel and renovation of the Madison Municipal Building (MMB). Throughout this process the team has been focusing on meeting design goals that respect the historic qualities of the building and site, address the need for quality work space (including equitable access to daylight), accommodate space for strong civic engagement opportunities, and meet the City's stated sustainability goals.

At this time the schematic design process is nearly fifty percent complete. One major challenge the design team has had to face is how to address the City's customer interface, space need, and future growth possibilities, while also accommodating the USPS tenant. The challenge stems from the USPS's requirements to use 5000 SF of space, locate on level one, dedicated private loading dock, dedicated private bathrooms, post office boxes, and retail space. Furthermore, unlike other City tenants in MMB the USPS needs access to their space on three sides (see red dashed line on the diagram below) of their tenant space. The three sides are one side for loading, one side for post office boxes, and one side for retail. This access requirement ultimately inflates the USPS tenant boundary to more than 5000 SF to accommodate all the access needs. Once all the USPS needs are met it leaves minimal space on level one to accommodate the City tenant needs to interface with customers, utilize quality space, plan for future expansion, and access the rear of the building for delivery/maintenance needs. This also has a ripple effect on diminishing City use of space in other parts of the MMB.



At this time it appears including the USPS in a remodeled/renovated MMB will diminish the City's highest and best use of the building on a long term basis. We are dedicated to assisting the USPS – with assistance from the City's Office of Real Estate Services - in locating and securing an alternative location for the USPS Capitol Station in, or near, their preferred location on the isthmus. We support this effort as the best long term solution for both the City of Madison, and the USPS, and we recommend authorization to complete the relocation of USPS from MMB to an alternative location.

Sincerely,

Rob Phillips, P.E.  
 City Engineer

Sincerely,

Natalie Erdman  
 City PCED Director