



City of Madison

Conditional Use

Location
1233 McKenna Blvd

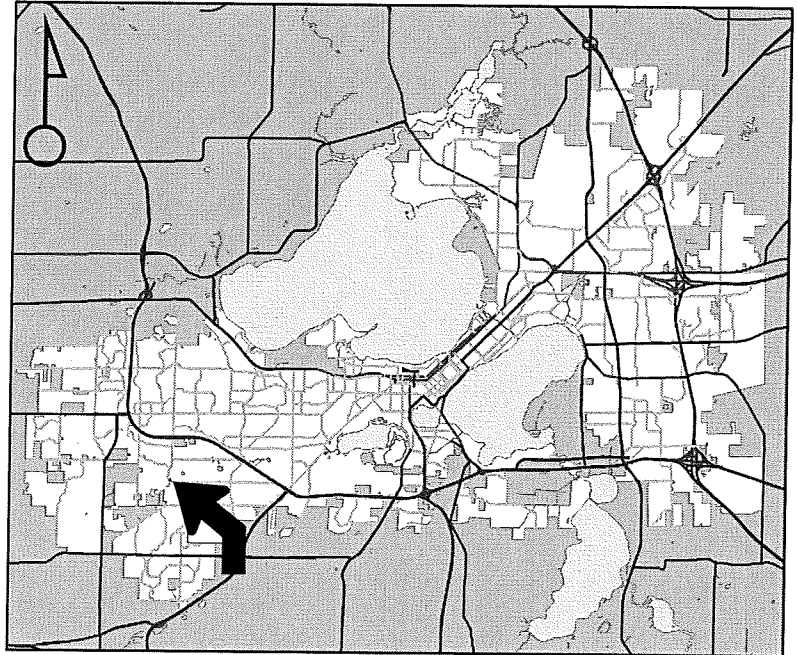
Project Name
PEPR Neighborhood Employment Center

Applicant
City of Madison, Jim O'Keefe /
Jeanine Zwart

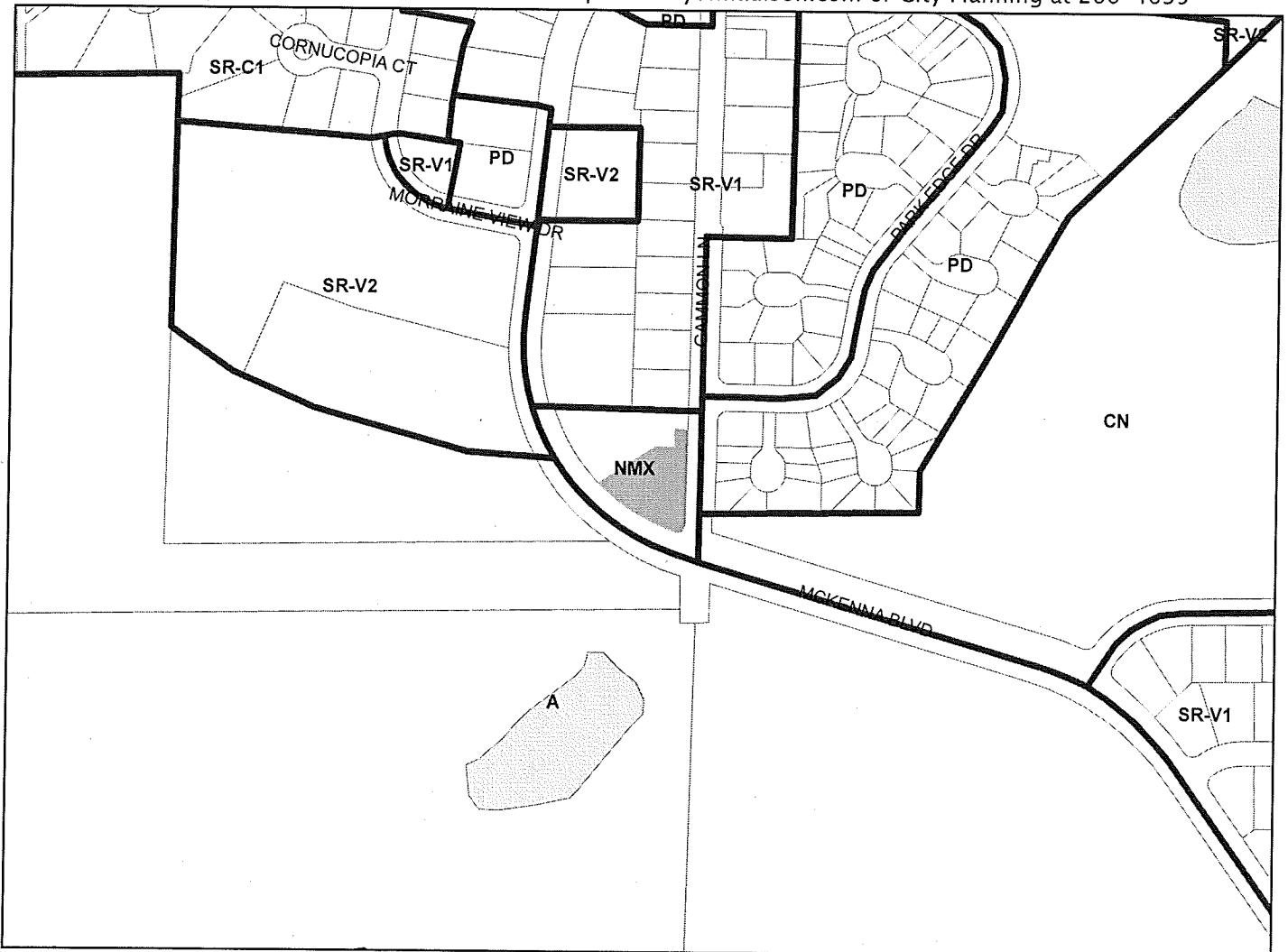
Existing Use
Restaurant

Proposed Use
Convert restaurant into counseling/
community service facility
(employment center)

Public Hearing Date
Plan Commission
10 July 2017

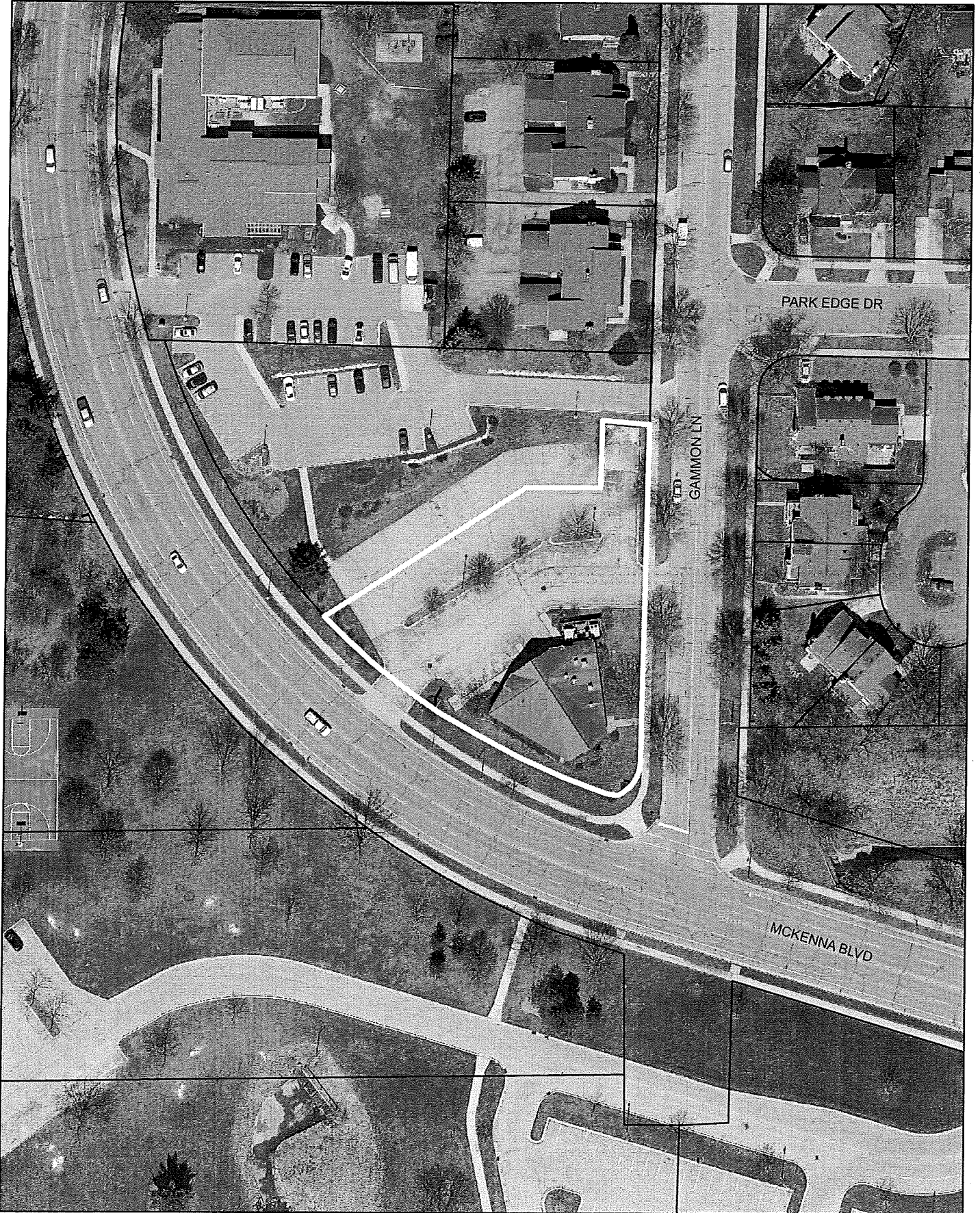


For Questions Contact: Colin Punt at: 243-0455 or cpunt@cityofmadison.com or City Planning at 266-4635



Scale : 1" = 400'

City of Madison, Planning Division : PPE : Date : 3 July 2017



4. Project Description

Provide a brief description of the project and all proposed uses of the site:

The city of Madison purchased the commercial property located at 1233 McKenna Blvd (former Griff's Restaurant) to be converted to a neighborhood employment center and also to provide neighborhood meeting/gathering space. ULEM will be the operator when the center opens in Spring 2018.

Scheduled start date Fall 2017 Planned completion date Spring 2018

5. Required Submittal Materials

Refer to the Land Use Application Checklist for detailed submittal requirements.

- Checklist of submittal materials including Filing fee (\$600), Pre-application notification, Land Use Application Checklist (LND-C), Land Use Application, Vicinity map, Supplemental Requirements, Letter of intent, Survey or existing conditions site plan, Electronic Submittal*, Legal description, and Development plans.

*Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to papplications@cityofmadison.com.

For concurrent UDC applications a separate pre-application meeting with the UDC Secretary is required prior to submittal. Following the pre-application meeting, a complete UDC Application form and all other submittal requirements must be submitted to the UDC Secretary.

6. Applicant Declarations

Pre-application meeting with staff. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff JLV Date 4/24/17

Zoning staff Jennifer Curran Date 4/24/17

- Demolition Listserv
Public subsidy is being requested (indicate in letter of intent)
Pre-application notification: The zoning code requires that the applicant notify the district alder and any nearby neighborhood and business associations in writing no later than 30 days prior to FILING this request. List the alderperson, neighborhood association(s), business association(s), AND the dates you sent the notices: initial contact to Ald. Barbara McKinney West Fest 8-27-16 Public Meetings: 9-14-16; 10-25-16; 1-12-17

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether. Evidence of the pre-application notification is required as part of the application materials.

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Diana Darschner Darschner Associates Inc Relationship to property Architect

Authorizing signature of property owner James O'Keefe Date 5/9/17



Department of Public Works
Engineering Division
Robert F. Phillips, 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
Michael R. Dailey, P.E.

Principal Engineer 2
Gregory T. Fries, P.E.
Christopher J. Petykowski, P.E.

Principal Engineer 1
Christina M. Bachmann, P.E.
Eric L. Dundee, P.E.
John S. Fahrney, P.E.

Facilities & Sustainability
Jeanne E. Hoffman, Manager

Operations Manager
Kathleen M. Cryan

Mapping Section Manager
Eric T. Pederson, P.S.

Financial Manager
Steven B. Danner-Rivers

May 10, 2017

Tim Parks
City of Madison
Department of Planning & Community & Economic Development
126 S. Hamilton St.
Madison WI 53701-2985

**RE: Letter of Intent/Conditional Use
PEPR Neighborhood Employment Center (former Griff's Restaurant)
1233 McKenna Blvd., Madison WI**

Dear Mr. Parks,

Please accept this Letter of Intent, application and attachments as our formal request for Conditional Use review and approval for the PEPR Neighborhood Employment Center (former Griff's Restaurant) located at 1233 McKenna Blvd., Madison WI.

Project Overview

The City of Madison Community Development Division purchased the commercial property located across from Elver Park at 1233 McKenna Blvd., Madison WI which was the site of a former restaurant (known as Griff's) to serve as a future neighborhood employment/job training center, with meeting/community room space available for neighborhood meetings and gatherings.

The City, through an RFP process, selected Urban League of Greater Madison (ULGM) to be the operator for the center. The City and ULGM, through a series of public meetings, determined the services to be offered. The building will remain a City-owned building.

Project Team

Owner

City of Madison Community Development Division
30 W Mifflin Street, Suite 800
Madison WI 53703
Contact: Jim O'Keefe, Director
Phone: (608) 266-7851
Email: jokeefe@cityofmadison.com

Architect

Dorschner Associates Inc
849 E Washington Avenue, Suite 112
Madison WI 53703
Contact: Diana Dorschner
Phone: (608) 204-0777
Email: ddorschner@dorschnerassociates.com

May 9, 2017

Page 2

Project Managers

City Engineering

Jeanine Zwart

Phone: (608) 267-8749

Email: jzwart@cityofmadison.com

Community Development Division

Mary Charnitz

Phone: (608) 267-0742

Email: mcharnitz@cityofmadison.com

Existing Conditions

The interior of the building will be gutted and reconfigured to include a large meeting room, computer lab, self-serve kiosks, reception and office areas, small warming kitchen, 2 small meeting rooms, mechanical and janitorial rooms, and fully accessible restrooms.

The exterior of the building will be resided and reroofed, and some additional glazing will be added. The existing exterior mechanical equipment and fencing enclosure will be removed and put in an interior mechanical room. A new fence will screen new condensers, but in a much smaller area on the north side of the building. Minimal sitework will occur. The parking lot will be restriped, and new handicapped parking stalls will be added. Existing landscaping beds will be cleaned up and additional low maintenance grasses will be planted.

The existing refuse screen will remain.

Building Square Footage

The existing square footage of the building is 3,882 square feet. There are no additions planned to the building footprint.

Auto and Bike Parking Stalls

There will be 34 parking stalls. Please note that the property line runs through the parking lot and there is a shared easement with the Wisconsin Youth Company who uses 20 parking stalls, north of the easement.

There will be 15 public bike parking stalls.

Neighborhood Input

Four public neighborhood meetings were held with Ald. Barbara McKinney, UGLM, City of Madison CDD and Engineering staff, local service providers and neighborhood residents to determine services desired, as well as to prioritize the space programming needs for the upcoming remodeling. There was also another public engagement session at West Fest in August of 2016.

Project Schedule

We propose to take this project to the June 28, 2017, UDC meeting, July 10, 2017 Plan Commission meeting and July 18, 2017 Common Council meeting. DAT review will be scheduled in the next couple of weeks.

The project is currently scheduled to begin construction in the fall of 2017, with completion and occupancy in the Spring of 2018.

May 9, 2017

Page 3

I am happy to provide any further information that you require if I have not adequately addressed your concerns. Please feel free to contact me.

Sincerely



Jeanine Zwart
Project Manager

City Engineering – Facilities and Sustainability
City-County Building, Room 115
210 Martin Luther King Jr Blvd
Madison WI 53703-3342

(608) 267-8749 phone

(608) 264-9275 fax

(608) 575-3024 cell

jzwart@cityofmadison.com

cc: Jim O'Keefe, City of Madison CDD
Mary Charnitz, City of Madison CDD
Diana Dorschner, Dorschner Associates
Jeanne Hoffman, City Engineering

Zwart, Jeanine

From: Charnitz, Mary
Sent: Tuesday, May 09, 2017 10:44 AM
To: Zwart, Jeanine
Subject: FW: Renovation of Griffs

What about a copy of emails of April 25 and April 26 below for proof we talked with the alder?

Most current update to Alder



Mary Charnitz | Grants Administrator
Department of Planning and Community & Economic Development
Community Development Division
30 West Mifflin Street | Suite 800
Madison, Wisconsin 53703-2579
Mail P.O. Box 2627 | Madison, Wisconsin 53701-2627
Tel 608 267 0742 | **Fax** 608 261 9661
Email mcharnitz@cityofmadison.com | **Web** cityofmadison.com/cdd



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» » » Please consider the environment before printing this email. « « «

From: Charnitz, Mary
Sent: Tuesday, May 02, 2017 12:48 PM
To: McKinney, Barbara
Cc: Zwart, Jeanine; Noel, Laura; Morrison, Susan; Okeefe, James
Subject: RE: Renovation of Griffs

Hi Barbara.

We have only had one meeting with ULGM since the final community meeting. That meeting was to discuss information related to specific operating needs they will have once in the building so Dorschner can make sure all the necessary design elements are incorporated (such as making sure wiring is in for a TV display ULGM plans to have when entering the building)

Dorschner has been busy on the design development phase of the project based on the final design approved at the last community meeting. This is a labor intensive project that doesn't require team decision making. The next step will be taking those plans to DAT and UDC according to the timeline I outlined below.

I will keep you posted on any future meetings. As always, let me know if you have any questions.



Mary Charnitz | Grants Administrator
Department of Planning and Community & Economic Development
Community Development Division
30 West Mifflin Street | Suite 800
Madison, Wisconsin 53703-2579
Mail P.O. Box 2627 | Madison, Wisconsin 53701-2627
Tel 608 267 0742 | **Fax** 608 261 9661
Email mcharnitz@cityofmadison.com | **Web** cityofmadison.com/cdd



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From: McKinney, Barbara
Sent: Wednesday, April 26, 2017 2:02 PM
To: Charnitz, Mary
Cc: Zwart, Jeanine; Noel, Laura; Morrison, Susan; Okeefe, James
Subject: Re: Renovation of Griffs

Mary

Thank you for the update. I would like to keep updated on the project. Are the project update meetings still ongoing with the Urban League? I have had no contact since the last community meeting at the Crossing. Thank goodness I am beyond the election. Again, thank you for providing the timetable; allowing me to shift my schedule if needed to attend the various committee approval meetings. I will add these dates to my calendar.

UDC June 28

Planning Commission July 10

Council July 18

Barbara Harrington-McKinney
Alder, District 1

www.cityofmadison/district1/updates

Cell: 608-205-8682

Common Council Office:

210 Martin Luther King, Jr. Blvd

Room 417

Madison, WI 53703

Phone: [\(608\) 266-4071](tel:6082664071)

Fax: [\(608\) 267-8669](tel:6082678669)

[WI Relay Service](#)

We must intentionally make community voices inclusive and diverse. "I am of the opinion that my life belongs to the whole community and as long as I live, it is my privilege to do for it whatever I can. I want to be thoroughly used up when I die, for the harder I work the more I live." George Bernard Shaw

On Apr 25, 2017, at 11:53 AM, Charnitz, Mary <MCharnitz@cityofmadison.com> wrote:

Hello Barbara

I hope all is well with you and you've had some time to enjoy the beautiful weather we've had.

I wanted to give you an update on the Employment Center project.

Dorschner and Associates are in the midst of design development. When ready, we will take this to an internal Development Assistance Team (DAT) as well as UDC and Plan Commission as described below.

We have been working with ULGM on the space layout to make sure their needs are incorporated into the design. We are also looking at some very nice surplus items for the staff offices at the building.

We need to have a conditional use permit for the planned use of an Employment Center. We are working with Planning staff to get all the necessary information to them. The conditional use permit requires Plan Commission and Council approval. We also will be going to UDC due to exterior changes (i.e. roof, siding...). I'm sure you will be formally notified of our application by Planning staff.

initial Alder contact

Zwart, Jeanine

From: Morrison, Susan
Sent: → Thursday, May 26, 2016 5:21 PM
To: McKinney, Barbara
Cc: Cheeks, Maurice; Phair, Matthew; Zwart, Jeanine; Charnitz, Mary; Okeefe, James
Subject: RE: sponsors of resolution Griffs/final DRFAT of resolution

Alder McKinney,

I'm glad to hear you want to be a sponsor. We will be sure to have you added. Regarding your other questions and recommendations, I can offer the following:

- The City has budgeted a total of \$1 million for the Park Edge/Park Ridge project. That total is intended to cover programming and design as well as construction. If the amount is not sufficient, a budget amendment would be necessary. Eighty thousand dollars of the \$1 million total has been budgeted for the programming and design contract with Dorschner Associates.
- It has long been the City's intention that the center operator would work closely with the architectural team, the community, stakeholders and City staff during the design phase of the project. The contract with the Urban League will be on the Council's agenda for approval along with the design contract. Once both contracts are approved, programming and design work will move forward in earnest. Dorschner staff and Urban League staff will be working together closely during this process.

Enjoy the long weekend!

Susan

From: McKinney, Barbara
Sent: Wednesday, May 25, 2016 10:16 PM
To: Morrison, Susan
Cc: Cheeks, Maurice; Phair, Matthew; Zwart, Jeanine; Charnitz, Mary
Subject: Re: sponsors of resolution Griffs/final DRFAT of resolution

Susan

Absolutely I want to be a sponsor.

Additional Questions:

1. Is the amount in the resolution adequate to allow the contractor to expand renderings beyond the retrofitting?
2. This resolution is for the design-related services what are options if the amount is not sufficient?
3. The Urban League should work with the contractor in the early design phase and should be included in the resolution.
4. The operational budget is another matter that I would like to have a discussion at the appropriate time.

Thanks

Barbara H. McKinney
Alder, District 1
Madison Common Council
district1@cityofmadison.com
Cell: 608-228-8683
Home: 608-829-0635

"By Working Together We Can Build Stronger and More Compassionate Communities"

Receive District 1 information updates and important Madison City notices at:
www.cityofmadison.com/council/district1/blog

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On May 25, 2016, at 2:09 PM, Morrison, Susan <SMorrison@cityofmadison.com> wrote:

Alders McKinney, Baldeh, Cheeks and Phair:

I am forwarding a draft resolution that will authorize the City to contract with Dorschner Associates for design-related services associated with the Park Edge/Park Ridge Employment Center (formerly Griff's). Each of your names is tentatively listed as a sponsor. If you have any questions or concerns about the resolution, or do not want to be listed as a sponsor, please let me know as soon as possible - and no later than end of day tomorrow, May 26th.

Thanks, Susan

From: Zwart, Jeanine
Sent: Wednesday, May 25, 2016 10:00 AM
To: Morrison, Susan
Cc: Hoffman, Jeanne
Subject: FW: sponsors of resolution Griffs/final DRFAT of resolution

Susan,
Copy of the resolution for PE/PR Employment Center that Mary and I worked on together. If there are no further changes, I will put this on the agenda.

Thanks,
Jeanine

From: Zwart, Jeanine
Sent: Wednesday, May 25, 2016 9:52 AM
To: Charnitz, Mary
Subject: RE: sponsors of resolution Griffs/final DRFAT of resolution

Mary,
Here is the final DRAFT of the resolution. I am including the 4 alder names (just want to confirm that you or Jim have talked to them asking for their support!)

I will put this on the May 31 agenda for the June 7 Council meeting.

Jeanine

From: Charnitz, Mary
Sent: Wednesday, May 18, 2016 8:29 AM
To: Zwart, Jeanine
Subject: sponsors of resolution Griffs

Jim suggested four alders as sponsors.....Baldeh, Cheeks, Phair and McKinney

Preliminarily, we are looking at submitting an application on May 10, before UDC on June 28 and Plan Commission on July 10, and Common Council on July 18. We are in process of revising our schedule based on the need for Plan Commission approval. I will keep you posted on that timeline.

If you have any concerns about how we are proceeding, the need for a conditional use or UDC approval please let me know.

As always, thanks for your continued support.

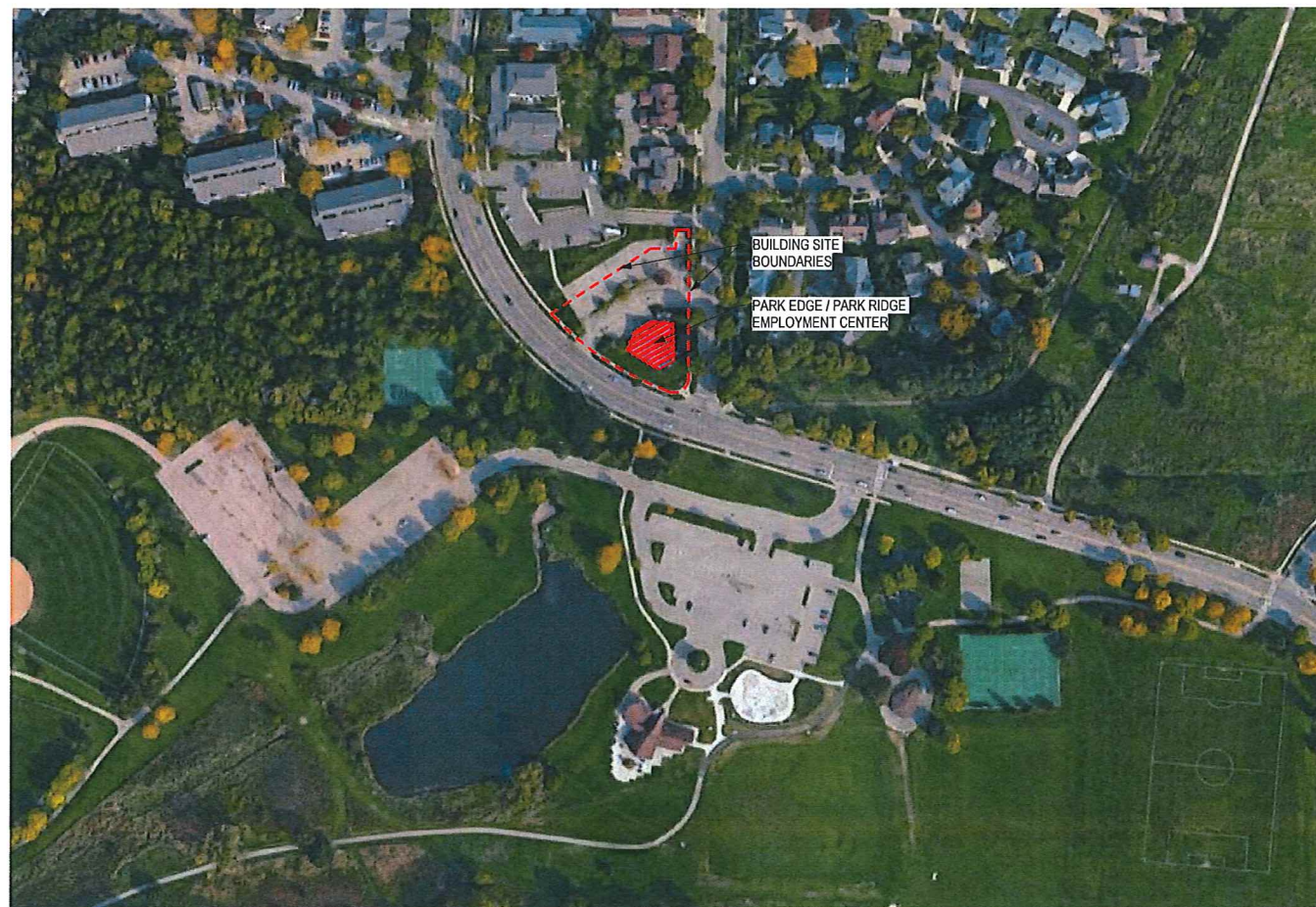
<image002.jpg> **Mary Charnitz** | Grants Administrator
<image003.png> <image004.png> *Department of Planning and Community & Economic
Development*
Community Development Division
30 West Mifflin Street | Suite 800
Madison, Wisconsin 53703-2579
Mail P.O. Box 2627 | Madison, Wisconsin 53701-2627
Tel 608 267 0742 | **Fax** 608 261 9661
Email mcharnitz@cityofmadison.com | **Web**
cityofmadison.com/cdd

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PARK EDGE/PARK RIDGE EMPLOYMENT CENTER

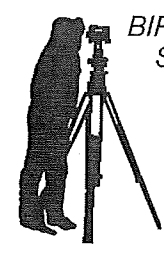
1233 McKENNA BLVD. MADISON, WI 53719



PROJECT LOCATOR MAP



CONTEXT IMAGES



**BIRRENKOTT
SURVEYING, INC.**

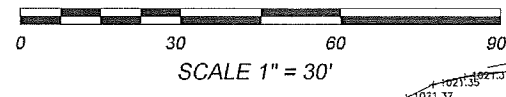
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Daniel V. Birrenkott, hereby certify that this survey is in compliance with the Wisconsin Administrative Code, Chapter A-E7. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

Daniel V. Birrenkott
Wisconsin Professional Land Surveyor No. S-1531.

PLAT OF SURVEY



Easement Line Data

LINE	BEARING	DISTANCE
L1	N 38°24'21" E	13.06'
L2	N 32°58'04" W	62.31'
L3	N 57°01'56" E	130.64'
L4	N 89°59'07" E	64.76'
L5	S 00°59'17" W	66.12'
L6	S 89°00'43" E	17.69'

Description:

Lot 1, Certified Survey Map No. 10736, as recorded in Volume 64 of Certified Survey Maps of Dane County on Pages 20-21, located in the Southeast 1/4 of the Northeast 1/4, Section 35, T7N, R8E, City of Madison, Dane County, Wisconsin, EXCEPT those lands deeded to the City of Madison for street purposes as described in Quit Claim Deed, Doc. No. 5217298.

Legend

- = Found 1" Iron Pipe
- ⦿ = Found Railroad Spike
- = Set 1"x24" Iron Pipe (wght. 1.68 lbs./ft.)
- ⊙ = Set 3/4" Iron Rebar (wght. 1.50 lbs./ft.)
- ⊕ = Manhole (Sanitary)
- ⊖ = Water Shutoff
- ⊗ = Concrete Tank Lid (2' Diam.)
- ⊘ = Storm Grate (3' Diam.)
- ◇ = Flush Mounted Utility Box
- ⊗ = Gas Valve
- ⊠ = 4" PVC Pipe
- ⊙ = Light Pole
- ⊙ = Ground Light
- ⊙ = 12" Tree
- ⊙ = 16" Tree
- () = Recorded as data
- ⊠ = Electric Transformer
- = Wood Fence
- = Water Lateral
- = Sanitary Sewer
- = Buried Cable TV
- = Underground Telephone
- = Underground Gas Line
- = Buried Electric Line
- = Storm Sewer
- ⊠ = Curb Inlet
- ← = Direction of Draining (Per CSM No. 10736)

Dated: April 19, 2017
Surveyed: T.A.S.
Drawn: M.A.P.
Checked: M.A.P. / D.V.B.

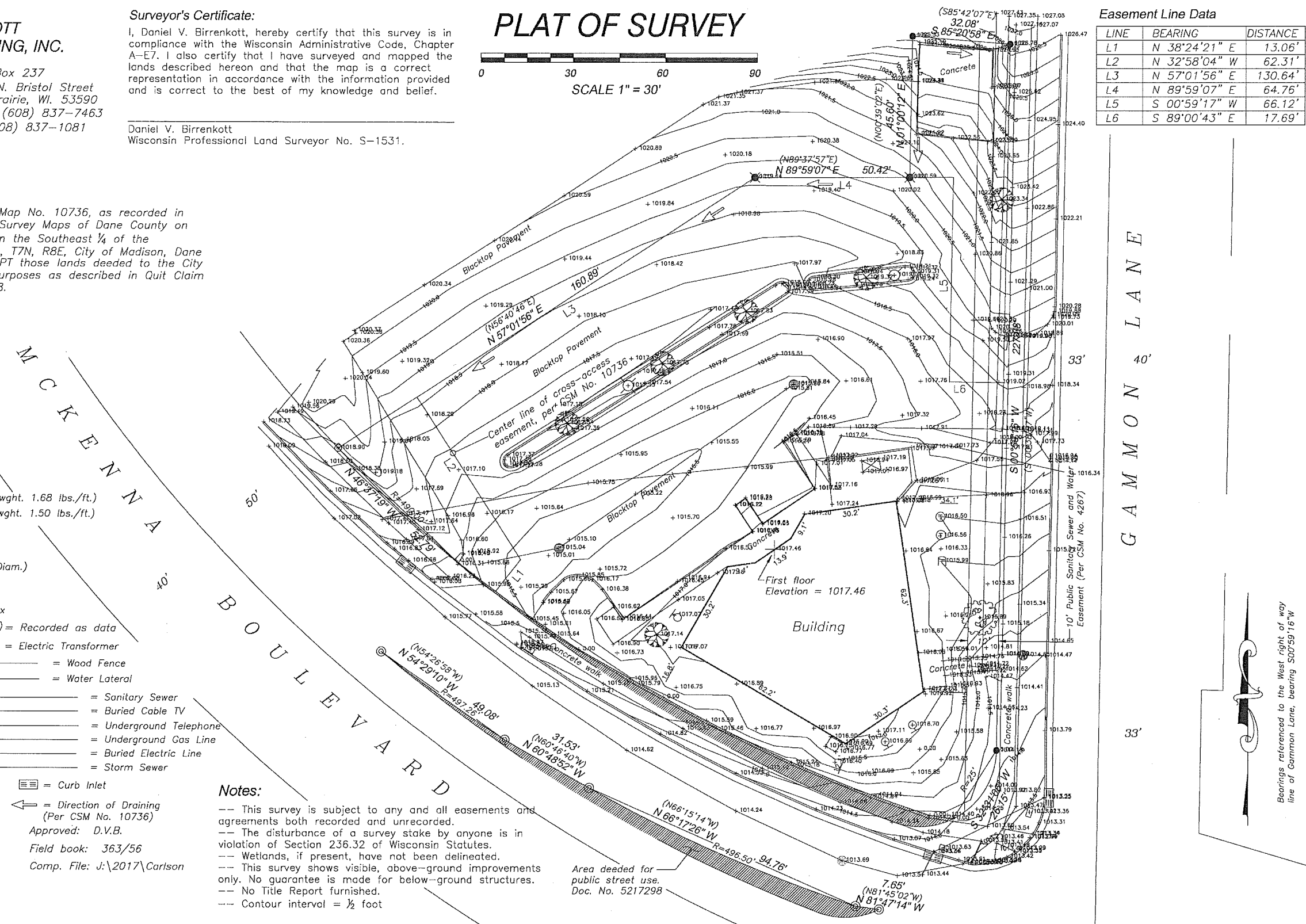
Approved: D.V.B.
Field book: 363/56
Comp. File: J:\2017\Carlson

Office Map No. 170271

Notes:

- This survey is subject to any and all easements and agreements both recorded and unrecorded.
- The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
- Wetlands, if present, have not been delineated.
- This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.
- No Title Report furnished.
- Contour interval = 1/2 foot

Area deeded for public street use.
Doc. No. 5217298



Bearings referenced to the West right of way line of Gammon Lane, bearing S00°59'16" W

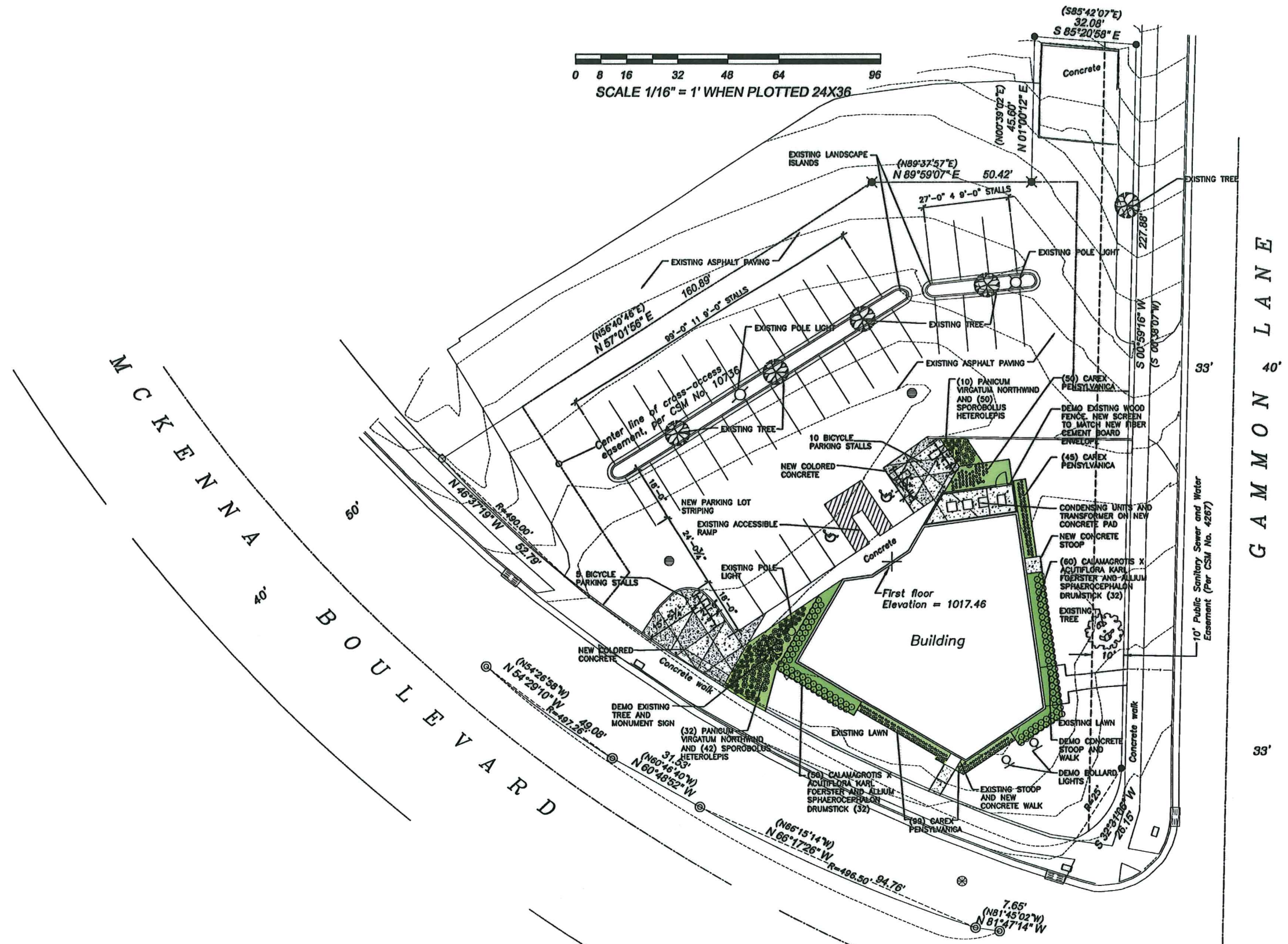
PROJECT
PARK EDGE/PARK RIDGE
EMPLOYMENT CENTER

1233 MCKENNA BLVD.
MADISON, WI 53719

PROJECT NO.
16010-00

DRAWING
SITE SURVEY

DATE
05.10.17



SITE PLAN



PROJECT
PARK EDGE/PARK RIDGE
EMPLOYMENT CENTER

1233 MCKENNA BLVD.
MADISON, WI 53719

PROJECT NO.
16010-00

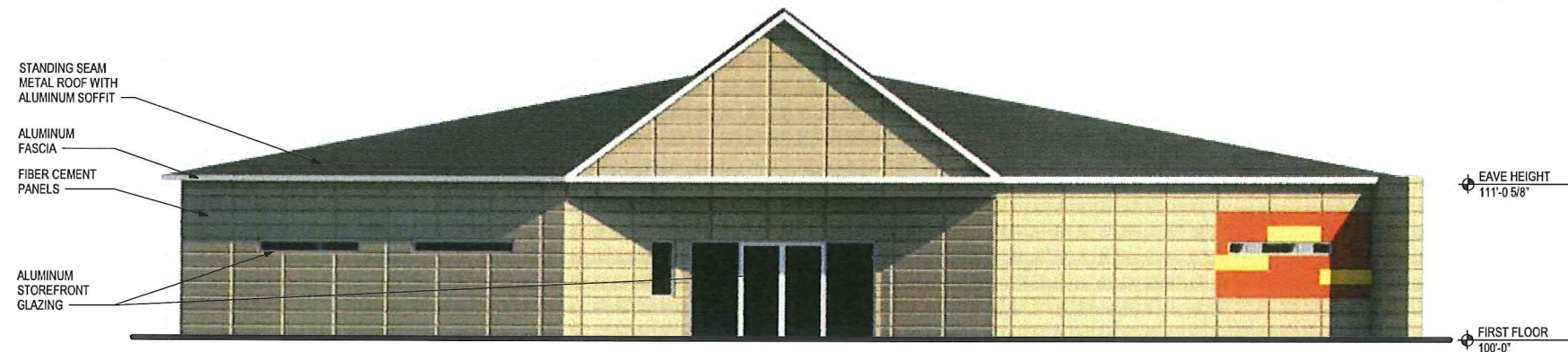
DRAWING
SITE AND LANDSCAPE
PLAN

DATE
05.10.17

Architecture
Planning

Dorschner Associates, Inc.
849 East Washington Ave., Ste 112
Madison, Wisconsin 53703
Phone: 608.204.0777
Fax: 608.204.0778

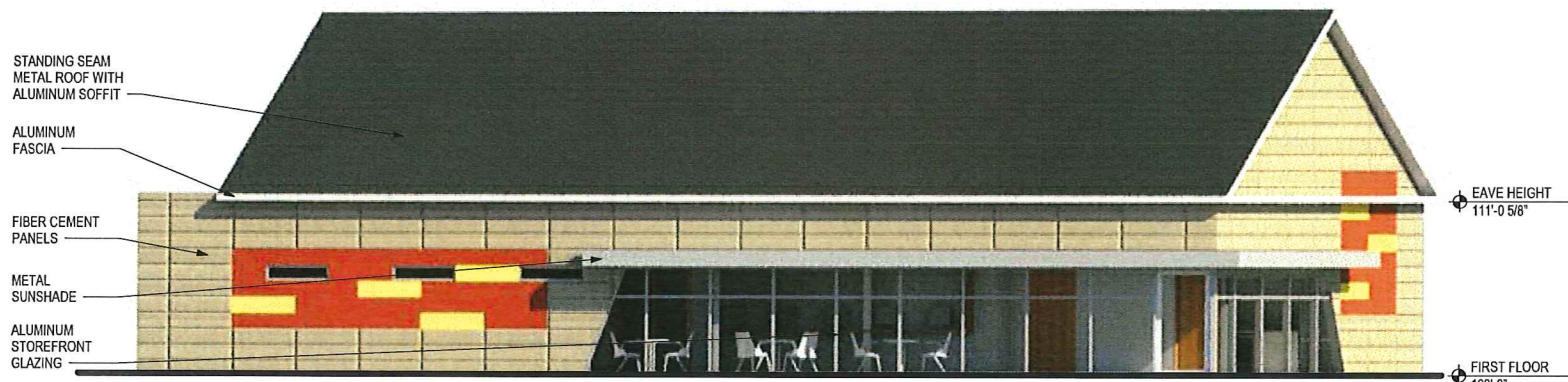
ISSUE



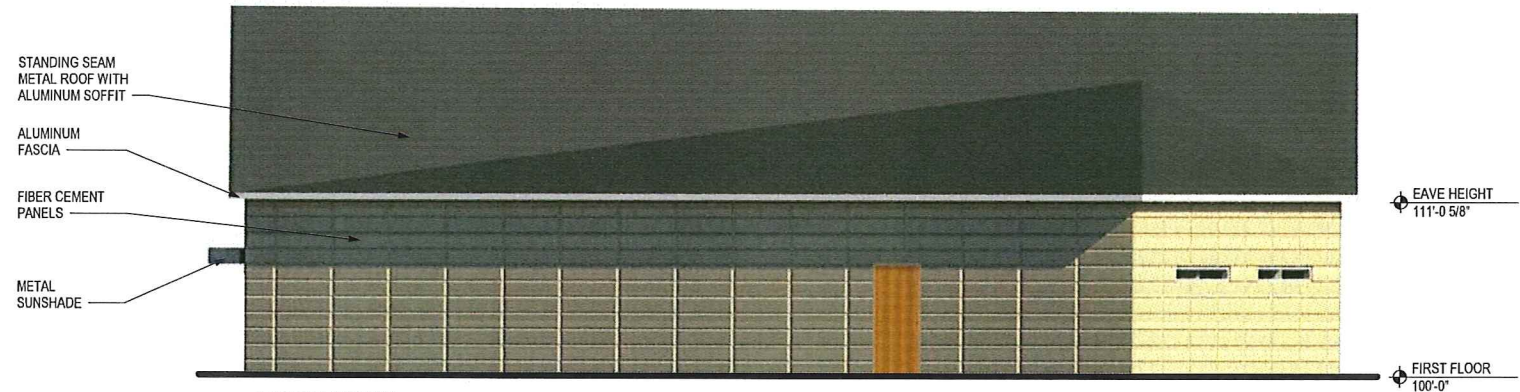
WEST ELEVATION
SCALE: 3/16"=1'-0"



EAST ELEVATION
SCALE: 3/16"=1'-0"



SOUTH ELEVATION
SCALE: 3/16"=1'-0"



NORTH ELEVATION
SCALE: 3/16"=1'-0"



PERSPECTIVE VIEW

PROJECT
PARK EDGE/PARK RIDGE
EMPLOYMENT CENTER

1233 MCKENNA BLVD.
MADISON, WI 53719

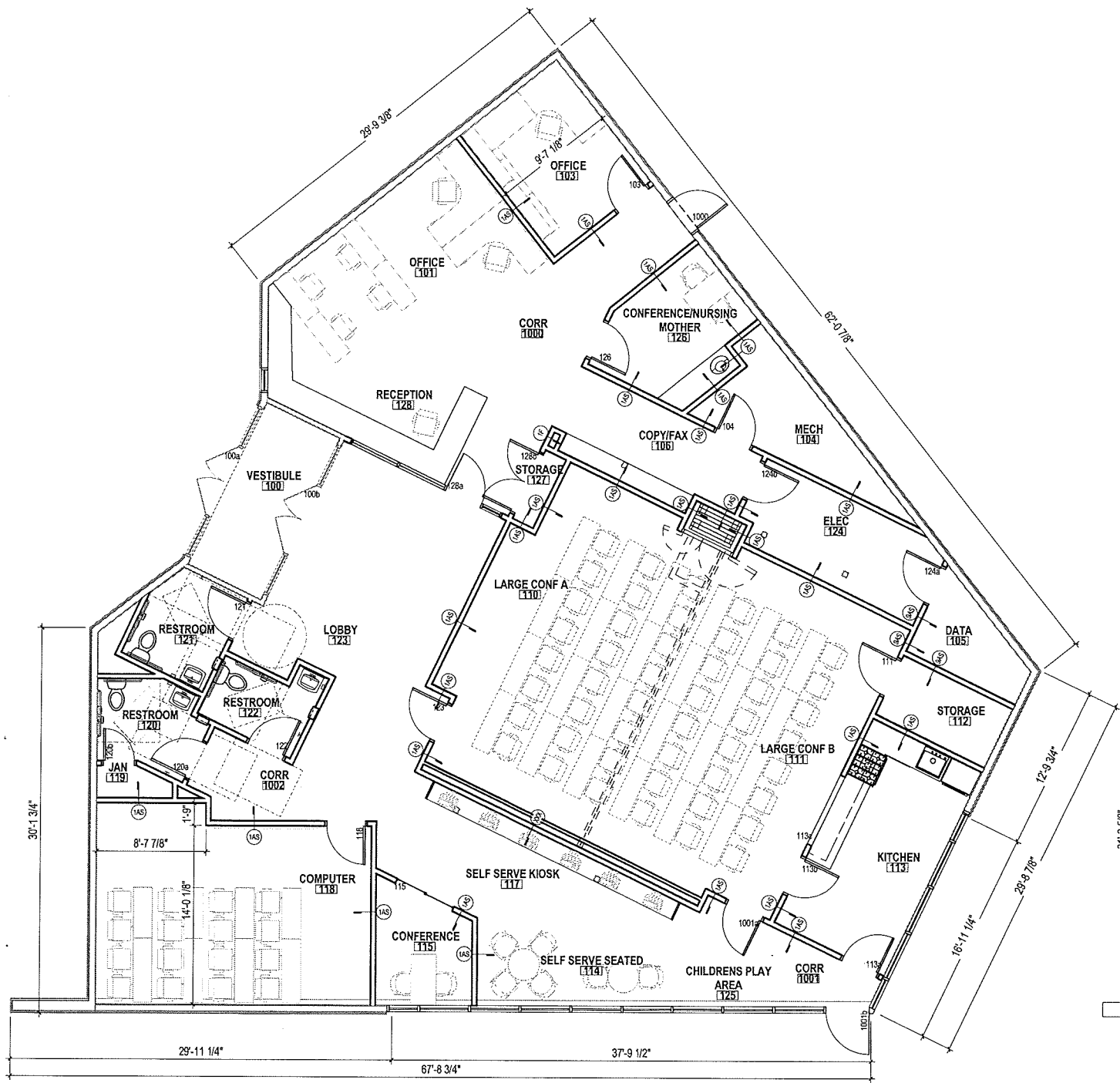
PROJECT NO.
16010-00

DRAWING
EXTERIOR ELEVATIONS

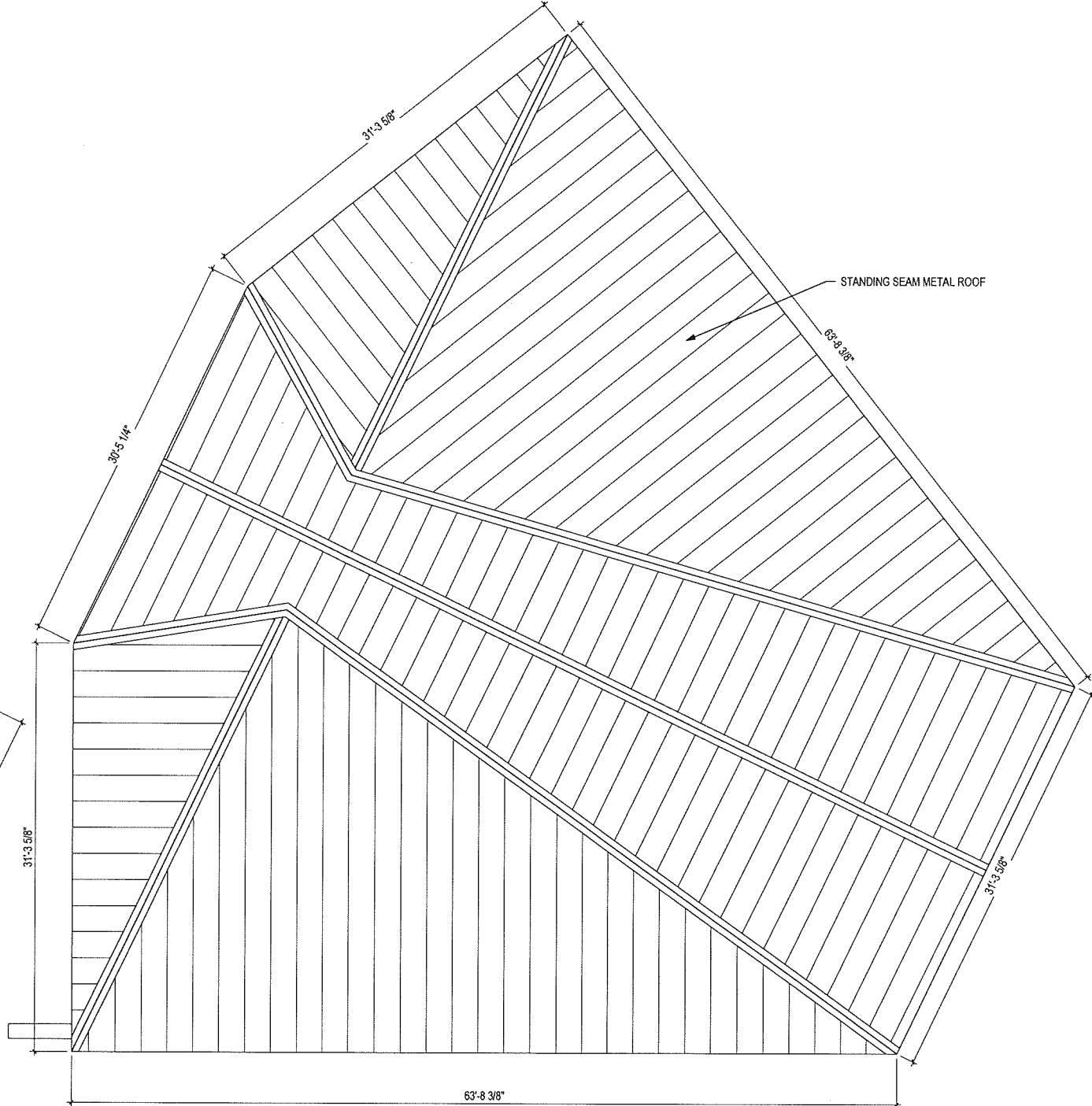
DATE
05.10.17

FLOOR PLAN GENERAL NOTES

1. SEE SHEET A700 FOR PARTITION TYPES.
2. SEE SHEET A700 FOR DOOR AND FRAME ELEVATIONS AND DOOR SCHEDULE.
3. DIMENSIONS ARE TO FACE OF PAINTED SURFACE UNLESS NOTED OTHERWISE.
4. SEE SHEET A600 FOR FURNITURE NOTES AND DIMENSIONS.
5. SEE SHEET A601 FOR ROOM FINISH INFORMATION.
6. MECHANICAL, ELECTRICAL AND PLUMBING EQUIPMENT SHOWN HERE FOR REFERENCE ONLY. SEE MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION.



1 FIRST FLOOR PLAN
3/16" = 1'-0"



2 ROOF PLAN
3/16" = 1'-0"



PROJECT
PARK EDGE/PARK RIDGE
EMPLOYMENT CENTER

1233 McKENNA BLVD.
MADISON, WI 53719

PROJECT NO.
16010-00

DRAWING
FIRST FLOOR AND ROOF
PLAN

DATE
05.10.17