

April 18, 2018

Ms. Heather Stouder  
Department of Planning & Development  
City of Madison  
126 S. Hamilton Street  
PO Box 2985  
Madison, Wisconsin 53701



Re: Letter of Intent  
Alteration to an Existing Conditional Use  
306 N. Brooks Street  
Madison, WI 53715

Dear Ms. Stouder:

The following is submitted together with the plans and application for staff for approval.

**Organizational structure:**

Owner: Porchlight, Inc.  
306 N. Brooks Street  
Madison, WI 53713  
Contact: Karla Thennes

Architect: Knothe & Bruce Architects, LLC  
7601 University Avenue, Ste 201  
Middleton, WI 53562  
608-836-3690  
Contact: Duane Johnson  
[djohnson@knothebruce.com](mailto:djohnson@knothebruce.com)

Landscape  
Architect: Saiki Design  
1110 S. Park Street  
Madison, WI 53715  
Contact: Ken Saiki

**Project Description:**

The proposal consists of changing the use of approximately 1,700 S.F. of space within Porchlight, Inc.'s housing facility at 306 N. Brooks Street. Porchlight is Dane County's largest supplier of low-cost housing and their mission is to reduce homelessness by working with the community to provide shelter, affordable housing and supportive services to those in need.

The 1,700.F. space is located on the first floor and although currently vacant, was most recently used as office space. The proposed use is an exercise facility that will be available by members and residents of the adjacent student housing buildings, Grand Central Apartments and X-01.

The owner of those apartment buildings has worked with Porchlight, Inc to create a mutually beneficial environment for all residents within that block as well as provided financial support for Porchlight's operation. The benefits of this proposal include providing the student residents with a close and convenient exercise facility and providing Porchlight with additional income for their operations.

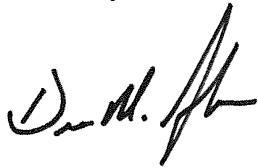
The members of the exercise facility will consist of the residents of the two adjacent student apartment buildings and the membership fee will be included in the apartment rental. There are no current plans for extending the membership availability to the residents of Porchlight or to the community at large. The capacity of the exercise room is 35 persons and it will be available at all times to the residents. Entry to the space will be obtained using an electronic key FOB system and security cameras will be mounted inside and outside the room. A new exterior entrance to the space will be constructed along the Johnson Street façade while an accessible entry will be provided from the first floor common hall.

The only revisions to the exterior of the building will be the new entrance, the walk and stairs to that entry and the repair of the landscaping disturbed during the construction.

The interior remodeling will start as soon as the approvals are in place and will be completed within 60 days of the start. Landscaping repairs will be completed at the same time.

Thank you for your time reviewing our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Johnson". The signature is stylized and cursive.

Duane Johnson, AIA