



April 3, 2019

City of Madison  
Department of Planning  
Urban Design Commission  
215 Martin Luther King Jr. Blvd.  
Madison WI 53703

RE: Land Use Application  
Urban Design Commission Application  
4706 East Washington Ave.

Dear Commission members and Planning Staff:

On behalf of Galway Companies, Sketchworks Architecture, LLC is submitting this letter of intent and application for the proposed multi-tenant commercial building and site improvements to the vacant parcel located at 4706 E. Washington Ave.

On March 20, 2019, we presented the revised project scope to Janine Glaeser, Jenny Kirchgatter, and Sydney Prusak for a pre-application meeting to discuss UDC comments and how to best provide a solution that meets both Zoning and UDC objectives for the site. The project that we are resubmitting for consideration and approval takes a position with the site plan and building architecture that heightens the pedestrian and frontage road connection with E. Washington Ave. These added elements give a presence to the street and focuses the buildings entrances onto E. Washington as UDC requested. In order for the project to be feasible, the size of the building has remained, as well as the parking location. We have relocated the bike parking to the street front, along with creating a patio on the west corner to provide a greater public connection to the street front. Other revisions include greater emphasis on the building design along the street front side to include larger decorative awnings, signage, and public access from the street sidewalk. A secondary stair is also proposed to connect the building to the adjacent parking lot, so that the public does not have to park in the rear of the building and asked to walk to the street front entrance. We feel these added design cues provided a greater emphasis and wayfinding to the desired entrances along E. Washington Ave.

**Proposal Summary:**

In late 2017, the two-story office building formerly located at 4706 E. Washington Ave. was razed due to its condition and viability of its intended use. The site was prepared per the terms of the demolition approval, and has been vacant since. The owner has now identified a need to construct a 5,500 sf multi-tenant commercial building on the southern most portion of the lot due to the extreme grade change and subsurface conditions. Parking will be located directly to the north of the proposed building site, with access via cross-access easement agreement with the adjacent property to the west. The owner controls both properties. As such, planning is considering this a planned development due to the cross-access easement. Plan Commission



approval is required for all planned development sites as a Conditional Use. The proposed use(s) are approved within the CC-T zoning district.

The parcel is located within the (CC-T) Commercial Corridor - Transitional Zoning, as well as the Urban Design District #5. This area is also part of the Greater Sandburg Neighborhood Association. We have contacted Alder Baldeh of District #17, and he has waived the 30 day notice. Official notice was provided to the Alder on December 11, 2018 of the request.

The building will be a single story, wood framed commercial building. Exterior materials will consist primarily of brick masonry creating a durable base, a middle section of fiber-cement based panels, and a top that incorporates EIFS within the signage band areas for ease of attachment and maintenance. The building design meets the material and percentage of required glazing as required by the City of Madison Ordinances.

**Zoning District:**

The property is currently zoned CC-T  
Urban Design District #5.

**Project Schedule:**

The project construction schedule will be as follows:

Pre-Application Meeting (revised proposal)	March 20, 2019
Submit Land Use Application/UDC	April 3, 2019
Urban Design Commission Initial/Final	April 10, 2019
Plan Commission	April 22, 2019
Final Site Plan Submittal:	April 23, 2019
Plan Review/Permit Submittal:	May 15, 2019
Start Construction	June 1, 2019



**Project Team:**

The key individuals and firms involved in this planning and design process include:

Tenant/ Building Owner:  
Galway Companies, LLC.  
6430 Bridge Rd, Ste. 230  
Madison WI 53713  
Contact: Steve Doran  
(608) 327-4006

Civil Engineer:  
Professional Engineering, LLC.  
818 N. Meadowbrook Ln.  
Waunakee, WI 53597  
Contact: Roxanne Johnson P.E.  
(608) 849-9378

Architect:  
Sketchworks Architecture, LLC  
7780 Elmwood Ave Ste 208  
Middleton, WI 53562  
Contact: Brad Koning  
(608) 836-7570

Please feel free to contact us with any questions you may have regarding this request.

Respectfully,

A handwritten signature in black ink that reads "Bradley Koning". The signature is written in a cursive, flowing style.

Brad Koning  
Sketchworks Architecture, LLC