

July 12, 2005

City of Madison
Department of Planning and Development – Zoning Department
215 Martin Luther King Jr. Boulevard
Madison, WI 53703



Re: Letter of Intent for Rezoning Application
UW Credit Union – Monroe Street Branch
PLANNING Project No. 20040190

On behalf of the UW Credit Union, PLANNING Design Build, Inc. would like to submit the attached documents for Plan Commission approval for a Rezoning of the property located at 1433 Monroe Street from M-1/C-3 to an overall zoning of C-3. The total acreage being rezoned is 1.48 acres.

The existing UW Credit Union building will be sold to the University of Wisconsin for use by the UW Campus Police. A new UW Credit Union branch building will be constructed on the existing building's parking lot. A new Certified Survey Map (CSM) is being prepared to show the new parcel configurations. The CSM application will be submitted on July 27, 2005 along with a Conditional Use (CU) application, so that the Rezoning, CSM, and CU can go in front of the Plan Commission and Common Council together on September 19, 2005 and October 11, 2005 respectively.

Please note that there is a small corner parcel of land that UW Credit Union is in the process of purchasing from the Wisconsin Department of Transportation (WDOT). Refer to the attached e-mail from WDOT, as well as the overall site plan. We would like this parcel to be included in the rezoning.

The following information is relative to this application:

Name of Project:	UW Credit Union – Monroe Street (Campus-West Branch)
Construction Schedule:	November 14, 2005 to June 1, 2006
Description of Existing Conditions:	To be located on parking lot adjacent to existing building.
Owner:	Mr. Brad D. McClain, Senior Vice President and CFO University of Wisconsin Credit Union 3500 University Avenue Madison, WI 53705 (608) 232-9000, Ext. 2244
UW Contact:	Mr. Gary A. Brown, Director, Planning & Landscape Architecture The University of Wisconsin-Madison Facilities Planning & Management, 856 WARF Building 610 Walnut Street Madison, WI 53726 (608) 263-3023
Design-Build Contractor:	Mr. Chris Kronser, Chief Architectural Officer PLANNING Design Build, Inc. 901 Deming Way, Suite 102 Madison, WI 53717 (608) 836-8055
Civil Engineer:	Mr. Jamie Brandt, Office Manager Team Engineering, Inc. 240 Main Street Loganville, WI 53943

Building Uses: Financial Institution (Credit Union)

Gross Sq. Ft. of Building: 12,500 *(Existing UWCU Building—currently the Credit Union leases 3,606 s.f. in the building to the UW for the campus police.)*
3,774 *(New UWCU Building)*

Number of Employees: 15

Number of Parking & Loading Spaces: 28 *(Remaining with Existing UWCU Building—Site to be reconfigured by UW in the future.)*
24 Parking Spaces and 1 Loading Space *(New UWCU Building)*

Hours of Operation: Lobby Hours:
Monday thru Friday: 9:00 a.m. – 5:30 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

Drive-up Hours:
Monday thru Friday: 7:30 a.m. – 6:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

Site Square Footage (Acreage): 63,252 s.f. / 1.45 acres *(for existing UWCU property)*
1,126 s.f. / 0.03 acres *(for Parcel to be purchased from WDOT)*

Description of Trash Removal and Storage, Snow Removal, and Maintenance Equipment: Trash Removal and Storage:
Two (2) dumpsters will be located at the East corner of the new UWCU lot. Waste is currently contracted out to Green Valley, who picks up once a week. This process will remain in place with the new building.

Snow Removal:
Bruce Company is currently contracted to plow the parking lots whenever it snows, with UWCU's Maintenance Department responsible for snow removal and maintenance of the sidewalks. This process will remain in place with the new building.

Maintenance Equipment:
UWCU's Maintenance Department haul's maintenance equipment around to the different branches as needed. This process will remain in place with the new building.

We respectfully submit this application for Plan Commission approval. Thank you for your consideration.

Sincerely,



Lisa J. Aumann
Scheduling / Permit Specialist

Attachments