

Letter of Intent  
National Conference of Bar Examiners  
February 22, 2006  
Prepared by Potter Lawson, Inc.

Description of Total Application:

National Conference of Bar Examiners (NCBE) is submitting a Land Use Application to the Madison Plan Commission for a Specific Implementation Plan (SIP) for their lot at the southern corner of West Wilson Street and South Bedford Street. This SIP is the third phase of PUD (GDP-SIP) for the J.H. Findorff & Son, Inc. Headquarters site that was submitted on July 19, 2000. The original Phase Three concept plan showed a housing development along Wilson Street. This will be a major alteration to the approved PUD. NCBE is proposing a commercial office use on this site. Therefore, NCBE is applying to amend the original GDP and submitting a SIP for their commercial office. The original GDP site plan is included in this document.

NCBE is currently located at 402 West Wilson Street in Madison. The organization is 75 years old. They are a non-profit organization that works with other institutions to develop, maintain, and apply reasonable and uniform standards of education and character for eligibility for admission to the practice of law, and to assist bar admission authorities. NCBE writes and distributes multiple state tests for the bar exam. They have been in their current location since 2000, when their board moved them from Chicago to Madison. They employ approximately 50 people in their current location. Their goal is to include space for a new testing staff, which would bring at least 30 new jobs to the Madison area. They plan on employing 80 people in the new building.

The existing site has a two story, 10,665 square foot building and a gravel parking lot. The former use of these buildings is business/office. The buildings are the remaining portion of the former J.H. Findorff & Sons office building. The building is currently vacant. NCBE will develop a reuse and recycling plan to be reviewed by the City's recycling coordinator.

The proposed development is a four story, 45,000 square foot building with a 29,000 square foot underground parking ramp. It will be classified under a business occupancy and contain mostly offices and conference rooms. The facility will be occupied only by NCBE with no other tenants or rented spaces. Outside visitors will be minimal on a daily basis.

There will be approximately 78 lower level parking spaces and 20 above ground parking spaces for a total of 98 spaces. The setbacks for the building will be consistent with surrounding office buildings in the area. The site plan will include provisions for vegetation and trees along South Bedford Street and Wilson Street.

There have been six meetings to date with the Bassett Neighborhood. NCBE and Potter Lawson have received input from the neighbors and will continue to work with them throughout the design process.

The meetings were:

1. Informal meeting with three members of the neighborhood board at NCBE 12/07/05
2. Presentation to the neighborhood association board at Meriter 12/12/05.
3. Meeting at J.H. Findorff building with members of the neighborhood, Urban Land Interests and Mark Olinger 1/11/06.
4. Meeting with the Bassett District Steering Committee for the NCBE project 1/18/06.
5. Meeting with the Bassett District Steering Committee 2/6/06.
6. Meeting with members from the entire neighborhood at Meriter 2/13/06.

The neighborhood steering committee has prepared a report that will be submitted to the city after the SIP application is completed.

The signage design will be submitted at a later date and is subject to approval by the city. There will be a separate submittal for a portion of Dow Court to be vacated.

Project Name: National Conference of Bar Examiners

Construction Schedule: Start Construction of the new office building in July 2006  
Occupy the new office building by August 2007

Office Development Team:

Owner: National Conference of Bar Examiners  
402 West Wilson Street  
Madison, WI 53703-3614  
608.280.8550  
Erica Moeser, President  
Myra Hajny, Manager of Operations

Contractor: J.H. Findorff & Son, Inc.  
300 South Bedford Street  
Madison, WI 53703  
608/257-5321 FAX: 608/257-5306  
Mike Whaley, AIA

Architect: Potter Lawson Inc.  
15 Ellis Potter Court  
Madison, WI 53711  
608/274-2741  
Doug Hursh  
Scott Kammer

Landscape Architect: Ken Saiki Design  
303 South Paterson Street  
Madison, WI 53703  
608/251-3600  
Pat Saiki  
Rebecca Flood

Engineers: Arnold & O'Sheridan, Inc.  
 1111 Deming Way, Suite 200  
 Madison, WI 53717-1953  
 608/271-9651  
 Paul Karow

Surveyor: D'Onofrio Kottke  
 7530 Westward Way  
 Madison, WI 53717  
 608/833-7530  
 Wayne Barsness

Uses of Buildings: 45,000 gross square foot office building w/ business occupancy  
 29,000 gross square foot underground parking ramp

Hours of Operation: Office hours, approximately 7:30 am to 5:30 pm, Monday through Friday

Square Footage of the Site: Office Building Site: 32,953 SF (.76 acres)

Trash removal & Storage: Trash for the office building will be removed on a weekly basis, the trash will be stored inside a trash storage room located in the southwest corner of the building facing the interior court of the site.

Parking Stall Summary:

	Existing Findorff		Proposed Findorff	Proposed NCBE	=	Proposed Site Totals
Below Grade	39		39	78	=	117
Surface	20	(+32 gravel)*	26	20	=	46
Total	59	(+32 gravel)*	65	98	=	163
Area (GSF)	38,300		38,300	44,000	=	82,300
GSF/Stall	649		589	449	=	505
Staff	65	(25 all day, 45 come and go)	65	84	=	149

\* Gravel parking lot is used by Findorff Construction field personnel who will no longer park at this site.

Project Address: 601 West Wilson Street

Bicycle Parking: 6 spaces near the surface parking lot  
 A minimum of 6 spaces in the lower level parking structure

Respectfully Submitted,

POTTER LAWSON, INC.

Douglas R. Hursh, AIA  
Senior Vice President