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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
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Architect
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May 9, 2017

Page 2

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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

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