

July 12, 2016

Matt Tucker
City of Madison Zoning Administrator
215 Martin Luther King Jr. Blvd.
Madison, WI

RE: Letter of Intent – 2802 International Lane

PROJECT TEAM:

Building Owner:	2802 International LLC John Schaeffer 608-516-6633 csi@inxpress.net
Tenant:	Richardson School Kevin Silkey, Director of Operations 262-468-0700 ext. 2805 Kevin.silkey@richardsonschool.com
Real Estate Broker:	Key Commercial Real Estate Jenny Lisak & Aimee Bauman 608-729-1800 Jlisak@keycomre.com abauman@keycomre.com
Contractor:	Construction Services Inc. John Schaefer 608-516-6633 csi@inxpress.net
Architect:	Transcend Architects & Engineers 193 Dewey Street Sun Prairie, WI 53590 608-825-2222

DESCRIPTION OF EXISTING CONDITIONS:

The site consists of a 2.97 acre lot with approximately 85 onsite parking stalls and 10 bike stalls with an additional bike rack to be installed as part of this project. There is an existing two story wood frame building consisting of approximately 24,288 square feet. The site is zoned Suburban Employment District (SE).

PROPOSED USE:

Program Description:

The Richardson School (TRS) is seeking Plan Commission approval of a conditional use to operate a therapeutic day school to serve children with disabilities. TRS currently operates three therapeutic day school sites, one in West Allis, WI, one in Brookfield, WI and one in Beloit, WI. These programs currently serve students with disabilities from over 40 public school districts. A capacity of 54 students is served at the West Allis site, 58 at the Brookfield site, and 56 at the Beloit site.

The purpose of opening another TRS site in Madison is to meet a stated need from districts in the area to provide a year-round school option for local districts to access for children with special needs. Typically the children referred to TRS have been dually diagnosed with developmental or neurological disabilities and emotional, behavioral or mental health disorders. (Currently, none of the TRS students are wheelchair bound). Students are most commonly identified for potential enrollment as a result of a referral from the home school district's Special Education Director.

Service Hours:

Based on a traditional academic calendar, TRS's school will operate Monday through Friday during the school hours of 9:00 A.M. to 2:45 P.M. with typical winter, summer and holiday breaks. Extended school year (summer school) options are traditionally available to families and school districts. TRS operates a continuous year round school calendar of 210 days.

TRS also operates a camp service for children with disabilities when school is not in session. These services are provided over routine school breaks and operate in tandem with the summer school session. The camp program runs during normal school hours.

Access & Transportation:

Transportation to and from the school is the responsibility of the referring school district, not TRS. At the other sites, students have arrived via school bus, private transportation companies and parent drop off (vans, cars, etc.). Due to age and/or disability, the student population does not drive. The Madison location will have a turn-around drive that allows students to be dropped off and picked up at the front door. TRS will maintain at least two agency vehicles on site. Usually these are van's, for use during field trips and other off grounds activities.

Lunch meals will be served on site but not prepared on site. TRS Currently contracts with professional catering companies to plan, prepare and deliver meals daily. TRS plans to use the same approach at the Madison site. Meals are delivered in a van after the students' check-in with no interference during student drop off.

School Size:

TRS's vision for size and scope of the program includes a proposed capacity of 40-60 students in 7 academic classrooms and 3 additional classrooms (to focus on arts, life skills and sensory input). TRS has previously maintained classroom size at 8-10 students with each classroom having the support of 1 Special Education Teacher and 1-2 Teacher Aides. The square footages of each of the classrooms are shown on the enclosed plans.

Additional proposed professional support positions will include an onsite Day School Director, Educational Coordinator, Educational Coach, Teacher Aide Supervisor, and others. A full staff of 30-40 members will be in place when the school reaches its capacity of students.

PROPOSED SITE ALTERATIONS:

See attached floor plans showing the proposed interior buildout with no changes to the building exterior or building footprint. There will also be no changes made to the site/site plan.

SCHEDULE & BUDGET

The Richardson School's target opening date is October 1, 2016. Interior Construction will commence as soon as possible and shall finish by October 1, 2016. The estimated cost of the building improvements is \$500,000.

ATTACHMENTS

Building photos
Site Plan
Floor Plans

*Not included: There are no changes being made to the exterior of the building, to the site/site plan. Therefore, the submittal package does not include grading & utility plans, landscape plan, or building elevation drawings as those all remain in "as is" condition.