



June 15, 2016

Tim Parks  
City of Madison  
Department of Planning & Community & Economic Development  
215 Martin Luther King, Jr. Blvd  
Madison, WI 53701

RE: **Letter of Intent**  
**Midtown District Police Station**  
**4018 Mineral Point Rd.**  
**Madison, WI 53705**  
**Conditional Use**

Dear Mr. Parks,

Please accept this Letter of Intent, application and attachments as our formal request for a Conditional Use review and approval by the City of Madison for the Midtown District Police Station at 4018 Mineral Point Road project detailed below.

**Project Name:** Midtown District Police Station  
4018 Mineral Point Rd.  
Madison, WI 53705

**PROJECT OVERVIEW**

The project will be located in the City of Madison on the near west side at 4018 Mineral Point Road. The Midtown District Police Station will consist of a two-story building (first floor and partially exposed lower level) of approximately 33,000 square feet. The station will function as a full service police department including patrol and investigative services, community policing teams, and command staff. A community room will be provided for use by the community for meetings and activities.

**PROJECT TEAM:**

**Owner:**

City of Madison  
211 Carroll St  
Madison, WI 53703

Contact: Capt. Jay Lengfeld  
Phone: (608) 245-3652  
Email: [jlengfeld@cityofmadison.com](mailto:jlengfeld@cityofmadison.com)

**Architect:**

Engberg Anderson  
305 W Washington Ave.  
Madison, WI 53703  
Contact: James F. Brown, Jr.  
Phone: (608) 250-7514  
Fax: (608) 250-0200  
Email: [jimb@engberganderson.com](mailto:jimb@engberganderson.com)

**Civil Engineer:**

Ayres Associates  
101 E. Badger Road  
Madison, WI 53713  
Contact: Jacob Blue  
Phone: (608) 441-3564  
Email: [bluej@ayresassociates.com](mailto:bluej@ayresassociates.com)

**Landscape Architect:**

Ayres Associates  
101 E. Badger Road  
Madison, WI 53713  
Contact: Jacob Blue  
Phone: (608) 441-3564  
Email: [bluej@ayresassociates.com](mailto:bluej@ayresassociates.com)

**EXISTING CONDITIONS:**

The site is the former Mount Olive Lutheran Church and adjacent parsonage located at 4018 and 4016 Mineral Point Road, respectively. The two-story church resides within Lot 1, which consists of 95,265 square feet and includes a large, paved, surface parking lot. The parsonage is contained within Lot 2, which consists of 7,849 square feet and includes a two-story, single family home, garage and driveway.

According to the City of Madison zoning districts, the project site is located within the Traditional Residential - Consent District 1 and the use, height and number of stories are allowed through the conditional use approval process.

A demolition permit for the church and parsonage has been previously secured by the Madison Police Department.

**PROJECT SCHEDULE:**

The project is currently scheduled to begin construction in the first quarter of 2017 with completion and occupancy in early 2018.

**PROPOSED USES:**

In addition to the patrol and investigative services, community policing teams, and command staff offices, the project will include support spaces for these services such as an armory, locker rooms, workout area, evidence room, briefing room, interview rooms, and administrative offices.

The building will include underground parking for 21 marked patrol cars and surface parking for 88 other vehicles including spaces for the public.

Areas:

|                                  |                    |
|----------------------------------|--------------------|
| Public use spaces -              | 1,500 square feet  |
| Secured intake areas -           | 2,800 square feet  |
| Enclosed / underground parking - | 8,000 square feet  |
| Police program spaces -          | 20,700 square feet |

**HOURS OF OPERATION:**

Midtown District office hours:

Monday – Friday; 8am – 4:00 pm.

The Community room is open beyond the listed office hours and can be reserved on an as-needed basis. Midtown District policing function is a 24 hours a day, 7 days a week function but is not occupied as such.

**BUILDING SQUARE FOOTAGE:**

Approximately 33,000 square feet not including approximately 8,000 square feet of underground parking in the lower level.

**NUMBER OF DWELLING UNITS:**

N/A

**AUTO AND BIKE PARKING STALLS:**

Auto Parking:

The lower level will contain enclosed parking for 21 marked squad cars while there are 88 surface parking spaces. The surface parking includes secured parking for 49 vehicles and 39 “public” parking stalls outside the security gates.

Bike Parking:

Public bike parking includes 8 stalls adjacent to the main public entry.  
Secured bike parking includes 12 stalls adjacent to the staff entry.

**LOT COVERAGE AND OPEN SPACE:**

The Mineral Point Road facade will be set-back from the property line 20-feet. Mineral Point Road is planned for a future widening. The setback line on the north side of Mineral Point Road is a line 50-feet north of Mineral Point measured at right angles to the existing center line. It is assumed that the new setback will become the property line and therefore the required zoning front yard setback will be measured from there.

The Westmorland Blvd. facade will be set-back from the property line 15-feet in accordance with the reversed corner side yard setback requirements.

The total lot area is 103,216.45 square feet with an open space requirement of 35% or 36,125.76 square feet. The proposed open space of 39,623.36 square feet exceeds the requirement by more than 9%.

**NEIGHBORHOOD INPUT:**

There have been many opportunities for neighborhood input over the past several months. These opportunities include neighborhood meetings organized by the alderperson and attended by the design team on August 5, 2015, April 14, 2016, and June 8, 2016. The DAT meeting was held on March 10, 2016.

**VALUE OF LAND:**

Approximately \$950,000.00

**ESTIMATED PROJECT COST:**

Approximately \$7,000,000.00

**NUMBER OF CONSTRUCTION & FULL-TIME EQUIVALENT JOBS CREATED:**

Construction jobs:

According to the Skill Integrity Responsibility Council, every \$1 million spent directly on this type of construction project generates about 17 jobs throughout the economy. So a \$7 million investment translates into just over 119 jobs, including 63 jobs in the Construction sector and an additional 56 jobs elsewhere in the economy.

Full -time equivalent jobs:

The Midtown district Police Station will provide employment for 60 – 70 people on a full-time basis of which 50 – 60 will be relocated from other district stations leaving 10 newly created positions.

**PUBLIC SUBSIDY REQUESTED:**

None.

Sincerely,

**James F. Brown, Jr, AIA**  
Principal

Copied J Whitney | City of Madison

J Lengfeld | Madison Police Department

EA File Name: P:\Madison\2015 2398\152413 Midtown Police Station\1-Project Administration\6-Codes & Zoning\Letter Of Intent.Docx