



June 24, 2015

Ms. Katherine Cornwell  
Department of Planning & Development  
City of Madison  
215 Martin Luther King Jr. Blvd  
PO Box 2985  
Madison, Wisconsin 53701

Re: Letter of Intent – SIP Application  
Maple Grove Commons  
Madison, WI  
**KBA Project # 1355**

Ms. Katherine Cornwell:

The following is submitted together with the plans and application for the staff and Plan Commission's consideration of approval.

**Organizational structure:**

Applicant Oakbrook Corporation  
/Developer: 2 Science Court  
Madison, WI 53711  
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608-238-2625 fax  
Contact: Michael C. Morey  
[mcmorey@oakbrookcorp.com](mailto:mcmorey@oakbrookcorp.com)

Engineer: D'Onofrio & Kottke  
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Madison, WI 53717  
(608) 833-7530  
(608) 833-1089 fax  
Contact: Ron Klaas  
[rklaas@donofrio.cc](mailto:rklaas@donofrio.cc)

Architect: Knothe & Bruce Architects, LLC  
7601 University Avenue, Ste 201  
Middleton, WI 53562  
608-836-3690  
608-836-6934 fax  
Contact: Randy Bruce  
[rbruce@knothebruce.com](mailto:rbruce@knothebruce.com)

Landscape Design: Ken Saiki Design  
303 South Paterson Street  
Madison, WI 53703  
(608) 251-3600  
Contact: Ken Saiki  
[ksaiki@ksd-la.com](mailto:ksaiki@ksd-la.com)

Please note that the Applicant/Developer is not the current owner of the property; the current owner is Mad Grove LLC. The Applicant/Developer intends to purchase the property from Mad Grove LLC in the fall of 2015.

### **Introduction:**

This development is located adjacent to the corner of McKee Road and Maple Grove Drive on Lot 244 and 245 of the East Pass addition to Country Grove. The site is currently zoned under an original Planned Development. This SIP application is part of the GDP amendment application approved on January 14, 2015.

### **Site Planning & Building Architecture:**

The site plan is designed to provide an integrated medium-density housing environment with a variety of rental apartments. Vehicular access to the site is achieved from a secondary street between McKee Road and Mader Drive. The site entry drive will provide access to the surface level parking and lower level enclosed parking. Pedestrian access to the site is from both McKee Road and Mader Drive via sidewalks that have terraces, street lighting, and street trees.

The two new buildings will be three stories and contain 80 apartments, including a mix of market rate and affordable housing units. The development will incorporate underground vehicle and bike parking with additional surface parking provided on site.

The building façades will reflect variations in color, texture and material with high-quality materials. The exterior materials will be a combination of masonry and siding.

### **Site Development Data:**

#### **Densities:**

Lot Area	139,392 S.F. or 3.2 acres
Dwelling Units	80 units (51 & 29)
Lot Area / D.U.	1,742 S.F./unit
Density	25 units/acre
Lot Coverage	67,159 S.F.
Usable Open Space	50,717 S.F.

#### **Dwelling Unit Mix: Apartments**

One Bedroom	34
Two Bedroom	33
Three Bedroom	13
Total	80

**Building Height:** 3 Stories

#### **Floor Area Ratio:**

Bldg #1	57,468 S.F.
<u>Bldg #2</u>	<u>32,685 S.F.</u>
Gross Floor Area	90,153 S.F.
Floor Area Ratio	.65
<i>(Excludes parking)</i>	

#### **Vehicle Parking Stalls**

Surface	42
<u>Underground</u>	<u>80 (51 &amp; 29)</u>
Total	122

#### **Bicycle parking Stalls**

Surface	16
<u>Underground</u>	<u>73 (46 &amp; 27)</u>
Total	89

### **Project Schedule:**

This project will be a phased development with construction commencing in the fall of 2015 with a 10 to 12 month timeline and scheduled completion/occupancy slated for late summer or early fall 2016.

**Hours of Operation:**

The property will be operated as a residential housing facility. The building will have an on-site management office. Hours of operation are expected to be from 8:00 A.M. – 5:00 P.M., Monday through Friday, with previously scheduled appointments on Saturdays.

**Social & Economic Impacts:**

The development will have a positive social and economic impact through the creation of additional affordable housing targeting families, seniors, persons with disabilities, and those that require additional supportive services in order to live independently. The project will create 12-15 new construction jobs as well as two permanent, full-time positions at the property dedicated to managing and maintaining the facility and servicing the residents.

**Value of Land/Estimated Project Costs:**

The value of multifamily land is driven by the number of dwelling units that can be developed on a given parcel. The land price agreed upon by the owner and developer is based on a project size of 80 units at a total value of \$960,000. The total project budget, including land, hard/soft costs, operating reserves and other fees is approximately \$12,500,000. The City of Madison, through their Affordable Housing Initiative (AHI), has agreed to provide financial resources in the amount of \$1,000,000 in order to support the project and meet the goals and objectives of the city's initiative.

**Management Plan**

Detailed information about the management of the property can be found in the attached Maple Grove Commons Management Plan.

Thank you for your time in reviewing our proposal.

Very Truly Yours,

J. Randy Bruce, AIA  
Managing Member

## SIP ZONING TEXT

### 6901 - 6921 McKee Road, 3210 Maple Grove Drive

#### Legal Description

Part of Lot 1, Certified Survey Map No. 13302 recorded in Volume 86 of Certified Survey Maps on pages 32-37, Dane County Registry, located in the NW1/4 of the NW1/4 of Section 12, T6N, R8E, City of Madison, Dane County, Wisconsin to-wit:

Commencing at the Northwest corner of said Section 12; thence N89°51'07"E along the North line of said NW1/4, 366.01 feet; thence S00°32'44"W, 60.00 feet to the northeast corner of Lot 240, East Pass Addition to Country Grove also being the point of beginning; thence N89°51'07"E along the Southerly right-of-way line of McKee Road, 392.50 feet; thence S00°32'44"W, 326.69 feet;

thence S38°32'10"E, 34.18 feet; thence S51°27'50"W, 38.52 feet; thence N38°32'10"W, 24.81 feet; thence N64°17'33"W, 43.21 feet; thence S89°51'07"W, 291.89 feet; thence S00°32'44"W, 128.62 feet; thence S89°51'07"W, 37.50 feet to the southeast corner of Lot 243, East Pass Addition to Country Grove; thence N00°32'44"E, 97.74 feet along the east line of said Lot 243 to the northeast corner of said Lot 243; thence N17°14'49"E, 7.29 feet; thence N00°32'44"E, 10.00 feet; thence N03°59'49"W, 26.44 feet to a point on the east line of Lot 242, East Pass Addition to Country Grove; thence N00°32'44"E, 326.65 feet along the east line of Lots 242, 241 and 240, East Pass Addition to Country Grove to the point of beginning.

#### A. Statement of Purpose

This zoning district is established to allow for the construction of:

- A three story mixed-income apartment development will have 80 rental units. There will be 122 parking stalls for this portion of the development (1.5 per unit). 80 of the parking stalls for this building will be below the buildings.

#### B. Lot Area

As stated in plans, attached hereto

#### C. Permitted Uses

1. Those that are stated as permitted uses in the SR-V2 District.
2. Uses accessory to permitted uses as listed above.

#### D. Floor Area Ratio

Maximum floor area ratio permitted is 0.75.

Maximum building height shall be three stories or as shown on approved plans.

#### E. Yard Requirements

Yard areas will be provided as shown on approved plans

#### F. Landscaping

Site Landscaping will be provided as shown on attached plans.

#### G. Accessory Off-Street Parking and Loading

Accessory off street parking and loading will be provided as shown on approved plans.

#### H. Lighting

Site Lighting will be provided as shown on approved plans.

I. Signage

Signage will be provided as shown on approved plans or as allowed in the SR-V2 zoning district.

J. Family Definition

The family definition of this PUD-GDP shall coincide with the definition given in Chapter 28.211 of the Madison General Ordinances of the SR-V2 zoning district.

K. Alterations and Revisions

No alteration or revision of this planned unit development shall be permitted unless approved by the City Plan Commission, however, the Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Development and the alderperson of the district and are compatible with the concept approved by the Plan Commission.



## **MAPLE GROVE COMMONS**

### **Management Plan**

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## ABOUT OAKBROOK CORPORATION

Oakbrook Corporation was founded in 1987 on the basic principles and belief that diligence, a proactive approach, and a principal-to-client relationship are fundamental to providing the highest, continuous value added service possible. With a combined portfolio of approximately 12 million square feet under management, including 8,300 apartments and 46 office and industrial buildings, we are one of the Midwest region's largest service providers to the multifamily and commercial real estate sectors. Oakbrook is the developer for the project and will be providing property management services.

## MAPLE GROVE COMMONS | PROPERTY DESCRIPTION

Maple Grove Commons is an 80-unit mixed-income multifamily community to be developed on a vacant 3.20 acre site on the city of Madison's south west side. The proposed development will include the new construction of 80 one, two and three bedroom apartment homes. The building construction will include a combination of masonry and/or natural stone and horizontal siding.

### Hours of Operation

Typical office hours on site will be 8:00 a.m. to 5:00 p.m., Monday through Friday. Evening and weekend hours will be offered to accommodate resident/prospect schedules on an "as needed" basis. Site staff will include a full-time Property Manager and a Maintenance Technician; both will be employees of Oakbrook. Management will be available to assist residents during these hours. Maintenance staff will also be on-call 24/7 in the event of an emergency, urgent maintenance request, lockout, etc.

### Amenities

The project amenities will include the following and are available to all residents:

- Common Area                      On-Site Management Office  
    Community Room with Kitchen and Outdoor Patio  
    Exercise Room/Fitness Center  
    Resident Business Center  
    Children's Natural Play Area
- Parking                              Heated Underground Parking (1 Space per Unit)
- Storage                              1 Storage Locker per Unit
- Laundry                            In-Unit Washers and Dryers
- Bicycle Parking                  Covered and Outdoor Stalls per Madison requirements

The Children's Play Area as noted on the plans will include natural elements that invite open-ended interaction and exploration. Features such as climbing and sheltered play nodes will give the children at the property opportunities for discovery and engagement with the natural environment. The adjacent outdoor patio area provides parents with a comfortable place to watch over their children while they explore.

### Building Security

The building entry doors will lock automatically and be controlled by a key fob system. Residents will be issued apartment keys unique to their specific unit as well as a key fob for building access and a garage door opener should they elect underground parking. Interior and exterior common areas and entrances as well as building grounds will be monitored by a security camera system accessible from the web at all times. Cameras will be reviewed regularly to ensure our ability to provide residents with a safe and secure living environment.

### **PROPERTY MAINTENANCE PLAN**

1. **Corrective/Emergency maintenance:** Corrective maintenance is performed at the property to repair/restore items when problems are identified, and before major breakdowns or emergencies. In addition, resident service requests are the most common source for identifying corrective maintenance needs.
2. **Maintenance Service Request Procedures:** Residents are instructed to report all maintenance requests to the office where a service request/work order will be documented. All maintenance requests that are not an emergency in nature will be completed within two working days unless outside service or parts are required. A contracted call center fields and dispatches all after hour emergency calls to Oakbrook maintenance staff. This toll free phone number is answered at all times. Resident requests for maintenance are monitored and analyzed periodically to determine the effectiveness of the maintenance program, response time and resident satisfaction.
3. **Maintenance:** Maintenance includes all day-to-day maintenance and cleaning activities that are performed at least once per week or at other appropriate intervals. Maintenance includes, but is not limited to, the following tasks:
  - Cleaning the property office and community building;
  - Cleaning the common areas, stairwells and hallways;
  - Policing the grounds including the property entrance, parking lots and play areas;
  - Removing snow from sidewalks (seasonal) within 24 hours; and
  - Basic landscaping care such as mowing, trimming etc. (seasonal) on a regular basis
4. **Rubbish Removal:** Trash and recycling containers are provided in appropriate areas throughout the complex so as to be convenient for all residents. Rubbish or trash removal is provided by an independent contract hauler.
5. **Snow Removal:** Snow will be removed from sidewalks, common areas and parking lots by noon the day after a snowfall. We have made provisions to allow for snow to be pushed to an appropriate location on site. We will contract with a licensed company to provide snow removal services, while the sidewalks will be handled by our maintenance staff.
6. **Inventory Procedures:** A complete list of inventory will be established, maintained and updated as new equipment or supplies are added, expended or consumed. Stock levels will be maintained at a minimum level to insure prompt service of maintenance requests.
7. **Unit Inspections:** Annual unit inspections will be performed to determine current or potential maintenance requirements as well as to insure that residents are fulfilling their



responsibilities under the lease. Such inspections will be completed only after residents receive prior written notice according to the terms of their lease.

8. **Painting and Decorating Procedures:** All apartments will be repainted and redecorated upon turnover and/or as necessary. All common interior and exterior painting and/or staining will be completed as necessary to maintain a neat and clean appearance of the property at all times.
9. **Service Contracts:** Contracts for landscaping, snow removal, waste/rubbish removal, and elevator maintenance services will be executed with a variety of vendors after obtaining competitive bids

## **PREVENTIVE MAINTENANCE PROGRAM**

Preventive maintenance will be performed to maintain and extend the useful life of property or equipment. Corrective maintenance will generally be accomplished in accordance with the following priority:

1. Emergency calls will be completed at any time there is an immediate threat to health, safety or property requiring an immediate response.
2. Residential maintenance requests will be completed within 24-48 hours to insure that tenants will experience normal, uninterrupted use of their apartment.
3. Maintenance required at turnover will be performed promptly to insure timely re-rentals.
4. Preventive maintenance will be accomplished in conjunction with established plans and schedules.
5. Scheduled corrective maintenance work that does not fall in the above categories and thereby allows some flexibility in accomplishing the required work.

Preventive maintenance programs will be established per Oakbrook Corporation policies and procedures and includes the following:

1. Determination of all items that require servicing during the future years will be made and a replacement plan determined.
2. Each item will be categorized according to the type of service or replacement that is required.
3. A schedule will be established for the provision of the service or replacement of items as required on a regular basis.
4. Each year the program will be analyzed and update as necessary.

The following is a checklist of items addressed in the preventive maintenance program.

1. **Building Exteriors**
  - a) Trimming shrubbery and pruning trees;
  - b) Establishing and maintaining a lawn treatment program, fertilizing and weed control;
  - c) Service and/or repair lawn maintenance equipment;
  - d) Draining outside hose bibs and blowing-out irrigation system in fall, turning system on and inspecting in the spring;
  - e) Sealing all cracks in sidewalks and parking areas with appropriate materials;
  - f) Marking curbs, shrubbery, trees and other areas that are subject to damage by snow plows in the fall and remove markings in the spring;
  - g) Caulking and/or weatherizing exterior siding, windows and trim as necessary;

- h) Making sure all exterior windows and doors are in good condition and operating properly;
  - i) Inspecting all roofs, patching and/or replacing damaged asphalt shingles as necessary;
  - j) Cleaning and repair of gutters and down spouts;
  - k) Inspecting exterior lighting and replace burned out lamps as necessary and adjusting time clocks according to season where applicable.
2. Building Interiors
- a) Cleaning and oil all vestibule unit heaters and fans;
  - b) Setting proper temperature controls on unit heaters;
  - c) Installing adequate door units and carpet runners where necessary;
  - d) Cleaning out dryer exhaust vents;
  - e) Changing filters on all forced air filters, lubricating and inspecting for proper operation in individual units;
  - f) Changing filters, lubricating and inspecting boilers and air-exchange equipment in laundry facilities and community/office building;
  - g) Flushing out water heaters and adjusting temperature settings;
  - h) Inspecting, repairing or replacing parts of appliances as necessary.

The preventive maintenance program will also assist in reducing energy and utility costs at the development by:

1. Ensuring the highest quality operating efficiency of mechanical equipment, heating, ventilating and cooling (HVAC) through cleaning and regular maintenance.
2. Caulking and/or weather stripping exterior siding, windows, doors and trim as necessary to reduce or eliminate air leaks.
3. Utilizing energy efficient lighting and controlling their use through timers, photocells, etc.
4. Monitoring temperature controls setting wherever possible including common areas, hallways and vacant units.