



August 3, 2015

**Re: Letter of Intent
Wingra School
718 Gilmore St
Madison, WI 53711**

Introduction

This letter of intent is submitted with the Land Use Application and its required related materials for Urban Design Commission, Plan Commission, and Common Council consideration of approval.

Wingra School intends to build an addition adjacent to their existing facility in order to provide an elevator and reception area with central offices for school administration, fulfilling several of the conditions of their 2007 purchase of the building and parcel. The addition will also provide for a more secure school environment during normal school days and especially during polling days.

Given the unique ownership and easement system currently in place among the Wingra School parcel and the adjacent two City park parcels, all three parcels are currently zoned as a planned development. This application is intended to amend that PD and re-establish the zoning rules that were approved in 2007, but subsequently lapsed. The legal description given below is for all three parcels.

Existing Conditions

Wingra School, and its tenant New Morning Nursery School, currently occupies the two-story building located at 718 Gilmore Street. The building is approximately 80 years old, is roughly 14,900 gsf per floor, and built of clay masonry, cast-in-place concrete, and steel spanning members. Along the northwest face of the school is a sunken mechanical space (roughly 1,400 gsf) and a sunken coal storage space (1,000 gsf).

The associated parcel is the middle third of the block bounded by Monroe St, Western Ave, Cross St, and Gilmore St. A fire lane connects Western Ave and Gilmore St along the north side of the existing school, passing by a small parking area for twelve cars. A bike rack is provided for eight bikes, as well as one off-street loading zone. Recently, an outdoor classroom structure (roughly 300 gsf) was erected west of the school along Western Ave.

The School's parcel is about 53,000 sq. ft., and the School building (including the sunken mechanical space, coal storage, and outdoor classroom) covers about 33% of it.

City parkland occupies the parcels to the north and south of Wingra School. The southern parcel, bordering Monroe St and known as Dudgeon School Park, is turf grass and assorted landscaping, with terraces due to its significant grade change from north to south. The northern parcel, along Cross St, has a significant amount of paving, play equipment, and a basketball court in addition to assorted landscaped areas.

The entire block is in a known burial site, and Wingra School will be working with the Wisconsin Historical Society regarding the proper archeological monitoring during construction.

222 W. Washington Ave.
Suite 650
Madison, WI 53703
608.442.5350 : main



Name

Date

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Project Description

The proposed one-story addition would be approximately 3,200 gsf, but would extend to the existing second floor for the elevator shaft and second floor elevator lobby (approximately 200 gsf). It would house the consolidated administrative offices (900 gsf), a multipurpose space and its associated storage room (1,750 gsf), circulation space (350 gsf), a toilet room (50 gsf), and the elevator (350 gsf total). It would be built to the north of the existing school, in place of the fire lane and parking.

The on-site parking would be reduced to five cars, but would be separated from a through-block walkway by a curb for pedestrian safety. Additional bike racks would be provided for a total of approximately 32 bike parking spaces, and the existing off-street loading zone would remain.

With the addition, the School building would cover about 39% of the parcel.

Hours of Operation

The hours of operation are currently 7am to 5pm, Monday through Friday, and would remain unaffected by the proposed addition.

Legal Description

Lot 1, outlot 1, and outlot 2 of certified survey map no. 12127 as recorded in volume 74, page 378, document no. 4300682 being all of block 21, first addition to Wingra being located in part of the southeast 1/4 of the northeast 1/4 and part of the southeast 1/4 of the northwest 1/4 of section 28, town 7 north, range 9 east in the City of Madison, Dane County, Wisconsin.

Project Team

Owner: Wingra School (718 Gilmore St, Madison, WI)

Architect: Eppstein Uhen Architects (222 W Washington Ave, Ste 650, Madison, WI)

Structural Engineer: Pierce Engineers (10 W Mifflin St, Ste 205, Madison, WI)

Civil Engineer: JSD Professional Services (161 Horizon Dr, Ste 101, Verona, WI)

General Contractor: CG Schmidt (406 Science Dr, Ste 408, Madison, WI)

Project Schedule

August 5, 2015 – Land Use Submittal

September 16, 2015 – UDC initial/final approval

October 5, 2015 – Plan Commission approval of planned development

October 20, 2015 – Common Council approval of planned development

November, 2015 – tentative construction start

July, 2016 – tentative construction completion

Social and Economic Impact

The estimated project cost is \$1,300,000, and 32 construction jobs are expected to be created. The addition would provide space for one additional full-time equivalent administrative position. No public subsidy is requested.