Tuesday, May 29, 2012

Mr. Paul Kachelmeier
Planning and Community Development Coordinator
City of Monona
5211 Schluter Road
Monona, WI 53716

Re: Remodel of 6316 and 6320 Monona Drive

Dear Paul:

Please find attached plans to remodel the buildings I own at 6316 and 6320 Monona Drive. As you will notice I have proposed to remodel entirely the building at 6316 Monona Drive which I have a tentative agreement to lease with a local hair salon. If approved, the building will undergo a substantial overhaul including new windows, EIFS, and a small addition that will replace an area that will be demolished.

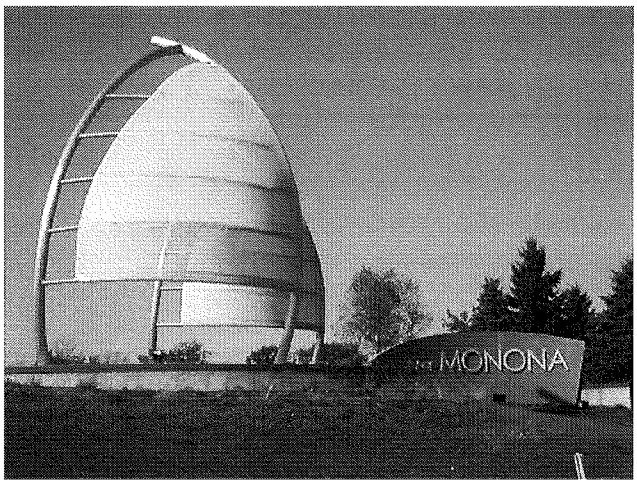
The building at 6320 Monona drive will receive a fresh upgrade to the entry area including a new entrance, landscaping, and exterior trade dress.

As you will notice I have applied for a $10,000 façade improvement grant for both parcels which the entire project is dependent on.

Please review and let me know if you have any questions.

Sincerely,

Steve Doran
The Professional Technical Centre, LLC



CITY OF MONONA ZONING PERMIT APPLICATION
PETITIONER AND OWNER INFORMATION

For More Information See Ch. 13 of the Monona Municipal Code of Ordinances for Zoning Standards and Application Procedures at www.monona.wi.us

Zoning Permit Number: _____

Petitioner's Name: STEVE DORAN Phone: 608.327.4000

Address: 6430 BRIDGE RD, SUITE 230 City: MONONA Zip: 53716

Fax: 608.237.2117 Email: sdoran@lee-associates.com

_____ 5.29.2012
(Petitioner's Signature) (Date)

Property Owner's Name (if different)*: The Professional Technical Center, LLC Phone: _____

Address: _____ City: _____ Zip _____

Fax: _____ Email: _____

_____ 5.29.2012
(Owner's Signature) (Date)

** A Letter of Authorization is required from the Property Owner, if the Petitioner is not the Property Owner.*

Business Name: _____

Property Address: 6320 Monona Dr.

Lot Area: _____ Zoning classification: _____

The property's current use(s): OFFICE

Description of Request for:

- [x] Zoning Permit
- [ ] Sign Permit or Special Exception
- [ ] Prehearing conference
- [ ] Variance (See special forms required)
- [ ] Re-Zoning
- [ ] Appeal of a Plan Commission decision
- [ ] Subdivision and Platting Request

Please attach a letter describing your proposal and the reasons for this request.
Please also email electronic copies of your plans and a written description of your proposal to PKachelmeier@ci.monona.wi.us.

Revised April 2008

City of Monona Façade Improvement Program
City of Monona Department of Planning and Community Development
Attn: Paul Kachelmeier
5211 Schluter Road
Monona, WI 53716
Phone: (608) 222-2525
pkachelmeier@ci.monona.wi.us

APPLICATION FORM
City of Monona, Wisconsin

Façade Improvement Program
Please review the Monona Drive Façade Improvement Program Application Guide for terms and conditions of the grant program before completing this application.

Building owner: The Professional Technical Centre, LLC

Contact: STEVE DORAN

Mailing address: PO BOX 45

Email address: sdoran@lee-associates.com

Phone number: 608-327-4000 Fax number: 608-237-2117

Building Information:

Building name: The Professional Centre

Building existing use: office

Building/project address: 6316 & 6320 Monona Drive

For Administrative Use Only:

Date of Plan Commission approval: _____

Date of Finance and Personnel Committee Approval _____

Date of execution of Improvement Agreement: _____

Date of construction start: _____

Any design amendments to date? Yes____ No____

Date of amendment approval: _____ Type of amendment: _____

Design Consultant Information:

Company name: Shulfer Architects

Project contact person: Brad Kuning

Business address: 1918 Parmenter St

Phone number: 608 - 836-7570

Email address: bkuning@shulfer architects.com

Contractor Information:

Company name: Manstrong Construction

Project contact person: Shannon Mandeville

Business address: ~~608~~

Phone number: 608 513 - 3955

Email address:

Project Information:

Please describe the proposed improvements:

SEE ATTACHED PLANS

Proposed start date: 7 · 15 · 2012

Proposed completion date: 9 · 15 · 2012

Project Budget – SEE ATTACHED

Please use the table below to describe the budget for the improvements being proposed in this application. Please list all project tasks (e.g. design services, signage, painting, masonry, lighting, labor, etc.) and include a description and the total cost of that task. Please be as specific as possible when listing project tasks. Please continue on the back side of this form if you need more space.

Task/Item	Description/Comments	Total Cost
TOTAL COST OF IMPROVEMENTS		$
AMOUNT OF FUNDING REQUESTED		$

Please Attach:

- Applicable information for the improvements that are proposed, including any photographs, plans, drawings, and contractor bid documents:
  - Photographs of the existing site and building conditions where improvements are proposed
  - Fee schedule and background information about consultant/firm qualifications to provide architectural design services, if proposed as part of activities to be covered with grant funding
  - Copy of contractor estimates for all services to be performed and covered with grant funding
  - Façade elevations of all proposed improvements to scale
  - Site plan identifying location of proposed changes

Certification:

I hereby certify that to the best of my knowledge and belief, the content of the application is true and correct.

Signature of Building Owner: _____

Date Signed: 5·29·2012

6316 and 6320 Monona Drive Re-development budget

	Item Cost		6316 Monona Drive Hair Salon Renovation	% of Cost	Total Dollars	6320 Monona Drive Office Building Renovation	% of Cost	Total Dollars
Demolition	$	7,500.00		50%	$ 3,750.00		50%	$ 3,750.00
Architectural	$	12,000.00		50%	$ 6,000.00		50%	$ 6,000.00
Landscaping	$	5,000.00		50%	$ 2,500.00		50%	$ 2,500.00
Concrete/Sidewalk	$	4,000.00		50%	$ 2,000.00		50%	$ 2,000.00
Addition to 6316								
New EIFS	$	15,000.00		100%	$ 15,000.00			
Framing	$	9,000.00		100%	$ 9,000.00			
Windows	$	6,500.00		100%	$ 6,500.00			
Roofing	$	7,000.00		100%	$ 7,000.00			
Additional Insulation	$	1,800.00		100%	$ 1,800.00			
Electrical	$	10,000.00		100%	$ 10,000.00			
Drywall	$	7,500.00		100%	$ 7,500.00			
Addition to 6320								
Painting		7500					100%	$ 7,500.00
Awning		5000					100%	$ 5,000.00
New Entrance		5000					100%	$ 5,000.00
			Total Costs 6316 Monona Drive		$ 71,050.00	**Total Costs 6326 Monona Drive**		$ 31,750.00