

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL DD Meeting	<b>MEETING LOCATION</b>	SPPL Conference Room and Zoom
<b>MEETING DATE</b>	9 November 2023	<b>MEETING TIME</b>	12:00PM

**PROJECT NAME** Sun Prairie Public Library Remodel and Addition

**FEH PROJECT NUMBER** 2023402

**PROJECT ADDRESS** 1350 Linnerud Drive, Sun Prairie WI 53590

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Scott Anderson	Snyder & Associates, Inc.	608.838.0444	sanderson@snyder-associates.com
<input checked="" type="checkbox"/> Andy Meessmann	Snyder & Associates, Inc.	608.838.0444	ameessmann@snyder-associates.com
<input checked="" type="checkbox"/> Brad Biddick	Design Engineers	608.424.8815	brad.biddick@designengineers.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner’s Rep	414.416.3377	kevinjohnson@hunzinger.com
<input checked="" type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input checked="" type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input checked="" type="checkbox"/> Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> April Brazier	Sun Prairie Library Board		ABrazier@uwhealth.org
<input checked="" type="checkbox"/> New Lor	Sun Prairie Facilities Supervisor	608.825.0858	nlor@cityofsunprairie.com
<input checked="" type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input checked="" type="checkbox"/> Tom Veith	Sun Prairie Engineering Dir.	608-825-1170	tveith@cityofsunprairie.com
<input checked="" type="checkbox"/> Cindy Burtley	SP Parks & Forestry Director	608.825.0723	cburtley@cityofsunprairie.com
<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com

### 1) Goals for Success

### 2) Review and Approval of Last Meeting Minutes

- a) The meeting minutes from November 2 and 9 will be issued together.

### 3) Timeline

- a) TRC Review Meeting is on November 15 at 10am, Virtual.
- b) The site plan documents will be sent to the City on November 13.

### 4) Landscape Design

- a) Site revisions – access path to amphitheater from south door
- b) Site revisions – revisions to the north entry
- c) Updated existing art sculpture location at north entry.



- d) It was requested to add a connection from the parking lot to the top level of the amphitheater at the south.
- e) A low wall at seat height has been shown at the drop off area to help with navigation. Low walls will have skate-stop.
- f) The city will consider providing temporary storage of site elements (bike racks, benches, etc.).
- g) The existing sidewalk and the existing entrance will be retained.
- h) The new sidewalk entrances will be colored concrete, beige, to more closely match existing.
- i) U-shaped bike racks will be provided and should be positioned to accommodate bike trailers.
- j) It was suggested that planters (bollards) be provided at zero-curb locations and stone benches be provided at the amphitheater.
- k) Bike racks were also requested at the sidewalk at Linnerud Drive near the sidewalk to the amphitheater.
- l) There is a space to the west of the carport for a staff picnic table.
- m) The existing shed on the west side of the existing building should be removed as part of the project.
- n) The doors to the trash enclosure should be fixed as part of the project.
- o) It was questioned where the heated sidewalk alternate would be provided at the new, east entrance. A short segment from the east doors to the closest intersecting sidewalk will be heated in both directions.
- p) A speed table was proposed at the book drop. The group did not feel like it was necessary at the book drop but could be useful at the main entrance. The engineers will look into possible solutions.
- q) It was suggested that the utility plan be shown on the landscape plan to identify potential conflicts.
- r) The existing sign to the media center should be removed and turned over to the media center.
- s) The existing awnings on the media center should be removed and do not need to be salvaged.

## 5) Civil Engineering Design

- a) Bioretention pond has changed to a wet pond – based on the percolation tests, the water will not infiltrate. The pond will have standing water up to 5-feet in depth. A clay liner will be installed.
- b) The site plan removes 26 existing parking spaces as part of the project and adds 86 for a net gain of 60 spaces.
- c) A temporary gravel road is being proposed for construction. The group was in favor of this plan to keep construction traffic and library traffic separate. Effort will need to be made to keep the sidewalk open at that location. Curb and sidewalk replacement should be planned at the temporary road.
- d) It was suggested to do the existing parking lot work after the new parking lot is complete.
- e) The fire department will ask for radius verification at the new parking lot layout.
- f) It was suggested that a removable bollard be provided at the center of the wide path to the amphitheater to prevent unwanted traffic.
- g) It was requested to soften the drainage slope east of the path from the parking lot to the amphitheater.
- h) EV charging quantities was discussed. Two dual chargers should be planned for now, near the existing ADA parking north of the existing building. Expansion to a total of five dual chargers should be anticipated, with the additional units located east of the addition.

## 6) Design Development

- a) Carport - Equipment Storage, Shipping / Receiving, Workspace
  - i) Tempered space at 45-50 degrees was requested at the back of the carport.
- b) EV Charging Stations and Future Proofing
- c) Heated Sidewalk
- d) Full Analysis Needed of The Fire Suppression System during Construction
  - i) Allison is working with the current sprinkler contractor on this.

- e) Amphitheater
  - i) A solar canopy design was reviewed for the bandshell. This is a prefabricated unit that would have a specific bay spacing a column in the center of the performance space. This was deemed a no-go. The bandshell will be a traditionally built structure.

**7) Other items**

- a) EIPG Microgrid/Solar Panel/BESS item
- b) Focus on Energy Update
- c) Milwaukee Field Trip
- d) Meadowview Elementary Tour
  - i) This was conducted at 3PM. Attached is the handout of the geothermal system from the visit.

**8) Next steps and assignments**

- a) Next Chapter Team Meeting November 20 at 12PM

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**9) ACTION ITEMS**

10) FEH Design

- a) Work with Civil to update the site plan with items to salvage, work around, and remove.

11) SPPL

- a) Plan a field trip.
- b) Consider what site elements will be stored by the City and what will be stored by the contractor.

12) Snyder

- a) Update site plan with comments for upcoming TRC meeting.

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For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

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**WRITTEN BY** Christy Monk

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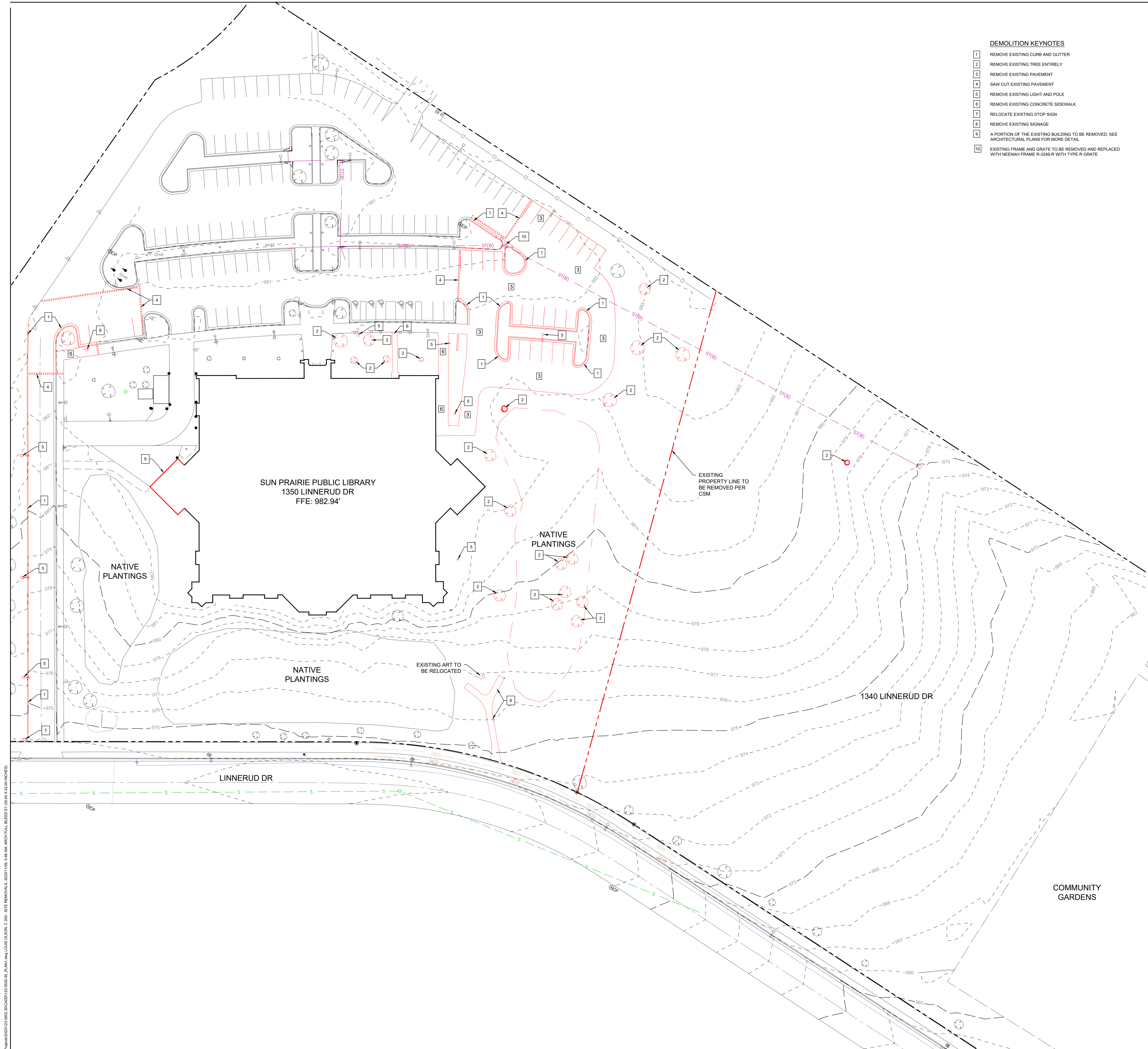
**NEXT MEETING** 20 November 2023, at 12PM

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**ATTACHMENTS** Site and Landscape Drawings, Meadowview Elementary Geothermal Handout

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- DEMOLITION KEYNOTES**
- 1 REMOVE EXISTING CURB AND GUTTER
  - 2 REMOVE EXISTING TREE ENTIRELY
  - 3 REMOVE EXISTING PAVEMENT
  - 4 SAW CUT EXISTING PAVEMENT
  - 5 REMOVE EXISTING LIGHT AND POLE
  - 6 REMOVE EXISTING CONCRETE SIDEWALK
  - 7 RELOCATE EXISTING STOP SIGN
  - 8 REMOVE EXISTING SIGNAGE
  - 9 A PORTION OF THE EXISTING BUILDING TO BE REMOVED. SEE ARCHITECTURAL PLANS FOR MORE DETAIL.
  - 10 EXISTING FRAME AND GRATE TO BE REMOVED AND REPLACED WITH NEENAH FRAME R-3246-R WITH TYPE R GRATE

**LEGEND**

**FOUND**

- Section Corner
- 1/2" Rebar, Cap # 11579 (Unless Otherwise Noted)
- ROW Marker
- ROW Rail
- Control Point
- Bench Mark
- Platted Distance
- Measured Bearing & Distance
- Recorded As
- Deed Distance
- Calculated Distance
- Minimum Protection Elevation
- Centerline
- Section Line
- 1/4 Section Line
- 1/4 1/4 Section Line
- Easement Line

**EXISTING**

- Spot Elevation
- Contour Elevation
- Fence (Barbed, Field, Hog)
- Fence (Chain Link)
- Fence (Wood)
- Fence (Silt)
- Tree Line
- Tree Stump
- Deciduous Tree \ Shrub
- Coniferous Tree \ Shrub
- Communication
- Overhead Communication
- Fiber Optic
- Underground Electric
- Overhead Electric
- Gas Main with Size
- High Pressure Gas Main with Size
- Water Main with Size
- Sanitary Sewer with Size
- Duct Bank
- Test Hole Location for SUE w/D
- Sanitary Manhole
- Storm Sewer with Size
- Storm Manhole
- Single Storm Sewer Intake
- Double Storm Sewer Intake
- Fire Hydrant
- Fire Hydrant on Building
- Water Main Valve
- Water Service Valve
- Well
- Utility Pole
- Guy Anchor
- Utility Pole with Light
- Utility Pole with Transformer
- Street Light
- Yard Light
- Electric Box
- Electric Transformer
- Traffic Sign
- Communication Pedestal
- Communication Manhole
- Communication Handhole
- Fiber Optic Manhole
- Fiber Optic Handhole
- Gas Valve
- Gas Manhole
- Gas Apparatus
- Fence Post or Guard Post
- Underground Storage Tank
- Above Ground Storage Tank
- Sign
- Satellite Dish
- Mailbox
- Sprinkler Head
- Irrigation Control Valve
- Soil Boring

**PROPOSED**

- Spot Elevation
- Contour Elevation
- Fence (Chain Link)
- Fence (Wood)
- Fence (Silt)
- Tree Line
- Tree Stump
- Deciduous Tree \ Shrub
- Coniferous Tree \ Shrub
- Communication
- Overhead Communication
- Fiber Optic
- Underground Electric
- Overhead Electric
- Gas Main with Size
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- Underground Storage Tank
- Above Ground Storage Tank
- Sign
- Satellite Dish
- Mailbox
- Sprinkler Head
- Irrigation Control Valve
- Soil Boring

**REMOVAL ITEMS**

- Section Number
- Drawing Number

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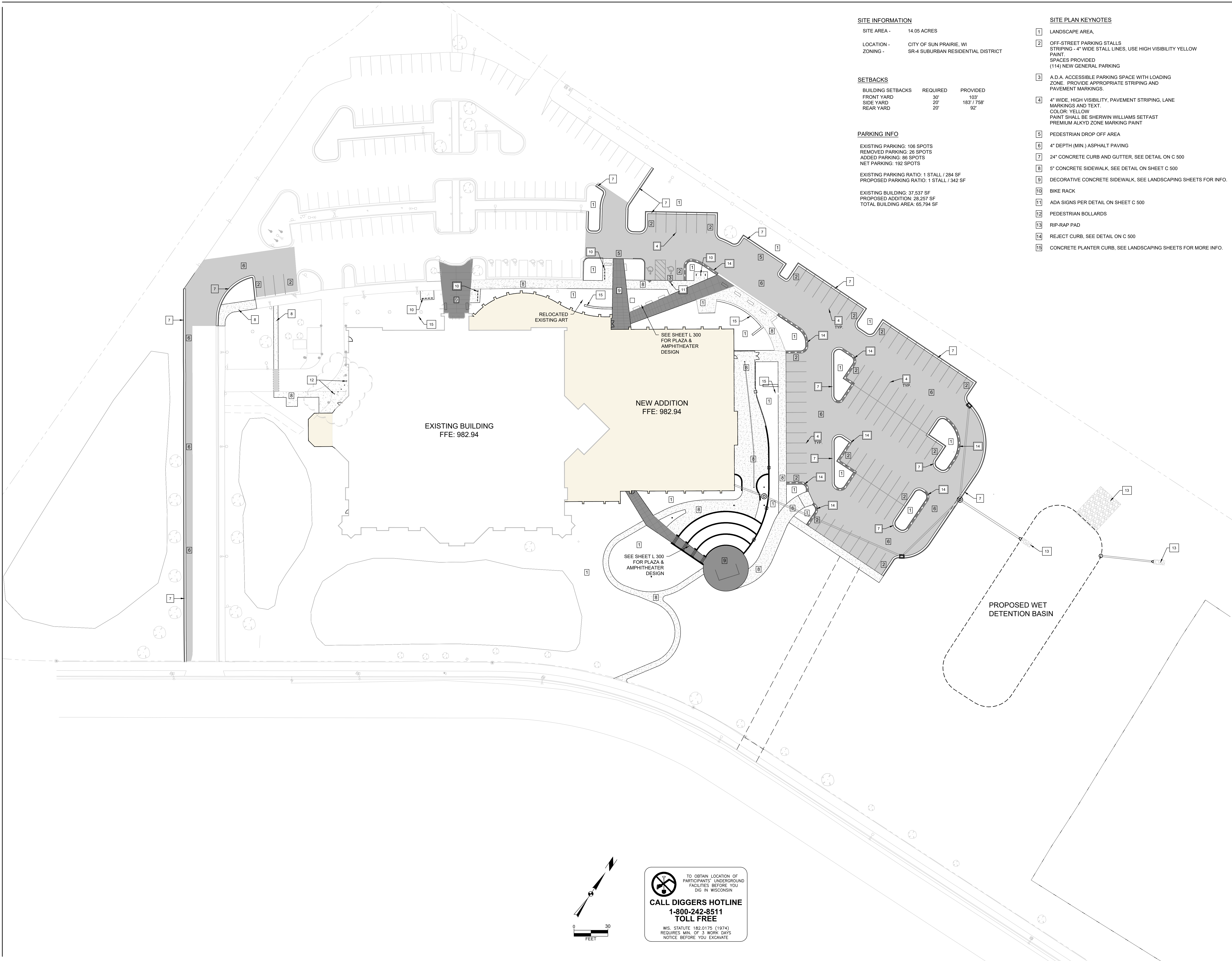
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**SITE INFORMATION**

SITE AREA - 14.05 ACRES  
LOCATION - CITY OF SUN PRAIRIE, WI  
ZONING - SR-4 SUBURBAN RESIDENTIAL DISTRICT

**SETBACKS**

BUILDING SETBACKS	REQUIRED	PROVIDED
FRONT YARD	30'	103'
SIDE YARD	20'	183' / 758'
REAR YARD	20'	92'

**PARKING INFO**

EXISTING PARKING: 106 SPOTS  
REMOVED PARKING: 26 SPOTS  
ADDED PARKING: 86 SPOTS  
NET PARKING: 192 SPOTS  
  
EXISTING PARKING RATIO: 1 STALL / 284 SF  
PROPOSED PARKING RATIO: 1 STALL / 342 SF  
  
EXISTING BUILDING: 37,537 SF  
PROPOSED ADDITION: 28,257 SF  
TOTAL BUILDING AREA: 65,794 SF

**SITE PLAN KEYNOTES**

- 1 LANDSCAPE AREA.
- 2 OFF-STREET PARKING STALLS STRIPING - 4" WIDE STALL LINES, USE HIGH VISIBILITY YELLOW PAINT. SPACES PROVIDED (114) NEW GENERAL PARKING
- 3 A.D.A. ACCESSIBLE PARKING SPACE WITH LOADING ZONE. PROVIDE APPROPRIATE STRIPING AND PAVEMENT MARKINGS.
- 4 4" WIDE, HIGH VISIBILITY, PAVEMENT STRIPING, LANE MARKINGS AND TEXT. COLOR: YELLOW PAINT SHALL BE SHERWIN WILLIAMS SETFAST PREMIUM ALKYD ZONE MARKING PAINT
- 5 PEDESTRIAN DROP OFF AREA
- 6 4" DEPTH (MIN.) ASPHALT PAVING
- 7 24" CONCRETE CURB AND GUTTER. SEE DETAIL ON C 500
- 8 5" CONCRETE SIDEWALK. SEE DETAIL ON SHEET C 500
- 9 DECORATIVE CONCRETE SIDEWALK. SEE LANDSCAPING SHEETS FOR INFO.
- 10 BIKE RACK
- 11 ADA SIGNS PER DETAIL ON SHEET C 500
- 12 PEDESTRIAN BOLLARDS
- 13 RIP-RAP PAD
- 14 REJECT CURB. SEE DETAIL ON C 500
- 15 CONCRETE PLANTER CURB. SEE LANDSCAPING SHEETS FOR MORE INFO.

EXISTING BUILDING  
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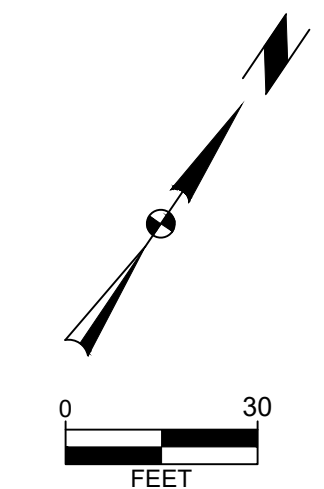
NEW ADDITION  
FFE: 982.94

RELOCATED  
EXISTING ART

SEE SHEET L 300  
FOR PLAZA &  
AMPHITHEATER  
DESIGN

SEE SHEET L 300  
FOR PLAZA &  
AMPHITHEATER  
DESIGN

PROPOSED WET  
DETENTION BASIN



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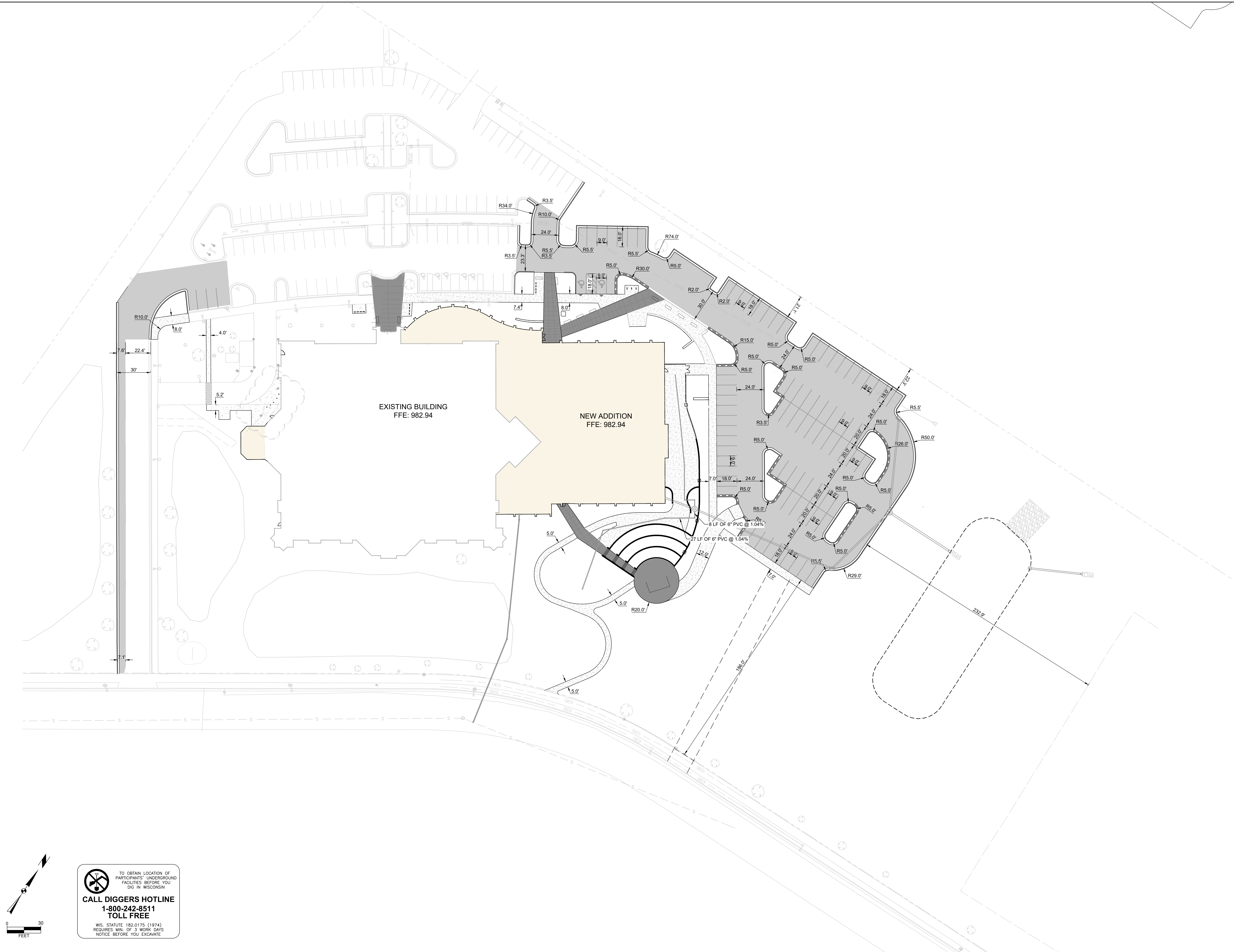
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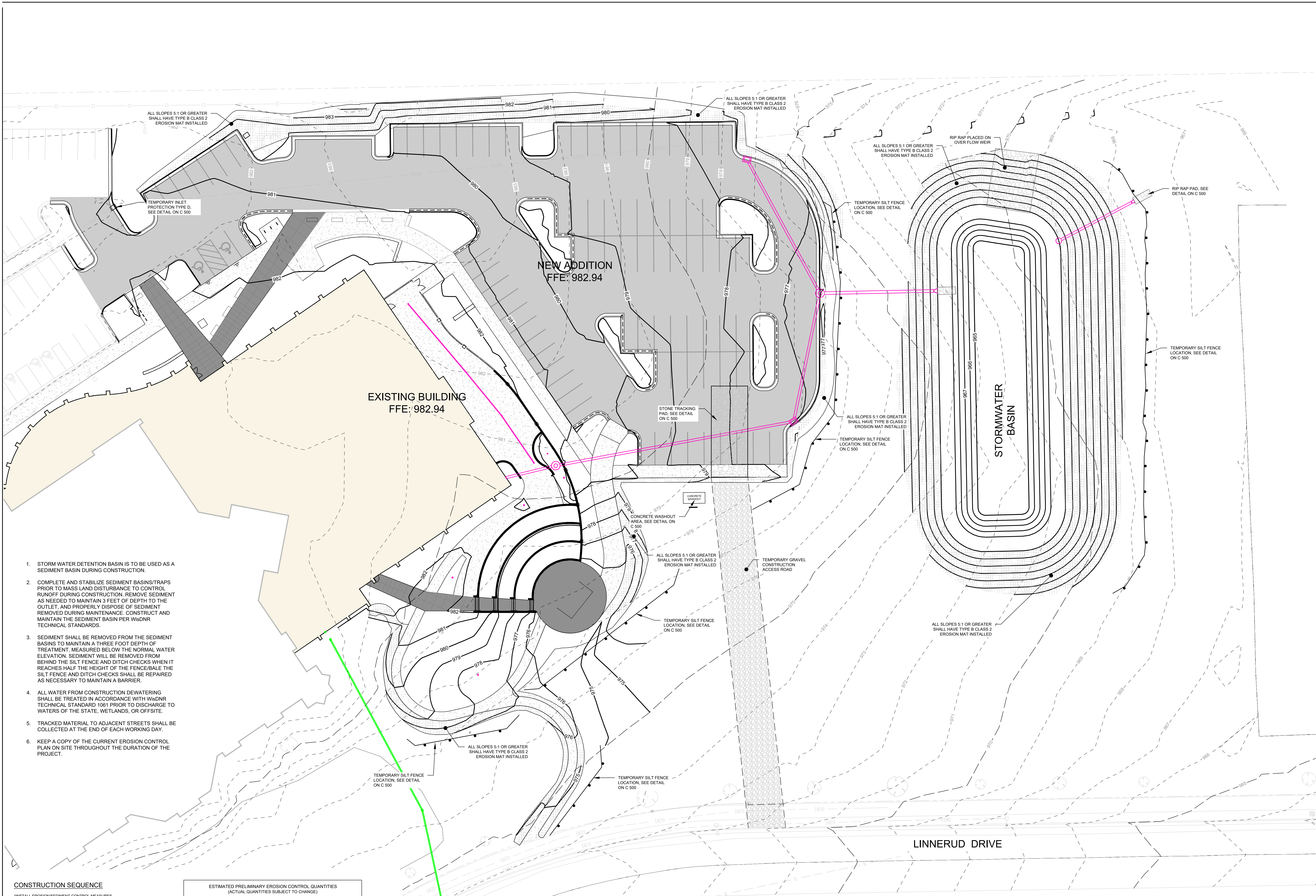


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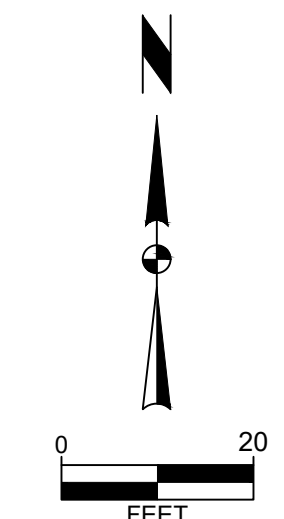
1. STORM WATER DETENTION BASIN IS TO BE USED AS A SEDIMENT BASIN DURING CONSTRUCTION.
2. COMPLETE AND STABILIZE SEDIMENT BASINS/TRAPS PRIOR TO MASS LAND DISTURBANCE TO CONTROL RUNOFF DURING CONSTRUCTION. REMOVE SEDIMENT AS NEEDED TO MAINTAIN 3 FEET OF DEPTH TO THE OUTLET. AND PROPERLY DISPOSE OF SEDIMENT REMOVED DURING MAINTENANCE. CONSTRUCT AND MAINTAIN THE SEDIMENT BASIN PER WisDNR TECHNICAL STANDARDS.
3. SEDIMENT SHALL BE REMOVED FROM THE SEDIMENT BASINS TO MAINTAIN A THREE FOOT DEPTH OF TREATMENT, MEASURED BELOW THE NORMAL WATER ELEVATION. SEDIMENT WILL BE REMOVED FROM BEHIND THE SILT FENCE AND DITCH CHECKS WHEN IT REACHES HALF THE HEIGHT OF THE FENCE/BALE THE SILT FENCE AND DITCH CHECKS SHALL BE REPAIRED AS NECESSARY TO MAINTAIN A BARRIER.
4. ALL WATER FROM CONSTRUCTION DEWATERING SHALL BE TREATED IN ACCORDANCE WITH WisDNR TECHNICAL STANDARD 1061 PRIOR TO DISCHARGE TO WATERS OF THE STATE, WETLANDS, OR OFFSITE.
5. TRACKED MATERIAL TO ADJACENT STREETS SHALL BE COLLECTED AT THE END OF EACH WORKING DAY.
6. KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.

**CONSTRUCTION SEQUENCE**

- \*INSTALL EROSION/SEDIMENT CONTROL MEASURES
- \*INSTALL STORMWATER MANAGEMENT SEDIMENT BASINS
- \*INSTALL STORM SEWER
- \*INSTALL STRUCTURES
- \*INSTALL PAVEMENTS
- \*INSTALL LAWN LANDSCAPE
- \*FLUSH STORM SEWER
- \*REMOVE EROSION CONTROL MEASURES ONLY AFTER ALL PAVEMENTS HAVE BEEN INSTALLED AND ALL SOILS HAVE BEEN STABILIZED

ESTIMATED PRELIMINARY EROSION CONTROL QUANTITIES (ACTUAL QUANTITIES SUBJECT TO CHANGE)	
ITEM	QUANTITY
EROSION MAT - PERMANENT	2,710 S.Y.
SILT FENCE - TEMP	1,050 L.F.
INLET PROTECTION, TYPE A - TEMP	0 EA.
INLET PROTECTION, TYPE D - TEMP	2 EA.
RIP-RAP - PERMANENT	52 C.Y.

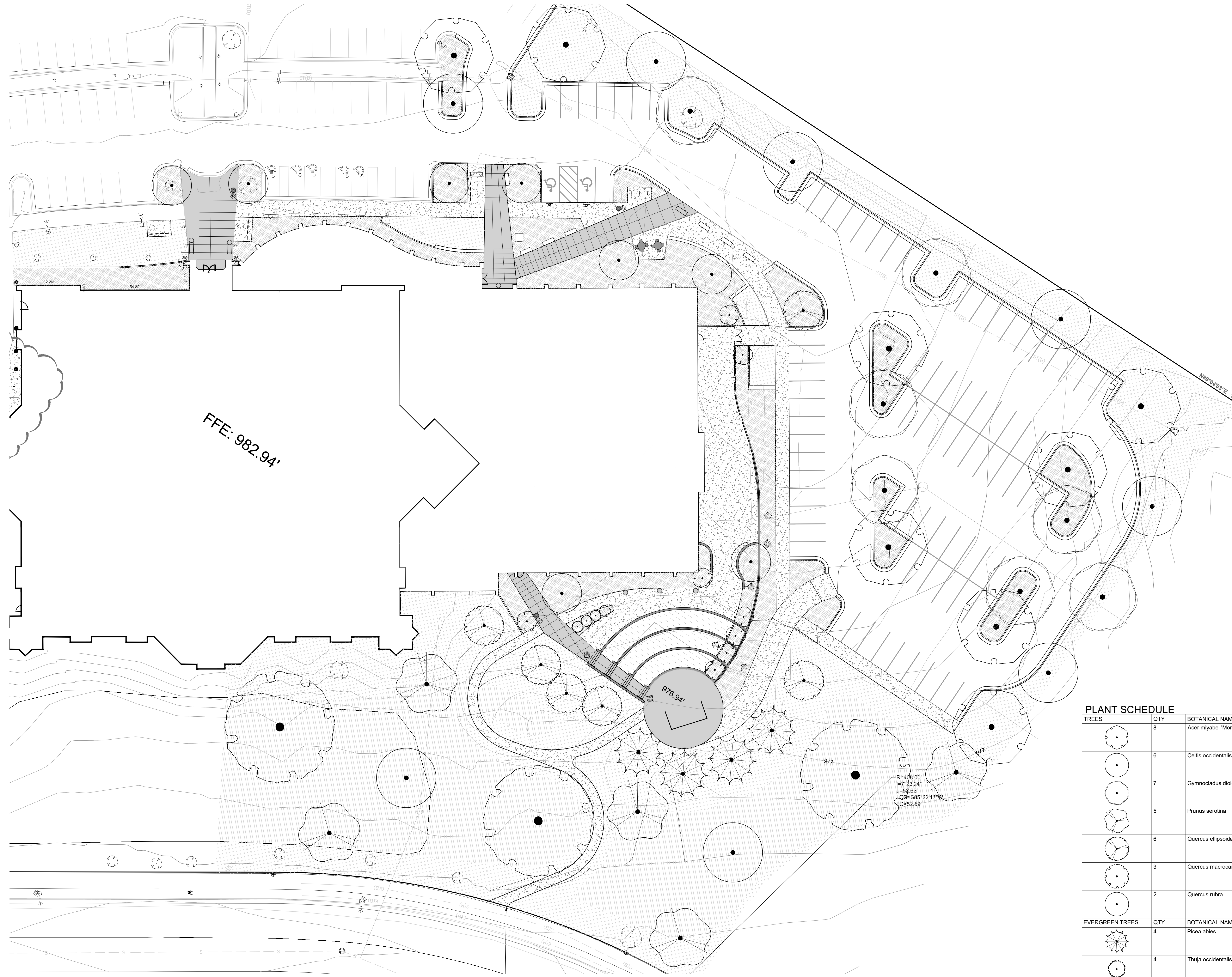
NOTE: FOR MAINTENANCE PURPOSES CONTRACTOR SHALL SUPPLY ALL SUFFICIENT QUANTITIES FOR REPAIR AND REPLACEMENT OF EROSION CONTROL DEVICES THROUGHOUT ALL PHASES OF THE PROJECTS CONSTRUCTION.



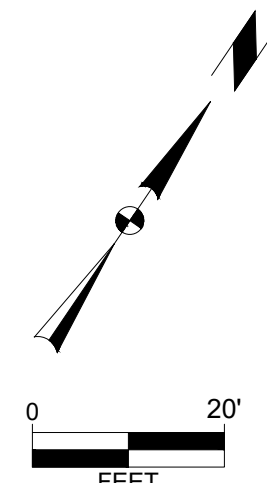
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PLANT SCHEDULE					
TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	8	Acer miyabei 'Morton'	State Street™ Miyabe Maple	2.5" Cal.	B&B
	6	Celtis occidentalis	Common Hackberry	1.5" Cal.	B&B
	7	Gymnocladia dioica 'Espresso'	Kentucky Coffeetree	1.5" Cal.	B&B
	5	Prunus serotina	Black Cherry	---	---
	6	Quercus ellipsoidalis	Northern Pin Oak	---	---
	3	Quercus macrocarpa	Burr Oak	1.5" Cal.	B&B
	2	Quercus rubra	Red Oak	8" Ht.	B&B
EVERGREEN TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	4	Picea abies	Norway Spruce	6" Ht.	B&B
	4	Thuja occidentalis 'Brandon'	Brandon Arborvitae	4" Ht.	B&B
ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	8	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Apple Serviceberry	#7	Pot
	8	Magnolia stellata	Star Magnolia Multi-Trunk	#7	Pot
GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	35,680 sf	Native Seed Mix	See Construction Notes for Type	seed	---
	40,048 sf	Sod	Sod	seed	---
	12,972 sf	Wood mulch	Shrub Bed	flat	---

PLANTING PLAN

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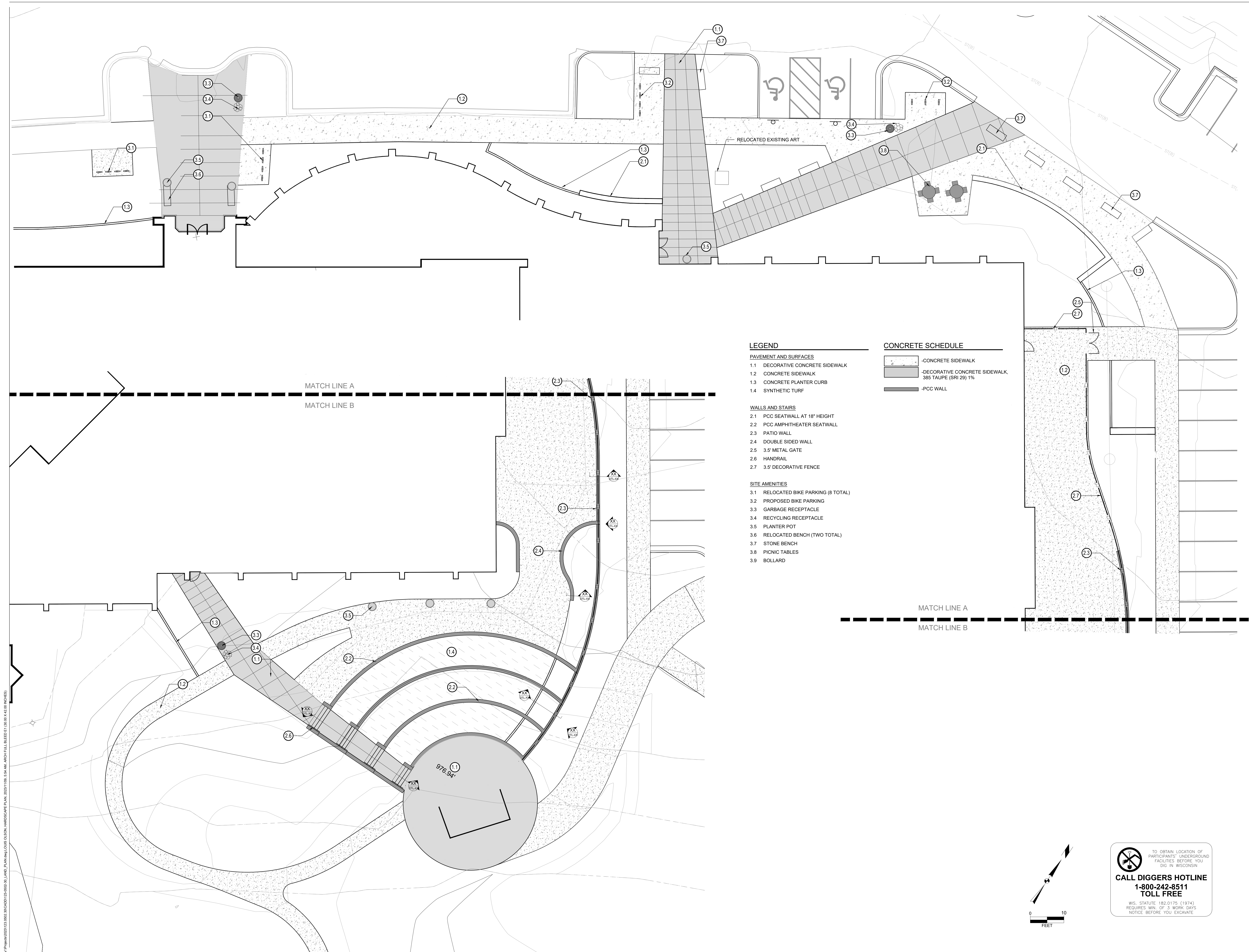
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**LEGEND**

- PAVEMENT AND SURFACES**
- 1.1 DECORATIVE CONCRETE SIDEWALK
  - 1.2 CONCRETE SIDEWALK
  - 1.3 CONCRETE PLANTER CURB
  - 1.4 SYNTHETIC TURF

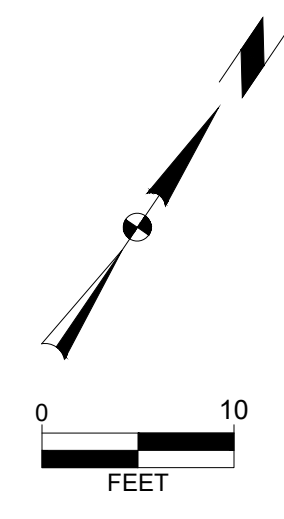
- WALLS AND STAIRS**
- 2.1 PCC SEATWALL AT 18" HEIGHT
  - 2.2 PCC AMPHITHEATER SEATWALL
  - 2.3 PATIO WALL
  - 2.4 DOUBLE SIDED WALL
  - 2.5 3.5' METAL GATE
  - 2.6 HANDRAIL
  - 2.7 3.5' DECORATIVE FENCE

- SITE AMENITIES**
- 3.1 RELOCATED BIKE PARKING (8 TOTAL)
  - 3.2 PROPOSED BIKE PARKING
  - 3.3 GARBAGE RECEPTACLE
  - 3.4 RECYCLING RECEPTACLE
  - 3.5 PLANTER POT
  - 3.6 RELOCATED BENCH (TWO TOTAL)
  - 3.7 STONE BENCH
  - 3.8 PICNIC TABLES
  - 3.9 BOLLARD

**CONCRETE SCHEDULE**

- CONCRETE SIDEWALK
- DECORATIVE CONCRETE SIDEWALK, 385 TAUPE (SRI 29) 1%
- PCC WALL

MATCH LINE A  
MATCH LINE B



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES, BEFORE YOU DIG IN WISCONSIN

**CALL DIGGERS HOTLINE**  
1-800-242-8511  
TOLL FREE

WIS. STATUTE 182.0175 (1974)  
REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

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