

URBAN DESIGN COMMISSION APPLICATION

UDC

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



FOR OFFICE USE ONLY:

Paid _____ Receipt # _____
Date received _____
Received by _____
Aldermanic District _____
Zoning District _____
Urban Design District _____
Submittal reviewed by _____
Legistar # _____

RECEIVED

6/9/2020
1:04 p.m.

Complete all sections of this application, including the desired meeting date and the action requested.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the phone number above immediately.

1. Project Information

Address: _____

Title: _____

2. Application Type (check all that apply) and Requested Date

UDC meeting date requested _____

New development

Alteration to an existing or previously-approved development

Informational

Initial approval

Final approval

3. Project Type

Project in an Urban Design District

Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)

Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)

Planned Development (PD)

General Development Plan (GDP)

Specific Implementation Plan (SIP)

Planned Multi-Use Site or Residential Building Complex

Signage

Comprehensive Design Review (CDR)

Signage Variance (i.e. modification of signage height, area, and setback)

Signage Exception

Other

Please specify _____

4. Applicant, Agent, and Property Owner Information

Applicant name _____ Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Project contact person _____ Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Property owner (if not applicant) _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

5. Required Submittal Materials

Application Form

Letter of Intent

- If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required
- For signage applications, a summary of how the proposed signage is consistent with the applicable CDR or Signage Variance review criteria is required.

Development Plans (Refer to checklist on Page 4 for plan details)

Filing fee

Electronic Submittal*

Notification to the District Alder

- Please provide an email to the District Alder notifying them that you are filing this UDC application. Please send this as early in the process as possible and provide a copy of that email with the submitted application.

Each submittal must include fourteen (14) 11" x 17" **collated** paper copies. Landscape and Lighting plans (if required) must be **full-sized and legible**. Please refrain from using plastic covers or spiral binding.

Both the paper copies and electronic copies must be submitted prior to the application deadline before an application will be scheduled for a UDC meeting. Late materials will not be accepted. A completed application form is required for each UDC appearance.

For projects also requiring Plan Commission approval, applicants must also have submitted an accepted application for Plan Commission consideration prior to obtaining any formal action (initial or final approval) from the UDC. All plans must be legible when reduced.

**Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to udcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.*

6. Applicant Declarations

1. Prior to submitting this application, the applicant is required to discuss the proposed project with Urban Design Commission staff. This application was discussed with _____ on _____.
2. The applicant attests that all required materials are included in this submittal and understands that if any required information is not provided by the application deadline, the application will not be placed on an Urban Design Commission agenda for consideration.

Name of applicant _____ Relationship to property _____

Authorizing signature of property owner _____ Date _____

7. Application Filing Fees

Fees are required to be paid with the first application for either initial or final approval of a project, unless the project is part of the combined application process involving the Urban Design Commission in conjunction with Plan Commission and/or Common Council consideration. Make checks payable to City Treasurer. Credit cards may be used for application fees of less than \$1,000.

Please consult the schedule below for the appropriate fee for your request:

Urban Design Districts: \$350 (per §35.24(6) MGO).

Minor Alteration in the Downtown Core District (DC) or Urban Mixed-Use District (UMX) : \$150 (per §33.24(6)(b) MGO)

Comprehensive Design Review: \$500 (per §31.041(3)(d)(1)(a) MGO)

Minor Alteration to a Comprehensive Sign Plan: \$100 (per §31.041(3)(d)(1)(c) MGO)

All other sign requests to the Urban Design Commission, including, but not limited to: appeals from the decisions of the Zoning Administrator, requests for signage variances (i.e. modifications of signage height, area, and setback), and additional sign code approvals: \$300 (per §31.041(3)(d)(2) MGO)

A filing fee is not required for the following project applications if part of the combined application process involving both Urban Design Commission and Plan Commission:

- Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)
- Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)
- Planned Development (PD): General Development Plan (GDP) and/or Specific Implementation Plan (SIP)
- Planned Multi-Use Site or Residential Building Complex

Introduction

The City of Madison's Urban Design Commission (UDC) has been created to:

- Encourage and promote high quality in the design of new buildings, developments, remodeling, and additions so as to maintain and improve the established standards of property values within the City.
- Foster civic pride in the beauty and nobler assets of the City, and in all other ways possible assure a functionally efficient and visually attractive City in the future.

Types of Approvals

There are three types of requests considered by the UDC:

- Informational Presentation. Applicants may, at their discretion, request to make an Informational Presentation to the UDC prior to seeking any approvals to obtain early feedback and direction before undertaking detailed design. Applicants should provide details on the context of the site, design concept, site and building plans, and other relevant information to help the UDC understand the proposal and provide feedback. (Does not apply to CDR's or Signage Variance requests)
- Initial Approval. Applicants may, at their discretion, request initial approval of a proposal by presenting preliminary design information. As part of their review, the Commission will provide feedback on the design information that should be addressed at Final Approval stage.
- Final Approval. Applicants may request Final Approval of a proposal by presenting all final project details. Recommendations or concerns expressed by the UDC in the initial approval must be addressed at this time.

Presentations to the Commission

Primarily, the UDC is interested in the appearance and design quality of projects. Emphasis should be given to the site plan, landscape plan, lighting plan, building elevations, exterior building materials, color scheme, and graphics.

When presenting projects to the UDC, applicants must fill out a registration slip provided in the meeting room and present it to the Secretary. Presentations should generally be limited to 5 minutes or as extended by motion by consent of the Commission. The Commission will withhold questions until the end of the presentation.

Applicants are encouraged to consider the use of various graphic presentation material including a locator map, photographs, renderings/model, scale drawings of the proposal in context with adjacent buildings/uses/signs, etc., as may be deemed appropriate to describe the project and its surroundings. Graphics should be mounted on rigid boards so that they may be easily displayed. **Applicants/presenters are responsible for all presentation materials, AV equipment and easels.**

URBAN DESIGN DEVELOPMENT PLANS CHECKLIST

The items listed below are minimal application requirements for the type of approval indicated. Please note that the UDC and/or staff may require additional information in order to have a complete understanding of the project.

1. Informational Presentation

- Locator Map
- Letter of Intent (If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required)
- Contextual site information, including photographs and layout of adjacent buildings/structures
- Site Plan
- NA ~~Two dimensional (2D) images of proposed buildings or structures.~~

Providing additional information beyond these minimums may generate a greater level of feedback from the Commission.

Requirements for All Plan Sheets

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

*** All plans must be legible, including the full-sized landscape and lighting plans (if required)*

2. Initial Approval

- Locator Map
- Letter of Intent (If the project is within a Urban Design District, a summary of how the development proposal addresses the district criteria is required)
- Contextual site information, including photographs and layout of adjacent buildings/structures
- Site Plan showing location of existing and proposed buildings, walks, drives, bike lanes, bike parking, and existing trees over 18" diameter
- Landscape Plan and Plant List (*must be legible*)
- Building Elevations in both black & white and color for all building sides (include material callouts)
- PD text and Letter of Intent (if applicable)

Providing additional information beyond these minimums may generate a greater level of feedback from the Commission.

3. Final Approval

All the requirements of the Initial Approval (see above), **plus:**

- Grading Plan
- Proposed Signage (if applicable)
- Lighting Plan, including fixture cut sheets and photometrics plan (*must be legible*)
- Utility/HVAC equipment location and screening details (with a rooftop plan if roof-mounted)
- PD text and Letter of Intent (if applicable)
- Samples of the exterior building materials (presented at the UDC meeting)

4. Comprehensive Design Review (CDR) and Variance Requests (*Signage applications only*)

- Locator Map
- Letter of Intent (a summary of how the proposed signage is consistent with the CDR or Signage Variance criteria is required)
- Contextual site information, including photographs of existing signage both on site and within proximity to the project site
- Site Plan showing the location of existing signage and proposed signage, dimensioned signage setbacks, sidewalks, driveways, and right-of-ways
- Proposed signage graphics (fully dimensioned, scaled drawings, including materials and colors, and night view)
- Perspective renderings (emphasis on pedestrian/automobile scale viewsheds)
- Illustration of the proposed signage that meets Ch. 31, MGO compared to what is being requested.
- Graphic of the proposed signage as it relates to what the Ch. 31, MGO would permit



July 1, 2020

Janine Glaeser
Secretary of the Urban Design Commission
Madison Department of Planning & Community & Economic Development Planning
Madison Municipal Building, Suite LL-100
215 Martin Luther King, Jr. Blvd

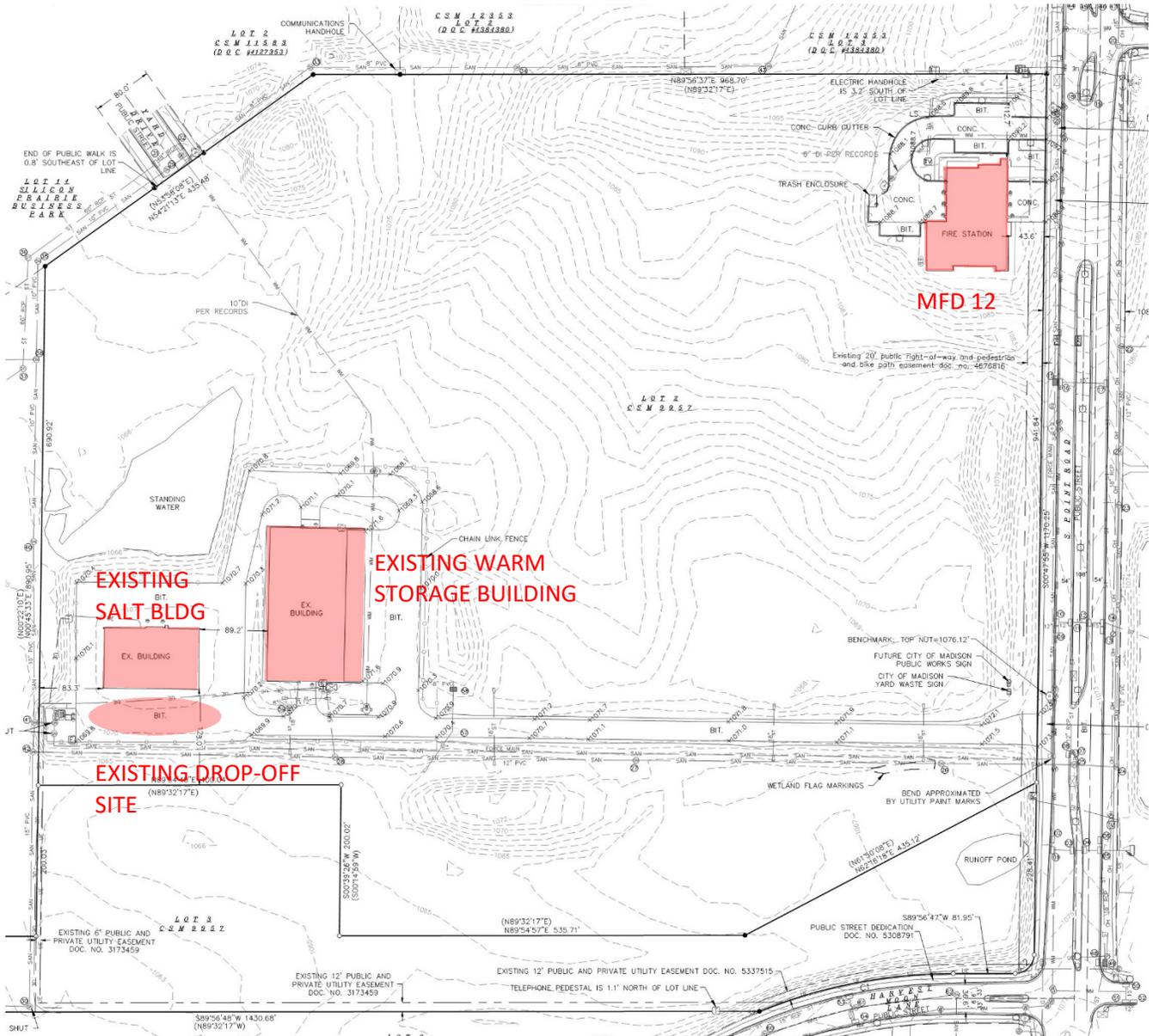
RE: Madison Far West Public Works Facility – Master Plan | Informational Presentation

Engberg Anderson is pleased to submit an application to the Urban Design Commission for the Madison Far West Public Works Facility.

The project consists of programming and initial planning for a new public works facility on the existing Far West Public Works campus. The project is located within an area of Madison which is expected to have considerable growth over the next twenty years. Therefore, the location is key in allowing Public Works to effectively and efficiently handle plowing, street maintenance and park related operations for the west side of Madison.

The site, 402 South Point Rd., currently includes the following existing facilities / uses on the roughly 38 acre site:

- Madison Fire Department Station 12 (on a separate adjacent parcel – 400 South Point Rd.).
- A Public Works salt storage building.
- A Public Works warm vehicle storage building.
- A Streets & Recycling drop-off site.



The planned facility and site include the following components:

- Vehicle/equipment storage, maintenance, wash bay, shop space, and office space facility.
- New/relocated salt storage building.
- Heavy duty storage bins and open storage areas
- Maintain the existing warm storage building.
- Reconfigured Streets & Recycling drop-off site.
- Vehicle fueling island
- Garbage transfer station
- Parking and drive lanes
- Storm water features
- Vehicle scale, fencing, security and other site elements

The City of Madison’s Far West Public Works Facility is expected to include a 140,600 GSF facility with vehicle/equipment storage areas, shop areas, vehicle maintenance areas, and administrative office space. The Far West Public Works campus will include an outdoor fueling station and scale, a 12,000 GSF indoor waste transfer facility, a 9,000 GSF covered salt structure, 10,000 GSF of material storage bins, a 31,000 GSF public waste drop-off area, and preservation of the existing 25,600 GSF warm, vehicle storage structure.

Total accommodations for staff size:

Full time staff:	130 people
Part time / seasonal:	13 people

Number of vehicles stored under cover:

Large:	43
Medium:	37
Small:	68

We are requesting a time to present to the Urban Design Commission on July 1st to obtain feedback on the project. We have attached the following preliminary site plan and contextual images for your information.

Sincerely,

Jim Brown, AIA

Principal

Copied **Matt Gall** City of Madison Engineering

EA File Name: Y:\2019 3005\193062 Far West DPW Facility\1-Project Administration\6-Codes & Zoning\UDC Informational\Letter.Docx

Jim Brown

From: Gall, Matt <MGall@cityofmadison.com>
Sent: Tuesday, June 02, 2020 8:10 AM
To: Skidmore, Paul
Subject: Far West Public Works Facility update
Attachments: 2020_0529_MFWS_PLAN.PDF

Hello Alder Skidmore,

I am writing to update you on the Far West Public Works Facility project, and also to notify you that the team is planning to make its informational presentation at the July 1 UDC meeting.

The estimated project costs (in 2020 dollars) is \$40 Million. We have recommended that the lead agency, Streets, make a CIP budget request for \$1.5M in 2025 for design, and 39,500,000 in 2026.

The consultant team has completed the master site plan (attached) and is wrapping up the report. The main portion of the site occupied by the public works facility includes footprints for buildings, paved areas for vehicle maneuvering and parking, and green space for stormwater management. The green space along the south edge of the site is reserved for stormwater management, and is envisioned as being publicly accessible, with walking paths.

The team is proposing a location at the southeast corner of the site for the emergency responder memorial that you requested. This location was preferred due to its high visibility, as compared to a location behind Fire Station 13, which was also considered. The area immediately to the south of Fire Station 13 is another possible location the memorial, and it may be preferred, especially if the Fire 13 crew will be maintaining the memorial. However, there is a geothermal field located here, and that may limit the amount of space available and be inadequate, depending on the design of the memorial. The existing horizontal geothermal borefield has had performance issues, and Facility Management has discussed replacing it with better performing vertical bores, probably as a component of the public works facility project, which would eliminate the conflict.

DPCED and Traffic Engineering have requested a street reservation for potential continuation of Yard Drive to South Point Road. They also requested that the remaining portion (4 acres) of the site north of the street reservation be planned for potential development. This area features steep grades, and would require a great deal of site work and expense to make buildable. A very small EVOC could be located here, but there are other locations in the city that would cost less to develop.

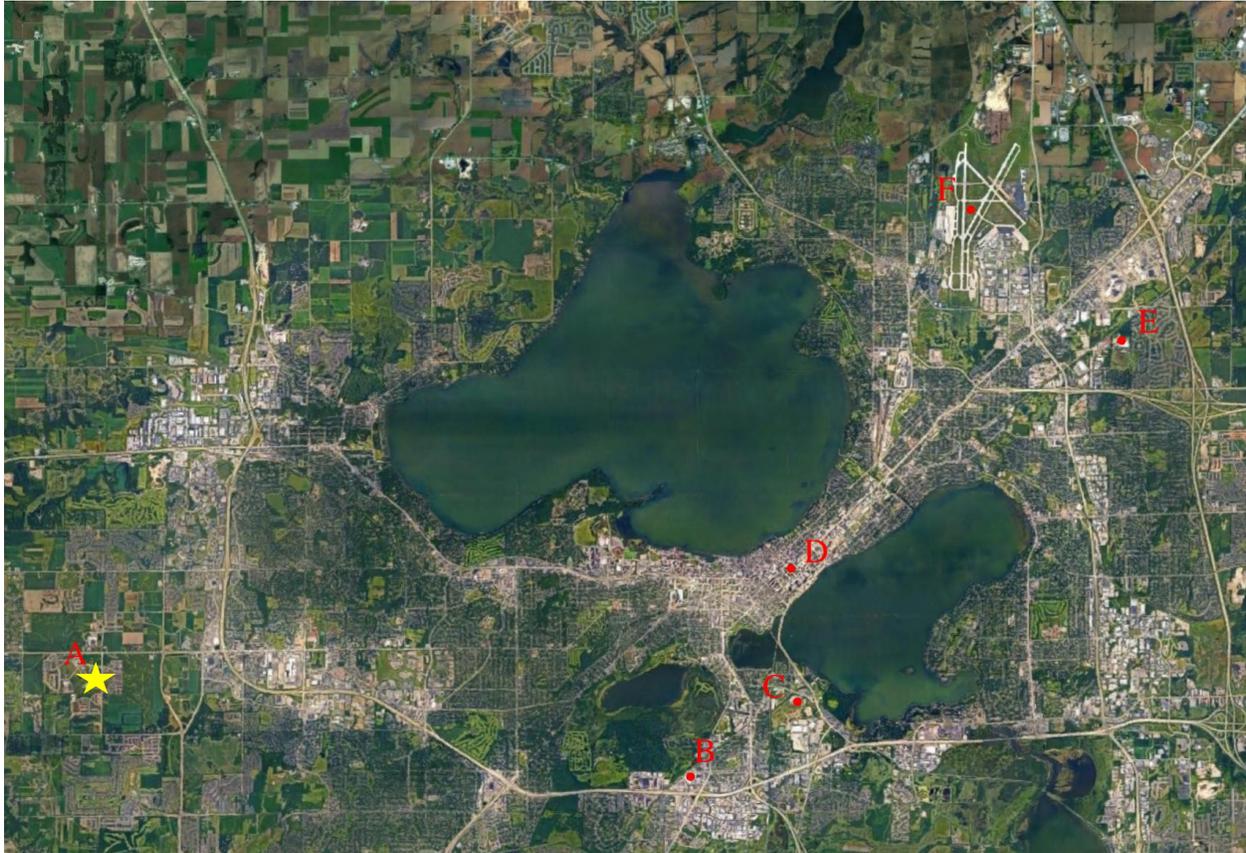
Please respond via email with any questions. Like many others, I am working from home and not available at my desk phone, but could arrange a call from my personal phone to discuss, if you prefer.

Sincerely,

Matt Gall, LEED AP

City of Madison Department of Public Works
Engineering Division – Facilities and Sustainability
City-County Building, Room 115
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703
mgall@cityofmadison.com

SITE LOCATION PLAN:



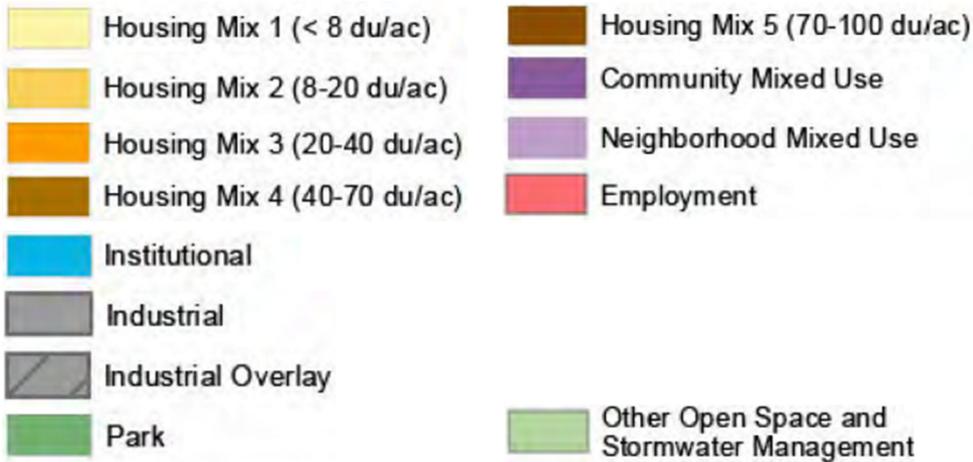
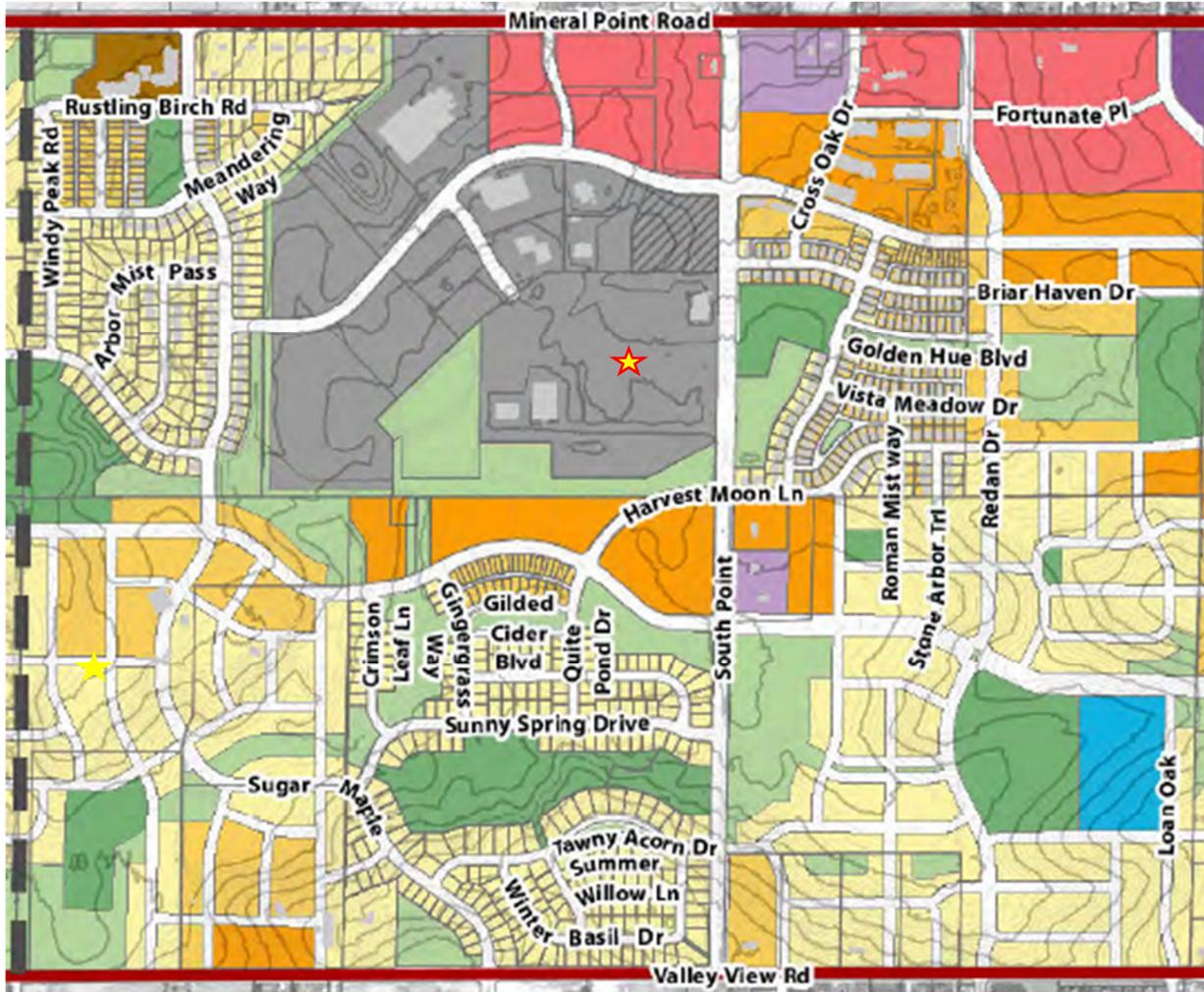
- A – Far West Public Works Facility Site
- B – Existing Public Works Facility – Badger Road
- C – Existing Public Works Transfer Station – Olin Avenue
- D – Wisconsin State Capitol
- E – Existing Public Works Facility – Sycamore Avenue
- F – Dane County Airport

Distances:

Far West Public Works Facility to Badger Road Facility	8.8 Miles
Far West Public Works Facility to Olin Avenue Transfer Station	11.0 Miles
Far West Public Works Facility to Sycamore Avenue Facility	19.0 Miles

SITE LOCATION MAPS:

Pioneer Neighborhood (Partial)
 Future Land Use and Street Plan



 Far West Public Works Facility Site



3 - View from South Point Road looking northeast.



4 - View from South Point Road looking southwest.



5 - View from Yard Drive southeast.



6 - View from South Point Road looking at Madison fire Station 12 (north of site).



7 - View of the north side of the existing warm storage building looking west.



8 - View of the east side of the existing warm storage building looking south.



9 - View of the southwest corner of the existing warm storage building looking west.



10 - View of the south side of the existing salt storage building (and drop-off site) looking west.



11 - View of the north side of the existing salt storage building looking west.

- LEGEND:**
-  EXISTING WETLAND/DETENTION POND
 -  PROPOSED STORMWATER BASINS
 -  PROPOSED TREE
 -  PROPOSED CHAIN LINK FENCE
 -  EXISTING CHAIN LINK FENCE

- DESIGN NOTES:**
1. EXTERIOR PARKING: 106 SPACES
 2. STORMWATER BASINS: 2.66 AC

SITE STATISTICS:

PROPERTY AREA - 30.88 ACRES
 APPROXIMATE DEVELOPED AREA - 22 ACRES
 APPROXIMATE IMPERVIOUS AREA (EXCLUDING BLD FOOTPRINTS) - 6.43 ACRES
 CHAIN LINK FENCE = 3,284 LF (2,267 LF PROPOSED, 1,017 LF EXISTING)

APPROXIMATE LANDSCAPE REQUIREMENTS:

1ST 5 ACRES - (217,800/300)X5 = 3,630
 REMAINING ACREAGE - (545,420/100) = 5,454
 APPROXIMATE LANDSCAPE POINTS REQUIRED - TOTAL 9,084 POINTS



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