URBAN DESIGN COMMISSION APPLICATION



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:	
Date Received	Initial Submittal
Paid	Revised Submittal

Complete all sections of this application, including the desired meeting date and the action requested. If your project requires both UDC and Land Use application submittals, a completed Land Use Application and If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

	be submitted.	are also required to	ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.
1.	Project Information		
	Address (list all addresses on the pr	oject site):	
	Title:		
2.	Application Type (check all that	apply) and Requested Da	ate
	UDC meeting date requested		
	New development		or previously-approved development
	Informational	Initial Approval	Final Approval
3.	Project Type		
	Project in an Urban Design Dist	trict	Signage
	Project in the Downtown Core I	` ''	Comprehensive Design Review (CDR)
	Mixed-Use District (UMX), or Mix		Modifications of Height, Area, and Setback
	Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)		Sign Exceptions as noted in <u>Sec. 31.043(3)</u> , MGO
	Planned Development (PD)		Other
	General Development Pla	n (GDP)	Please specify
	Specific Implementation F	Plan (SIP)	
	Planned Multi-Use Site or Resid	dential Building Complex	
4.	Applicant, Agent, and Property	Owner Information	
	Applicant name		_ Company
	Street address		City/State/Zip
Project contact person			Company
	Street address		City/State/Zip
	Telephone		Email
	Property owner (if not applicant)		
	Street address		City/State/Zip
	Telephone		
	Di anno Di anno di Contra della	Dec	PAGE 1 OF 4

URBAN DESIGN COMMISSION APPROVAL PROCESS



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:

- <u>Informational Presentation</u>. A request for an Informational Presentation to the UDC may be requested prior to seeking any approvals to obtain early feedback and direction before undertaking detailed design efforts. 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 Modification requests)
- <u>Initial Approval</u>. 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.
- <u>Final Approval</u>. 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

The Urban Design Commission meets virtually via Zoom, typically on the second and fourth Wednesdays of each month at 4:30 p.m. Applicant presentations are strongly encouraged, although not required. Prior to the meeting, each individual speaker is required to complete an online registration form to speak at the meeting. A link to complete the online registration will be provided by staff prior to the meeting. Please note that individual presentations will be limited to a **maximum of three (3) minutes**. The pooling of time may be utilized to provide one speaker more time to present, however the additional time will be based on the number of registrants from the applicant team, i.e. two (2) applicant registrants = six (6) minutes for one (1) speaker.

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. Please note that presentation slides, in a PDF file format, are required to be submitted **the Friday before** the UDC meeting.

URBAN DESIGN DEVELOPMENT PLANS CHECKLIST



The items listed below are minimum 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. Informa	tional Presentation		
	Locator Map)	Requirements for All Plan Sheets
	Letter of Intent (If the project is within		1. Title block
	an Urban Design District, a summary of how the development proposal addresses		2. Sheet number
	the district criteria is required)	Providing additional information beyond these	3. North arrow
	Contextual site information, including	minimums may generate	4. Scale, both written and graphic
	photographs and layout of adjacent buildings/structures	a greater level of feedback	5. Date
	Site Plan	from the Commission.	Fully dimensioned plans, scaled at 1"= 40' or larger
	Two-dimensional (2D) images of		** All plans must be legible, including
_	proposed buildings or structures.	J	the full-sized landscape and lighting plans (if required)
2. Initial A	pproval		
	Locator Map)
	Letter of Intent (If the project is within a development proposal addresses the distri		ry of <u>how</u> the Providing additional
	Contextual site information, including photogr	aphs and layout of adjacent building	gs/structures information
	Site Plan showing location of existing and bike parking, and existing trees over 18" di		minimums may
	Landscape Plan and Plant List (must be legi	ble)	generate a greater level of
	Building Elevations in both black & white ar and color callouts	nd color for all building sides, inclu	ding material feedback from the Commission.
	PD text and Letter of Intent (if applicable)		J
3. Final Ap	proval		
All the r	equirements of the Initial Approval (see abo	ve), plus :	
	Grading Plan		
	Lighting Plan, including fixture cut sheets a	nd photometrics plan (must be le	gible)
	Utility/HVAC equipment location and scree	ning details (with a rooftop plan i	if roof-mounted)
	Site Plan showing site amenities, fencing, to	rash, bike parking, etc. (if applical	ole)
	PD text and Letter of Intent (if applicable)		
	Samples of the exterior building materials		
	Proposed sign areas and types (if applicable	e)	
4. Signage	Approval (Comprehensive Design Review (CDR), Sign Modifications, and Sig	n Exceptions (per <u>Sec. 31.043(3)</u>)
	Locator Map		
	Letter of Intent (a summary of <u>how</u> the propose		
	Contextual site information, including pho project site		
	Site Plan showing the location of existing si driveways, and right-of-ways	gnage and proposed signage, dim	nensioned signage setbacks, sidewalks
	Proposed signage graphics (fully dimension	-	· ·
	Perspective renderings (emphasis on pedes		·
	Illustration of the proposed signage that m	•	÷ ,
	Graphic of the proposed signage as it relate	es to what the <u>Ch. 31, MGO</u> would	d permit

5. Required Submittal Materials

Application Form

• A completed application form is required for <u>each</u> 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.

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 Comprehensive Design Review (CDR) or Signage Modification review criteria is required.

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

Filing Fee (Refer to Section 7 (below) for a list of application fees by request type)

Electronic Submittal

- Complete electronic submittals <u>must</u> be received prior to the application deadline before an application will be scheduled
 for a UDC meeting. Late materials will not be accepted. All plans must be legible and scalable when reduced. Individual
 PDF files of each item submitted should be submitted via email to <u>UDCapplications@cityofmadison.com</u>. The email
 must include the project address, project name, and applicant name.
- Email Size Limits. Note that <u>an individual email cannot exceed 20MB</u> and <u>it is the responsibility of the applicant</u> to present files in a manner that can be accepted. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.

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.

•	App	plicant Declarations		
	1.	Prior to submitting this application, the applicant is required to discu	uss the proposed project	twith Urban Design Commission staff
		This application was discussed with and email fe The applicant attests that all required materials are included in thi	andhack dated: 5/30/25	onon
	2.	The applicant attests that all required materials are included in this not provided by the application deadline, the application will consideration.		
	Nan	ne of applicant	Relationship to prop	erty
	Autl	horizing signature of property owner <u>Olica</u> Brown	MMSD	Date
	Ann	disation Filing Foos		

7. Application Filing Fees

6

Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Fees may be paid in-person, via US Mail, or City drop box. If mailed, please mail to: City of Madison Building Inspection, P.O. Box 2984, Madison, WI 53701-2984. The City's drop box is located outside the Municipal Building at 215 Martin Luther King, Jr. Blvd. on the E Doty Street side of the building. Please make checks payable to City Treasurer, and include a completed application form or cover letter indicating the project location and applicant information with all checks mailed or submitted via the City's drop box.

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

Urban Design Districts: \$350 (per §33.24(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 Sign Modifications (of 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

Ryan Signs, Inc.

3007 Perry Street Madison, WI 53713 608-271-7979 Phone mbgrowneyselene@ryansigns.net

July 14, 2025

TO: Jessica Vaughn

Secretary to the City of Madison Urban Design Commission

FROM: Mary Beth Growney Selene, Serving as Agent

RE: MADISON METROPOLITAN SCHOOL DISTRICT

NUESTRO MIUNDO AT FRANK ALLIS COMMUNITY SCHOOL

4201 BUCKEYE ROAD

COMPREHENSIVE DESIGN REVIEW

Dear Urban Design Commission Members;

Attached please find our submittal for your review and approval of a Comprehensive Design Review for MMSD Nuestro Mundo at Frank Allis Community School, located at 4201 Buckeye Road.

BACKGROUND

- 1. The property is owned by the Madison Metropolitan School District.
- Frank Allis School was built in 1936 with multiple additions dating from 1948-1960. The original building on the
 property, a one-room brick Bungalow, opened in 1917. It was demolished in 1955 to allow for the construction of
 one of the additions. The property was donated, under the condition that it be named after the original property
 owner, Frank Allis.
- 3. The property is zoned SR-C1.

REQUEST FOR CONSIDERATION

SIGN DESIGN 1 - MONUMENT SIGN

- A. Approval of new monument sign not to exceed 32/64 square feet in area and 7'-0" in overall height.
 - This sign is larger than allowed by code, which limits the sign to 16/32 sf2 in NET area.)
 - The setback from the street/curb exceeds 32'-0" (1 sf2 of signage for each additional foot of setback beyond 12'-0")
- B. The sign will be internally illuminated and will include light letters on a dark background.
- C. The existing monument sign is 24/48 sf2 (which a variance would allow for).

SIGN DESIGN 2.5 - WALL SIGN - NORTH ELEVATION

- D. Approval of a wall mounted sign on the Georgian Revival architecture, as defined within the sign code. The sign exception will allow for a second wall sign on the same (North) elevation.
 - The placement of this sign allows for the existing FRANK ALLIS SCHOOL sign to remain.
 - o The existing sign is a relief stone panel which is embedded into the main entrance architecture.
- E. Approval for the additional wall sign not to exceed 16 square feet.
 - Setback from the street/curb exceeds 32'-0" (1 sf2 of signage for each additional foot of setback beyond 12'-0").
- F. Approval for the additional wall sign to be placed 20'-0" above curb level.
- G. Approval for an exception to all for the top of the sign to be located 16'-6" from the top of the entrance stairs, with an overall height from curb level of 20'-0" (code allows for 12'-0" height from curb level).
- H. The placement of this sign allows for continued visibility and readability of the Frank Allis School as one approaches the building, due to the placement of the new sign and the existing sign.

GENERAL GUIDELINES

I. Any signage not identified in this Comprehensive Design Review shall comply with Chapter 31.

COMPREHENSIVE DESIGN REVIEW CRITERIA

- A. The sign plan shall create visual harmony between the signs, buildings and building site through unique and exceptional use of materials, design, color, any lighting, and other design elements, and shall result in signs of appropriate scale and character to the uses and buildings on the zoning lot as well as adjacent buildings, structures and uses.
 - a. MONUMENT SIGN: Given the school's setback from the street, the sign size is in scale to the building. The expansive horizontal design of the building lends itself to needing an entrance point. By placing the sign at the main entrance, the school is being sensitive in communicating to parents, students, and visitors, that this is the main (and only) school entrance. This sign is important to the "use" of the building.
 - The new sign will be sustainable, high-quality fabricated aluminum, integrating the school's blue color. Additionally, the sign includes an area for changeable copy, to allow the school to announce and promote activities within the building to parents, students, and visitors. The sign will be illuminated using clean and minimalistic LED lamps. The blue background of the identification portion of the sign as well as the black background of the changeable copy letters are code compliant and sensitive to the residential neighborhood.
 - The new location aligns with the main entrance, whereas the current sign is located near a staff parking lot which is not accessible to the users of the school, and has no relevance or reference to the actual entrance to the building. The increased sign size request is in keeping with the large front yard and building setback from the street, allowing for clear readability of the informational changeable copy portion of the sign. The existing monument sign will be removed when the new monument sign is installed.
 - b. <u>ADDITIONAL WALL SIGN ON NORTH ELEVATION</u>: The non-illuminated wall sign will be sustainable fabricated aluminum with a painted finish. The copy and logo will be raised letters attached to the surface, adding dimension to the design and appealing to the eye. In addition to the school's branding, the copy will match that of the proposed monument sign. The sign will be mounted on the building façade using concealed mechanical fasters. While different in application, both the existing Frank Allis School sign and the proposed Nuestro Mundo Community School sign will have relief graphics.
 - The building is symmetrical in design. Various sign locations have been discussed. Because of the symmetry of the building, centering the sign over the entrance doors fits best with the character of the building's architecture. This sign is intended for pedestrian access and movement, reinforcing the monument sign.
 - The "Frank Allis School" sign is structurally embedded in the building façade and fits with the symmetrical Georgian Revival style of architecture. This sign is part of the school's history and does not represent the current identification of the site. To the best of our knowledge removing this sign is not an option without damaging the integrity of the façade.
 - The two signs honor two eras. There is great pride in both names, within the school community, the MMSD, and the community at large.
- B. Each element of the Sign Plan shall be found to be necessary due to unique or unusual design aspects in the architecture or limitations in the building site or surrounding environment.
 - a. Unlike many other schools in the MMSD, there is only one student/parent/visitor entrance into this building. The placement of the new monument sign will align with the main entrance of the school, and as such, become a manner of wayfinding, focused on vehicular movement. The sign location helps to identify the site, given the building setback (see following images of street view). The request for a sign larger than the sign code permits is to allow for good readability from the road with a 36'-0" setback from the property line. Readable messaging on this sign is intended for the parents, students, visitors, and the community at large.
 - b. The additional wall sign calls out and focuses on the main entrance. The building architecture is symmetrical and leaves no architecturally aligned location for a wall sign elsewhere on the building. The additional wall sign was designed in such a way as to maintain the symmetry of the building and the historical value of the Frank Allis School name, both focused on pedestrian movement.

- C. The Sign Plan does not violate any of the stated purposes of 31.02(1) or 33.24(2). It does not.
- D. All signs will meet the minimum construction requirements of the sign ordinance. **They will.**
- E. The Sign Plan does not include billboards or off-premise directional signs. It does not.
- There are no hazards, no obstruction of views at ingress/egress points, and none of the signs will be located on public property.
 None.

Included below is the intent and commentary of each sign type of signage for the development.

We are requesting approval of the following sign types, as noted:

SIGN TYPE	CODE REFERENCE	SIGN DETAIL	UDC APPROVAL NEEDED
Sign Design 1	31.14 (3)(e) 1.a Code limits ground signs to 32 sf2 "net" area	To allow for the sign to be no larger than 32/64 sf2 in area - Approval of 32 sf2 per face (32/64) with a minimum setback of 32 feet from the street lot line on Buckeye Road. - Sign to be internally illuminated.	- Approval of 32 sf2 per face with a minimum setback of 32 feet from the street lot line on Buckeye Road. Requesting approval as submitted.
Sign Design 2.1	31.14 (3)(e) 1.a Code limits wall signs to 32 sf2 "net" area	To allow for a second wall sign on the north Elevation, not to exceed 16 sf2 in area To allow for an overall height of 20'-0" above the curb level. The sign shall be non-illuminated To allow for the existing FRANK ALLIS SCHOOL relief letters in stone to remain unchanged	Requesting approval as an exception to - Placement of a second wall sign on the north building elevation, - height above curb, as submitted. Requesting approval for the Frank Allis School sign to remain unchanged.
All other signage		To be code compliant	All other signage on the site will comply with Chapter 31 of the Madison General Ordinances.

VEHICULAR VIEWING FROM WEST TO EAST





VEHICULAR VIEWING FROM EAST TO WEST





Site Photos









Thank you for your consideration. We are available to answer questions.

Respectfully Submitted,

RYAN SIGNS, INC.

Mary Beth Growney Selene

President

Serving as Agent for the Madison Metropolitan School District

cc: Madison Metropolitan School District

Ryan Signs, Inc.

3007 Perry Street Madison, WI 53713 608-271-7979 Phone mbgrowneyselene@ryansigns.net

4201 Buckeye Road Nuestro Mundo Elementary School







1.1 D/F Illuminated, Monument Sign w/ Changeable Copy Board

32 Sq Ft



Existing







Ryan Signs, Inc. 3007 Perry Street • Madison, W1 53713 • Tel (608) 271-7979 • Fax (608) 271-7953 MMSD • NUESTRO MUNDO AT FRANK ALLIS ELE. SCHOOL		APPROVED: © Copyright 2024 by Rvan Signs. Inc.
MIMOJ - NUES IKO MUNDU AI FRANK ALLIS ELE. SUTIOUL BRAWN BY. These places are be unables properly of fight Bigs. Inc. and we here here the first gride design work of the gardiposes. They are submitted to proper or pour company for the socie propose of your consideration of whether to prochase from Fight Glogia, Inc., Matthew, Wisconsilla a sign designed and manufactured according to these plans. In anymos of the the employees of your company consideration of whether to prochase from one that the employees of your company or or of these plans to anymos often than employees of your company or not of these plans to anymos often than employees of your company or not of these plans to anymos often than employees of your company or not of these plans to anymos often than employees of your company or not of these plans to anymos often than employees of your company or not of these plans to anymos often than employees of your company or not of these plans to anymos often the manufactured according to the plans. The process of the plans to the process of the plans to the plans the plans that the plans the plans the plans the plans that the plans the plant the plans the plant the plans the plant the plans the plans the plans the plans the plans the plant the plans		

1.2 D/F Illuminated, Monument Sign w/ Changeable Copy Board

16 Sq Ft Allowed by Code [Not asking for approval on 16sf sign, showing what is allowed]



Existing







Ryan Signs, Inc.	SCALE:1/2"=1'.0"	APPROVED:
3007 Perry Street • Madison, WI 53713 •Tel (608) 271-7979 Fax (608) 271-7853	DATE: 8/1/24	- 0004
MMSD - NUESTRO MUNDO AT FRANK ALLIS ELE. SCHOOL	REVISED: 5/23/25	Copyright <u>2024</u> by Ryan Signs, Inc.
	DRAWN BY: KW	
These plans are the exclusive property of Ryan Signs, Inc. and are the result of the original design work of it's employees. They are submitted to you or your company for the sole purpose of your consideration of whether to purchase from Ryan Signs, Inc., Madison, Wisconsin a sign designed and		
manufactured according to these plans. Distribution or exhibition of these plans to anyone other than employees of your company or use of these plans to construct a sign similar to the one embodied herein is expressly prohibited. In the event that such use, distribution or exhibition occurs, the undersigned		
expressly agrees to pay to Ryan Signs, Inc. the sum of 25% of our purchase price as quoted to you. This covenant of payment is acknowledged to be compensation for the time, effort and talent devoted to the preparation of the plans.		
compensation for the time, errort and talent devoted to the preparation of the plans.		

Existing





2.5 Non Illuminated, Sign Band



Existing





Ryan Signs, Inc.	SCALE: VARIES APPROVED:	
3007 Perry Street Madison, WI 53713 STEL (608) 271-7979 Fax (608) 271-7853 MMSD - NUESTRO MUNDO AT FRANK ALLIS ELE, SCHOOL	DATE: 8/7/24 REVISED: 8/4/25 DRAWN BY: KW OCopyright 20/2 Ryan Signs, Inc.	
These plans are the exclusive property of Ryan Signs, Inc. and are the result of the original design work of it's employees. They are submitted to you or your company for the sole purpose of your consideration of whether to purchase from Ryan Signs, Inc., Madison, Wisconsin a sign designed and manufactured according to these plans. Distribution or exhibition of these plans to anymon other time memployees of your company or use of these plans		

3/8"=1'.0"

