



PREPARED FOR THE URBAN DESIGN COMMISSION

**Project Address:** 3737 E. Washington Avenue  
**Application Type:** Appeal to the UDC from Decision of Zoning Administrator  
**Legistar File ID #** [56387](#)  
**Prepared By:** Janine Glaeser, UDC Secretary

## Background Information

**Applicant | Contact:** Brian H. Potts, Perkins Coie, Madison, WI

**Project Description:** The applicant is requesting an Appeal to the UDC from Decision of Zoning Administrator

**Approval Standards:**

The UDC is an approving body on this request.

Regarding the appeal request, Zoning Code Chapter 33.24(4)(j) [Sign Review Under Chapter 31](#). The Commission shall perform all duties required by [Chapter 31](#), the Sign Control Ordinance, including but not limited to: conducting Comprehensive Design Reviews under [Sec. 31.043](#), hearing requests for modification of height, area and setback for signs, hearing requests for Additional Sign Code Approvals, hearing appeals from decisions of the Zoning Administrator (except those decisions related to structural or mechanical concerns heard by the Building Board of Appeals under [Sec. 31.04\(3\)\(b\)1.](#)) and shall perform any other duties or functions as may be required of the Commission under [Chapter 31](#).

## Procedure

1. Appellant presents its appeal
2. The Zoning Administrator response to the Appellant's presentation
3. Appellant replies to Zoning Administrator's response
4. UDC Deliberation
5. Motion

*"Motion to reverse the Zoning Administrator's Decision."*

*"Motion to affirm the Zoning Administrator's Decision."*

6. UDC Discusses and votes on the Motion
7. Chair Announces Decision