

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 accompanying submittal materials are also required to be submitted.

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.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov 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 project site): 5799 Portage Rd

Title: 5799 Portage Rd Multi-family Complex

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

UDC meeting date requested March 13

- 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)
- Modifications of Height, Area, and Setback
- Sign Exceptions as noted in [Sec. 31.043\(3\)](#), MGO

Other

Please specify _____

4. Applicant, Agent, and Property Owner Information

Applicant name Kirk Biodrowski
Street address 749 University Row Ste 300
Telephone 608-274-2741

Company Potter Lawson
City/State/Zip Middleton, WI 53705
Email kirkb@potterlawson.com

Project contact person Same as above
Street address _____
Telephone _____

Company _____
City/State/Zip _____
Email _____

Property owner (if not applicant) Joseph and Megan Wood
Street address 5799 Portage Rd
Telephone 608-516-5477

City/State/Zip Madison, WI 53718
Email jean@movemode.com

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:

- Informational Presentation. 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)
- 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

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. 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
- 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, including material and color 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
- 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)
- Site Plan showing site amenities, fencing, trash, bike parking, etc. (if applicable)
- PD text and Letter of Intent (if applicable)
- Samples of the exterior building materials
- Proposed sign areas and types (if applicable)

4. Signage Approval (*Comprehensive Design Review (CDR), Sign Modifications, and Sign Exceptions (per [Sec. 31.043\(3\)](#))*)

- Locator Map
- Letter of Intent (a summary of how the proposed signage is consistent with the CDR or Signage Modifications 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

5. Required Submittal Materials

Application Form

- 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.

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 must 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 UDCapplications@cityofmadison.com. The email must include the project address, project name, and applicant name.
- Email Size Limits. Note that an individual email cannot exceed 20MB and it is the responsibility of the applicant 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.

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 Kirk Biodrowski Relationship to property Architect
 Authorizing signature of property owner *Megan Wood* dotloop verified 02/24/24 9:03 AM CST TIES-FYAB-RYXM-EBYK Date 2/24/24

7. Application Filing Fees

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



Date: February 26, 2024

Name: Jessica Vaughn (UDC Secretary)
Address: Department of Planning & Community & Economic Development
215 Martin Luther King Jr Blvd Ste 017
Madison, WI 53701

RE: Informational UDC review
Project No. TBD

Dear: Jessica,

This letter shall serve as a description for the informational UDC meeting to discuss the multi-family complex at 5799 Portage Rd. This site is in the Pumpkin-Hollow Neighborhood. It is currently within the property boundary of the Town of Burke that is scheduled to be annexed into the city of Madison.

The site is currently listed as 8.26 acres. After the purchase and proposed development of the site the city will request the forfeiture of land to the north of the site for future expansion of Hoepker Rd. The total projected site area is 6.75 acres. There is an environmental corridor and wetlands area to the west of the site comprising of another estimated 1.7 acres. The current master plan suggests the addition of a city road through the site. We are currently working with all departments in the city to verify if this road is necessary and prudent to the development of this site as desired by the city. Our proposal assumes the city road will not be required. The site slopes severely from the northeast to the southwest.

The proposed complex consists of four 4-5 story multi-family buildings and one 2-story club house and pool. We have designated areas for additional outdoor recreation and gathering, as well as a dog run area. The master plan proposes a bike path through the site that we have added. There are an estimated 52 units in the 4-story buildings and 65 in the 5-story buildings. We are estimating a total number of units to be between 208-234. The unit counts are within the zoning requirements for a TR-U1 zoned site, and within the "medium-density" of the master plan. We also meet the impervious area and the open space requirements.

We have included underground parking under each building. As the site is not a downtown location, we are trying to maximize the amount of parking on site to accommodate tenant's needs. The units will be market-rate, but we are in discussion with the Alder to provide some work force housing options as well.

We first proposed this concept to the city at a DAT meeting on November 16, 2023. We have since had two meetings with the Alder and two meetings with Tim Parks. Another meeting took place with Sean Malloy of traffic engineering to get clarification on the proposed city road. We have another meeting scheduled with Tim Parks and members of city engineering on February 29, to further discuss the city road issue. The result of this meeting will not affect the building concept designs of which we are most interested to hear feedback.

The proposed buildings will be a unique addition to the Madison market. This is a new modular construction concept with a precast façade system. This system allows us to design a mid-rise, multi-family building with more freedom and interest than is typical in this type of building.

Please review the enclosed documents and contact us with further questions. Thank you.

Name
Date
Page 2 of 2

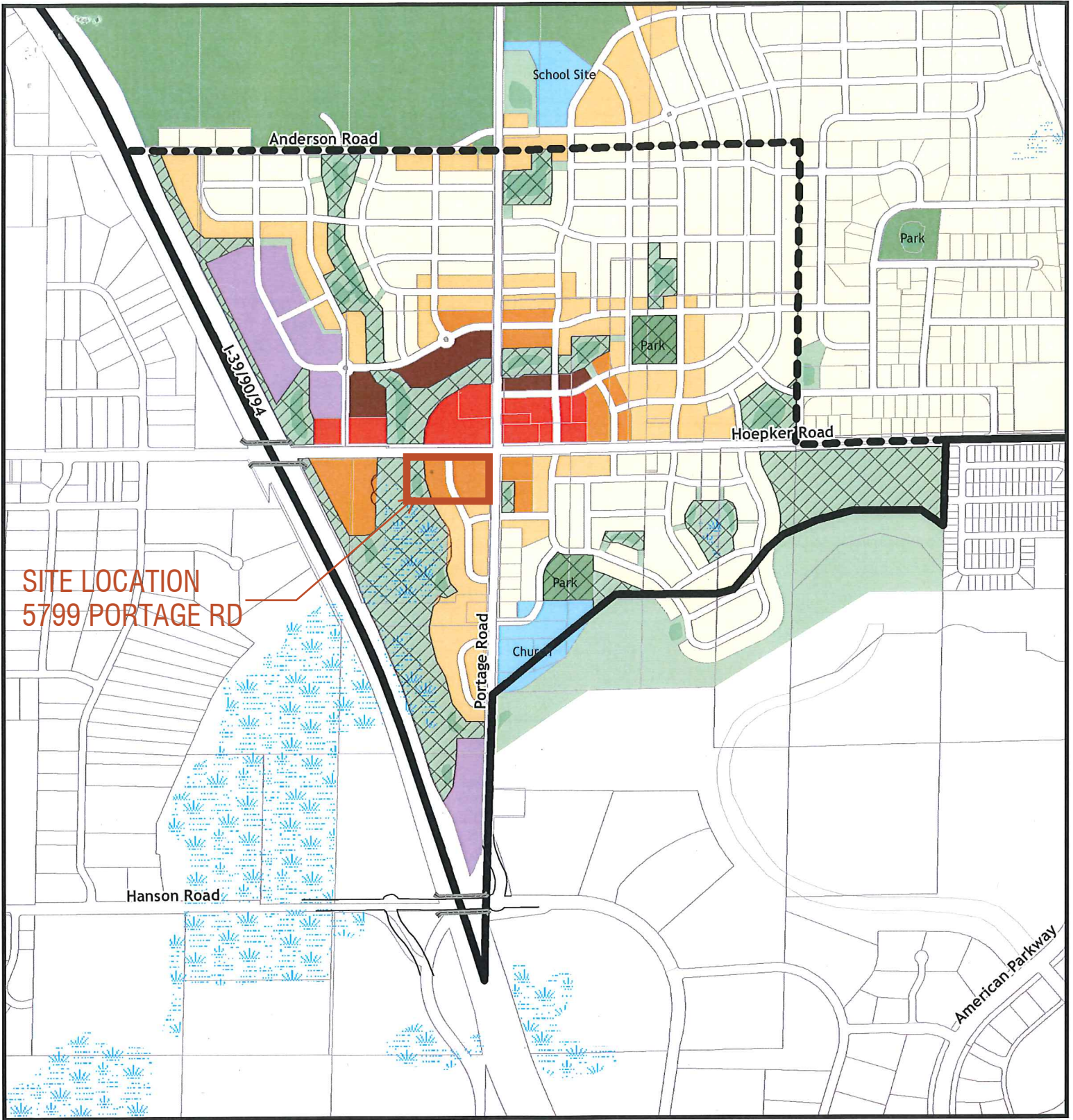
Sincerely,

A handwritten signature in black ink that reads "Kirk Biodrowski". The signature is written in a cursive, flowing style.

Kirk Biodrowski
Project Manager

Enclosures:

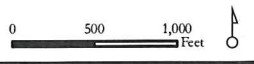
- Informational application
- Email to Alder
- Master Plan land use
- Plans and renderings of proposed project

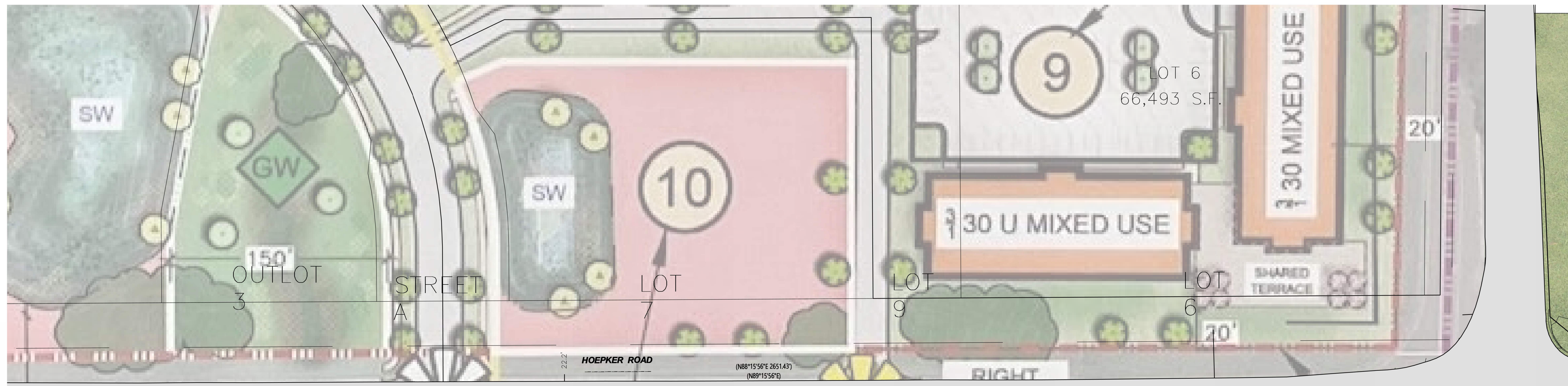


Map 5: Land Use and Street Plan

Pumpkin Hollow CUSA Amendment
October 2008

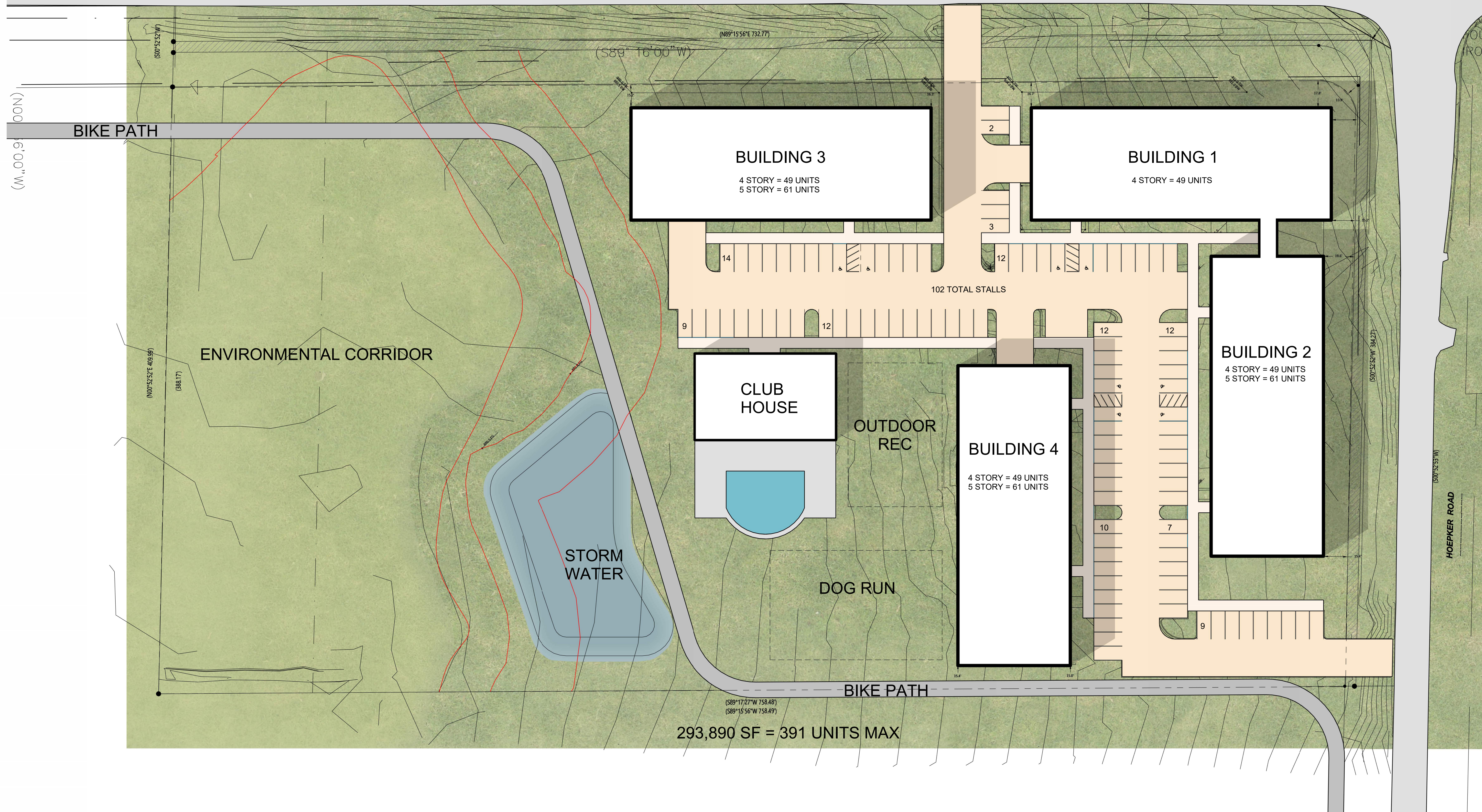
- | | | | | | | | |
|--|------------------------------------|--|--|--|-------------------------------|--|---|
| | Existing CUSA | | Low Density Residential
(0 - 15 units/acre) | | Mixed Use Neighborhood Center | | County / Municipal Park |
| | Proposed CUSA | | Housing Mix 1 | | Potential Employment | | Open Space and
Stormwater Management |
| | Street Right-of-Way | | Housing Mix 2 | | Civic / Institutional | | Potential Stormwater Location |
| | Proposed Environmental
Corridor | | Housing Mix 3 | | Utilities | | Wetland |
| | | | Medium Density Residential
(16 - 40 units/acre) | | | | |
| | | | Housing Mix 4 | | | | |





SITE PLAN NOTES:

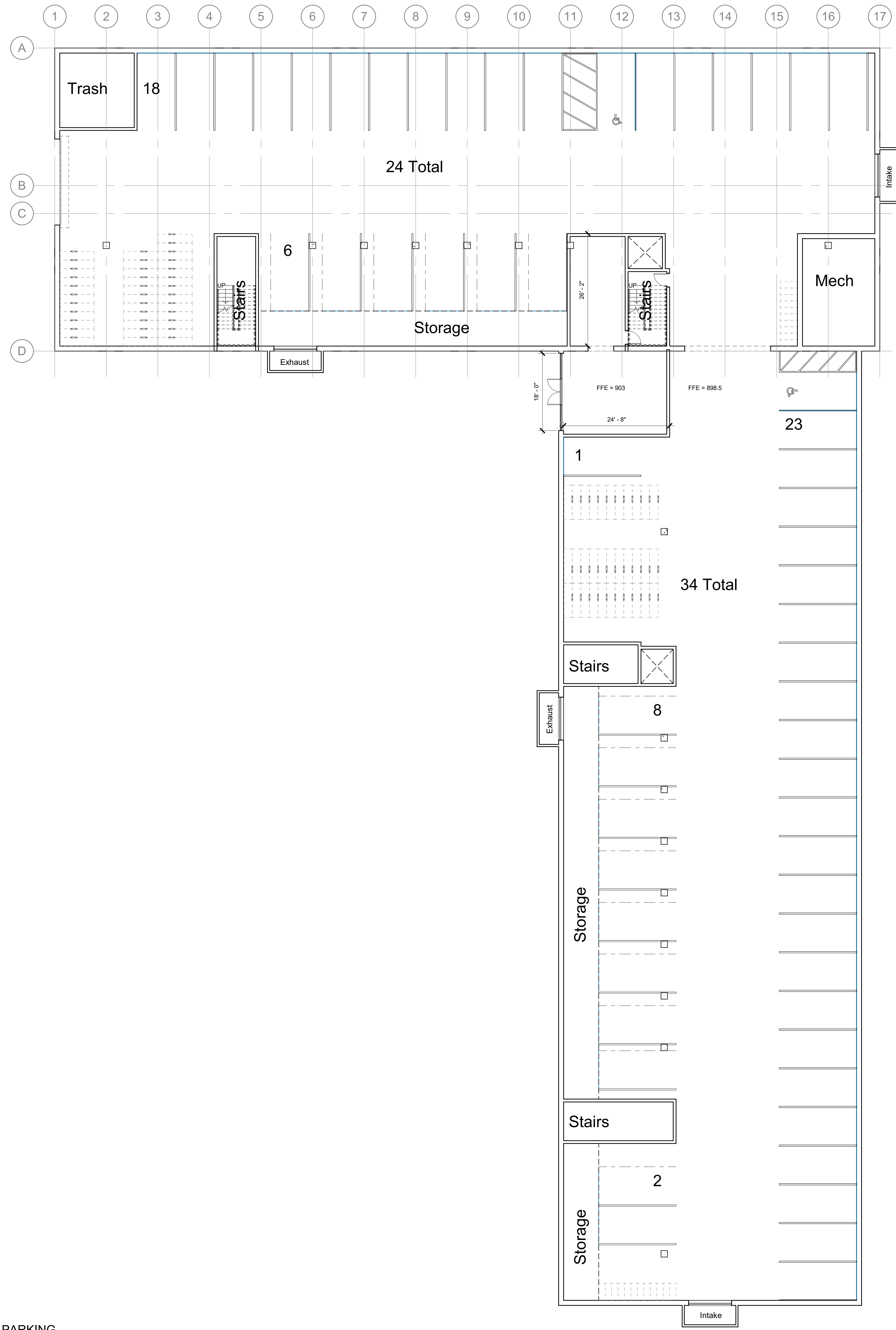
1. SITE ADDRESS 5799 PORTAGE RD
2. PARCEL NUMBER = 08101680003
3. PARCEL AREA = 7.13 ACRES
 ORIGINAL = 7.13 ACRES
 HOEPKER EXPANSION = 0.38 ACRES
 NEW TOTAL = 6.75 ACRES
 ENVIRONMENTAL AREA = 1.70 ACRES
4. MASTER PLAN MEDIUM DENSTY
5. REZONE TR-U1
 A. 750 SF/ UNIT
 SITE = 391 UNITS MAX
 B. 5-STORIES MAX
 C. 75% LOT COVERAGE
 D. USABLE OPEN SPACE SF/ UNIT (160 SF/ UNIT)
6. SITE
 A. 196-232 UNITS (50-60% of max)
 B. PARKING 102 SURFACE STALLS
7. STORMWATER SOUTHWEST CORNER
8. AREAS FOR DOG PARK, WALKING TRAIL, POOL
9. BIKE PATH THROUGH SITE (PER CITY PLANS)



1 SITE PLAN Opt 5
 14 1" = 30'-0"

5799 Portage Rd
 AZUR/ WELLS MULTI-FAMILY - 2023-31-00
 February 26, 2024





PARKING PLAN - BUILDINGS 1-2
 AZURE/ WELLS MULTI-FAMILY - 2023.31.00
 February 26, 2024



1 FIRST FLOOR PLAN
05 1/8" = 1'-0"



1 RENDER 1
06 1/8" = 1'-0"



2 RENDER 2
06 1/8" = 1'-0"



3 RENDER 3
06 1/8" = 1'-0"



4 RENDER 4
06 1/8" = 1'-0"

CONCEPTUAL RENDERING
AZURE/ WELLS MULTI-FAMILY - 2023.31.00
February 26, 2024



1 RENDER 5
07 1/8" = 1'-0"



2 RENDER 6
07 1/8" = 1'-0"



3 RENDER 7
07 1/8" = 1'-0"

CONCEPTUAL RENDERING
AZURE/ WELLS MULTI-FAMILY - 2023.31.00
February 26, 2024