



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Draft URBAN DESIGN COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, September 17, 2025

4:30 PM

Virtual

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### Call to Order/Roll Call

**Present:** 5 - Jessica Klehr; Shane A. Bernau; Anina Mbilinyi; Rafeeq D. Asad and Nicholas L. Hellrood  
**Excused:** 2 - Davy Mayer and David W.J. McLean

### Approval of Minutes

A motion was made by Klehr, seconded by Hellrood, to Approve the Minutes of September 3, 2025. The motion passed by voice vote/other.

### Public Comment

1. [86031](#) Urban Design Commission Public Comment  
None.

### Agenda Overview

Jessica Vaughn gave an overview of the projects.

### Disclosures and Recusals

Commissioner Asad recused himself on Items #8 and 10.

### ROLL CALL

**Present:** 6 - Jessica Klehr; David W.J. McLean; Shane A. Bernau; Anina Mbilinyi; Rafeeq D. Asad and Nicholas L. Hellrood  
**Excused:** 1 - Davy Mayer

### Public Hearing Items

2. [89626](#) 5710-5910 Mineral Point Road - Major Alteration to an Approved Comprehensive Design Review for Signage (CDR). (District 19)  
The motion included the finding that CDR Criteria #2 had not been met.  
  
A motion was made by McLean, seconded by Klehr, to Place On File Without Prejudice. The motion passed by voice vote/other.

3. [89631](#) 702 N Midvale Boulevard - PD-SIP (Planned Development-Specific Implementation Plan) for Heather Crest (aka Kelab Drive) Streetscape Improvements in Urban Design District (UDD) 6. (District 11)

This item was approved as a consent item with the finding that all applicable standards are adequately addressed and with all the staff recommendations contained in the report. The Commission made a finding that the approval standard related to PDs and the guidelines and requirements of UDD 6 have both been met.

**A motion was made by Klehr, seconded by Asad, to Grant Final Approval. The motion passed by voice vote/other.**

### Unfinished Business

4. [81421](#) 223-225 W Gilman Street - Building Addition in the Urban Mixed-Use (UMX) District. (District 2)

The Commission commented that the landscape plan should be revisited to reorganize the landscape beds to better layer plantings, with the taller plantings being located behind the low-lying plantings.

**A motion was made by Klehr, seconded by McLean, to Grant Final Approval. The motion passed by voice vote/other.**

5. [88527](#) 305 N Frances Street + 533 Conklin Place - New Multi-Family Residential Building in UMX Zoning. (District 2)

The Urban Design Commission made an advisory recommendation to the Plan Commission to **APPROVE** the proposed development, with the following conditions:

- Revise the screen material for the above-ground utility boxes at the corner of Frances/Conklin to be more consistent with the building materials (i.e., lighter color, consistent with building, more transparent on the upper portion).
- Revise the north building elevation to include more design or detailing (i.e., windows or masonry detailing, change in color or materials, or articulation in the wall, etc.) along the ground floor, **OR** the landscape plan shall be revised along the north elevation shall be updated to introduce more height - additional narrow upright trees or larger shrubs rather than mostly ground covers.
- The applicant shall revise the fence material to be less opaque at the dog run; it shall be more transparent.
- The continued review of lighting and the above conditions can be completed administratively.

**A motion was made by McLean, seconded by Klehr, to make an advisory recommendation to the Plan Commission to Approve. The motion passed by voice vote/other.**

6. [88482](#) 1601 N Sherman Avenue - Public Building for MMSD Sherman Middle and Malcolm Shabazz High Schools. (District 12)

The motion passed with the following condition:

- Revise the building design of the Sherman Middle School to incorporate more color (i.e. metal panel insets in the window openings, screen shades, entrance overhang, or in the architectural elements at the entrance, or on the north elevation in the cast stone/metal panel, etc.

**A motion was made by Klehr, seconded by Asad, to Grant Initial Approval. The motion passed by voice vote/other.**

### New Business

7. [89441](#) 53 West Towne Mall - Planned Multi-Use Site, New Two-Story Commercial Building with Double Drive-Thru. (District 9)

The motion passed with the following conditions:

- The paving shall be minimized as much as possible,
- The landscape plan shall be reviewed to replace the Stella D'Oro day lilies with an alternative species of perennial or day lily.
- The continued review can be completed administratively.

**A motion was made by Klehr, seconded by McLean, to make an advisory recommendation to the Plan Commission to Approve. The motion passed by voice vote/other.**

### Informational Presentations

8. [89634](#) 5015 Sheboygan Avenue - Amendment to an Existing Planned Development (PD) to Construct a Clubhouse Amenity Building. (District 11)

**The Urban Design Commission Received an Informational Presentation**

9. [89583](#) 425 N Frances Street/450 W Gilman Street - New Multi-Family Residential Building in DC Zoning. (District 2)

**The Urban Design Commission Received an Informational Presentation**

10. [89886](#) 5555 Odana Road & 5534 Medical Circle - New Mixed-Use Building in Urban Design District (UDD) 3. (District 19)

**The Urban Design Commission Received an Informational Presentation**

### Schedule of Meetings

### Secretary's Report

### Business by Members

11. [87114](#) Business by Members

### Adjournment

**The meeting was Adjourned at 9:22 p.m. by unanimous consent.**