

# 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:

Date Received 12-2-24 10:29 pm

☐ 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): 345 West Main Street Madison, WI 53703

Title: Capitol Lakes

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

UDC meeting date requested December 18th, 2024

☐ 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** Jason Erdahl

**Street address** 38 NW Davis Street

**Telephone** (503) 977-5235

**Company** Ankrom Moisan Architects

**City/State/Zip** Portland, OR 97209

**Email** Jasone@ankrommoisan.com

**Project contact person** Jason Erdahl

**Street address** 38 NW Davis Street

**Telephone** (503) 977-5235

**Company** Ankrom Moisan Architects

**City/State/Zip** Portland, OR 97209

**Email** Jasone@ankrommoisan.com

**Property owner (if not applicant)** Capitol Lakes

**Street address** 345 West Main Street

**Telephone** 608-283-2156

**City/State/Zip** Madison, WI 53703

**Email** tconroy@retirement.org

## 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](mailto: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 Jessica Vaughn on 11/26/24.
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 Jason Erdahl Relationship to property Architect

Authorizing signature of property owner  Date 12/2/24

**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

December 2nd, 2024

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

Letter of Intent: 345 West Main Street

To Whom it May Concern:

We Ankrom Moisan Architects LLC are submitting this Letter of Intent on behalf of Capitol lakes retirement community located on 345 West Main Street.

Capitol Lakes Retirement Community functions as a comprehensive campus consisting of four buildings, serving residents in independent living, assisted living, and skilled nursing. The proposed project involves the demolition of the existing Assisted Living building at 345 West Main Street, which currently houses 44 units. This will be replaced by a new 128,200 sq. ft. independent living facility featuring 49 units, thus expanding the campus.

The new independent living building will be connected to the Main Gate building on West Main Street via a third-floor skybridge, providing seamless access for residents to the entire campus. The project will also include the construction of an underground parking garage with 60 parking stalls, replacing the existing five surface parking spaces.

The facility will employ a staff of 3 individuals, with operating hours from 7 a.m. to 5 p.m. The existing staff for the ALF will be reutilized for the new addition and for support at the skilled nursing building. Monday through Saturday, and limited staff on Sundays. The Capital Lakes block is comprised of 18 parcels, with the new building being developed across five parcels totaling 43,774.49 sq. ft., while also extending across a sixth parcel.

Our project is in the Downtown Core neighborhood, adjacent to the Bassett Neighborhood with a design intended to serve as a transition between these two distinct areas. The proposed exterior of the building will feature a combination of materials, including brick on the first floor, two stories of plank siding, and stucco on the fourth floor. The four-story structure will include a rooftop deck and ground-floor units along Broom Street, designed to evoke the character of a residential brownstone, fostering a seamless connection to the street and enhancing the neighborhood's architectural cohesion.

Ankrom Moisan Architects has been selected as the architect and Professional Engineering has been selected as the Civil/landscape architect. We have not selected a general contractor yet.

If you have any questions about this project, you can contact Jason Erdahl at Ankrom Moisan Architects at 1-503-977-5235.

Sincerely,



Jason Erdahl





(AERIAL EXISTING SITE PHOTO)

**PROJECT NARRATIVE**

**SITE:**  
345 West Main Street  
Broom Street between Main Street and Doty Street  
The property is on the same block as Capitol Lakes Senior Living Community.  
**Current Use:**  
A 44 Unit Community Based Residential Facility  
**Zoning:**  
P.U.D (G.D.P) (S.I.P) 342 West Doty Street and 343-353 West Main Street  
Maximum Building Heights: 4 Stories

**PROPOSAL:**  
To remove the existing building and construct a new 4 story approximately 49-unit apartment building for independent seniors. The building would include a below grade parking structure for approximately 50-60 spaces. This building will provide a link to the adjacent building near Main Street so residents can circulate to the other buildings and community services.

**AREA - OVERALL PROGRAM SUMMARY:**  
UNITS - 73,567 SQFT  
BOH - 7,570 SQFT  
CIRCULATION - 14,834 SQFT  
COMMONS - 3,702 SQFT  
PARKING - 26,588 SQFT  
ROOF AMENITY -1,968 SQFT  
**TOTAL - 128,200 SQFT**

**AREA - OVERALL NET UNIT SQFT:**  
2 - 1 BR UNITS  
47 - 2 BR UNITS  
**49 TOTAL UNITS @ 73,567 SQFT**

**VICINITY MAP**



NOT FOR  
CONSTRUCTION



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503.245.7100

1505 5TH AVE, SUITE 300  
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206.576.1600

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415.252.7063

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345 West Main Street Madison, WI 53703

PACIFIC RETIREMENT SERVICES

| REVISION | DATE | REASON FOR ISSUE |
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COVER SHEET

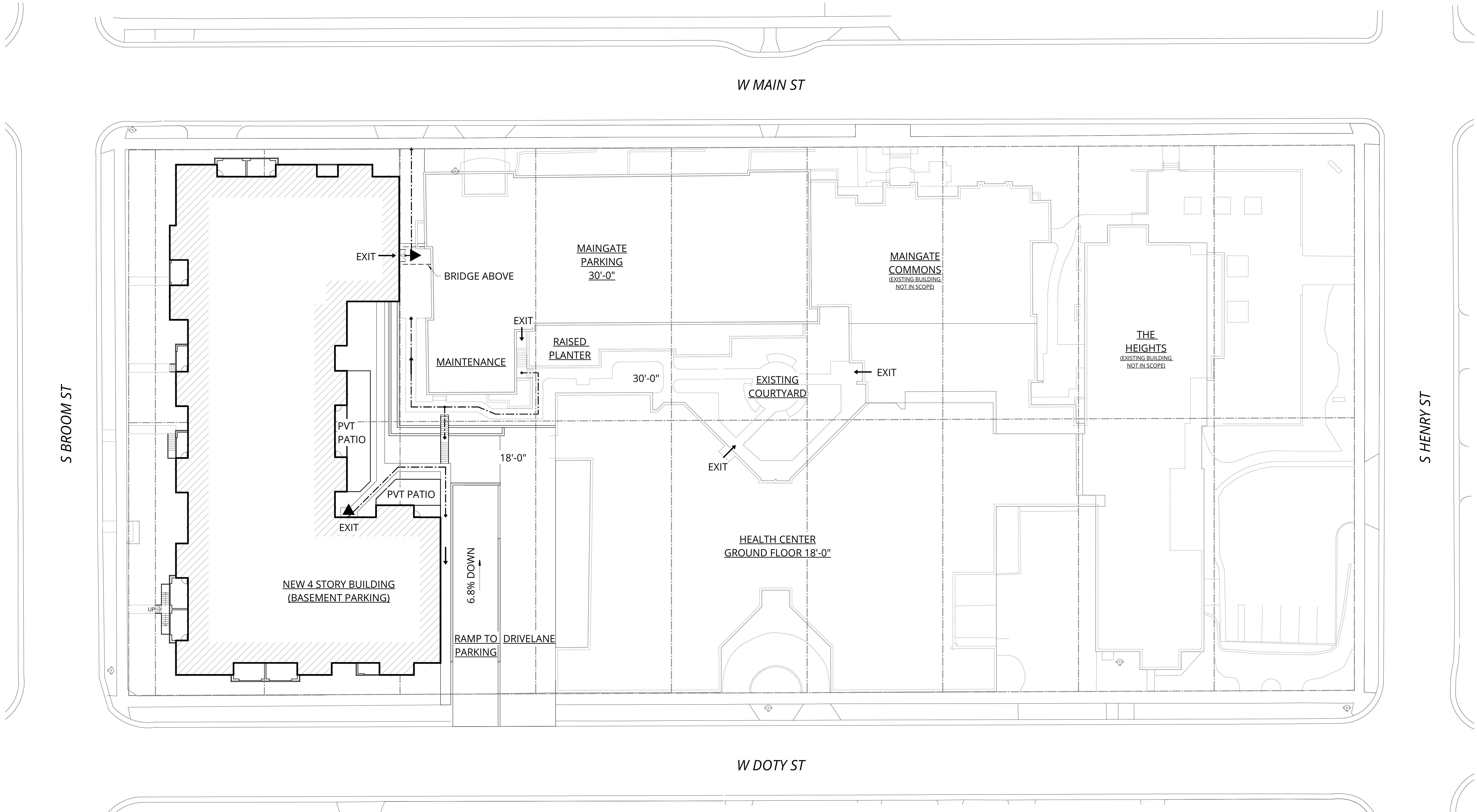
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1 SITE PLAN

1" = 20'-0"



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SITE PLAN

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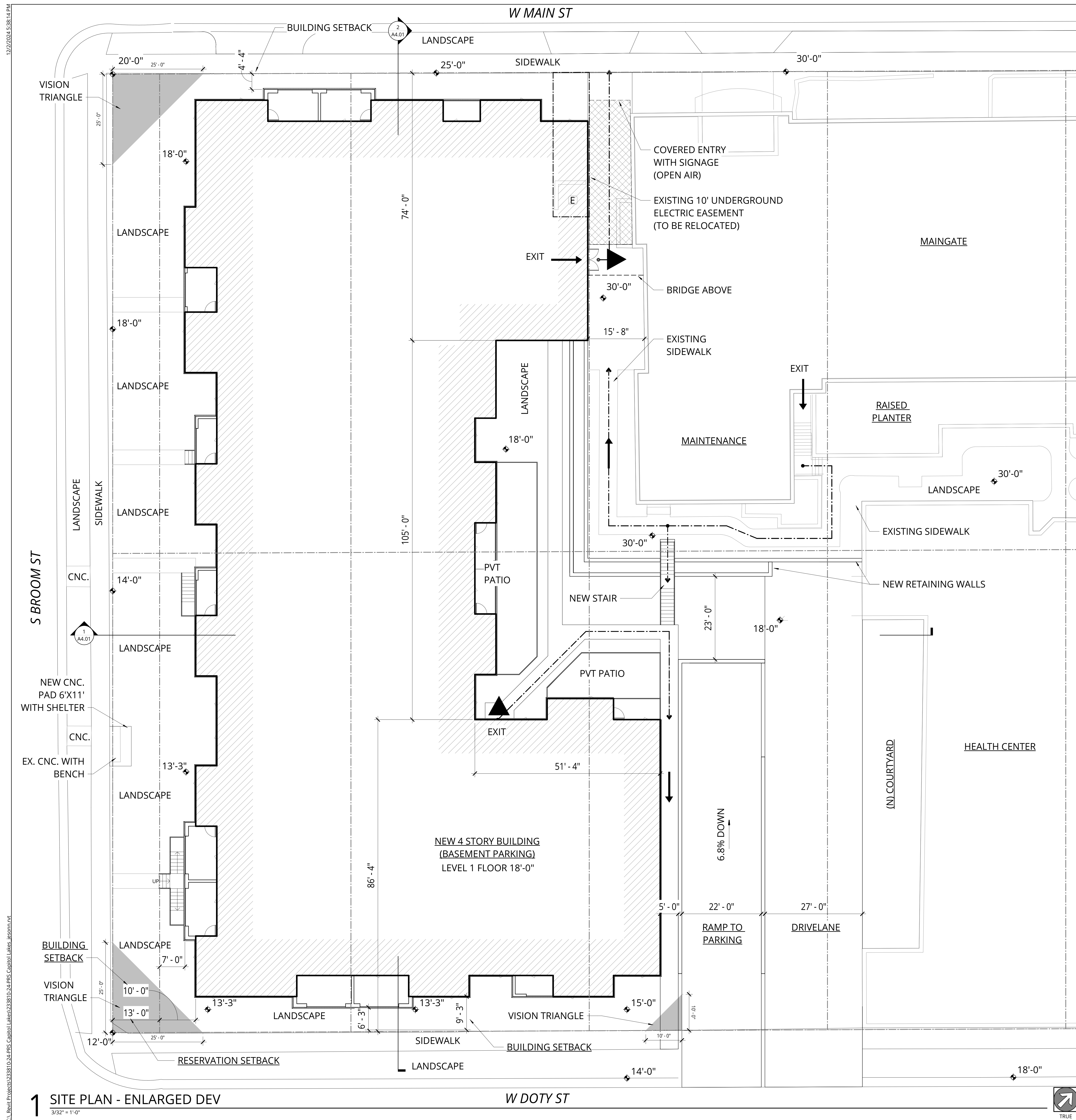


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SITE PLAN -  
ENLARGED

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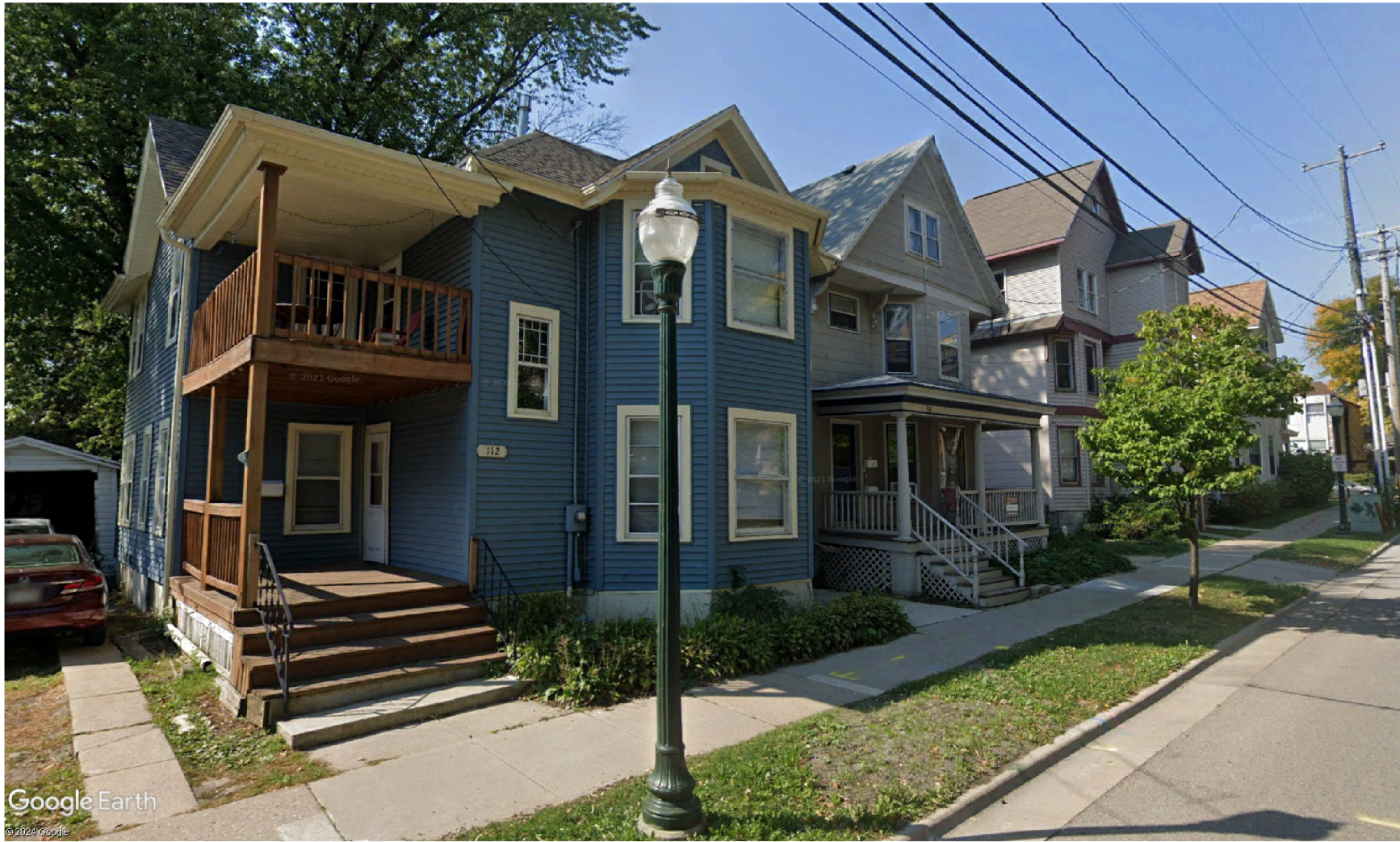
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1: MAINGATE BUILDING - DOWNTOWN CORE



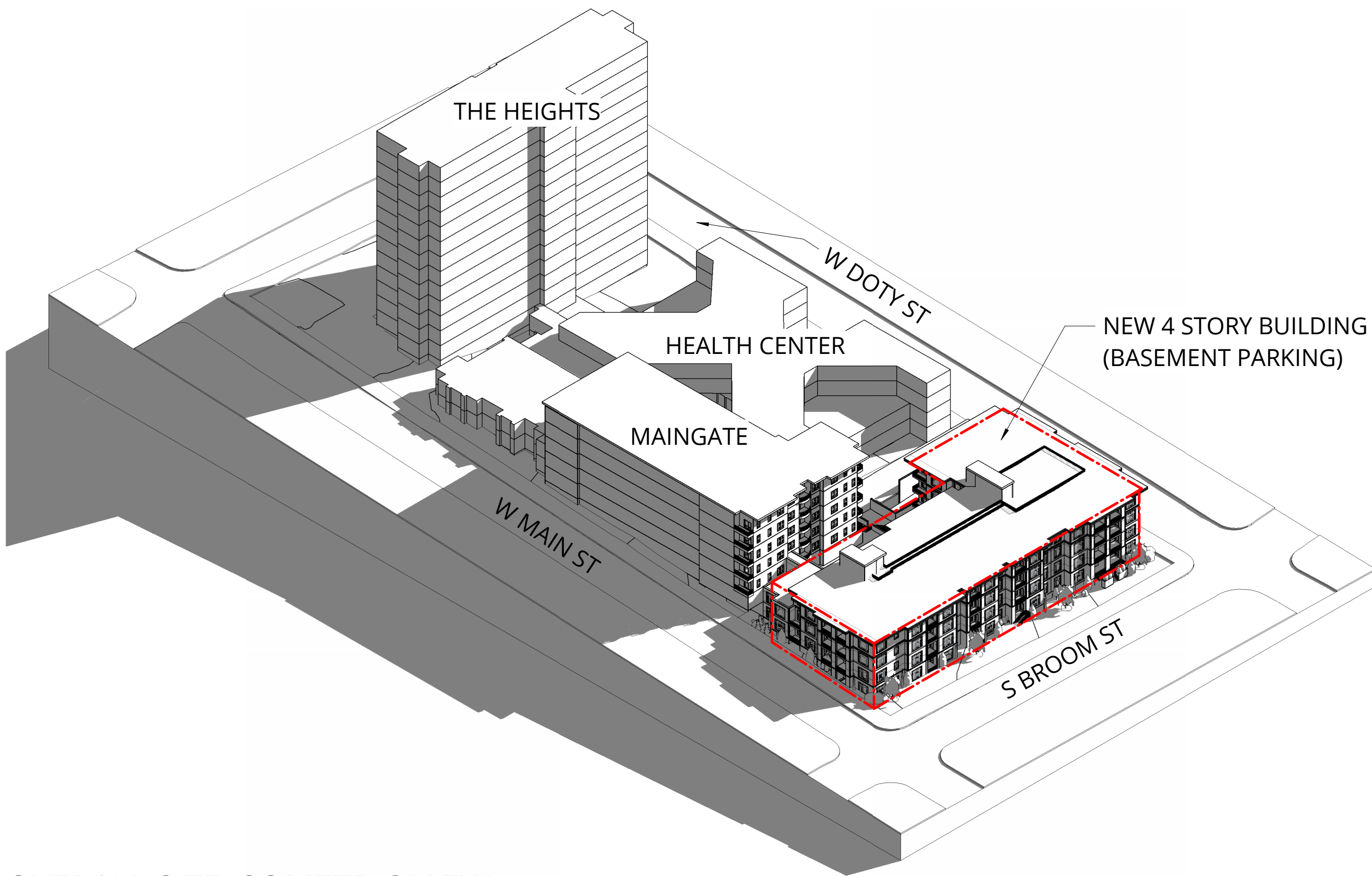
2: WEST MAIN STREET - DOWNTOWN CORE



3: SOUTH BROOM STREET - BASSETT NEIGHBORHOOD



4: WEST DOTY STREET - BASSETT NEIGHBORHOOD



OVERALL SITE ISOMETRIC VIEW



SW CORNER PERSPECTIVE



NW CORNER PERSPECTIVE

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SITE CONTEXT

SCHEMATIC DESIGN

DATE  
12/02/2024

PROJECT NUMBER  
233810

SHEET NUMBER

P1.04



12/02/2024 5:38:06 PM

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GENERAL NOTES - EXTERIOR ELEVATIONS

1. REFER TO SHEET A0.01 FOR 'PROJECT NOTES' APPLICABLE TO ALL PORTIONS OF THE WORK.  
2. SEE SHEET AX.XX FOR WINDOW AND LOUVER INFORMATION.

EXTERIOR ELEVATIONS LEGEND

- STUCCO  
BRICK  
FIBER CEMENT LAP SIDING

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BUILDING  
ELEVATIONS

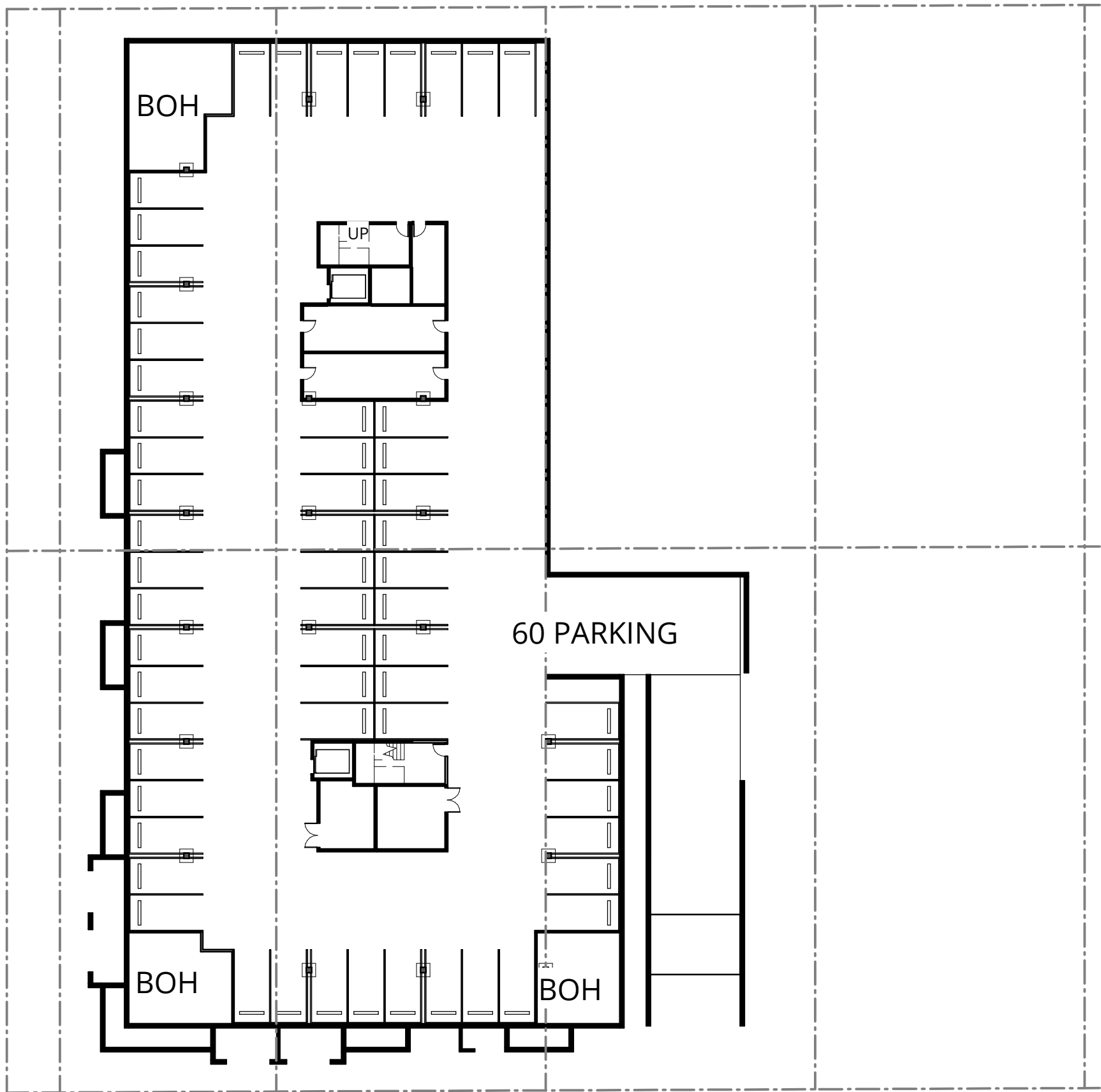
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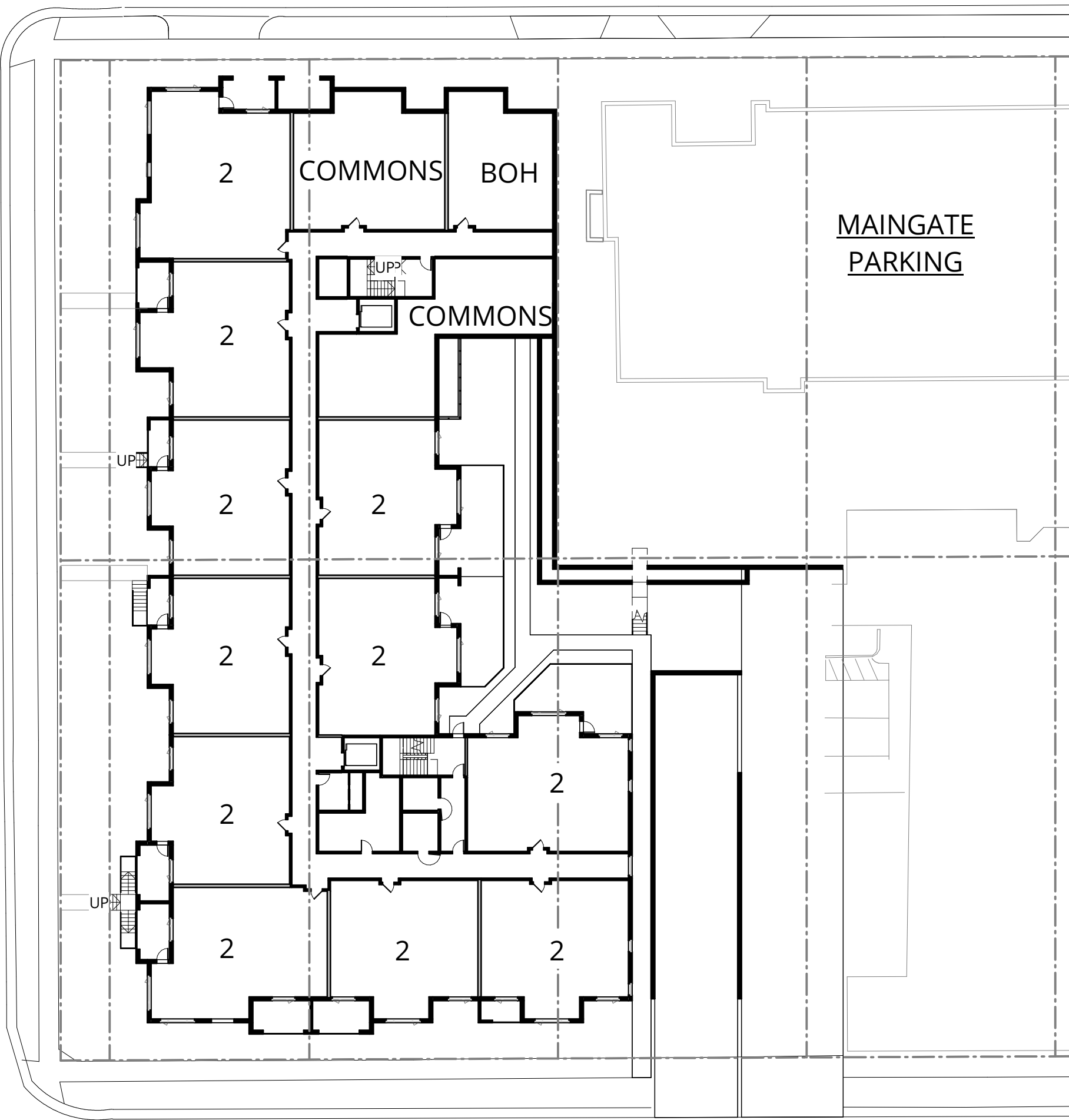
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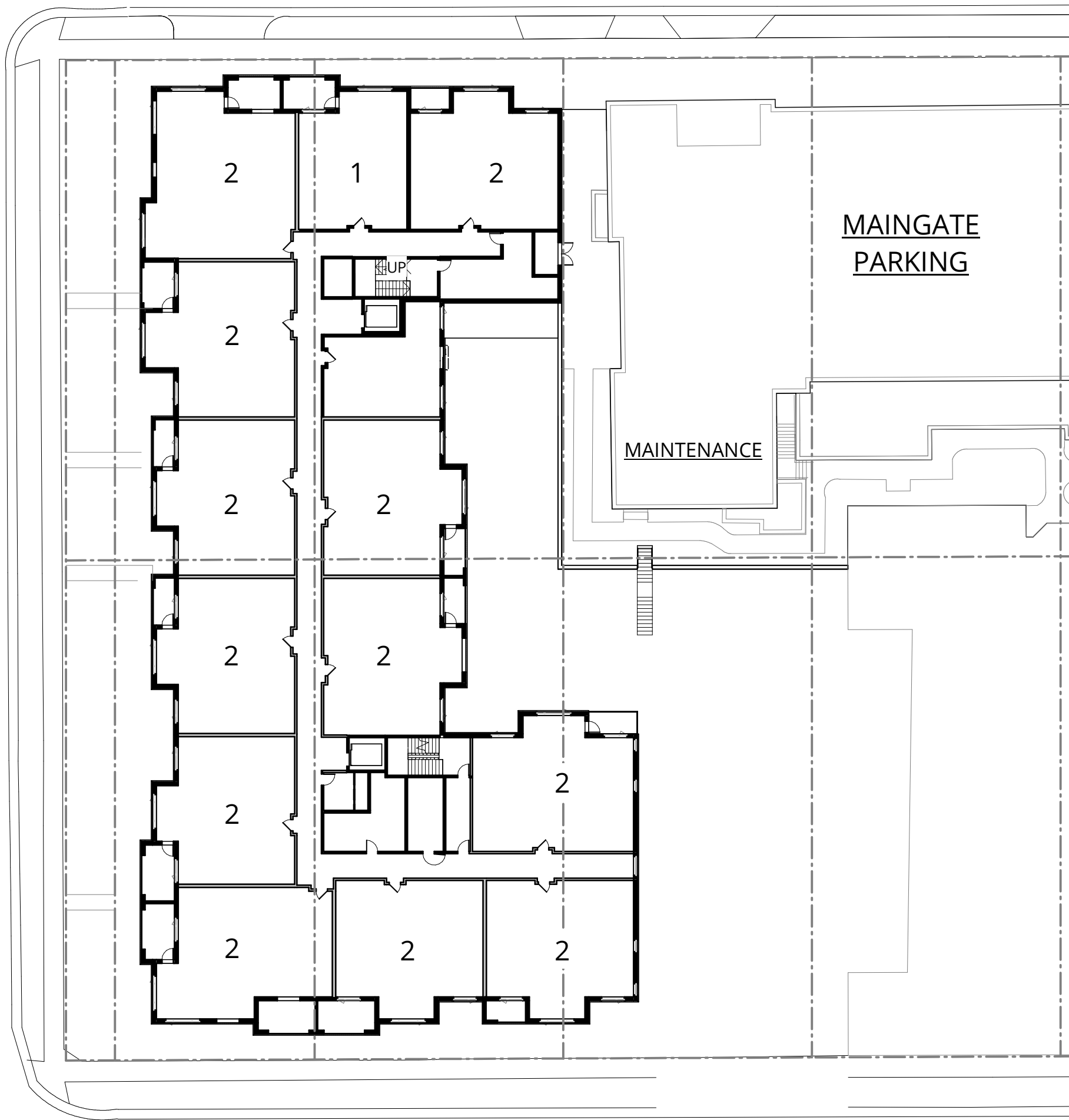




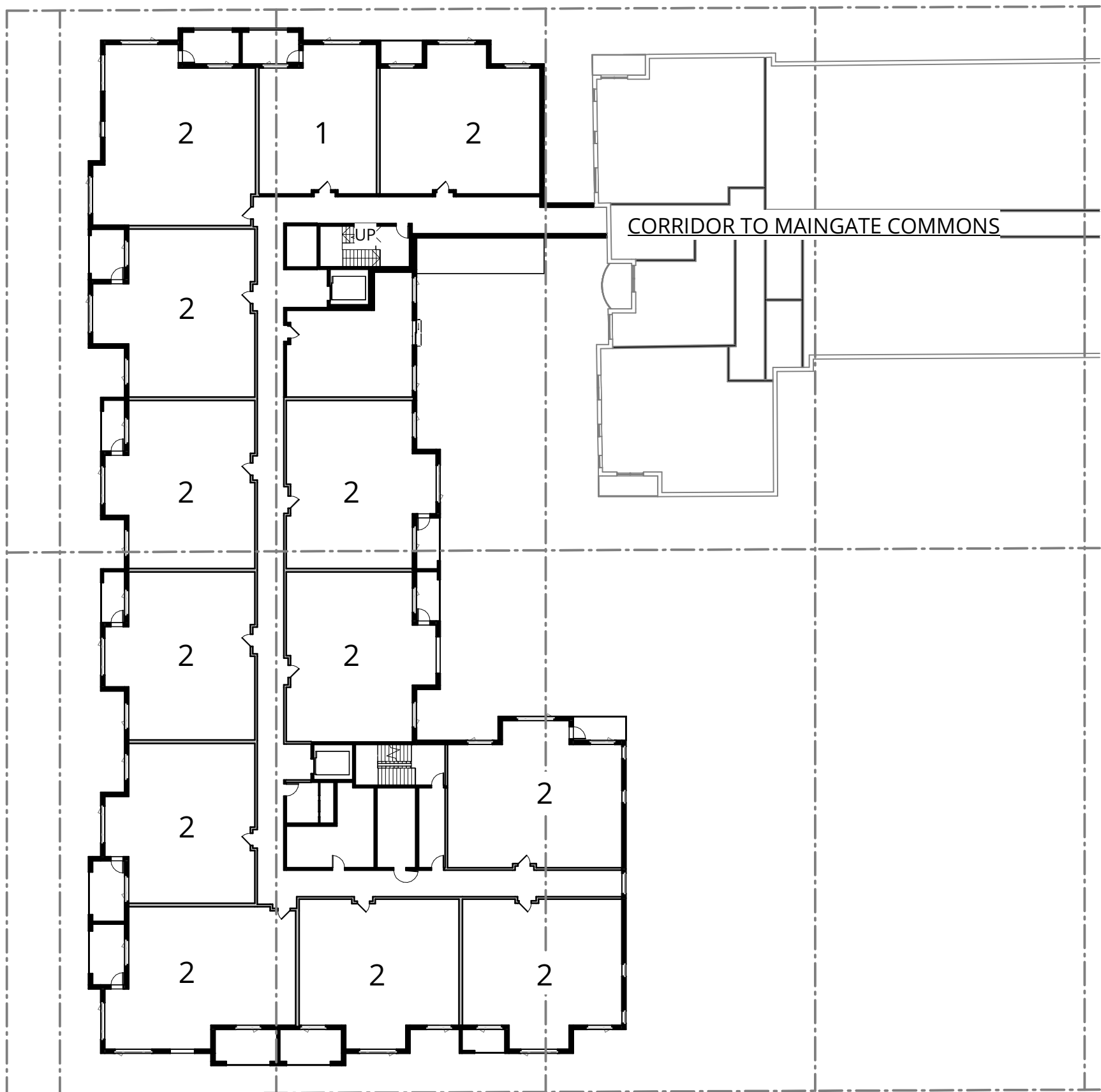
P-1 LEVEL - PLAN  
1" = 30'-0"



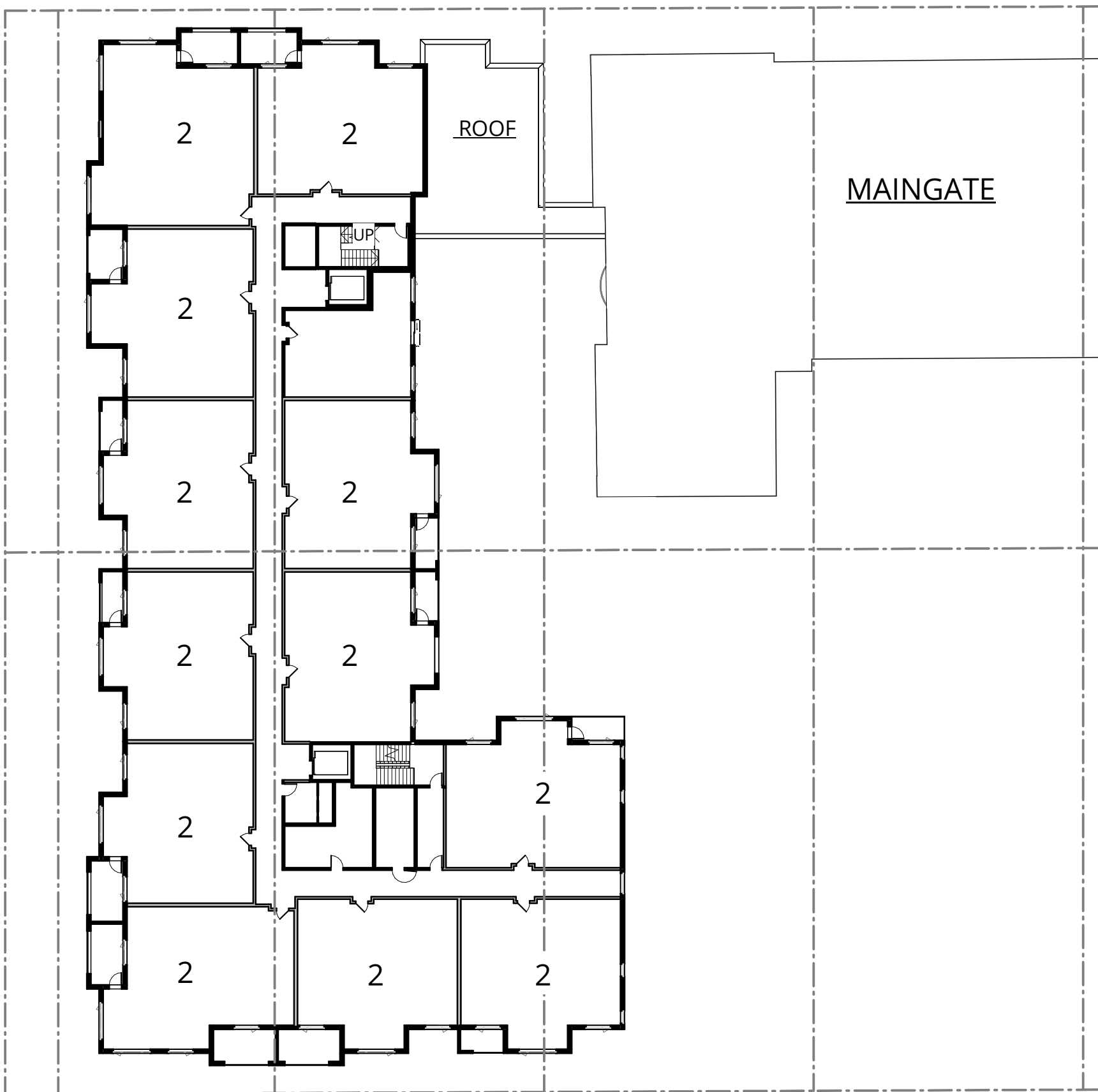
LEVEL 1 - PLAN  
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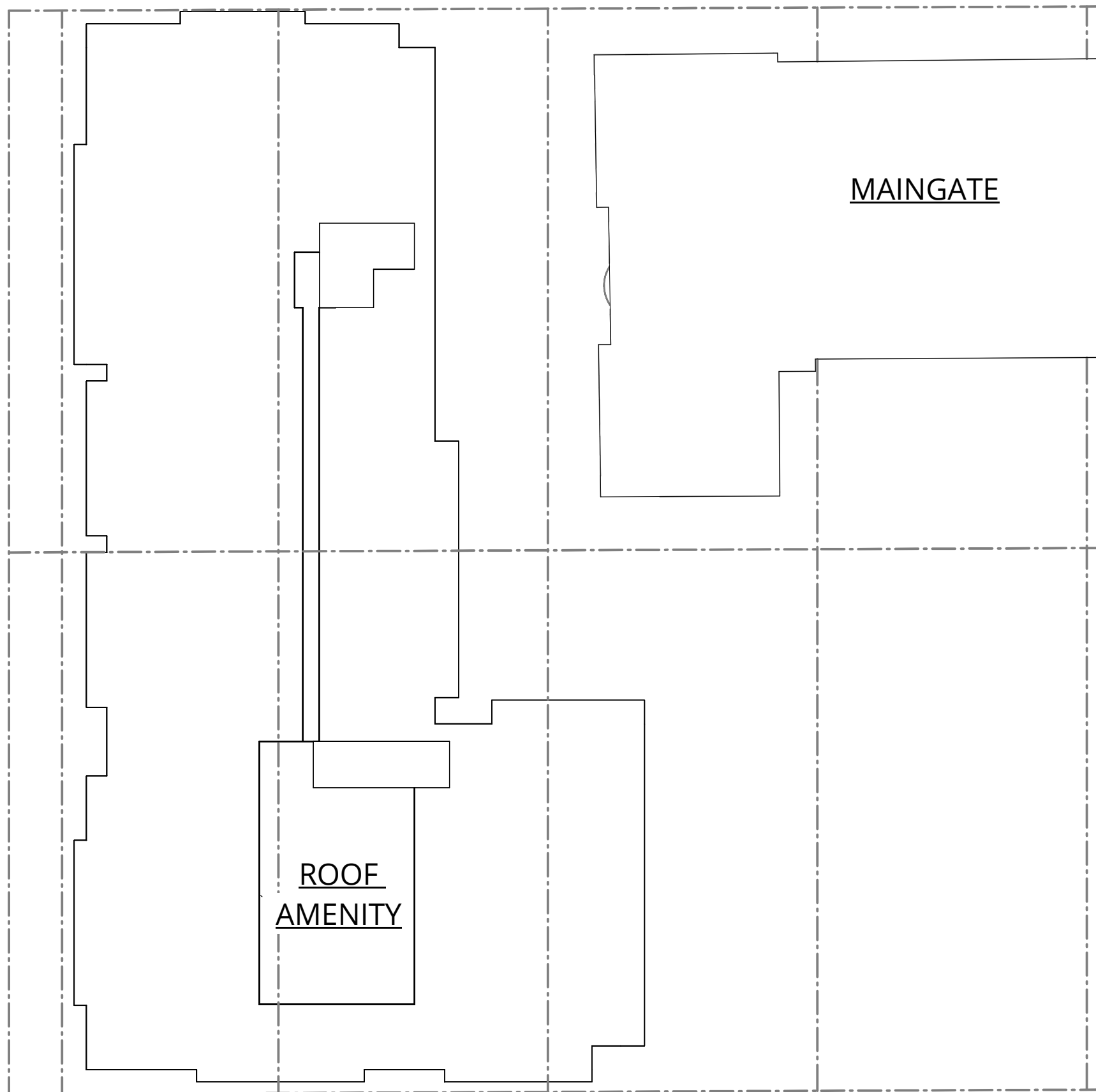
LEVEL 2 - PLAN  
1" = 30'-0"



LEVEL 3 - PLAN  
1" = 30'-0"



LEVEL 4 - PLAN  
1" = 30'-0"



ROOF - PLAN  
1" = 30'-0"

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OVERALL FLOOR  
PLANS

SCHEMATIC DESIGN

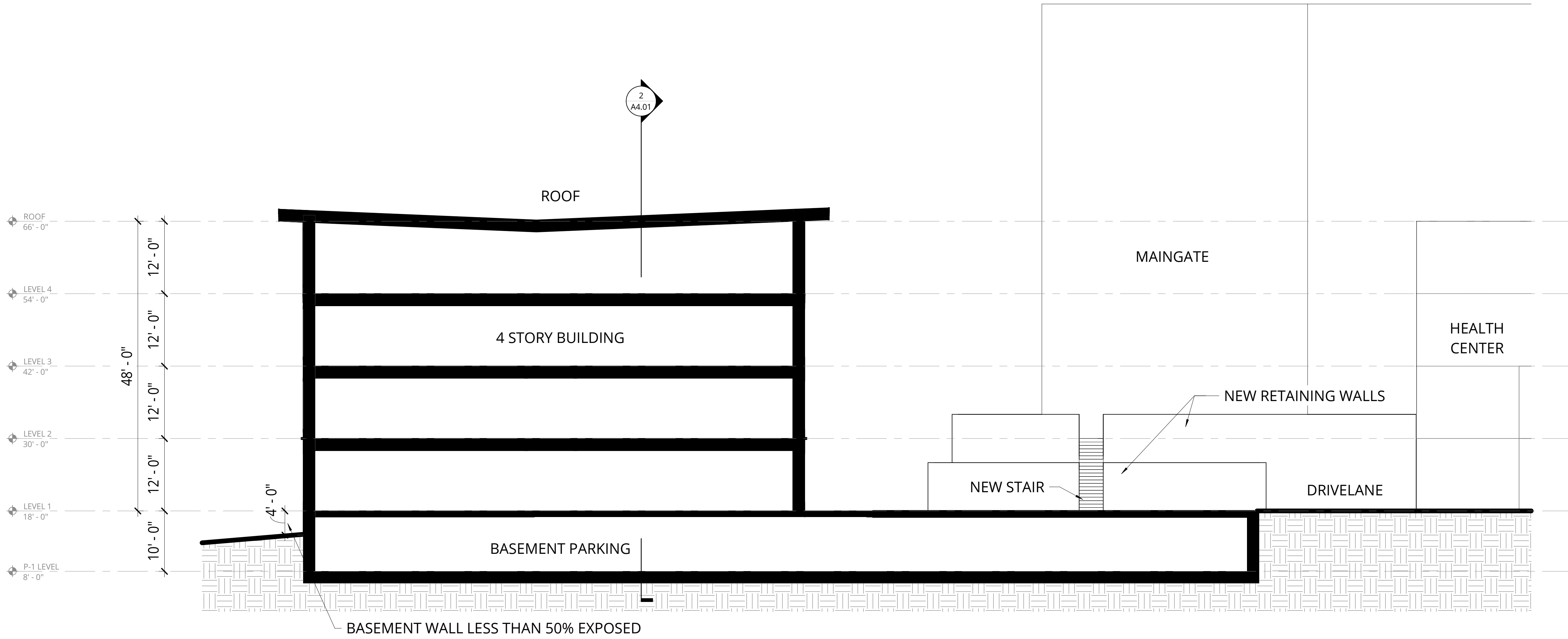
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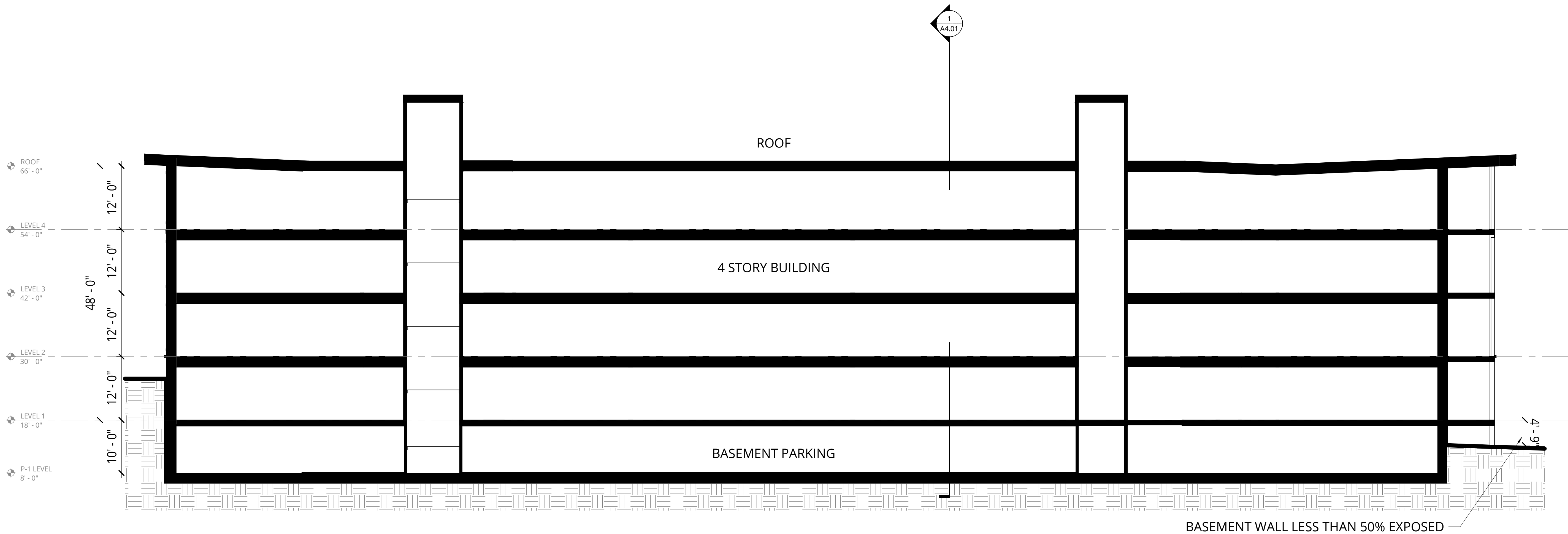


GENERAL NOTES - BUILDING SECTIONS

- 1. REFER TO SHEET A0.01 FOR 'PROJECT NOTES' APPLICABLE TO ALL PORTIONS OF THE WORK.
- 2. SEE SHEET **A12.21** FOR WINDOW ELEVATIONS / SCHEDULE.
- 3. SEE ENLARGED ELEVATIONS AND WALL SECTIONS FOR ADDITIONAL EXTERIOR DETAILS.



1 W-E BUILDING SECTION - SOUTH  
1" = 10'-0"



2 N-S BUILDING SECTION - WEST  
1" = 10'-0"

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BUILDING SECTIONS

SCHEMATIC DESIGN

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SHEET NUMBER  
A4.01