

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:

Paid _____ Receipt # _____

Date received 5/30/23

Received by _____

Aldermanic District _____

Zoning District _____

Urban Design District _____

Submission reviewed by _____

Legistar # 78200

Complete all sections of this application, including the desired meeting date and the action requested.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the phone number above immediately.

1. Project Information

Address: _____

Title: _____

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

UDC meeting date requested _____

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)

Signage Variance (i.e. modification of signage height, area, and setback)

Signage Exception

Other

Please specify

4. Applicant, Agent, and Property Owner Information

Applicant name _____

Company _____

Street address _____

City/State/Zip _____

Telephone _____

Email _____

Project contact person _____

Company _____

Street address _____

City/State/Zip _____

Telephone _____

Email _____

Property owner (if not applicant) _____

Street address _____

City/State/Zip _____

Telephone _____

Email _____

5. Required Submittal Materials

Application Form

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 CDR or Signage Variance review criteria is required.

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

Filing fee

Electronic Submittal*

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.

Each submittal must include fourteen (14) 11" x 17" **collated** paper copies. Landscape and Lighting plans (if required) must be **full-sized and legible**. Please refrain from using plastic covers or spiral binding.

Both the paper copies and electronic copies must be submitted prior to the application deadline before an application will be scheduled for a UDC meeting. Late materials will not be accepted. 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. All plans must be legible when reduced.

**Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to udcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.*

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 _____ Relationship to property _____

Authorizing signature of property owner *Krishna Kumar* Date _____

7. Application Filing Fees

Fees are required to be paid with the first application for either initial or final approval of a project, unless the project is part of the combined application process involving the Urban Design Commission in conjunction with Plan Commission and/or Common Council consideration. Make checks payable to City Treasurer. Credit cards may be used for application fees of less than \$1,000.

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

Urban Design Districts: \$350 (per §35.24(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 signage variances (i.e. modifications of signage 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

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. Applicants may, at their discretion, request to make an Informational Presentation to the UDC prior to seeking any approvals to obtain early feedback and direction before undertaking detailed design. 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 Variance 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

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.

When presenting projects to the UDC, applicants must fill out a registration slip provided in the meeting room and present it to the Secretary. Presentations should generally be limited to 5 minutes or as extended by motion by consent of the Commission. The Commission will withhold questions until the end of the presentation.

Applicants are encouraged to consider the use of various graphic presentation material including a locator map, photographs, renderings/model, scale drawings of the proposal in context with adjacent buildings/uses/signs, etc., as may be deemed appropriate to describe the project and its surroundings. Graphics should be mounted on rigid boards so that they may be easily displayed. **Applicants/presenters are responsible for all presentation materials, AV equipment and easels.**

URBAN DESIGN DEVELOPMENT PLANS CHECKLIST

The items listed below are minimal 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 (include material 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
- Proposed Signage (if applicable)
- 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)
- PD text and Letter of Intent (if applicable)
- Samples of the exterior building materials (presented at the UDC meeting)

4. Comprehensive Design Review (CDR) and Variance Requests (*Signage applications only*)

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

City of Madison
Urban Design Commission
May 30, 2023

Re: Lakefront Porch at Crowley Station – Letter of Intent

I believe many of you have some familiarity with this initiative as it has been progressing slowly for many years. This project is truly a community effort. Not only has Emily DeVore worked tirelessly for years, and her growing team has reached beyond a neighborhood centric group to some of Madison's long-time supporters and organization leaders incorporating interested parties well beyond Capitol Neighborhoods. The design improvements directly address the issues list arising from a well-organized public outreach and engagement process with a high level of participation. The donor list includes many of Madison's most generous philanthropists. Findorff, one of Madison's renowned contractors, has agreed to serve as the General Contractor. The team has contacted Operation Fresh Start to assist and learn from the endeavor.

We have been talking with the Madison Parks Division about a delivery method that parallels their recent, much larger and more expensive undertaking at Glenway Golf Course and their partnership with Michael Keiser's team to deliver an extremely generous renovation gift to the Madison Parks Division and our community. That methodology is like what we are pursuing in this case. The renovation of Glenway Gold Course to the Glen Golf Park as it is now known, is a gift to the city. This gift became the property of the City as it was installed. The Lakefront Porch is very similar in that it will become property of the City upon installation but differs in the fact that none of the components will be physically attached to the building. In other words, entirely temporary. At the same time, we are working with the fabricators and contractors to assure that the elements of the project are as durable, break and vandal resistant as possible and will remain in place, fully functional and safe for decades.

The public uses of the space already exist. The community garden beds have been in production for years with a waiting list for gardeners. The space invites public occupancy, the city has installed benches and supplied tables and chairs on the building roof.

Funds have been secured through donations and grants and agreements are nearly in place to allow the project to move ahead, which is important as some of the funding pledges are contingent on a 2023 start.

The Water Utility, the actual building owner, has been extremely supportive of the effort and has recognized the increased use of their facility as a public space by bringing the surrounding railing up to code and providing an accessible route to the main level. In past years the area has been used by neighborhood residents as a gardening resource, and the current design continues and enhances that use. Even so, the planter boxes that exist and their scheduled replacement represent non-fixed (other than by their own weight) temporary elements as part of the overall composition. The centerpiece of the project is a wood-framed free-standing raised platform that will lift occupants to a seated, viewing perspective above the surrounding safety railing out to

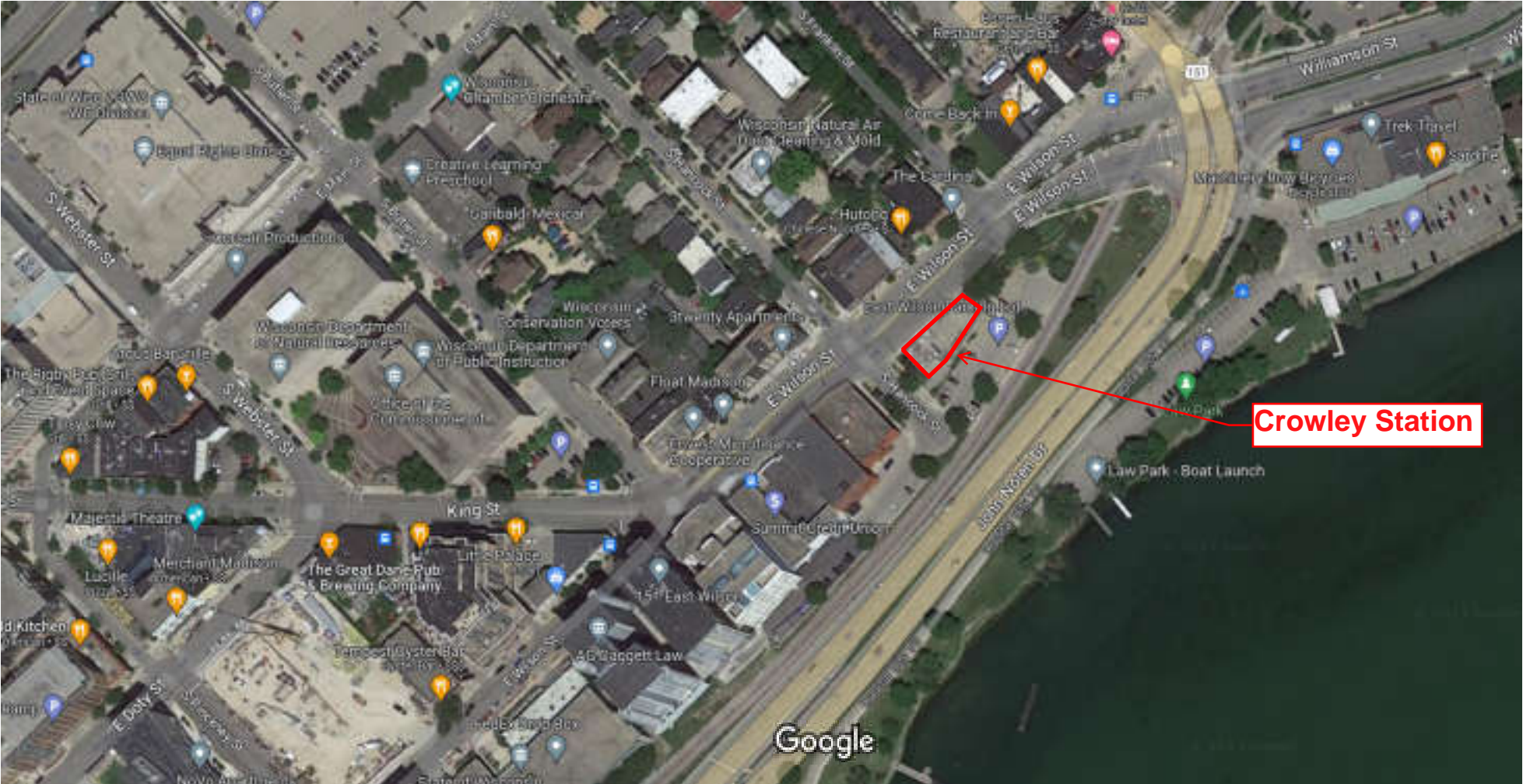
Lake Monona. Other aspects of the project are aluminum frames with perforated metal shade sections. These canopies will also be lighted with solar powered LED lights to provide a little sparkle and visual emphasis, but not illumination, for the space. We imagine lighting the canopies will be fully compliant with dark sky considerations/regulations as well. Other canopies will serve to catch rainwater for garden watering, enhancing an existing practice. Finally, one canopy will be used in recognition of the project donors, large and small. A future information/interpretive exhibit could utilize the back side of the sign panel to tell more about the water utility, the mechanism of Crowley Station, and other information about the facility and the neighborhood. We have limited the sign area to 24 sq. ft. which I believe could exempt this sign from review as a city installed sign on city property.

There is no landscape for the project insofar as there is no at grade space in the project area. Planter-based ornamental plantings would have no maintenance operator, the community gardens are managed by the garden tenants. There is no lighting other than solar powered accent lighting for the canopies as there is no separately metered electrical service provided.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'K. SAIKI', is written over a light blue rectangular background.

Ken Saiki





CROWLEY STATION



CROWLEY STATION







HELP MAKE THIS A REALITY

LAKEFRONT PORCH

ON WILSON
A COMMUNITY GARDEN

- PAVED WALKWAY
- SEATING
- PERENNIALS
- VEGETABLE BEDS
- ART
- LANDSCAPING
- PLANTING

PROJECT DESCRIPTION: The Lakefront Porch is a community garden project located on the waterfront of Crowley Station. The project will include a paved walkway, seating, and garden beds for perennials and vegetables. The project is currently in the planning phase and is seeking funding to move forward.

CONTACT: [Name], [Phone], [Email]

WEBSITE: [URL]





E. WILSON ST.

EXISTING BENCHES TO REMAIN

(5) TABLE/CHAIR SETS MATCH EXISTING

STAIRS 28 SF

(1) 6' X 8' FRAME WITH DONOR RECOGNITION AND INFORMATIONAL SIGNS

(20) NEW PLANTER BOXES REPLACES EXISTING CAPACITY

RAMPS TO RAISED PLATFORM AND UPPER LEVEL 250 SF

RAISED PLATFORM 1,050 SF

LAKEFRONT PORCH @ CROWLEY STATION

SITE PLAN SCALE 1/8" = 1' @ 11 X 17

RECENTLY CONSTRUCTED RAMP-ACCESSIBLE ROUTE FROM SIDEWALK TO MAIN LEVEL

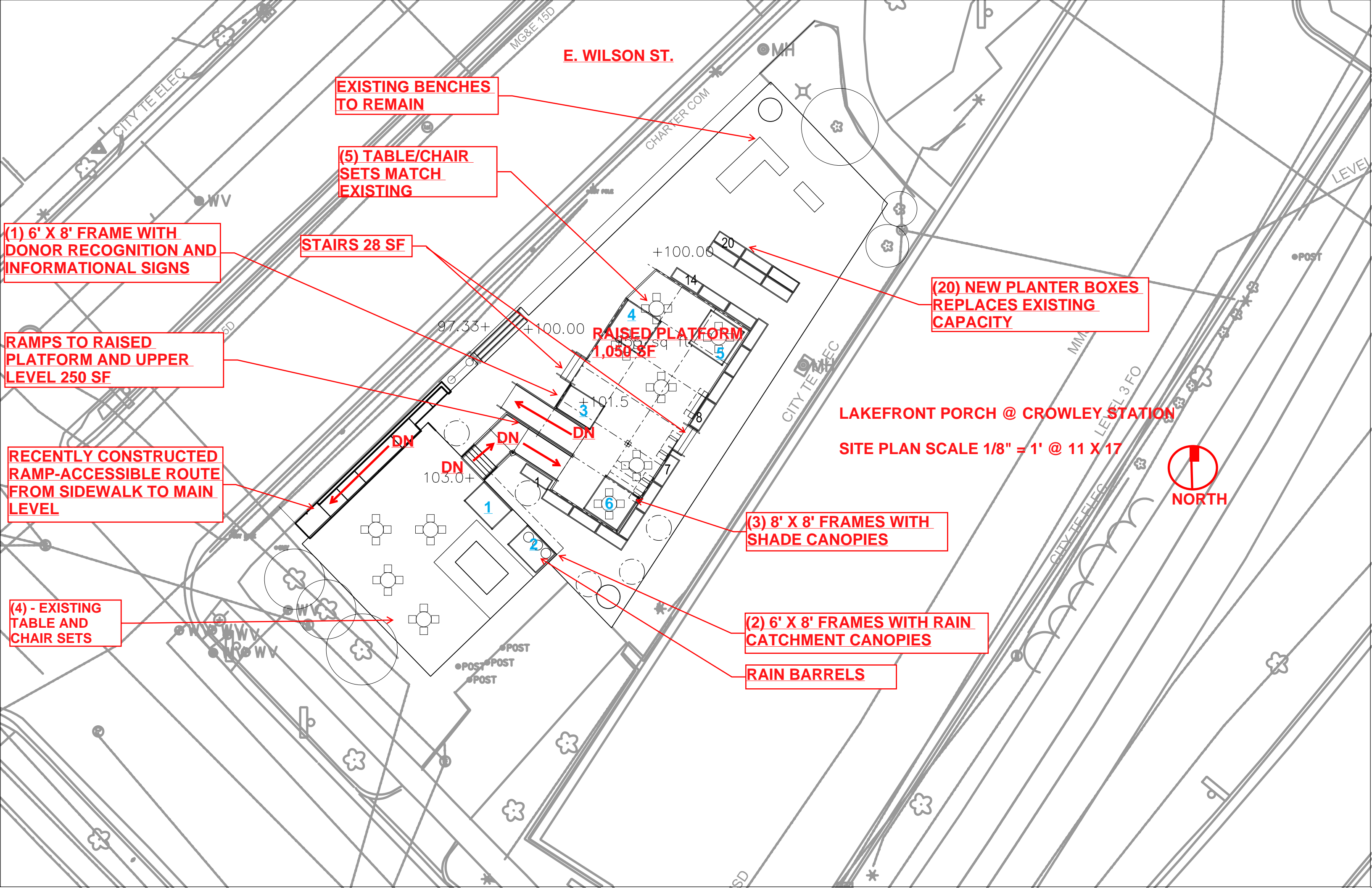


(3) 8' X 8' FRAMES WITH SHADE CANOPIES

(4) - EXISTING TABLE AND CHAIR SETS

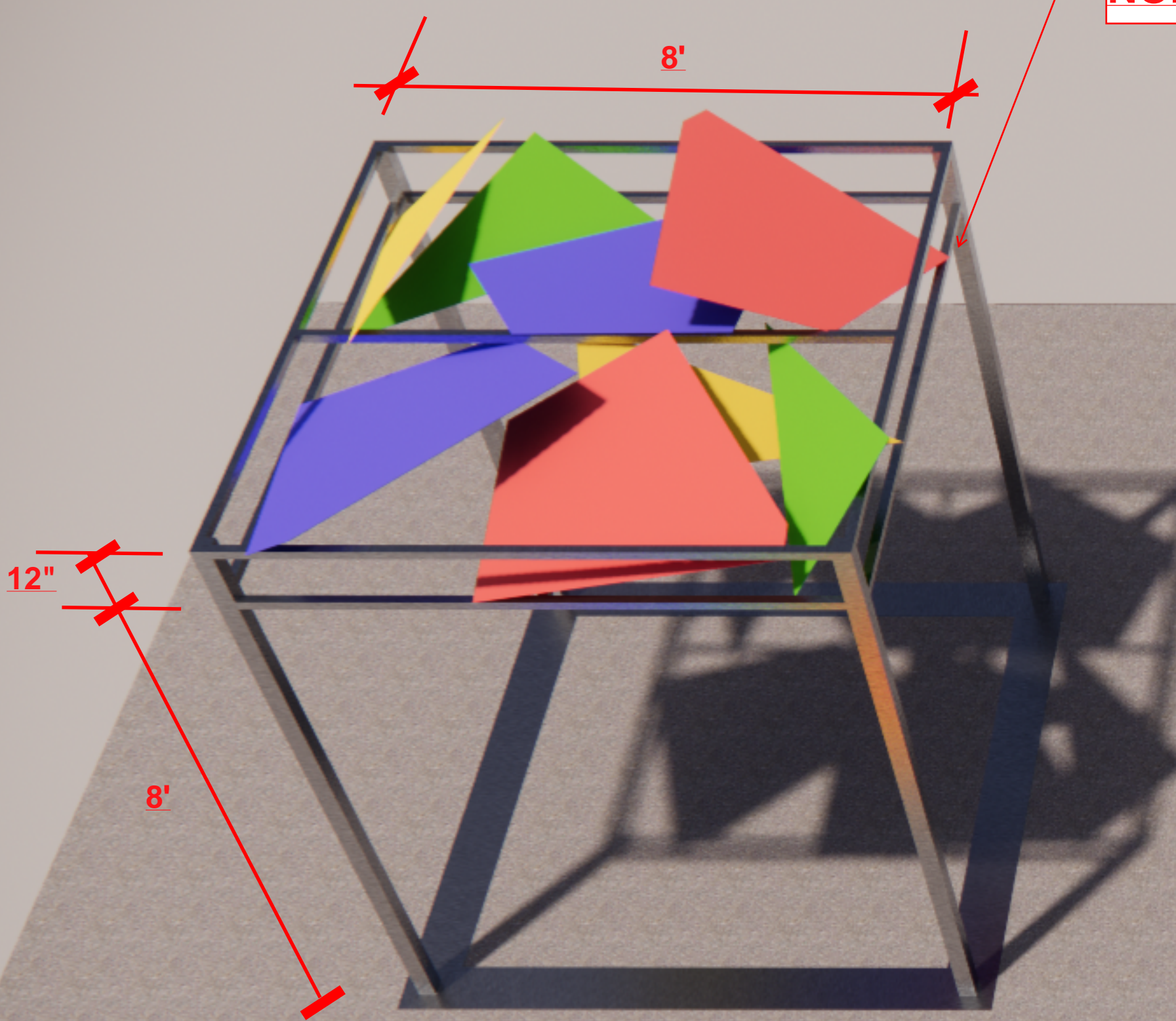
(2) 6' X 8' FRAMES WITH RAIN CATCHMENT CANOPIES

RAIN BARRELS

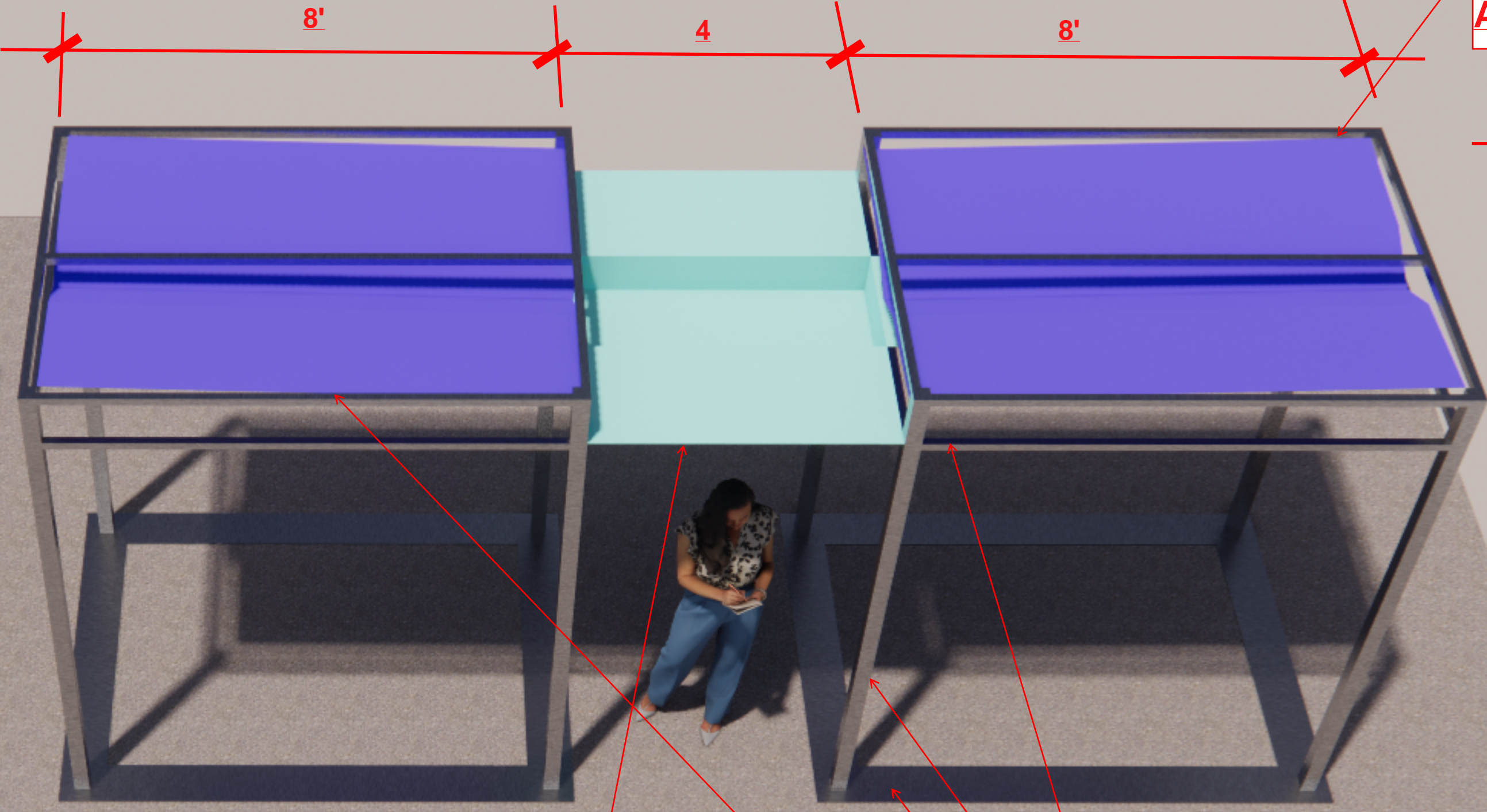


ARE PERFORATED PANELS WELDED TO FRAME OR CAN THEY BE MECHANICALLY ATTACHED? WORRIED ABOUT TRANSPORT IF WELDED, WORRIED ABOUT WEAR/TEAR AND NOISE IF MECHANICALLY ATTACHED.

RAIN CATCHMENT CANOPY FROM 1/8" ALUM. SHEET



SHADE STRUCTURE



CENTER CATCHMENT TROUGH

RAIN CATCHMENT CANOPY

1-1/2" SQ. TOP/INTERMEDIATE RAILS

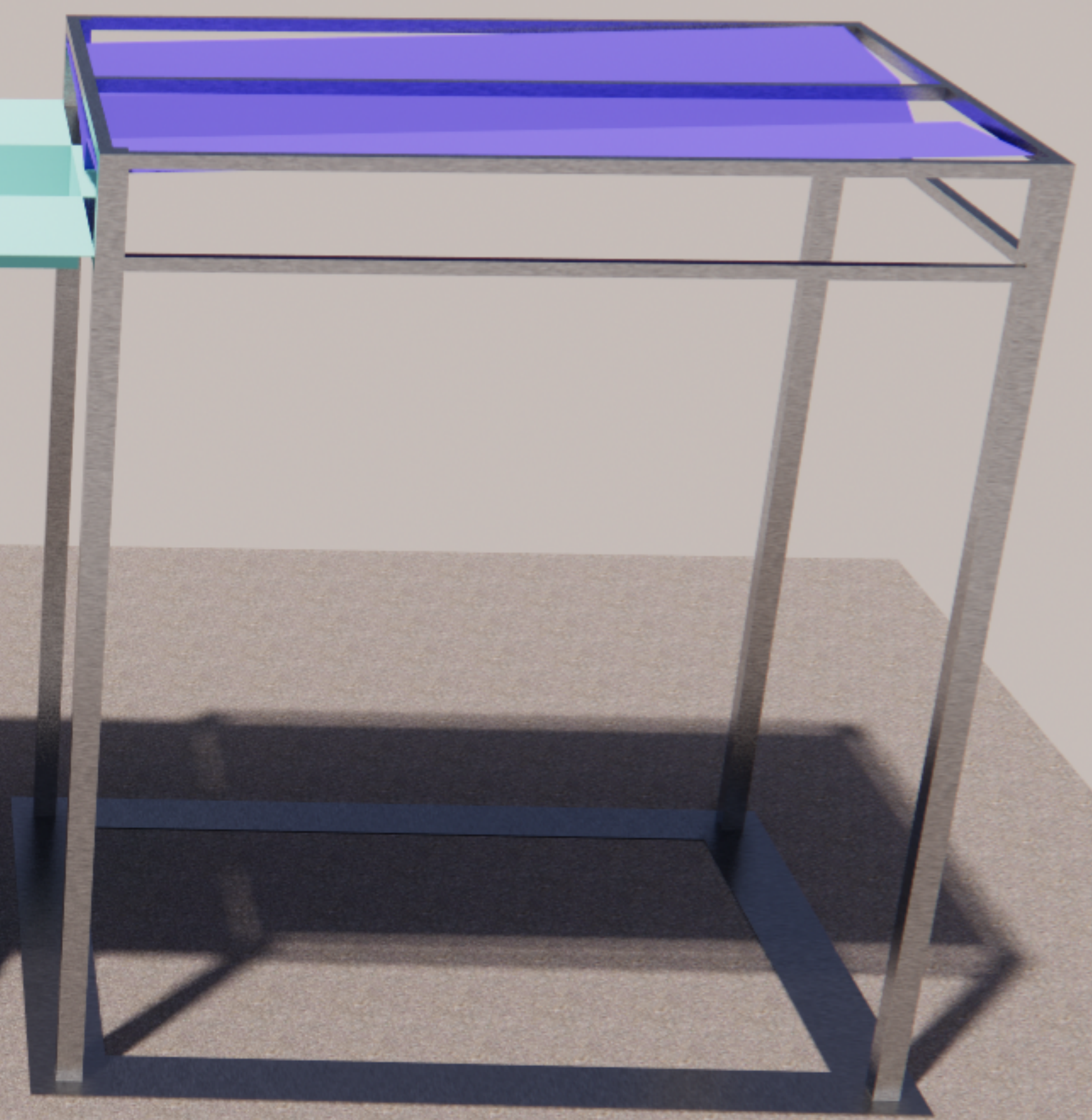
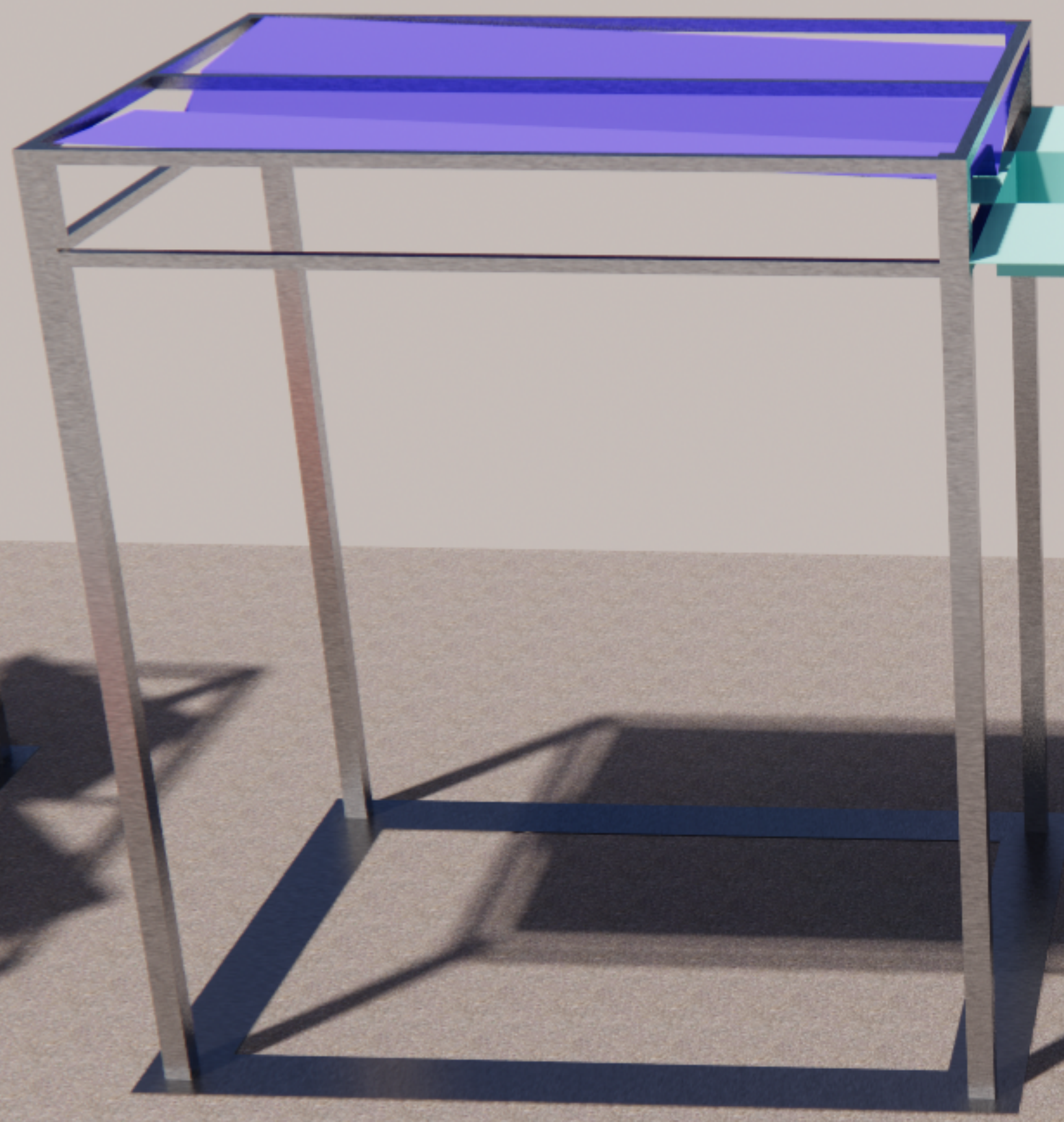
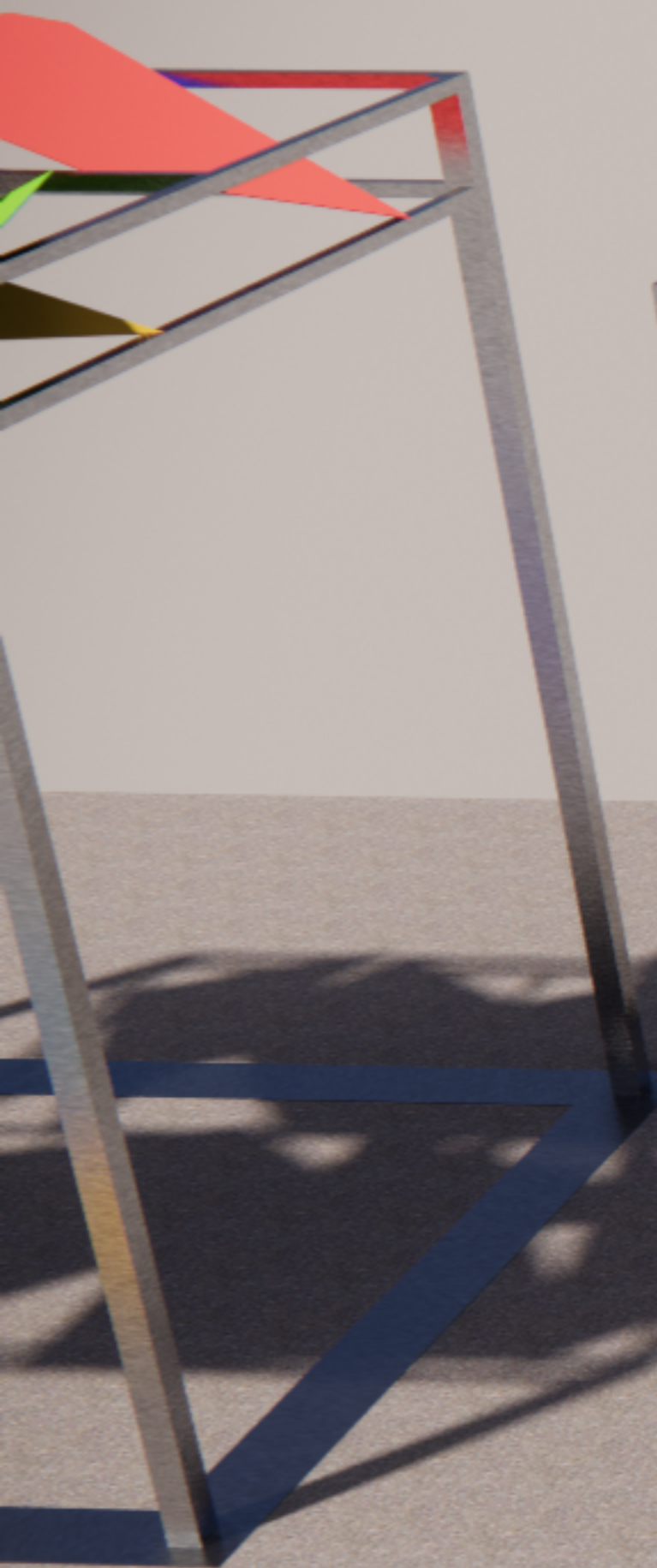
3" SQ. CORNER POST

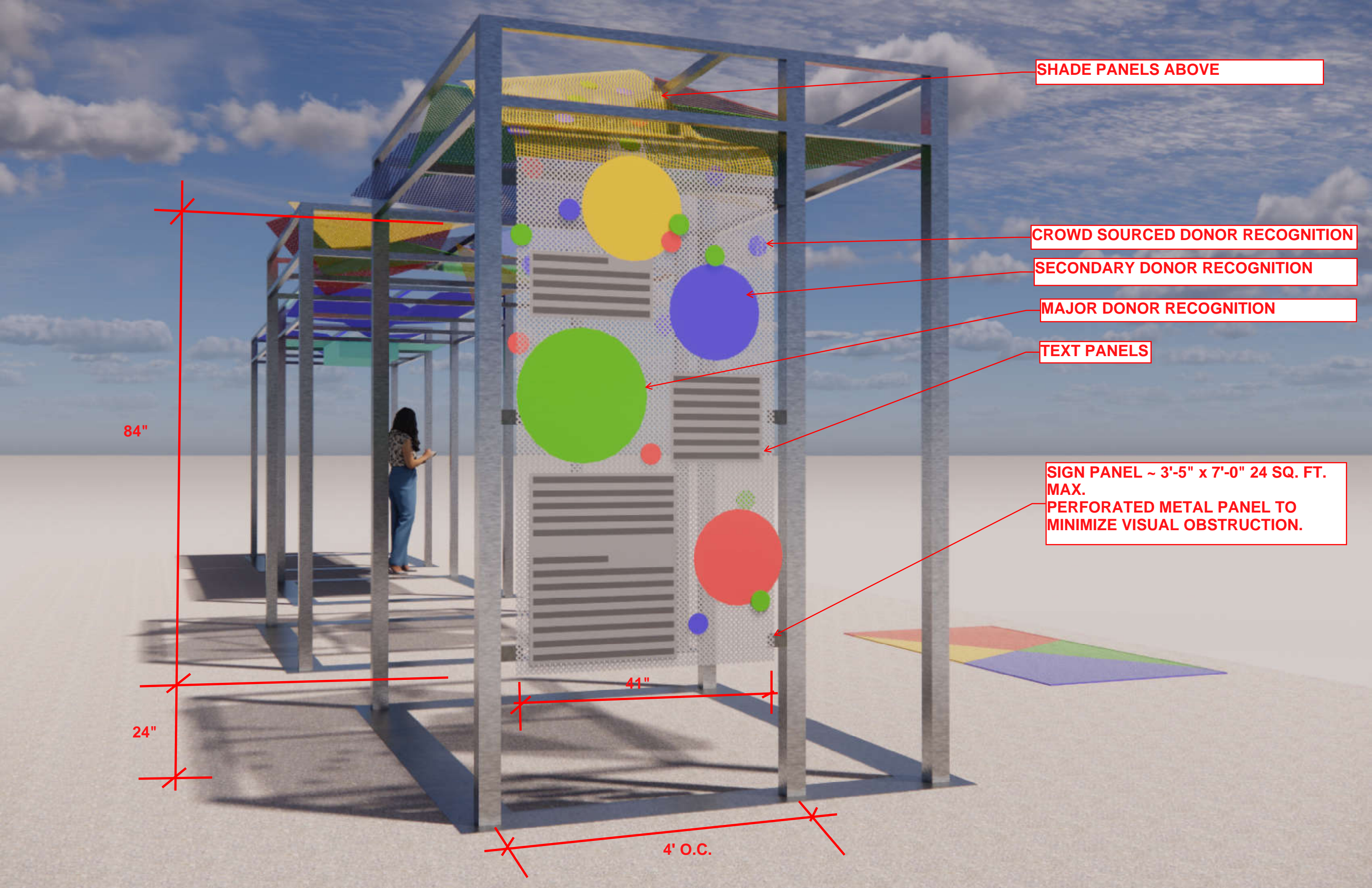
1/4" X 9" ALUM. BASE PLATE

CONSIDER A WAY TO DETACH OR TILT THE RAIN CATCHMENT PANELS SO THEY DON'T CAPTURE SNOW



SHAPES CUT FROM 4' X 8' X 1/8" PERFORATED PANEL
2 PANELS PER EACH SHADE STRUCTURE





SHADE PANELS ABOVE

CROWD SOURCED DONOR RECOGNITION

SECONDARY DONOR RECOGNITION

MAJOR DONOR RECOGNITION

TEXT PANELS

SIGN PANEL ~ 3'-5" x 7'-0" 24 SQ. FT. MAX.
PERFORATED METAL PANEL TO MINIMIZE VISUAL OBSTRUCTION.

84"

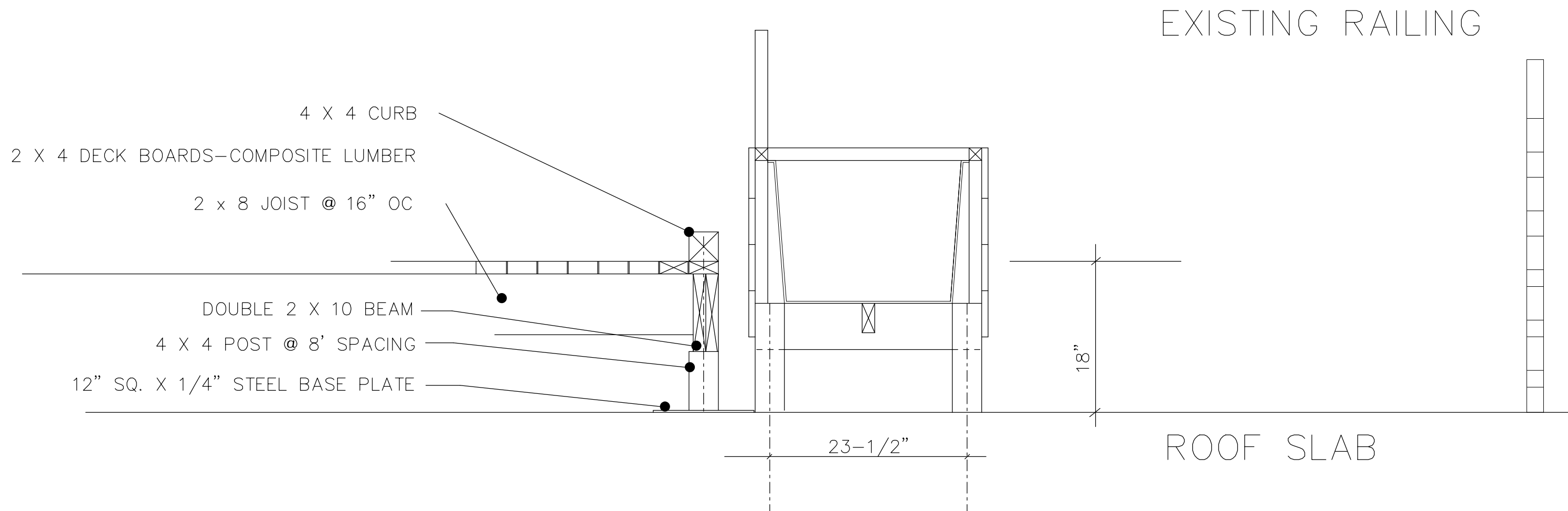
24"

41"

4' O.C.



**BACK PANEL AVAILABLE FOR
INFORMATION, 24 SQ. FT.**

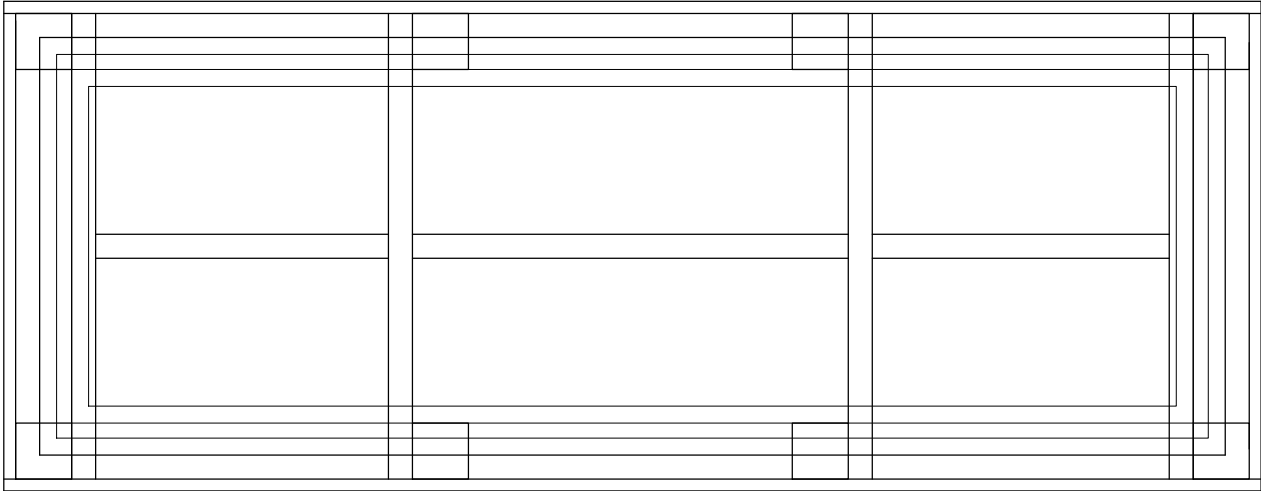


RAISED PLATFORM

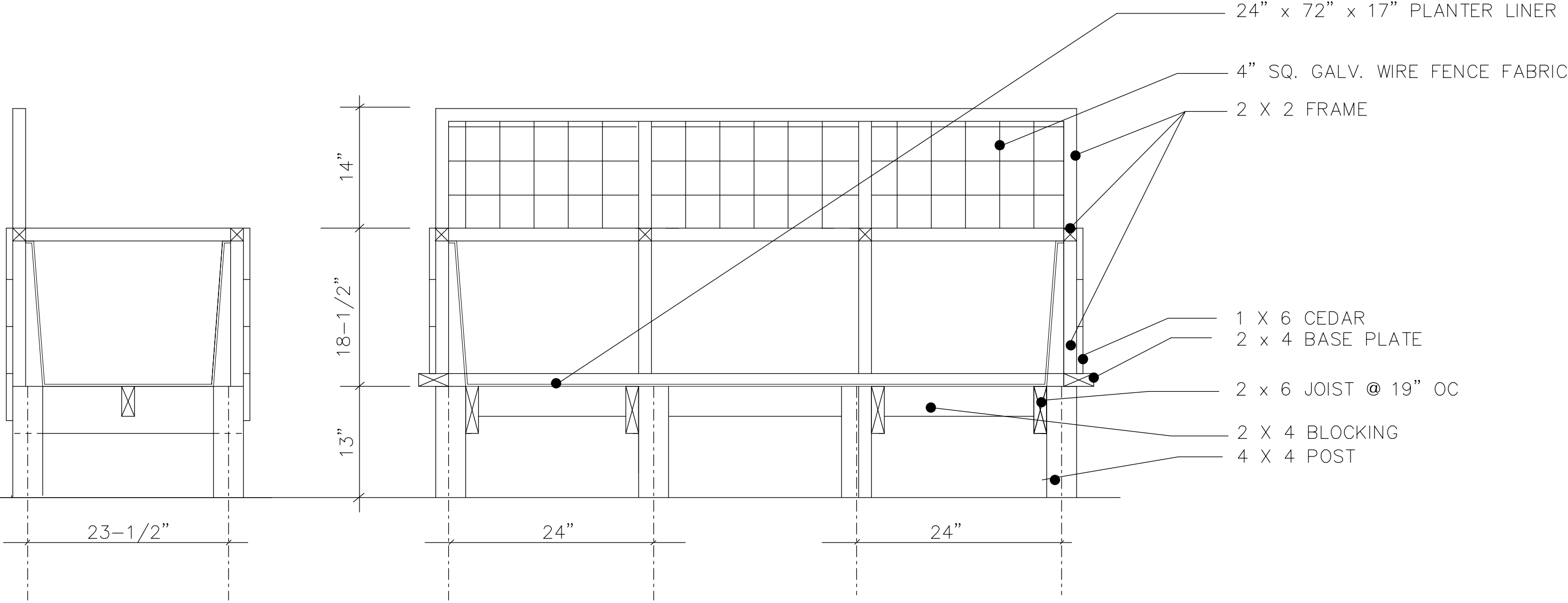
PLANTER

RAISED PLATFORM FRAMING

1" = 1' - 0" @ 11 X 17



PLANTER DETAIL—PLAN



PLANTER DETAIL—SECTIONS
 1" = 1' - 0" @ 11 X 17