

# 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 \_\_\_\_\_

Received by \_\_\_\_\_

Aldermanic District \_\_\_\_\_

Zoning District \_\_\_\_\_

Urban Design District \_\_\_\_\_

Submittal reviewed by \_\_\_\_\_

Legistar # \_\_\_\_\_

11/1/21  
11:10 a.m.

RECEIVED

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** \_\_\_\_\_

Street address \_\_\_\_\_

Telephone \_\_\_\_\_

**Project contact person** \_\_\_\_\_

Street address \_\_\_\_\_

Telephone \_\_\_\_\_

**Property owner (if not applicant)** \_\_\_\_\_

Street address \_\_\_\_\_

Telephone \_\_\_\_\_

Company \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

Company \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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](mailto: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  Date **10/30/21**

**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

# Letter of Intent

## Land Use Application

### Land Division Planned Development

511 Ingersoll St, 1103 Jenifer St

**November 1, 2021**

To Applicant Reviewer:

Applicant is seeking approval for the proposed Planned Development (PD) of Parcel 071007309159 in the City of Madison. This application follows the informational UDC hearing on September 1, 201 at which the UDC provided feedback to aid in the PD development process. A certificate of appropriateness was issued by the Landmarks Commission on August 5, 2021 (Legistar #66286) for the proposed conditions of the attached PD applications. The existing 0.3019 acre parcel is subdivided into two lots. The larger lot which fronts Jenifer Street and South Ingersoll St, includes an existing church and single family residence. The smaller lot fronts only Jenifer Street and currently has no structures. The proposed PD as described in the application's CSM site plan documents as well as PD Zoning Text will result in (3) three separate lots. The proposed lots are labeled: Lot 1, Lot 2 and Lot 3. The current parcel zoning is: TR-C4 within the HIST-TL district. Per the proposed PD Zoning Text, future uses may include all current TR-C4 uses as well as specific additional uses as described under "Permitted Uses" within the PD Zoning Text. There is no planned development or construction on any of the (3) three lots included in the scope of the PD application.

#### **Lot 1- 1103 Jenifer St - 0.1197 acres**

Lot 1 is partitioned to include the existing Church structure and separate garage . The current use of the church building is for shared religious services. Lot 1 will share an existing curb cut driveway access on S. Ingersoll St with Lot 2.

#### **Lot 2- 511 Ingersoll St- 0.0718 acres**

Lot 2 is partitioned to include the existing single family residence at 511 S. Ingersoll St. The proposed lot division will allow for a shallow rear yard. Lot 2 will share an existing curb cut driveway access on S. Ingersoll St with Lot 1.

#### **Lot 3- Address TBD- 0.1104 acres**

Lot 3 is partitioned as a separate buildable lot for future sale/development. The front yard abuts Jenifer St and includes an existing shared driveway easement with the Northeasterly adjacent property (1111 Jenifer St).

**Contributors to the PD application:**

**Property Owner** (Under contract/purchase agreement)

Eric Welch

1341 Spaight St Madison, WI 53713

(608) 770-4020

[eric@ericwelchpainting.com](mailto:eric@ericwelchpainting.com)

**Surveyor/ CSM preparation**

Burse Surveying and Engineering

Michelle Burse

2801 International Lane, Suite 101 Madison, WI 53704

(608) 250-9263

[mburse@bse-inc.net](mailto:mburse@bse-inc.net)

**Architect/ application consultant**

Morrison Tills Studio

Matthew Tills, AIA

841 W. Lakeside St. Suite A Madison, WI 53715

(608) 235-6240

[matt@motisarch.com](mailto:matt@motisarch.com)

Thank you for your consideration of the proposed PD. Please forward questions to Eric Welch at the contact info above.

# LAND DIVISION PLANNED DEVELOPMENT

## 511 S INGERSOLL ST AND 1103 JENIFER ST

### PROJECT INFO

**ADDRESSES:** 511 S INGERSOLL, 1103 JENIFER ST  
MADISON, WI 53703

**PARCEL #:** EXISTING: 071007309159

**ZONING:** EXISTING: TR-C4  
PROPOSED: PLANNED DEVELOPMENT (PD)

**HISTORIC DISTRICT:** THIRD LAKE DISTRICT

**PARCEL SIZE:** LOT 1: 5,213 SF / 0.1197 ACRE  
LOT 2: 3,128 SF / 0.0718 ACRE  
LOT 3: 4,809 SF / 0.1104 ACRE  
TOTAL: 13,150 SF / 0.3019 ACRE

**DESCRIPTION:**  
PROPOSED PLANNED DEVELOPMENT TO SUBDIVIDE EXISTING PARCEL INTO (3) LOTS. EXISTING STRUCTURES INCLUDE: A CHURCH (LOT 1) AND SINGLE FAMILY RESIDENCE (LOT 2). LOT 3 WILL BE A NEW VACANT LOT FOR RE-DEVELOPMENT AT A FUTURE TIME.

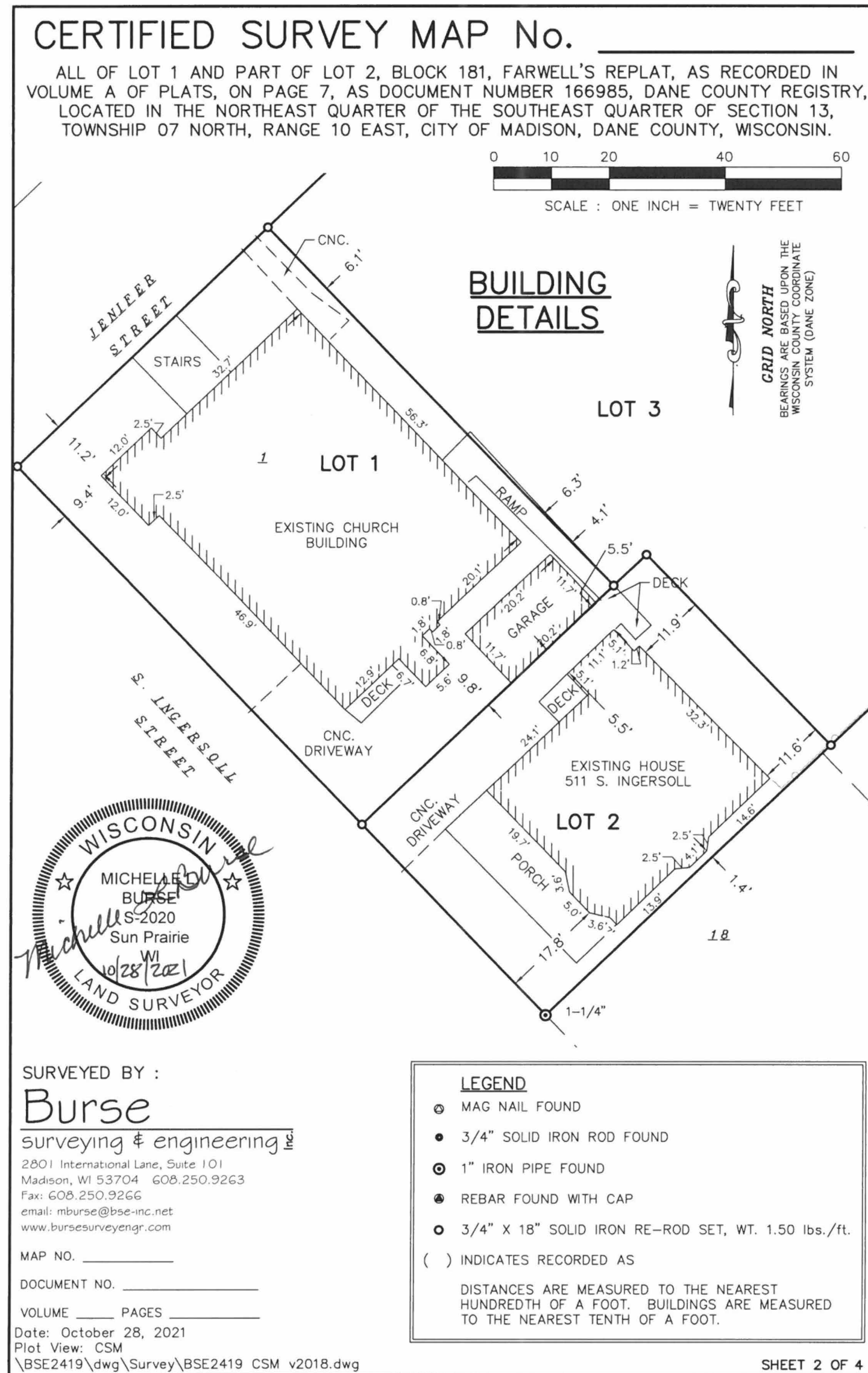
### PROJECT TEAM

**OWNER/DEVELOPER:** ERIC WELCH  
1341 SPAIGHT ST  
MADISON, WI 53703  
608-770-4020

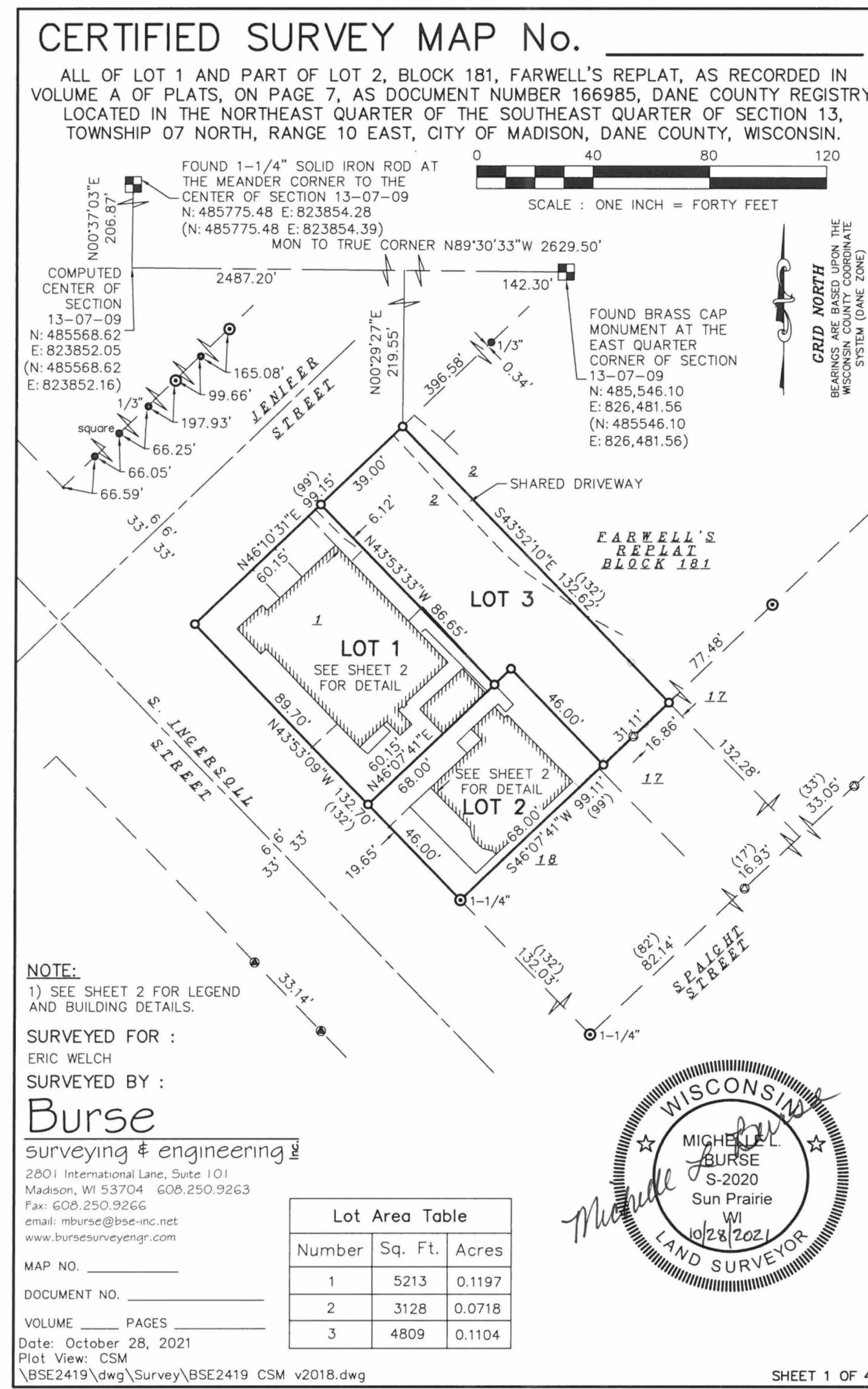
**SURVEYOR / CSM PROVIDER:** BURSE SURVEYING AND ENGINEERING  
MICHELLE BURSE  
2801 INTERNATIONAL LANE, SUITE 101  
MADISON, WI 53704  
608-250-9263

**ARCHITECT:** MOTIS  
MATTHEW TILLS, AIA  
841 W. LAKESIDE ST.  
MADISON, WI 53715  
(608) 235-6240

### PROJECT LOCATION: NTS



2 SITE PLAN- CSM SHEET 2 UDC  
1" = 20'-0"

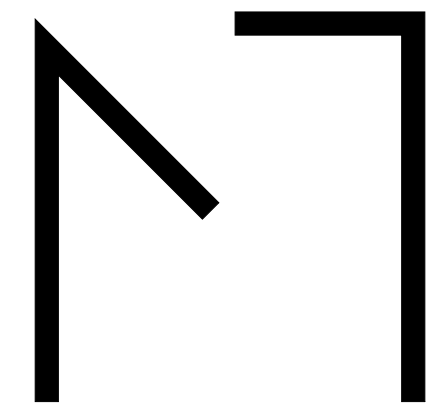


1 SITE PLAN- CSM SHEET UDC  
1" = 40'-0"

### SHEET INDEX

SHEET NUMBER	SHEET NAME
UDC101	TITLE/ SITE PLAN
UDC102	EXISTING SITE PLAN
UDC103	EXISTING PHOTOS

NOT FOR CONSTRUCTION- FOR PLANNED DEVELOPMENT APPLICATION



**MotiS**  
Morrison Tills  
Studio

841 W. Lakeside Street Suite A  
Madison, WI 53715  
608.709.1430  
info@motisarch.com

### CONSULTANTS

LAND DIVISION PLANNED  
DEVELOPMENT

511 S Ingersoll St and 1103 Jenifer St  
Madison, WI 53703

No.	Description	Date
1	PD APPLICATION	11/01/21

**PROJECT NO: 2113**

**DATE: 11/01/2021**

**SHEET TITLE**

**TITLE/ SITE PLAN**

# UDC101

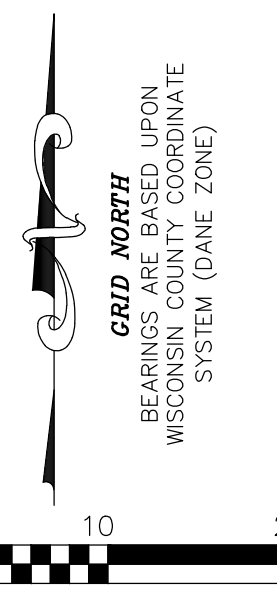
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# TOPOGRAPHIC SURVEY

ALL OF LOT 1 AND PART OF LOT 2, BLOCK 181, FARWELL'S REPLAT, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 7, AS DOCUMENT NUMBER 166985, DANE COUNTY REGISTRY, LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

**DIGGERSHOTLINE**  
 Dial 811 or (800) 242-8511  
 www.DiggersHotline.com



**LEGEND**

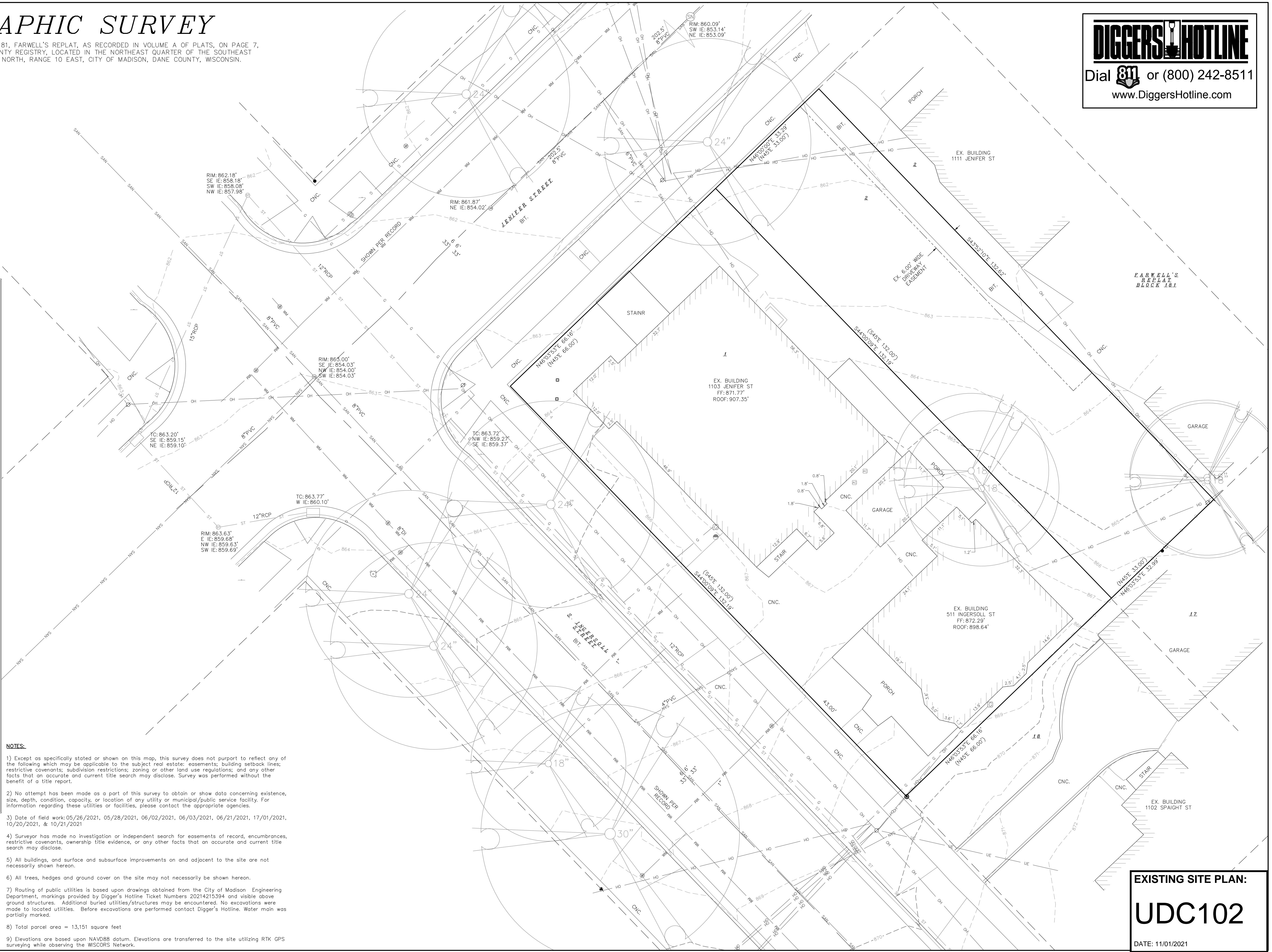
- MAG NAIL SET
- 3/4" SOLID IRON ROD FOUND
- ⊙ 1" IRON PIPE FOUND UNLESS NOTED
- ✕ FOUND CHISELED "X" IN CONCRETE
- FOUND NAIL
- 3/4" X 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.
- ⊕ 851.23 SPOT ELEVATION
- OH OVERHEAD UTILITY WIRE
- G BURIED GAS LINE
- WM WATER MAIN
- SAN SANITARY SEWER
- ST STORM SEWER
- UT BURIED TELEPHONE
- UE BURIED ELECTRIC
- UTV BURIED CABLE ACCESS TELEVISION LINE
- FO BURIED FIBER OPTIC
- WV WATER VALVE
- GV GAS VALVE
- GM GAS METER
- AC AIR CONDITIONER
- TP TV PEDESTAL
- EP ELECTRIC PEDESTAL
- UP UTILITY POLE
- LP LIGHT POLE
- GL GROUND LIGHT
- TEP TELEPHONE PEDESTAL
- FH FIRE HYDRANT
- SIGN
- GW GUY WIRE
- MB MAILBOX
- BOLLARD
- SI STORM SEWER INLET
- EM ELECTRIC MANHOLE
- TM TELEPHONE MANHOLE
- SM STORM SEWER MANHOLE
- RCB ROUND CATCH BASIN
- SS STORM SEWER STRUCTURE
- SSM SANITARY SEWER MANHOLE
- DT DECIDUOUS TREE (DBH IN INCHES)
- CT CONIFEROUS TREE (DBH IN INCHES)
- ( ) INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT. BUILDINGS ARE MEASURED TO THE NEAREST TENTH OF A FOOT.

- NOTES:**
- 1) Except as specifically stated or shown on this map, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements; building setback lines; restrictive covenants; subdivision restrictions; zoning or other land use regulations; and any other facts that an accurate and current title search may disclose. Survey was performed without the benefit of a title report.
  - 2) No attempt has been made as a part of this survey to obtain or show data concerning existence, size, depth, condition, capacity, or location of any utility or municipal/public service facility. For information regarding these utilities or facilities, please contact the appropriate agencies.
  - 3) Date of field work: 05/26/2021, 05/28/2021, 06/02/2021, 06/03/2021, 06/21/2021, 17/01/2021, 10/20/2021, & 10/21/2021
  - 4) Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
  - 5) All buildings, and surface and subsurface improvements on and adjacent to the site are not necessarily shown hereon.
  - 6) All trees, hedges and ground cover on the site may not necessarily be shown hereon.
  - 7) Routing of public utilities is based upon drawings obtained from the City of Madison - Engineering Department, markings provided by Digger's Hotline Ticket Numbers 20214215394 and visible above ground structures. Additional buried utilities/structures may be encountered. No excavations were made to locate utilities. Before excavations are performed contact Digger's Hotline. Water main was partially marked.
  - 8) Total parcel area = 13,151 square feet
  - 9) Elevations are based upon NAVD83 datum. Elevations are transferred to the site utilizing RTK GPS surveying while observing the WISCONSIN NETWORK.

**SURVEYED FOR :**  
Eric Welch

**SURVEYED BY :**  
**Burse**  
surveying & engineering Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704 608.250.9263  
Fax: 608.250.9266  
email: mburse@bse-inc.net  
www.bursesurveyengr.com  
Date: October 21, 2021  
Plot View: TOPO  
\\BSE2419\dwg\Survey\BSE2419 Topo v2018.dwg



**EXISTING SITE PLAN:**  
**UDC102**  
DATE: 11/01/2021





PHOTO 9: JENIFER ST- LOT 2/ LOT 1



PHOTO 8: S INGERSOLL ST/ JENIFER ST- LOT 2/ LOT 1



PHOTO 7: S INGERSOLL ST- LOT 2/ LOT 3



PHOTO 6: LOT 3 (FOREGROUND)  
LOT 1 (BACKGROUND) EXISTING CHURCH SIDE-  
EXISTING ACCESS RAMP



PHOTO 5: LOT 3 (FOREGROUND)  
LOT 1 (BACKGROUND) EXISTING CHURCH SIDE



PHOTO 4: LOT 1 EXISTING CHURCH:  
1103 JENIFER ST: STREET ENTRY- JENIFER ST.



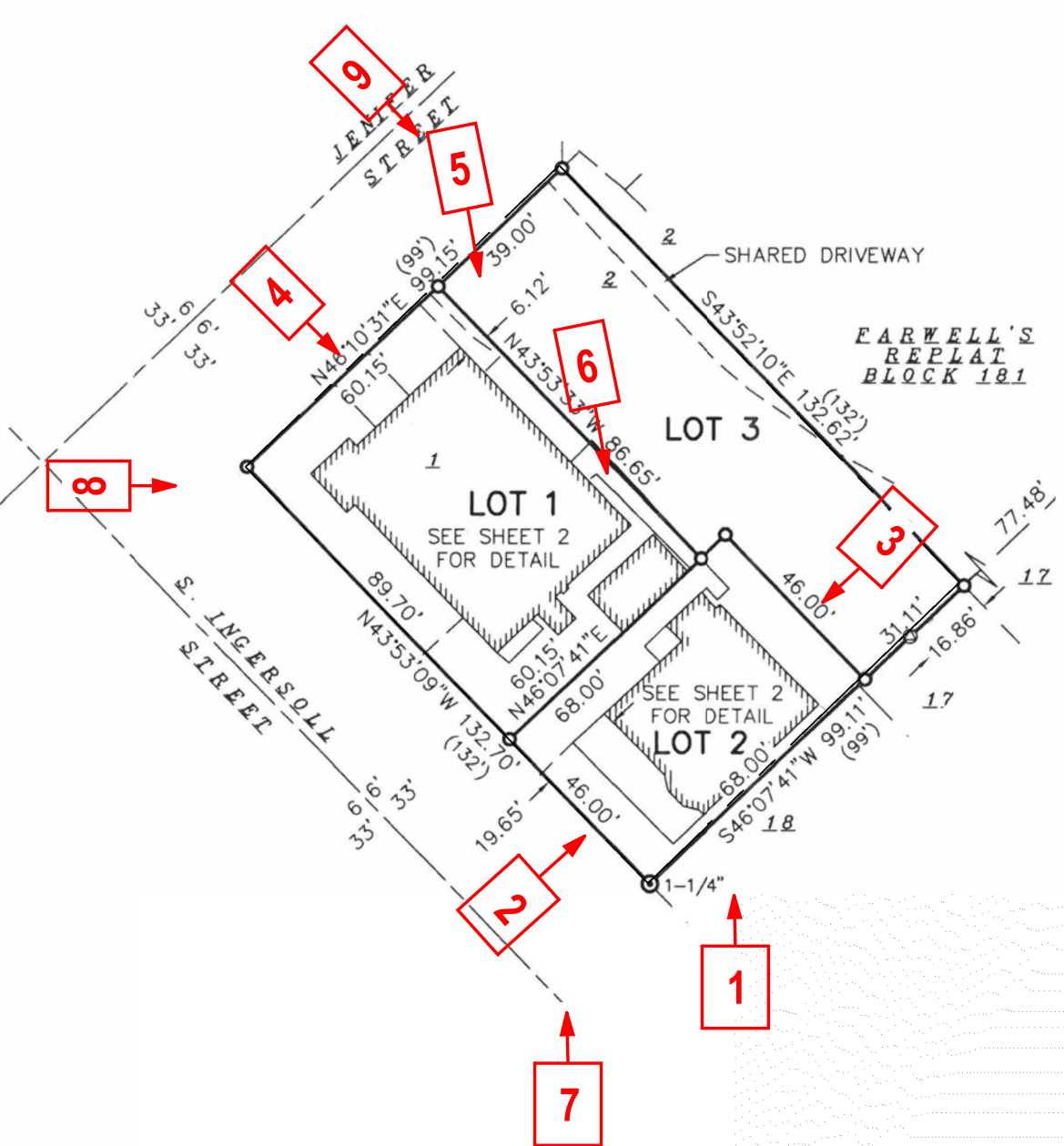
PHOTO 3: LOT 2 EXISTING HOUSE:  
511 S. INGERSOLL ST. REAR SIDE



PHOTO 2: LOT 2 EXISTING HOUSE:  
511 S. INGERSOLL ST. STREET SIDE

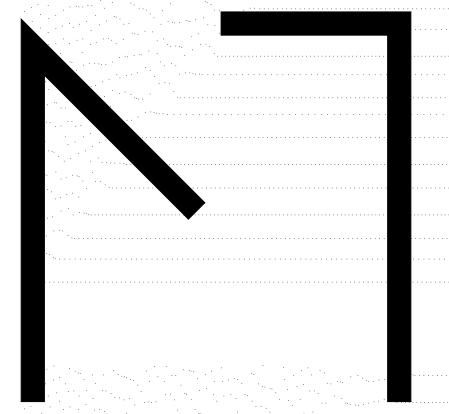


PHOTO 1: LOT 2 EXISTING HOUSE:  
511 S. INGERSOLL ST



SITE PLAN- PHOTO LOCATION MAP

NOT FOR CONSTRUCTION- FOR PLANNED DEVELOPMENT APPLICATION



MoTiS  
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CONSULTANTS

LAND DIVISION PLANNED  
DEVELOPMENT

511 S Ingersoll St and 1103 Jenifer St  
Madison, WI 53703

No.	Description	Date
1	PD APPLICATION	11/01/21

PROJECT NO: 2113

DATE: 11/01/2021

SHEET TITLE

EXISTING PHOTOS

**UDC103**

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