

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 _____

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): _____

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)

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 _____

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 _____

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 _____ Relationship to property _____
 Authorizing signature of property owner  Jon Stocker Date _____

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



To: Urban Design Commission

From: Jeremy Frommelt, Iconica

Date: Monday, May 15th, 2023

Re: 6840 Schroeder Road, Madison Wisconsin 53711

The attached informational submittal packet for Country Meadows Apartment Clubhouse, submitted on behalf of Bender Companies, outlines the initial design concepts for a new clubhouse and maintenance shop within their existing apartment complex located on 6840 Schroeder Road. The new clubhouse will be located adjacent to the existing pool area in the middle of the complex and will contain a lobby area to meet with potential residents, staff offices, staff break area, storage, and a fitness center for residents. There will also be a new 1,500 SF maintenance shop, dog run, additional patio space with a barbeque, along with additional parking incorporated into the project. The material palette will be drawn from the adjacent structures and will include brick, LP Smart siding, and asphalt shingles.

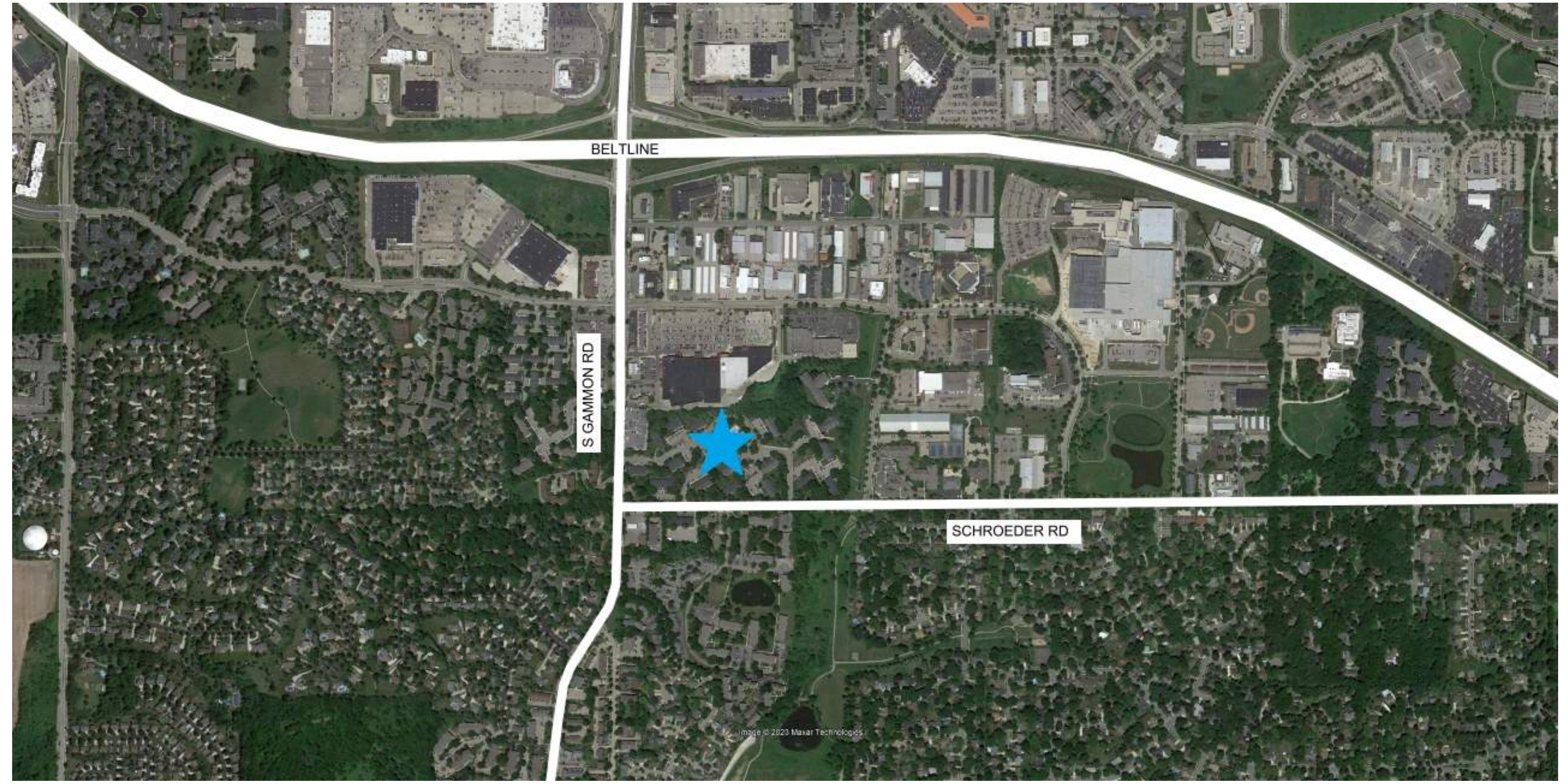
Project Name: Country Meadows Clubhouse

Applicant: Iconica
901 Deming Way, Suite 102
Madison, WI 53717

Owner: Bender Companies
1512 N. Fremont Street, Suite 202
Chicago, IL 60642

Architect/MEP: Iconica
901 Deming Way, Suite 102
Madison, WI 53717

Civil/Landscape: Parkitecture + Planning
901 Deming Way, Suite 200
Madison, WI 53717



COUNTRY MEADOWS CLUBHOUSE

6840 SCHROEDER ROAD
 MADISON, WISCONSIN 53711
 BENDER COMPANIES
 1512 N. FREMONT STREET, SUITE 202
 CHICAGO, IL 60642

ISSUE DATES:
 Issue Description Date



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Sheet Title
LOCATOR MAP + CONTEXTURAL SITE INFORMATION
 Project Number: 20220640
 Sheet Number

Dane County Map

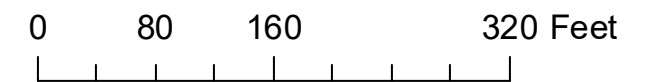


February 24, 2023

-  Dane County Mask
-  Parcels

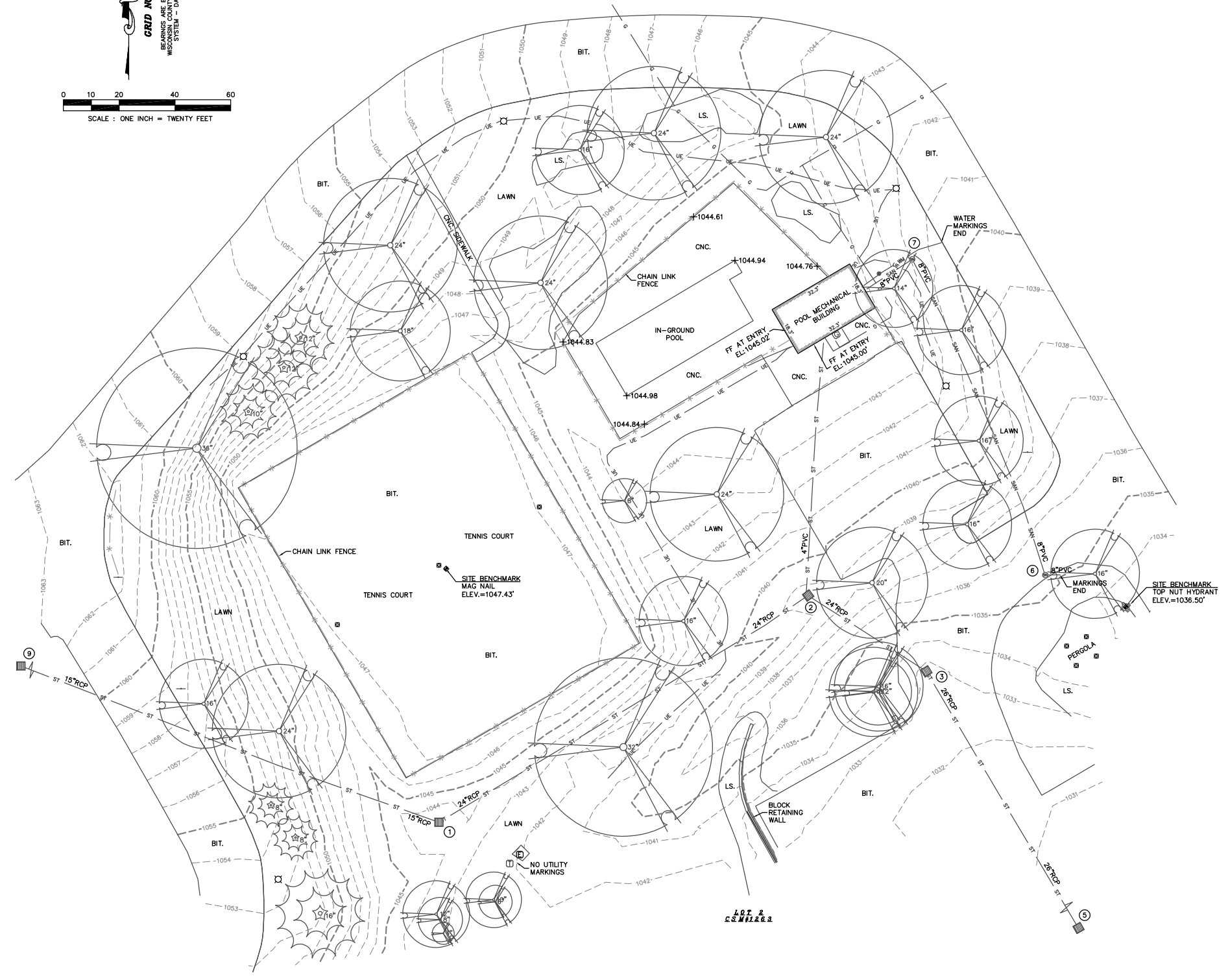
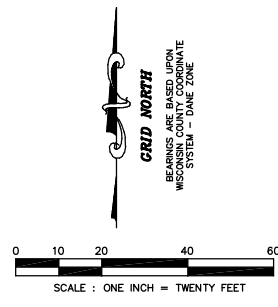
COUNTRY MEADOWS APARTMENT COMPLEX
6802 SCHROEDER ROAD, MADISON WISCONSIN 53711

ZONING - PD
DISTRICT 19: ALDER KEITH FURMAN



TOPOGRAPHIC SURVEY

A PART OF LOT 2, CERTIFIED SURVEY MAP NUMBER 1263, AS RECORDED IN VOLUME 5 OF CERTIFIED SURVEY MAPS, ON PAGE 188, AS DOCUMENT NUMBER 1377131, DANE COUNTY REGISTRY, LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 07 NORTH, RANGE 08 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



LEGEND

- BURIED GAS LINE
- WATER MAIN
- S— SANITARY SEWER
- ST— STORM SEWER
- E— BURIED ELECTRIC
- +851.2 SPOT ELEVATION
- LS. LANDSCAPING
- WATER VALVE
- ⊗ GAS METER
- ⊠ ELECTRIC PEDESTAL
- ⊞ LIGHT POLE
- ⊞ TELEPHONE PEDESTAL
- ⊞ FIRE HYDRANT
- SIGN
- ⊙ STORM SEWER MANHOLE
- ⊞ SQUARE CATCH BASIN
- ⊙ SANITARY SEWER MANHOLE
- ⊙ DECIDUOUS TREE (DBH IN INCHES)
- ⊙ CONIFEROUS TREE (DBH IN INCHES)

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

SANITARY & STORM SEWER ELEVATION TABLE

NUMBER	RIM	ELEVATION	ELEVATION	ELEVATION	ELEVATION	DESCRIPTION
1	1043.08	NW 1039.83	NE 1039.49			STORM SEWER INLET
2	1038.90	SW 1031.41	SE 1031.01	N 1034.61		STORM SEWER INLET
3	1032.79	NW 1028.96	SE 1025.46			STORM SEWER INLET
5	1028.39	NW 1023.04	SE 1022.94			STORM SEWER INLET
6	1035.14	NW 1027.12	E 1026.89			SANITARY SEWER MANHOLE
7	1041.31	SW 1035.06	SE 1033.93			SANITARY SEWER MANHOLE
9	1067.25	SE 1059.33	NW 1064.63	W 1063.42		STORM SEWER INLET

- 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) Date of field work: January 10 & 13, 2023
 - 3) All buildings, and surface and subsurface improvements on and adjacent to the site are not necessarily shown hereon.
 - 4) All trees, hedges and ground cover on the site may not necessarily be shown hereon.
 - 5) Routing of public utilities is based upon markings provided by Digger's Hotline Ticket Number 20230105836, markings provided by GLS Utility Locating, and visible above ground structures. Additional buried utilities/structures may be encountered. No excavations were made to located utilities. Before excavations are performed contact Digger's Hotline.
 - 6) Elevations are based upon NAVD83 datum. Elevations are transferred to the site utilizing RTK GPS surveying while observing the WSCORS Network, WI GEOID 12B

DIGGERS HOTLINE
 Dial 811 or (800) 242-8511
 www.DiggersHotline.com

SURVEYED FOR :
 ICONICA
 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



SITE PLAN
 SCALE: 1/16" = 1'-0"
 0 8 16 32
 0 2
 1/16" = 1'-0"

FOR REFERENCE ONLY

COUNTRY MEADOWS CLUBHOUSE

6840 SCHROEDER ROAD
 MADISON, WISCONSIN 53711
 BENDER COMPANIES
 1512 N. FREMONT STREET, SUITE 202
 CHICAGO, IL 60642

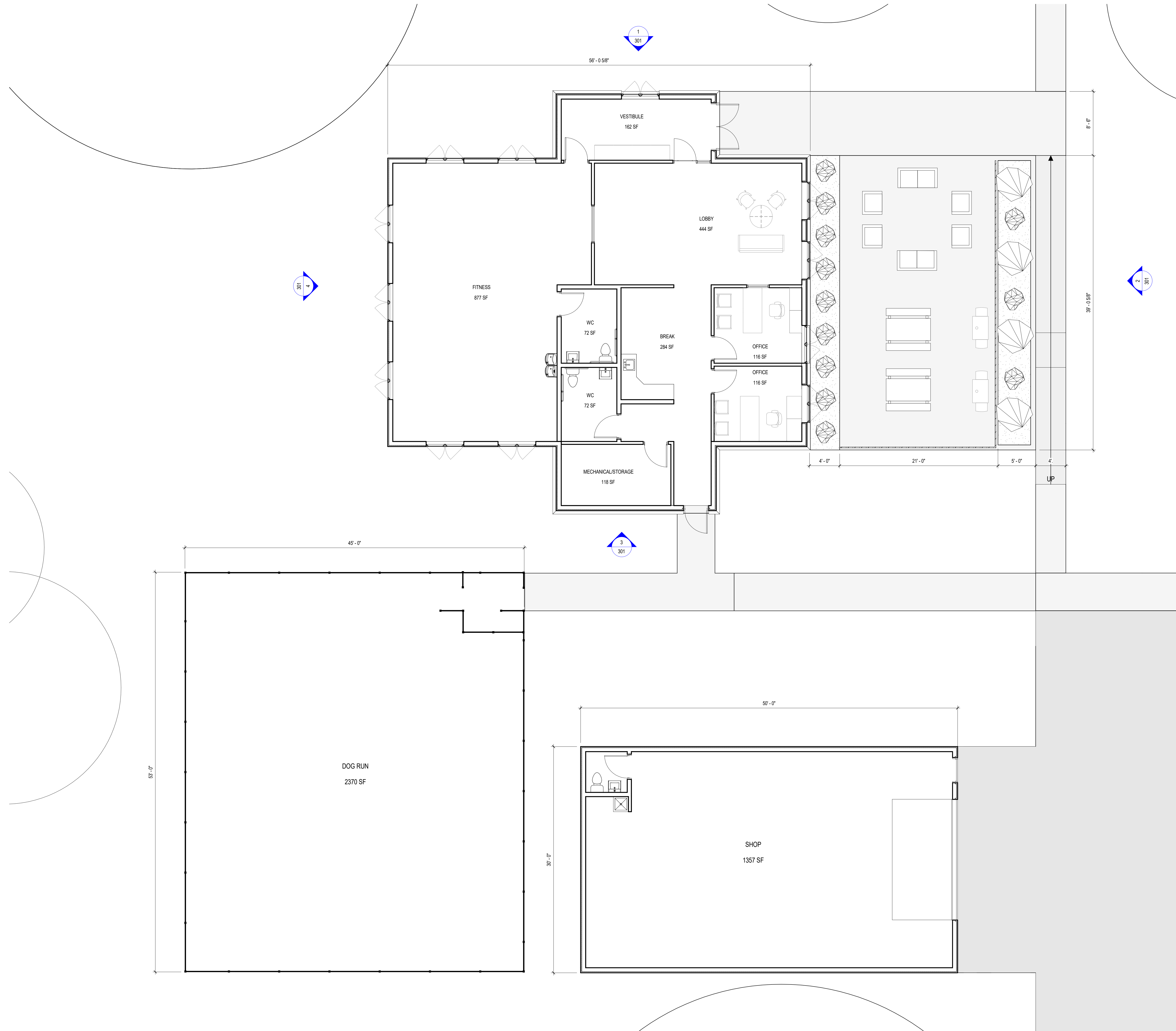
ISSUE DATES:

Issue	Description	Date

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Sheet Title
SITE PLAN

Project Number: 20220640
 Sheet Number



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COUNTRY MEADOWS CLUBHOUSE

6840 SCHROEDER ROAD
 MADISON, WISCONSIN 53711
BENDER COMPANIES
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 CHICAGO, IL 60642

ISSUE DATES:

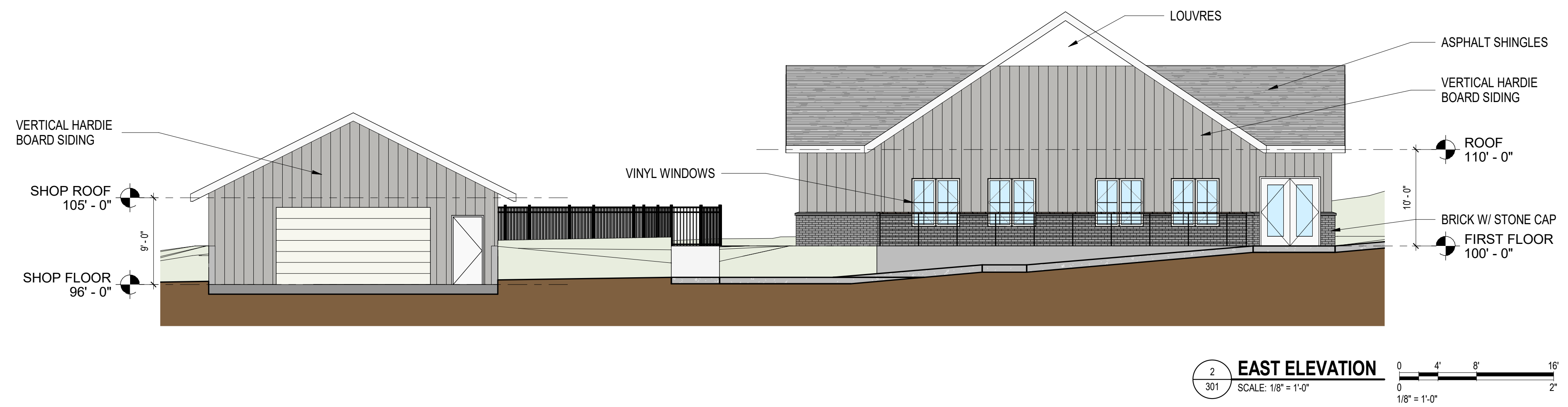
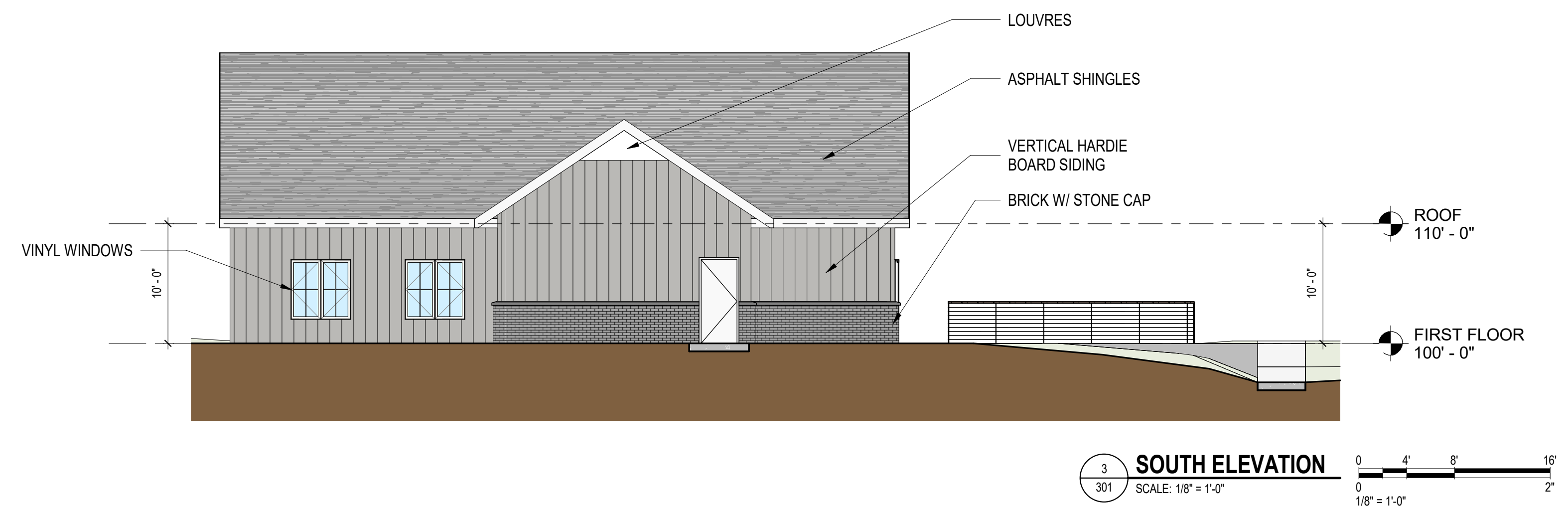
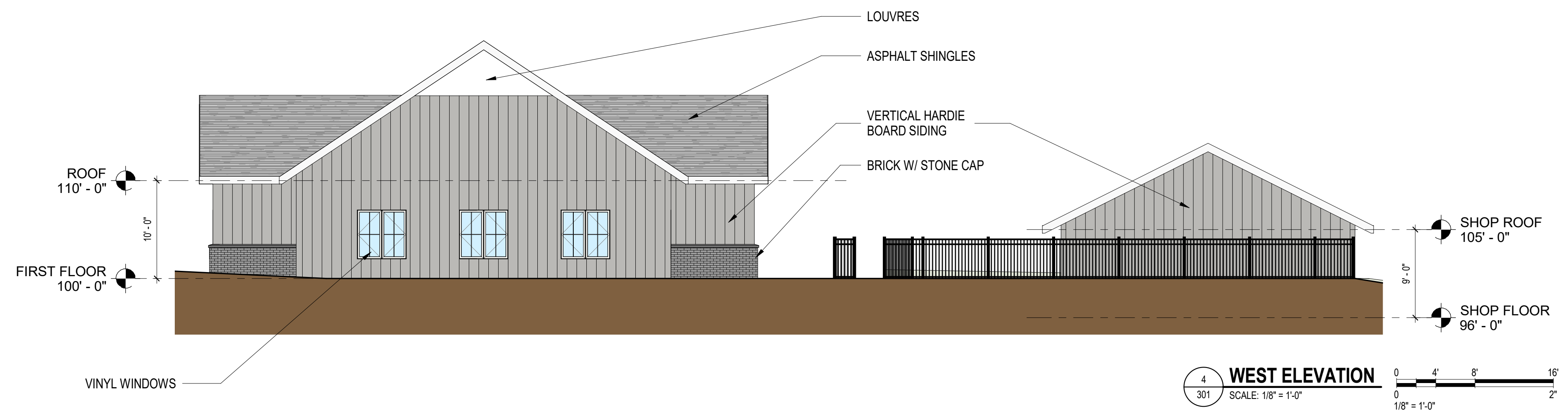
Issue	Description	Date

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Sheet Title
FIRST FLOOR PLAN

Project Number: 20220640
 Sheet Number

201



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COUNTRY MEADOWS CLUBHOUSE

6840 SCHROEDER ROAD
 MADISON, WISCONSIN 53711
BENDER COMPANIES
 1512 N. FREMONT STREET, SUITE 202
 CHICAGO, IL 60642

ISSUE DATES:
 Issue Description Date

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Sheet Title
BUILDING ELEVATIONS

Project Number: 20220640
 Sheet Number

301