

# 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 5/9/25 3:35 p.m.

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

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 \_\_\_\_\_

## 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.

*Note: Site location is currently a golf course. No adjacent buildings.*

### 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) *N/A: informational meeting*☒ 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 [UDApplications@cityofmadison.com](mailto:UDApplications@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

- 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, Jenny Kirchgatter, and Tim Parks on 3/19/2025.
- 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 Allison RathackRelationship to property Project Manager for Dane CountyAuthorizing signature of property owner Date 5/8/25

## 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



May 9, 2025

Urban Design Commission  
215 Martin Luther King Jr. Blvd.  
Madison WI 53703

Re: Dane County Sustainability Campus

We are writing to request initial input from the Urban Design Commission regarding the proposed initial development of the Dane County Department of Waste and Renewables (W+R) new Sustainability Campus, located adjacent to the existing Yahara Hills Golf Course, south of Millpond Road and west of County Road AB. The initial development of the Sustainability Campus represents a critical step forward in consolidating W+R operations, improving service, and advancing W+R leadership in sustainable waste management and renewable energy.

The Sustainability Campus will support waste processing and education, while laying the groundwork for a future Sustainable Business Park—an innovation-driven hub for companies that divert materials from the waste stream and promote a local circular economy. The Sustainability Campus will enable W+R to provide safe, sustainable waste solutions to current and future generations.

The scope of work being presented in this package is focused on establishing the initial infrastructure of the campus and three supporting buildings:

1. **Scale House** - A compact (<1,000 SF) structure that will serve as the primary point of customer interaction, monitoring all commercial traffic entering and exiting via County Road AB.
2. **Maintenance Shop** - A pre-engineered metal building to support equipment and fleet maintenance needs.
3. **Education and Administration Center** - The central public-facing facility W+R, housing administrative offices as well as flexible space for community education or workshops, public engagement, and outreach programming.

In future phases, W+R's residential drop-off facilities will be relocated to this campus, and the sustainable business park will be developed to further support material diversion and local circular economy.

While the three initial buildings differ in size, function, and construction type, they will share a cohesive material palette to unify the Sustainability Campus identity. The Education and Administration Center, which will be the most visible structure from Highway 12/18 and Millpond Road, sets the architectural tone. It is designed to feature corrugated aluminum



metal panels above a dark brick base, balanced with warm accents in wood-look metal or fiber cement board at key public-facing zones.

The Scale House echoes this palette and emphasizes warmth on the façade that greets inbound traffic. The Maintenance Shop, though more utilitarian in nature, incorporates similar materials, with the wood-look element identifying vehicle bay entries despite its limited public exposure.

The site design will blend the campus with its surroundings using native plants, screening, and separating public and operational areas. It will prioritize public interaction by managing traffic to reduce conflicts, hosting outdoor events and tours to engage the community, and creating a positive image from its visible spot near Highway 12/18. Stormwater management, green buffers, and careful lighting and signage will enhance environmental care and user experience.

This project represents a bold step for Dane County—uniting public and private sectors in the shared mission of waste diversion, education, and sustainability. We look forward to presenting our plans in greater detail and welcome the Commission’s feedback and guidance as we move forward.

Drew Martin, AIA, NCARB, VP/Design Director

[DMartin@strang-inc.com](mailto:DMartin@strang-inc.com)

608.720.1835p

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**RE: Notification to submit for UDC informational**

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**From** O'Brien, Sean <district16@cityofmadison.com>

**Date** Thu 2025-04-17 11:21

**To** Austen R. Conrad <AConrad@strang-inc.com>

\*\*\* [EXTERNAL] This message comes from an external organization. Exercise caution when opening attachments or clicking links, especially from unknown senders. \*\*\*

Hi Austen,

Thank you for the notification. When the submission materials are final, please send them over. Please don't hesitate to reach out if you need anything further.

Thank you,

Sean

--

Sean O'Brien (he/him)

Alder, District 16

[district16@cityofmadison.com](mailto:district16@cityofmadison.com)

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**From:** Austen R. Conrad <AConrad@strang-inc.com>

**Sent:** Thursday, April 17, 2025 10:13 AM

**To:** O'Brien, Sean <district16@cityofmadison.com>

**Cc:** Allison Rath sack <rathsack.allison@danecounty.gov>; Sarah Phillips <SPhillips@strang-inc.com>

**Subject:** Re: Notification to submit for UDC informational

You don't often get email from [aconrad@strang-inc.com](mailto:aconrad@strang-inc.com). [Learn why this is important](#)

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good morning,

My apologies. We'll actually be submitting this project on May 12<sup>th</sup> for a May 28<sup>th</sup> UDC informational meeting.

Best,

Austen

**Austen R Conrad** AIA, NCARB, NCIDQ, WI Real Estate Broker

Executive Vice President | Principal

608.720.1825 | [AConrad@strang-inc.com](mailto:AConrad@strang-inc.com)

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**From:** Austen R. Conrad

**Sent:** Wednesday, April 16, 2025 17:37

**To:** [district16@cityofmadison.com](mailto:district16@cityofmadison.com) <[district16@cityofmadison.com](mailto:district16@cityofmadison.com)>

**Cc:** Allison Rathsack <[rathsack.allison@danecounty.gov](mailto:rathsack.allison@danecounty.gov)>; Sarah Phillips <[SPhillips@strang-inc.com](mailto:SPhillips@strang-inc.com)>

**Subject:** Notification to submit for UDC informational

Good afternoon,

On behalf of my client, Dane County Department of Waste & Renewables, I'm writing to inform you that we intend to submit on 4/21 for an UDC informational presentation on 5/7. This informational will be focused on the Dane County Sustainability Campus buildings to be located north of the new landfill. As always, please don't hesitate to reach out to myself or Ali Rathsack with Dane County (CC'd) with any questions.

Hope you have a great rest of the week ahead!

Austen

**Austen R Conrad** AIA, NCARB, NCIDQ, WI Real Estate Broker

Executive Vice President | Principal

608.720.1825 | [AConrad@strang-inc.com](mailto:AConrad@strang-inc.com)



**Architecture | Engineering | Interior Design | Planning**

811 East Washington Avenue, Suite 200 | Madison, WI 53703 | 608.276.9200

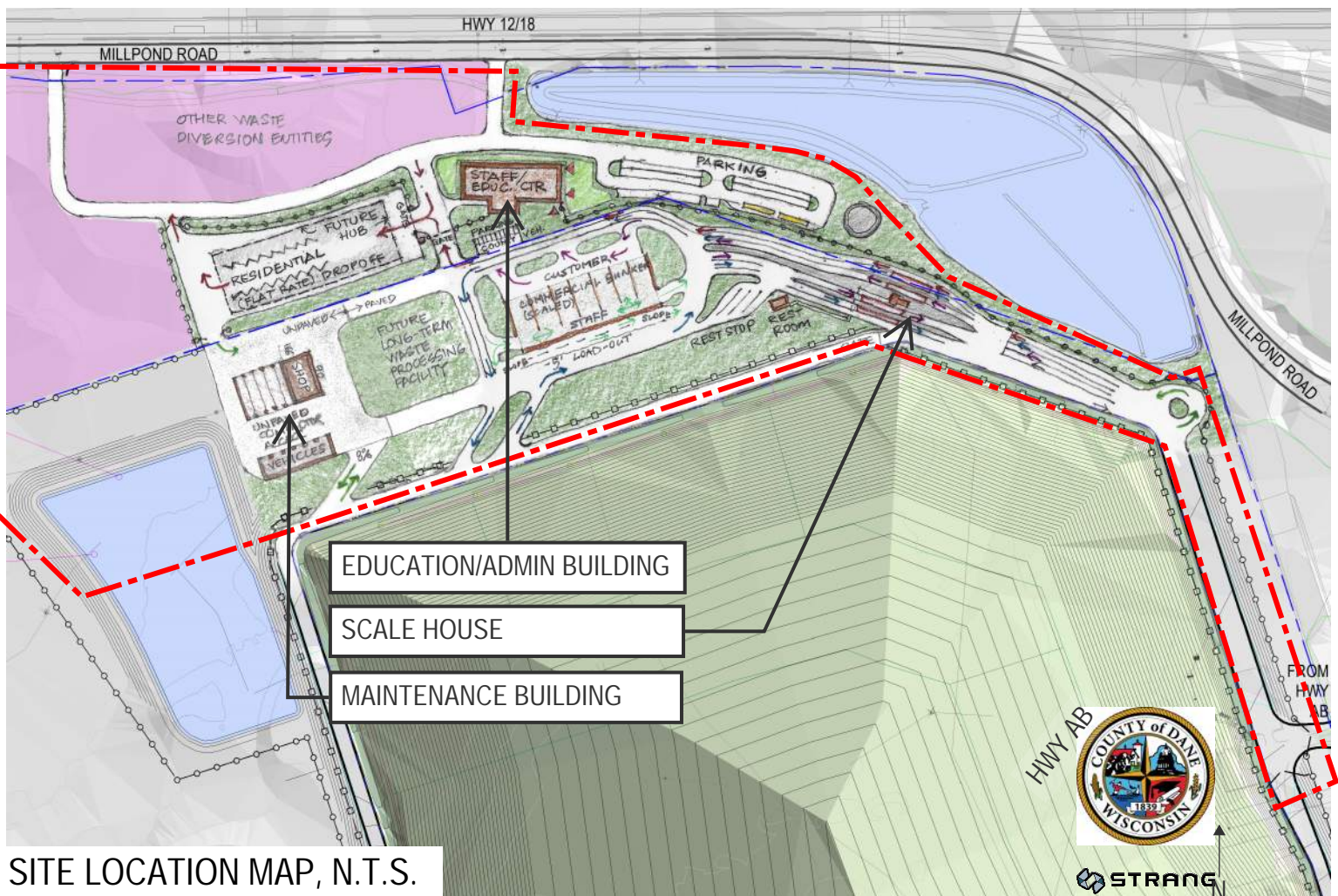
W238N1610 Busse Road, Suite 102 | Waukesha, WI 53188 | 262.875.6760

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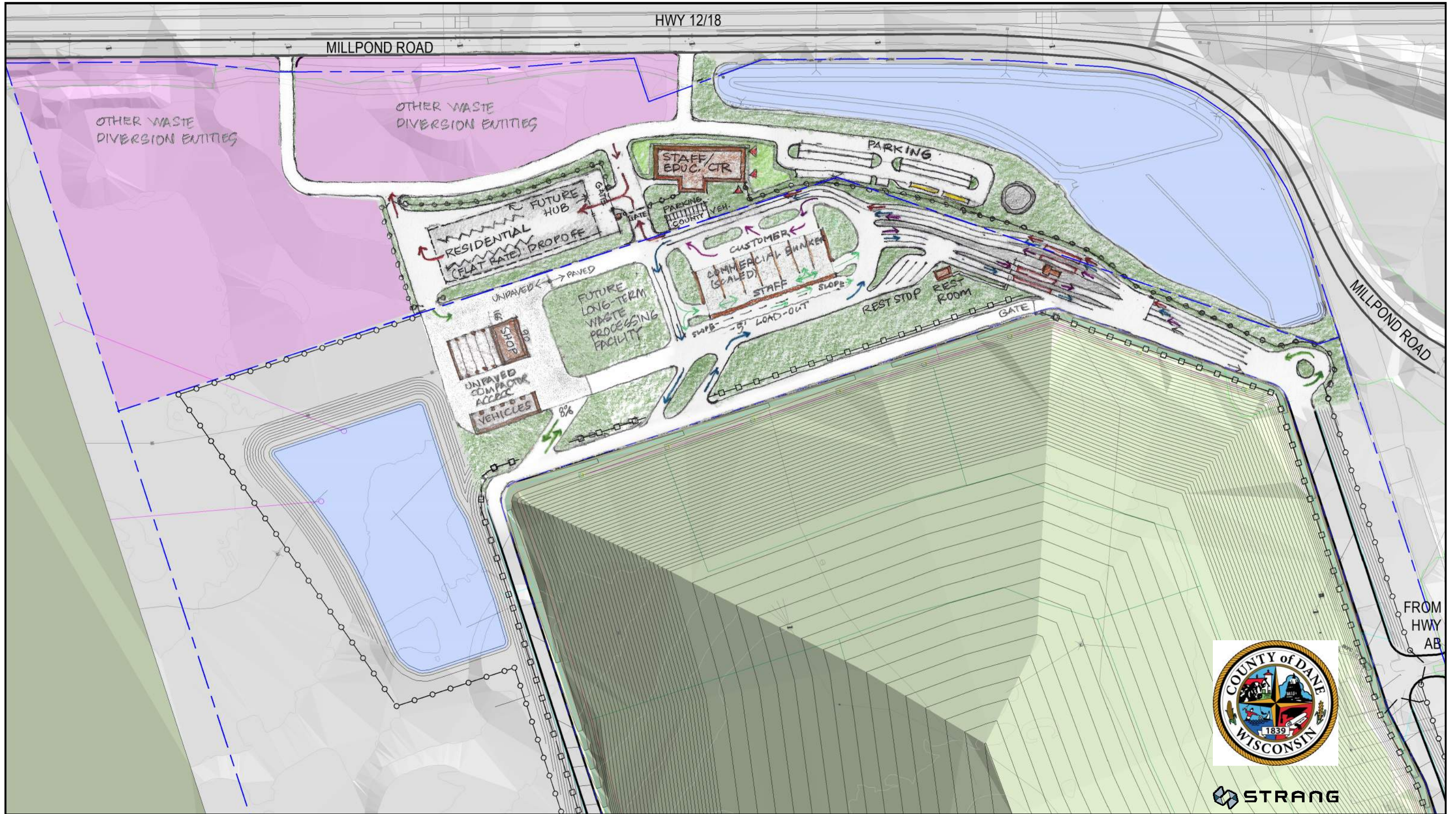
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SITE LOCATION MAP, N.T.S.





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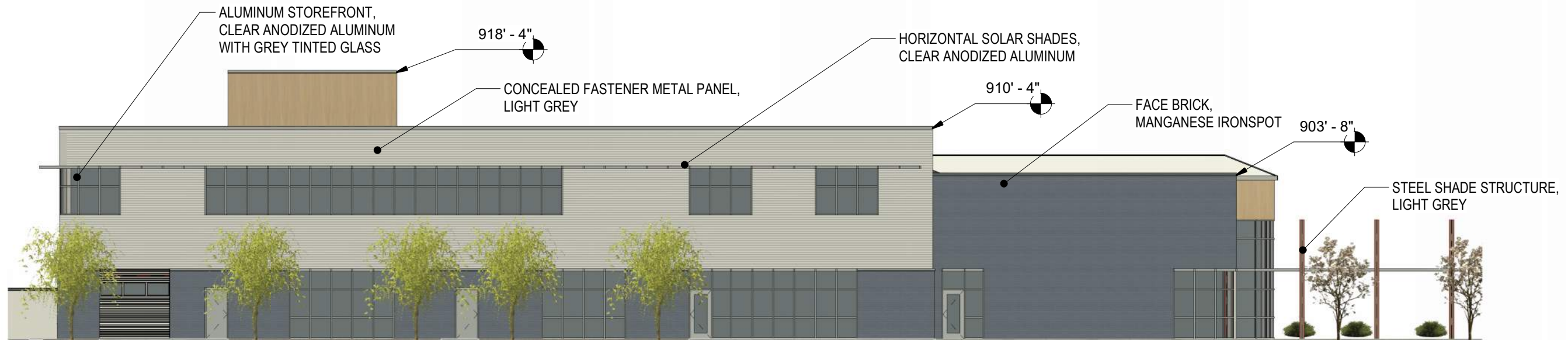

$$1'' = 10' - 0''$$


GABION SEAT WALL, TYP.

314/2005 3.20.40.DH

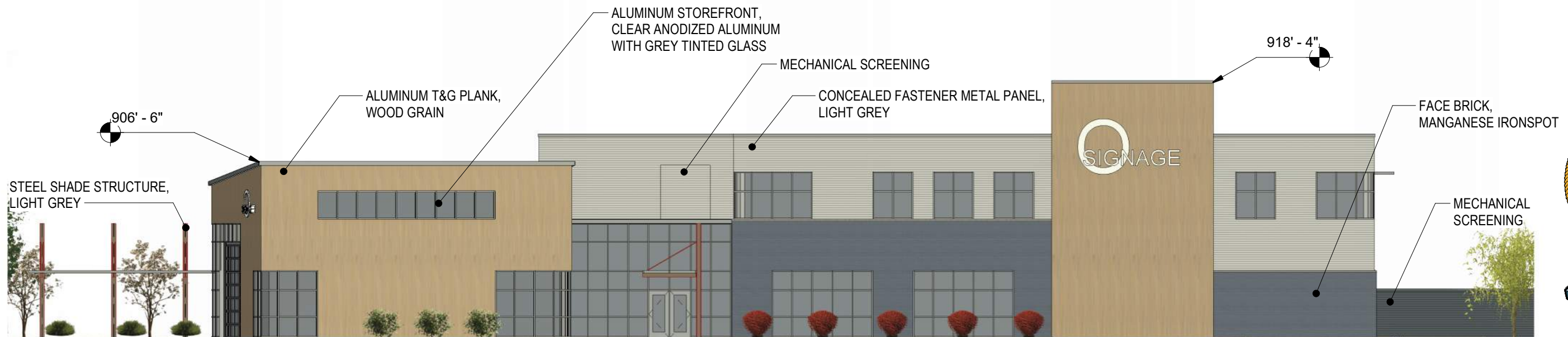






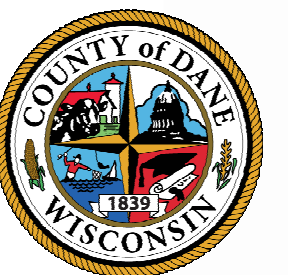
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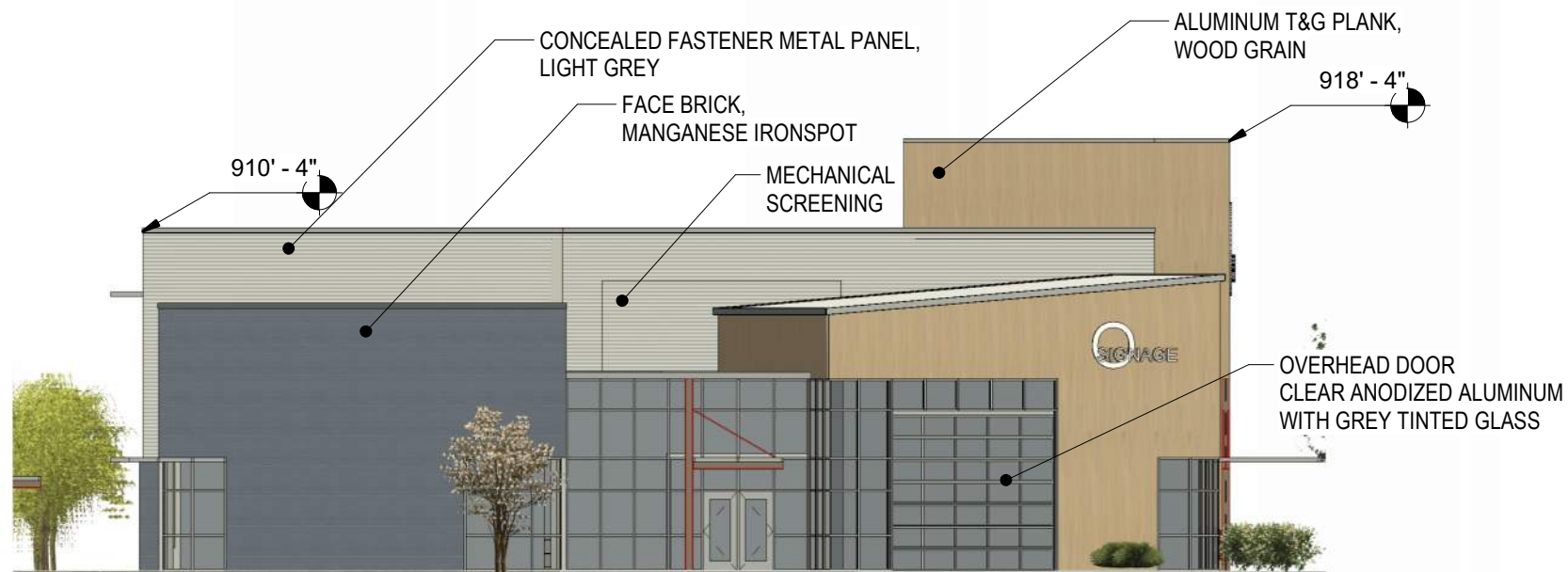
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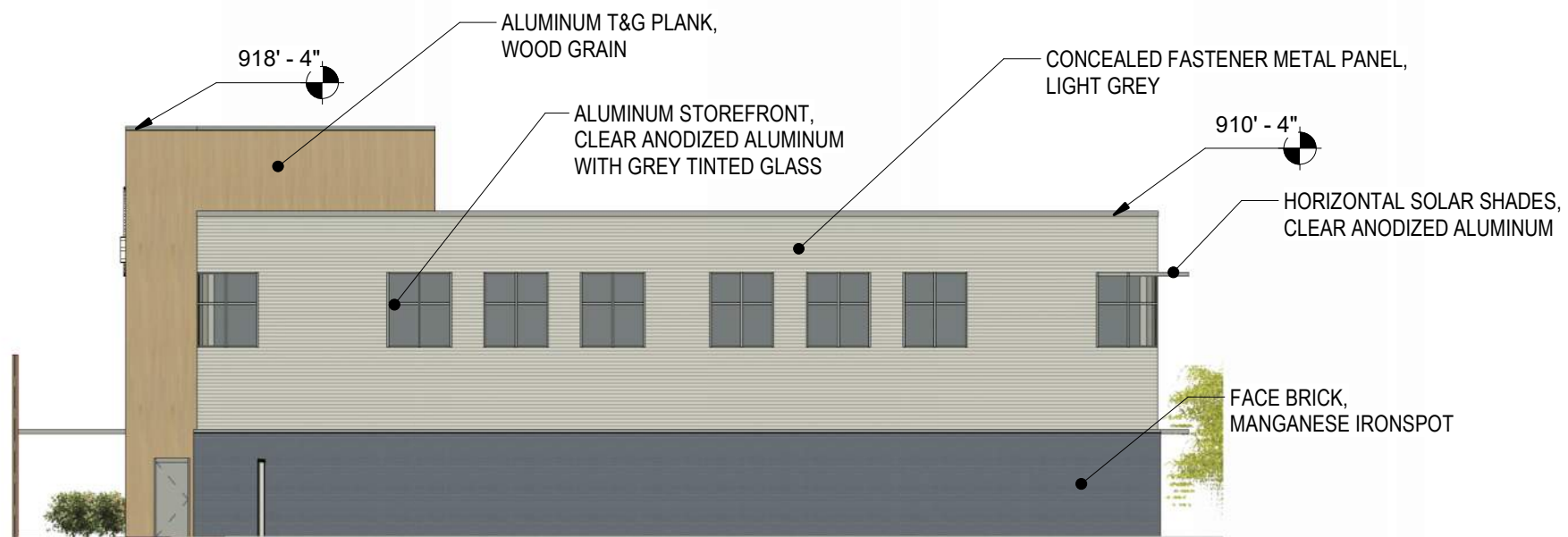
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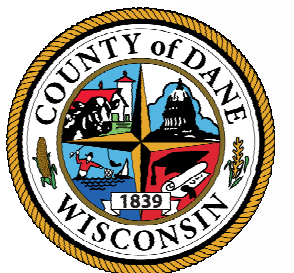
## EDUCATION AND ADMIN CENTER EAST ELEVATION

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## EDUCATION AND ADMIN CENTER WEST ELEVATION

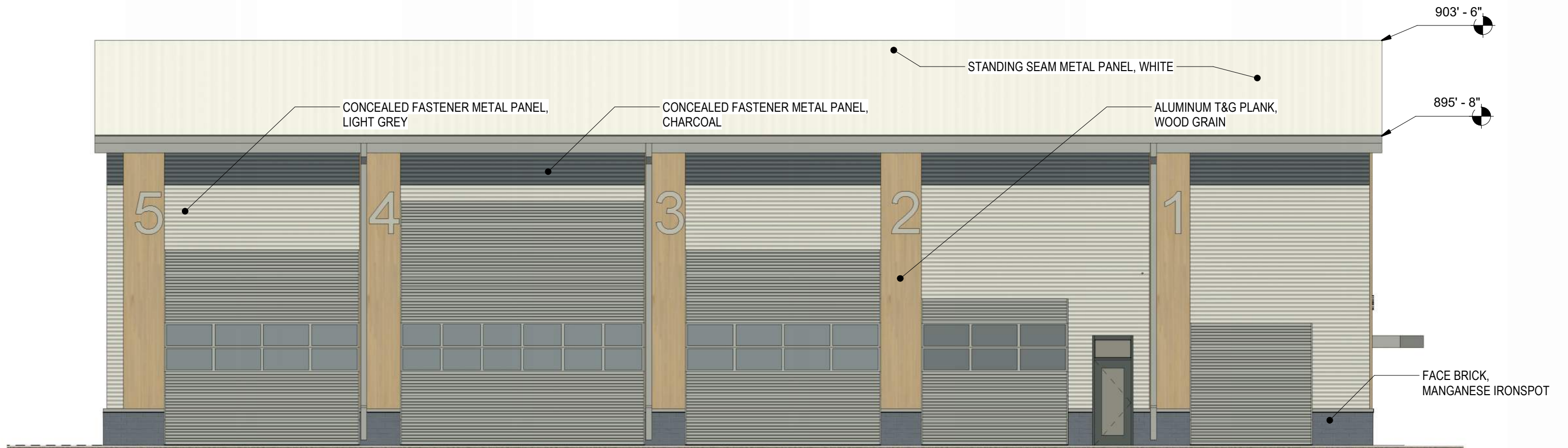
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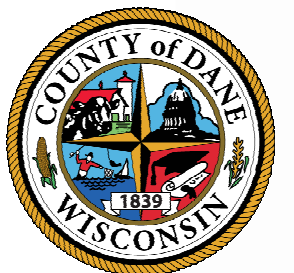


**MAINTENANCE SHOP SOUTH ELEVATION**

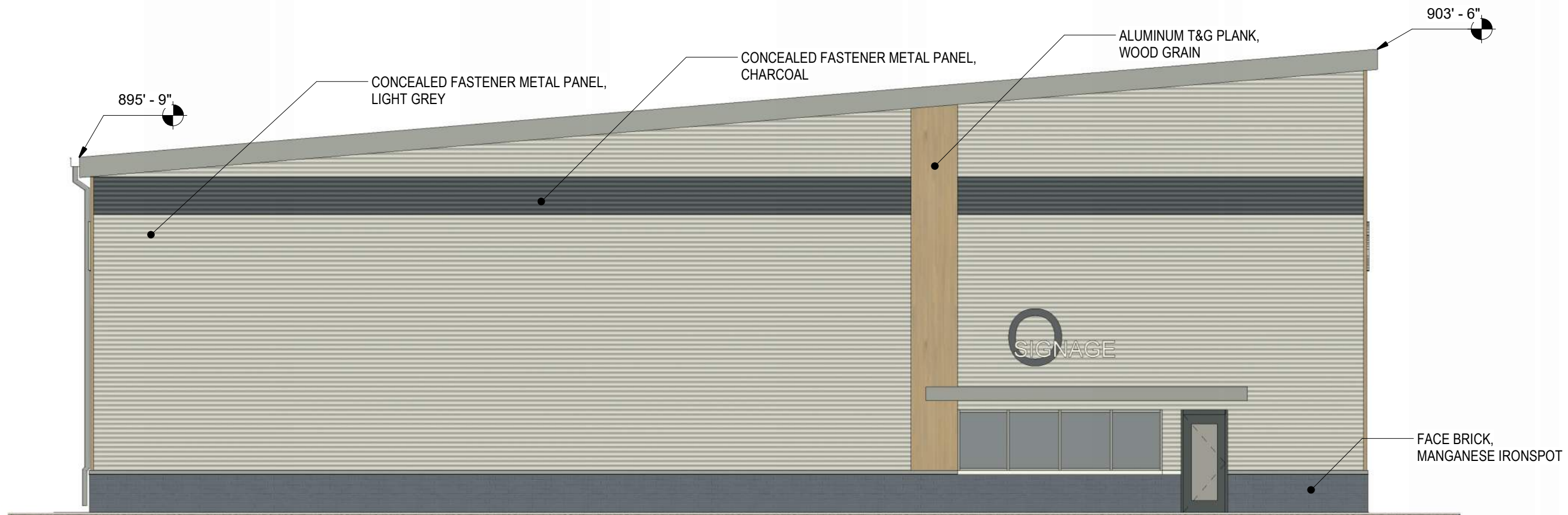


**MAINTENANCE SHOP NORTH ELEVATION**

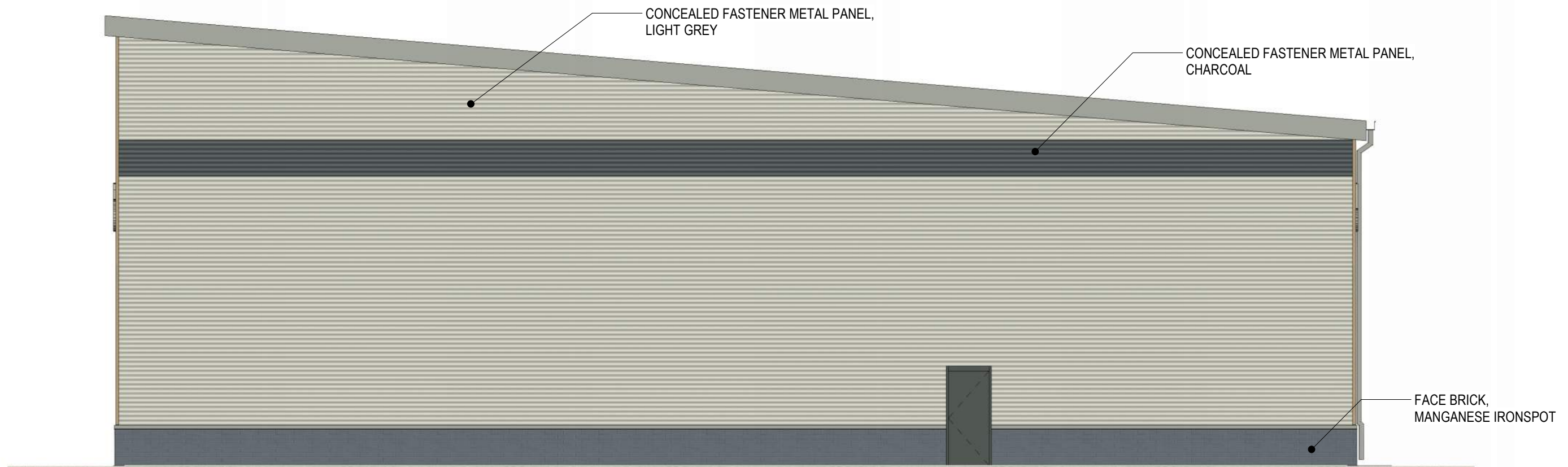
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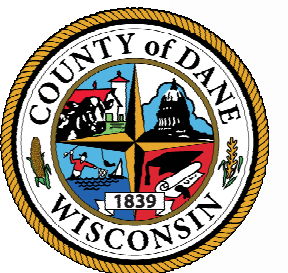


**MAINTENANCE SHOP EAST ELEVATION**

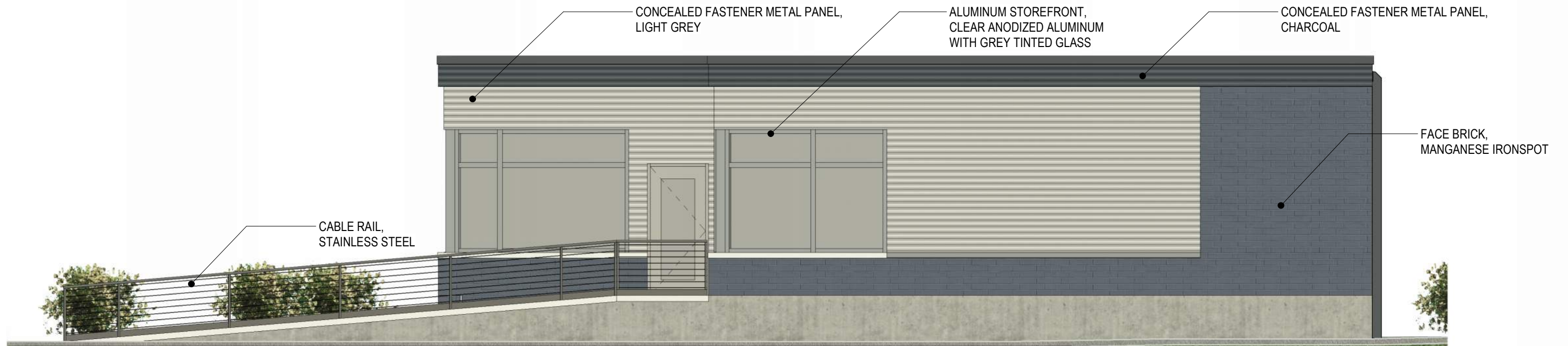


**MAINTENANCE SHOP WEST ELEVATION**

SCALE: 1/8" = 1'



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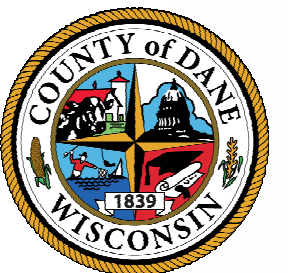
## SCALE HOUSE SOUTH ELEVATION

SCALE: 3/16" = 1'



## SCALE HOUSE NORTH ELEVATION

SCALE: 3/16" = 1'



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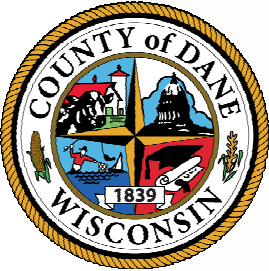
**SCALE HOUSE EAST ELEVATION**

SCALE: 3/16" = 1'



**SCALE HOUSE WEST ELEVATION**

SCALE: 3/16" = 1'



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EDUCATION AND ADMIN CENTER GROUND VIEW FROM NORTHEAST

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EDUCATION AND ADMIN CENTER GROUND VIEW FROM NORTHWEST

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EDUCATION AND ADMIN CENTER GROUND VIEW FROM SOUTHEAST

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EDUCATION AND ADMIN CENTER GROUND VIEW FROM SOUTHWEST

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**MAINTENANCE SHOP GROUND VIEW FROM NORTHEAST**

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MAINTENANCE SHOP GROUND VIEW FROM NORTHWEST

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**MAINTENANCE SHOP GROUND VIEW FROM SOUTHEAST**

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MAINTENANCE SHOP GROUND VIEW FROM SOUTHWEST

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SCALE HOUSE GROUND VIEW FROM WEST

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SCALE HOUSE GROUND VIEW FROM NORTH

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SCALE HOUSE GROUND VIEW FROM EAST

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SCALE HOUSE GROUND VIEW FROM SOUTH

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