

# 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 \_\_\_\_\_

2/3/21  
11:53 a.m.

RECEIVED

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

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

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

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

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

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](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 Janine Glaeser on January 29, 2021.
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 Chris Oddo Relationship to property Professional Design Team Lead  
 Authorizing signature of property owner  Date 1/29/2021

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:**

The Parks Division purchased the former Wisconsin Medical Society properties to increase the size of Olin Park. The existing office building at 328-330 E Lakeside Street was found to be an asset to the City and will be retained for City and community use. The east side of the building will serve as Parks Division offices and reservable community event spaces. The west side will be available for a tenant's compliant use. The building requires updates to mechanical, electrical, plumbing, fire suppression, and technology systems, and ADA compliance. The project also includes some minor interior renovations.

A Land Use application for a Zoning Map Amendment is also being submitted for review at this time.

Future signage requests or alterations for a tenant will be submitted separately for Urban Design Commission review.

The alterations currently being proposed include the following:

### **Parking Area Alteration 1**

The upper portion of the main parking area (12,000 sf) will be regraded and reconfigured to provide accessible parking stalls and an access path to the building entrances. At the west entrance, the existing concrete path will be reconstructed to meet slope requirements. At the east entrance, the paved concrete surfaces will be reconstructed to provide appropriate access. The parking area alterations will provide 6 accessible stalls including 1 van stall and 8 standard parking stalls.

This parking area alteration will also provide the following improvements:

- 31% reduction in impervious pavement in the area of the new proposed work
- Conduit for future EV charging stations
- 21 bike parking stalls
- Bollard-style sidewalk (low level) lighting to emphasize the entrance path
- Landscape (less than 10% of the entire site) will be restored with turf grass and native plantings appropriate for storm water management measures
- Fire Department equipment access lanes and maneuvering areas

### **Roof Alteration 1**

In addition to the work described above, the east building entrance will be modified on the interior to include the installation of an elevator to provide access from the entrance level to the upper floor. The elevator over run will alter the exterior of the building on the front (South) elevation. The elevator overrun will be clad in a metal panel system which will match existing building metal finishes.

To accommodate this roof alteration, additional changes are required for the exterior of the entrance. The elevator is being positioned to the west side of the entrance space in place of the existing interior stairs which will require that the entrance doors shift to the west. The existing door location will be changed to glass panels. The elevator placement also requires that two clear glass panels be changed to spandrel glass panels on the west elevation.

As the main entrance for the Parks Division, an architectural sign band will be created above the entrance doors at the existing fascia. Signage graphics will be submitted for review in the future. The intent is for the signage to be incorporated in the sign band with potential public art. Possible locations are indicated on the drawings, but approval of the sign and graphics are not being requested at this time. The signage band will be in a metallic finish to match the existing material palette.

### Parking Area Alteration 2

The parking area to the east near the loading dock will function as the service area for the east building. A trash enclosure, condensers, and transformer will be in this area. The trash enclosure will be in front of the existing retaining wall so that it is screened from the lake side and the residential buildings to the east and so that it is easily accessible by trucks from the main drive aisle. The condensers are being located to the west of the trash enclosure and will be screened on all sides with a five-foot-high vertical wood siding enclosure. The transformer will be located further south of this area and will be screened from the adjacent residences with plantings or a similar vertical wood enclosure.

### Roof Alteration 2

An air intake hood is being added to the roof near the existing chimney on the southeast corner. The hood is a low-profile style and will be set back from the roof edge and painted to match other existing metal panels to minimize its appearance. The placement of the air intake hood relates to an existing interior chase which connects the basement mechanical room and the ground level mechanical room directly to the roof.

Please contact me at (608) 445-9594, if you have any questions or need further information.

Thank You,

**Chris A. Oddo, AIA**

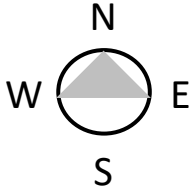
Principal

# Olin Park Facility



Location Map

February 3, 2021





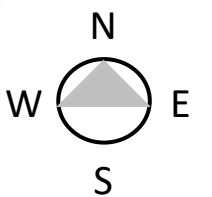
# Olin Park Facility



Scale: 1 In = 200 Ft

## Property Limits

February 3, 2021

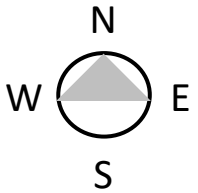


# Olin Park Facility



Site Contours

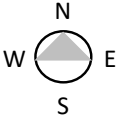
February 3, 2021



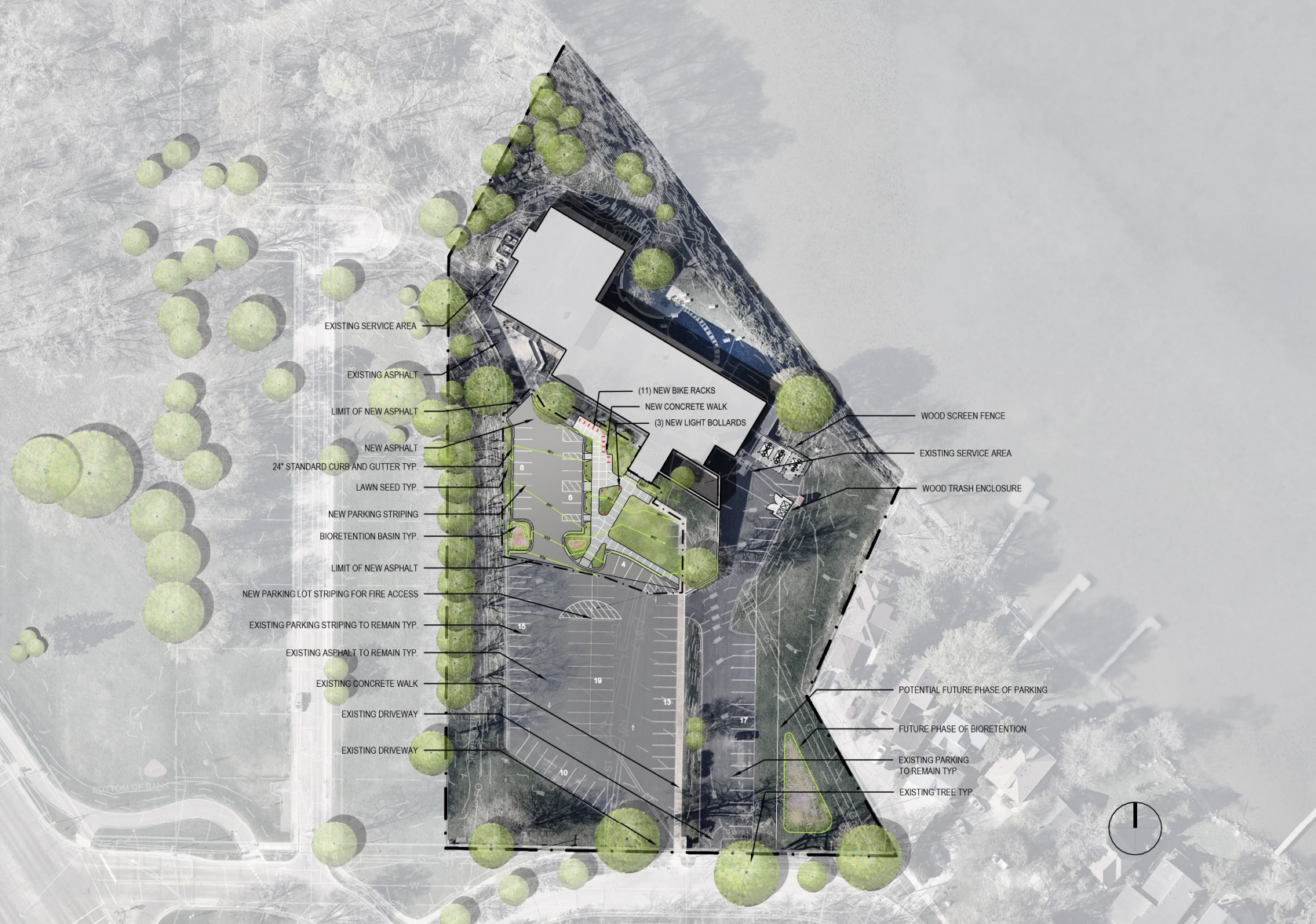
# Olin Park Facility



Site Plan – Proposed

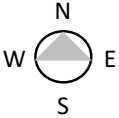


# Olin Park Facility



Site Plan – Proposed

February 3, 2021



# Olin Park Facility



**Bike Rack**



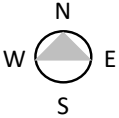
**Screen Fence**



**Light Bollard**

## Site Plan – Proposed

February 3, 2021



SITE FURNISHING IMAGES/PRODUCT CUTS



BIKE RACK

**tgs** TRULY GREEN SOLUTIONS

SKU: PROJECT NAME: DATE:

**RBL™ Bollard**

**DESCRIPTION**  
The RBL™ is a self-cleaning bollard with a uniform distribution of 360°, which is ideal for illuminating building entrances, pathways, and perimeter areas, or any location that requires a low mounting height light source. The RBL™ LED bollard is weather resistant and has a concrete base for sturdy structural support from all directions.

**APPLICATIONS**  
Entrance Pathways, Pedestrian Walkways

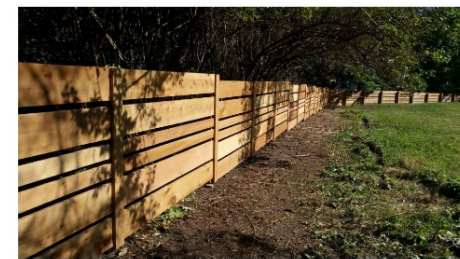
**FEATURES**  
Construction: Anodized 6061 aluminum alloy body with die cast top feature and corrosion resistant polyester powder coating. (RAL 9005)  
Electrical: Input voltage: 120-277VAC, 50/60Hz. Emergency battery backup option available.  
Optical System: Flood diffuser provides uniform 360° distribution.  
Installation/Mounting: Mounting includes concrete bollard base and anchor bolts for steel bollard.  
Warranty: 3 Year Warranty. See warranty documentation for more information.  
Controls/Dimming: 1-10V Dimming.

**Ordering Information**

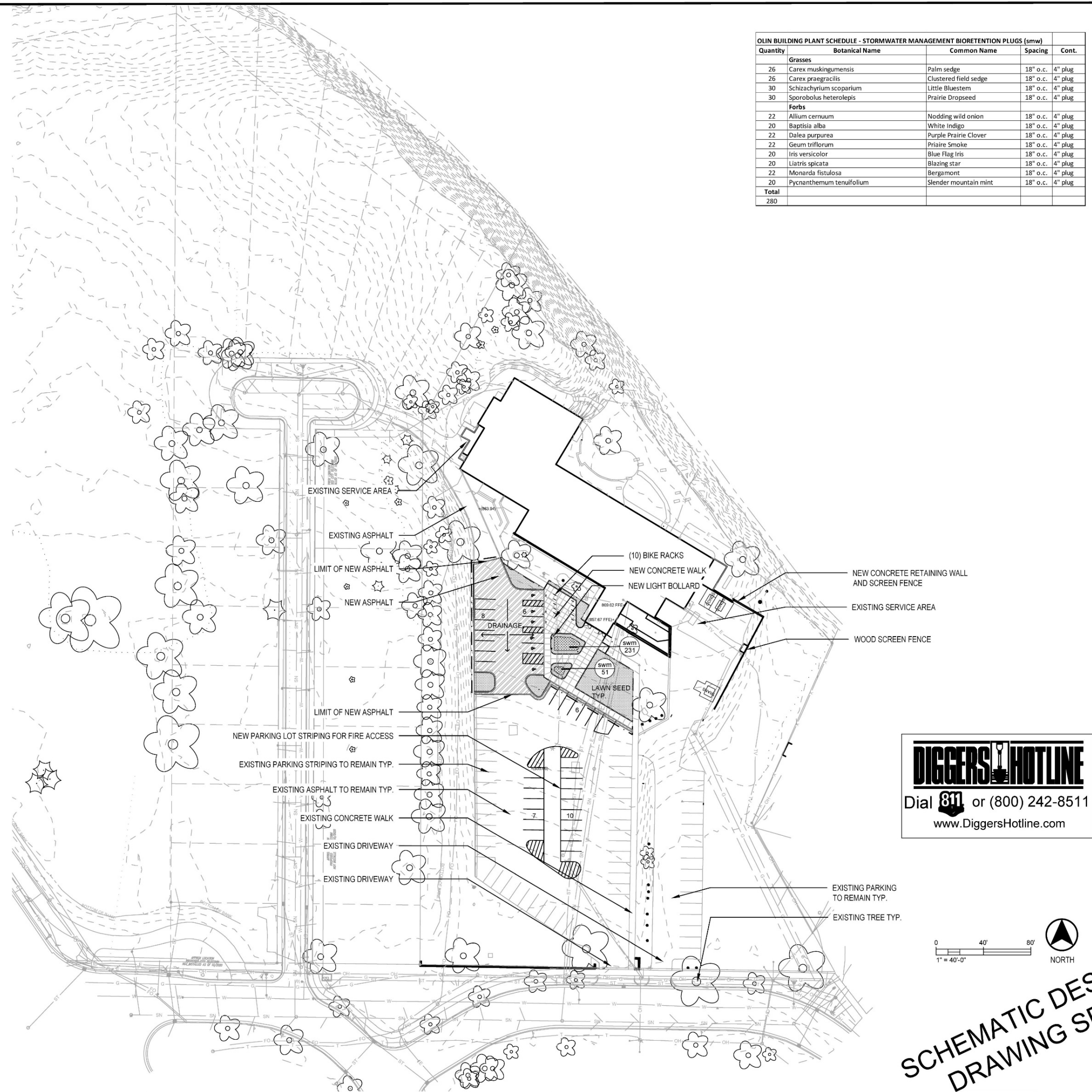
Color	Material	LED	Input Voltage	Controls	Finish	Emergency Device
RBL	26W	60K-1000K 50K-1000K	U-120-277VAC	D-1-10V Dimming	D-Dark Bronze	EM-EM Emergency Battery Backup

Specifications and Dimensions subject to change without notice. \*MOQ and longer lead times may apply, please contact customer service for more information. 1 942029 9001 Virel Ave / Chatsworth, CA 91311 / Ph: (818) 208-4084 / info@trulygreensolutions.com © 2020 Truly Green Solutions. All rights reserved.

LIGHT BOLLARD



WOOD SCREEN FENCE



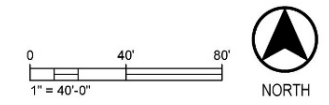
**OLIN BUILDING PLANT SCHEDULE - STORMWATER MANAGEMENT BIORETENTION PLUGS (smw)**

Quantity	Botanical Name	Common Name	Spacing	Cont.
<b>Grasses</b>				
26	Carex muskingumensis	Palm sedge	18" o.c.	4" plug
26	Carex praegracilis	Clustered field sedge	18" o.c.	4" plug
30	Schizachyrium scoparium	Little Bluestem	18" o.c.	4" plug
30	Sporobolus heterolepis	Prairie Dropseed	18" o.c.	4" plug
<b>Forbs</b>				
22	Allium cernuum	Nodding wild onion	18" o.c.	4" plug
20	Baptisia alba	White Indigo	18" o.c.	4" plug
22	Dalea purpurea	Purple Prairie Clover	18" o.c.	4" plug
22	Geum triflorum	Prairie Smoke	18" o.c.	4" plug
20	Iris versicolor	Blue Flag Iris	18" o.c.	4" plug
20	Liatris spicata	Blazing star	18" o.c.	4" plug
22	Monarda fistulosa	Bergamont	18" o.c.	4" plug
20	Pycnanthemum tenuifolium	Slender mountain mint	18" o.c.	4" plug
<b>Total</b>				
280				

**DIGGERS HOTLINE**

Dial 811 or (800) 242-8511

www.DiggersHotline.com



**SCHEMATIC DESIGN  
DRAWING SET**

**INSITE CONSULTING ARCHITECTS**

**inSite Consulting Architects**  
115 E. Main / STE 200  
Madison, Wisconsin 53703  
608-204-0825  
866-297-1762 (fax)  
info@icsarc.com

**play MADISON PARKS**

**Buree**  
Madison, WI 53703  
Phone: 608-202-2863  
Fax: 608-202-2862  
www.bureeinc.com

**Saiki DESIGN**

**OLIN PARK FACILITY IMPROVEMENTS**  
330 E LAKESIDE STREET  
MADISON, WISCONSIN 53715

NOTE: ALL DIMENSIONS GIVEN SHALL BE CONSIDERED TO BE "V.I.F." OR VERIFY-IN-FIELD

ICA NO. COM 20-002

SITE PLAN

ISSUED FOR UDC  
02-03-2021

L-100

# Olin Park Facility



**Approach from Lakeside Street**



**Lake Monona view looking West**



**Adjacent Residential Property at East**

February 3, 2021



# Olin Park Facility

Existing Loading Dock Area – EAST Side of Facility





# Olin Park Facility

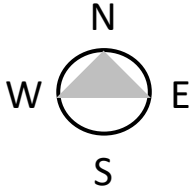


**Existing Loading Dock Area – WEST Side of Facility**

# Olin Park Facility



February 3, 2021



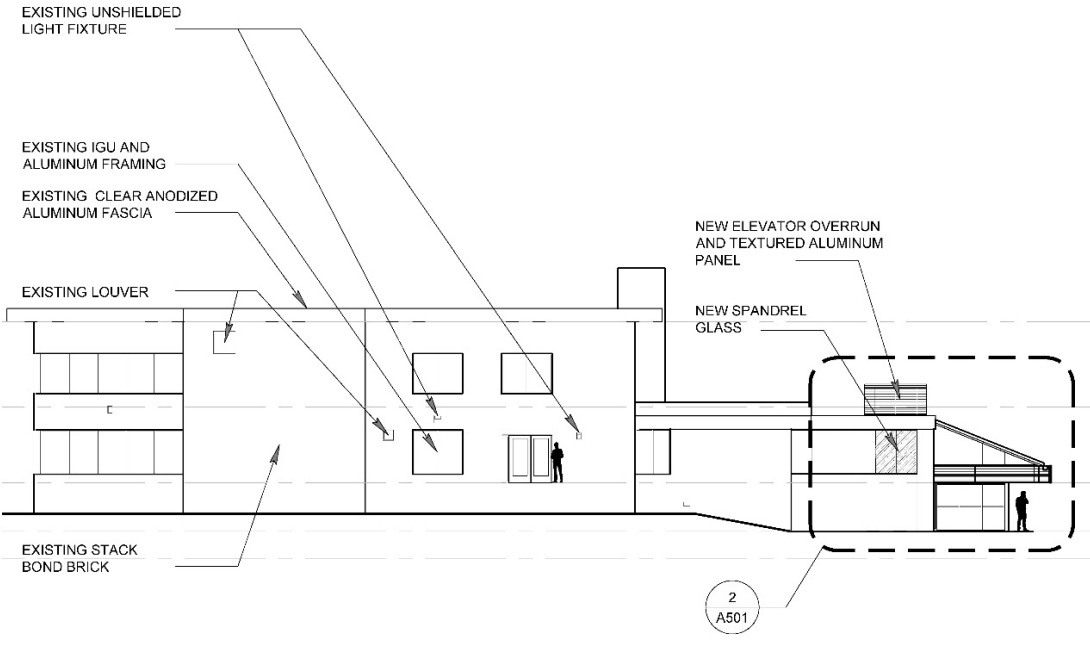
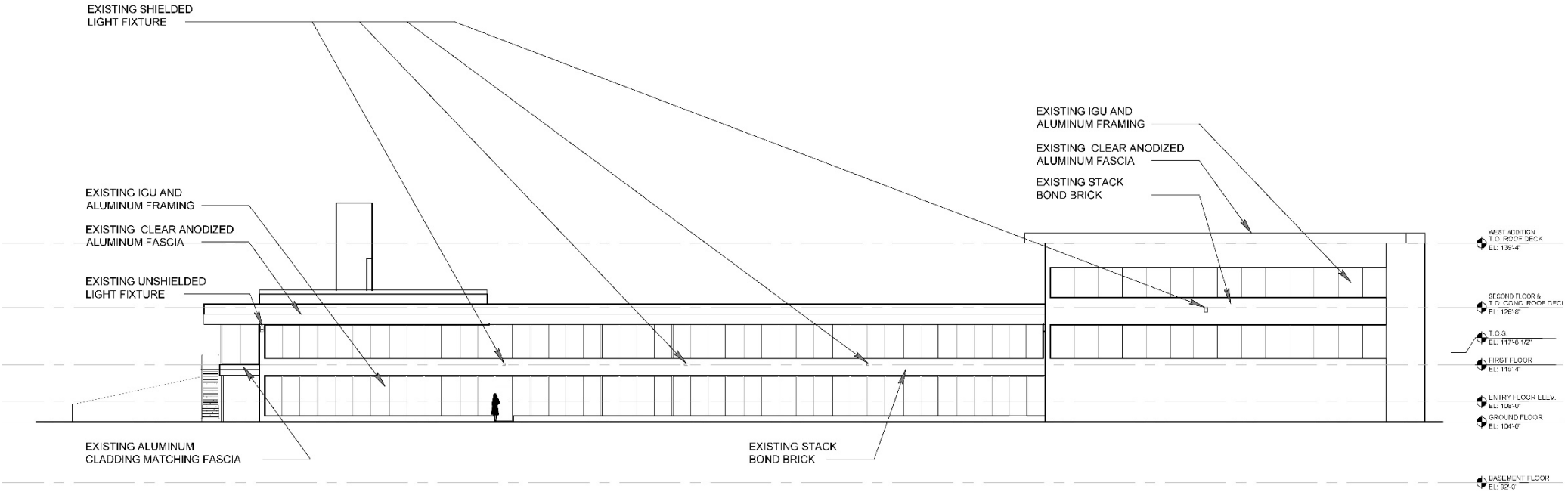
# Olin Park Facility



**Existing Monument Sign**

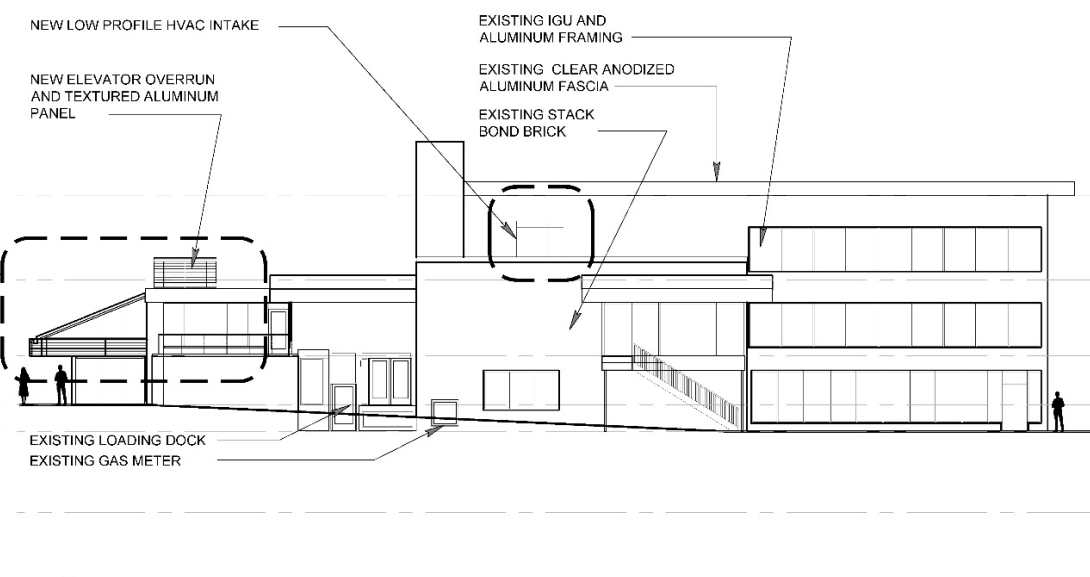
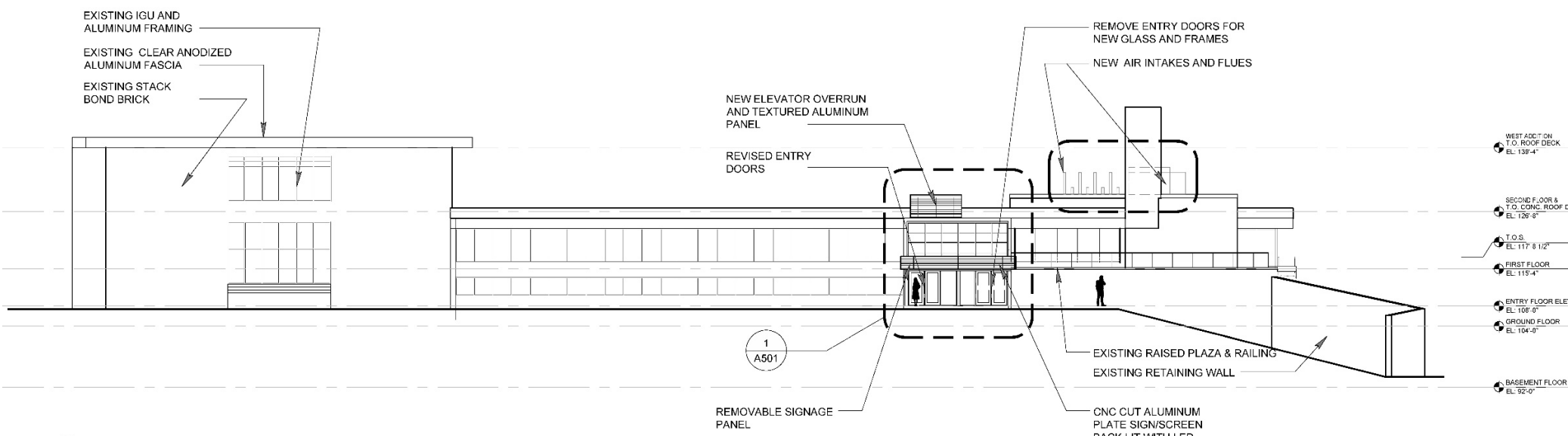


# Olin Park Facility



**1 NORTH ELEVATION**  
 SCALE: 1/16" = 1'-0"

**2 WEST ELEVATION**  
 SCALE: 1/16" = 1'-0"

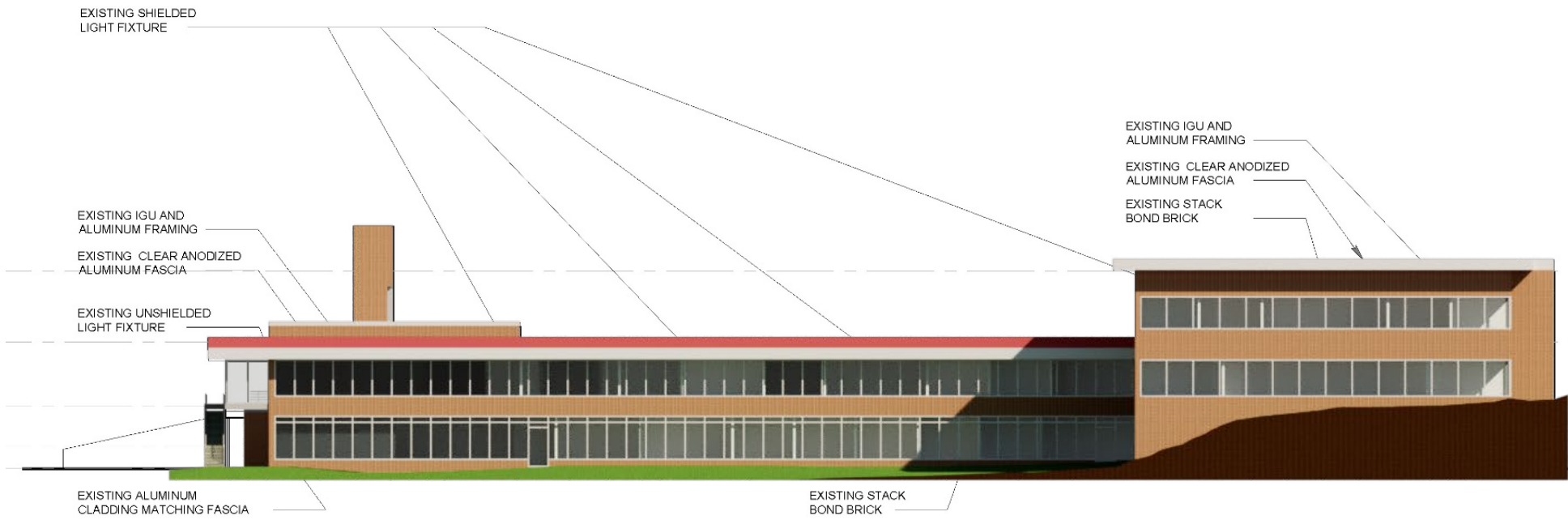


**3 SOUTH ELEVATION**  
 SCALE: 1/16" = 1'-0"

**4 EAST ELEVATION**  
 SCALE: 1/16" = 1'-0"

February 3, 2021

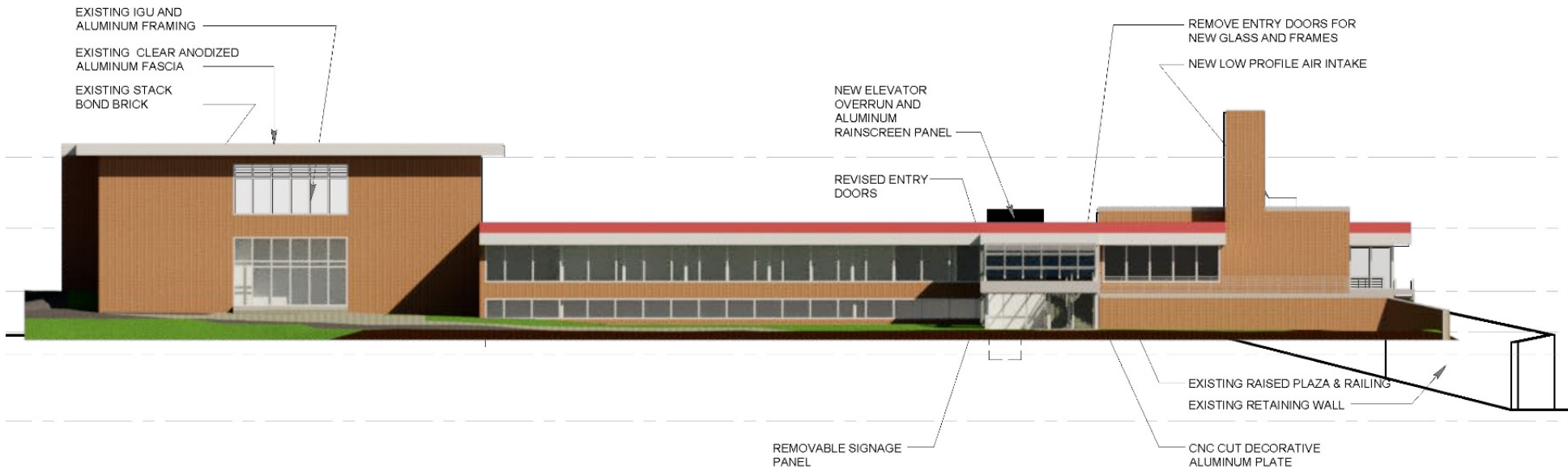
# Olin Park Facility



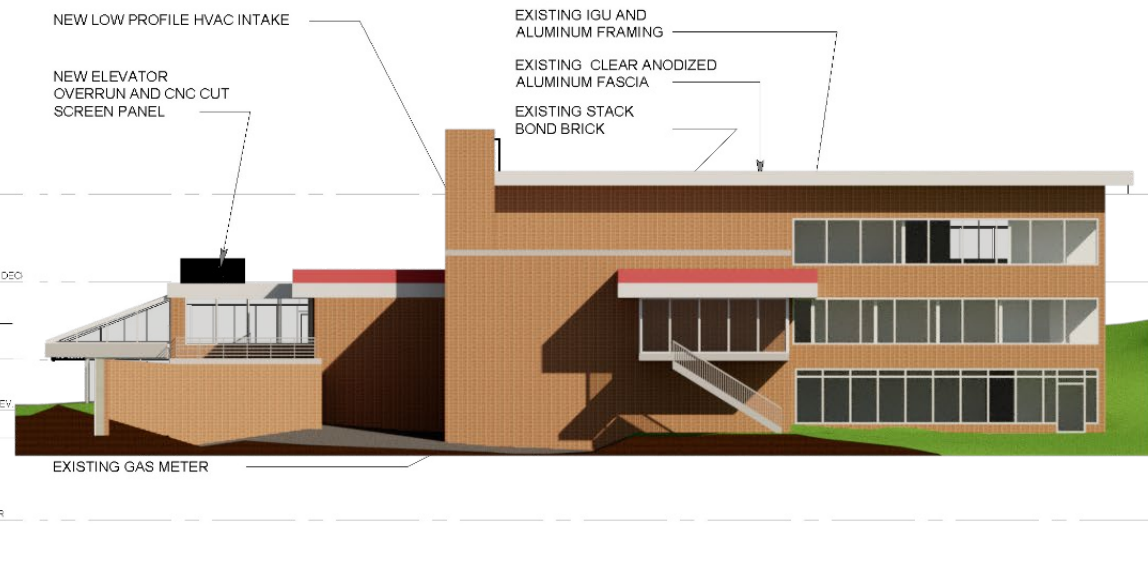
**1 NORTH ELEVATION**  
 SCALE: 1/16" = 1'-0"



**2 WEST ELEVATION**  
 SCALE: 1/16" = 1'-0"



**3 SOUTH ELEVATION**  
 SCALE: 1/16" = 1'-0"



**4 EAST ELEVATION**  
 SCALE: 1/16" = 1'-0"

February 3, 2021

# Olin Park Facility



**Main Entrance - Existing**



**Main Entrance - Proposed**

# Olin Park Facility



**Main Entrance - Existing**

## Metal Panels

Pre-manufactured metal composition panel in silver metallic with clear anodized finish and 3/4" reveals



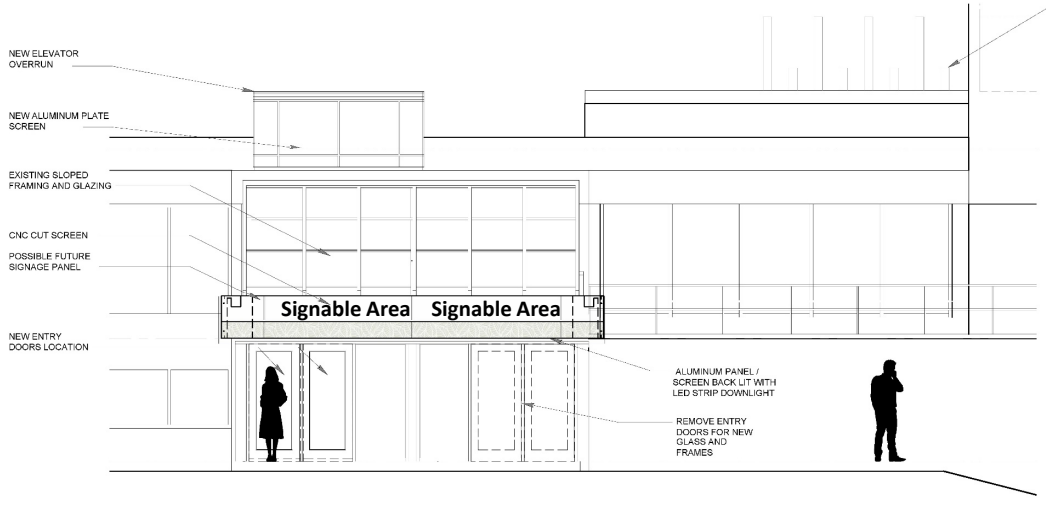
## Glazing

Glazing at front entrance to be re-used where possible and match existing where new.

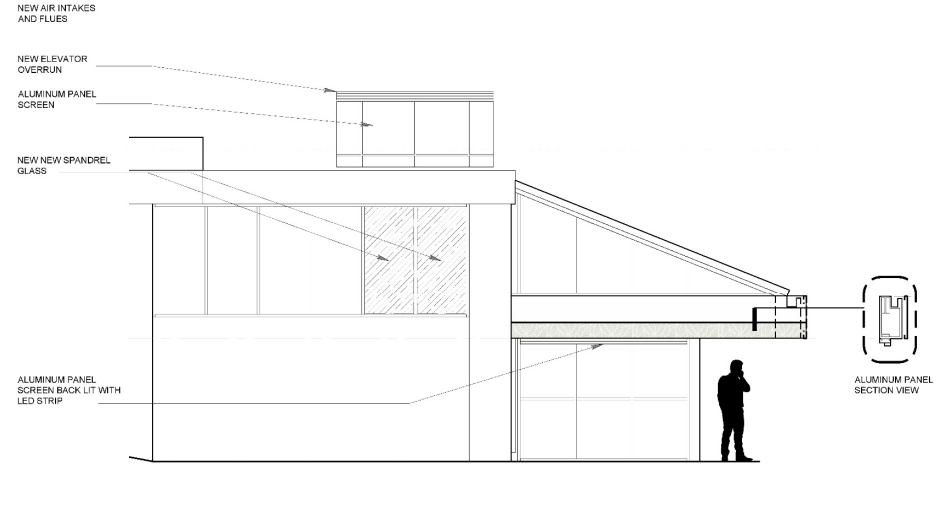


**Main Entrance - Proposed**

# Olin Park Facility



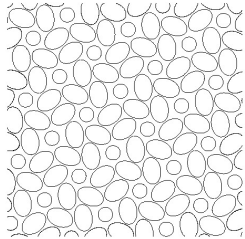
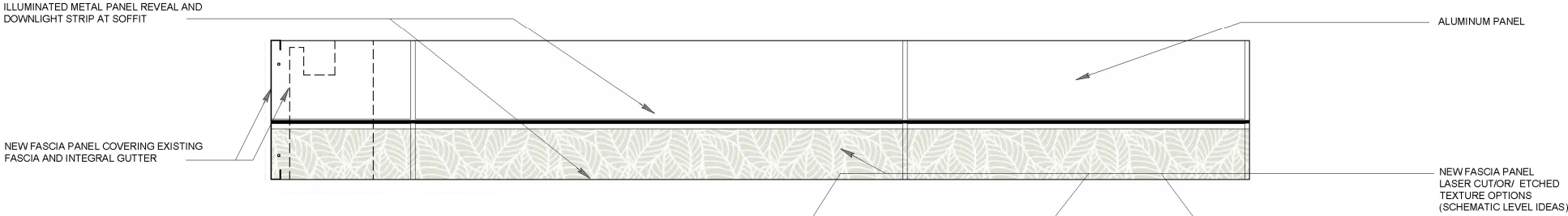
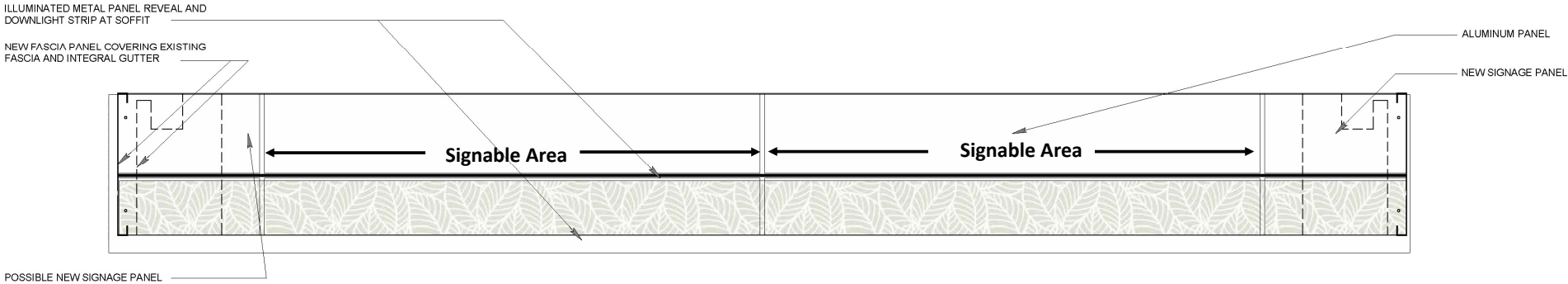
1 SOUTH ENTRY ELEVATION  
A501 SCALE: 1/4" = 1'-0"



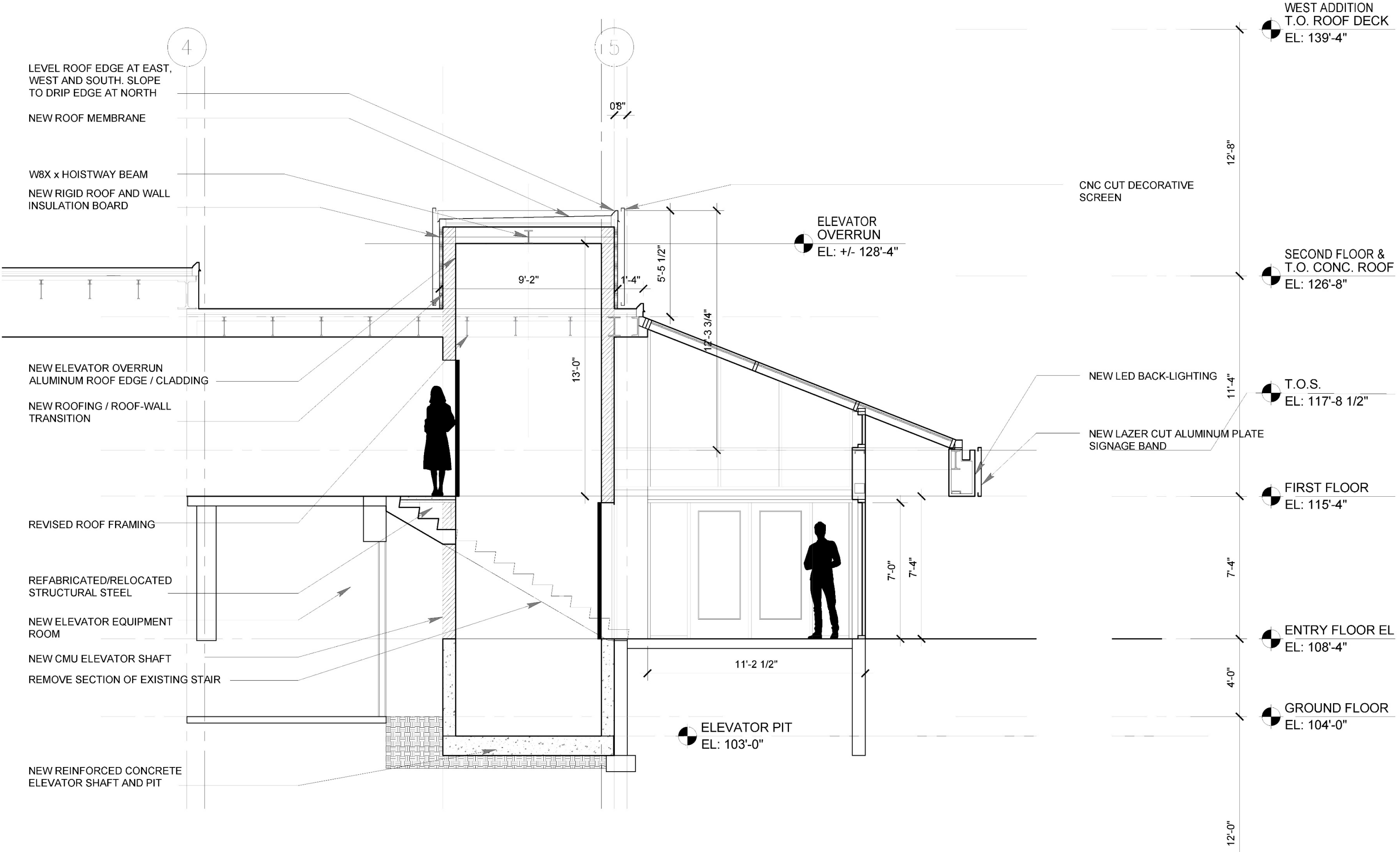
2 WEST ENTRY ELEVATION  
A501 SCALE: 1/4" = 1'-0"



# Olin Park Facility



# Olin Park Facility



3  
A401

## NORTH - SOUTH ENTRY SECTION

SCALE: 1/4" = 1'-0"

February 3, 2021

BASEMENT FLOOR  
EL: 92'-0"

Questions / Answers

