## **URBAN DESIGN COMMISSION APPLICATION**



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.

	•	<u>Land Use Application</u> and naterials are also required to	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.	<b>Project Information</b>					
	Address (list all addresses	dress (list all addresses on the project site):4725 Tradewinds Parkway				
	Title: Synbiotic Health					
	Title					
2.	Application Type (check	all that apply) and Requested D	Date			
	UDC meeting date reques	sted				
	New development	Alteration to an existing	g or previously-approved development			
	Informational	Initial Approval	X Final Approval			
3.	Project Type					
	X Project in an Urban De	esign District	Signage			
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)			Comprehensive Design Review (CDR)			
		,,	Modifications of Height, Area, and Setback Sign Exceptions as noted in Sec. 31.043(3), MGO  Other			
		t (PD)				
General Development Plan (GDP)			Please specify			
	Specific Impleme	entation Plan (SIP)				
	Planned Multi-Use Sit	e or Residential Building Complex				
4.	Applicant, Agent, and Pi	roperty Owner Information				
	Applicant name	Steve Shulfer	Company Sketchworks Architecture			
		01 Parmenter St Ste 100B	City/State/Zip Middleton, WI 53562			
	Telephone	608.836.7570	sshulfer@sketchworksarch.com			
Project contact person			Company			
Street address Telephone			C:			
			Email			
		pplicant)				
	Church adduses		C:+/C+++-/7:-			
	Tolophono		Email			

### **URBAN DESIGN COMMISSION APPROVAL PROCESS**



#### 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:

- <u>Informational Presentation</u>. 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)
- <u>Initial Approval</u>. 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.
- <u>Final Approval</u>. 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)
- X 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.

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All the r	equirements of the Initial Approval (see above), <b>plus</b> :
	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)
Signage	Approval (Comprehensive Design Review (CDR), Sign Modifications, and Sign Exceptions (per <u>Sec. 31.043(3)</u> )
	Locator Map
	Letter of Intent (a summary of <u>how</u> 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)

Illustration of the proposed signage that meets Ch. 31, MGO compared to what is being requested

Perspective renderings (emphasis on pedestrian/automobile scale viewsheds)

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 <u>UDCapplications@cityofmadison.com</u>. 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.

j.	App	olicant Declarations					
	1.	=	pplicant is required to discuss the proposed	project with Urban Design Commission sta onon	ff.		
	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.					
	Nan	ne of applicant	Relationship t	o property	_		
	Autl	horizing signature of property owner _	ABUS.	Date	_		
·.	App	lication 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



#### LETTER OF INTENT 4725 Tradewinds Parkway UDC Submission

April 24, 2023

City of Madison
Planning Division
Urban Design Commission
Attn: Jessica Vaughn
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-4635

RE: 4725 Tradewinds Parkway

Urban Design Submittal / Upgrade

#### Dear Jessica,

Upon submitting design drawings for a tenant buildout with minor modifications to the building exterior, it has come to our attention that the existing building exterior has not been completed in accordance with previously approved UDC and P&Z documents.

As we were not involved in the original approvals, nor the construction of the existing building shell, we are in a situation of trying to resolve the current conditions, as well as present these minor alterations for your approval.

Please accept this submission as a means to bridge the prior approval, as well as the needs of the new tenant, Synbiotic Health.

The attached submittal shows the following information:

- Neighborhood plan
- Site plan & Landscape plan (with minor modification to add mechanical screening)
- Landscape plan
- Exterior Elevations:
  - Prior Approved building shell design
  - Current "as-constructed" conditions
  - Proposed exterior modifications

Site modifications (shown in attached plans) are minimal and include only the addition of screening fences for pad-mounted equipment. An hvac pad to be located on the west side of the building will be added and screened with both a complimentary metal screen fence, and evergreen trees as shown. Additional process equipment to eventually be located on the rear / south side of the building, on the existing concrete apron, will be screened with the same fence design.

Our exterior shell design will include slight alteration of material placement, slight color change, windows to be relocated to locations previously identified as 'future', and mechanical unit



#### LETTER OF INTENT 4725 Tradewinds Parkway UDC Submission

screening at grade. We are trying to remain true to the spirit of the original approval, but adding back the metal panels and window locations that were previously approved, as well as a canopy structure over the new tenant entry door.

We are not proposing a masonry accent material as was originally submitted, as that design no longer seems appropriate to this building.

Please feel free to contact us with any questions you may have regarding this request.

Respectfully,

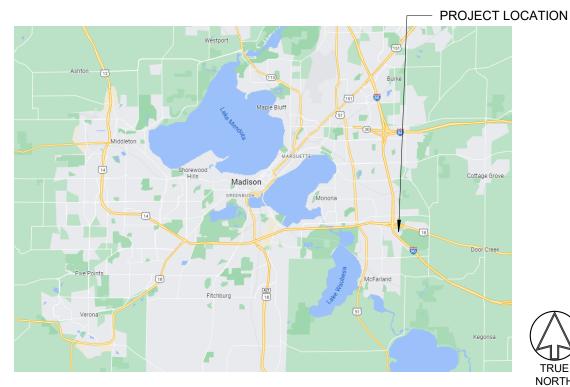
Steve Shulfer, AIA

Sketchworks Architecture, LLC

# **SYNBIOTIC**

# **Sketch works** architecture uc

# **4725 TRADEWINDS PARKWAY** MADISON, WI 53718





# PROJECT LOCATION

### **SHEET INDEX**

**G.0 TITLE SHEET** 

**G.1 AERIAL SITE VIEW** 

**AS.1 SITE PLAN - PROPOSED ALTERATION** 

L.1 LANDSCAPE PLAN - PROPOSED ALTERATION

**A2.0 EAST ELEVATION** 

**A2.1 WEST ELEVATION** 

**A2.2 NORTH ELEVATION** 

**A2.3 SOUTH ELEVATION** 

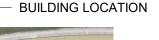
**ORIGINALLY APPROVED SITE PLANS** FOR REFERENCE

C2.0 SITE PLAN

L1.0 LANDSCAPE PLAN

L1.1 LANDSCAPE PLAN - NORTH

L1.2 LANDSCAPE PLAN - SOUTH







**BUILDING LOCATION** 

**IITLE SHEET** 

04/24/2023 **UDC SUBMITTAL** 

**G.0** 

**SYNBIOTIC** 





**SYNBIOTIC** 

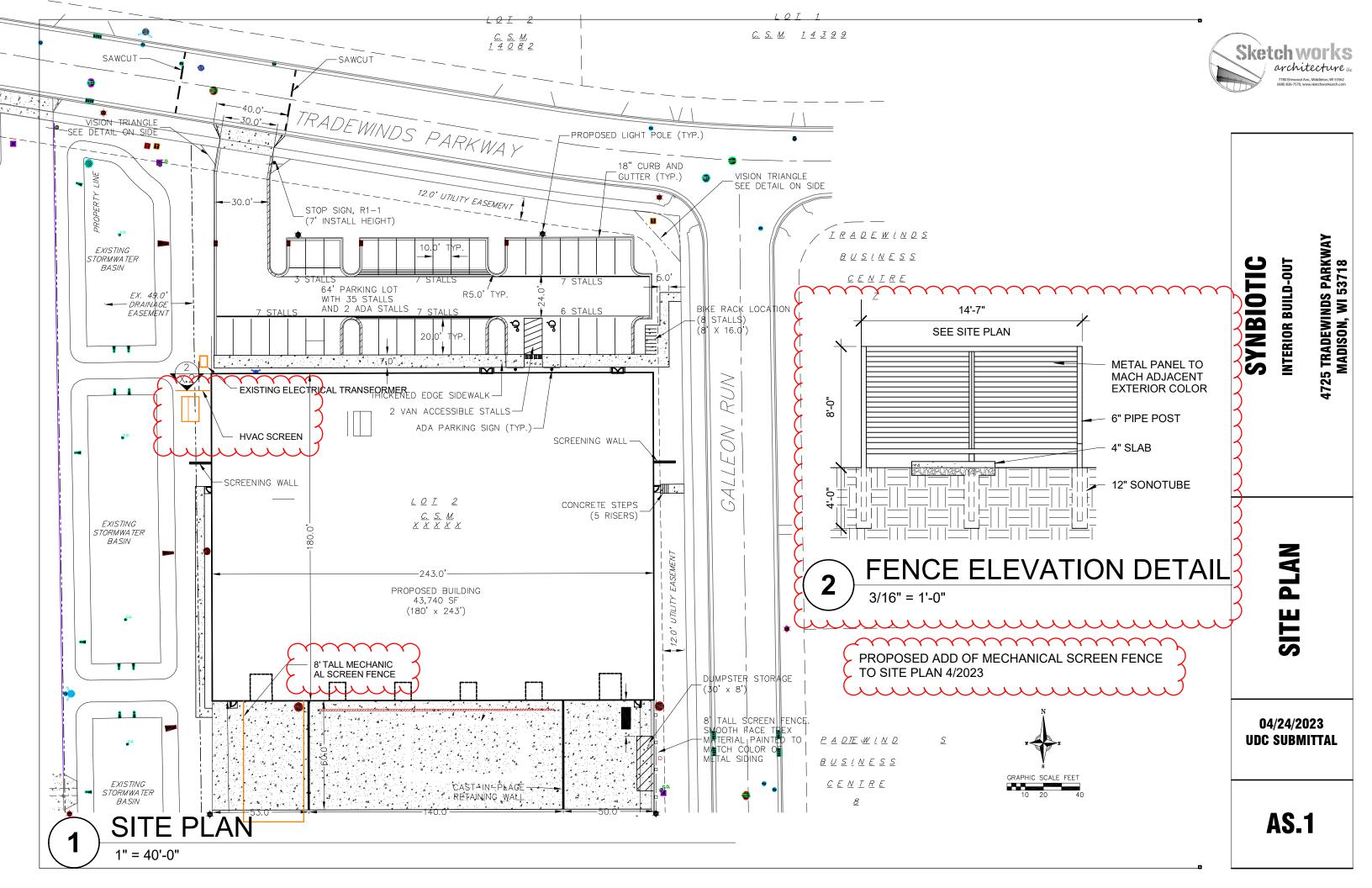
INTERIOR BUILD-OUT

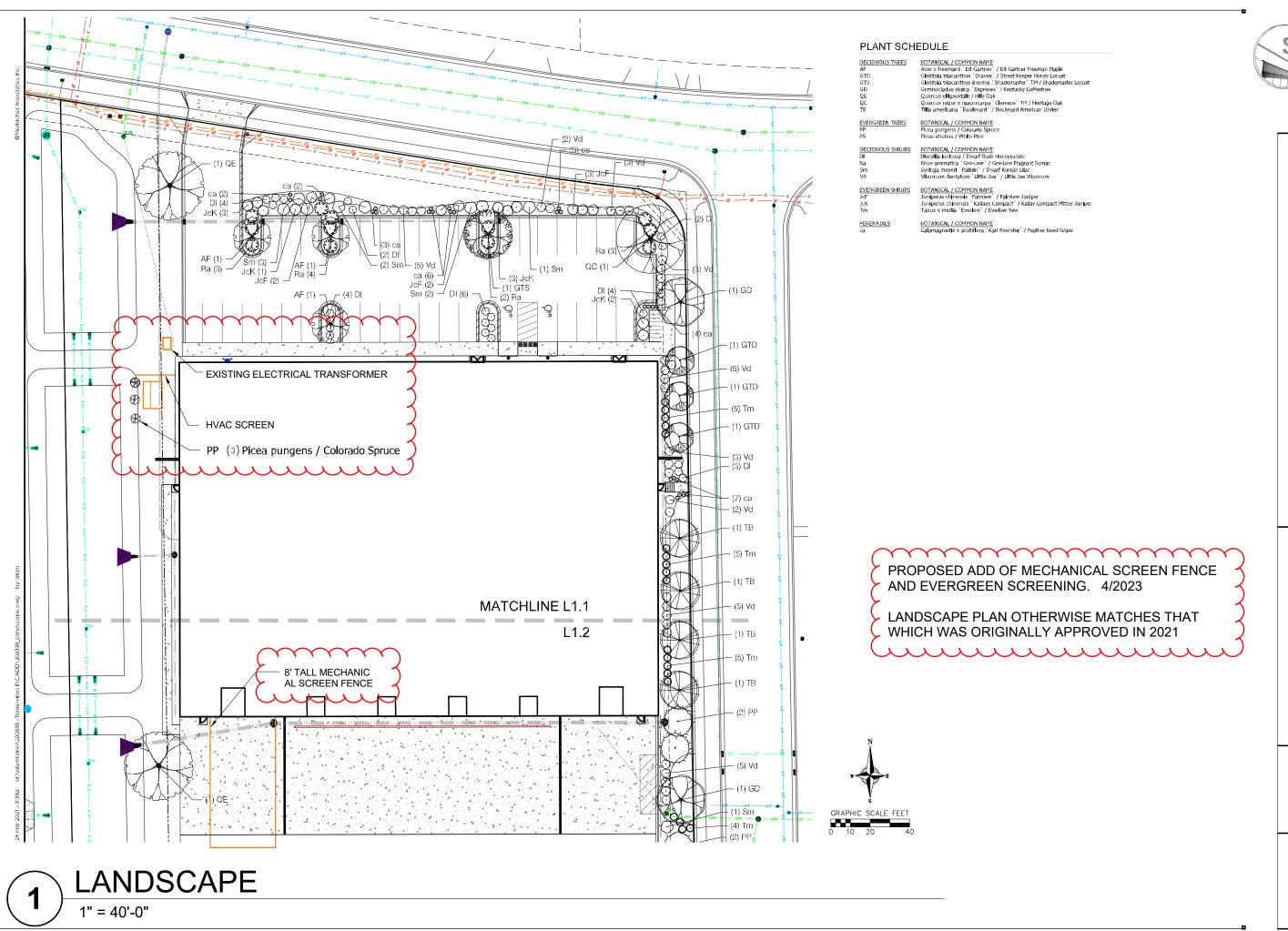
4725 TRADEWINDS PARKWAY MADISON, WI 53718

# AEIRIAL SITE VEW

04/24/2023 UDC SUBMITTAL

**G.1** 





Sketch works

architecture uc
7780 Emmood Ann, Middleton, Wi 53502
(608) 836-7570, www.isketchmorksach.com

SYNBIOTIC
INTERIOR BUILD-OUT

4725 TRADEWINDS PARKWAY MADISON, WI 53718

**LANDSCAPE** 

04/24/2023 UDC SUBMITTAL

**L.1** 



SYNBIOTIC INTERIOR BUILD-OUT

4725 TRADEWINDS PARKWAY MADISON, WI 53718

EAST ELEVATION

04/24/2023 UDC SUBMITTAL

**A2.0** 



ADD METAL PANEL TO WALL AND COVER THE

**FUTURE FRAMED OPENINGS** 

PROPOSED WEST EXTERIOR ELEVATION



# **SYNBIOTIC**

PRECAST CONCRETE COLOR #4 (LIGHT BLUE)

CLEAR ANODIZED ALUMINUM FRAMED

CLEAR ANODIZED ALUMINUM FRAMED

GLAZING SYSTEM

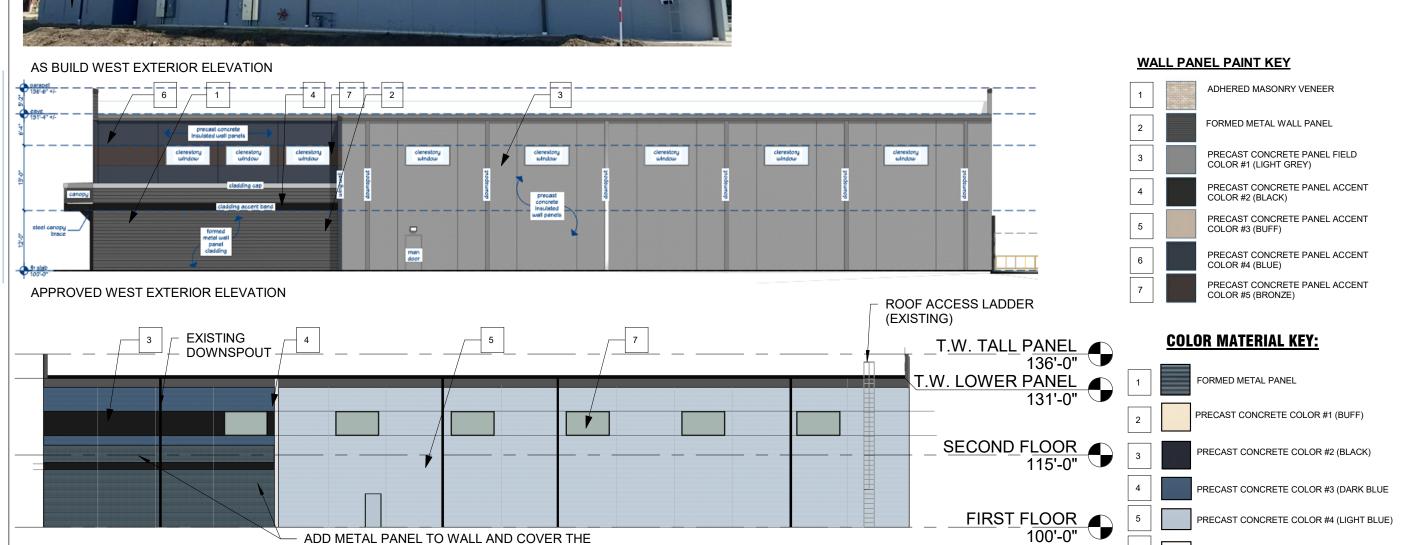
# **ELEVATION**

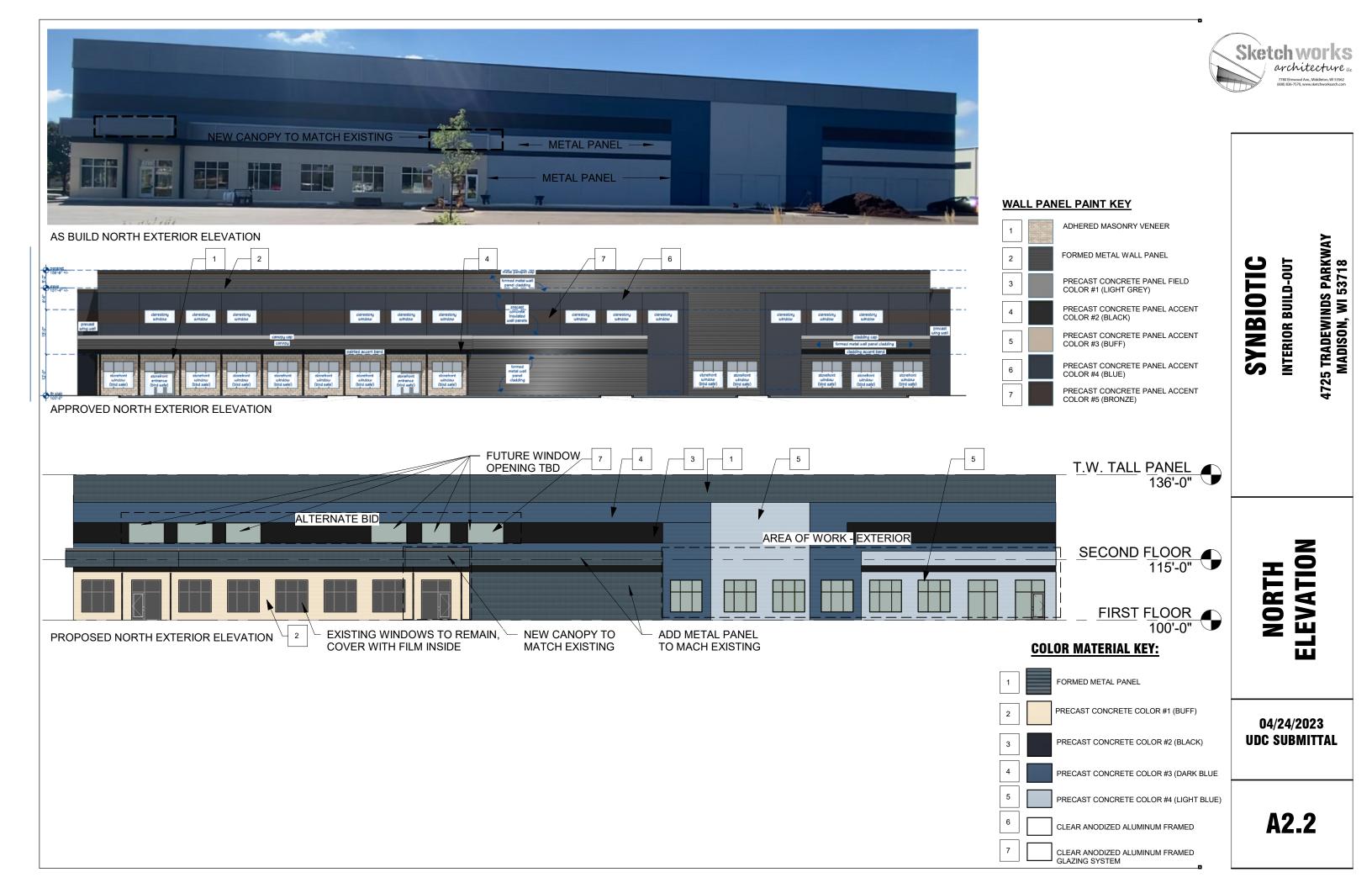
4725 TRADEWINDS PARKWAY MADISON, WI 53718

INTERIOR BUILD-OUT

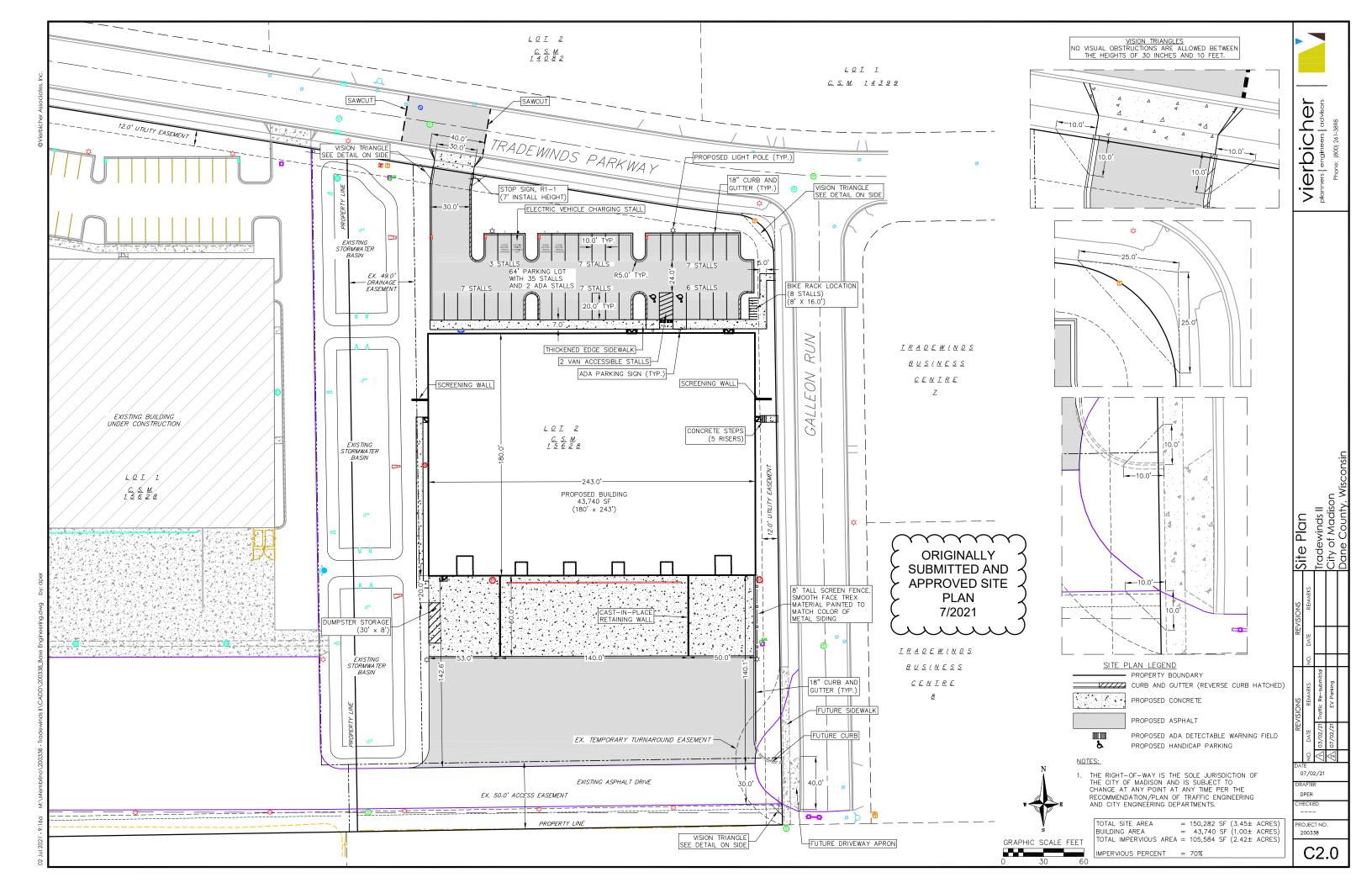
04/24/2023 **UDC SUBMITTAL** 

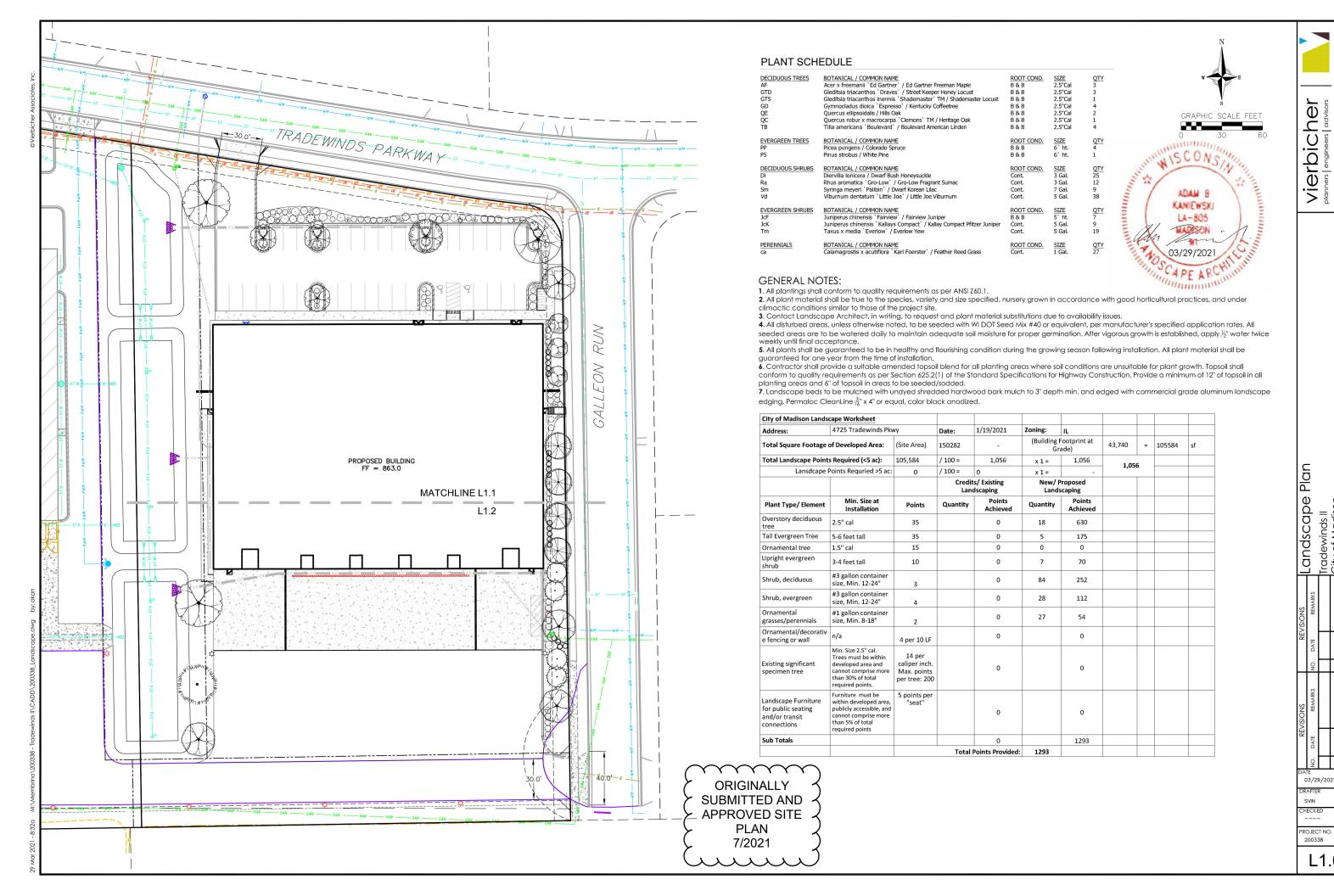
**A2.1** 











Рe

radewinds II City of Madison

03/29/2021

SVIN

200338

L1.0

