URBAN DESIGN COMMISSION APPLICATION



City of Madison Planning Division Madison Municipal Building, Suite 017 215 Martin Luther King, Jr. Blvd. P.O. Box 2985



FOR OFFICE USE ONLY:	
Date Received	Initial Submittal
Paid	☐ Revised Submittal

	Madison, WI 5370 608) 266-4635	1-2985	MISCONSTH	raid hevised submittal			
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.			n requested. If your nd Use application e <u>Application</u> and	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 con ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhid no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.			
1. P	roject Informatio	on					
	ddress (list all add		ject site): <u>4702 Verona Roa</u> e Shop Use	pad, Madison, WI 53711			
	DC meeting date New developn	requested Febr nent 🗹		y 10, 2024 Informational Meeting g or previously-approved development TX Final Approval			
3. Pi	roject Type						
	Project in the D Mixed-Use Distr Project in the So Campus Institu District (EC) Planned Develo General D Specific In	uburban Employn tional District (CI) opment (PD) revelopment Plan nplementation Pla	strict (DC), Urban d-Use Center District (MXC) nent Center District (SEC), , or Employment Campus (GDP)	Signage ☐ Comprehensive Design Review (CDR) ☐ Modifications of Height, Area, and Setback ☐ Sign Exceptions as noted in Sec. 31.043(3), MGO Other ☐ Please specify			
			wner Information				
Ar St Te Pr St Te	oplicant name reet address lephone oject contact per reet address	2018DT South Be 6801 Spring Cree (815) 229-3000 rson Bill Brodzins 6801 Spring Cree (815) 229-3000	eloit, L.L.C. ek Road ki ek Road	Email bbrodzinski@firstmidwestgroup.com Company First Midwest Group City/State/Zip Rockford, IL 61114 Email bbrodzinski@firstmidwestgroup.com			
Sti	operty owner (if reet address lephone	10		City/State/Zip			
				Dacr 1 or			

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:

- 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)
- <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. Inform	national Presentation					
	l Locator Map)	Requirements for All Plan Sheets			
	Letter of Intent (If the project is within an Urban Design District, a summary of how.the.document.org/ development proposal addresses the district criteria is required)	Providing additional	 Title block Sheet number North arrow 			
	Contextual site information, including photographs and layout of adjacent buildings/structures	information beyond these minimums may generate a greater level of feedback from the Commission.	4. Scale, both written and graphic5. Date6. Fully dimensioned plans, scaled			
	Site Plan		at 1"= 40' or larger			
	Two-dimensional (2D) images of proposed buildings or structures.		** 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 U development proposal addresses the district	ry of <u>how</u> the Providing additional				
	Contextual site information, including photograp					
	☐ 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) ☐ Buildings, walks, drives, bike lanes, minimums in generate a greater level.					
	Building Elevations in both black & white and and color callouts	color for all building sides, incl	uding material feedback from the Commission.			
	PD text and Letter of Intent (if applicable)					
3. Final A	pproval					
All the	requirements of the Initial Approval (see above), plus:				
	Grading Plan					
	Lighting Plan, including fixture cut sheets and	d photometrics plan (must be le	egible)			
	Utility/HVAC equipment location and screeni	ng details (with a rooftop plan	if roof-mounted)			
	Site Plan showing site amenities, fencing, tra	sh, bike parking, etc. (if applical	ble)			
	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 (CD	OR), Sign Modifications, and Sig	gn Exceptions (per <u>Sec. 31.043(3)</u>)			
	Locator Map					
	Letter of Intent (a summary of <u>how</u> the proposed s					
	Contextual site information, including photo 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					
	Perspective renderings (emphasis on pedestr					
	Illustration of the proposed signage that mee	A TOTAL OF THE PARTY OF THE PAR	,			
	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 <u>each</u> 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 <u>must</u> 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 <u>an individual email cannot exceed 20MB</u> and <u>it is the responsibility of the applicant</u> 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.

	Prisant Postar attention	
1.	Prior to submitting this application, the applicant is required to discuss the property of t	proposed project with Urban Design Commission staff
	This application was discussed with Jessica Vaughn	on December 18 2023

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	2018DT South Beloit,	L.L.C.
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Relationship to property Owner

Authorizing signature of property owner

Summi Puri

Date 12 12 23

7. Application Filing Fees

6. Applicant Declarations

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)).
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- ☐ 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



December 12, 2023

Via E-mail to planning@cityofmadison.com
City of Madison
Planning Division
215 Martin Luther King, Jr. Blvd.
P.O. Box 53701
Madison, WI 53701-2985

Re: Letter of Intent to Modify Existing Planned Development (PD 312) for the former bank property at 4702 Verona Road, Madison, WI

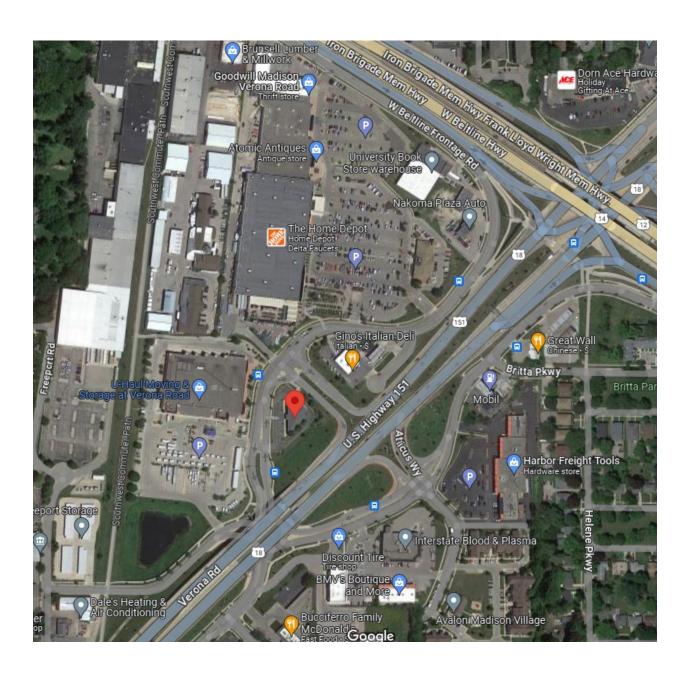
To: Planning Division:

Please be advised that I am writing on behalf of 2018DT South Beloit, L.L.C., the owner of the commercial property commonly known as 4702 Verona Road, Madison, Wisconsin. The property was formerly operated as a BMO Harris Bank Branch and was developed as an approved Planned Development limiting the use of the property to bank use only.

The owner seeks to amend the existing Planned Development applicable to the property, to expand the permitted use to include the operation of a coffee shop by a national coffee chain, using the existing 3,920 square foot building and existing site with limited modification, and for other corresponding commercial and retail uses. The coffee shop location will have indoor seating and a drive through, using the existing building on site, along with preserving the existing landscaping. Based on the recommendations of staff engineering, the access to the property on Verona Road will be relocated, to allow for increased queuing for the drive-through as indicated on the site plan being submitted as part of the application.

The intent is to preserve as much of the existing trees and landscape as possible and to enhance the exterior of the building. The interior of the building will be modified to convert the bank teller line and office for a service counter, indoor seating for patrons and meeting rooms for training. The number of employees and store hours will be consistent with other similar locations in the area. The traditional bank drive-through canopy will be removed in favor of a customary drive-up window. The current site plan accounts for 18 on-site parking spaces and a bike rack.

4702 Verona Road Location Map



FITLE COMMITMENT

This survey was prepared based on Chicago Title Insurance Company Commitment No. CO-12194 effective date of December 23, 2021 which lists the following easements and/or restrictions from schedule B-II:

1, 6, 7 & 8 visible evidence shown, if any.

2, 3, 4, 5 & 9 not survey related.

- 10. Public or private rights, if any, in such portion of the subject premises as may be presently used, laid out or dedicated in any manner whatsoever, for street, highway and/or alley purposes. Affects property by location, shown. (Grantor reserves right to access to frontage road as part of the
- improvement of USH 18). 11. Terms and Conditions in the Warranty Deed recorded February 1, 1957 as Document No. 932846. Affects property by location, shown.
- 12. Recitals as shown on that certain map/plat recorded on October 26, 2001, as Document No. 3391257. Affects property by location, shown.
- 13. Finding, Determination and Declaration by the State Highway Commission of Wisconsin recorded June 23, 1958 as Document No. 960048 establishing controlled access highway in Dane County Wisconsin.
- Affects property by location, shown. 14. Affidavit recorded May 3, 1977 as Document No. 1515717 disclosing a Perpetual Electrical and Gas Line Easement Easement. Affects property by location, shown.
- 15. Reciprocal Easement Agreement recorded December 23, 1999 as Document No. 3180831. Supplement to Reciprocal Easement Agreement recorded August 4, 2003 as Document No. 3776034.
- Affects property by location, blanket type. 16. Declaration of Conditions and Covenants dated September 24, 1977, recorded January 19, 2000 as
- Document No. 3186463. Affects property by location, general in nature, cannot be plotted. 17. Covenants, conditions, restrictions and easements but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth in the Declaration of Easements, Covenants and Restrictions recorded on April 4, 2000, as

Document No. 3202604. Affects property by location, general in nature, cannot be plotted. (Exhibit "B"

- referred to as Lot 1, 2 & 3 or SHOPPING CENTER does not affect property by location) 18. Provisions for assessments as provided for in the Declaration of Easements, Covenants and Restrictions recorded on April 4, 2000, as Document No. 3202604. Affects property by location, general in nature, cannot be plotted. (Exhibit "B" referred to as Lot 1, 2 & 3 or SHOPPING CENTER does not affect
- property by location) 19. Zoning Text PUD/SIP Application recorded May 18, 2000 as Document No. 3214153. Affects property
- by location, general in nature, cannot be plotted. 20. Revocable Occupancy Permit recorded June 22, 2000 as Document No. 3223373. Affects property by
- location, general in nature, cannot be plotted. 21. Plans Modification recorded August 25, 2003 as Document No. 3793991. Affects property by location,
- general in nature, cannot be plotted. 22. Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measures recorded September 8, 2004 as Document No. 3964974. Affects property by location, the
- location of easement cannot be plotted from record document. 23. Transportation Project Plat No 1206-07-26-4.02 recorded as Document No. 4877308. Affects property
- 24. Easement(s) for the purpose(s) and rights incidental thereto as reserved in a document recorded on

- TABLE "A" ITEMS
- According to the flood insurance rate map of the County of Dane, Community Panel No.55025C0415G, effective date of January 2, 2009, this site falls in Zone
 - X (Areas determined to be outside the 0.2% annual chance floodplain). The Land Area of the subject property is 130,134 square feet or 2.9875 acres.
- There are 16 regular parking spaces and 2 handicap space marked on this site.
- 9. 11(a). No plans or reports provided by client.
- 11(b). Evidence of underground utilities existing on or serving the surveyed property as determined by markings requested by the surveyor pursuant to a Diggers Hotline One-call center utility locate. Ticket Number 20220305138. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. Client understands only utility lines with imbedded electric tracer wires or utilities made of materials capable of electric connectivity can be marked at the surface and located. Depth of utilities may prohibit their location even with electric connectivity.
- 20(a). The zoning information noted below is taken from the municipal code ordinance. It does not reflect all zoning restrictions that may apply. It is not intended to be used in lieu of a comprehensive zoning report as stated in ALTA

Table A item 6(a) nor to be relied on for site development purposes.

Property is Zoned PD Planned Development District.

PD zoning regulations supersede the underlying zoning code requirements. Building setbacks and other restrictions are approved by the municipal plan commission at the time of development. As such they cannot be depicted

BASIS OF BEARINGS

Bearings are referenced to the Dane County Coordinate System.

K GUY POLE

© ELECTRIC MANHOLE

E ELECTRIC PEDESTAL

TELEPHONE MANHOLE

□ TELEPHONE PEDESTAL

FIBER OPTIC PEDESTAL/SIGN

+ SOIL BORING/MONITORING WELL

© COMMUNICATION MANHOLE

CABLE PEDESTAL

ф TRAFFIC LIGHT

₹ WATER SURFACE

WETLANDS FLAG

• BOLLARD

CONTROL BOX

T GUY WIRE

SEPTIC TANK ACCESS COVER

WATER SERVICE CURB STOP

M.I.S. MANHOLE

STORM MANHOLE

■ INLET (ROUND)

■ INLET (SQUARÉ)

☐ CURB INLET

■ GAS VALVE

GAS METER

★ WELL HEAD

ਰ STAND PIPE

Y HYDRANT

⊗ WATER VALVE

WATER MANHOLE

UNKNOWN MANHOLE

Site was snow covered at time of survey.

Vertical datum is based on National American Vertical Datum of 1988.

STARTING BENCHMARK: 1042.68

CONC. MON. WITH BRASS CAP SE COR. OF SEC. 31, T7N, R9E.

ALTA/NSPS LAND TITLE SURVEY

CLIENT

First Midwest Group

4702 Verona Road, City of Madison, Dane County, Wisconsin

PT NO.

8075

INVERT

TYPE

CURB INLET

LEGAL DESCRIPTION

Lot 3 of Certified Survey Map No. 10220 recorded in the Dane County Register of Deeds Office in Volume 60 of Certified Survey Maps, Pages 31 through 37, inclusive, as Document No. 3391257, in the City of Madison, Dane County, Wisconsin.

Project# 4029

995.79

RIM STRUCTURE BOTTOM DEPTH

13.01

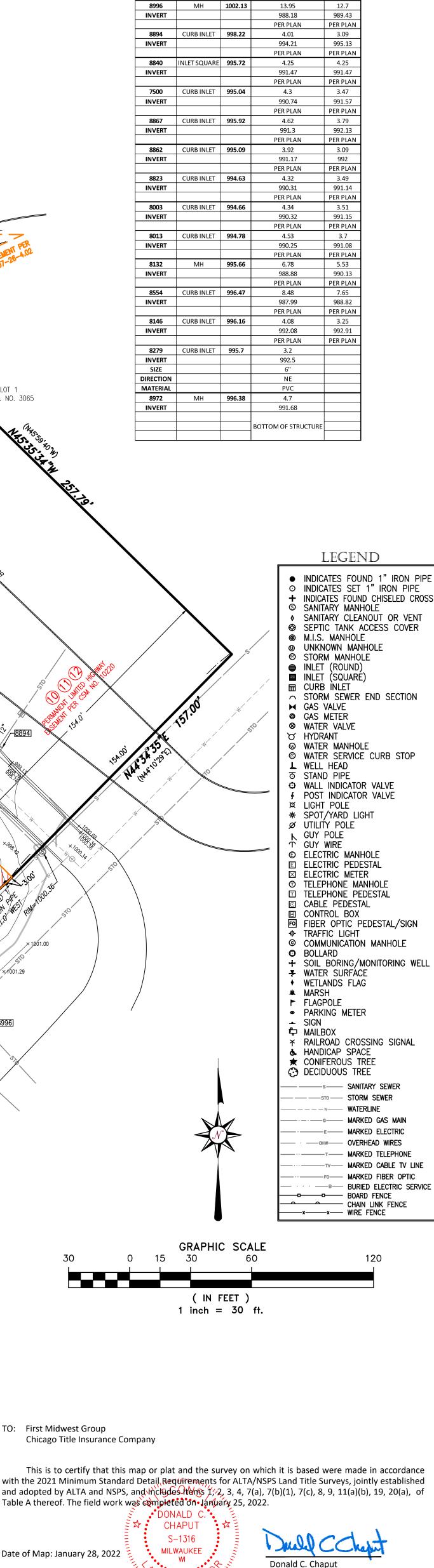
982.78

PER PLAN

14.26

981.53

PER PLAN



Professional Land Surveyor

Revision description

This document is an instrument of professional service, and may be protected by the

hereon is intended solely for the use of the client and client directed third parties.

Drawing No. 20220131AL4029-far

surveyors work product doctrine or surveyor / client privilege. The information shown

Exception 17 & 18

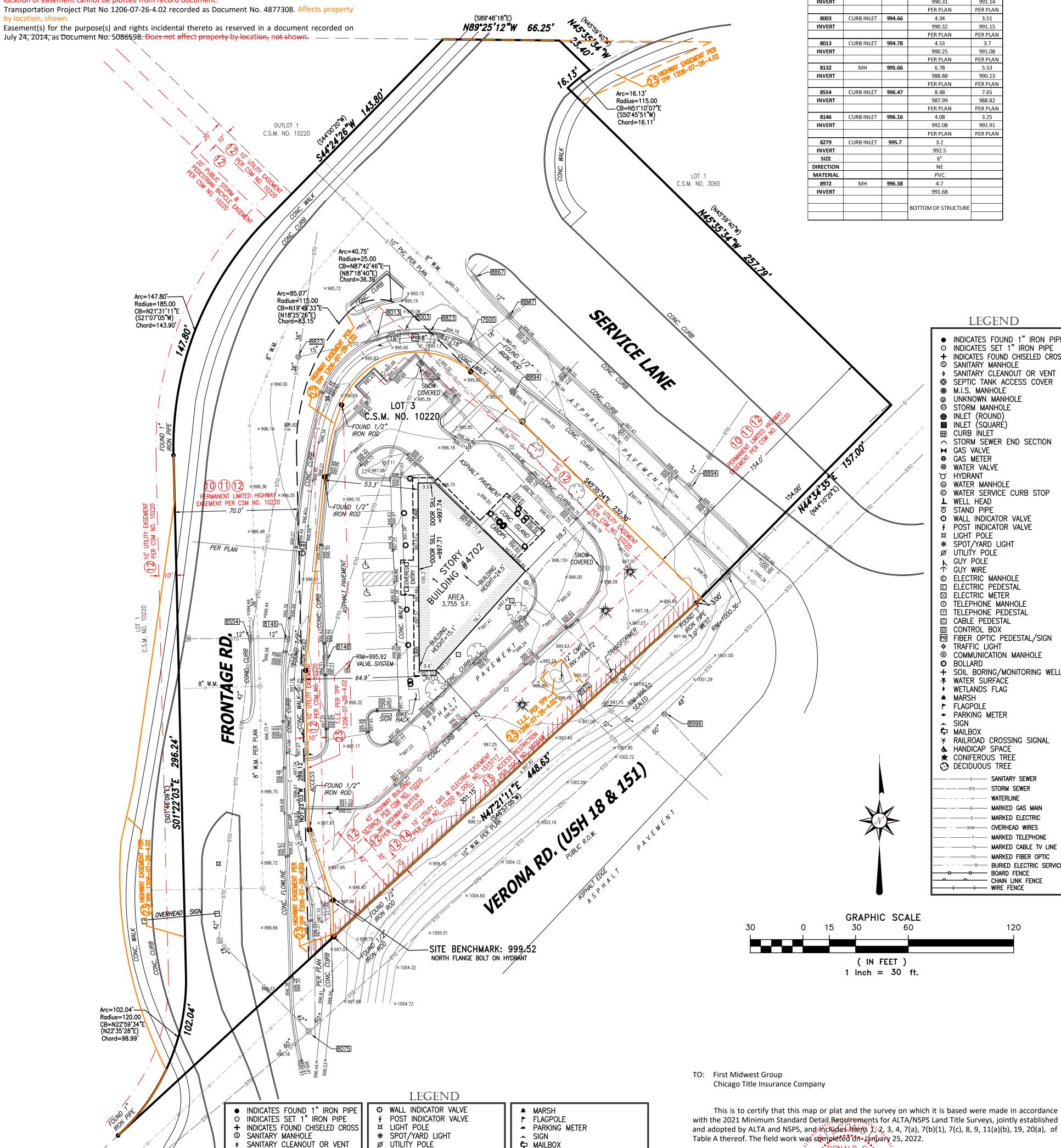
Feb 24, 2022

LAND SURVEYS

414-224-8068 www.chaputlandsurveys.com

234 W. Florida Street Milwaukee, WI 53204

Registration Number S-1316



RAILROAD CROSSING SIGNAL

SANITARY SEWER

MARKED GAS MAIN

MARKED ELECTRIC

OVERHEAD WIRES

BOARD FENCE

CHAIN LINK FENCE

MARKED TELEPHONE

MARKED FIBER OPTIC

MARKED CABLE TV LINE

BURIED ELECTRIC SERVICE

STORM SEWER

WATERLINE

& HANDICAP SPACE

* CONIFEROUS TREE

DECIDUOUS TREE

KEY NOTES

1 CANOPY TO BE REMOVED





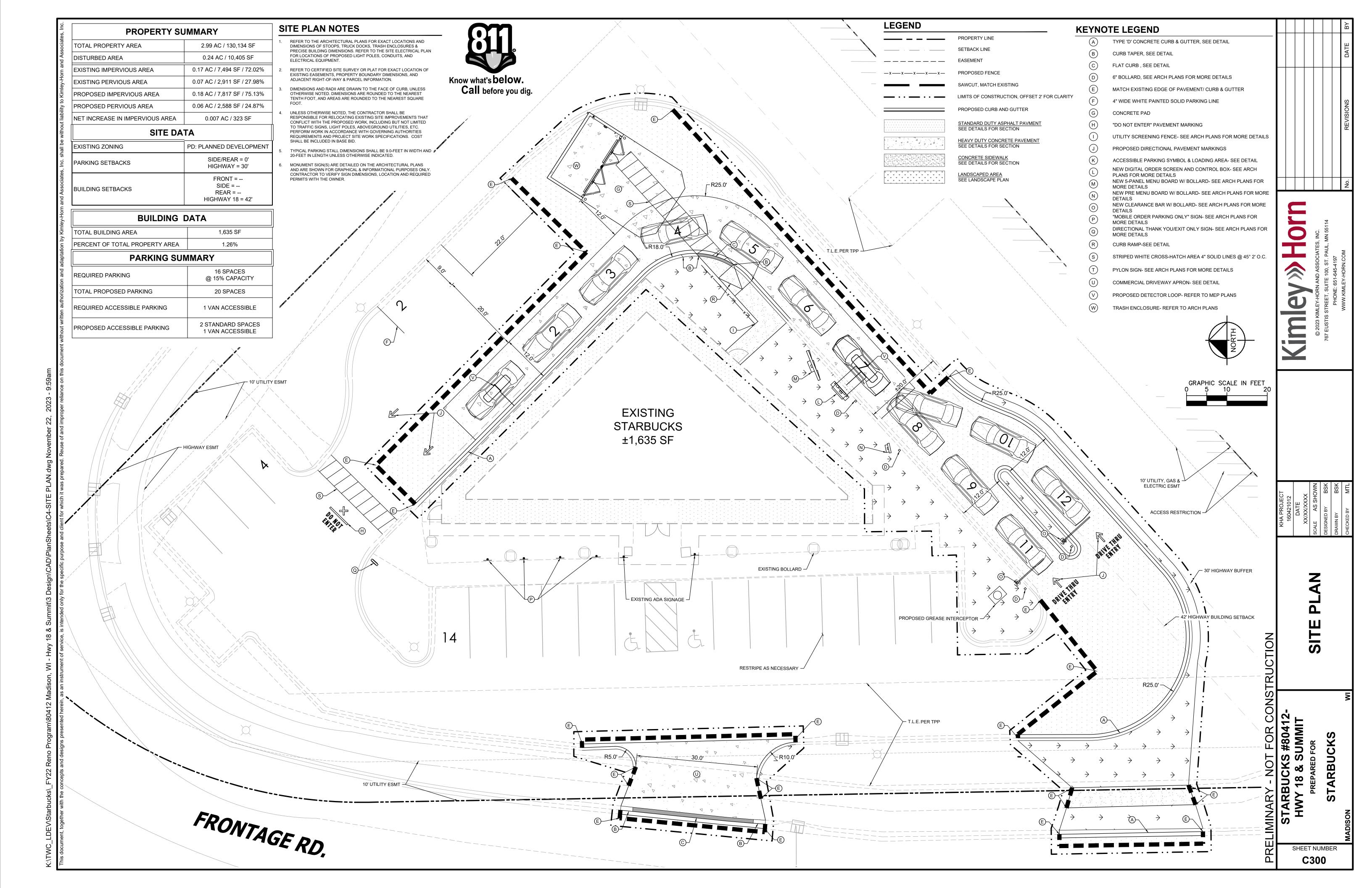












KEY NOTES

- 1 NEW CANOPY AT DRIVE THRU
- 2 NEW TRASH ENCLOSURE/ LOCATION
- 3 PAINT EXISTING BRICK SW7637
- 4 PAINT EXISTING FASCIA SW7637
- 5 DEMO EXISTING WINDOWS/ WALL FOR NEW FULL HEIGHT WINDOWS/ STOREFRONT
- 6 NEW DRIVE THRU WINDOW LOCATION, SHELF, AIR CURTAIN, ADJ. WINDOWS, SCONCE
- NEW SIGNAGE TO BE CONFIRMED WITH OVERALL EXTERIOR DESIGN
- 8 DEMO WALL FOR FULL HEIGHT WIN-DOW/ STOREFRONT
- MEP SCREEN W/ LANDSCAPING
- 10 NEW BOH DOOR
- 11 LANDSCAPING
- 12 NEW EXTERIOR WOOD CLADDING













SEATING

INTERIOR 17
CUSTOMER OCCASIONS -

8

