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



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.

FOR OFFICE USE ONLY:

Paid Receipt #
Date received
Received by
Aldermanic District
Zoning District
Urban Design District
Submittal reviewed by
Legistar #

1. Project Information

	Add	Address:						
	Title:							
2.	2. Application Type (check all that apply) and Requested Date							
	UDC meeting date requested							
		New development	□ Alteration to an existing or		or previously-approved development			
		Informational		Initial approval		Final approval		
3.	Proj	ject Type						
		Project in an Urban Design District			Signage			
		Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)				Comprehensive Design Review (CDR)		
						Signage Variance (i.e. modification of signage height,		
		Campus Institutional District (CI), or Employment Campus District (EC)				area, and setback)		
					Other			
						Please specify		
		General Development Plan (GDP)						
	Specific Implementation Plan (SIP)			Plan (SIP)				
		Planned Multi-Use Site or	Resi	dential Building Complex				
4. Applicant, Agent, and Property Owner Information								
	Арр	licant name			Company			
	Stre	et address			City/State/Zip			
	Telephone Project contact person Street address Telephone		Email Company City/State/Zip					
Property owner (if not applicant)								
	Stre	et 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*

Both the paper copies and electronic copies <u>must</u> 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 <u>udcapplications@cityofmadison.com</u>. 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 ______ on
- 2. The applicant attests that all required materials are included in this submittal and understands that if any required information is not provided by the application deadline, the application will not be placed on an Urban Design Commission agenda for consideration.

Name of applicant		Relationship to prop	perty
Authorizing signature of property owner	mylaphene	Mary Beth Growney Selene	Date

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

Each submittal must include fourteen (14) 11" x 17" <u>collated</u> paper copies. Landscape and Lighting plans (if required) must be <u>full-sized and legible</u>. Please refrain from using plastic covers or spiral binding.

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>. 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)
- <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

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.

Providing additional

information beyond these

minimums may generate

from the Commission.

a greater level of feedback

1. Informational Presentation

- Locator Map
- □ Letter of Intent (If the project is within an Urban Design District, a summary of <u>how</u> 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.

2. Initial Approval

- Locator Map
- □ Letter of Intent (If the project is within a Urban Design District, a summary of <u>how</u> 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)
- D PD text and Letter of Intent (if applicable)

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)
- D 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

Requirements for All Plan Sheets

- 1. Title block
- 2. Sheet number
- 3. North arrow
- 4. Scale, both written and graphic
- 5. Date
- Fully dimensioned plans, scaled at 1"= 40' or larger

** All plans must be legible, including the full-sized landscape and lighting plans (if required)

> Providing additional information beyond these minimums may generate a greater level of feedback from the Commission.



<u>Ryan Signs, Inc.</u>

3007 Perry Street Madison, WI 53713 608-271-7979 Phone mbgrowneyselene@ryansigns.net

February 26, 2024

 TO:
 Jessica Vaughn

 Secretary to the City of Madison Urban Design Commission

FROM: Mary Beth Growney Selene, Serving as Agent

RE: MADISON METROPOLITAN SCHOOL DISTRICT MADISON EAST HIGH SCHOOL 2222 E. WASHINGTON AVENUE COMPREHENSIVE DESIGN REVIEW

Dear Urban Design Commission Members;

Attached please find our submittal for your review and approval of a Comprehensive Design Review for MMSD Madison East High School, located at 2222 E. Washington Avenue.

BACKGROUND

- 1. The property is owned by the Madison Metropolitan School District.
- 2. East Side High school was built in 1922, making it the oldest public high school, still operating, in Madison. The building was built by architect Frank Riley in 1922, in the Collegiate Gothic style.
- 3. The property is zoned CI, HIS-L.
- 4. The original building is a Designated Historic Landmark.
- 5. The signage will be presented to the Landmarks Commission prior to UDC review.

REQUEST FOR CONSIDERATION

SIGN DESIGN 2.2 - MONUMENT SIGN

- A. Approval of replacement faces in existing monument sign.
 - The structure of the sign has been in existence since pre-Sign Ordinance.
 - There will be no change to the shape, structure or infrastructure, only replacement faces in the identification portion of the sign.
- B. Approval of Electronic Message Center (EMC) to replace the existing manual changeable copy sign.
 - The EMC will be a single color and the messaging will not change more than once per hour.
 - The new EMC will fit into the same area as the existing manual changeable copy sign.
- C. Approval of existing height of 13'-5" on monument sign, which is 16'-11" above the curb level.
 - The sign code limits the height of a monument sign to 12'-0' above the curb level.
- D. Approval of the proposed sign at $5'-0'' \times 6'-0'' = 30$ sf2 per side; for a total of 60 sf2 (identical to the existing sign).
 - The sign code limits the area of a freestanding sign to 32 sf2 in net area, (per face or total of all faces).
 - The sign code allows for a 26 sf2 sign, based on the 26' setback from the ROW line.

SIGN DESIGN A - HISTORIC WALL SIGN – EAST ELEVATION

- E. The approval to retain one set of embossed stone letters on east façade of original and historic building to read: EAST SIDE HIGH SCHOOL.
 - The letters are an integral part of the Designated Historic Landmark.
 - In an effort to preserve history, we request that this sign to be considered a memorial sign.
 - The sign code limits "Memorial" signage to 12 sf2. We are asking for an exception to allow for 29.25 sf2 sign.

SIGN DESIGN 1.4 - ADDITION WALL SIGN – EAST ELEVATION

- F. Approval of one set of non-illuminated letters, to read: MADISON EAST HIGH SCHOOL (as vetted and approved by the MMSD), on the east elevation addition, which, at 35.37 sf2, is 3.37 sf2 larger in area than the 32 sf2 as allowed in 31.14 Regulations of Signs in Group 1 Districts for area, and is 4'-0" above code compliant height of 12'-0" above curb level.
 - Signage is limited to 32 sf2 based on setback from the road. This sign is set back approximately 134' from East Washington Avenue.
 - The sign is placed at 16'-0" above the curb line of 4th Street.
 - The sign code limits the height of a wall sign to no higher than one story, or 12'-0" above the curb level, whichever is lower.
 - No mounting holes will be drilled in the brick; stainless steel anchors will be used.

Urban Design Commission Comprehensive Design Plan MMSD - Madison East High School 2222 E. Washington Avenue February 26, 2024 Page 2

SIGN DESIGN B - EXISTING SOUTH ELEVATION WALL SIGN - NO RECORD OF SIGN PERMIT

- G. Approval of an exception to allow for one set of non-illuminated letters on the south elevation (previously installed) to read: **MILTON L. McPIKE FIELD HOUSE**.
 - The sign is 33.93 square feet in area.
 - The Sign Code limits wall signage to 32 sf2 based on setback from the road. This sign is located ~ 200' from 4th Street.
 - The sign code limits the height of a wall sign to no higher than one story, or 12'-0" above the curb level, whichever is lower.
 - The sign is installed at approximately 32'-0" to the top of the sign, in an appropriate signable area.

SIGN DESIGN 4A.1 - ATHLETIC ENTRANCE - WALL SIGNAGE

- H. To allow for one wall sign, consisting of flat-cut-out aluminum letters, above the entrance doors.
- I. The signable area is 62.4 sf2 and the sign area is 18.69 sf2.
- J. To allow for the overall height, at the top of the sign, to be 16'-0", 4'-0" above the curb line.
- K. This is the only sign which faces the E. Johnson Street frontage and sets back approximately 250-300'.
- SIGN DESIGN 4A.1, 4B WINDOW GRAPHICS (Examples shown in drawing are placeholders only, final design TBD)
- L. To allow for window graphics not permitted in Group 1 zoning Districts (to equal Group 2 or 3)
 - Window signs consisting solely of individual alphabet letters, numerals, or other symbolic characters with any background may be displayed but the net area shall not cover more than 30% of the total window area.
 - Window signs that include opaque objects, logos, or other images, or any type of background (whether or not any object allowed under sub. (1) is included, may be displayed, but the net area of all window signs shall not exceed 20% of the total window area.
 - The "total window area" shall be one continuous panel of glass or other transparent material, or a set of two (2) or more panels divided by mullions of six (6) inches in width or narrower. Panels surrounded on all sides by solid walls or mullions wider than six (6) inches shall be considered separate windows.

GENERAL GUIDELINES

M. Any signage not identified in this Comprehensive Design Review shall comply with Chapter 31.

COMPREHENSIVE DESIGN REVIEW CRITERIA

A. The sign plan shall create visual harmony between the signs, buildings and building site through unique and exceptional use of materials, design, color, any lighting, and other design elements, and shall result in signs of appropriate scale and character to the uses and buildings on the zoning lot as well as adjacent buildings, structures and uses.

The existing monument sign has been in place (likely) since the building was built as it closely matches the brickwork of the historic building. The request to update the faces in the sign is consistent with the building addition. The conversion of a manual changeable copy to a one-color Electronic Message Center allows for a better communication mechanism for the school as well as becoming compliant with the Sign Code.

The "East Side High School" sign is architecturally embedded in the historically designated building and fits with the Collegiate Gothic style architecture. This sign is part of history and does not represent identification of the site. To the best of our knowledge removing this sign is not an option without damaging the integrity of the façade.

The proposed new "Madison East High School" sign will be placed on the east elevation at the new southeastern entrance to the school. The design has been vetted and approved by the MMSD, based on the Architect's recommendation. The placement of the sign is appropriate to the architecture of the new portion of the building and is in scale with the wall on which it will be placed. The fabricated aluminum letters are classic in design and are non-illuminated.

The existing "Milton L. McPike Field House" letters are tastefully placed on the upper band of the building, which represents an architectural detail to the remainder of the brick façade. The bronze-colored letters are tasteful in design and integrate well with the stone on which they are placed.

The proposed "Athletics Entrance" sign will allow for identification of a much-used entrance, during and beyond school hours. More contemporary in nature, the sign compliments the architecture of the entrance.

Urban Design Commission Comprehensive Design Plan MMSD - Madison East High School 2222 E. Washington Avenue February 26, 2024 Page 3

- B. Each element of the Sign Plan shall be found to be necessary due to unique or unusual design aspects in the architecture or limitations in the building site or surrounding environment.
 With the exception of 12 residential lots, Madison East High School occupies an entire square block. The only illuminated signs will be the identification sign and the Electronic Message Center. The sign is perpendicular to E. Washington Avenue, which is 6 traffic lanes, plus bus or parking lanes, with a boulevard, across from residential zoning.
- C. The Sign Plan does not violate any of the stated purposes of 31.02(1) or 33.24(2). It does not.
- D. All signs will meet the minimum construction requirements of the sign ordinance. They will.
- E. The Sign Plan does not include billboards or off-premise directional signs. It does not.
- F. There are no hazards, no obstruction of views at ingress/egress points, and none of the signs will be located on public property. None.

Included below is the intent and commentary of each sign type of signage for the development.

We are requesting approval of the following sign types, as noted:

SIGN TYPE	CODE REFERENCE	SIGN DETAIL	UDC APPROVAL NEEDED
Sign Design 2.2	31.14 (e) 2. - Larger than area allowed	To allow for the change of copy in the identification sign and converting the manual changeable copy sign to an Electronic Message Center.	Requesting approval as submitted - Limited to one color.
	- Higher than allowed	 Approval of 30 sf2 per face with a setback of 26 feet from the ROW line on E. Washington Avenue. 	- Changes no more than once per hour.
		 Approve the existing overall height height of 16'-11" above curb level (to maintain the use of the existing brick structure) 	
Sign Design A	Memorial Sign	To allow for the existing historic EAST SIDE HIGH SCHOOL embedded letters to remain unchanged	Requesting approval as an exception to size and height above curb, as submitted.
Sign Design 1.4	 31.14 (e) Code allows area of to be 32 sf2 Code allows for 12'-0" above curb level 	To allow for second sign on the east elevation - Square footage is 35.37 sf2 with a setback from E. Washington Avenue of ~ 134 feet. - Overall height not to exceed 16'0" above curb. - The sign will be non-illuminated.	Requesting approval as submitted.
Sign Design B	31.14 (e) - Large than code allows - Higher than code allows	To allow for the existing South Elevation MILTON L. McPIKE FIELD HOUSE letters to remain as placed: (a) 32' in overall height to top of sign and (b) area of 33.93 sf2.	Requesting approval as submitted.
	31.14 (e) - Size meets code - Higher than code allows	To allow for ATHLETIC ENTRANCE letters at 18.72 sft in area and 16'-0" to the top of the sign.	Requesting approval as submitted.
Sign Design 4.1 and 4B	31.10 - Not allowed in Group 1 zoning districts	To allow for window graphics equal to those allowed in Group 2 and Group 3 zoning districts.	Requesting approval as submitted.

Urban Design Commission Comprehensive Design Plan MMSD - Madison East High School 2222 E. Washington Avenue February 26, 2024 Page 4

All other signage	Yes	All other signage on the site will
		comply with Chapter 31 of the
		Madison General Ordinances.

Thank you for your consideration. We are available to answer questions.

Respectfully Submitted,

RYAN SIGNS, INC.

maggyfrene

Mary Beth Growney Selene President Serving as Agent for the Madison Metropolitan School District





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3007 Perry Street Madison, WI 53713 608-271-7979 Phone mbgrowneyselene@ryansigns.net

February 26, 2024

MADISON EAST HIGH SCHOOL 2222 E. WASHINGTON AVENUE

EXISTING MONUMENT SIGN AND STRUCTURE





(2.2) New Routed Header Cabinet w/ New Monochrome LED Message Center











client signatu





(1.4) East Elevation Area E1 - Fabricated Aluminum Letters



3/16"=1'.0"

MAP Brushed Aluminum				
Wind Load Compliance Statement: Withstand up to 75 MPH Winds	Illumination Compliance Statement: N/A	Construction: Fabricated Aluminum Letters Stud Mounted To Brick Masonry		

Print to Scale on 11" x 17" Paper







(A.) Athletic Entrance -Flat Cut Out - FCO Canopy Letters & White Die Cut Vinyl Copy to Transom & Doors 18.69 Sq Ft - FCO Letters



Pantone 268C	📔 Digital Print	
Wind Load Compliance Statement: Withstand up to 75 MPH Winds	Illumination Compliance Statement: N/A	Construction: FCO Letters Flusi Canopy Fascia A applied Vinyl Cop



Print to Scale on 11" x17" Paper





4B Athletic Entrance - Applied Vinyl Graphic to Adjacent Windows





Print to Scale on 11" x17" Paper



 Big Direction
 Big Dire