## **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	lress:								
	Title	2:								
-										
2.	••		hat	apply) and Requested Date						
	UDC	C meeting date requested								
		New development		Alteration to an existing or	r previously-approved development					
		Informational		Initial approval		Final approval				
3.	Proj	ject Type								
		Project in an Urban Desigr	n Dist	rict	Sig	nage				
		Project in the Downtown C				Comprehensive Design Review (CDR)				
	_			ed-Use Center District (MXC)		Signage Variance (i.e. modification of signage height,				
				ment Center District (SEC),		area, and setback)				
		District (EC)		<i>,</i> , , , , , , , , , , , , , , , , , , ,	Oth					
		Planned Development (PD	)			Please specify				
		General Developmen								
		Specific Implementat								
		Planned Multi-Use Site or	Resid	dential Building Complex						
4.	Арр	licant, Agent, and Prope	erty	Owner Information						
	Арр	licant name			Company					
	Stre	et address			City	//State/Zip				
	Tele	phone			Em	ail				
	Project contact person Street address Telephone				Со	npany				
					City	//State/Zip				
					Email					
	Pro	perty owner (if not applic	ant)							
	Stre	et address			City	//State/Zip				
	Telephone					Email				

#### 5. Required Submittal Materials

- $\checkmark$ **Application Form**
- $\checkmark$ 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 consis-. tent with the applicable CDR or Signage Variance review criteria is required.
- $\checkmark$ Development plans (Refer to checklist on Page 4 for plan details)
- $\overline{\mathbf{V}}$ Filing fee

#### $\checkmark$ **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 udcapplications@citvofmadison.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

- Prior to submitting this application, the applicant is required to discuss the proposed project with Urban Design 1. Commission staff. This application was discussed with Matthew Tucker on Tuesday, June 18
- The applicant attests that all required materials are included in this submittal and understands that if any required information 2. is not provided by the application deadline, the application will not be placed on an Urban Design Commission agenda for consideration.

Name of applicant Sarah Peters		Relationship to property_s	ign Contractor
Authorizing signature of property owner _	Sellin	MINM Date	8.7.19
7 Application Filing Fees	/	<b></b>	

#### 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)
- 1 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" collated paper copies. Landscape and Lighting plans (if required) must be full-sized and legible. 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.



## The American Center



## The American Center Owner's Association

6000 American Parkway Madison, Wisconsin 53783-0001

April 23, 2019

**RE: Signage Approval** 

TO: City of Madison

At a Board meeting held October 23, 2018, The American Center Owner's Association (ACOA) unanimously voted to approve placement of signage on land owned by the ACOA. The purpose of the signage is to provide identity to The American Center.

LeeAnn Glover, ACOA President



City of Madison **Planning Division** Madison Municipal Building, Suite 017 215 Martin Luther King, Jr. Blvd. PO Box 2985 Madison, WI 53701-2984

## **RE:** Urban Design Commission Application for The American Center – Major amendment application

Dear Planning Division:

Enclosed please find the UDC application package for The American Center consisting of:

- 1. City of Madison Urban Design Commission Application
- 2. Specifications for one (1) 27 ft overall height The American Center doublefaced illuminated pylon sign to be located along Interstate 90/94

Please process our request. If there is anything I have not provided that you may need, please contact me at (920) 425-9807.

Thank you.

Sincerely,

JONES SIGN COMPANY INC.

Sarah Peters Permit Coordinator <u>speters@jonessign.com</u>

Enclosure



Letter of Intent

The American Center 4749 Eastpark Blvd Madison, WI

Sign 5: Interstate 90/94 "THE AMERICAN CENTER" Illuminated DOUBLE-SIDED PYLON SIGN

Parcel #:081022201066 / Out lot 14 of The American Center Owner: ACOA INC

Zoning SEC



Requesting major amendment to existing Comprehensive Sign Plan for The American Center

The attached drawings show the proposed sign for The American Center.

- One (1) 27 ft overall height The American Center double-sided illuminated pylon sign
  - o Sign is to identify the American Center development
  - o Sign located along Interstate 90/94



The American Center Interstate 90/94 D/F Illuminated Pylon Sign Madison, WI

FUNCTION: To identify The American Center to the passerby and to promote a contemporary marking image for the business park

CONSTURCTION MATERIALS:

- SIGN FACE: Metal fabricated sign cabinet with powder coated metal structure with wood look and concrete sign base
- SIGN COPY: Internally illuminated powder coated metal channel letters mounted flush to sign cabinet

PROPOSED SIZE:

- HEIGHT: 27 FEET
- SQ FT: 189 SQ FT

PERMITTED SIZE:

- HEIGHT: 22 FEET
- SQ FT: 144 SF SINGLE FACE/288 SF ALL FACES



<u>Comprehensive Design Review Criteria:</u> The UDC shall apply the following criteria upon review of an application for a Comprehensive Sign Plan:

- The Sign Plan shall create visual harmony between the signs, building(s), 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 building(s) on the zoning lot as well as adjacent buildings, structures and uses.
  - The requested change to the sign plan is keeping within the same visual aspect of the existing signage for the development. Design of sign is changing from the original approved sign making the sign more aesthetically pleasing to view
  - New proposed sign is keeping with the same height as originally approved sign at 27 feet
  - New proposed sign is less in square footage as to the originally approved CSP.
    - o Originally approved sign square footage at 257 Sq. Ft per side
    - o New proposed sign cabinet square footage at 189 Sq. Ft per side
  - The message on the sign remains the same as on the originally approved CSP to promote identification for The American Center and no individual tenant to be advertised
  - The sign will be placed as to not to be located in the right-of-way



- 2. 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; except that when a request for an Additional Sign Code Approval under <u>Sec. 31.043</u>(3) is included in the Comprehensive Design Review, the sign(s) eligible for approval under <u>Sec. 31.043</u>(3) shall meet the applicable criteria of <u>Sec. 31.043</u>(3), except that sign approvals that come to Comprehensive Design Review from MXC and EC districts pursuant to <u>31.13</u>(3) and (7) need not meet the criteria of this paragraph.
  - The proposed height and square footage of the sign is due to the given speed which vehicles travel on I-90. We want to make sure the sign is clearly legible to motorists traveling on the interstate. The sign is sized appropriately to ensure sufficient time for motorists to read and react to the sign messaging and to be more aesthetically pleasing and compliment the size of the lot. Also the height and size is due to the setback of the sign from the roadway due to the large right of way along the interstate which the sign cannot be located in. Also ground level landscaping to be around the sign. We want to make sure the sign copy is clearly visible and not obstructed by the landscaping.
- The Sign Plan shall not violate any of the stated purposes described in Secs. <u>31.02(1)</u> and <u>33.24(2)</u>.
  - The proposed sign plan will not violate any of the purposes stated in 31.02(1) and 33.24(2).
  - The new sign proposed is aesthetically-pleasing to look at and will be an upgrade to the surrounding properties and development. It will not take away from the overall neighborhood character since the sign is for identifying for the business park itself. The sign is designed to help identify and direct customers to the area but not distract or obstruct visibility to customers along the highway.



- 4. All signs must meet minimum construction requirements under <u>Sec. 31.04(5)</u>.
  - All materials will be made from either noncombustible or approved combustible material
  - All signs will bear the label of approval of a recognized testing laboratory.
  - All sign structures will meet wind pressure and footing requirements
  - Signs will meet all lighting requirements
    - Signs with a gross area (for ground signs) or net area (all other signs) of less than three hundred (300) square feet shall have a maximum illumination level of forty (40) foot-candles average across the sign surface.
    - -Light-colored copy on a dark or non-illuminated background Illuminated red and white letter channel letters on nonilluminated dark blue background



- 5. The Sign Plan shall not approve Advertising beyond the restrictions in <u>Sec. 31.11</u> or Off-Premise Directional Signs beyond the restrictions in <u>Sec. 31.115</u>.
  - The purpose of the sign is to identify The American Center, a beautifully kept business park that offers a variety of business services to customers, including restaurants, accounting, finance and real estate offices, health care facilities, child care establishments and much more. There is also a mix of open space, ponds, greenways and miles of biking and walking trails throughout. The American Center's Owner's Association oversees the business park, making sure to create a high quality environment for everyone to enjoy. This sign is located on an out lot for The American Center business park so the sign is for identifying the business park itself and not for any specific business in the park so it is not for the purpose of off-premise advertising.





- 6. The Sign Plan shall not be approved if any element of the plan:
  - a. presents a hazard to vehicular or pedestrian traffic on public or private property,
    - Sign proposed will not create vehicular or pedestrian traffic hazard. The sign will be located so it is set back far enough from the highway and out of the right-of-way which will not cause vision issues with traffic
  - b. obstructs views at points of ingress and egress of adjoining properties,
    - Sign will not obstruct view at points of ingress and egress of adjoining properties. Sign will be located on out lot where there will be no points of access to adjoining properties
  - c. obstructs or impedes the visibility of existing lawful signs on adjacent property, or
    - Sign will not obstruct visibility of existing lawful signs on adjacent property since there are no other ground signs located around where this sign is to be placed
  - d. negatively impacts the visual quality of public or private open space.
    - Sign will not negatively impact the visual quality of the space around it. New sign is more visual appealing than the originally approved sign in the CSP so it is an upgrade for the surrounding public/private open space
- 7. The Sign Plan may only encompass signs on private property of the zoning lot or building site in question, and shall not approve any signs in the right of way or on public property.
  - This sign will be located on Parcel #:081022201066
  - Sign will be placed so it will not be located in the right of way or on public property. This is the only sign to be located on this parcel. The Property owner gives approval to place sign on their lot



## THE AMERICAN CENTER

## **ORIGINALLY APPROVED COMPREHENSIVE SIGN PLAN**

## SEE ATTACHED

GREEN BAY • PHILADELPHIA • SAN DIEGO • LAS VEGAS Project Management • Fabrication • Installation • Repair & Maintenance • Architectural Features

# TAC THE AMERICAN CENTER

## EXTERIOR SIGNAGE PAKCAGE

JOB# 243294

06.27.2019







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The American Center American Family Insurance 4602 Eastpark Blvd. Madison, WI 53718

DESIGN PHASE: CONCEPTUAL



## EXISTING TAC SIGNAGE TO BE REMOVED

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	040004 50	REV.	DATE	BY	DESCRIPTION	CLIENT APPROVAL	DATE
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JONES SIGN	DATE: 06.27.2019	2	00.00.00	ХХ	200X 200X XXX	LANDLORD APPROVAL	DATE
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**The American Center American Family Insurance** 4602 Eastpark Blvd. Madison, WI 53718

DESIGN PHASE: CONCEPTUAL



## **B** D/F ILLUMINATED PYLON SIGN (QTY 2)



## **B** Double-Sided, Illuminated Pylon Sign, for installation to be visible from the highway. QTY: 2 - Location 1, 5

	042004 D0	REV.	DATE	BY	DESCRIPTION	CLIENT APPROVAL DA	TE
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## ELEMENT DESCRIPTION:

**A** 3" thick internally illuminated powdercoated metal channel letters to match PMS 199C with a satin finish mounted flush to sign cabinet. All returns finished to match.

**B** Powdercoated metal fabricated sign cabinet to match project PMS 2767C with a satin finish.

**C** 1.5" thick internaly illuminated white powdercoated metal channel letters letters mounted flush to sign cabinet. All returns finished to match

**D** Powder coated metal structure with wood look. Wood species and finish match to be determined.

**E** Halo accent lighting highlights the edges of blue panel.

**F** Concrete Sign Base - Engineer to determine necessary underground footing to account wind load and frost line.

## **GENERAL NOTES**

All elements designed to be weather resistant, fade resistant, and graffiti resistant. Avoid hot spots in lighting and oil-canning any necessary material seams.

## **NET SQUARE FOOTAGE**

(total area of logo + lettering) N1+N2 = 25.66 SQ FT, SINGLE SIDE [N1+N2] x 2 = 51.32 SQ FT, BOTH SIDES

## **GROSS SQUARE FOOTAGE**

(total area of blue sign panel) G1 = 141.53 SQ FT, SINGLE SIDE G1 x 2 = 283.07 SQ FT, BOTH SIDES



**The American Center American Family Insurance** 4602 Eastpark Blvd. Madison, WI 53718

DESIGN PHASE: CONCEPTUAL





PYLON SIGN: LOCATION 5 NOT TO SCALE NIGHT VIEW



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DESIGN PHASE: CONCEPTUAL



## LOOKING AT AREA HEADING EAST ON I-90/94

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	PROJ MGR: C. Arendt	9 00.00.00 XX XXXX		
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## LOOKING AT AREA HEADING WEST ON I-90/94



The American Center American Family Insurance 4602 Eastpark Blvd. Madison, WI 53718

DESIGN PHASE: CONCEPTUAL

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	Your Vision. Accomplished.	DESIGNER: M, Tanner	5			XXXX		MERICAN I
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		PROJ MGR: C. Arendt	9 10	00.00.00 00.00.00		XXXX XXXX	By ristory at 9:26 am, Jun 28	

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THE AMERICAN CENTER



PROPOSED SIGN SIGN #5 07/10/19



**The American Center American Family Insurance** 4602 Eastpark Blvd. Madison, WI 53718

DESIGN PHASE: CONCEPTUAL





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## PROPOSED SIGN LOCATIONS FOR THE AMERICAN CENTER

## AMERICAN FAMILY INSURANCE GROUP MADISON, WISCONSIN

BRIAN GUTHEINZ STUDIO • VANDEWALLE AND ASSOCIATES • EWI ENGINEERING ASSOCIATES AFFILIATED ENGINEERS, INC. . LATHROP AND CLARK







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M		13/0	AMERICAN FAMILY INSURANCE GROUP MADISON, WISCONSIN	, Land	Engineering Associates	Approved by BPG Don	
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The American Center

### THE AMERICAN CENTER SITE DIRECTORY SIGNS SIGN TYPE -- TAC2

## <u>FUNCTION</u>: Provide a place for site orientation maps (directories), identify the location of major tenants, display directional information and extend the contemporary marketing image of The American Center throughout the site.

#### CONSTRUCTION MATERIALS:

- SIGN FACE: A monolith of structural aluminum plate painted with a polyurethane finish. Braid form concrete base to extend 4' above ground surface.

- SIGN COPY: American Center logotype to be routed from aluminum face, backed with acrylic and internally illuminated. Sign copy to be adhesive applied acrylic, with no illumination.

#### PROPOSED SIZE:

-	HEIGHT:	15'7"
-	SF:	54.0

#### PERMITTED SIZE:

-	HEIGHT:	18'
-	SF:	72.0

FIRST PHASE CONSTRUCTION:

Two planned for 91 construction along American Parkway at Intersection with Dairyland Boulevard and National Drive.

PLANNED FOR LATER PHASES:

At other intersections throughout the American Center. Construction timetable is unknown at this point. The American Center

## THE AMERICAN CENTER FREEWAY MONUMENT SIGN TYPE -- TAC1

FUNCTION: To identify the American Center to the passerby and to promote a contemporary marketing image for the site.

## CONSTRUCTION MATERIALS:

- SIGN FACE: A monolith of structural aluminum plate painted with a polyurethane finish.

- SIGN COPY: Routed from the aluminum face and backed with acrylic sheet. Internally illuminated.

PROPOSED SIZE:

	HEIGHT:	27'
-	SF:	257.0

PERMITTED SIZE:

-	HEIGHT:	22'
-	SF:	144.0

FIRST PHASE CONSTRUCTION:

One planned for immediate construction along U.S. Highway 151 at the American Parkway interchange.

PLANNED FOR LATER PHASES:

One planned for construction along the Interstate 90/94 R.O.W. See map for location. Construction timing is currently unknown.