URBAN DESIGN COMMISSION APPLICATION



City of Madison **Planning Division**



FOR OFFICE USE ONLY: Paid Receipt # Date received Received by _____ Aldermanic District Zoning District Urban Design District ____ 2:18 p.m. Submittal reviewed by Legistar #

City/State/Zip _____

Email

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. 1. Project Information Address: _____ 2. Application Type (check all that apply) and Requested Date UDC meeting date requested _____ Alteration to an existing or previously-approved development New development Informational Final approval Initial approval 3. Project Type Project in an Urban Design District Signage Project in the Downtown Core District (DC), Urban Comprehensive Design Review (CDR) Mixed-Use District (UMX), or Mixed-Use Center District (MXC) Signage Variance (i.e. modification of signage height, Project in the Suburban Employment Center District (SEC), area, and setback) Campus Institutional District (CI), or Employment Campus Signage Exception District (EC) Planned Development (PD) Other General Development Plan (GDP) Please specify Specific Implementation Plan (SIP) Planned Multi-Use Site or Residential Building Complex 4. Applicant, Agent, and Property Owner Information Company _____ Applicant name City/State/Zip _____ Street address Telephone Project contact person _____ Company _____ Street address City/State/Zip _____ Telephone

Property owner (if not applicant)

Street address

Telephone

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.

5. Required Submittal Materials

Application Form

Letter of Intent

- If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required
- For signage applications, a summary of how the proposed signage is consistent with the applicable CDR or Signage Variance review criteria is required.

Development Plans (Refer to checklist on Page 4 for plan details)

Filing fee

Electronic Submittal*

Notification to the District Alder

Please provide an email to the District Alder notifying them that you are filing this UDC application. Please send this as early in the process as possible and provide a copy of that email with the submitted application.

Both the paper copies and electronic copies must be submitted prior to the application deadline before an application will be scheduled for a UDC meeting. Late materials will not be accepted. A completed application form is required for each UDC appearance.

For projects also requiring Plan Commission approval, applicants must also have submitted an accepted application for Plan Commission. consideration prior to obtaining any formal action (initial or final approval) from the UDC. All plans must be legible when reduced.

*Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to udcapplications@cityofmadison.com. 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.	App	olicant Declarations				
	1.	Prior to submitting this application, Commission staff. This application				ban Design on
	2.	The applicant attests that all required m is not provided by the application dea consideration.				
Na	ame o	of applicant	R	elationship to	property	
Αι	uthor	rizing signature of property owner	for Willian		Date	
7.	Арр	lication 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

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. 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.

1. Informa	tional Presentation				
	Locator Map)		Requirem	ents for All Plan Sheets
	Letter of Intent (If the project is within			1. Title	block
	an Urban Design District, a summary of			2. Shee	et number
	<u>how</u> the development proposal addresses the district criteria is required)		Providing additional	3. Nort	:h arrow
	Contextual site information, including		information beyond these	4. Scale	e, both written and graphic
_	photographs and layout of adjacent	1	minimums may generate a greater level of feedback	5. Date	
	buildings/structures		from the Commission.		dimensioned plans, scaled
	Site Plan				'= 40' or larger as must be legible, including
	Two-dimensional (2D) images of			the full-siz	zed landscape and lighting
	proposed buildings or structures.	J		plans (if re	quired)
2. Initial A	pproval				
	Locator Map)	
	Letter of Intent (If the project is within a the development proposal addresses the			of <u>how</u>	
	Contextual site information, including ph structures	otog	raphs and layout of adjacent bu	uildings/	Providing additional information beyond these
	Site Plan showing location of existing a lanes, bike parking, and existing trees ov			res, bike	minimums may generate a greater level of feedback
	Landscape Plan and Plant List (must be le	egible:	e)		from the Commission.
	Building Elevations in both black & whi material callouts)	te ar	nd color for all building sides	(include	
	PD text and Letter of Intent (if applicable	!)		J	
3. Final Ap	proval				
All the r	equirements of the Initial Approval (see al	oove), <u>plus</u> :		
	Grading Plan				
	Proposed Signage (if applicable)				
	Lighting Plan, including fixture cut sheets and photometrics plan (must be legible)				
	Utility/HVAC equipment location and screening details (with a rooftop plan if roof-mounted)				
	PD text and Letter of Intent (if applicable)				
	Samples of the exterior building materia	ls (pi	resented at the UDC meeting)		
4. Compre	hensive Design Review (CDR) and Varia	nce '	Requests (Sianage annlicatio	ons only)	
	Locator Map		negacoto (<u>orginage appinaan</u>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
_	Letter of Intent (a summary of how the prop	oosed	d signage is consistent with the CI	OR or Signage	e Variance criteria is required)
_	Contextual site information, including p				•
	project site				, , , , , , , , , , , , , , , , , , , ,
	Site Plan showing the location of existing driveways, and right-of-ways	ş sign	nage and proposed signage, din	nensioned s	signage setbacks, sidewalks,
	Proposed signage graphics (fully dimens	ione	d, scaled drawings, including m	naterials and	d colors, and night view)
	Perspective renderings (emphasis on pedestrian/automobile scale viewsheds)				
	Illustration of the proposed signage that		•		g requested.
	Graphic of the proposed signage as it rel	ates	to what the Ch. 31, MGO wou	ld permit	



April 22, 2020

Janine Glaeser
Planner, Urban Design Secretary
Department of Planning & Community & Economic Development
Planning Division
215 Martin Luther King Jr Blvd
Madison, WI 53703

Re: Letter of Intent

4402 E. Washington Ave – Alteration to a Conditional Use

Dear Janine:

This is our Letter of Intent (Alteration to a Conditional Use) for the property located at 4402 E. Washington Ave. The owner, North Central Group, has recently acquired the Crowne Plaza Hotel on East Washington Ave. and it is currently closed to undertake a multi-million dollar renovation to convert the hotel to an upper upscale Double Tree Hotel including a new restaurant and conference center. The renovation primarily consists of interior renovations along with façade/signage alterations that will significantly improve the look of the façade. This application also includes the proposed signage.

Project Summary / Data:

- Gross Area: Total gross area of the existing building is 152,450 sf
- Lot Area: 190,000 sf (or 4.38 acres)
- Parking/Bicycle Stalls: Total stalls will remain as they exist today
- Maintenance (including trash & snow removal): Will continue to be provided by private contract
- Proposed Hours of Operation Hotel: 24 hours a day/365 days a year
- Construction Schedule: To commence immediately with completion in the Fall of 2020

Development Team:

Developer/Owner: North Central Group

1600 Aspen Commons, Suite 200

Middleton, WI 53562 Phone: 608-662-3631

Principal Contact: Andy Inman

<u>ainman@ncghotels.com</u>

Architect: GBA architecture | design

2248 Deming Way, Suite 120

Middleton, WI 53562 Phone: 608-695-8668

Principal Contact: Josh Wilcox josh.wilcox@garybrink.com

Please refer to the attached plans for additional information.

Sincerely,

Josh Wilcox Principal

food William

Dustin Dresen

From: Inman, Andy <Alnman@ncghotels.com>

Sent:Tuesday, April 21, 2020 8:29 PMTo:district17@cityofmadison.comCc:Jodie Jacobson; Koester, JenniferSubject:Madison DoubleTree UDC Application

Attachments: DoubleTree UDCApp.pdf

Alder Baldeh:

North Central Group recently acquired the Crowne Plaza on East Washington Ave. located in your district. The hotel is currently closed as we undertake a multi-million dollar renovation to convert the hotel to a upper upscale DoubleTree Hotel including a new restaurant and conference center. The renovation primarily consists of interior renovations along with paint and exterior window panel replacement that will significantly improve the look of the façade. We had initially believed that the improvements would not require UDC review, but staff recently recommended that we submit the project for review of the upgrades to the building along with the proposed signage improvements. I have attached the draft application and we can forward the proposed submittal to you when it is available tomorrow.

We are excited to have a hotel back in your district and look forward to transforming the property into a great Madison asset. Please e-mail (ainman@ncghotels.com) or call (279-2488) me if you have any questions.

Thank you,

Andy



Andrew B. Inman, P.E. | Vice President of Development

1600 Aspen Commons Suite 200 | Middleton WI 53562

D: (608) 662-3631 | F: (608) 836-6399 | ainman@ncghotels.com | www.ncghotels.com

Exceptional Hotels. Inspiring Careers. | www.ncgcareers.com

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PROPOSED



4402 East Washington Avenue Madison, Wisconsin

UDC Submittal April 22, 2020



SHEET INDEX:

T-1 TITLE SHEET

EC.01 EXISTING SITE PHOTOS

ARCHITECTURAL DRAWINGS

A1.01 SITE PLAN

A6.01 BUILDING ELEVATIONS
A6.02 BUILDING ELEVATIONS

A6.03 EXTERIOR RENDERINGS A6.20 SIGNAGE DETAILS

A6.21 SIGNAGE AND LIGHTING DETAILS

Project Data							
Floor	1st	2nd	3rd	4th	5th	6th	Total
Hotel Area	53,140	19,862	19,862	19,862	19,862	19,862	152,450
Total Rooms	12	43	43	43	43	42	226
Site Area:	190,000 S	F - 4.38 A	cres	Parking S	talls:	284	
Hotel Area Total Rooms	53,140 12	2nd 19,862 43	3rd 19,862 43	4th 19,862 43	19,862 43	19,862 42	152,4

Project Description

Façade renovation associated with the re-branding of the hotel to be a DoubleTree by Hilton. Scope includes new signage, new paint finishes, guestroom window replacement, modified entrance area, architectural details, and lighting. Site work is limited to minor maintenance to landscape and parking areas.

PROJECT LOCATION MAP







DEVELOPER:

NORTH CENTRAL GROUP

1600 ASPEN COMMONS, SUITE 200 MIDDLETON. WISCONSIN 53562 PHONE: (608) 662-3617

EMAIL: JKOESTER@NCGHOTELS.COM

CONTACT: JENNY KOESTER



ARCHITECT:

GBA ARCHITECTURE & DESIGN

2248 DEMING WAY, SUITE 120
MIDDLETON. WISCONSIN 53562
PHONE: (608) 829-1750

EMAIL: JOSH.WILCOX@GARYBRINK.COM CONTACT: JOSH WILCOX

KRAEMER

GENERAL CONTRACTOR:

KRAEMER BROTHERS

925 PARK AVE PLAIN, WISCONSIN 53577

PHONE: (608) 546-2411

EMAIL: SSCALLON@KRAEMERBROTHERS.COM

CONTACT: SHELEY SCALLON



DOUBLETREE by HILTON - RENOVATIO

4402 E WASHINGTON AVE

MADISON, WI 53704

CLIENT:

NORTH CENTRAL GROUP

 PROJECT:
 201933

 DRAWN BY:
 DSD

 DATE:
 Ø4/22/2Ø2Ø

 SCALE:
 AS NOTED

TITLE





4402 East Washington Avenue - Exterior No. 8



4402 East Washington Avenue - Exterior No. 7



4402 East Washington Avenue - Exterior No. 6



4402 East Washington Avenue - Exterior No. 5



4402 East Washington Avenue - Exterior No. 4



4402 East Washington Avenue - Exterior No. 3



4402 East Washington Avenue - Exterior No. 2



4402 East Washington Avenue - Exterior No. 1

AS NOTED

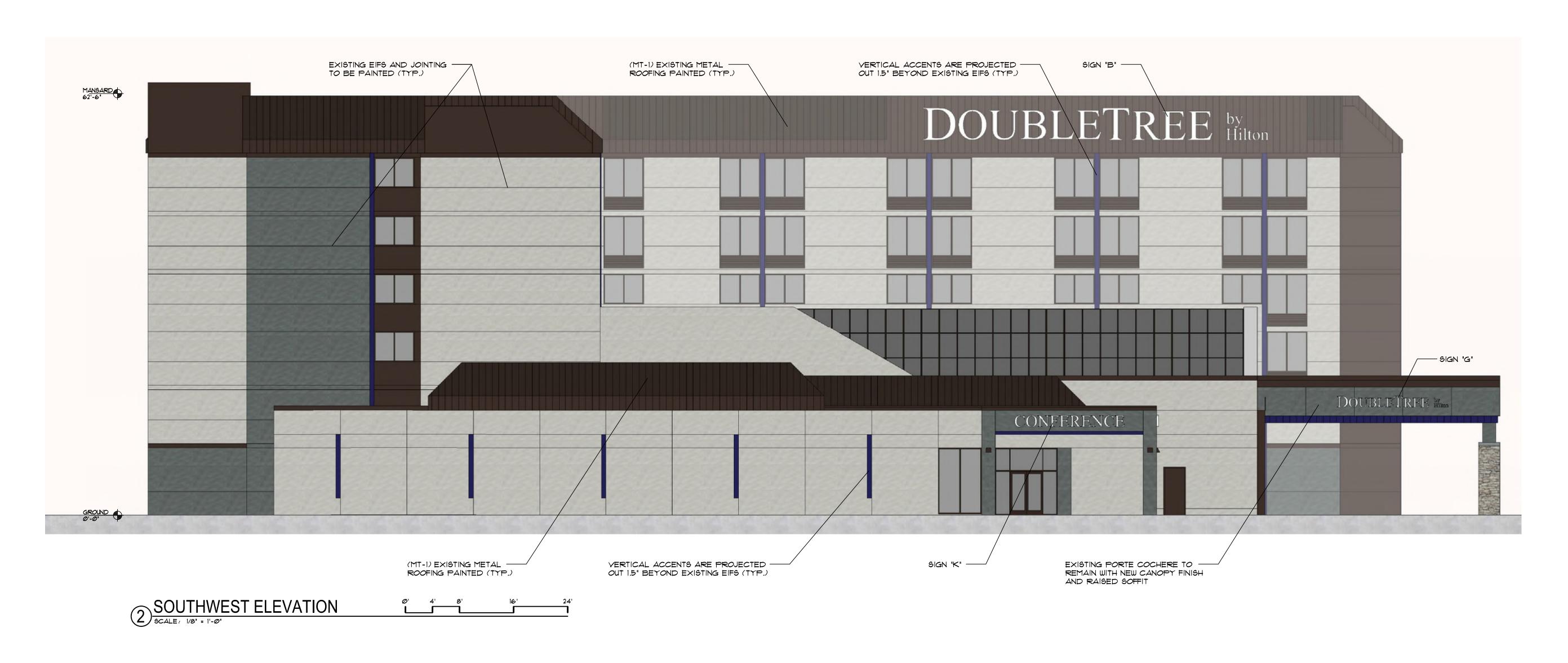
DRAWN BY:

0' 15' 30' 60' 90' SITE PLAN

GCALE: 1' = 30'-0'

SITE SITE PLAN

A1.01



MATERIAL DESCRIPTION
EIFS-01: EFS-1 COLOR: SW2848 - ROYCROFT PEWTER
EIFS-02: EFS-2 COLOR: SW0055 - LIGHT FRENCH GRAY
EIFS-03: EFS-3 COLOR: AKZO NOBEL SIGN 61448 BLUE
STONE-01: ST-1 STONE TO MATCH EXISTING
METAL-01: MT-1 COLOR: DARK BRONZE
WINDOW: CLEAR GLASS W\ BRONZE FRAME



DOUBLETREE

ELEVATIONS

AS NOTED

Ø4/22/2*0*2Ø

A6.01



SOUTHEAST ELEVATION

SCALE: 1/8' = 1'-0'

DOUBLETREE by HILTON - RENOVATION

MADISON, WI 53704

CLIENT:

N. O. P. T. G. P. O. T. D. D. D. T. D. D. D. T. D. D. D. T. D. D. D. T. D. D. T. D.

2020 GBA.

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SCALE: AS NOTED UDC 04/22/2020

DSD

04/22/2020

International.

DATE:

PROJECT:

DRAWN BY:

EXTERIOR ELEVATIONS

A6.02





PROJECT:

DOUBLETREE by HILTON - RENOVATION

4402 E WASHINGTON AVE

MADISON, WI 53704

CLIENT:

NORTH CENTRAL GROUP

1600 ASPEN COMMONS SUITE 200

MIDDLETON, WI

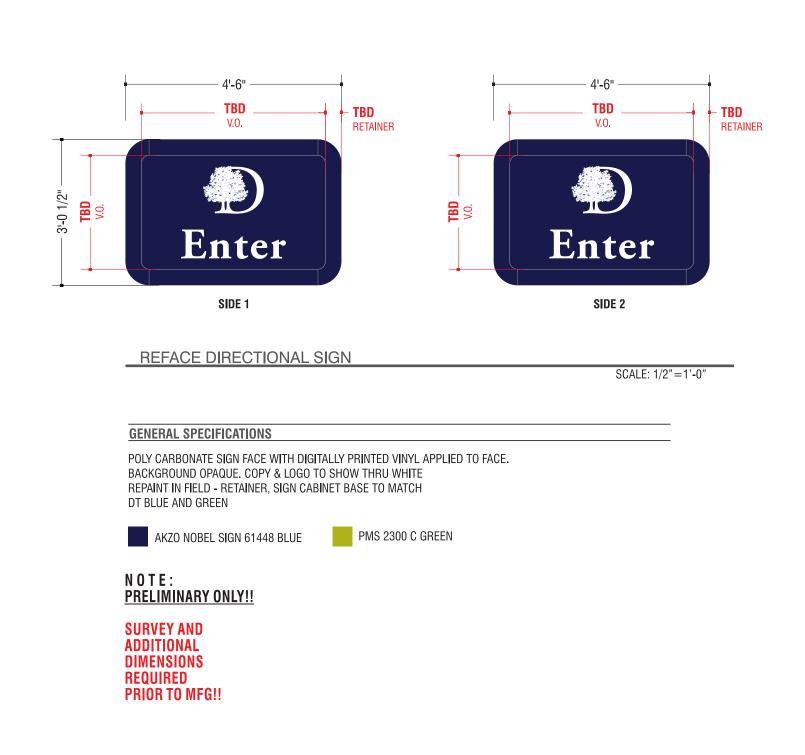
MIDDLETON

EXTERIOR RENDERINGS

AS NOTED 04/22/2020

DRAWN BY:

DATE:



6 SIGN F



4 SIGN D





SIDE 2

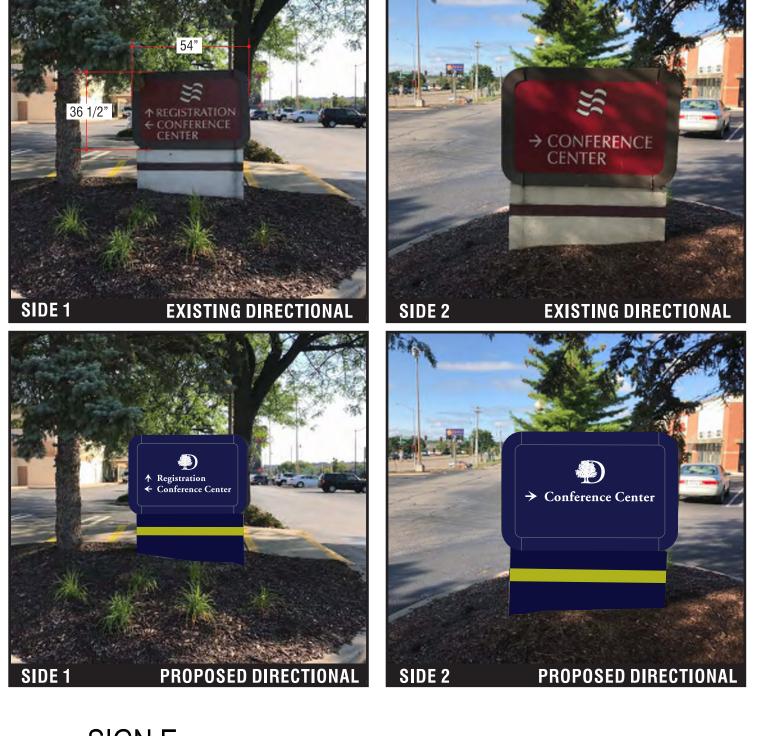
SCALE: 1/2"=1'-0"

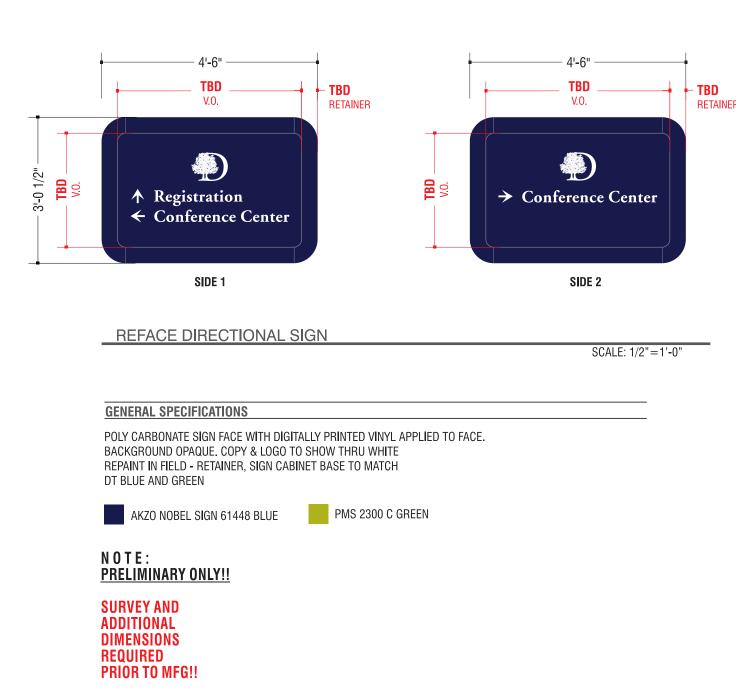




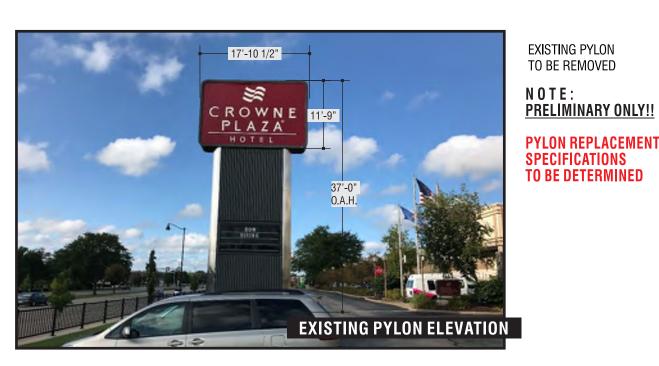
DEC 2018 GLOBAL SIGN MANUAL

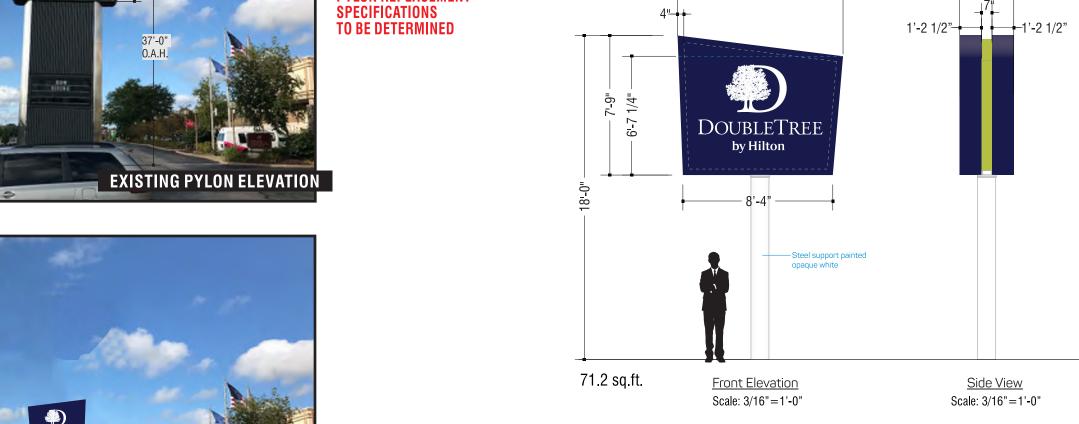
SIGN B





5 SIGN E





DIRECTIONAL AT WEST DRIVE





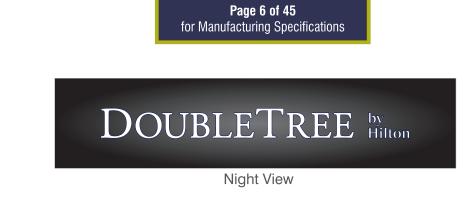
9'-2 1/4"

SIGN C









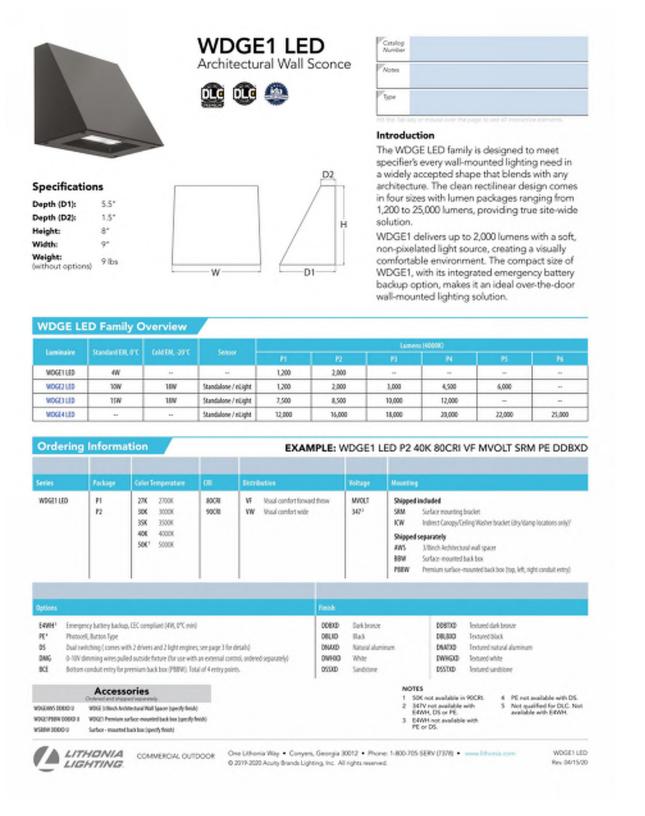
SIGN A

SCALE: NTS

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2248 DEMING WAY, SUITE 120 MIDDLETON, WI 53562 608-829-1750 608-829-3056 (FAX)

> SIGNAGE **DETAILS**





5 LIGHTING SPECIFICATIONS





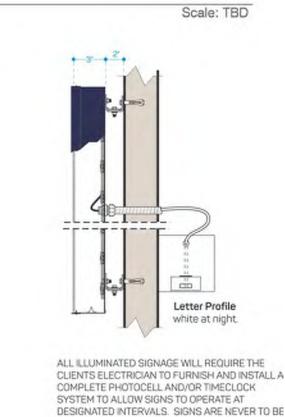


Channel Letter Specifications: Letter Returns: .050" [1.3mm] X 3" [76.2mm] deep Illumination notes: GE or SloanLED White LED Modules aluminum painted Akzo Nobel SIGN61448 Blue per Manufacturer's Recommendations Electronic power supplies on back of wall in PRELIMINARY ONLY!! Letter Backs: .063* [1.6mm] Aluminum Pre-finished White galvanized transformer box Minimum of 2 weep holes with light shields located in low points of each letter Letter Faces: 177" [4.5mm] WRT30 white solar grade - Secondary wiring through wall housed in Sealtite with 3M 3635-8857 dual color blue vinyl (or Avery Equivalent) applied 1st surface Mounting: 2" x 2" [50.8mm x 50.8mm] galvanized Face Retention: 1" [25.4mm] Jewelite trim cap for mounting clips with mounting hardware as letters 48" (1219.2mm) and less
-2" (50.8mm) Jewelite trim cap for letters above
48" (1219.2mm) and below 7-0" (2133.6mm)
-.050" (1.3mm) fabricated aluminum retainers for required for wall construction letters 7'-0" [2133.6mm] and above Trim cap / retainers painted to match returns MEETING

Night View

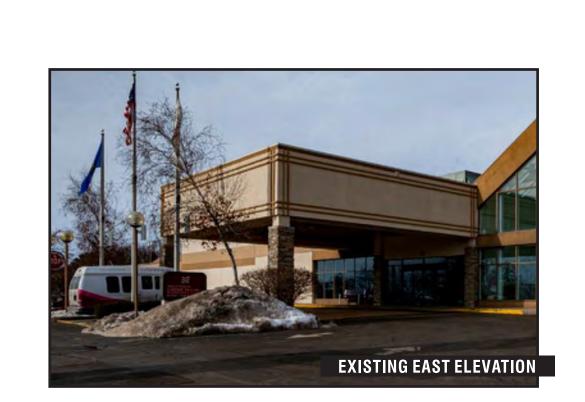
(2) REQ.

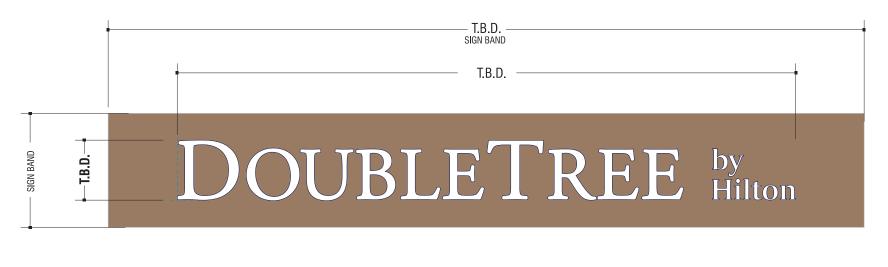
1 SOUTH ELEV



OPERATED ON A 24/7 BASIS.

3 SIGN I





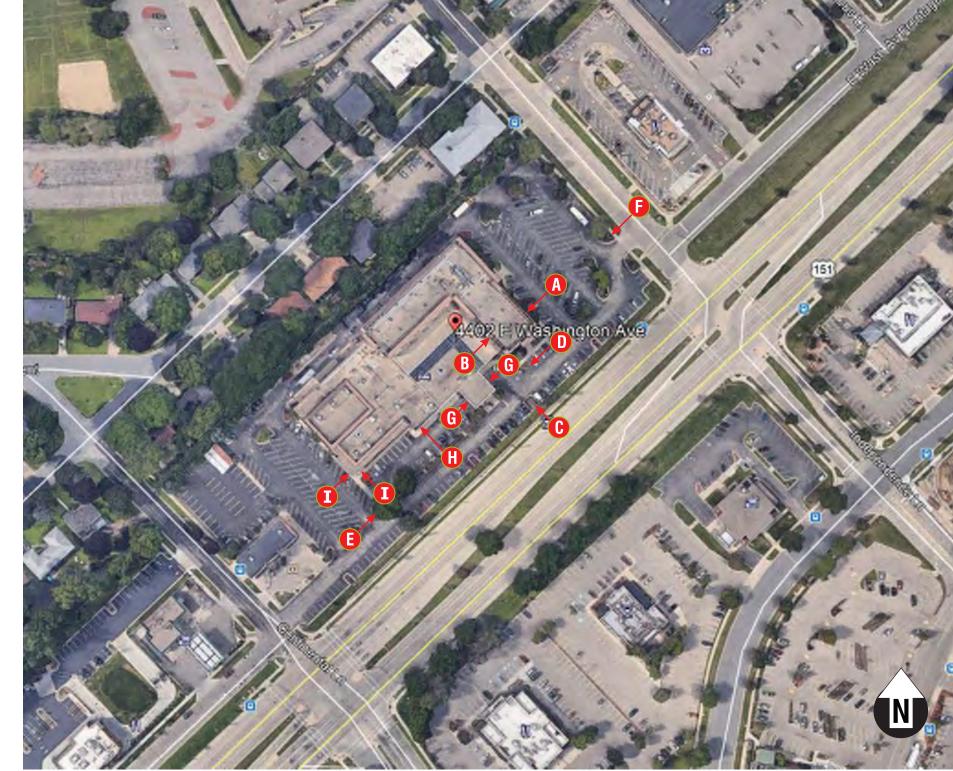
Channel Letter Set (2) REQ.











SIGNAGE LOCATIONS

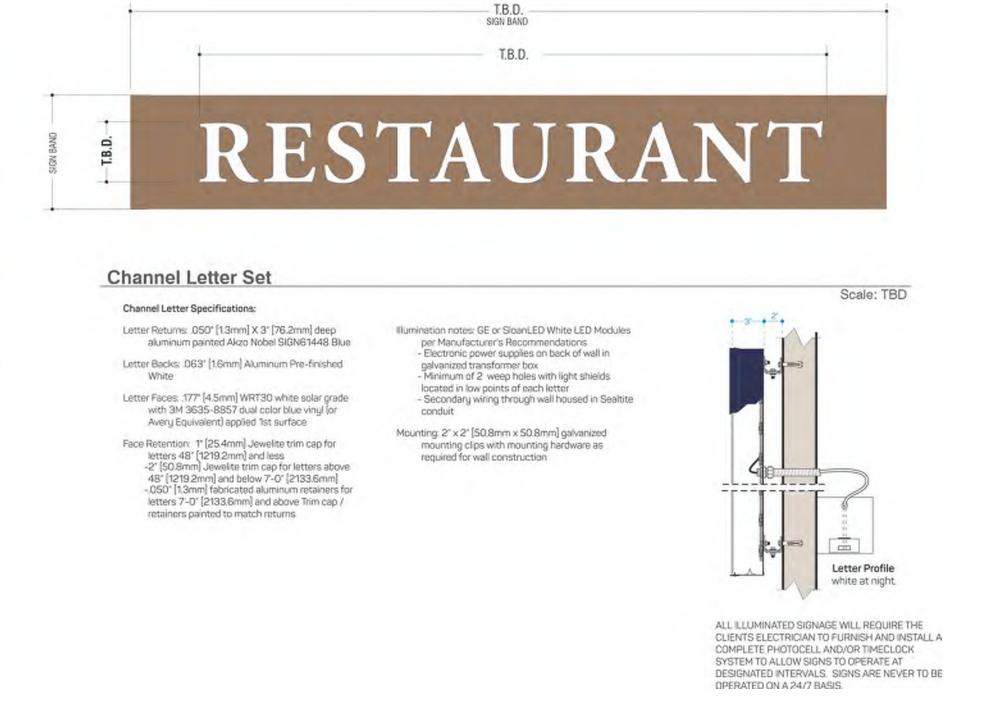
SCALE: NTS

D/F Illuminated Directional

Illuminated L.E.D. Letter Set



RESTAURANT Night View



SIGN G

SIGNAGE & LIGHTING **DETAILS**

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AS NOTED

Ø4/22/2Ø2Ø

other party is prohibited unless prior written

International.

DATE:

SCALE:

PROJECT:

DRAWN BY: