

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



FOR OFFICE USE ONLY:

Date Received 10/6/25 12:06

Paid _____ p.m.

☐ Initial Submittal

☐ Revised Submittal

All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the [Subdivision Application](#). If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed [UDC Application](#) and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

450 West Gilman Street and 425 North Frances Street

Title: West Gilman Street Apartments

2. This is an application for (check all that apply)

- ☒ Zoning Map Amendment (Rezoning) from UMX to DC
- ☐ Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- ☐ Major Amendment to an Approved Planned Development - Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☒ Conditional Use or Major Alteration to an Approved Conditional Use
- ☒ Demolition Permit ☐ Other requests _____

3. Applicant, Agent, and Property Owner Information

Applicant name Brad Aycock **Company** Villas Student Housing
Street address 506 West 22nd Street **City/State/Zip** Austin, Texas 78705
Telephone 250-535-5804 **Email** bradaycock@villas-sh.com

Project contact person Brian Munson **Company** Vandewalle & Associates
Street address 120 East Lakeside Street **City/State/Zip** Madison, Wisconsin 54715
Telephone 608-609-4410 **Email** bmunson@vandewalle.com

Property owner (if not applicant) See Attached
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____

4. Required Submittal Materials

Pursuant to [Section 28.181\(4\), MGO](#), no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.** Use this checklist to prepare a complete Land Use Application. Make sure to review the *Submittal Requirements for PDFs* (listed on Pages 3 and 4). **Note:** Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in [Land Use Application Form LND-B](#).

Req.	Required Submittal Information	Contents	✓																																				
	Filing Fee (\$)	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.																																					
	Digital (PDF) Copies of all Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs must comply with the <i>Submittal Requirements for PDFs</i> (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.																																					
	Land Use Application	Forms must include the property owner's authorization																																					
	Legal Description (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.																																					
	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this document.																																					
	Letter of Intent (LOI)	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc.																																					
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND-B																																					
	<table border="1"> <thead> <tr> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> </tr> </thead> <tbody> <tr> <td></td> <td>Site Plan</td> <td></td> <td></td> <td>Utility Plan</td> <td></td> <td></td> <td>Roof and Floor Plans</td> <td></td> </tr> <tr> <td></td> <td>Survey or site plan of existing conditions</td> <td></td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td></td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td></td> </tr> <tr> <td></td> <td>Grading Plan</td> <td></td> <td></td> <td>Building Elevations</td> <td></td> <td></td> <td>Street Tree Plan and Street Tree Report</td> <td></td> </tr> </tbody> </table>	Req.		✓	Req.		✓	Req.		✓		Site Plan			Utility Plan			Roof and Floor Plans			Survey or site plan of existing conditions			Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet			Grading Plan			Building Elevations			Street Tree Plan and Street Tree Report			
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	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. See Land Use Application Form LND-B for a detailed list of the submittal requirements for these application types. ☐ The following Conditional Use Applications: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) ☐ Demolition Permits ☐ Zoning Map Amendments (i.e. Rezoning) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) ☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts																																					

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

Mixed use student housing redevelopment

Proposed Square-Footages by Type:

Overall (gross): 182,173 Commercial (net): 691 Office (net): _____
Industrial (net): _____ Institutional (net): _____

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: _____ 1-Bedroom: 14 2-Bedroom: 14 3-Bedroom: 6 4 Bedroom: 39 5-Bedroom: 45
Density (dwelling units per acre): 256.5 Lot Area (in square feet & acres): 19,928 (.46)

Proposed On-Site Automobile Parking Stalls by Type (if applicable):

Surface Stalls: 0 Under-Building/Structured: 68 Electric Vehicle-ready¹: 4 Electric Vehicle-installed¹: _____

Proposed On-Site Bicycle Parking Stalls by Type (if applicable):

Indoor (long-term): 224 Outdoor (short-term): 16

¹ See [Section 28.141\(8\)\(e\), MGO](#) for more information

Scheduled Start Date: Spring 2026 Planned Completion Date: August 2028

6. Applicant Declarations

- ☒ **Pre-application meeting with staff.** Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff DAT Date August 8, 2025

Zoning staff DAT Date August 8, 2025

- ☒ **Posted notice of the proposed demolition on the [City's Demolition Listserv](#)** (if applicable). Date Posted September 4, 2025

- ☐ Public subsidy is being requested (indicate in letter of intent)

- ☒ **Pre-application notification:** The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Ochowicz Date July 22, 2025

Neighborhood Association(s) NA Date _____

Business Association(s) _____ Date _____

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Brad Aycock Relationship to property Villas Student Housing

Authorizing signature of property owner See attached Date 10/3/25



8/15/2025

As Broker for Edward Shinnick and Walter Borowski, they are currently under contract to sell their property located at 425 N Frances Street, Madison, WI to Villas Student Housing.

This email serves as formal acknowledgement and authorization for Villas Student Housing to submit development plans related to the property to the City of Madison.

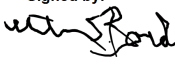
Signed:

Edward G. Shinnick

Walter S. Borowski

Signed by:

CB506524425741A...
8/15/2025

Signed by:

43980693E71541E...
8/15/2025

Thank you,

DocuSigned by:
Heather Ewing
251BFAE48B574E3...

Heather Ewing, Founder | Principal Broker
ABSTRACT Commercial Real Estate LLC

Re: Submittal

From Michael Fisher <mikefishbadger@gmail.com>

Date Mon 10/6/2025 9:08 AM

To grant villas-sh.com <grant@villas-sh.com>

Cc Brian Munson <bmunson@vandewalle.com>; Edward J. Lawton <ELawton@axley.com>; Lisa A. Thomaschek <LThomaschek@axley.com>; Brad Aycock <bradaycock@villas-sh.com>; Garrett Kilcrease <gkilcrease@mcnaircollegiatepartners.com>

I authorize Villas Student Housing to make submittals involving 450 W Gilman Street in Madison WI.

Michael Fisher
Managing Partner
Ridgeview Investments
Owner if 450 W Gilman St

Sent from my iPhone

On Oct 6, 2025, at 8:29 AM, grant villas-sh.com <grant@villas-sh.com> wrote:

Adding Michael & Lisa in case Ed is out. Can one of you very quickly please respond, "Villas Student Housing, is authorized the make submittals and is under contract on 450 W Gilman Street."

From: Brian Munson <bmunson@vandewalle.com>

Sent: Monday, October 6, 2025 8:25:27 AM

To: grant villas-sh.com <grant@villas-sh.com>; Edward J. Lawton <elawton@axley.com>

Cc: Brad Aycock <bradaycock@villas-sh.com>; Garrett Kilcrease <gkilcrease@mcnaircollegiatepartners.com>

Subject: Re: Submittal

The submittal deadline is noon today.

Brian Munson

Principal Urban Designer
Vandewalle & Associates
120 East Lakeside Street
Madison, WI 53715
Cell: 608.609.4410

Villas Student Housing: 425 North Frances Street/450 West Gilman Street Pending Application Notification

From Brian Munson <bmunson@vandewalle.com>

Date Thu 9/4/2025 9:38 AM

To Will Ochowicz <district2@cityofmadison.com>

Cc Wes Haynie <whaynie@rhodepartners.com>; Robert Tait <RTait@rhodepartners.com>; Grant Zucker <grant@villas-sh.com>; Brad Aycock <bradaycock@villas-sh.com>; Brian Munson <bmunson@vandewalle.com>; Tim Parks <tparks@cityofmadison.com>

Alder Ochowicz,

The Villas Student Housing project team is working on a formal rezoning request for the redevelopment of the 425 N Frances/450 W Gilman properties for a 16-story student housing project. This pending submittal anticipates a demolition, rezoning (UMX to DC), and a conditional use request for the site and is being developed for the October 6th submittal deadline. This application date would lead to consideration at the November 19th Urban Design Commission, December 1st Plan Commission, and December 9th Common Council. This project will also be discussed for informational purposes at the September 15th Landmarks Commission and September 17th Urban Design Commission.

We have been working to set up a neighborhood meeting on September 22nd to share additional information with the neighborhood while the CANA neighborhood reactivates and are happy to meet with the neighborhood once it becomes fully active again.

Brian Munson

Principal

Vandewalle & Associates

120 East Lakeside Street

Madison, WI 53715

Cell: 608.609.4410

City of Madison Demolition Notification Request Confirmation

From noreply@cityofmadison.com <noreply@cityofmadison.com>

Date Thu 9/4/2025 9:41 AM

To Brian Munson <bmunson@vandewalle.com>

Dear applicant,

Your demolition permit notification message has been received by the notification administrator and will be reviewed prior to posting within three business days. For more information on the demolition permit pre-application notification requirement, please contact the City of Madison Planning Division at (608) 266-4635.

This is an automated reply, please do not reply to this email.