



# LAND USE APPLICATION

CITY OF MADISON

215 Martin Luther King Jr. Blvd; Room LL-100  
PO Box 2985; Madison, Wisconsin 53701-2985  
Phone: 608.266.4635 | Facsimile: 608.267.8739

- All Land Use Applications should be filed with the Zoning Administrator at the above address.
- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application.
- This form may also be completed online at:  
[www.cityofmadison.com/developmentcenter/landdevelopment](http://www.cityofmadison.com/developmentcenter/landdevelopment)

## FOR OFFICE USE ONLY:

Amt. Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_  
Parcel No. \_\_\_\_\_  
Aldermanic District \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Special Requirements \_\_\_\_\_  
Review Required By:  
☐ Urban Design Commission ☐ Plan Commission  
☐ Common Council ☐ Other: \_\_\_\_\_

Form Effective: February 21, 2013

1. **Project Address:** 702 S. High Point Road - Lot 3  
**Project Title (if any):** Bishop O'Connor Catholic Pastoral Center

## 2. This is an application for (Check all that apply to your Land Use Application):

- ☒ **Zoning Map Amendment from** SR-C1 **to** PD
- ☐ **Major Amendment to Approved PD-GDP Zoning** ☐ **Major Amendment to Approved PD-SIP Zoning**
- ☐ **Review of Alteration to Planned Development (By Plan Commission)**
- ☐ **Conditional Use, or Major Alteration to an Approved Conditional Use**
- ☐ **Demolition Permit**
- ☐ **Other Requests:** \_\_\_\_\_

## 3. Applicant, Agent & Property Owner Information:

**Applicant Name:** Msgr. James Bartylla **Company:** Holy Name Catholic Center, Inc  
**Street Address:** 702 S. High Point Road **City/State:** Madison, WI **Zip:** 53719  
**Telephone:** (608) 821-3000 **Fax:** (608) 821-3013 **Email:** James.Bartylla@straphael.org

**Project Contact Person:** Marc Ott **Company:** Gorman & Company, Inc  
**Street Address:** 200 N. Main Street **City/State:** Oregon, WI **Zip:** 535715  
**Telephone:** (608) 835-6388 **Fax:** ( ) **Email:** mott@gormanusa.com

**Property Owner (if not applicant):** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

## 4. Project Information:

Provide a brief description of the project and all proposed uses of the site: Renovation of the Bishop O'Connor Catholic Pastoral Center (a.k.a Holy Name Seminary) to allow for market rate apartments

**Development Schedule:** Commencement January 2015 Completion June 2016

## 5. Required Submittal Information

All Land Use applications are required to include the following:

☒ **Project Plans including:\***

- Site Plans (fully dimensioned plans depicting project details including all lot lines and property setbacks to buildings; demolished/proposed/altered buildings; parking stalls, driveways, sidewalks, location of existing/proposed signage; HVAC/Utility location and screening details; useable open space; and other physical improvements on a property)
- Grading and Utility Plans (existing and proposed)
- Landscape Plan (including planting schedule depicting species name and planting size)
- Building Elevation Drawings (fully dimensioned drawings for all building sides, labeling primary exterior materials)
- Floor Plans (fully dimensioned plans including interior wall and room location)

Provide collated project plan sets as follows:

- **Seven (7) copies** of a full-sized plan set drawn to a scale of 1 inch = 20 feet (folded or rolled and stapled)
- **Twenty Five (25) copies** of the plan set reduced to fit onto 11 X 17-inch paper (folded and stapled)
- **One (1) copy** of the plan set reduced to fit onto 8 ½ X 11-inch paper

\* For projects requiring review by the **Urban Design Commission**, provide **Fourteen (14) additional 11x17 copies** of the plan set. In addition to the above information, all plan sets should also include: 1) Colored elevation drawings with shadow lines and a list of exterior building materials/colors; 2) Existing/proposed lighting with photometric plan & fixture cutsheet; and 3) Contextual site plan information including photographs and layout of adjacent buildings and structures. The applicant shall bring samples of exterior building materials and color scheme to the Urban Design Commission meeting.

☒ **Letter of Intent: Provide one (1) Copy per Plan Set** describing this application in detail including, but not limited to:

- |   |   |  |
|---|---|--|
| • Project Team                                | • Building Square Footage                       | • Value of Land  |
| • Existing Conditions                         | • Number of Dwelling Units                      | • Estimated Project Cost                                     |
| • Project Schedule                            | • Auto and Bike Parking Stalls                  | • Number of Construction & Full-Time Equivalent Jobs Created |
| • Proposed Uses (and ft <sup>2</sup> of each) | • Lot Coverage & Usable Open Space Calculations | • Public Subsidy Requested                                   |
| • Hours of Operation                          |   |  |

☒ **Filing Fee:** Refer to the Land Use Application Instructions & Fee Schedule. Make checks payable to: *City Treasurer*.

☒ **Electronic Submittal:** All applicants are required to submit copies of all items submitted in hard copy with their application as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail to pcapplications@cityofmadison.com.

☐ **Additional Information** may be required, depending on application. Refer to the Supplemental Submittal Requirements.

## 6. Applicant Declarations

☒ **Pre-application Notification:** The Zoning Code requires that the applicant notify the district alder and any nearby neighborhood and business associations in writing no later than **30 days prior to FILING this request**. List the alderperson, neighborhood association(s), and business association(s) AND the dates you sent the notices:  
Ald. Skidmore & Subeck, Mailed Sept 5th, Meeting Sept 10, 2014, Courtland, Applewood, High Point, etc.

→ If a waiver has been granted to this requirement, please attach any correspondence to this effect to this form.

☐ **Pre-application Meeting with Staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning and Planning Division staff; note staff persons and date.

Planning Staff: Matt Tucker Date: 8-21-2014 Zoning Staff: Tim Parks Date: 8-21-2014

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

Name of Applicant Msgr. James Bartylla

Relationship to Property:

*Corporate Vice-President (Officer and Director of Corporation that owns land & building)*

Authorizing Signature of Property Owner

*Msgr. James Bartylla*

Date September 22, 2014



## **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**

**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.

**Initial Approval.** Applicants may, at their discretion, request initial approval of a proposal by presenting preliminary design information.

**Final Approval.** 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**

When presenting projects to the UDC, applicants must fill out a registration slip provided in the meeting room and present it to the Secretary. The applicant is 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.

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.

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.