



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved URBAN DESIGN COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

Wednesday, May 28, 2025

4:30 PM

Virtual

### CALL TO ORDER / ROLL CALL

Commissioner McLean arrived at 4:37 p.m. Commissioner Asad arrived at 4:42 p.m.

**Present:** 6 - Davy Mayer; Jessica Klehr; Shane A. Bernau; Anina Mbilinyi; Nathaniel (Harry) Graham and Nicholas L. Hellrood

**Excused:** 2 - David W.J. McLean and Rafeeq D. Asad

### APPROVAL OF MINUTES

**A motion was made by Klehr, seconded by Mbilinyi, to Approve the Minutes of May 7, 2025. The motion passed by voice vote/other.**

### PUBLIC COMMENT

1. [86031](#) Urban Design Commission Public Comment  
None.

### DISCLOSURES AND RECUSALS

Commissioner Hellrood disclosed that he works for Saiki Design (Item #6). Commissioner Asad recused himself on Item #3.

### AGENDA OVERVIEW

Jessica Vaughn gave an overview of the projects.

### ROLL CALL

**Present:** 7 - Davy Mayer; Jessica Klehr; David W.J. McLean; Shane A. Bernau; Anina Mbilinyi; Nathaniel (Harry) Graham and Nicholas L. Hellrood

**Excused:** 1 - Rafeeq D. Asad

### PUBLIC HEARING ITEMS

2. [88015](#) 102 E Rusk Avenue - Signage Exception. (District 14)

This item was approved as a consent item with the finding that all applicable standards are adequately addressed and with all the staff recommendations contained in the report.

**A motion was made by Klehr, seconded by Graham, to Grant Final Approval.**

The motion passed by voice vote/other.

### SPECIAL ITEM OF BUSINESS

4. [88143](#) Amending section 31.041 of the Madison General Ordinances, Sign Permits and Fees, to create a new application fee and deadlines for processing sign permit application.
- A motion was made by Klehr, seconded by Graham, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.**

### ROLL CALL

**Present:** 8 - Davy Mayer; Jessica Klehr; David W.J. McLean; Shane A. Bernau; Anina Mbilinyi; Rafeeq D. Asad; Nathaniel (Harry) Graham and Nicholas L. Hellrood

### PUBLIC HEARING ITEMS

3. [86816](#) 3535-3553 University Avenue + 733-737 N Meadow Lane - New Mixed-Use Building in Urban Design District (UDD) 6. (District 5)

The motion passed with the following conditions:

- The applicant shall provide fence details for the fence that runs along the south property line. The fence shall be wood or wood type material. Consideration should be given to securing the backyard space by incorporating a controlled access point(s) or landscaping.
- The applicant shall provide additional details regarding the glazing along the ground floor, especially as it relates to transparency and lighting on both the north and south elevations.
- The applicant shall provide the final design details for the window systems. Of particular concern is that articulation/relief is being incorporated.
- The applicant shall address the lighting comments noted in the staff report, including revising the lighting plan and providing fixture cutsheets as it relates to rooftop lighting, architectural lighting, individual balcony lighting, etc.

**A motion was made by Graham, seconded by Klehr, to Grant Initial Approval.**

**The motion passed by the following vote:**

**Ayes:** 6 - Davy Mayer; Jessica Klehr; David W.J. McLean; Anina Mbilinyi; Nathaniel (Harry) Graham and Nicholas L. Hellrood

**Recused:** 1 - Rafeeq D. Asad

**Non Voting:** 1 - Shane A. Bernau

### NEW BUSINESS

5. [88343](#) 430 W Gilman Street - Major Facade Alterations in the Downtown Core District. (District 2)

The Commission noted that repainting or staining may be an option in the future, but that any future changes beyond removing the paint would need to return to the UDC for review and approval.

**A motion was made by Asad, seconded by Mayer, to Deny. The motion passed by voice vote/other.**

**INFORMATIONAL PRESENTATION**

6. [88296](#) 7103 Millpond Road/4402 Brandt Road - Public Project, Dane County Sustainability Campus. (District 16)

**The Urban Design Commission Received an Informational Presentation**

**SCHEDULE OF MEETINGS****SECRETARY'S REPORT****BUSINESS BY MEMBERS**

7. [87114](#) Business by Members

**ADJOURNMENT**

**The meeting was adjourned at 7:37 p.m. by unanimous consent.**