



## City of Madison Site Plan Verification

**PROJECT: LNDUSE-2017-00114**

**Address:** 4505 East Towne BLVD

**Current Revision #: 0**

**Submitted by:** CBL Properties

**Contact:** Skip Alexander  
(423) 490-8822

**Project Type:** Land Use

**Description:** Amend an existing Planned Multi-Use Site to construct a one-story, 9,075 sq. ft. restaurant (Portillos) w/ a drive-thru sales & service window in CC District.

**Status:** Closed

**Revision History:** [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Apr 13 2018
Engineering Review Main Office	Approved	<a href="#">Jeffrey Benedict</a>	Apr 16 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Feb 16 2018
Lighting Review	Approved	<a href="#">Harry Sulzer</a>	Feb 16 2018
Metro Review	Approved	<a href="#">Timothy Sobota</a>	Feb 1 2018
Planning Review	Approved	<a href="#">Sydney Prusak</a>	Mar 7 2018
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Feb 22 2018
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Mar 8 2018
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Feb 24 2018
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Apr 5 2018

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CSM No 14751 recorded

The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record

**Supplement Accepted****Comment Date:** 02/07/2018

CAD received 4/2/2018.

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Mapping Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:

- a) Building Footprints
- b) Internal Walkway Areas
- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat dimensions
- i) Street names

All other levels (contours, setbacks, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred lzenchenko@cityofmadison.com. Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

**Supplement Accepted****Comment Date:** 02/07/2018

Doc No 5401375

A stormwater drainage easement agreement between this proposed parcel and the remaining JC Penney parcel will be required prior to final sign off to address the drainage from this site onto the JC Penney parcel.

**ENGINEERING VERIFICATION****Supplement Accepted****Comment Date:** 01/30/2018

Need notary signed maintenance agreement by owner for the 4 bioretention basins. Contact Jeff Benedict for boilerplate and Exhibit B language. A Check for the recording fee in the amount of \$30.00, made out to Dane County Register of Deeds, shall be submitted along with the SWMA to Jeff Benedict.

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**Supplement Accepted****Comment Date:** 01/30/2018

This site will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Please submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Jeff Benedict, City Engineering, for approval.

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**Supplement Accepted****Comment Date:** 01/30/2018

This site will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Jeff Benedict at City Engineering.

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**Supplement Accepted****Comment Date:** 01/30/2018

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Jeff Benedict, City Engineering, for approval.

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**Supplement Accepted****Comment Date:** 01/30/2018

A Storm Water Management Report is required for this development. Report needs to show compliance with required TSS control and oil/grease control.

The Applicant shall submit to [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) prior to plan sign-off, electronic copies of any Storm Water Management files including:

- a) SLAMM .DAT files
- b) RECARGA files
- c) TR-55/HYDROCAD/Etc.
- d) Sediment loading calculations

If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided. Storm Water Management Report shall be stamped by a Licensed P.E.

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**Supplement Accepted****Comment Date:** 01/30/2018

This project appears to disturb over 1 acre and requires an NR216 Permit (NOI & WRAPP submittal) from the WDNR. The local EC Permit cannot be issued until the NR216 coverage is shown to be in place. Contact Jeff Benedict.

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**Supplement Accepted****Comment Date:** 01/30/2018

This project appears to require construction dewatering and a dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit. Contact Jeff Benedict.

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**Supplement Accepted****Comment Date:** 01/30/2018

This project appears to have very little room for washing of concrete trucks or removal of concrete waste/waste water onsite. Provide a detail and location for the disposal of concrete waste/waste water as part of the Erosion Control Permit.

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**Supplement Accepted****Comment Date:** 01/30/2018

DOC 5401375

The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site. An agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds.

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**Supplement Accepted****Comment Date:** 01/30/2018

(\$1,222.36) All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off. Contact Brenda Stanley (608-261-9127) or Mark Moder (608-261-9250) to obtain the final MMSD billing. (MGO 16.23(9)(d)(4))

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**Supplement Accepted****Comment Date:** 01/31/2018

The Applicant shall submit, prior to plan sign-off but after all revisions are completed, a digital CAD file (single file) to the Engineering Division (storm/sanitary section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number: a) Building Footprints, b) Internal Walkway Areas, c) Internal Site Parking Areas, d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.), e) Right-of-Way lines (public and private), f) Plat name and lot lines (metes & bounds parcel lines if unplatted), g) Platted lot numbers (noted "unplatted lands" if not platted), h) Lot/Plat property dimensions, i) Street names, j) Private on-site sanitary sewer utilities (including all connections to public sanitary), k) Private on-site storm sewer utilities (including all connections to public storm)

THE CAD FILE WILL ONLY BE REQUIRED PRIOR TO FINAL PLAN REVIEW SO THAT MULTIPLE FILES DO NOT NEED TO BE SUPPLIED OR REVIEWED.

NOTE: Email CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com). The party responsible for the CAD file email transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

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**Supplement Accepted****Comment Date:** 02/13/2018

The applicant shall submit, prior to plan sign-off but after all revisions are completed, digital PDF files to the Engineering Division ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)). PDF submittals shall contain the following information: a) Building footprints, b) Internal walkway areas, c) Internal site parking areas, d) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans), h) Private on-site sanitary sewer utilities (including all connections to public sanitary), i) Private on-site storm sewer utilities (including all connections to public storm).

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**Note****Comment Date:** 02/13/2018

Prior to beginning construction, the Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit. (MGO 10.05(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

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**Note****Comment Date:** 02/13/2018

All damage to the pavement on East Towne Boulevard, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

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**FIRE VERIFICATION**

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**Supplement Accepted****Comment Date:** 02/12/2018

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All fire lanes shall be located within 500-ft of at least (2) fire hydrants. The distance shall be measured along an approved route as a fire engine would travel.

Per revised Sheet C7.0

## PLANNING VERIFICATION

**Supplement Accepted****Comment Date:** 02/23/2018

The resubmitted plans do not represent the design feedback from the UDC review. The applicant shall confirm that they are using modular brick, not utility brick.

**Supplement Accepted****Comment Date:** 02/26/2018

Outdoor drive-thru employees must wear reflective clothing at all times.

## TE VERIFICATION

**Supplement Accepted****Comment Date:** 02/08/2018

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - [tstella@cityofmadison.com](mailto:tstella@cityofmadison.com)

**Supplement Accepted****Comment Date:** 02/08/2018

The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; ADA stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Supplement Accepted****Comment Date:** 02/08/2018

A deposit of \$0 payable to City Treasurer will be required for the installation of traffic signage and markings deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date:** 02/08/2018

A deposit of \$0 payable to City Treasurer will be required for the electrical installations or modifications deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date:** 02/08/2018

The Driveway Approach form is already filled out in the Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$0 and Deposit to Insure Conduit of \$0 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date:** 02/08/2018

The applicant shall construct a 7' sidewalk along the south edge of the site, adjacent to East Towne Blvd.

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The applicant shall construct a 5' sidewalk with a 6' terrace along the western edge of the site.

**Supplement Accepted****Comment Date:** 02/08/2018

Applicant shall submit for review a vehicular turning movement template demonstrating the use of the order board and pick-up window.

**Supplement Accepted****Comment Date:** 02/08/2018

All paint dividing traffic at the entrance shall be a double yellow line and noted on the plan.

**WATER UTILITY VERIFICATION****Note****Comment Date:** 02/24/2018

A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**ZONING VERIFICATION****Supplement Accepted****Comment Date:** 04/05/2018

Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.

**Supplement Accepted****Comment Date:** 04/05/2018

Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

**Supplement Accepted****Comment Date:** 03/14/2018

Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.

**Supplement Accepted****Comment Date:** 04/04/2018



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Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2) (d). Identify the spandrel glass areas on the elevations, and provide the percentage of spandrel glass. For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. Glass on windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass that mimics the appearance of windows may be used for up to twenty percent (20%) of the required area of the openings.

**Supplement Accepted****Comment Date:** 03/14/2018

Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. Provide a cross section or detail showing the height of the rooftop mechanical equipment in relation to the height of the parapet. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9) (d).

**Supplement Accepted****Comment Date:** 03/16/2018

The final site compliance date is November 1, 2018.

Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

**Note****Comment Date:** 02/27/2018

Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Supplement Accepted****Comment Date:** 04/05/2018

Reduce the amount of spandrel glass to a maximum of 20% of the required area of the door and window openings. Glass on windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass that mimics the appearance of windows may be used for up to twenty percent (20%) of the required area of the openings.