



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

June 29, 2022

Joe Mayer  
Kimley-Horn and Associates, Inc.  
4201 Winfield Road, Suite 600  
Warrenville, IL 60555

RE: Consideration of an alteration to an approved conditional use Planned Multi-Use Site; and consideration of an alteration to an approved conditional use to construct a second lane for a restaurant vehicle access sales and service window at 4301 East Towne Boulevard. (ID [71247](#), LNDUSE-2022-00040)

Dear Joe Mayer:

On June 27, 2022, the Plan Commission found the standards met and **conditionally approved** your conditional use for 4301 East Towne Boulevard. In order to receive final approval of the conditional use and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jessica Vaughn, Urban Design Commission Secretary at (608) 267-8740 if you have any questions regarding the following two (2) items:**

1. Washed stone mulch is acceptable in the new drive-thru island, but shredded wood mulch shall remain on the other landscaped addition.
2. Replace the lost four-inch caliper Crabapple tree with something similar in an area to be chosen by the applicant, possibly near the new entrance drive.

**Please contact Jacob Moskowitz, Assistant Zoning Administrator at (608) 266-4560 if you have any questions regarding the following one (1) item:**

3. Provide a complete landscape plan showing the existing approved landscaping and any additional added as part of this project.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:**

4. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
5. The applicant shall work with Traffic Engineering on reducing the width of their northernmost driveway on East Town Boulevard to enforce one-way condition.

**Please contact Timothy Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following three (3) items:**

6. The applicant shall maintain or replace the accessible bus stop boarding pad at the Metro bus stop zone that is on the south side of East Towne Boulevard, east of Eagan Road.
7. The applicant shall include the location of this transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
8. Metro Transit operates daily all-day transit service along East Towne Boulevard adjacent this property - with trips at least every 30 minutes.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

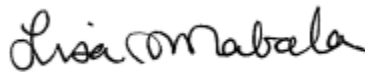
**Please now follow the procedures listed below for obtaining your conditional use:**

1. After the plans have been revised per the above conditions, please submit one (1) complete digital plan set in PDF format and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com) (note: A 20MB email limit applies and multiple transmittals may be required). The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The conditional use approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.

5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

**If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551.** If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0554 or [lmcnabola@cityofmadison.com](mailto:lmcnabola@cityofmadison.com).

Sincerely,



Lisa McNabola  
 Planner

cc: Jacob Moskowitz, Asst. Zoning Administrator  
 Sean Malloy, Traffic Engineering Division  
 Jessica Vaughn, UDC Secretary  
 Timothy Sobota, Metro Transit

LNDUSE-2022-00040			
For Official Use Only, Re: Final Plan Routing			
<input type="checkbox"/>	Planning Div.	<input type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input checked="" type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other:

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional uses.

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*Signature of Applicant*

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*Signature of Property Owner (if not the applicant)*