



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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April 22, 2026

Brett Karns  
JT Engineering, Inc.  
281 W Netherwood Rd, Ste 1  
Oregon, WI 53575

RE: LNDCSM-2026-00011; ID 92397 – Certified Survey Map – 7333-7341 West Towne Way

Dear Brett,

Your one-lot Certified Survey Map of property located at 7333-7341 West Towne Way, Section 26, Township 07N, Range 08E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned RMX (Regional Mixed Use District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Kathleen Kane of the City Engineering Division at 608-266-4098 or [kkane@cityofmadison.com](mailto:kkane@cityofmadison.com) if you have questions regarding the following two (2) items:**

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)

**Please contact Julius Smith of the City Engineering Division–Mapping Section at 608-264-9276 or [jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com) if you have questions regarding the following fourteen (14) items:**

3. Grant a Public Water Main Easement(s) to the City on the face of this Certified Survey Map over the portions of existing main that currently lies outside of easement. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) for the final required easement language.
4. Work with City Engineering to determine a connection to the existing Bike path that lies on the West side of the parcel in the Southwest corner, grant a minimum 20' Public Sidewalk and Bike Path Easement(s) to the City on the face of this Certified Survey Map over the agreed upon connection to

be constructed in a future city project. The final width of and location of this easement is to be determined by City Engineering

5. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
6. Note there are existing utility installs located on the parcel that appear to serve a billboard in the Southeast corner of the property that do not have an easement associated with them.
7. List the Easement Restriction and Operating Agreements and amendments that this parcel is subject to on the face of the Certified Survey Map. Add a note on the face of the map that states that access and utility easements are provided through these documents.
8. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering (jsmith4@cityofmadison.com)
9. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
10. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
11. The Coordinates shown for the North Quarter Corner of Section 26 are incorrect. Verify the coordinates.
12. Remove the owner information and parcel numbers shown on the CSM.
13. Provide the document that describes the Lease area for the billboard
14. Remove note 4 on sheet 11
15. List the datum and adjustment used for the county coordinates shown on the face of the map per AE-7.05(11)
16. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate

layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:

- a) Right-of-Way lines (public and private)
- b) Lot lines
- c) Lot numbers
- d) Lot/Plat dimensions
- e) Street names
- f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

**Please contact Sean Malloy of the Traffic Engineering Division at 608-266-5987 or [smalloy@cityofmadison.com](mailto:smalloy@cityofmadison.com) if you have questions regarding the following one (1) item:**

17. The applicant shall work with the Traffic Engineering and Engineering Divisions on providing the necessary easements for a path along the South edge of their site. Final easement limits to be confirmed prior to sign-off.

**Please contact Trent W. Schultz of the Parking Division at 608-246-5806 or [twschultz@cityofmadison.com](mailto:twschultz@cityofmadison.com) if you have questions regarding the following one (1) item:**

18. A Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan will be required as part of the Conditional Use Minor Alteration review (LNDMAC-2026-00023).

**Please contact Heidi Radlinger of the Office of Real Estate Services at 608-266-6558 or [hradlinger@cityofmadison.com](mailto:hradlinger@cityofmadison.com) if you have questions regarding the following twelve (12) items:**

19. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificate on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a)
20. The City and Register of Deeds are now accepting electronic signatures. A .pdf of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
21. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
22. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
23. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.

24. Madison Common Council Certificate: Lydia A. McComas is City Clerk
25. City of Madison Plan Commission Certificate: Matthew Wachter is Secretary of the Plan Commission
26. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds  
Dane County, Wisconsin  
Received for recording on \_\_\_\_\_, 20\_\_ at \_\_\_ o'clock\_\_ M, and  
recorded in Volume \_\_\_ of CSMs on page(s)\_\_\_\_\_, Document No.\_\_\_\_\_.

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Kristi Chlebowski, Register of Deeds

27. As of the date of this letter there are no special assessments reported for the subject properties. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(4)(f)(3).
28. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Heidi Radlinger as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (1/28/2026) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
29. The owner shall email the document number of the recorded CSM to ORES via email to Heidi Radlinger when the recording information is available.
30. The judgment filed May 12, 2022 against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off.

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

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its May 5, 2026 meeting.**

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan

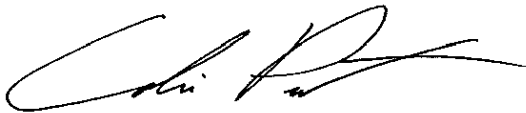
Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 266-4141.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 608-243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Punt", with a stylized flourish at the end.

Colin Punt  
Planner

Cc: Kathleen Kane, Engineering Division - Main Office  
Julius Smith, Engineering Division - Mapping Section  
Sean Malloy, Traffic Engineering Division  
Trent Schultz, Parking Division  
Heidi Radlinger, Office of Real Estate Services