



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53703
Phone: (608) 266-4635
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March 24, 2022

Mike Ziehr & John Kastner
Vierbicher Associates, Inc.
999 Fourier Drive, Suite 201
Madison, Wisconsin 53717

RE: LNDCSM-2022-00009; ID 69797 – Certified Survey Map – 630-648 E Washington Avenue and 12 N Blount Street (The Salvation Army)

Dear Mike and John;

The two-lot Certified Survey Map of property generally addressed as 630-648 E Washington Avenue and 12 N Blount Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TE (Traditional Employment District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following five (5) items:

1. Note: Based on Wisconsin Department of Natural Resources (WDNR) BRRTS Record (#03-13-000397 Rowley Schlimgen) the property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.
2. These lots are currently interdependent for drainage. A shared drainage agreement shall be drafted by the applicant and submitted to the City Engineer for review and approval. This document shall be recorded as part of the CSM.
3. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement shall be executed prior to sign-off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement.
4. Construct sidewalk, terrace, curb and gutter, and pavement according to a plan approved by City Engineer.
5. A minimum of two (2) working days prior to requesting City Engineering Division sign-off on the CSM contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 261-9127 (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).

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following fifteen (15) items:

6. In accordance with Chapter 236, Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on a Plat or CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by this land division.
7. Grant a public sidewalk easement(s) along E. Washington Avenue to the City on the face of this Certified Survey Map as required by the City Traffic Engineer to allow for a six-foot sidewalk, eight-foot terrace and additional one-foot for maintenance.
8. The 10-foot No Build Easement shall have text provided stating the terms of the easement and what entities are beneficiaries of the easement. Alternatively, if this is a restriction it should be revised accordingly stating what is being restricted and what entities have rights of enforcement.
9. The existing 10-foot wide MG&E electric easement shall be dimensioned allowing for retracement.
10. The applicant shall consider and revise accordingly if the Joint Driveway Easement per Document No. 1112375 no longer exists under the Doctrine of Title Merger.
11. The true corner locations for the SW corner and the S 1/4 corner shall be shown, labeled and dimensioned. Also note that the meander corner for the SW Corner is located about 0.38 feet north of the quarter section line.
12. 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 Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
13. Prior to final City Engineering Division sign-off by main office for Certified Survey Maps (CSM), the final CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.
14. Provide the correct owner and mortgagee information in the appropriate certificates on the CSM.
15. Change the words East and North for the street names to abbreviations E. and N. as they are directionals only.
16. The legal description on sheet 5 of 5 shall include a metes and bounds description as the Original Plat of Madison does not fulfill the quarter section tie requirement in the statutes.
17. All references in the headers on each sheet and the legal description to the "Original Plat" shall be revised to read the "Original Plat of Madison."

18. Label the buildings that are to be demolished as part of future redevelopment.
19. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction or early start permit.
20. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject CSM, 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 shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any submittal.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:

21. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right of way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.
22. Note: This property is in a Wellhead Protection District Zone (WP-24). The applicant shall provide the Madison Water Utility with confirmation that no hazardous and/or toxic materials will be stored on site, and that all proposed uses of this site comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his/her designated representative. Contact Sarah Scroggins at sscroggins@madisonwater.org for additional information, including a summary of the submittal requirements.

Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following four (4) items:

23. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the North Park-Infrastructure Impact Fee district. Please reference ID# 19043 when contacting Parks Division staff about this project.

24. Pursuant to the authority established under Wis. Stat. § 66.0617(7), and in the interests of promoting the development of low-cost housing in the City, low-cost housing is exempt from the park impact fees beginning January 1, 2017. This exemption only applies to those dwelling units or bedrooms within a development that are determined to be low-cost housing. This exemption does not extend to the land dedication requirements set forth under MGO Sec. 16.23(8)(f), MGO, nor any other impact fees that may apply to a development.
25. The park impact fee will be exempt for developments that meet the “low-cost housing” requirements, as defined as rental or owner-occupied housing units that are affordable, as that term is defined in MGO Section 4.22(2), and which meet the deed restriction requirements of MGO Section 4.22(7). The determination whether a proposed development will create low-cost housing, and how much low-cost housing it will create, shall be made by the Community Development Division.
26. Parks will require a completed Land Use Restriction Agreement (LURA) prior to releasing park impact fee holds on the property.

Please contact Lance Vest of the City’s Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following nine (9) items:

27. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificate(s) 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). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the 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.
28. A certificate of consent for all mortgagees/vendors shall be included following the Owner’s Certificate and executed prior to CSM approval sign-off.
29. 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...”
30. 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.
31. As of March 11, 2022, the 2021 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.
32. As of March 11, 2022, there are no special assessments reported. 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 MGO Section 16.23(5)(g)1.

33. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest (lvest@cityofmadison.com), 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 (November 16, 2021) 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. The 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.
34. Include the document number recording information for the 10-foot wide No Build Easement, or indicate that it is being granted by this CSM.
35. Liens or judgments levied against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to final CSM sign-off.

Approval of this Certified Survey Map does not include any approval to demolish existing buildings or construct new buildings on the subject site. A letter with the conditions of approval for the related redevelopment of the site was sent separately.

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 March 29, 2022 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.**

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If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9632 or by e-mail at tparks@cityofmadison.com.

Sincerely,



Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Jenny Kirchgatter, Assistant Zoning Administrator
Jeff Belshaw, Madison Water Utility
Kathleen Kane, Parks Division
Lance Vest, Office of Real Estate Services