



Department of Planning & Community & Economic Development

Planning Division

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

March 30, 2026

Dan Day and Brett Stoffregan
D'Onofrio-Kottke Associates
7530 Westward Way
Madison, Wisconsin 53717

RE: Consideration of a request to rezone 726 Sugar Maple Lane from Temporary A (Agricultural District) to TR-P (Traditional Residential–Planned District); and approving a Certified Survey Map of 726 Sugar Maple Lane and 10201 Hazy Sky Parkway to create two lots in TR-P zoning, and one outlot for public sidewalk and path purposes (LNDCSM-2026-00005; ID 92007 and 91902).

Dear Dan and Brett,

On March 24, 2026, the Common Council **approved** rezoning 726 Sugar Maple Lane from Temporary A to TR-P and **conditionally approved** the Certified Survey Map to divide 726 Sugar Maple Lane and 10201 Hazy Sky Parkway into two residential lots and one outlot. The Plan Commission recommended approval of the rezoning and land division at its March 16, 2026 meeting.

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 if you have questions regarding the following ten (10) items:

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Environmental Review–environmentalreview@cityofmadison.com.
2. This property is not currently located within the Madison Metropolitan Sewerage District (MMSD) service area. This property will require a petition for annexation to the MMSD district by the Planning Division and there will be fees due for all properties within the lands that are annexed. Properties cannot connect to City sewer until the properties are included in the MMSD service area. [Note: The Planning Division will be submitting a request to annex the recently attached land to MMSD within the next 30 days.]
3. Each proposed lot shall have a separate sanitary sewer lateral.

4. Public infrastructure improvements adjacent to the lots created by the CSM will be constructed by the City under project number 15417. The applicant shall coordinate public sidewalk grades and public utility services serving the lots with the City project engineer. Information on the City project can be found the following link:
➔ www.cityofmadison.com/business/pw/contracts/details.cfm?ContractNumber=8799.
5. Madison-Pioneer-Midtown Central Urban Service Area Amendment fees will be due for this property.
6. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer Impact Fee Districts (\$92.87/ 1,000 square feet). All impact fees are due and payable at the time building permits are issued per MGO Chapter 20.
7. This development is subject to impact fees for the Lower Badger Mill Creek Stormwater Management Impact Fee Districts (\$207.30/ 1,000 square feet). All impact fees are due and payable at the time building permits are issued per MGO Chapter 20.
8. Add the following note on the face of the CSM: "Lots / buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."
9. Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to City Engineering Division 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.
10. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at (608) 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 Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following eleven (11) items:

11. Grant a public sanitary sewer easement to the City over the entirety of Outlot 1. Contact Jeff Quamme of Engineering-Mapping (jrquamme@cityofmadison.com, 608-266-4097) for the final required language.
12. The public storm water drainage easement being granted to the City on the face of this Certified Survey Map shall include required terms and conditions. Contact Jeff Quamme of Engineering-Mapping (jrquamme@cityofmadison.com, 608-266-4097) for the final required easement language.
13. Provide dimensions as necessary to accurately locate the southwesterly side of the 12-foot public utility easement over the southeasterly side of proposed Lot 500.

14. Modify the language of the general easements for drainage purposes whereas the easements shall be five (5) feet wide along the perimeter of this Certified Survey Map to avoid conflict with zoning setbacks.
15. As required by ordinance, provide private easements or private outlots to accommodate the current USPS-required centralized delivery of mail using Cluster Box Units (CBUs). Provide the draft document that will be recorded to provide CBU access for the two new lots being created by this CSM. The document shall be recorded immediately after the CSM has been recorded.
16. Add the ordinance for the attachment of lands to the City of Madison per Document No. 6077960 to the updated title report prior to final sign-off.
17. Provide a copy of the instrument for the conveyance of lands from May/Moore to VH Birchwood South, LLC prior to final sign-off.
18. 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).
19. Prior to City Engineering Division final sign-off by main office for Certified Survey Maps (CSM), the final CSM must be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme, City Engineering (jrquamme@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.
20. Label the adjoining Outlot 20 of Western Addition to 1000 Oaks.
21. 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 Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following item:

22. The proposed CSM and TR-P Master Plan alteration are consistent with the approved TR-P Master Plan for the Birchwood Point South neighborhood.

Please contact Izzy Wilde of the Parks Division at (608) 261-9671 if you have any questions regarding the following two (2) 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district.
24. A total of 863 square feet worth of impact fees are due on this lot. There was a slight over dedication of parkland in the original plat for this subdivision leading to a reduction in impact fees due on this lot. Please reach out to Izzy Wilde with any questions.

Please contact Trent D. Milliken of the Office of Real Estate Services at (608) 266-5940 if you have any questions regarding the following twelve (12) items:

25. 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES final 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 final sign-off.
26. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner’s Certificate(s).
27. If a mortgage or other financial instrument is reported in record title but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
28. 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).
29. A Consent of Lessee certificate shall be included on the final plat for any tenancy in excess of one year, recorded or unrecorded, and executed by said tenant prior to agency plat approval sign-off.
30. As of March 2, 2026, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f)(3), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.

31. As of March 2, 2026, 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(4)(f)(3).
32. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Trent Milliken (tmilliken@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated January 20, 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.
33. The owner shall email the document number of the recorded CSM to ORES via email to Trent Milliken (tmilliken@cityofmadison.com) when the recording information is available.
34. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.
35. No farming or use of lands to be dedicated to the public for Park purposes shall be allowed unless specifically approved by the Parks Superintendent and permitted under a farm lease administered by ORES. If the lands within the CSM boundary are farmed agricultural lands, the applicant shall enter into a lease with the City for those lands to be dedicated and/or conveyed to the City through CSM recording. Please contact a Real Estate Specialist with ORES to discuss the potential lease terms. Said leases are authorized by Resolution 13-00247 (ID 29183), adopted April 16, 2013.
36. Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

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

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.


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Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recorded 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 you may need any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks
Planner