



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
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Madison, Wisconsin 53701-2985
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January 10, 2024

Michelle Burse
Burse Surveying and Engineering, Inc.
2801 International Lane, Suite 101
Madison, WI 53704
VIA EMAIL

RE: LNDCSM-2023-00041; Legistar ID 81084 – Certified Survey Map – 1609-1613 Sout Park Street & 710 West Wingra Drive

Michelle Burse,

Your three-lot certified survey of property located at 1609-1613 Sout Park Street & 710 West Wingra Drive, Section 26, Township 07N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Industrial Commercial Corridor – Transitional (CC-T) District. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following three (3) items:

1. Based on the WDNR records for BRRS #03-13-000682 (ANDING PROPERTY/WRIGHTS AUTO) the property may contain residual petroleum contamination. If contamination is encountered, follow all WDNR and DSPTS regulations for proper handling and disposal. The property may contain residual contamination. If contamination is encountered, follow all WDNR and DSPTS regulations for proper handling and disposal.
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) 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). (POLICY)

3. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private Storm Sewer/Drainage Easement/Agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:

4. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for future construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along S. Park Street.

Please contact Matt Hamilton of the Fire Department at 266-4457 if you have questions regarding the following one (1) item:

5. Provide documentation for existing and or new easements to address separation and fire access for Lot 3, verify compliance with commercial building code.

Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have questions regarding the following one (1) item:

6. The CSM will create Lot 2's water service to cross through Lot 3's parcel, therefore, an agreement between the owners of Lot 2 & 3 should be established regarding the future maintenance of the water service for Lot 3.

Please contact Julius Smith of the City Engineering Division – Mapping Section at 264-9276 if you have questions regarding the following eight (8) items:

7. Grant a Public Sidewalk Easement to the City on the face of this Certified Survey Map. Contact Jule Smtih (Jsmith4@cityofmadison.com) for the required language to be included on the face of the map.
8. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.

There are Existing Storm Sewer features interconnections, existing vehicular/pedestrian cross access, shared designated parking, water services and stormwater crossing the proposed lots. There may be other such private sewer lines, power and communication cables as well.

9. Work with Madison Gas and Electric to Grant the remainder of easement the necessary across proposed Lot 3 to continue their rights from the easement in Document no. 4629778 to the right-of-way of Beld Street. Record this easement and show it on the CSM.
10. 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)
11. 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.
12. 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.
13. Recent Plan documents Those submitted in December of 2023 Dated 11-27-23 still seem to depict additional lot lines, such as the south Parking lot being cut off of Lot 2, that are not shown on this CSM. please clarify on the Plans and or CSM and if a additional lot is being proposed discuss with planning if a re submittal is needed.
14. 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 Heidi Radlinger of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following seven (7) items:

15. OWNER'S CERTIFICATION

Prior to approval sign-off by the Office of Real Estate Services, 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).

A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

16. CERTIFICATE AND CONSENT REQUIREMENTS

- a. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, 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. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
- b. 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.

17. TAX INCREMENTAL DISTRICT

The lands within the CSM boundary are partially located within a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or jgromacki@cityofmadison.com.

18. REAL ESTATE TAXES

2023 real estate taxes are owed for the subject parcels.

Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, 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

19. SPECIAL ASSESSMENTS

There are special assessments reported on the subject parcels which shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.

20. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES (acmiller@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 September 27, 2023, 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.

21. COPY OF RECORDED CSM

The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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

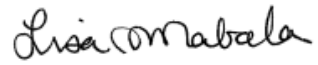
A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its January 23, 2024 meeting. Please now follow the procedures listed below for your certified survey map:

1. 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.
2. 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.
3. 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 be of any further assistance, please do not hesitate to contact my office at 243-0554.

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Sincerely,

A handwritten signature in black ink that reads "Lisa McNabola". The signature is written in a cursive, flowing style.

Lisa McNabola
Planner

cc: Tim Troester, City Engineering Division
Julius Smith, City Engineering Division–Mapping Section
Sean Malloy, Traffic Engineering
Heidi Radlinger, Office of Real Estate Services
Jeff Belshaw, Water Utility
Matt Hamilton, Fire Department