



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

---

Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

March 11, 2025

David N. Gullickson  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, Wisconsin 53717

RE: LNDCSM-2024-00020; ID [82976](#) – Certified Survey Map – 755 Braxton Place (Matthew Wachter, City of Madison – CDA)

Dear David;

At its June 10, 2024 meeting, the Plan Commission found the standards met and **approved** your one-lot Certified Survey Map of property generally addressed as 755 Braxton Place, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin subject to conditions. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was **approved** by the Common Council at its June 18, 2024 meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM follow.

Please contact my office at [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135 if you have questions regarding the following item:

1. Add the following note: The property at 755 Braxton Place is located within the boundary of Mound Street mound group (DA-135, BDA-0447). As such, any ground-disturbing work will need to secure a Request to Disturb permit from the Wisconsin Historical Society. <https://www.wisconsinhistory.org/Records/Article/CS3129>. As part of securing the required Request to Disturb from the Wisconsin Historical Society, also copy the submittal to the Ho-Chunk National Tribal Historic Preservation Office. Contact at The Ho-Chunk Nation's National Tribal Historic Preservation Office: William Quackenbush. P. O. Box 667, Black River Falls, WI 54615. Phone: 715-284-7181. Email: [bill.quackenbush@ho-chunk.com](mailto:bill.quackenbush@ho-chunk.com).

Please contact Timothy Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following ten (10) items:

2. Based on WDNR BRRS #07-13-591684, the property contains residual soil and groundwater contamination. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal.

3. Per the conditions outlined in the March 22, 2023 Liability Clarification and "No Action Required" Determination Letter for BRRTS #07-13-591684, WDNR permission must be obtained prior to developing on a historic fill site. Please submit proof of coordination with the WDNR to Brynn Bemis ([bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com), 608.695.1385).
4. The lots being created will be interdependent for drainage purposes and a shared stormwater agreement shall be created and recorded for the lots.
5. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to 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. (MGO 16.23(9)c)
6. Construct Madison Standard street, multi-use path, and sidewalk improvements for all streets within the plat/csm. (MGO 16.23(9)(d)6)
7. Construct E Campus Mall path to a plan as approved by City Engineer
8. Deconstruct W Wash ped/bike bridge to a plan as approved by City Engineer. Construct a new at-grade crossing as required by City Traffic Engineer.
9. Make improvements to Braxton Place to facilitate reconfiguration of boulevard to standard street as required by City Engineer.
10. 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)
11. 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 if you have questions regarding the following twenty-four (24) items:**

12. Grant a 33' Public Easement for Storm and Sanitary Sewer and for Public Sidewalk and Bike Path to the City on the face of this Certified Survey Map with to extend the existing portion of the 33' wide easement along the westerly line of the portion of Braxton Place that is being vacated. Similar to what is shown. Do not include private utilities as part of this easement. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) for the final required language to be included for these easements.

13. Grant a Public Water Main Easement to the City on the face of this Certified Survey Map. The easement that is currently being shown as a private watermain easement should be relabeled as Public Water Main Easement and should be extended to the westerly edge of the parcel to the end of the existing water facility at the parcel limits. The final width location and size of the easement shall be approved by the Madison Water Department. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) for the final required easement language.
14. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat. The Public Easement for Storm and Sanitary Sewer, Walk and Private Utilities shall be released per documents 1417473 and 1220391 at the southerly triangular widening. provide legal and exhibit for area to be released. Note this area of release is over existing storm ducts which record locations are not well known. Utility Line Opening Locations will be required to determine the location of the existing storm sewer facilities underground and the ultimate allowable limits of the release of the easement area. Additionally, a real estate document will be required to release the access restriction along W. Washington Ave. per Document 1417473. Prepare exhibit and legal description showing the area to be released for access.
15. The Developer shall have the City petition for the street discontinuance and vacation of Braxton Place. Provide a legal description and sketch of the right of way to be vacated and other required materials after first consulting with Engineering Mapping staff. Contact Jule Smith [Jsmith4@cityofMadison.com](mailto:jsmith4@cityofmadison.com)
16. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, 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. The proposed private drive in the overall greater plan "Drive C" Will require an Ingress Egress, Access and Fire Access Easement across Lot 1 and to Lots 1 and 2 of CSM 2049
17. Provide for review, comprehensive easement agreement to Madison Metropolitan Sewer District (MMSD) to give proper access and maintenance rights over the existing Sanitary line(s) that retained rights via SS 66.1005(2) and the discontinuance of Murry Street. This agreement shall coordinate their rights with the proposed improvements. Provide this agreement 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.
18. 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. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the land division. 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. Easements not parallel to a boundary or lot line shall be shown by center line distance, bearing, and width or by easement boundary bearings and distances.

19. Release the 33' Access Easement over Lot 1 of CSM 1596 benefiting lot 2 of CSM 1596 as they will be joined and no longer need this easement and the easement will no longer extend up to the new right-of-way
20. 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.
21. Show Access restriction as remaining after release area and cite area releasing it and dimension area released. Cite both document no. one for the access restriction per 1417473 and then the release area per \_\_\_\_\_
22. On Sheet 2 show dotted or dashed prior dedicated area of Lots 1 and 2 in doc 5913998 and label it as such.
23. Verify prior to record and showing on CSM and provide Document confirming if Temporary Easement per Doc 57356685 and 5931966 has been extended or expired.
24. Remove notes 1 and 2 from Sheet 2.  

Note 1 does not need to be released as it was a release of a 0.3' area of the easement itself.

Note 2 this should be released prior to the CSM being recorded and the easement will be revised to show the proper easement area and note the release
25. Note that the Existing 33' Public Easement for Storm & Sanitary sewer, Walk and Private Utilities Per Doc 1417473 is also per document 1220391. It was also set forth in the Triangle Plat.
26. Note that the Existing 10' Utility Easement is actually a Public Easement for 10' Storm, Sanitary and Private Utilities Per Doc 1417473. It is also per document 1220391 as it was set forth in the Triangle Plat as well.
27. Depict the prior limits of Murry Street as previously dedicated and note that the existing MMSD facilities at the time of discontinuance retained easement rights within the Right-of-Way per SS 66.1005(2). Note that the Right-of-Way has been discontinued per Documents 1120631, 1120632 and 1159271.
28. 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 any required U.S. public land survey monument record provided to the County Surveyor's Office, or, in instances where a public the monuments and witness ties area recovered under A-E 7.08(1g), the Surveyor shall provide to the City of Madison monument condition reports (with current tie sheet attached) for all Public Land Survey monuments, including center of sections of record, used in this survey, to Julius Smith ([JSmith4@cityofmadison.com](mailto:JSmith4@cityofmadison.com)) of City Engineering, Land Information.

29. 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.
30. 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](mailto: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.
31. Abbreviate West for the street name W. Washington Avenue.
32. Per AE 7.05(11) state the datum and adjustment for the coordinate system used. Example NAD 83(2011)
33. Per 236.34(1m)(d)2. A clear and concise description of the land surveyed, divided, and mapped by government lot, recorded private claim, quarter-quarter section, section, township, range and county; and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section that is not the center of a section...  
Revise the legal description to commence from the West 1/4 corner.
34. Per 236.34(1m)(c) "CERTIFIED SURVEY MAP" shall be printed on the map in prominent letters with the location of the land by government lot, recorded private claim, quarter-quarter section, section, township, range and county noted.  
Note the Government Lot of Section 23, Government Lot 3, Prior to the quarter-quarter in the caption on the header of each sheet and in the legal description Per 236.34(1m)(d)2
35. 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 if you have any questions regarding the following items:**

36. The applicant shall work with Traffic Engineering and Engineering on determining the final configuration of Braxton Place.
37. The applicant shall be responsible for the construction of a new at-grade pedestrian crossing of W. Washington Avenue at the new path crossing (East Campus Mall extension) and the removal of the existing crossing of W. Washington Avenue. New crossing will include new pedestrian ramps, continental crosswalks, signs and rectangular rapid flashing beacons (RRFBs).
38. The applicant shall work with Traffic Engineering on determining final location and configuration of multi-use path (East Campus Mall extension). The current proposed location is not acceptable to Traffic Engineering due to the drive aisle crossing.

**Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following three (3) items:**

39. 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 Central Park-Infrastructure Impact Fee district. Please reference ID# 24023 when contacting Parks about this project.
40. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
41. The Parks Division shall be required to sign off on this CSM.

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

42. Developer shall be responsible for relocating Madison Water Utilities facilities into the new Braxton Pl. ROW.

**Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following four (4) items:**

43. 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). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
44. 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...

45. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), 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 (3/20/2024) submitted with the CSM application and include all associated documents that have been recorded since the initial title report.
46. The owner shall email the document number of the recorded CSM to ORES via email to Heidi Radlinger when the recording information is available.

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

**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.**

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 will be returned to the applicant by the Planning Division for printing and 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. Signatures may electronically affixed or in ink depending at the applicant's request.

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) 261-9135 or [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com).

Sincerely,



Chris Wells  
Planner

cc: Timothy Troester, City Engineering Division  
Julius Smith, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Kathleen Kane, Parks Division  
Jeff Belshaw, Water Utility  
Heidi Radlinger, Office of Real Estate Services