



Department of Planning & Community & Economic Development

Planning Division

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May 22, 2026

Wade Wyser
Wyse Engineering, LLC
VIA EMAIL

RE: LNDCSM-2026-00018; Legistar ID 92842 – Certified Survey Map – 970-100 Jonathon Drive

Wade Wyser,

The two-lot certified survey of property located at 970-1000 Jonathon Drive, Section 35, Township 07N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Industrial-Limited (IL) District. 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 June 9, 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 Gretchen Aviles Pineiro of the Engineering Division at (608) 266-4089 if you have any questions regarding the following four (4) 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) 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 property is a closed Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) site (#03-13-001390 Electric Motors) due to a leaking underground petroleum storage tank. If contamination is encountered, follow

all WDNR and Department of Safety and Professional Services (DPS) regulations for proper handling and disposal.

4. 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) items:

5. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for a future minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, behind the existing back of curb along their site's frontage of Jonathon Drive.

Please contact William Sullivan of the Fire Department at (608) 261-9658 if you have any questions regarding the following one (1) item:

6. The existing building is constructed over the proposed property line which would create a building code violation. The existing building shall be modified in a manner that complies with the WI Commercial Building Code prior to recording any land division.

Please contact Julius Smith of the City Engineering Division – Mapping Section at (608) 264-9276 if you have any questions regarding the following seven (7) items:

7. Grant a Public Sidewalk Easement to the City on the face of this Certified Survey Map along the Jonathon Drive frontage of the parcel at a width and location approved by City Engineering and Traffic Engineering with the following additional conditions.

Portions of the easement may fall within the existing building on Lot 1. No sidewalk will be constructed within the existing buildings limits. However upon removal of the existing building in a redevelopment, no reconstruction of the building will be allowed within the easement limits to provide for the easement area upon its removal. No new building improvements nor additions will be allowed in the Public Sidewalk Easement Area.

Contact Jule Smith with Engineering Mapping (jsmith4@cityofmadison.com) for the final easement 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.

Provide agreement for Racking system that appears to benefit this parcel and the adjacent parcel.

9. The proposed lot division bisects a portion of enclosed existing building connection between the sites. Renovations may have to be made to address building code to allow the CSM to be recorded.

Additionally if a connection surficial or enclosed between the sites is to remain private cross access agreements may be required.

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 Mapping (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. 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 Trent Schultz of the Parking Utility at (608) 246-5806 if you have any questions regarding the following one (1) item:

14. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan could be required as part of future site development, per MGO 16.03.

Please contact Trent Milliken of the Real Estate Office at (608) 266-5940 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 ("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 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.

16. MORTGAGEE/VENDOR CERTIFICATION

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).

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.

17. CERTIFICATE AND CONSENT REQUIREMENTS

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).

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.

City of Madison Plan Commission Certificate: There is a typo in the signature block. Please update as shown below:

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission

18. REAL ESTATE TAXES

As of 5/20/26, the 2025 real estate taxes are not paid in full for the subject property.

Per 236.21(3) Wis. Stats. and 16.23(4)(f)(3) 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

As of 5/20/26, there are no special assessments reported. 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).

20. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Trent Milliken (tmilliken@cityofmadison.com), the survey firm preparing the proposed CSM, and the reviewing Planner named in this letter.

The report shall search the period after the date of the initial title reports (3/6/2026 & 3/11/2026) 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.

21. ADDITIONAL REQUIREMENTS

Depict and show the dimensions of all existing buildings and encroachments within the proposed CSM boundary, and any encroachments within or beyond the CSM boundary. If buildings are going to be demolished, don't include their dimensions and label them "TO BE

DEMOLISHED". The following items shall also be depicted, but do not require dimensions, including but not limited to: drives, parking lots, athletic courts, pools, wells, septic systems, etc.

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

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

Sincerely,

Lisa Ernest
Planner