



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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May 8, 2018

Mark Pynnonen
Birrenkott Surveying
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: Approval of the preliminary plat of *Madison Yards at Hill Farms*, creating five lots for the proposed planned development, one lot for the new 600,000 square-foot Hill Farms State Office Building and detached parking structure, and one lot for common greenspace and private roads to serve the subdivision of the overall 21-acre property at 4802 Sheboygan Avenue (State of Wisconsin). [ID 49928; LNDSP-2017-00005]

Dear Mr. Pynnonen;

At its May 1, 2018 meeting, the Common Council **approved** the preliminary plat of "Madison Yards at Hill Farms" subject to the conditions of approval in the following sections, which shall be addressed prior to final approval and recording of a final plat of the subdivision.

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following fifteen (15) items:

1. The developer shall build all private streets and sidewalks within the plat to City of Madison standard specifications and per plans approved by the City.
2. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.
3. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
4. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developers agreement generally takes approximately 4-6 weeks, minimum.
5. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat, the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda

Stanley 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

6. The lots within this plat are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the plat, and recorded at the Dane County Register of Deeds.
7. The following note shall be added to the final plat: "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of Madison General Ordinances in regard to stormwater management at the time they develop."
8. A Stormwater Management Report is required for this plat for any stormwater management BMP's that will provide compliance with Chapter 37 of Madison General Ordinances at the plat level.
9. The applicant shall execute a waiver of notice and hearing on the assessments for the improvements as required by the City Traffic Engineer as defined in this conditional approval in accordance with Section 66.0703(7)(b) Wisconsin Statutes and MGO Section 4.09.
10. The approval of this planned development does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
11. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
12. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.
13. The applicant shall provide the City Engineer with the proposed earth retention system to accommodate the restoration. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system.
14. All work in the public right of way shall be performed by a City-licensed contractor.
15. All damage to the pavement on all public streets adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.

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

16. The applicant shall provide separate documents for review including private reciprocal easements, restrictive covenants and agreements addressing, but not limited to, pedestrian/vehicular access, parking, private utilities, common areas (including the Central Green), storm drainage and storm water management (including silva cells) that are necessary to accomplish the development as proposed. The drafts shall be provided prior to final plat sign off.
17. The internal road system is planned to be private. The applicant shall provide public easements for public pedestrian, bicycle and vehicular access and use on the face of the plat. A separate document may be required to be drafted, reviewed by City staff and recorded immediately after the subdivision plat setting forth specific restrictions, rights and responsibilities of the parties subject to or benefitting from the easement.
18. There are Public Sanitary Sewer and Water Main facilities that exist and many to be constructed as part of the development. Public Easements shall be granted on the face of the plat over the entirety of the outlot(s) designated for private roads. Contact Jeff Quamme of Engineering Mapping for required easement text. For any additional public facilities required subsequent to plat recording, the applicant will be required to coordinate the documents to be drafted and recorded by the City of Madison Office of Real Estate Services with Jeff Quamme.
19. This future final plat shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded plat image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for the new lots.
20. Lot 6 is proposed for common private access, utilities, open space and other uses. The lot shall be divided into 3 separate Outlots. An Outlot for private street purposes that encompasses the north-south streets and the east- west portion lying east of the main north-south street through the site. Another Outlot being the east-west street lying west of the said main north-south street. The last Outlot shall encompass the Central Green Area. Also, a note shall be added to the plat as follows: "Ten years after the date of the recording of this plat, the Mayor and Common Council may adopt a resolution declaring those private street areas as public streets, if deemed to be in the Public's best interest." Renumber Lots 4, 5 and 6 to match the numbers in the General Development Plan for continuity.
21. The preliminary plat does not show the current site conditions on the westerly portion of the site. The preliminary plat shall be updated to show the new State office building, parking structure, site improvements and utilities constructed in association with that portion of the development.
22. The northeast corner of this plat appears to be over one foot northerly of the right of way per Hilldale Hurrah and University Hill Farms Park Addition. The surveyor shall review the University Avenue right of way and provide information substantiating the location of the right of way.

23. The required outlots for private streets shall be modified to have widths at the direction of the City Engineer and City Traffic Engineer.
24. The plat shall include public right of way dedications as may be required by the City Engineer and City Traffic Engineer along University Avenue, N. Segoe Road or Sheboygan Avenue for public street facilities determined necessary for the development of this project.
25. Provide recorded as data on all courses around the exterior of the plat.
26. Show and label the MG&E Easement per Document No. 5261750.
27. The applicant shall 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.
28. 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.
29. Per s.236.20(2)(c) & (f), Wisconsin Statutes, the applicant must show the type, location and width of any and all easements on the plat. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the plat.
30. The final plat shall conform to all requirements of Chapter 236 Wisconsin Statutes and City of Madison Ordinances for platting prior to final sign off.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following three (3) items:

31. The developer shall dedicate right of way to be determined by the City Traffic Engineer for the future potential roundabout or traffic signal at the intersection of N. Segoe Road and Sheboygan Avenue.
32. The applicant shall widen sidewalk along Sheboygan Avenue adjacent to the GDP area to 8 feet and dedicate the appropriate amount of right of way with the final plat as determined by the City Traffic Engineer.
33. The applicant shall widen sidewalk area along N. Segoe Rd to 8 feet and dedicate the appropriate amount of right of way with the final plat as determined by the City Traffic Engineer.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:

34. All public water mains and water service laterals shall be installed by a standard City subdivision contract/ City- Developer agreement. The applicant shall contact the City Engineering Division to schedule the development of plans and the agreement. See Engineering Division comments for additional information.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

35. Fire Department apparatus access shall be included in the cross-access easements between all Lots (1-7).

Please contact Tim Sobota of Metro Transit at 261-4289 if you have any questions regarding the following four (4) items:

36. The applicant has not solicited any approval for proposed relocation of the existing transit stops adjacent this site (as shown in plans). Metro Transit does not approve of any of the proposed changes to existing transit stops as suggested on the plans submitted. The applicant shall identify and maintain the operating characteristics of all the existing transit stops adjacent the development site, unless otherwise authorized by the City. This includes maintaining dedicated bus stops zones of at least 100 feet in length, where multiple buses may park curbside for passenger access without encroaching on driveway approaches or vehicle travel lanes (including marked bicycle facilities). This also includes maintaining existing wheelchair boarding surfaces and pedestrian access.
37. The applicant shows no changes to the geography or markings of existing streets or intersections adjacent the development site that would impact the operating characteristics of the existing bus stop zones. The applicant shall be responsible for any land dedication, as well as costs to reconstruct or relocate existing bus stops zones, should the City of Madison require any modification to the existing streets or intersections adjacent the project site that would impair the operating characteristics of the existing bus stop zone areas. This may include provision of additional right of way for pullout bays (to maintain dedicated bus stop zones of at least 100 feet that do not obstruct marked travel lanes). Any changes to the existing marking or design of the intersection of Sheboygan Avenue and N. Segoe Road may further require relocation and construction of new bus stop zones on Segoe Road (across from project site), if buses were no longer permitted to turn left from the existing curbside bus stop zone on the south side of Sheboygan immediately west of the Segoe intersection.
38. The applicant shall install and maintain a passenger waiting shelter with seating at each of the three existing bus stop locations adjacent the project site (Stop #2846 on Segoe south of University intersection, Stop #2184 on Sheboygan west of Segoe intersection, and Stop #2100 opposite 4018 Sheboygan Avenue generally west of "Street C"). Installation of these amenities shall maintain current wheelchair boarding surfaces and pedestrian access.
39. The applicant shall include final marking and intersection designs for the N. Segoe Road and Sheboygan Avenue rights-of-way adjacent the project, as approved by the City, on the final

documents filed with their permit application. These documents shall include any modifications to the existing bus stop zones - adjacent or opposite the site - as approved by the City, such that bus stop zones will be able to maintain their current operating characteristics (100-foot length where parked buses would not obstruct travel lanes or driveway approaches). The documents shall also include the required transit amenities, so that Metro Transit may review and approve all aspects of these items listed above.

Please contact my office at 261-9632 if you have any questions regarding the following three (3) items:

40. The preliminary plat of Madison Yards at Hill Farms should be considered a separate but related request from the Planned Development-General Development Plan zoning document of the same name. In the event that a final plat or Certified Survey Map for all or a portion of the 21-acre property be submitted for approval separately, it is recommended that all of the transportation-related conditions proposed for the land use approval be made a condition of a standalone final plat or CSM to ensure that adequate infrastructure to serve the subdivision will be provided, including the State of Wisconsin revising the subdivision to address any design revisions contained herein and otherwise to comply with the Zoning Code; entering into a Developer's Agreement with the City to construct any improvements needed to serve the subdivision; and executing the easements and covenants necessary to ensure public access to the site and adequate private maintenance of any private streets and open spaces.
41. The applicant shall submit to the Planning Division two copies of the private subdivision covenants, conditions and restrictions that govern the organizational structure, use, maintenance and continued protection of the development and any common services, open areas or other facilities to serve the proposed subdivision. These documents shall be approved by the Planning Division in consultation with the City Attorney's Office prior to final approval of the plat for recording.
42. Extend the future public access easements for Madison Yards Way to the far western property line to allow for the future extension of this street west onto the Red Cross property consistent with the recommendations for circulation north of Sheboygan Avenue in the University Hill Farms Neighborhood Plan.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following five (5) items:

43. A certificate of consent for all mortgagees shall be included and executed prior to plat approval sign-off. If mortgages of record are paid off prior to plat approval, a copy of the recorded satisfaction for said mortgage shall be provided prior to sign-off.
44. There is a special assessment reported for the parcel within the plat boundary. Pursuant to MGO Section 16.23(5)(e)1 and Wis. Stats. 236.21(3), all special assessments, including accrued interest in the case of delinquencies, shall be paid by the owner prior to plat approval sign off. Receipts for payment shall be provided to the City's Office of Real Estate Services in advance of plat approval sign-off.

45. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in the City's Office of Real Estate Services (hradlinger@cityofmadison.com), as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (November 27, 2017) and the date when sign-off approval is requested. A title commitment may be provided, but will only be considered as supplementary information to the title report update. The surveyor shall update the plat with the most recent information available in the title report update.
46. Note: The owner shall email the document number of the recorded final plat to Heidi Radlinger hradlinger@cityofmadison.com in the Office of Real Estate Services as soon as it is available.
47. The final plat shall show the following:
- a.) Depict the Underground Electric Easement per Document No. 5261780.
 - b.) Label Lot 6 as an outlot.
 - c.) Remove Temporary Limited Easement from title as TLE set forth via Document No. 4827956 terminated December 31, 2013.

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

****A separate letter of conditional approval for the Madison Yards at Hill Farms Planned Development-General Development Plan has been sent to the applicant for that request, as designated on the Land Use Application for same.**

Any appeal regarding the plat, including the conditions of approval related thereto, must be filed with the Circuit Court within thirty (30) days from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Sarah Lerner, Parks Division
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning Administrator
Bill Sullivan, Madison Fire Department
Adam Wiederhoeft, Madison Water Utility
Heidi Radlinger, Office of Real Estate Services