



Department of Planning & Community & Economic Development

## Planning Division

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

June 10, 2025

Chad Kopecky & Jim Ternus  
Strand Associates, Inc.  
910 W Wingra Drive  
Madison, Wisconsin 53715

RE: LNDSCSM-2025-00014; ID 88208 – Certified Survey Map – 910 W Wingra Drive and 1347 Fish Hatchery Road, Section 26, T7N, R9E, City of Madison, Dane County, Wisconsin.

Dear Chad and Jim,

The Certified Survey Map (CSM) to combine property located at 910 W Wingra Drive and 1347 Fish Hatchery Road into one lot is hereby **conditionally approved**. The property is zoned CC-T (Commercial Corridor–Transitional District). 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 two (2) items:**

1. 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. Please 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.
2. 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](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).

**Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following fifteen (15) items:**

3. The portion of the utility easements released by the City of Madison per Document No. 5143550 is not correctly shown. Also, as part of this, the remaining portion of the utility easements granted by Hahn Subdivision No. 1 is also not shown correctly.

4. Fully dimension the MG&E Easement per Document No. 4475655. Also clarify the trapezoid attached to the end of the easement area shown on sheet 2 as to what it represents.
5. Add a note that this CSM is subject to Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Measures per Document No. 4087566.
6. Show and label the lands conveyed to the City of Madison per Document No. 1142644.
7. Add a note that this CSM is subject to use restrictions contained in warranty deed, Document No. 5987003.
8. Note: Any future building proposed on this site encumbering the remaining Utility Easements granted by Haen Subdivision.
9. 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 shall 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 Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)).
10. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto: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.
11. Label the total widths of all adjacent right of ways. Label CSM 15465 to the north of Cedar Street. Provide dimensions to all found irons on the exterior boundary of the Certified Survey Map.
12. The 30-foot setback shown along Fish Hatchery Road shall be corrected to only be within the platted lots of Haen Subdivision No. 1. It does not extend all the way to the southern boundary. Provide proper dimensions to define the southern boundary of the setback.
13. Correct the Range in the headers and legal description from 11 to 9.
14. Provide the coordinate location of the West Quarter Corner of Section 26 and dimensions to the position and overall quarter line length.
15. Change the Common Council Certificate signature to "Michael Haas, Acting City Clerk".
16. This Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
17. The applicant shall submit to Jeff Quamme prior to final Engineering Division 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:**

18. The applicant shall dedicate right of way or grant a public sidewalk easement for the future construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site frontage of South Street.
19. The applicant shall dedicate right of way or grant a public sidewalk easement for the future construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site frontage of Fish Hatchery Road.

**Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:**

20. The applicant shall submit a Transportation Demand Management (TDM) Plan to [tdm@cityofmadison.com](mailto:tdm@cityofmadison.com). A TDM Plan is required per MGO Section 16.03(3)(f), based the proposed combination of lots. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

**Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have any questions regarding the following twelve (12) items:**

21. Prior to final 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (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.
22. 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.

23. 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..."
24. 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).
25. 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.
26. Update the Madison Common Council Certificate to be signed by Michael Haas, Acting City Clerk.
27. The lands within the CSM boundary are partially located within Tax Incremental Financing District 42. 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](mailto:jgromacki@cityofmadison.com). Please inform Andy Miller in the City's Office of Real Estate Services ([acmiller@cityofmadison.com](mailto:acmiller@cityofmadison.com)) if a TIF Loan has been authorized for the project.
28. As of May 30, 2025, real estate taxes are owed for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f), 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.
29. As of May 30, 2025, there are special assessments reported for the lands within the CSM boundary. All known special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(4)(f).
30. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report via email to Andy Miller in the ORES ([acmiller@cityofmadison.com](mailto:acmiller@cityofmadison.com)) 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 submitted with the CSM application (March 13, 2025) 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. The 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.
31. Revise the CSM to depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, restrictions and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
32. Revise the CSM to depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.

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

**A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its June 17, 2025 meeting.**

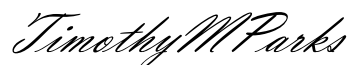
In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials 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 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.

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) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

A handwritten signature in black ink that reads "Timothy M. Parks". The signature is written in a cursive, flowing style.

Timothy M. Parks  
Planner