



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53703
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December 4, 2023

Mike Ziehr and Justin Zampardi
Vierbicher Associates, Inc.
999 Fourier Drive; Suite 201
Madison, Wisconsin 53717

RE: LNDCSM-2023-00030; ID [79992](#) – Certified Survey Map – 405-407 & 431 W Gorham Street, 408-430 W Johnson Street, and 304-318 N Broom Street (Doug Tichenor, Core Spaces, LLC)

Dear Mike and Justin;

At its November 13, 2023 meeting, the Plan Commission found the standards met and **approved** your one-lot Certified Survey Map of property generally addressed as 405-407 & 431 W Gorham Street, 408-430 W Johnson Street, and 304-318 N Broom Street, 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 November 21, 2023 meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM follow.

Please contact Timothy Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following five (5) items:

1. Drainage comes to this site from offsite locations. The site design shall accommodate existing off site drainage that enters this property.
2. 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)
3. Construct sidewalk, terrace, curb and gutter and pavement along Broom/Johnson/Gorham to a plan as approved by City Engineer
4. 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))

5. 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)

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following fifteen (15) items:

6. Contact Grant a Public Sidewalk (s) to the City on the face of this Certified Survey Map. Easement to provide a 8' terrace, a 6' sidewalk and 1' maintenance area final location to be approved by Engineering and Traffic Engineering. Contact Jule Smith with Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) for the final easement language to be included on the face of the CSM.
7. 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, 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. A release for the existing Public Easement for a Fire Hydrant appears to be required for proposed improvements on the associated concurrent development plans. Assuming approval from the other appropriate agencies, Fire, Engineering and Water Department. Provide the fee, exhibit and legal description for the release of the easement.
8. Work with City Real Estate as needed on the purchase of 405 Gorham St - ORES 12863
9. Show the "Recorded as" information for the segment adjacent to C1 from Document 1243394 and show and the no access areas acquired in Document 1243394 and cite them acquired as such.
10. Various easement exist on site for cross access, ingress egress, and electric utility the structure in the proposed development conflicts with easements as currently shown on the CSM. Currently title is not even held to clear some of these up with the act merger. Release these easements provide the recorded documents and remove them from the CSM.
11. Fully detail the 8' Wide Joint Driveway Easement Doc. No 592654 that appears to be remaining
12. 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)

13. 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.
14. 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.
15. Per 236.20(2)(h) show the center line of all streets.
16. Show the "Recorded As" Bearings for Johnson Broom and Gorham Street per the Pritchette Plat... 45° in all directions. Also show the "Recorded As" Lot distances where applicable of 66' x 132' such as the common line between lot 5 and lot 6 should be shown as (132')
17. List the adjustment use for the coordinate system i.e. NAD 83(2011)
18. There are currently multiple owners and mortgagees for the property. make sure any and all are property listed at the time of final review that may pertain to the property
19. Further explain, revise or find further evidence against the 64.85' Right-of-Way width of W. Johnson Street. No found monuments have been shown in this area and this does not seem to be the case when comparing to CSM 13892
20. 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 four (4) items:

21. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along N. Broom Street.
22. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W. Gorham Street.
23. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W. Johnson Street.
24. Due to the increased intensity of pedestrian activity at N. Broom Street and W. Gorham Street resulting from the increased density of this development, City Traffic Engineering intends to study the feasibility of making alterations to the existing left turn lane from N. Broom Street onto W. Gorham Street. Pending the results of the study, the applicant shall work with Traffic Engineering and Engineering Divisions on improving the existing pedestrian crossing of W. Gorham Street adjacent their proposed project. Improvements may include but are not limited to: signing and marking improvements, lighting improvements, constructing a raised crossing, reducing the width of the crossing and/or removal of the left turn lane from N. Broom Street to W. Gorham Street.

Please contact Ann Freiwald of the Parks Division at (608) 243-2848 if you have any questions regarding the following two (2) items:

25. LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.
26. Park impact fees are due and payable prior to issuance of building permits.

Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following seven (7) items:

27. 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.

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.

28. 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).
29. 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.
30. 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....
31. As of October 20, 2023, the 2022 real estate taxes are paid for the subject property.

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

32. As of October 20, 2023, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. 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(5)(g)1.
33. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to ORES via email to Lance Vest (lvest@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 (May 18, 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.

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.

Sincerely,



Chris Wells
Planner

cc: Timothy Troester, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
Sean Malloy, Traffic Engineering Division
Ann Freiwald, Parks Division
Lance Vest, Office of Real Estate Services