



Department of Planning & Community & Economic Development

Planning Division

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

January 22, 2026

Revised: March 9, 2026

Wade Wyse
Wyser Engineering, LLC
300 E Front Street
Mount Horeb, Wisconsin 53572

RE: LNDCSM-2025-00042; ID 90806 – Certified Survey Map – 2926 Atwood Avenue and 232-238 S Fair Oaks Avenue (Trinova Ventures, LLC)

Dear Wade,

The one-lot Certified Survey Map (CSM) to combine the parcels at 2926 Atwood Avenue and 232-238 S Fair Oaks Avenue, Section 5, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin is hereby **conditionally approved**. The site is zoned TSS (Traditional Shopping Street District). 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 City Engineering Division at (608) 266-4089 if you have questions regarding the following four (4) items:

1. The applicant shall add a note to the face of CSM stating the following: “Development on this parcel is required to accept and convey private drainage onto the site from the adjacent parcels and convey it to the public right of way.”
2. The developer shall enter into a City / Developer agreement for the required infrastructure improvements. The agreement shall be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Please contact the City Engineering Division to schedule the development and approval of the plans and the agreement.
3. 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. 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) 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).

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twelve (12) items:

5. The private storm sewer easement proposed to be set forth on this CSM shall be granted by a separately recorded instrument to be recorded immediately after the CSM has been recorded and before final site plan sign off. This site and the site to the west are dependent on a common storm sewer to properly convey storm water drainage from both properties to S Fair Oaks Avenue. The agreement shall also include acknowledgement and terms for the underground pipe for roof drainage from the parcel to the west crossing this proposed development property. The easement limits shall be revised to include the proposed roof drainage pipe to be constructed along the westerly side of this CSM.
6. Add Document No 281589 to the documents that affect this CSM on sheet 5.
7. 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 Jeff Quamme, City Engineering (jrquamme@cityofmadison.com).
8. 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) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
9. Correct the sheet headers and the legal description header from the Southeast Quarter of the Southeast Quarter to the Southeast Quarter of the "Southwest" Quarter
10. The position of the northern corner of Lot 3, Block 24 should be considered to move more northerly to better fit the width of Lot 21, Block 24.
11. Provide all plat-derived "recorded as" information on all boundaries.
12. Provide a copy of the boundary survey per note 5 on sheet 1 to Jeff Quamme (jrquamme@cityofmadison.com).
13. Correct the Secretary of the Plan Commission to Matt Wachter.
14. Correct the street name of Fair Oaks Avenue to S. Fair Oaks Avenue and Marquette Street to S. Marquette Street on all appropriate sheets.

15. This pending 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 or an early start permit.
16. The applicant shall submit to Jeff Quamme, prior to final Engineering 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 Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

17. Note: A Transportation Demand Management (TDM) Plan is not required as part of this Certified Survey Map review. A TDM Plan is required prior to obtaining final zoning approval and issuance of building permit per MGO Section 16.03.

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

18. The following information shall be noted on the CSM prior to final approval: "The properties are located within Wellhead Protection District—Zone (WP-08). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102."

Please contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have any questions regarding the following three (3) items:

19. Park impact fees are due and payable prior to building permit or early start permit issuance.
20. 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 East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25090.
21. 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."The Parks Division shall be required to sign off on this CSM

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:

22. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), 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). 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 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. The City and 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.
23. 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.
24. 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...
25. 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).
26. 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.
27. For the Madison Common Council Certificate to read “...ADOPTED ON THE _____ DAY...”
28. Update the City of Madison Plan Commission Certificate to be executed by Matthew Wachter, Secretary of the Plan Commission.
29. As of December 5, 2025, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f)(3), 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.
30. As of December 5, 2025, 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 MGO Section 16.23(4)(f)(3).

31. If Parcel A (251-0709-191-0101-7) is not located within the CSM boundary, it may be removed from the title update.
32. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in the ORES (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 (September 29, 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.
33. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:

34. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a minimum six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, along the site frontage of Atwood Avenue and S Fair Oaks Avenue.

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM was approved by the Common Council at its January 13, 2026 meeting.

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 the existing buildings or construct new buildings on the subject site.

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.

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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.

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks
Planner