



Department of Planning & Community & Economic Development

Planning Division

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June 25, 2026

Samuel Glavin
Glavininvestments, LLC
4734 Bergamot Way
Middleton, Wisconsin 53562

RE:

- ID [93125](#) – Creating Section 28.022-00754 of the Madison General Ordinances to change the zoning of property located at 1151 Jenifer Street from TR-C4 (Traditional Residential-Consistent 4) District to TR-C3 (Traditional Residential-Consistent 3) District; and
- ID [92843](#) (LNDCSM-2026-00019) – Approving a Certified Survey Map of property owned by Glavininvestments, LLC located at 1151 Jenifer Street; Third Lake Ridge Historic District; Section 7, T7N, R10E, City of Madison, Dane County, Wisconsin.

(LNDCSM-2026-00019)

Dear Samuel Glavin,

At its June 23, 2026 meeting, the Common Council, meeting in regular session, approved your zoning map amendment request to change the zoning of property located at 1151 Jenifer Street from TR-C4 (Traditional Residential-Consistent 4) District to TR-C3 (Traditional Residential-Consistent 3) District. **There are no conditions of approval which need to be satisfied regarding this request.**

The Certified Survey Map (CSM) to divide the property located at 1151 Jenifer Street into two lots in the TR-C3 (Traditional Residential-Consistent 3) District zoning is hereby **conditionally approved**. **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 June 23, 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 City Engineering Division–Main Office at (608) 266-4089 if you have any questions regarding the following three (3) items:

1. Applicant shall add note to CSM: "Lot #2 of the proposed CSM will be required to have a sanitary sewer lateral and water service installed as part of any building permit for said lot."
2. 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.

3. 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 Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following nine (9) items:

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| 4. The Applicant shall Dedicate a 15' Right-of-Way Radius at the corner of Jennifer and S Few Street. |
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5. 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. There is a proposed access easement noted on the face of the CSM. Provide the Draft agreement for this easement and any other items that may need to added to it.
 6. Revise the Caption at the beginning of the Legal Description and at the top of each sheet to reflect the correct plat for the Lot being referenced. This would be lot 7 of Block 181 of the Prichette Plat (Original Plat) of Madison the Capitol of Wisconsin, However it is Lot 9 of Block 181 of Farwell's Replat as Recorded in Volume 1 of Plats on Page 39, as Document Number 106. The Farwell's Replat description should be used. Further revise the Caption to include ...Located in Government Lot 5, being a part of the Northwest...
 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 Jule Smith, City Engineering (jsmith4@cityofmadison.com)
 8. 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.
 9. 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.
 10. Update street name to S Few Street. South is not part of the base name, it is a pre-directional and is abbreviated.

11. Show the recorded as bearings for the Right-of-Way lines of Jennifer and S Few Street (N45°E) and (S45°E).
12. 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 William Putnam of the Traffic Engineering Division at (608) 267-8713 if you have questions regarding the following item:

13. The applicant shall dedicate a 15' radius right of way at the corner of Jenifer Street and Few Street.

Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following item:

14. Provide a calculation for lot coverage for Lot 1 with the existing single-family dwelling. The lot coverage maximum is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.

Please contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have questions regarding the following four (4) items:

15. 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(6)(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 26026. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.

16. 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."
17. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees. Requests can be emailed to parkimpactfees@cityofmadison.com.
18. The Parks Division shall be required to sign off on this CSM.

Please contact Tim Sobota, Metro Transit, at (608) 261-4289 if you have any questions regarding the following item:

19. The existing curbside bus stop zone and wheelchair accessible pedestrian sidewalk and planned concrete boarding pad on the south side of Jenifer Street, west of South Few Street, provide regulatory access under PROWAG to the City's transit operations, and any planned or permitted temporary obstruction of the existing pedestrian or vehicular area in this zone may require additional right-of-way improvements and/or other mitigation measures in coordination with Traffic Engineering and Metro Transit staff - in order to create an alternate accessible bus stop zone that would serve the Jenifer Street at South Few Street intersection area in a comparable operational and accessible manner.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following 9 (nine) items:

20. 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). The title of the certificate shall be consistent with the ownership interests 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 sign-off.

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.
21. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees shall be included following the Owner's Certificate.
22. 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. 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).

24. 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.
25. 2025 real estate taxes are paid 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.
26. As of the date of this letter 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(4)(f)(3).
27. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Heidi Radlinger 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 (2/24/2026) 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.
28. The owner shall email the document number of the recorded CSM via email to Heidi Radlinger when the recording information is available.

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

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 cwells@cityofmadison.com or (608) 261-9135.

Sincerely,

A handwritten signature in black ink that reads "Chris Wells". The signature is written in a cursive, flowing style.

Chris Wells
Planner

cc: Gretchen Aviles Pineiro, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
William Putnam, Traffic Engineering Division
Jenny Kirchgatter, Zoning Division
Brian Kowalski, Parks Division
Tim Sobota, Metro Transit
Heidi Redlinger, Office of Real Estate Services