



PREPARED FOR THE PLAN COMMISSION

Project Address: 1412 Pflaum Road (District 15 – Ald. Martinez-Rutherford)
Application Type: Demolition Permit, Conditional Use, Certified Survey Map
Legistar File ID # [79317](#), [79318](#), [79335](#)
Prepared By: Colin Punt, Planning Division
Report includes comments from other City agencies, as noted.
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant: Katherine Rayner; Crew Carwash; 11700 Exit 5 Parkway #100; Fishers, IN 46037

Contact: Jason Daye, PE; Excel Engineering, Inc.; 100 Camelot Dr; Fond du Lac, WI 54935

Owner: E&K Land LLC; 10505 Corporate Dr #101; Pleasant Prairie, WI 53158

Requested Action: The applicant is seeking approval of a demolition permit to raze an existing gas station and convenience store and conditional uses for a car wash per §28.067 (2) MGO on one lot to be created by certified survey map.

Proposal Summary: The applicant is seeking approvals to demolish an existing gas station and convenience store to construct a carwash on a new lot to be created by CSM.

Applicable Regulations & Standards: Standards for conditional use approval are found in §28.183(6) M.G.O. Standards of approval for demolition permits are found in §28.185(6) M.G.O. Standards for certified survey maps are found in §16.23(3) M.G.O.

Review Required By: Plan Commission, Common Council (CSM only)

Summary Recommendations: The Planning Division recommends the following to the Plan Commission regarding the applications for 1412 Pflaum Road. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission find that the standards for demolition permits are met to approve demolition of the building at 1412 Pflaum Road; subject to the conditions from reviewing agencies beginning on page 6;
- That the Plan Commission find that the standards for conditional uses are met for car washes in the CC-T district, subject to the conditions from reviewing agencies beginning on page 6;
- That the Plan Commission forward the certified survey map to the Common Council with a recommendation to approve, subject to the conditions from reviewing agencies beginning on page 10;

Background Information

Parcel Location: The subject site is 1.05 acres located at the northwest quadrant of the intersection of Pflaum Road and the South Stoughton Road Frontage Road. The site is within Alder District 15 (Ald. Martinez-Rutherford) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The site, zoned CC-T (Commercial Corridor-Transitional), is currently occupied with a 2418-square foot single-story convenience store and vehicle fueling canopy. The building was originally constructed in 1970.

Surrounding Land Uses and Zoning:

North: An MG&E substation zoned CC-T;

West: An MG&E substation zoned CC-T;

South: Across Pflaum Road, an auto repair garage CC-T; and

East: Across South Stoughton Road, a fast-food restaurant with drive-thru zoned CC-T.

Adopted Land Use Plan: The [Comprehensive Plan](#) (2018) recommends General Commercial (GC) uses for the subject parcel. The [Stoughton Road Revitalization Plan](#) (2008) places this location within the “Grid Development Area” and recommends Community Mixed Use.

Zoning Summary: The subject property is proposed to be zoned CC-T (Commercial Corridor-Transitional District):

Requirements	Required	Proposed
Front Yard Setback	None	23 ft
Max. Front Yard Setback	65 ft	65 ft
Side Yard Setback	None	54 ft, 104 ft
Rear Yard Setback	20 ft	50 ft
Maximum Lot Coverage	85%	76%
Maximum Building Height	5 stories/78 ft	1 story

Site Design	Required	Proposed
Number Parking Stalls	No minimum	17
Electric Vehicle Stalls	None	None
Accessible Stalls	1	1
Loading	No	No
Number Bike Parking Stalls	2	4
Landscaping and Screening	Yes	Yes (1.)
Lighting	No	No (2.)
Building Form and Design	Yes	Free-standing Commercial

Other Critical Zoning Items	Utility Easements
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Table Prepared by Jacob Moskowitz, Assistant Zoning Administrator

Environmental Corridor Status: The property is not located within a mapped environmental corridor.

Public Utilities and Services: The site is served by a full range of urban services.

Project Description

The applicant is seeking approvals to demolish an existing fueling station and convenience store. The [demolition photos](#) submitted by the applicant show what appears to be a typical convenience store and gas station. There are no major structural issues known to staff, and staff has not inspected the building. Following demolition, the applicant proposes to construct an automatic car wash.

The carwash building is 5,975 square feet, generally located in the center of the site. A canopy over a line of payment kiosks extends north from the building. The primary façade material is red brick. Accent and trim materials include limestone masonry units, aluminum-framed clear storefront glass and doors, spandrel glass, and metal panels, louvers, doors, and trim. Vehicles are intended to enter the carwash building at the west end. Driveways to city streets are located at the northeast and southwest corners of the site and vehicle traffic generally circulates counterclockwise. A paved area with eleven parking stalls for self-service vacuums is located south of the building (as indicated in the letter of intent), but vacuums are not shown on the plan. Four additional standard vehicle parking stalls are located between the vacuum stalls and the dumpster enclosure. Low- and ground-level plantings are located at the north- and south- facades of the building and along the southern property line, and several canopy trees are located along the street frontages.

Submitted plans show large building-mounted signage. Signage shown will be reviewed separately and is not subject to Plan Commission review. The letter of intent notes two to five employees will be on site at any time during hours of operation, which are 7 a.m. to 9 p.m. The letter of intent also indicates that, if approved, construction of the carwash is expected to take approximately six months.

Analysis & Conclusion

This request is subject to the standards for demolition permits, conditional uses, and land divisions. This section begins with a summary of adopted plan recommendations, followed by demolition permit standards, conditional use standards, a discussion of supplemental regulations, land division standards, and a conclusion.

Conformance with Adopted Plans

The Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan. The [Comprehensive Plan](#) (2018) recommends General Commercial (GC), which provide the city's population with a wide range of retail goods and services, including certain business and professional offices. The [Stoughton Road Revitalization Plan](#) (2008) places this location within the "Grid Development Area" and recommends Community Mixed Use. The site is recommended for a "gateway building" of two or more stories situated to create a gateway effect along Stoughton Road and the adjacent neighborhoods.

Demolition Permit Standards

At its October 5, 2021 meeting, the Common Council adopted Ordinance 21-00065 (ID [67074](#)) to revise the standards and process for demolition and removal permits in Section 28.185 of the Zoning Code to remove consideration of proposed future use as a factor in approving demolition requests. In order to approve a demolition request under the revised standards, the Plan Commission shall consider the seven approval standards in §28.185(9)(c) M.G.O. when making a determination regarding demolition requests. The factors include a finding that the proposed demolition or removal is consistent with the statement of purpose of the demolition permits section and with the health, prosperity, safety, and welfare of the City of Madison.

The Planning Division believes that the standards for Demolition Permits can be met, but provides the following comments regarding standard 4, *"That the Plan Commission has received and considered the report of the City's Historic Preservation Planner regarding the historic value of the property as well as any report that may be submitted by the Landmarks Commission."* At its May 1, 2023 meeting, the Landmarks Commission found that the existing building at 1412 Pflaum Road has no known historic value. Staff believes that all other applicable demolition permit standards of approval can be found met.

Conditional Use Standards

The applicant is requesting approval of a conditional use for a car wash in a CC-T zoning district. In regards to conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) MGO are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

In reviewing the conditional use request to establish a car wash, staff believes that standard 4 is the most salient to the Plan Commission's review. Conditional Use standard 4 states that "*The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*" This standard addresses the impact that a proposed conditional use could have on the development pattern planned for a particular area as well as the impact the proposed use could have on existing uses continuing in much the same fashion as the area has functioned historically. Whether a request meets this standard is informed not only by the specific aspects of the proposal but also the recommendations contained in adopted plans. Staff believes that the Plan Commission should evaluate whether establishing this conditional use would impede the development of other permitted uses in the Zoning district on *surrounding properties*. The Planning Division notes the property's existing zoning is one of the more permissive of the mixed-use and commercial zoning districts and allows a number of auto-oriented land uses, including motor vehicle sales as permitted uses, and auto vehicle repair and car washes, as conditional uses. Staff note that this the proposed facility would replace an existing auto fueling station and convenience store. Resulting improvements include enhanced landscaping, screening, and building design. In addition, noise mitigation features are required per the supplemental regulations for car washes (see below), which may help address potential negative impacts to the existing nearby (but not adjacent) residential uses.

Staff also raises standard 9 for Plan Commission consideration. Standard 9 states that "*When applying the above standards to any new construction of a building or an addition to an existing building the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendation.*" As noted above, the Stoughton Road Revitalization Plan recommends construction of a "gateway building" of two or more stories situated to create a gateway effect along Stoughton Road and the adjacent neighborhoods. Regarding standard 9, the Plan recommends that "gateway building massing, signs, bay structure, and roof forms to be visible from Stoughton Road and proportional to the larger scale of the corridor," but that "doors and windows at street level to be proportional to the human scale and should create interest to passersby." The Comprehensive Plan, however, is the more contemporary plan and recommends General Commercial land uses, which would allow uses such as car washes. The GC recommendations does not provide specific design guidelines and the proposal must and will (per the recommended conditions of approval) meet the design requirements of the mixed-use and commercial zoning districts.

On balance, staff believes the Plan Commission can find that conditional use standards 4 and 9 are met. Staff believes all other standards can be found to be met or not applicable to the request.

Supplemental Regulations

According to Table 28D-2 [MGO §28.061], Car Washes must adhere to the following Supplemental Regulations found in MGO §28.151:

- (a) The car wash shall be completely enclosed when not in operation.
- (b) Any access drive shall be located at least thirty (30) feet from any public street intersection, measured from the interior curb line commencing at the intersection of the street.
- (c) Any car wash line exit shall be at least thirty (30) feet from any street line.
- (d) The car wash shall be screened along all property lines with a minimum six-foot high (6) masonry or decorative wood fence. Along any property line that abuts a residential zoning district, an additional planted area shall be provided, with a minimum width of eight feet and planted with a minimum of one shade tree per fifty (50) linear feet and one shrub per four (4) linear feet.
- (e) Sound from any speakers used on the premises shall not be audible at the boundary of any surrounding residential district or on any residential property.
- (f) Water from the carwash shall not drain across any sidewalk or into a public right-of-way.
- (g) Vacuuming and cleaning are allowed outside if located within the rear yard and/or building envelope, and at least fifty (50) feet from a residential zoning district.

Staff believe these supplemental regulations can be found met.

Land Division

The applicant has submitted a certified survey map to create one lot. Staff believe that all applicable standards for land divisions can be found met.

Conclusion

Staff believes that the standards of approval for demolition permits can be found to be met. When considering the land use recommendations, layout of proposed redevelopment, buffer between the proposal and nearby residential uses, and the recommended conditions of approval, staff believe that Plan Commission find the standards met and approve the conditional use.

At time of writing, Staff is aware of a small amount of written comment from the public, which has been added to the legislative file for this item.

Recommendation

Planning Division Recommendations (Contact Colin Punt 243-0455)

The Planning Division recommends the following to the Plan Commission regarding the applications for 1412 Pflaum Road. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission find that the standards for demolition permits are met to approve demolition of the building at 1412 Pflaum Road; subject to the conditions from reviewing agencies below;
- That the Plan Commission find that the standards for conditional uses are met for dwelling units in a mixed-use building and height in excess of 5 stories/68 feet in an CC-T district, subject to the conditions from reviewing agencies below;

- That the Plan Commission forward the certified survey map to Common Council with a recommendation to approve, subject to the conditions from reviewing agencies beginning on page 10;

Recommended Conditions of Approval: Major/Non-Standard Conditions are Shaded

Land Use (Demolition Permit & Conditional Use):

Planning Division (Contact Colin Punt, 243-0455)

1. Show locations of vacuums on site plans and provide vacuum details on a plan detail sheet.

Zoning Administrator (Contact Jacob Moskowitz, 266-4560)

2. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
3. Exterior lighting is not required. However, if it is provided, it must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. If exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.
4. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade.
5. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development. Note that only the first 4 feet of a parapet can be included in the signable area.
6. The car wash shall be completely enclosed when not in operation.

City Engineering Division (Contact Brenda Stanley, 261-9127)

7. Applicant shall provide projected wastewater flow volumes to Mark Moder, mmoder@cityofmadison.com, (608)261-9250. The City has limited sanitary sewer capacity in this area. Offsite sanitary sewer improvements may be required by the developer as a condition for site plan approval.
8. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
9. 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)
10. Construct sidewalk to a plan as approved by City Engineer

11. 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))
12. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
13. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
14. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
15. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line: <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.
The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
16. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
17. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
18. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>
Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
19. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management

Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10-year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

20. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or tstroester@cityofmadison.com (West).

City Engineering Division – Mapping Section (Contact Jeff Quamme, 266-4097)

21. The Utility Easements per the plat of Charles Spaanem Addn through the site under where the car wash is proposed shall be released by the Utilities serving the area and the City of Madison prior to final site plan sign off.

22. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), 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 early start permit.

23. Grant a Public Sidewalk Easement to the City on the face of the pending Certified Survey Map as required along the south side of this CSM as required for the new public sidewalk with a wider terrace to be constructed along Pflaum Road.

24. Provide the recorded document releasing the Agreement access agreement per Document No. 5471533 along the north side of this site prior to final site plan sign off.

25. The address of 1412 Pflaum Rd will be retired and archived with the demolition of the building. The new

proposed car wash shall have an address of 2430 S Stoughton Rd. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

Traffic Engineering Division (Contact Sean Malloy, 266-5987)

26. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Pflaum Road.
27. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along S. Stoughton Road Service Road.
28. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
29. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
30. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
31. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
32. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
33. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
34. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
35. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.

36. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
37. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

Water Utility (Contact Jeff Belshaw, 261-9835)

38. Update the Utility plan to indicate an approved material for the proposed water services. Approved material within the ROW for this size water service is copper only.

39. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

Metro Transit (Contact Tim Sobota, 261-4289)

40. Metro Transit operates daily all-day transit service along Pflaum Road at Camden Road and along Turner Avenue at Pflaum Road near this property - with trips at least every 30 minutes.
41. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 51 Weekday & 50 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

The Fire Department, Parks Division, and Parking Utility have reviewed this request and have recommended no conditions of approval.

Certified Survey Map:

City Engineering Division (Contact Brenda Stanley, 261-9127)

1. Per the WDNR closure letter, this property was closed with residual soil and/or groundwater contamination (BRRTS 03-13-543834, CITGO GAS STATION). Written approval from the WDNR is required prior to disturbing the existing barrier cap. Submit copy of WDNR approval letter to Brynn Bemis (608.267.1986, bbemis@cityofmadison.com).
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 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)

City Engineering Division – Mapping Section (Contact Jeff Quamme, 266-4097)

6. The Utility Easements per the plat of Charles Spaanem Addn through the site shall be released by the Utilities serving the area and the City of Madison. Provide to Jeff Quamme a map exhibit, legal description and \$500 check made out to City of Madison Treasurer to set up the Real Estate project for the City's release. The applicant shall coordinate and provide the recorded releases from the other utilities before the City will release its rights. If the easement is not released prior to the recording of this CSM, it shall be release prior to final sign off for any new construction on the site.
7. This Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), 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 early start permit.
8. Grant a Public Sidewalk Easement to the City on the face of this Certified Survey Map as required along the south side of this CSM as required for the new public sidewalk with a wider terrace to be constructed along Pflaum Road. Contact Jeff Quamme (jrquamme@cityofmadison.com for the easement text to be placed on the CSM. The easement area shall extend to 1' behind the proposed public sidewalk.
9. Remove the Encroachment Agreement per Document No. 4272925 from the title report as it has been terminated by Document No. 5902916.
10. Place the direct access to USH 51 restriction per the plat of Charles Spaanem Addition on the face of the Certified Survey Map.
11. Provide the recorded document releasing the Agreement per Document No. 5471533
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 Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)

13. 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 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.
14. Show and label the 50' wide strip of land dedicated by Document No 0970838 and the area dedicated by the Charles Spaanem Addn along the easterly side of this CSM. The area should also be labeled S Stoughton Rd Service Rd. Correct the width of USH 51 to 230 feet at the northerly end of the CSM and width varies to the south.
15. Add Document No 1097568 to the 20' Setback line text.
16. Remove "FOR CARLYSLE PARTNERS, LLC" from the header on sheet 1.
17. Provide updated title supporting the new owner in the Owner's Certificate and that there is not a mortgage on the lands included in this CSM prior to final CSM sign off.
18. Provide recorded as data from Document No 1564934 on the west and north line of this CSM.
19. The west line of this CSM is substantially shorter than prior surveys and record information. Also the centerline of Pflaum Rd is north of the Section line on this CSM. The plat has the centerline south of the section line. Surveyor shall provide supporting information confirming the location of the right of way.
20. Submit to Jeff Quamme, 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, closed polylines for all parcels, 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.

Traffic Engineering Division (Contact Sean Malloy, 266-5987)

21. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Pflaum Road.
22. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along S. Stoughton Road Service Road.

Fire Department (Contact Bill Sullivan, 886-4691)

23. Before the parking easement can be released, the existing building at 2418 S Stoughton Road will need to have the openings along the south wall be updated to comply with the current building code.

Office of Real Estate Services (Contact Melissa Hermann, 264-9297)

24. 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.
25. 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).
26. 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.
27. 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...
28. 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).
29. 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.
30. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number _____, File ID Number _____, adopted on the ____ day of _____, 20____, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this ____ day of _____, 2023

Maribeth L. Witzel-Behl, City Clerk
City of Madison, Dane County Wisconsin

31. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(7)(d)3 and Wis. Stats. 236.21(2)(a), all CSM’s that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission

32. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ___ o'clock__ M, and
recorded in Volume ___ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

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 Melissa Hermann (mhermann@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 (xx-xx-xx) 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.
34. Depict, name, and identify by document number all existing easements cited in record title and the updated title report.
35. 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.
36. Depict and dimension public easements for utilities and storm water drainage rights-of-way to be dedicated on the proposed CSM where necessary.
37. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.
38. Liens or judgments levied against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off.
39. Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

The Planning Division, Office of the Zoning Administrator, Parks Division, Water Utility, Forestry Section, Metro Transit, City Assessor, and Parking Utility have reviewed this request and recommended no conditions of approval.