



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

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

September 23, 2021

Jongyeon Lee  
HJL Property LLC  
402 W Gorham Street  
Madison, Wisconsin 53703

RE: LNDCSM-2021-00024; ID 66751 – Certified Survey Map – 240 W Gilman Street

Dear Jongyeon;

The Certified Survey Map (CSM) to divide 240 W Gilman Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned UMX (Urban Mixed-Use District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following three (3) items:**

1. Each property will be required to have a separate sanitary sewer lateral when the lot is improved. This is not a requirement of the CSM approval.
2. The applicant shall provide more information on how drainage from adjacent commercial properties to the north shall be accommodated and allowed to drain through the site. This is an existing condition and must be accommodated.
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 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 obsolescence of the existing parcel).

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

4. In accordance with Chapter 236, Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on a Plat or CSM. Clearly identify, label and dimension the MG&E Easement per Document No 2060281 on the map.

5. Add notes to the CSM that the lands within the CSM are subject to Restrictions of Use per Document Nos. 1998046 and 2024778.
6. 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](mailto:jrquamme@cityofmadison.com)).
7. 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 Certified Survey Map in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. Record coordinates have not been denoted for all corners.
8. The required tie to a quarter line per statute has not been satisfied. The line shown connecting the South Quarter Corner to the meander corner lying north of the Southeast Corner of Section 14 is not a qualifying tie. The tie shall be revised to be actually to the monumented south line of the SE Quarter of Section 14.
9. The legal description under the Surveyor's Certificate shall include a metes and bounds description. The Original Plat of Madison is not adequately tied to a monumented line of a quarter section.
10. The bearing reference shall be corrected to actually being along an actual monumented Quarter Section line.
11. The surveyor shall check the monumented width of W Gilman Street. It appears that the width per the location of this CSM is between 0.8 and 0.35 feet short of 66 feet. Confirm the right of way and provide the basis of its placement. Most notably multiple surveys to the southwest have denoted the location in relation to an existing building.
12. Remove the Dane County Soil Survey note.
13. The northwest lines of Lots 1 and 2 do not add up to the total CSM line length. Reconcile the total length or the individual lot line lengths accordingly.
14. The telephone number for the surveyed for owner/divider is incorrect; Madison's area code is not 651.
15. The applicant shall submit to Eric Pederson, 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 Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

16. Provisions/conditions or the December 1986 Petition for Variance approval (attached) shall be adhered to or comply with all provisions of the applicable building and fire codes.
17. The building shall be evaluated for required fire separation distances and required fire ratings in accordance with IBC Chapters 6 and 7. Adjustments to the lot lines or modifications to the building maybe required in order to maintain compliance with the building code.

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

18. If Lot 2 is developed, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

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

19. 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. Sec. 236.21(2)(a). 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.
20. Prior to CSM sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
21. 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...
22. 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.
23. As of September 9, 2021, the 2020 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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. Payment is made to: City of Madison Treasurer, 210 Martin Luther King, Jr. Blvd., Madison, WI 53701.

24. As of September 9, 2021, there are special assessments owed. 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(5)(g)1. In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.
25. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in the Office of Real Estate Services ([lvest@cityofmadison.com](mailto: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 21, 2021) 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. The surveyor shall update the CSM with the most recent information reported in the title update. Staff reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
26. The following revisions shall be made to the CSM prior to final approval and recording:
- a) Depict, name, and identify by document number all existing easements cited in record title and the updated title report. In particular, depict or make reference to the easement recorded as Document No. 2060281.
  - b) Include a reference to the restrictions recorded as Document Nos. 1998046 and 2024778, if applicable.
  - c) Revise the depiction of the boundary line between proposed Lot 1 and Lot 2 to match the boundary line of the exterior boundary lines and/or make the boundary clear.

**Please contact my office at 261-9632 if you have any questions about the following two (2) conditions:**

27. The proposed Certified Survey Map divides a local landmark site, which was approved by the Landmarks Commission on July 26, 2021. The proposed lot line creates an atypical arrangement between Lots 1 and 2 as a result of the addition off the northeasterly corner of the existing building and the edge of the current parking lot. The Subdivision Regulations (MGO Section 16.23) generally require that side lot lines be as nearly as possible at right angles to straight street lines, which the current configuration is not strictly consistent with. As a condition of approval, the following note shall be added to the final CSM:

*"At such time as Lot 2 of the CSM is redeveloped to something other than the current parking lot, the owner(s) of Lots 1 and 2 shall discuss with the City of Madison Planning Division the possibility that the common line between the two lots could be adjusted to create a more typical configuration that creates a consistent line perpendicular to W Gilman Street to the rear, northwesterly property line. Any future lot line adjustment may require approval by the Landmarks Commission and Plan Commission or their secretaries."*

The final wording of this note shall be approved by Planning prior to final approval of the CSM for recording.

28. Prior to any sale of Lot 2 separate from Lot 1, the owner of Lot 1 shall provide a revised site plan that outlines how trash service will be provided to that lot.

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

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be considered by the Common Council at its October 4, 2021 meeting.**

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 Eric Pederson ([epederson@cityofmadison.com](mailto:epederson@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.

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 transmit the CSM to the City Clerk's Office for execution of the Common Council certificate.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument will be returned electronically 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 266-4141.

Any appeal from this action, including the conditions of approval, may be appealed to the Plan Commission for consideration in accordance with MGO Section 16.23. An appeal otherwise 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 you 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,



Timothy M. Parks  
Planner

ID 66751  
LNDCSM-2021-00024  
240 W Gilman Street  
September 23, 2021  
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cc: Joseph Humphrey Geier Homar & Roy, LLP (by e-mail)  
Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Lance Vest, Office of Real Estate Services  
Bill Sullivan, Madison Fire Department  
Jeff Belshaw, Madison Water Utility  
Jenny Kirchgatter, Assistant Zoning Administrator  
Heather Bailey, Preservation Planner



State of Wisconsin \ Department of Industry, Labor and Human Relations

December 22, 1986

File Number E-10681

SAFETY & BUILDINGS DIVISION

201 E. Washington Avenue  
P.O. Box 7969  
Madison, Wisconsin 53707

Mr Stan Roed &  
Mr. James Sendecke  
240 W. Gilman Street  
Madison, Wisconsin 53703

SAVE

Dear Mr. Roed & Mr. Sendecke:

Re: Office Building  
Stan Roed & James Sendecke, Owners  
Roed Design Associates, Tenant  
240 W. Gilman Street  
Madison, Dane County  
Petition Number 86-328

DO NOT DESTROY

Your Petition for Variance of Table 51.03-B, 1986 Wisconsin State Building Code was considered on December 19, 1986. It was conditionally approved.

Table 51.03-B Exterior walls within 5 feet of a property line shall be unpierced, and openings in exterior walls which are 5 to 10 feet from property lines shall be protected with fire door or fire window assemblies.

The variance requested is to permit unprotected openings in the northeast wall which is within 8 feet of a property line; to permit unprotected openings in a portion of the southwest wall which is within 8 feet of a property line; and to permit unprotected openings in a portion of the southwest wall which is within 4 feet of property line.

Considered were your statements as follows:

1. It is desired to preserve the building's historical character (1907) and retain natural daylight for three levels of interior space in an effort to enhance the working environment.
2. We will implement applicable code requirements at a time when existing conditions on the adjoining properties (southwest and northwest) are changed.

Mr. Stan Reed and  
Mr. James Sendecke  
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3. The northeast property line will be removed or relocated to eliminate the existing conflict with the code as the parcel to the northeast is under the same ownership as the subject building.
4. The building is of substantial exterior masonry construction and 1-hour floor separations are provided.
5. Ample access is provided at the front and on one side, with limited access from the rear and opposite side.
6. Exit provisions are provided on all four exposures.
7. The proposed interior alterations and occupancy will provide improved safety to the public and property.

A copy of the petition showing departmental conditional approval is enclosed. The conditions of approval are:

1. A permanent, nonrevokable easement shall be obtained from the property northeast of the subject building granting sufficient width to meet the setback requirements of the code. A copy of the easement shall be submitted to this department for our files, and the easement shall be recorded with the Register of Deeds.
2. At such time as the property to the southwest is developed, the wall openings in the northwest 60 feet of the southwest wall shall be brought into compliance with the code at that time.
3. A copy of condition number 2 above shall be recorded with the deed for the subject property.
4. A notice shall be placed in the city of Madison building inspection file for the property immediately southwest of the subject property to remind the Madison Building Inspection Department of the conditions of this petition should a permit application be made for the adjoining property.
5. The windows in the southeast 45 feet of the southwest wall, which are within 5 feet of the property line shall be closed with masonry or equipped with 3 hour labeled fire door assemblies.
6. The windows in the southeast 45 feet of the southwest wall, which are between 5 and 10 feet of the property line, shall be closed with masonry, or, replaced with fire window assemblies.

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Mr. James Sendecke  
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This conditional approval is granted with the understanding that all of petitioner's statements and conditions of approval, as cited above, will be carried out.

Sincerely yours,

Clyde Bryant, P.E.  
Chief Engineer  
(608) 266-1835

CB:skc:0702D

cc: R-1, Peiss, (608) 266-9874, Friday  
Madison Building Inspector  
Madison Fire Department

Martinsons/Zeck/Meyer  
625 W. Washington Avenue  
Madison, Wisconsin 53703