



Department of Planning & Community & Economic Development

Planning Division

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February 22, 2026

Todd Buhr
JSD Professional Services
Todd.buhr@vierbicher.com
VIA EMAIL

RE: LNDCSM-2026-00004; Legistar ID 91648 – Certified Survey Map – 3910 Kipp Street and 1-10 Kipp Circle

Todd Buhr,

Your one-lot certified survey of property located at 3910 Kipp Street and 1-10 Kipp Circle, Section 26, Township 07N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Industrial Limited (IL) District. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its March 10, 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 Brenda Stanley of the Engineering Division at (608) 261-9127 if you have any questions regarding the following five (5) items:

1. A note shall be added to the CSM stating that "At the time of development this lot shall comply with the requirements of MGO Chapter 37 with regard to stormwater management."
2. Enter into a City / Developer agreement for public infrastructure improvements to be required by the City upon future development within the lot created by the CSM. Agreement to be executed prior to signing off on the CSM. Such requirements will be made at the time that site plan verification is requested by the applicant for site improvements through a conditional or permitted use application via a second City/ Developer agreement.
3. 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))

4. 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)
5. 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))

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:

6. Applicant shall work with Traffic Engineering to remove any existing Traffic Engineering Facilities in the area.

Please contact Jeffrey Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following thirteen (13) items:

7. This proposed Certified Survey Map requires the discontinuance and vacation of Kipp Circle as a condition of approval. Prior to final sign off and recording of this Certified Survey Map, Kipp Circle shall be discontinued and vacated by the City of Madison under Wis Stat 66.1003(4). Provide a legal description and map exhibit by a Professional Surveyor of the right of way to be discontinued, the map shall include all utilities that exist within the public right of way. Upon a conditional approval of this CSM, Engineering Mapping staff will begin the process for the discontinuance of Kipp Cir by the City of Madison Common Council. The discontinuance shall not become effective until the Owner has entered into a Developer Agreement with the City of Madison, coordinated by Engineering main office, for the removal of the City's public improvements and the construction of public improvements necessary. The Agreement shall include a required date of completion if all work.

8. Label the existing 15' wide Pedestrian and Bike Trail Easement is per Doc No 3661189 and that it shall be subject to additional terms and conditions as set forth on sheet 5. Add, show and label an additional 5' wide Easement area adjacent to the north side of the existing easement and reference the easement terms on sheet 5. This will result in a 20' wide easement area necessary to construct and maintain the future improvements.
9. Any portion(s) of the interior Public Utility Easements that areas intended to be released for future development shall be identified on the CSM. The easements released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The Applicant is responsible to obtain releases by the utilities serving the area prior to the City releasing it's rights.

10. All instances referring to vacated Kipp Circle shall be revised to discontinued and vacated Kipp Circle. Also all labels on the map with the label of Kipp Circle, the label shall be revised to Vacated and Discontinued Kipp Cir.
11. Add text for the Public Utility Easements that they are existing per the plat of Marsh Road Industrial Subdivision Doc No. 3661189.
12. Insert standard language per MGO 16.23(7)(d)2.a. verbatim. When done, all of the previous non-exclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map.
13. Add a note that lands within this CSM are subject to covenants, conditions and restrictions per Doc No's 3660423 and 4042588.
14. Add a note that lands within this CSM are subject to covenants, conditions and restrictions per Doc No's 3718617, 3867644 and 3867645.
15. Add the existing subsoil note restriction, no access restriction to Marsh Road and the highway noise restriction per the plat of Marsh Road Industrial Subdivision Doc No 3661189.
16. The Developer's Surveyor shall submit executed and sealed 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)
17. 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.
18. This 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.
19. 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, 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 Trent Schultz of the Parking Utility at (608) 246-5806 if you have any questions regarding the following one (1) item:

20. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan could be required as part of future development, per MGO 16.03.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266 6558 if you have any questions regarding the following five (5) items:

21. OWNER'S CERTIFICATION

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).

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.

22. CERTIFICATE AND CONSENT REQUIREMENTS

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. SPECIAL ASSESSMENTS

As of the date of this letter there are no special assessments reported. 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).

24. TITLE REPORT UPDATE

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 (1/6/26) 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.

25. COPY OF RECORDED CSM

The owner shall email the document number of the recorded CSM to ORES 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.

Please now follow the procedures listed below for your certified survey map:

1. 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.
2. 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.
3. 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 please contact my office at 243-0554.

Sincerely,

Lisa Ernest
Planner