



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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

May 24, 2022

Brian Sandberg  
Kapur & Associates, Inc.  
7711 Port Washington Road  
Milwaukee, Wisconsin 53217

RE: LNDCSM-2022-00018; ID 70729 – Certified Survey Map – 915-935 W Johnson Street (Gary Brown, Board of Regents of the University of Wisconsin System)

Dear Brian;

The Certified Survey Map combining properties addressed as 915-935 W Johnson Street, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, into one lot is hereby **conditionally approved**. The property is zoned CI (Campus–Institutional 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 (608) 267-1995 if you have questions regarding the following four (4) items:**

1. In the future, obtain a Permit to Excavate in the Right-of-Way for completing the improvements in the public right of way. The permit application is available on the City Engineering Division website.
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 ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff.
3. A minimum of two (2) working days prior to requesting City Engineering Division sign-off 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 obsolesces of the existing parcel).
4. A note shall be added to the CSM stating that the combined lot shall be required to meet the requirements of MGO Chapter 37 regarding stormwater.

**Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following thirty (30) items:**

5. Grant a public sidewalk easement to the City on the face of this Certified Survey Map to accommodate the future construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W. Johnson Street from the Existing face of the curb line. Contact Julius Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) for the final required language to include on the CSM.
6. A release of the Garage Parking Agreement per Document No. 664333 is required prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the Certified Survey Map.
7. No title work was provided for Lot 2 Block 16. Provide 60-year search for this parcel.
8. Document No. 3036269 Which deeded a portion of Lot 5 of Block 16 of University Addition to Madison, to the City of Madison also retained a small portion of the of the Easterly 56.01 feet in the second section of the deed and only conveyed PLE over the Westerly 15.42 feet of the Easterly 56.01. It follows, title to this portion of Lot 5 is still held by the owner as it was not conveyed in Fee. This shall be shown on the CSM with the boundary and legal description amended.
9. Place a note on the Certified Survey Map stating: “The Joint Driveway Easements recorded in Document Nos. 891047 and 1192304 no longer exist by virtue of merger of title into one unified holder and parcel as part of this Certified Survey Map.”
10. Depict the most recent deeds conveyed to the public for right of way in S Park Street and W Johnson Street on the Certified Survey Map. S Park Street Document Nos. 1142340, 3036269, 3036270, 3036273 and 3139173. W Johnson Street Document Nos. 1152276 and 1153795.
11. 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))
12. 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. Visit the Dane County Surveyor's Office for current tie sheets and control data that has been provided by the City of Madison.
13. Prior to final City Engineering Division sign-off by main office for Certified Survey Maps (CSM), the final CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@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.

14. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with Madison General Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
15. Per A-E 7.05(4), the map shall describe by bearing and distance the corner monuments used in determining the location of the parcel boundary.
16. Correct the bearing reference to a quarter line per SS 236.20(2)(i) North referenced to a magnetic, true or other identifiable direction. Related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. Include a north arrow on each sheet with details. The details about the coordinate system are acceptable, but the actual horizontal datum should be listed e.g. NAD83 (adj?).
17. Show the centerline/reference line of N Park Street per SS 263.20(2)(h). Also, correct the northerly right of way of W Johnson Street to show S Park Street continuing to the north.
18. The radius shown at the northwest corner of the parcel at the corner of W Johnson and N Brooks Streets is listed as 10.03 feet. This radius was recorded as 10 feet in both Documents No. 1152276 and 1153795. Revise the parcel boundary and legal description to match the recorded radius.
19. The radius shown at the northeast corner of the parcel, at the corner of W Johnson and N Park Streets is listed at 25.00 feet. This radius was set forth in a metric plat and is actually = 7.6 meters and was formally recorded as 24.93 feet in Document No. 3036270. Revise the parcel boundary and legal description to match the recorded radius.
20. Per Wis. Stats. 263.20(2)(c), show the recorded as bearings along W Johnson Street, Brooks, Clymer Place, and the East line of Lot 2 and show the recorded as distance along the width of Lot 1. Show other recorded data from the deeds along the curves.
21. Detail structures in Lot 1 of Block 16 of University Addition to Madison or label "to be demolished."
22. Show monument found or set at South PC at the corner of N Brooks and W Johnson Streets.
23. The line shown as the West line of the Northwest Quarter of Section 23 is not the actual Quarter line. The line shown appears to be that between the West 1/4 corner of Section 23 and the Meander Corner for the Northwest Corner of Section 23. Show the true line and re-tie the survey to the true quarter line. Update the legal description accordingly. The bearing and distance shown from found West 1/4 corner and found meander corner can still be noted on the map. Additionally, there is an error in the line and or ties as shown on the map. The overall distance listed for this line is 2662.64 feet and the two sub distances are 1080.63 feet and 1582.05 feet.
24. Note the monument type found at the Northwest Meander Corner of Section 23, detail location of true corner not monumented located inside of Bascom Hall.
25. Show existing site pavement and all accesses to the parcel per MGO add additional sheet if necessary.

26. Label the northwest portion of the parcel with existing Lot 1 style and add the missing existing line type between Lots 1 and 2.
27. Delete the solid line along the East line of N Brooks Street.
28. Correct the caption on all sheets to read, " All of Lots 2 and 3 and Part of Lots 1, 4 and 5..."
29. Remove Milwaukee County from the title of Sheet 2 of 3.
30. Correct line 2 of the legal descriptions caption to read, All of Lots 2 and 3 and Part of Lots 1, 4 and 5, Block 16, University Addition to Madison, Recorded in Volume A of Plats on Page 9, as Document No. 109.
31. Revise line 1 of the body of the legal description for the quarter line and tie, Consider starting legal from the West 1/4 Corner to avoid the Meander Corner confusion in general.
32. Revise all curve definitions in legal description so all elements of the curve definition are contained within the single active call.
33. Revise the Owners Certificate to the standard form to include... dedicated. Additionally remove/update references to City of West Allis and West Quarter East, LLC.
34. The applicant shall submit to Julius Smith, 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have questions regarding the following item:**

35. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along W Johnson Street.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following two (2) items:**

36. A private well may have served this parcel prior to the municipal water service connection. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition

of the property. Please contact Water Utility staff at (608) 266-4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

37. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to issuance of any permits for the proposed development.

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments separately. If you have any questions, please contact Heidi Radlinger at (608) 266-6558 for more information.**

Prior to approval sign-off by the Office of Real Estate Services, 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).

Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Any special assessments shall also be paid in full pursuant to MGO Section 16.23(5)(g)1.

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..."

Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger ([hradlinger@cityofmadison.com](mailto:hradlinger@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 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.

**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 reviewed by the Common Council at its May 24, 2022 meeting.**

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 (608) 261-9632 or by e-mail at [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,



Timothy M. Parks  
Planner

cc: Aaron Williams, Univ. of Wisconsin-Madison FP&M  
Tim Troester, City Engineering Division  
Julius Smith, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Jeff Belshaw, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services