



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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June 27, 2018

Brian Munson
Vandewalle & Associates
120 E. Lakeside Street
Madison, Wisconsin 53715

Dan Day
D'Onofrio Kottke & Associates
7530 Westward Way
Madison, Wisconsin 53717

RE: Approval of a request to amend the TR-P (Traditional Residential–Planned District) master plan for the Village at Autumn Lake subdivision to allow construction of twelve (12) two-family twin homes; and the preliminary plat and final plat of *Village at Autumn Lake Replat No. 3* to create 24 lots for the future twin homes and one outlot for private open space and access from Lot 649 of the Village at Autumn Lake Replat (Veridian Homes). [ID 51597 and 51127; LNDUSE-2018-00037 and LNDSP-2018-00006]

Gentlemen;

At its June 19, 2018 meeting, the Common Council **approved** the amended TR-P master plan and preliminary and final plat of "Village at Autumn Lake Replat No. 3" subject to the conditions of approval in the following sections, which shall be addressed prior to final approval and recording of a final plat of the subdivision.

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following eleven (11) items:

1. The proposed sewer running east-west in Outlot 67 to serve Lots 1096-1119 will be privately owned/maintained. The applicant shall have a recorded ownership/ maintenance agreement in place for the private sewer prior to plat sign-off.
2. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.
3. This development is subject to impact fees for the Felland Road Neighborhood Sanitary Sewer Improvement Impact Fee District. All impact fees are due and payable at the time building permits

are issued. The following note shall put on the face of the plat: "Lots/ buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."

4. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.
5. The developer will be required to build City sanitary sewer.
6. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection 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.
7. An erosion control plan and permit shall be submitted to the City Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5-tons per acre per year
8. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage.

The master stormwater drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system—NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master stormwater drainage plan: "For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows. No building permits shall be issued prior to the City Engineering Division's approval of this plan."

9. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

10. The developer shall install sidewalk along Felland Road limits of the plat. The developer shall install sidewalk along triangular right of way dedication area at corner of Lien and Felland. The City will reimburse developer for sidewalk along Lien Road being rerouted that is in good condition.
11. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have any questions regarding the following sixteen (16) items:

12. The applicant shall dedicate a triangular strip of right of way along Lien Road at the corner of Felland Road as required by City Engineer. The developer shall be reimbursed for the dedication for an agreed upon value as determined as part of the required Developer Agreement.
13. The setback along Lien Road may be reduced to 30 feet. Provide Jeff Quamme a map and legal description of the setback area to be released along with the required administrative fees to draft and administer the required release of restriction per Section 236.293 of the Wisconsin Statutes. The restriction per Note 17 of Village at Autumn Lake Replat shall also be released as part of this same Real Estate project.
14. The applicant shall grant a Public Sanitary and Storm Sewer Easement over adjacent Outlot 45 of Village at Autumn Lake Replat. Coordinate the location with Engineering staff and provide the exhibits, descriptions and administrative fee to Jeff Quamme (jrquamme@cityofmadison.com) to set up the required Real Estate project.
15. The applicant shall grant a sanitary and storm sewer easement(s) across proposed Outlot 67 from adjacent Outlot 45 southerly to Lien Road on the face of the plat. Coordinate the location with City Engineering staff. The easements shall extend 10 feet on each side of the facilities to be constructed. Contact Jeff Quamme (jrquamme@cityofmadison.com) for required easement language.
16. Add notes 6, 14, 15, 18 and 19 from the Village of Autumn Lake Replat.
17. Add a note to sheet 2: “No principal or accessory buildings or structures (pools, gazebos, etc.) shall be permitted within the building setbacks shown hereon. This restriction shall be enforceable by the City of Madison.”
18. A Public Pedestrian Access Easement shall be granted through proposed Outlot 67 on the plat to allow proper access to the walking path proposed on adjacent Outlot 45 to the west.
19. 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 for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office and shall be attached to a signed and sealed monument condition report. The applicant shall identify monument types on all PLS corners included on the plat. Note: Land tie to two PLS corners required.

20. The applicant shall coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
21. In accordance with Section s.236.20(2) (c) and (f), Wisconsin Statutes, the applicant shall show the type, location and width of any and all easements on the plat. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the plat.
22. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

*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 original submittal of data and prior to final sign off.
23. The final plat shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
24. Standard Note for Public Utility Easements: "Public Utility Easements as herein set forth are for the use by Public Bodies and Private Public Utilities having to right to serve the area."
25. Label the Public Utility Easement along Felland Road and Lien Road as set forth by Village at Autumn Lake Replat.

26. Add to note 2 that the easement is per Village at Autumn Lake Replat considering the easement areas are to remain as they exist currently.
27. The plat does not provide on its face private easements to accommodate the now United States Postal Service (USPS) required centralized delivery of mail using Cluster Box Units (CBUs). The applicant shall coordinate with the USPS the required locations for the CBUs. The designated easement shall be granted on the plat or within a separately recorded instrument. CBU's serving this plat will not be permitted within any publicly owned or dedicated lands.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following seven (7) items:

28. The applicant shall execute and return a declaration of conditions and covenants (DCC) for streetlights and traffic signals prior to sign off. The applicant will need to provide a deposit for their reasonable and proportionate share of traffic signal costs. If the DCC is not executed the applicant shall pay a \$30.00 fee which is payable to the City of Madison Treasurer to be delivered or mailed to: Attention Eric Halvorson, Traffic Engineering Division, Madison Municipal Building, Suite 100, 215 Martin Luther King Jr. Blvd., P.O. Box 2986, Madison, Wisconsin 53701-2986.
29. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; 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.
30. 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.
31. 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.
32. All parking facility design shall conform to the standards in MGO Section 10.08(6).
33. "Stop" signs shall be installed at a height of seven (7) feet 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.

34. Secure parking facility: This is usually done with continuous six (6)-inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following item:

35. Submit updated exhibits to the Village at Autumn Lake Master Plan incorporating the proposed change from 22 townhome units to 24 two-family twin units.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following two (2) items:

36. The proposed water main serving Lots 1096-1119 located in Outlot 67 shall be privately owned and maintained. The applicant shall have a recorded ownership and maintenance agreement in place for the water main prior to plat sign-off. The applicant shall contact Adam Wiederhoeft of Madison Water Utility at awiederhoeft@madisonwater.org to discuss options and establish the water service metering configuration intended to serve the proposed development.
37. 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/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. 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. The 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 the issuance of building permits for the proposed development.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

38. The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. An upgrade to include a fire sprinkler system with a cost estimate shall be made available for all initial single- or two-family home sales.

Please contact Kathleen Kane of the Parks Division at 261-9671 if you have any questions regarding the following four (4) items:

39. 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(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure

Impact Fee district. Please reference ID #12118.2 when contacting Parks Division staff about this project.

40. City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.
41. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann—bhofmann@cityofmadison.com or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
42. Existing street trees shall be protected. Please include the following note on the site plan: “The contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction.” Tree protection specifications can be found in Section 107.13 of *City of Madison Standard Specifications for Public Works Construction*. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

Please contact my office at 261-9632 if you have any questions regarding the following five (5) items:

43. A Public Pedestrian Access Easement shall be granted through proposed Outlot 67 on the plat to allow proper access to the walking path proposed on adjacent Outlot 45 of Village at Autumn Lake Replat to the west. The location and width of the easement shall be approved by the Planning Division and City Engineer prior to final approval and recording of this plat. Maintenance of the path shall be by the homeowner’s association.
44. The final alignment and construction details (drainage, width, material, easement marker placement, etc.) for the walking path across Outlot 67 of this plat and adjacent Outlot 45 shall be approved by the Planning Division and City Engineer prior to final approval and recording of this plat. The construction plans shall detail the area of tree cover to be removed for the path, with the remaining tree cover on the site to remain during and following construction of the path.
45. The applicant shall submit to the Planning Division two copies of the private subdivision covenants, conditions and restrictions that govern the organizational structure, use, maintenance and continued protection of the development and any common services, open areas or other facilities to serve the proposed subdivision. These documents shall be approved by the Planning Division in consultation with the City Attorney’s Office prior to final approval of the plat for recording.

46. A joint cross access and maintenance agreement shall be recorded with the final plat that addresses shared maintenance of the exteriors of the twin home buildings consistent with the requirements for two-family twin homes in Section 28.151 of the Zoning Code.
47. The TR-P master plan shall include a note that the twin homes on the subject site will be a minimum of two stories in height.

Please contact Lance Vest of the Office of Real Estate Services at 245-5794 if you have any questions regarding the following six (6) items:

48. Please include "LLC" in the entity name on the signature block. Prior to approval sign-off, the Owner's Certificate(s) on the Final Plat shall be executed by all parties having an interest in the property, pursuant to Wis. Stats. 236.21(2)(a). Certificates shall be prepared with the ownership interests consistent with the most recent title report. Signatories shall provide documentation that proves legal authority to sign the Owner's Certificate. The executed original hard stock recordable plat shall be presented at the time of sign-off.
49. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to plat approval sign-off. If mortgages of record are paid off prior to plat approval, a copy of the recorded satisfaction for said mortgage shall be provided prior to sign-off.
50. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this plat known as _____ 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 plat to the City of Madison for public use.

Dated this ____ day of _____, 20____

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

51. As of May 17, 2018, the 2017 real estate taxes in the amount of \$1,102.50 are due for the subject property. Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to plat recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts are to be provided on or before sign-off and checks are payable to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, Wisconsin 53701
52. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish to Lance Vest in the City's Office of Real Estate Services (lvest@cityofmadison.com), as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (March 14, 2018)

and the date when sign-off approval is requested. A title commitment may be provided, but will only be considered as supplementary information to the title report update. The surveyor shall update the plat with the most recent information available in the title report update.

53. The following revisions shall be made to the final plat prior to final approval and recording: 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." If Outlot 67 will be dedicated to the public, an Environmental Site Assessment will be required.

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

Any appeal regarding the plat, including the conditions of approval related thereto, must be filed with the Circuit Court within thirty (30) days from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
John Sapp, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Kathleen Kane, Parks Division
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning Administrator
Bill Sullivan, Madison Fire Department
Adam Wiederhoeft, Madison Water Utility
Lance Vest, Office of Real Estate Services