



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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May 18, 2023

John Krebs, Todd Buhr and Kevin Yeska  
JSD Professional Services, Inc.  
161 Horizon Drive, Suite 101  
Verona, Wisconsin 53593

RE: ID [77017](#) | LNDCSM-2023-00010 – Certified Survey Map – 826 Williamson Street and 302 S. Paterson Street (Threshold Development, LLC)

Dear John, Todd, and Kevin;

The two-lot Certified Survey Map for properties addressed as 826 Williamson Street and 302 S. Paterson Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The properties are zoned TSS (Traditional Shopping Street – Transitional District). 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 City Engineering Division–Main Office at (608) 261-9127 if you have questions regarding the following five (5) items:**

1. Based on the WDNR's BRRTS record (#03-13-000554 STRUCK & IRWINS), the property contains residual contamination. Submit proof of coordination with the WDNR to remediate the site and address residual contaminant concerns associated with the proposed site plan (e.g. vapor mitigation, dewatering) to Brynn Bemis (608.695.1385, [bbemis@cityofmadison.com](mailto: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, terrace, curb and gutter and pavement 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](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([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). (POLICY)

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following sixteen (16) items:**

6. Add text to the Ingress-Egress Easement per Doc No 3941897 that it does not benefit lands within this Certified Survey Map. Also remove note 5 on sheet 6.
7. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to common parking garage access, parking, utilities, common areas/amenities, storm sewer, storm water management and common underground garage wall that are necessary to accomplish the land division and the site development as proposed prior to final sign off. The document(s) shall be executed and recorded subsequent to the CSM recording and prior to building permit issuance.
8. Show the existing communications line that is the centerline of the easement per Doc No 4965434. Remove that portion of the easement within the E Wilson St right of way. This is a public right of way and per the document, the easement does not include public right of ways and lands of local government entities.
9. 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))
10. 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](mailto: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.
11. The "recorded as" information shall include the original plat lot dimensions. (ie the 66', 132' etc) Also provide dimensioning to the adjacent monumentation shown on the map.
12. Correct the spelling of S Paterson St. Also the railroad label shall be revised to WisDOT Railroad (leased by Wisconsin Southern Railroad).
13. Provide a leader dimension for the width of the public sidewalk easement along Williamson St on sheet 2. Also provide a separate distinct line type for the easement. Also provide some approximate dimensions for the easement that lies within this CSM.
14. The Right of Way License appears to have terminated on Dec 31, 1982 per the terms of the agreement. Please confirm and if correct, remove from the Certified Survey map and Note 1 on sheet 6.

15. The SIP alteration per Doc No 4803202 does not encumber this property. Remove note 6 on sheet 6 accordingly.
16. Label all buildings within this CSM "To be Demolished".
17. Correct the Document No for the Original Plat of Madison to 102 in all instances on the CSM. Also on the header and legal description add text that it also lies within Govt Lot 5.
18. The title work and Owner / Mortgagee Certificates shall be updated with the required updated title report prior to final sign off.
19. Add the following text to the end of the Common Council Resolution: "and 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.
20. 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.
21. 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:**

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 Williamson Street.

**Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have questions regarding the following four (4) items:**

23. 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(2) 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# 23013 when contacting Parks about this project.
24. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
25. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.
26. The Parks Division shall be required to sign off on this CSM.

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

27. Upon development, 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 Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following eight (8) items:**

28. 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). Certificate shall match owner of record title.  
  
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.
29. A certificate of consent for all mortgagees shall be included following the Owner's Certificate and executed prior to CSM approval sign-off. If the CSM is signed electronically, a .pdf of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
30. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, 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).
31. 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.

32. 2022 real estate taxes are paid in full for the subject properties. Per 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 CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.
33. As of the date of this letter there are no special assessments reported on the subject parcels. If special assessments are levied against the property during the review period prior to CSM approval sign-off they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
34. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services 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 (3/14/2023) 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.
35. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

**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 was reviewed and approved by the Common Council at its May 16, 2023 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.**

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If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9135 or by e-mail at [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com).

Sincerely,

A handwritten signature in black ink that reads "Chris Wells". The signature is written in a cursive, flowing style.

Chris Wells  
Planner

cc: Brenda Stanley, City Engineering Division  
Jeffrey Quamme, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering  
Kate Kane, Parks Division  
Jeff Belshaw, Water Utility  
Heidi Radlinger, Office of Real Estate Services