



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
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Madison, Wisconsin 53703
Phone: (608) 266-4635
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****BY E-MAIL ONLY****

April 26, 2023

Chris Adams
Williamson Surveying & Associates, LLC
104A W Main Street
Waunakee, Wisconsin 53597

RE: Consideration of a request to rezone 4001-4005 Marsh Road from Temporary A (Agricultural District) to IL (Industrial-Limited District), and consideration of a Certified Survey Map (CSM) to create one lot for future industrial development (LNDSCM-2023-00006; ID 76502 and 76310; Timothy Neitzel, MMI, LLC)

Dear Chris;

At its April 10, 2023 meeting, the Plan Commission found the standards met and **approved** your Certified Survey Map of property located at 4001-4005 Marsh Road subject to conditions. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was **approved** by the Common Council at its April 18, 2023 meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM follow.

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following six (6) items:

1. Enter into a City / Developer agreement for required infrastructure improvements. The agreement shall be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact the City Engineering Division to schedule the development and approval of the plans and the agreement.
2. Construct sidewalk along Marsh Road to a plan approved by the City Engineer.
3. 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 signoff.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 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).

5. Provide proof of septic system abandonment from Public Health–Madison and Dane County as a condition of plan approval.
6. The property owner is notified that upon development of this lot, stormwater treatment will be required in accordance with Madison General Ordinances (MGO) Chapter 37.

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following sixteen (16) items:

7. The applicant shall dedicate 40 feet of right of way along the east side of the centerline of Marsh Road over the existing right of way and the additional area not previously subject to right of way.
8. Note: Having two separate interests in a single joint parcel becomes problematic and creates ownership lines despite a joint mapped title line. Consolidate title ownership to one entity or explain plan for sale that will be suitable to avoid illegal land division.
9. One parcel is in the name of Timothy Nietzel, the other is in the name of 4005 Marsh Rd LLC. One of the owner certificates is listed as TNT of McFarland. Please verify the proper owner(s) prior to final sign-off.
10. Assuming parcel can be transferred to a single entity prior to land division, state on CSM the Common Ownership Private Onsite Wastewater Treatment System Easement per Document 5004977 is extinguished via Merger of Title into one unified owner and parcel in this CSM. If this cannot be done, the easement will need to be released from one entity to the other.
11. 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 CSM.
12. A note shall be added to all areas labeled to be dedicated on the CSM, "Dedicated to the Public", as required by Wis. Stats. Section 236.20(4)(b).
13. 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).
14. 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 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.
15. Per ss 236.20(3)(d) and (e), show the width of Marsh Road and Voges Road, and label Voges Road.
16. Per ss 236.20(3)(d), correct the label and line work for Lot 3 of Tradesmen Commerce Park. This now CSM 12856. Additionally, the common line between Lot 3 of Tradesman Commerce Park – now CSM

12856 – and Outlot 2 of Tradesman Commerce Park that intersects with Lot 4 does so more perpendicular than shown. There appears to be a missing line segment; please show this correctly.

17. Remove parcel numbers from map.
18. Include square feet in the overall legal description for the parcel.
19. State the datum and adjustment used for County coordinates.
20. Note on the final CSM that there are currently no structures on parcel and they have been recently razed.
21. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, 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.
22. The applicant shall submit to Jeff Quamme, 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 the Office of Real Estate Services at (608) 266-4222 if you have any questions regarding the following items:

23. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) 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. 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).
24. 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.

25. Include/ update the Plan Commission certificate as follows:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission

26. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the Office of Real Estate Services (ORES) 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.

27. Please note that the Office of Real Estate Services is reviewing the report of title provided with this survey and may have additional comments. That office will send any comments separately, which shall be addressed prior to final approval of the CSM for recording.

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

Note: Approval of this Certified Survey Map does not include any approval to construct new buildings on the subject site, which shall be sought separately through the Building Inspection Division.

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 may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

A handwritten signature in black ink that reads "Timothy M. Parks". The script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
Office of Real Estate Services