



Department of Planning & Community & Economic Development

Planning Division

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

March 13, 2026

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

RE: Approving the final plat of *Second Addition to Hill Valley* on property generally addressed as 1050 S High Point Road and 1051 S Pleasant View Road to create 189 lots for single-family detached dwellings and two-family dwellings (VH Hill Valley, LLC/ Veridian Homes). [ID 91645; LNDSP-2026-00001]

Dear Brett and Dan,

At its March 10, 2026 meeting, the Common Council **approved** the final plat of *Second Addition to Hill Valley* subject to the conditions of approval in the following sections, which shall be addressed prior to final approval and recording of the final plat.

Please contact Kathleen Kane of the City Engineering Division at (608) 266-4098 if you have questions regarding the following eighteen (18) items:

1. The developer shall enter into a City/Developer agreement for the required infrastructure improvements. The agreement shall be executed prior to sign-off of the final plat. 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 Madison standard street, and sidewalk/ multi-use path improvements for all streets within the plat.
3. Construct a 10-foot multi-use path, terrace, curb and gutter, and pavement along the west side of S High Point Road adjacent to Lots 229–247 per plans approved by the City Engineer.
4. Make improvements to S High Point Road in order to facilitate ingress and egress to the development. The scope of the improvements will be determined by the City Engineer and Director of Traffic Engineering.
5. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.

6. This development is subject to impact fees for the Upper Badger Mill Creek Stormwater Impact Fee District. All impact fees are due and payable at the time building permits are issued (MGO Ch 20). Add the following note 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."
7. 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 sign-off.
8. All outstanding City of Madison sanitary sewer connection charges are due and payable prior to Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. This property is subject to sanitary connection charges for the Valley Ridge Sewer Interceptor Assessment District.
9. An Erosion Control Permit is required for this project.
10. A Storm Water Management Report and Storm Water Management Permit is required for this project.
11. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
12. The City Engineering Division already received a Phase 1 Environmental Site Assessment (ESA) dated April 29, 2024 for this property, and it fulfills the requirement for lands dedicated to the City. No additional Phase 1 ESA is required at this time.
13. Submit a soil boring report that has been prepared by a Professional Engineer two weeks prior to recording the final plat to the City Engineering Division indicating the ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than nine (9) feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
14. Confirm that minimum intersection sight distance is provided where public streets intersect per AASHTO's *A Policy on Geometric Design of Highways and Streets 7th Edition*, Section 9.5. This condition is applicable for all public street intersections within the plat and along the plat boundary. If minimum sight distance does not exist at intersections along the plat boundary, change the location of the street intersection, or agree to make improvements to the existing

roadways such that the minimum required sight distance is achieved, or make the mitigating improvements as required by the City Engineer.

15. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11- by 17-inch copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
16. Demonstrate compliance with MGO Sections 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
17. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
18. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West).

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have any questions regarding the following ten (10) items:

19. Grant a public sidewalk and bike path easement(s) along S High Point Road to the City on the face of this final plat. The final width and location to be approved by the City Engineering and Traffic Engineering Divisions. Contact Jule Smith of Engineering–Mapping (jsmith4@cityofmadison.com, (608) 264-9276) for the final required language.
20. 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. Provide a current title report as noted in the land division application. The report of title must have been completed within three (3) months of the submittal date of the subdivision application. The report supplied is from November 27, 2024 and does not represent the current owners and deeds. Additional comments may be required when a current title report is provided.
22. As required by Ordinance, provide private Easements or private Outlots to accommodate the current USPS required centralized delivery of mail using Cluster Box Units (CBUs). Coordinate the locations of the CBUs with the USPS Development Coordinator, City Engineering and City Traffic Engineering Staff and in accordance with the Policies for Cluster Box Units as adopted by the City of Madison Board of Public Works. CBUs serving this land division will not be permitted within any publicly owned or dedicated lands.

If the Developer is not able to determine the final locations of the CBUs prior to recording the final plat, the final placement of CBUs for each phase of development within this land division shall be determined prior to construction. The locations for each phase shall as required by

Ordinance, in accordance with the Policies for Cluster Box Units as adopted by the City of Madison Board of Public Works and in compliance with United States Postal Service requirements.

The required CBU documents shall be recorded prior to the start of construction of the public improvements serving any Lot or Outlot. In the instance of land divisions that do not require the construction of public improvements or a contract with the developer, the required approved CBU documents shall be recorded simultaneously with the final approved land division. Construct the CBUs in accordance with the specifications approved by the Board of Public Works.

23. 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 Jule Smith, City Engineering (jsmith4@cityofmadison.com).
24. 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 plat 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 web address for current tie sheets and control data that has been provided by the City of Madison.
25. Prior to Engineering Division final sign-off for plats, the final plat shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@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.
26. The overall block distance as shown in Lot 303 along Fire Track Lane is partially obscured. Move the 460.26' label so it is fully legible.
27. The overall curve as shown as C6 in Lot 282 along the west side of a public alley could be more legible farther from the lot line and may better reflect that it is labeling the overall curve if moved to the center of Lot 283. Consider making this clearer and use leaders and or lines to show the overall distance. The overall chord was noted as drawn.
28. The applicant shall submit to Jule 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 any questions regarding the following eleven (11) items:

29. The applicant shall be responsible for their reasonable and proportionate share of traffic signal costs should they be warranted and installed.
30. The applicant shall place a 'No Access Restriction' along the S High Point Road frontage for Lots 229-247.
31. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a minimum ten (10)-foot wide path, eight (8)-foot terrace, eight (8)-foot parking lane and additional one (1) foot for maintenance, where applicable, along their site's frontage of S High Point Road.
32. Enchantment Road is classified as a Community Connector Street as defined by the current Complete Green Streets Guide.
33. Velocity Lane, Capacitor Street, Time Circuit Drive, Flux Way, Fire Track Lane, Paradox Lane, and Sports Almanac Road are classified as Neighborhood Streets as defined by the current Complete Green Streets Guide.
34. Gigawatt Drive is classified as a Neighborhood Yield Street as defined by the current Complete Green Streets Guide.
35. The applicant shall dedicate sufficient right of way to allow for minimum eight (8)-foot terraces on all streets in this plat. Any variances shall be approved by the City Traffic Engineer.
36. Prior to final sign-off, the applicant shall work with the Traffic Engineering Division's Electrical Section to record the necessary easements for streetlights. Typically, Traffic Engineering requires a 12-foot easement between lots and 6-foot easements on corner lots where streetlights are needed.
37. The applicant shall execute and return a declaration of conditions and covenants (DCC) for streetlights prior to sign off of the final plat.
38. The developer shall demonstrate/provide how private streetlights will be installed and maintained in the public alleys. The plat shall provide the following note on the face of the plat: "The City will not install lighting in the alleys, but the developer or property owners may request the City to approve a private light(s) in the alley right-of-way. Such private light(s) to be operated and maintained by private interests."
39. The applicant shall add a note to the plat stating no driveway shall be constructed that interferes with the orderly operation of the pedestrian walkway. This will require all pedestrian ramps to be

constructed separate from driveway entrances; a curb-head of no less than six inches in width shall be constructed between all pedestrian ramps and driveway entrances. This is especially important at 'T' intersections where lot and building layout become critical; to prevent interference with the pedestrian ramp, lots intersecting or adjacent 'T' intersection may require a shared driveway and access.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

40. The agency reviewed this project and determined that a Transportation Demand Management (TDM) Plan is not required as part of subdivision review. As development progresses in the subdivision, residential uses with 10 or more dwelling units and other applicable uses in MGO Section 16.03 will be subject to TDM Plan review.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following two (2) items:

41. Increase the size of Lot 348 to a minimum of 1,800 square feet for a two-family twin dwelling.
42. Provide a copy of the agreement for the joint cross access and maintenance agreement for the two-family twin dwellings. A two-family twin dwelling divided by a lot line shall have a joint cross access and maintenance agreement that has been submitted with the subdivision application and which shall be recorded with the final plat

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

43. The developer shall construct the public water distribution system and services required to serve the proposed subdivision plat per MGO 16.23(9)(d)(3).
44. All public water mains and water service laterals shall be installed by a standard City subdivision contract / City- Developer agreement. The applicant shall contact City Engineering Division to schedule the development of plans and the agreement. See Engineering Division comments for additional information.

Please contact Zachary Eckberg of the City Forestry Section at zeckberg@cityofmadison.com if you have any questions regarding the following item:

45. As defined by MGO Section 10.10, City Forestry will assess the full cost of the street tree installation to the adjacent property owner. City Forestry will determine street tree planting sites and tree species type. Street tree planting will be scheduled after there is substantial completion of the new plat development along the street segment.

Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have questions about the following ten (10) items:

46. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), all parties having an interest in the property, pursuant to Wis. Stats 236.21(2)(a), shall execute the Owner's Certificate on the plat. 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. If any of the land within the plat boundary is under contract for sale or purchase, and said transfer will be conducted at the time of plat recording, an escrow agreement may be necessary. Please discuss closing plans with your contact in ORES in advance of CSM sign-off. When possible, the executed original hard stock recordable plat shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the plat containing electronic signatures shall be provided to ORES to obtain approval sign-off.

47. Prior to final plat approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
48. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the plat boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to plat approval sign-off.
49. A Consent of Lessee certificate shall be included on the plat for any tenancy in excess of one year, recorded or unrecorded, and executed by said tenant prior to agency plat approval sign-off.
50. If any portion of the lands within the plat boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to approval sign-off.
51. As of February 20, 2026, real estate taxes are paid for the subject property. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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, WI 53701.
52. As of February 20, 2026, there are no special assessments reported for the parcels within the plat boundary. Pursuant to MGO Section 16.23(4) and Wis. Stats. 236.21(3), all special assessments, including accrued interest in the case of delinquencies, shall be paid by the owner prior to plat approval sign off. Receipts for payment shall be provided to the City's Office of Real Estate Services in advance of plat approval sign-off.
53. A title report meeting ORES requirements was not received with the plat review materials. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish a 60-year title report covering through the date when plat sign-off approval is requested to ORES via email to Andy Miller (acmillier@cityofmadison.com), the surveying firm preparing the plat, and the reviewing Planner named in this letter. 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. ORES reserves the right to impose additional conditions of approval in the event the title report warrants revisions to the plat.

54. Accurately reflect the contents of the title report in the proposed plat.
55. For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR-141 needs to be addressed.

Please contact my office at (608) 261-9632 if you have questions about the following item:

56. Prior to the recording of a final plat creating lots for two-family twin dwellings, all such units shall have a joint cross access and maintenance agreement approved by the City and recorded that addresses the shared maintenance of the exterior elements of those units (roof, walls, etc.) consistent with the requirements in Section 28.151 of the Zoning Code.

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

In order to commence the process for obtaining the necessary City signatures on the final plat, the applicant shall e-mail the revised plat, 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 notify the City Clerk's Office that the Common Council certificate may be executed and the City Treasurer that his signature may be affixed.

Once all of the necessary City signatures have been affixed to the final plat, the instrument may be recorded 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 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 (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner