



Department of Planning & Community & Economic Development

Planning Division

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

October 6, 2025

Mike Ziehr
Vierbicher Associates, Inc.
999 Fourier Drive, Suite 201
Madison, Wisconsin 53717

RE: LNDCSM-2025-00029; ID 89777 – Certified Survey Map – 223-225 W Gilman Street, Section 14, T7N, R9E, City of Madison, Dane County, Wisconsin (Mendel Matusof, Rohr Chabad House, Inc.)

Dear Mike,

The Certified Survey Map (CSM) to combine property located at 223-225 W Gilman Street into one lot in UMX (Urban Mixed-Use District) zoning is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Kathleen Kane of the City Engineering Division at (608) 266-4098 if you have questions regarding the following two (2) items:

1. 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.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact Brenda Stanley 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).

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:

3. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, walls, and common areas that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. The existing concrete wall as noted on the CSM appears to be a feature owned by Lot 13 of Block 58. Provide an agreement for this wall being located on the parcel.

4. Provide a full and accurate title report, as Document No. 1663332 was shown and not provided in report, and neither was the release for the document found as Document No. 5316348.
5. The South corner and Southeast line of Lot 4 appear to be incorrectly shown. The found PK nail as shown was placed offset from the existing building. This was done in both CSM 13653 and Burse survey 2022-00067. Both surveys show the South corner of the parcel within the limits of the building located on Lot 13 of Block 58 of the Pritchette Plat of Madison. Review and revise the southwesterly line which would presumably not break in bearing with the southeasterly line of CSM 14485. Confirm the six-foot offset on this line set by Burse has been lost, as it has not been shown.
6. Coordinate and request from the utility companies serving this area the easements required to serve any future development planned. Those easements shall be properly shown, dimensioned and labeled on the final CSM.
7. Remove easement Document No. 1847238, as it was released and superseded by Document No. 5319870.
8. Remove easements Document Nos. 1856821 and 1862545, as they were released and superseded by Document No. 5356632.
9. Remove easement Document No. 1663332, as it was released in Document No. 5316348.
10. The title report provided references two different owners: Rohr Chabad at the University of Wisconsin, Inc., and Rohr Chabad House at the University of Wisconsin, Inc. Clarify if this is correct or merge the ownership of the parcels prior to recording the CSM to combine the parcels.
11. Per Wis. Stats. Sec. 236.34(1m)(d)2. A clear and concise description of the land surveyed, divided, and mapped by government lot, recorded private claim, quarter-quarter section, section, township, range and county; and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section that is not the center of a section, or commencing with a monument at the end of a boundary line of a recorded private claim or federal reservation in which the land is located. If, however, the land is shown in a recorded subdivision plat, recorded addition to a recorded subdivision plat, or recorded certified survey map that has previously been tied to the monumented line of a quarter section, government lot, recorded private claim, or federal reservation in which the land is located, the land shall be described by the subdivision name or certified survey map number and the description of the lot and block thereof. Provide a full and complete legal description of the parcel. "Part of Lot 4" is not a valid legal description and the Pritchette Plat of Madison was tied to the monumented line of a quarter section or government lot.
12. 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 shall 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).

13. 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 web site for current tie sheets and control data that has been provided by the City of Madison.
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. Show detail of South corner of the parcel and the existing structures. existing building and retaining wall.
16. This parcel is located in Government Lot 2 of section 14. Revise the Caption at top of each sheet and the Legal description to include Government Lot 2 prior to the Quarter/Quarter call.
17. Show the existing remaining building on sheet 3 of 5 Easement Details to better reference the locations of the items in Document No. 5319870.
18. The applicant shall submit to Jule Smith prior to final Engineering Division 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:

19. The developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements, which shall be noted on face of the CSM.

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

20. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan could be required as part of site changes, per MGO Section 16.03.

Please contact Emma Krug of the Parks Division at (608) 263-6850 if you have questions regarding the following two (2) items:

21. The following note shall 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." The Parks Division shall be required to sign off on this CSM.
22. If construction access through adjacent park is requested, a Land Use Permit will be needed.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following five (5) items:

23. The title report provided references two different owners: Rohr Chabad at the University of Wisconsin, Inc., and Rohr Chabad House at the University of Wisconsin, Inc. Clarify if this is correct or merge the ownership of the parcels prior to recording the CSM to combine the parcels. Prior to final approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) 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). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (ORES) approval sign-off. If not, 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.
24. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.
25. All known special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(4)(f).
26. If any portion of the lands within the CSM 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 CSM sign-off.
27. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report to the 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.

The Office of Real Estate Services is still reviewing the CSM and title report and may have additional comments to be addressed prior to final sign-off and recording of the CSM.

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

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its October 7, 2025 meeting.

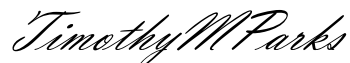
In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials 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 tparks@cityofmadison.com.

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks
Planner