



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

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

March 17, 2025

Todd Buhr
JSD Professional Services, Inc.
507 W Verona Rd Ste 500
Verona, WI 53593

RE: LNDCSM-2026-00002; Legistar ID 91514 – Certified Survey Map – 5555 Odana Rd & 5534 Medical Cir

Dear Todd Buhr:

Your one-lot certified survey of property located at 5555 Odana Road and 5534 Medical Circle, Section 30, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is proposed to be zoned CC-T (Commercial Corridor-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 Kathleen Kane of the City Engineering Division at 608-266-4098 or kkane@cityofmadison.com if you have questions regarding the following three (3) items:

1. 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.
2. 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))
3. 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) 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). (POLICY)

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 608-266-4097 or jrquamme@cityofmadison.com if you have questions regarding the following twenty-two (22) items:

4. Supreme Court Centre Condominium has been removed. Provide an updated title report.
5. The west end of the Public Sidewalk and Bike Path easement shall not bend, but shall be extended to the property line to allow a future sidewalk to continue straight to the west.
6. The portion of vacated Medical Circle within this CSM shall be dimensioned and a note added that the area is subject to a reserved Easement for All Public and Private Utilities per Document No. 1341365. Note to applicant: this easement may be released by the City via separate document upon the conversion of the sewer within the easement to private lateral. Any release shall be prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required.
7. The 6' wide Public Utility Easement over the north side of existing Lot 5 of Medical Heights shall be noted to be released by separate document. The City release shall be prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The Applicant is responsible to obtain releases from the other utilities serving this area.
8. Revise the 10' Electric Easements to being Public Utility Easements. Add 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.
9. Show the limits and label of the 25' Access Easement per CSM 2567, Doc No. 1536975 adjacent to the easterly property line of this site that benefits this site and the two adjacent parcels.
10. Correct the Driveway Easement per Doc No 2371258 to 2371259. The Driveway Easement Agreement shall be amended or restated as necessary to account for the new connection to Medical Circle and the additional lands benefitted by the common access areas. Provide a draft for review.
11. This site benefits from a 30' Wide Common Driveway Easement along the south 30 feet of the properties to the east per Document No 1027132, amended by Docs 1922512 and 2008960. It extends east to S Whitney Way from the southeasterly corner of this site. This shall be shown and noted on the CSM. Additionally, this site is benefitted by an Ingress and Egress easement per CSM 3988 in the southeasterly corner of Lot 2 of that CSM. A note shall be added to this CSM that it benefits from that easement.
12. The Second Joint Parking Agreement per Document No 2080845 is noted adequately on the CSM. Note that this agreement will need to be amended or released for the future planned development within this proposed CSM.
13. Add text to the Concrete Flume Easement that it was amended by Document No 5637510.
14. Label and show the limits of the 10' wide MG&E Underground Electric Easement Per Document No. 1555603

15. Show and label the 10' Wide Electric Easement per Doc No 1921781 whose last leg abuts the east line of this CSM. Generally in the same location as MG&E Easement per Doc No. 2116512.
16. Show the 10' Wide MG&E Underground Electric Easement area that is missing over the northerly 10 feet of this CSM, adjacent to Odana Road.
17. The new Public Utility Easement areas shall exclude already existing Public Utility Easement areas.
18. Provide signed and dated sheets. 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)
19. The Northings and eastings on the CSM for the section corners are reversed. 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 or 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 address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
20. 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) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
21. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
22. Correct the sheet references for the Sidewalk and Bike Path Easements from sheet 6 to sheet 7.
23. Provide street widths of adjacent right of ways as required.
24. 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.
25. 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 or smalloy@cityofmadison.com if you have questions regarding the following three (3) items:

- 26. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum six (6)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Odana Road.
- 27. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Medical Circle.
- 28. The applicant shall work with the Traffic Engineering, Engineering and Forestry Divisions on reducing the impact of the new sidewalk to the existing street trees on Medical Circle as much as possible.

Please contact Izzy Wilde of the Parks Division at 608-261-9671 or iwilde@cityofmadison.com if you have questions regarding the following three (3) items:

- 29. 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25097. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
- 30. "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.
- 31. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees. Requests can be emailed to parkimpactfees@cityofmadison.com.

Please contact Jeff Belshaw of the Water Utility at 608-261-9835 or jbelshaw@madisonwater.org if you have questions regarding the following one (1) item:

- 32. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone (WP-12). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102.

Please contact Melissa Hermann of the Office of Real Estate Services at 608-264-9297 or mhermann@cityofmadison.com if you have any questions regarding the following twelve (12) items:

33. Prior to 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff.
34. Prior to CSM 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).
35. 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 CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
36. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated...
37. 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 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).
38. 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.
39. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number _____, File ID Number _____, adopted on the ____ day of _____, 202__, and that 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.

Dated this ____ day of _____, 2025

Lydia McComas, City Clerk
City of Madison, Dane County Wisconsin

40. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(5)(b)(5) and Wis. Stats. 236.21(2)(a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

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

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

41. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ___ o'clock __M, and
recorded in Volume ___ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

42. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Melissa Hermann (mhermann@cityofmadison.com), 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 (xx-xx-xx) submitted with the CSM application and include all associated documents that have been recorded since the initial title report.
43. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.
44. 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."

Specific questions regarding the comments or conditions contained in this letter should be directed to the applicable staff contact from 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 March 24, 2026 meeting.

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.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, please follow the next steps:

- 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

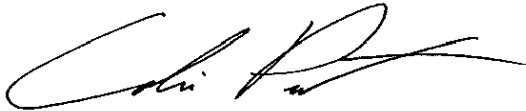
materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied.

- Once all agency conditions have been satisfied, the secretary or their designee will sign the Plan Commission approval certificate.
- If necessary for this CSM, the Planning Division will notify the City Clerk's Office 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.

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Punt", with a stylized flourish at the end.

Colin Punt
Planner

cc: Kathleen Kane, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Sean Malloy, Traffic Engineering Division
Izzy Wilde, Parks Division
Jeff Belshaw, Water Utility
Melissa Hermann, Office of Real Estate Services