



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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May 8, 2015

Brian Munson  
Vandewalle & Associates  
120 E. Lakeside Street  
Madison, Wisconsin 53715

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

RE: Approval of a request to amend the Planned Development zoning for 467-507 North Star Drive and 452 and 502 Pluto Street and the General Development Plan (GDP) and Specific Implementation Plan (SIP) for Grandview Commons to replat 6 lots approved for two-family dwellings-twin into 12 single-family lots, and approval of a preliminary plat and final plat to implement the amended zoning (MREC VH Madison, LLC/ Veridian Homes).

Gentlemen;

At its May 5, 2015 meeting, the Common Council **conditionally approved** the Amended PD(GDP-SIP), preliminary and final plat for "Grandview Commons Replat No. 2" subject to the following conditions of approval to be addressed through the final approval and recording of the Amended PD and subdivision:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following thirteen (13) items:**

1. Revise the bearing of the north line of Lot 1008 to N 71°35'56" E. Add "Width Varies" to the west end of Dominion Drive.
2. The preliminary plat indicates that the 4' x 5' Public Utility Easement in back of current Lot 743 of Replat No. 1 will be released. This easement shall be released by separate document prepared by the City Office of Real Estate Services. The applicant must prepare a legal description and map exhibit for the area to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to "City of Madison Treasurer") to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds.

3. Add Lots 1000 and 1005 to the notes as appropriate for the Joint Driveway easements shown on the plat.
4. Correct the labels for the Section Corner Monuments referenced on the plat. The corners are the North Quarter Corner and Center of Section 11.
5. Add a note that this plat is subject to Declaration of Conditions and Covenants per Document Nos. 3867658 and 3867659.
6. These lots are part of the Homeowners Association; therefore a note should be added that the lots in the plat are subject to a Maintenance Agreement per Document No. 4498280.
7. Coordinate with Madison Real Estate staff reviewing this subdivision which private Declarations of Conditions, Covenants and restrictions are required to be noted on the plat.
8. Each lot shall have a separate sanitary sewer lateral.
9. The roadways will need to be patched in accordance with the City's Pavement Patching Criteria after the new sewer and water laterals are installed. The new laterals to serve the lots shall be installed under a Permit to Excavate in the Right Of Way.
10. Provide proposed driveway locations to City Engineer for approval. Said driveways shall not conflict with existing crosswalks and existing storm inlets.
11. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Schmidt (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
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 must submit copies of required tie sheets or condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The Applicant shall identify monument types on all PLS corners included on the Plat. Note: Land tie to two PLS corners required.
13. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and

private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

14. All public water mains and water service laterals shall be installed by a standard City of Madison Contract for Subdivision Improvements. Each lot shall have a separate water service lateral connected to a public water main. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.
15. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:**

16. These reduced side yard setbacks can be a challenge preventing fire spread between structures once a fire extends to the exterior. The Madison Fire Department recommends the installation of a fire sprinkler system complying with NFPA 13D. Provide the following information to the buyer of each individual lot: "The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e)."

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following five (5) items:**

17. Correct the owner's name typo in the notary block. Prior to approval sign-off, the Owner's Certificate(s) on the final plat shall be executed by all parties having an interest in the property, pursuant to Wis. Stats. 236.21(2)(a). 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 on the final plat.
18. The property owner is also the mortgagee. Either include a separate Consent of Mortgagee for MREC VH Madison, LLC, as seen on *Grandview Commons Replat No.1*, or include mortgagee consent language in the Owner's Certificate. A certificate of consent for all mortgagees/vendors shall be included and executed prior to final approval of the plat.

19. Per Chapter 236.21(3) of Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject properties prior to final approval of the final plat for recording. As of March 27, 2015, the second installment of 2014 real estate taxes is unpaid for the subject property. There are no special assessments levied against the subject property.
20. Prior to final sign-off, please verify with Janet Schmidt of City Engineering (261-9688) or Sharon Pounders of the Madison Water Utility (266-4641) that stormwater management fees are paid in full.
21. The following revisions shall be made to the final plat prior to final approval and recording:
  - a.) The title report contains many documents that are not applicable to the lands within the plat boundary. Thoroughly research each document to determine if it benefits or encumbers the subject property. Depict or note those that are appropriate.
  - b.) Coordinate with City staff regarding the Public Water Main and Access Easement recorded as Document No. 3236045, described as "to be released" on *Grandview Commons*, to determine if it is applicable to the lands within the plat boundary.
  - c.) Exhibit B of the Special Warranty Deed mentioned in Note 6 only applies to the subject property in the Document No. 4897644. Please remove the other two documents.
  - d.) Carry over all applicable notes from prior *Grandview Common Replat No. 1*.
  - e.) Add a Public Utility depiction to the Legend and include the following sentence: "Utility Easements as herein set forth are for the use of public bodies, as well as private utilities having the right to serve the area."

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

Note: The Parks Division did not submit comments for this project. The applicant shall contact this agency prior to final approval of the plat for recording to determine if additional park fees will be due for the proposed replat. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.

As soon as the comments and conditions have been satisfied for the final plat as verified with a completed affidavit form (attached), the original along with the revised final plat, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the final plat at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 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. The approval of this final plat shall be null and void if not recorded in twelve (12) months from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Prior to City Engineering final sign-off by the main office of the plat, the final plat shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final plat in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the plat an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the plat with the most recent information reported in the title update.

After the planned development has been revised per the above conditions, please file **nine (9) sets** of complete, fully dimensioned, and to-scale plans, the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.

Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant to Sec. 28.181(5), determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan approval.

Grandview Commons Replat No. 2  
467-507 North Star Drive  
and 452 & 502 Pluto Street  
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If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at 266-4551. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Kay Rutledge, Parks Division  
Matt Tucker, Zoning Administrator  
Bill Sullivan, Madison Fire Department  
Dennis Cawley, Madison Water Utility  
Jenny Frese, Office of Real Estate Services  
Dan Everson, Dane County Planning & Development

<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: