



**Project Address:** 5426 Fen Oak Drive (16<sup>th</sup> Alder District – Ald. Currie)  
**Application Type:** Conditional Use and Certified Survey Map Referral  
**Legistar File ID #:** Legistar File ID #s [69318](#) and [69317](#)  
**Prepared By:** Chris Wells, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

**Summary**

**Applicant:** Martha Van Pelt; South Central Library System; 4610 S Biltmore Lane, Suite 101; Madison, WI 53718  
**Contact:** Devin Flanigan; Keller, Inc.; N216 WI-55; Kaukauna, WI 54130  
**Property Owner:** City of Madison; 210 Martin Luther King Jr. Boulevard; Madison, WI 53703

**Requested Actions:** Consideration of a conditional use in the Suburban Employment (SE) District for warehousing and storage to allow construction of an office/ warehouse/ distribution facility for the South Central Library System at 5426 Fen Oak Drive. Also, consideration of a two lot certified survey map to create two retail/office lots.

**Proposal Summary:** The applicant is seeking the approvals to subdivide the subject property into two and then construct an office/ warehouse/ distribution facility for the South Central Library System at 5426 Fen Oak Drive.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses [M.G.O. §28.183(6)] and Certified Survey Maps [M.G.O. §16.23(5)(g)], as well as the regulations of the Suburban Employment (SE) District [M.G.O. §28.085]. Regarding the applicable conditional use regulations, Table 28F-1 in §28.082(1) lists *Warehousing and storage* as a Conditional Use in the SE District.

**Review Required By:** Plan Commission and Common Council\* (\*The Council is only reviewing the Certified Survey Map)

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find the standards met and **approve** the conditional use in order to construct an office/ warehouse/ distribution facility for the South Central Library System at 5426 Fen Oak Drive. The Planning Division also recommends that the Plan Commission forward the associated Certified Survey Map to create two retail/office lots to the Common Council with a recommendation of **approval**. These recommendations are all subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 4** of this report for the conditional use request, and on **page 10** for the CSM.

**Background Information**

**Parcel Location:** The subject site is a 423,915-square-foot (9.73-acre) parcel is located to the east of Walton Commons Lane and to the north of Fen Oak Drive. It is within Alder District 16 (Ald. Currie), Tax Increment Finance District #39, and the Madison Municipal School District.

**Existing Conditions and Land Use:** While the subject site itself is undeveloped, there is existing public sidewalk located along both the western (Walton Commons Lane) and southern (Fen Oak Drive) street frontages. The site is zoned SE (Suburban Employment District.)

**Surrounding Land Uses and Zoning:**

**North:** An undeveloped parcel, zoned Suburban Employment (SE) District; beyond which is the four-story Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) office building, also zoned SE;

**South:** Across Fen Oak Drive are two 1-story office buildings and an Adult Day Center, all of which are zoned PD (Planned Development District);

**West:** Across Walton Commons Lane are two 1-story office buildings in the SE District; and

**East:** A 1-story office building in the SE District.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends Employment Uses for the subject site. No neighborhood plan provides recommendations for this site.

**Zoning Summary:** The subject property is zoned Suburban Employment (SE) District:

Requirements	Required	Proposed
Lot Area (sq. ft.)	20,000 sq. ft.	179,615 sq. ft.
Lot Width	65'	> 65'
Front Yard Setback	0' or 5'	87.1'
Side Yard Setback	15' or 20% building height	Adequate
Rear Yard Setback	30'	Adequate
Maximum Lot Coverage	75%	47%
Minimum Building Height	22' measured to building cornice	1 story/ 28' <i>(See Comment #31)</i>
Maximum Building Height	5 stories/ 68'	1 story/ 28' <i>(See Comment #31)</i>

Site Design	Required	Proposed
Number Parking Stalls	No minimum required	67 <i>(See Comment #32)</i>
Accessible Stalls	Yes	4
Loading	1 (10' x 50')	Yes
Number Bike Parking Stalls	Office: 1 per 2,000 sq. ft. floor area Warehouse: 1 per 10 employees	13 <i>(See Comment #33)</i>
Landscaping and Screening	Yes	Yes <i>(See Comments #34 &amp; #35)</i>
Lighting	Yes	No <i>(See Comment #38)</i>
Building Forms	Yes	Industrial building <i>(See Comments #36 &amp; #37)</i>

<b>Other Critical Zoning Items</b>	Utility Easements; Barrier Free (ILHR 69)
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*Tables prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services. Metro Transit operates weekday all-day transit service along Agriculture Drive with trips roughly every hour. The nearest stops are located roughly 500 feet to the west at the intersection of Agriculture Drive and Fen Oak Drive.

**Project Description**

The applicant is first proposing to subdivide the 423,915-square-foot (9.73-acre) undeveloped parcel into two. The northern roughly 4.12-acre parcel will be developed as part of this proposal while the southern, roughly 5.61-acre parcel is not proposed to be developed at this time and will remain under the ownership of the City of Madison.

On the northern parcel, the applicant is proposing to construct a roughly 32,500-square-foot, one-story building which would provide office, warehouse, and garage space for the South Central Library System. In the submitted materials, the applicant notes that the building layout “*consists of offices within the central and western sides of the building, a warehouse sorting floor and work area at the center, and a drive-through garage [for the Library System’s distribution trucks] along the east.*” In communications with staff, the applicant has noted that office use represents roughly half of the total building square footage.

The site will have one access point, located off the northern end of Walton Commons Lane, near the intersection with Graham Place. Sixty-seven automobile parking stalls – for visitors as well as the 55 staff that are estimated will work at this location - will be located to the south of the proposed building. Delivery trucks will continue counterclockwise around the building, using the drive aisle which runs along the building’s eastern façade. Once on the northern side of the building, trucks dropping off library materials at the warehouse will use the three loading docks located near the middle of the façade. Outgoing materials will be loaded into the Library System’s distribution trucks, which will be located in the enclosed garage. The garage is accessed via a garage door near the building’s northeast corner and trucks will exit via a garage door on the south side of the building.

Regarding exterior materials, the building will primarily be clad with burnished concrete masonry units (CMUs) and insulated metal wall panels. Horizontal lap siding will be used as an accent for the main entrance and metal paneling will clad the roof.

## Analysis & Conclusion

This proposal is subject to the standards for Conditional Uses [M.G.O. §28.183(6)] and Certified Survey Maps [M.G.O. §16.23(5)(g)], and the regulations of the Suburban Employment (SE) District [M.G.O. §28.085]. Regarding the applicable conditional use regulations, Table 28F-1 in §28.082(1) lists *Warehousing and storage* as a Conditional Use in the SE District.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Employment Uses for the subject site. The Plan notes that Employment (E) areas include “*predominantly corporate and business offices, research facilities, laboratories, hospitals, medical clinics, and other similar uses.*” With roughly half of the building space allocated to office use and employing approximately 55 employees, the Planning Division believes the proposal could be found generally consistent with adopted plan recommendations.

No neighborhood plan provides recommendations for this site.

### Conditional Use Standards

This proposal is subject to the standards for Conditional Uses [M.G.O. §28.183] as Table 28F-1 in §28.082(1) §28.082 of the Zoning Code lists *Warehousing and storage* as a conditional use in the Suburban Employment (SE) District. The approval standards for conditional uses [M.G.O. §28.183(6)] state that the City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans. That said, as noted above, staff believe the proposed use of an office/warehouse/distribution facility at this location can be found generally consistent with the [Comprehensive Plan](#)’s recommendation of Employment uses for the subject site.

The Planning Division does not anticipate the proposal will result in negative impacts to the surrounding area and, with the comments recommended by reviewing agencies, believes that the conditional use standards can be found met.

### Land Division

The applicant has submitted a certified survey map to subdivide the 5426 Fen Oak Drive parcel into two – a 4.12-acre northern parcel (on which the proposed South Central Library System building is proposed) and a 5.61-acre southern parcel which is not proposed to be developed at this time and will remain under the ownership of the City of Madison. M.G.O. Section 16.23(5)(g) provides the process for certified survey maps. Staff believe that all applicable standards for land divisions can be found met, subject to the comments recommended by reviewing agencies.

### Conclusion

Staff believes that given the conditions recommended by reviewing agencies, the applicable approval standards for conditional uses and land divisions can be found to be met. Staff believes the proposal's similar scale and use within the existing surrounding built environment are appropriate. Staff do not anticipate the proposal will result in negative impacts to the surrounding area. At the time of report writing, staff has received no written comments.

## Recommendation

### Planning Division Recommendations (Contact Chris Wells, (608) 261-9135)

The Planning Division recommends that the Plan Commission find the standards met and **approve** the conditional use in order to construct an office/ warehouse/ distribution facility for the South Central Library System at 5426 Fen Oak Drive. The Planning Division also recommends that the Plan Commission forward the associated Certified Survey Map to create two retail/office lots to the Common Council with a recommendation of **approval**. These recommendations are all subject to input at the public hearing and the conditions from reviewing agencies beginning below, for the conditional use request, and on **page 10** for the CSM.

**Recommended Conditions of Approval:** Major/Non-Standard Conditions are Shaded

### *Land Use (Conditional Use) Request*

### City Engineering Division (Contact Brenda Stanley (608) 261-9127)

1. The pond in the SE corner of the site appears to overflow to the E on to private property. Documentation that this is acceptable to the adjacent landowner shall be provided.
2. The proposed design appears to create an enclosed depression at the entrance to the underground parking. This will require a significant pumping plan which must be sealed by a professional engineer.
3. 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. (MGO 16.23(9)c)

4. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d)) - Storm sewer is proposed to be installed in Walton Commons this will be public storm sewer.
5. 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))
6. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
7. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
8. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
9. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 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. Information on this permit application is available on line: <https://dnr.wisconsin.gov/topic/Stormwater/construction/forms.html>.

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 CARPC is required for this project to proceed.

10. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
11. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-yr design storm that is current in Madison General Ordinance Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
12. The applicant shall show storm water "overflow" paths that will safely route runoff during the 100-year 24-hour design storm when the storm sewer is at capacity. (POLICY)

13. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances 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. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>

This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)

This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.

Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

14. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))

Rate Control: Detain the 2, 10,100 & 200 -year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

15. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
16. 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](mailto:bstanley@cityofmadison.com) (East) or [tstroester@cityofmadison.com](mailto:tstroester@cityofmadison.com) (West).

**City Engineering Division – Mapping Section** (Contact Jeff Quamme, (608) 266-4097)

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| <p>17. The retention basin in the southeast corner of this site will have an emergency overflow that will discharge to the south onto Lot 2 of the pending Certified Survey Map. A cross drainage easement shall be granted by the City of Madison between the two lots after the CSM has been recorded and prior to final site plan sign off.</p> |
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18. The offsite grading required for this development will require a separate grant of a Temporary Grading and Sloping easement from the City of Madison over the parcel to the north of this site. The City of Madison Office of Real Estate Services shall draft, administer and record the required easement prior to final site plan sign off.
  19. The address of the proposed building is 2801 Walton Commons Ln. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
  20. The pending 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.

**Traffic Engineering Division** (Contact Sean Malloy, (608) 266-5987)

21. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
22. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
23. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
24. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

25. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
26. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
27. The applicant shall provide a clearly defined 5' walkway from the front door to the public Right of Way clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
28. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
29. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
30. The applicant shall enter into a signed developer's agreement through City of Madison Engineering prior to sign off to replace the existing Walton Commons Lane island with a mountable island to better accommodate turning movements.

**Zoning Administrator** (Contact Jenny Kirchgatter, (608) 266-4429)

31. Show the height of the proposed building on the elevations. The minimum height is 22 feet measured to the building cornice. Height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building or structure. No individual facade shall be more than fifteen percent (15%) higher than the maximum height of the zoning district.
32. Identify the locations of the electric vehicle ready and installed stalls on the plans. Provide electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (7 stalls) must be electric vehicle ready, and a minimum of 1% of the stalls (1 stall) must be electric vehicle installed.
33. Bicycle parking for the South Central Library project shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Work with Zoning staff to verify the minimum bicycle parking requirement. A minimum of one (1) bicycle stall per 2,000 sq. ft. floor area is required for the office use, and a minimum of one (1) bicycle stall per 10 employees is required for the warehouse use. The bicycle parking stalls shall be located in a convenient and visible area on a paved or pervious surface and shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
34. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.



35. Plant a minimum of 75% vegetative cover in the landscape islands and planting beds. Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or stone installed at a minimum depth of two (2) inches. If stone is used, it shall be spread over weed barrier fabric.
36. Submit the building floor plans and roof plan.
37. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment that will be used.
38. Exterior lighting shall be provided in accordance with MGO Section 10.085. Provide an exterior lighting photometric plan and fixture cut sheets with the final plan submittal.
39. The areas labeled future parking and future sidewalk shall be reviewed by City staff prior to construction.
40. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
41. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Fire Department** (Contact Bill Sullivan, (608) 261-9658)

42. Include a fire access plan with the site plans in compliance with MGO 34 and the IFC.

**Water Utility** (Contact Jeff Belshaw, (608) 261-9835)

43. The proposed relocated water main is too deep for the proposed relocated hydrant. The hydrant will need to be relocated on to the existing water main that remains in place. The current plan would call for a 10' hydrant which does not meet the City of Madison Water utility standards specifications. Revise Utility plan accordingly and resubmit.
44. A Modify Mains/Services Application Form and deposit must be submitted before modifying the public water system. Provide at least two working days' notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water applications. The property owner or authorized agent is also required to sign the application.

*The Planning Division, Parks Division, Forestry Section, the Assessor's Office, and Metro Transit have reviewed this request and have recommended no conditions of approval.*

## ***Certified Survey Map***

### **City Engineering Division** (Contact Brenda Stanley (608) 261-9127)

1. 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](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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)

### **City Engineering Division – Mapping Section** (Contact Jeff Quamme, (608) 266-4097)

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| <ol style="list-style-type: none"><li>2. The pending 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.</li></ol> |
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3. Add a reference to Document No 5045564 to Note I
  4. 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](mailto:jrquamme@cityofmadison.com))
  5. 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](mailto: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.
  6. The curves on this CSM are not quite tangent, therefore tangent bearings at the end of each curve are required to be shown. Also show the long chords as required.
  7. The west dimension of Lot 2 will be illegible when scanned at the Register of Deeds. Move the easement dimension outside of the lot dimension.
  8. Provide a signature line and date line for the Surveyor's Certificate. The Owner is the City of Madison and not the South Central Library System. This needs to be addressed and corrected in all locations as appropriate.
  9. Note A on sheet 4 is missing an entire paragraph. Add the following: The intra-block drainage easement shall be graded with the construction of each principal structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.
  10. Remove Note F on sheet 4 as it duplicates Note B.

11. There are not any new Utility Easements being granted by this CSM. Therefore, modify Note G to refer to the previously created by Bioag Gateway Replat. This will require the note on the map to be revised as it is incorrect on CSM 14524. The Easement was originally granted by Bioag Gateway Replat.
12. Modify the Owner's Certificate to acknowledge the ownership by the City of Madison. Work with the Office of Real Estate Services for the required text and signature lines.
13. 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 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.

**Office of Real Estate Services** (Contact Jenny Frese, (608) 267-8719)

14. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), 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). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. ORES can assist with obtaining the Mayor and Clerk signatures, as owners, for the Owner's Certificate.

The City and the Register of Deeds are now accepting electronic signatures, with the exception of the surveyor's certificate, which must be "wet ink". After all agency sign-off approval, a PDF of the CSM containing electronic signatures shall be provided to the surveying company, so they may print, sign and record with the Register of Deeds.

15. If a mortgage or other financial instrument is recorded prior to CSM approval sign-off, the mortgagee is required to sign a Consent of Mortgagee signature block.
16. 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 \_\_\_\_\_, 202\_\_ at \_\_\_ o'clock \_\_M, and  
recorded in Vol. \_\_\_ of CSMs on page(s) \_\_\_\_\_, Document No. \_\_\_\_\_.

\_\_\_\_\_  
Kristi Chlebowski, Register of Deeds

17. The lands within the CSM boundary are located within TID 39, a Tax Incremental Financing District. Please inform ORES if a TIF Loan has been authorized for the project.
18. The property is currently exempt from taxes and there are no special assessments reported. If any special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
19. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the surveyor for the developer shall furnish an updated title report to ORES via email to Jenny Frese ([jfrese@cityofmadison.com](mailto:jfrese@cityofmadison.com)) immediately prior to approval sign-off. The report shall search the period subsequent to the date of the initial title report (01-25-2022) 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. 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.

20. The signature block in the Owner's Certificate needs to be replaced with the City's standard signature block, which can be obtained from ORES upon request.
21. The owner and subdivider are not the same party at this time. Please define them separately on the CSM pages.
22. When removing the duplicated note F, remove the extra (.) from note G.
23. Please add Doc. No. 5045564 to the last note on Sheet 4.
24. 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.

*The Planning Division, Traffic Engineering Division, Zoning, Fire, Parks Division, Forestry Section, the Assessor's Office, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions of approval.*