



Department of Planning & Community & Economic Development

Planning Division

William Fruhling, Acting Director

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September 25, 2024

Jim Morrow
JSD Inc
507 W Verona Ave, Ste 500
Verona, WI 53593

RE: LNDCSM-2024-00032; Legistar ID 84624 – Certified Survey Map – 1202 South Park Street

Dear Jim Morrow:

Your one-lot certified survey of property located at 1202 South Park Street, Section 26, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its September 24, 2024 meeting. The property is 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 Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following five (5) items:

1. Based on historical city directories, this property operated as printing press from at least 1960 thru 1989. It is strongly recommended to acquire an All Appropriate Inquiries Phase 1 Environmental Site Assessment. Phase 2 soil and groundwater borings are also recommended. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal. Contact Brynn Bemis for more information at bbemis@cityofmadison.com or 608.267.1986.
2. 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)
3. Construct sidewalk, terrace, curb and gutter and pavement to a plan as approved by City Engineer
4. 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))
5. 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 Julius Smith of the City Engineering Division–Mapping Section at 264-9276 if you have questions regarding the following twelve (12) items:

6. Grant a new Public Sidewalk easement on the face of the land division. Easements have been shown on the CSM but the final location and width of the easements will be determined and approved by Traffic Engineering and City Engineering. Contact Jule Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to receive the appropriate easement terms/conditions language for inclusion on this CSM/Plat and if what is shown is shall need to be amended.
7. 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.
8. 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)
9. 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.
10. 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 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.
11. In Note 2 on Sheet 1 in the second line add NAD 83 after WCCS Dane Zone, and prior to 1997
12. The Symbols assumed to be use for a Cut Cross Set are not in the legend. Add these to the legend and bring them to front in the drawing. along with any of the other symbols that may be obscured on sheet 1. Additionally those set symbols on sheet 2 in Detail A and E are not shown at the actual intersection of the parcel lines explain or move to the actual location.
13. The details shown on Sheet 2 are listed as 1:1 the scale is further shown in graphic nature however the scale should be clarified to 1'=1". Additionally the switch of the limits of the CSM parcel from a thick heavy line to dashed lines is found to be confusing, especially with the lack of a redefined legend. While it is not in statute the Wisconsin Platting Manual published by the Department of the Administration states on page 10-6... "The exterior boundary should be drawn with a heavy solid line. It should be the heaviest line on the drawing." Switching from this should explained or preferably

avoided. Further while it has been the firms practice to show building lines thick and heavy it should also be noted the Platting Manual on Page 10-21 states "All existing buildings identified and shown using dashed or dotted line types. • Solid lines are reserved for lot, outlot and plat boundaries". Consider revising what is shown as dashed and what is shown as solid on the details on sheet 2 to align with the recommendations with the State Department of Administration which also applies to CSMs.

14. Show the measurable distance between the witness corner for the West Quarter Corner of Section 26 and the lead in line
15. Removed the word Proposed in front of all of all reference of the Public Side Walk easement. It can be further described as being set forth with Certified Survey Map but is it is not Proposed. It is being set forth with the instrument. Furthermore while not inaccurate fully delineating the easement is not needed and can be removed along with the general easement labels with the area. Calling out the easement width twice on the sheet to imply its truly parallel to the parcel boundary complies with 236.20(2)(c) ... "Where easement lines are parallel to boundary or lot lines, the boundary or lot line distances and bearings are controlling... "
16. 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 or early start permits for new construction.
17. Submit to Jule Smith, 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 Luke Peters of the Traffic Engineering Division at 266-6543 if you have any questions regarding the following two (2) items:

18. 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 South Park Street.
19. The applicant shall work with Traffic Engineering to provide a public sidewalk connection from High Street to South Park Street.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following nineteen (19) items:

20. Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this CSM and may have additional comments and conditions. That office will send any comments separately. Please contact Heidi Radlinger at (608) 266-6558 for more information. Any conditions or comments must be satisfactorily addressed prior to the Secretary of the Plan Commission or their assigns sign the CSM.

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

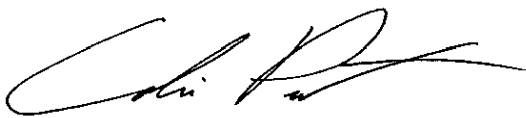
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division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

As soon as the comments and conditions have been satisfied, the original along with the revised Certified Survey Map, 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 certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 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 243-0455.

Sincerely,



Colin Punt
Planner

cc: Tim Troester, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
Luke Peters, Traffic Engineering Division
Heidi Radlinger, Office of Real Estate Services