Department of Planning & Community & Economic Development
Planning Division
Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

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

January 22, 2026

Ronald M. Trachtenberg
Fuhrman & Dodge
6445 Century Avenue; Suite 101
Middleton, Wisconsin 53562

RE: LNDCSM-2025-00045; ID 91151 – Certified Survey Map – 7604 Femrite Drive (The Samuel L. Gundlach and Elaine A. Gundlach Family Trust)

Dear Ron,

The Certified Survey Map (CSM) to create one lot in A (Agricultural District) zoning at 7604 Femrite Drive, Section 24, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin 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 Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following item:

1. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 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).

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following eighteen (18) items:

2. As previously discovered, there are title overlaps and gaps with the record title of the Hope Evangelical Cemetery and the lands described in the provided title report. Title to the cemetery has been determined to still be with the Hope Evangelical Cemetery Association. That association has been inactive for many years. The City of Madison did execute a quit claim deed recorded as Document No. 6044421 for any interests it may have lying outside of the Catalogued Burial site per Document No. 2838253. The applicant shall provide information regarding how they are planning to ultimately resolve title between the cemetery lands and lands included in this CSM.

3. Grant a public storm water drainage easement(s) to the City on the face of this Certified Survey Map of adequate width as determined by City Storm Water Engineering staff to convey public storm water from adjacent properties through this CSM. Contact Jeff Quamme for the required terms and conditions to be placed on the CSM prior to final sign off.

4. Grant a 15-foot wide permanent limited easement for grading and sloping along the rights of way of Femrite Drive and E Buckeye Road. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) for easement language.

5. The applicant shall dedicate additional right of way along Femrite Drive. The required width of the additional dedication shall be as determined necessary by the City of Madison Traffic Engineering Division.

6. Include a Plan Commission certificate on the CSM.

7. 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).

8. 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 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.

9. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison General 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.

10. There are several corners that are not shown to be monumented. All boundaries shall be monumented as required by 236.20(2)(b). Also, all sheets with maps shall include a note to see sheet 5 for the legend.

11. The CSM does not have the required curve information for Curves 1 and 2. Add the curve information and include all curve elements and a dashed cord as required by Wis. Stats. Section 236.20(2)(k).

12. The lot being created shall be labeled “Lot 1” and shall also have a label of the area in square feet as required by Wis. Stats. Sections 236.20(2)(e) and 236.20(2)(j).

13. All "recorded as" information shall be shown completely along the entire exterior boundary of the deeds of record, adjacent deeds, and land divisions.

14. The Surveyor's Certificate does not meet the statutory requirements and shall be revised. Also, a full metes and bounds legal description shall be provided under the Surveyor's Certificate, not on a separate non-numbered sheet as provided. Also, the legal description shall include appropriate calls along all lines as appropriate.

15. Label the Hope Evangelical Cemetery near the northeasterly corner of this CSM.

16. Label the public road right of way in the northeasterly corner of the CSM as “E Buckeye Road (CTH AB).” Also, provide the widths of the right of way.

17. Provide the tie to the East Quarter Corner to the northeast corner of the CSM on sheet 3.

18. The ends of the 155.60-foot long line along the south line of the cemetery, the monuments per the previous survey, are not at the corners. Provide the detail of the locations of the monuments to the true corners or monument the true positions. This also is the condition at the northeast corner of the cemetery.

19. The applicant shall submit to Jule Smith, prior to final Engineering 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 Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

20. Note: A Transportation Demand Management (TDM) Plan is not required as part of this Certified Survey Map review. A TDM Plan could be required as part of future development per MGO Section 16.03.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

21. The subject parcel is located beyond Madison Water Utility’s existing service area. Note that future connection to the City water system may be required if/when water service becomes available per MGO Section 13.07.

Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following ten (10) items:

22. 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.

    If any 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.

    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.

23. 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).

24. The title report provided indicates the Samuel L. Gundlach and Elaine A. Gundlach Family Trust holds a 28.28% tenant in common interest. Add an Owner Certificate to the CSM for this trust to sign.

25. 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.

26. Revise the name of the City Clerk in the Madison Common Council Certificate as follows:

    _____
    Lydia A. McComas, City Clerk
    City of Madison, Dane County Wisconsin

27. 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

28. As of December 22, 2025, the 2025 real estate taxes are due for the subject property. Per Wis. Stats. Section 236.21(3) and MGO Section 16.23(4)(f)(3), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.

29. As of December 22,2025, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If 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 MGO Section 16.23(4)(f)(3).

30. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report via email to Lance Vest (lvest@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 dated November 3, 2025 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.

31. Revise the CSM as follows to depict and identify the document recorded as Document. No. 532999.

Please contact my office at (608) 261-9632 if you have questions about the following two (2) items:

32. Consistent with the recommendations in the Yahara Hills Neighborhood Development Plan, revise the CSM to dedicate a total of 45 feet of right of way for Femrite Drive as measured from the centerline.

33. Revise the house detail on sheet 4 of 7 of the CSM to include a side yard setback dimension from the house to the eastern property line and a setback dimension from the nearest point of the house to Femrite Drive.

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 January 27, 2026 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,

Timothy M Parks

Timothy M. Parks
Planner

cc: Michelle Burse, Burse Surveying and Engineering, Inc. (by e-mail)