



Department of Planning & Community & Economic Development

Planning Division

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

January 22, 2026

Mike Ziehr and Randy Kolinske
Vierbicher Associates, Inc.
525 Junction Road; Suite 7000
Madison, Wisconsin 53717

RE: Approving the preliminary and final plat of *First Addition to Starkweather Plat* at 111 N Walter Street to create 12 lots for single-family attached dwellings and one lot for access and shared amenities (Madison Area Community Land Trust/ Starkweather, LLC). [ID 90616; LNDSP-2025-00008]

Dear Mike and Randy,

At its January 13, 2026 meeting, the Common Council **approved** the preliminary and final plat of *First Addition to Starkweather Plat* subject to the conditions of approval in the following sections, which shall be addressed prior to final approval and recording of the final plat.

Please contact Gretchen Aviles Pineiro of the City Engineering Division at (608) 266-4089 if you have questions regarding the following nineteen (19) items:

1. It is unclear how the lots that front Chicago Avenue (Lots 21-26) will be provided sanitary sewer service due to a lack of depth. The applicant shall provide a plan as to how these lots will be provided sanitary sewer service. If the intent is drain the laterals to the back (south side) of the homes, a sewer main would need to be extended in the proposed Lot 20. An easement will be required for the sewer in the outlot. Due to access problems on sewers in easements, the preference would be that this sewer main on Lot 20 would be privately owned and maintained. If the intent is to drain the lots to east through the neighboring pending development (Plan ID, LNDCSM-2025-00035, 3618 Milwaukee Street.), offsite sewer improvements by developer will be required as a condition for development.
2. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The agreement shall 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.
3. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the CSM.

4. Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to City Engineering Division 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.
5. 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).
6. An Erosion Control Permit is required for this project.
7. A Storm Water Management Report and Storm Water Management Permit is required for this project.
8. A Storm Water Maintenance Agreement) is required for this project.
9. This site appears to disturb less than one (1) acre of land. No submittal to the Wisconsin Department of Natural Resources (WDNR), Capital Area Regional Planning Commission (CARPC) or Department of Safety and Professional Services (DSPS) is required, as the City of Madison Building Inspection Department is an approved agent for DSPS.
10. Public streets and sidewalks adjacent to the lots in this plat will be constructed under City Contract Number 9559 and Project Number 15389. Improvements within the lots that are part of this plat shall be constructed in coordination with improvements and grades as determined in the public plans under Project Number 15389.
11. According the Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) database, this site has been investigated for contamination (09-13-589956 VOIT FARM PROPERTY). If contamination is encountered, follow all WDNR and Department of Safety and Professional Services (DSPS) regulations for proper handling and disposal.
12. Provide calculations for the 500-year storm event, as identified in Madison General Ordinance Chapter 37, as part of the CSM design and stormwater management plan. The flows from this design storm event will be routed through the development and used to determine an anticipated safe top of concrete foundation elevation for future buildings in critical areas.
13. Submit proposed lot corner grades with the stormwater management plan as these two items must be reviewed together to properly determine stormwater overflow conditions. Prior to the issuance of building permits, submit a master stormwater drainage plan with final as-built lot corner grades. These grades may be modified from the originally proposed grades provided they continue to meet design tolerances. No building permits shall be issued prior to City Engineering's final approval of this plan.

14. Install a property boundary markers which shall consist of 25 feet of split rail fencing in either direction of a break point along the boundary of lands dedicated for public stormwater purposes at property corners or in locations that are mutually agreeable to the applicant and Engineering Division.
15. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL zone and therefore will be regulated to meet a higher standard.
16. This project will disturb 20,000 square feet 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, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
17. Demonstrate compliance with MGO Sections 37.07 and 37.08 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.
18. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
19. 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 (East) or ttroester@cityofmadison.com (West).

Please contact Julius Smith of the City Engineering Division—Mapping Section at (608) 264-9276 if you have any questions regarding the following fourteen (14) items:

20. Provide a title report for the parcel that is being subdivided. Title work provided covers all lands prior to being platted in the Starkweather Plat, and is dated prior to recording of plat and creation of Lot 10. Provide current title work to the actual parcel that is current and shows all of the agreements that have been recorded between recording of the Starkweather Plat and the current plat. Note additional comments to cite existing recorded agreements may be forthcoming when a proper title report is provided on both the preliminary and final plat.
21. Note, given current design grades for sanitary sewer and road elevations along N Walter Street and Chicago Avenue it is not clear how sanitary sewer will be able to serve Lots 21-26. Work with City Engineering on a plan to serve these lots. Grant any easements (private or public) necessary if required to serve these lots.
22. In accordance with Chapter 236, Wisconsin Statutes, the applicant must show the type, location and width of any and all easements on a plat. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the subdivision. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by this subdivision

23. 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 CSM.
24. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final signoff. The document(s) shall be executed and recorded immediately subsequent to the plat recording and prior to building permit issuance. Note what is currently being shown as Lot 20 is a common area that will require easements and agreements for access ingress-egress and possible utilities and stormwater easements.
25. On the face of both preliminary and final plats, note that the existing easements that were set forth on the Starkweather Plat and cite its Document No. 6056273. This would be for the two public sidewalk and the six public utility easements just noted as 'existing'.
26. Add note to preliminary and final plats that lands are subject to Document No. 1233404 as is shown on the face of the Starkweather Plat.
27. 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).
28. 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 final plat 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 site for current tie sheets and control data that has been provided by the City of Madison.
29. Prior to City Engineering Division final sign-off by main office for the plat, the final plat shall be submitted in PDF format by email 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.
30. State the purpose of Lot 20 on the face of the plat and whether it is public or private.
31. Make a correction along the north line of plat so the sub-distances which sum up to 132.64 and the 132.63 overall match.
32. For the lead phrase in the caption located at the top of each sheet state "A Replat of Lot 10," rather than being "A Division." As the title is "First Addition to Starkweather Plat," it shall be noted that this is a replat.
33. 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:

34. The applicant shall add a note to the Plat stating no driveway shall be constructed that interferes with the orderly operation of the pedestrian walkway. This will require all pedestrian ramps to be constructed separate from driveway entrances; a curb-head of no less than six (6) inches in width shall be constructed between all pedestrian ramps and driveway entrances. This is especially important at 'T' intersections where lot and building layout become critical; to prevent interference with the pedestrian ramp, lots intersecting or adjacent 'T' intersection may require a shared driveway and access.
35. Prior to final sign-off, the applicant shall work with Traffic Engineering Electrical Section to record the necessary easements for streetlights. Typically, Traffic Engineering requires a 12' easement between lots and 6' easements on corner lots where street lights are needed.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

36. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of land division review. As development progresses on the subject site, residential uses with 10 or more dwelling units and other applicable uses in MGO Section 16.03 will be subject to TDM Plan review.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:

37. The developer shall construct the public water distribution system and services required to serve the proposed subdivision plat per MGO Section 16.23.
38. All public water mains and water service laterals shall be installed by a standard City subdivision contract / City-Developer agreement. The applicant shall contact City Engineering Division to schedule the development of plans and the agreement.

Please contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have any questions regarding the following four (4) items:

39. 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 East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25092.
40. Prior to signing off on the final plat, the applicant shall execute a declaration of conditions and covenants for impact fees for this development. This document will be recorded at the Register of Deeds. The applicant shall be responsible for all recording fees. The Parks Division shall be required to sign off on this plat.
41. Low-cost housing is exempt from park impact fees. This exemption only applies to those dwelling units or bedrooms within a development that are determined to be low-cost housing. This exemption does not extend to the land dedication requirements set forth under MGO Sec. 16.23(8)(f), nor any other impact fees that may apply to a development.
42. The park impact fee will be exempt for developments that meet the “low-cost housing” requirements, as defined as rental or owner-occupied housing units that are affordable, as that term is defined in MGO Section 4.22(2), and which meet the deed restriction requirements of MGO Section 4.22(7). A low-cost housing certification from the Community Development Division is required for Park Impact Fee exemptions. For projects that do not receive funding from the Community Development Division, a Land Use Restriction Agreement (LURA) with the Parks Division is required.

Please contact Bradley Hofmann of the Forestry Section at (608) 267-4908 if you have any questions regarding the following item:

43. As defined by MGO Section 10.10, City Forestry will assess the full cost of the street tree installation to the adjacent property owner. City Forestry will determine street tree planting sites and tree species type. Street tree planting will be scheduled after there is substantial completion of the new plat development along the street segment.

Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have questions about the following nine (9) items:

44. Prior to approval sign-off by the Office of Real Estate Services (“ORES”) of the final plat, all parties having an interest in the property, pursuant to Wis. Stats 236.21(2)(a), shall execute the Owner’s Certificate on the plat. 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. If any of the land within the plat boundary is under contract for sale or purchase, and said transfer will be conducted at the time of plat recording, an escrow agreement may be necessary. Please discuss closing plans with your contact in ORES in advance of signoff. When possible, the executed original hard stock recordable plat shall be presented at the time of 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 final sign-off.

45. Prior to plat 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). 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 plat boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to plat approval sign-off.
46. A Consent of Lessee certificate shall be included on the final plat for any tenancy in excess of one year, recorded or unrecorded, and executed by said tenant prior to agency plat approval sign-off.
47. If any portion of the lands within the plat boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to approval sign-off.
48. As of December 5, 2025, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. 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 plat recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
49. As of December 5, 2025, there are no special assessments reported for the parcels within the plat boundary. All known special assessments are due and payable prior to plat 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).
50. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES (acmiller@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated September 24, 2025, submitted with the 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 final plat 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.
51. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
52. Revise the plat to create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for any outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

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

53. The proposed lots will be developed with buildings that share common walls. Consistent with the requirements in MGO Section 16.23(3)(a)9., the applicant shall record a joint cross access and maintenance agreement to govern the common access to and maintenance of the shared common

features of the proposed buildings, including but not limited to driveways, utilities, walkways, roofs, and exterior walls. The applicant shall provide a draft of this agreement for review and comment by City staff prior to recording.

54. The applicant and surveyor should consider whether the name of the proposed subdivision is appropriately an “addition” or if it would be more appropriate for it to be considered a “replat” of Lot 10 of Starkweather Plat. The numbering of lots in this plat should be adjusted accordingly if the name of the plat is changed.

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

In order to commence the process for obtaining the necessary City signatures on the final plat, the applicant shall e-mail the revised plat, 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 notify the City Clerk’s Office that the Common Council certificate may be executed and the City Treasurer that his signature may be affixed.

Once all of the necessary City signatures have been affixed to the final plat, the instrument may be recorded 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 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 the approving resolution or this letter, whichever is later.**

If I may be of any further assistance, please do not hesitate to contact me at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner