



Department of Planning & Community & Economic Development  
**Planning Division**

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July 24, 2007

Melissa Huggins, AICP  
Meriter Hospital – Planning Dept.  
202 S. Park Street  
Madison, Wisconsin 53715

RE: Approval of a request to rezone 5.45 acres of the property addressed 8001 Raymond Road from Temporary A (Agriculture District) to O1 (Limited Office-Residence District) and approval of a Certified Survey Map creating two lots.

Dear Ms. Huggins:

At its July 17, 2007 meeting, the Common Council **approved** your request to rezone 5.45 acres at 8001 Raymond Road from Temp. A to O1 and a two-lot Certified Survey Map of the same, subject to the following conditions of approval from reviewing agencies. In order for the Certified Survey Map to be recorded and construction to begin on proposed Lot 2, the following conditions shall be addressed:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following thirty-six (36) items on the rezoning and CSM:**

1. **Engineering conditions of approval for Certified Survey Map (CSM) application must be satisfied and CSM recorded prior to issuance of building permits.**
2. Existing conditions shown on the Marshall Erdman & Associates Preliminary Clinic Site Plan/ Zoning Plan appear to be incomplete. Buildings and parking areas are not shown. Add these existing conditions to the site plan and provide information if these features are to be removed with this plan.
3. The applicant shall satisfy all the requirements of the certified survey map for this parcel.
4. Dane County Highways must approve access to McKee Road/ CTH PD.
5. Approval of this conditional use does not include approval of any work within the right of way. The applicant will be required to submit a detailed plan showing any and all work within the right of way.
6. This site is subject to the fees required by the Upper Badger Mill Creek Impact Fee District. Fees shall be paid prior to plan sign off.
7. Site for development appears to be low relative to the elevation of the available sanitary sewer. If existing private sewer serving Lot 1 is to be utilized, a recorded ownership/maintenance agreement will need to be in place prior to plan approval. The MMSD has a sewer on Raymond Road available to be connected to but this will require deep sewer and a recorded easement access to Lot 1.

8. The legal description headers located on all pages of this proposed Certified Survey Map appear to erroneously include portions of the NE ¼ of Section 3 and states that these lands are in the Town of Verona, when they are in fact in the City of Madison.
9. Include Register of Deeds Document Nos. 3882924 and 4292845 for existing water main easement shown on CSM sheet 4 of 4. Engineering requests the following note of clarification added to both existing easements cited were intended for public water purposes only on the "Easements" CSM sheet 4 of 4:  
  
"Document Nos. 3882924 & 4292845 are easements granted to the City of Madison intended for public water main purposes only, contrary to recorded text. Public sanitary sewer easement purposes were removed from the easement at the request of Meriter Hospital Inc. and agreed to by the City of Madison Engineering Division, yet public sanitary sewer text mistakenly remained in both recorded documents. By approval and recording of this Certified Survey Map, the public sanitary easement usage language contained in both previously recorded documents, is hereby , removed, rescinded and released and replaced by intended public water main usage only." **Note:** If this is not an agreeable solution with the owner and the City, then a City Real Estate project will be required to record a correction or amended easement document and the applicable Real Estate fee of \$500 must be paid by the owner.
10. Remove the public sanitary sewer easement note on CSM sheet 4 of 4. This is private sanitary sewer.
11. Transposed bearing on CSM sheet 1 of 4: S00°05'11"E should read S00°05'11"W and the bearing reference on CSM sheet 2 of 4 contains errors in the section, town and range calls and requires some corrections.
12. The developer shall dedicate a 20-foot wide easement for a bike and pedestrian path in the 50-foot "proposed conservancy zone and a portion of the 300-foot proposed environmental buffer" between CTH PD (McKee Road) and Raymond Road. The developer shall grade the easement and place crushed stone. The City shall pave the path at some point in the future probably when the path is extended north to CTH M. The City Engineer shall determine the exact location of the path after consulting with the developer and considering topography and existing trees. The general location of the path is anticipated to be near the east property line.
13. The developer shall dedicate an easement for an 8-foot wide sidewalk along CTH PD. This is consistent with the sidewalk constructed in the Ice Age Falls Plat directly to the east. The developer shall construct the 8-foot wide sidewalk adjacent to CTH PD.
14. The developer shall dedicate a Permanent Limited Easement for grading and sloping along CTH PD as required by the City Engineer.
15. The developer shall dedicate a Permanent Limited Easement 15 feet wide for grading, sloping, drainage and sidewalk along Raymond Road. The construction of the sidewalk will be deferred until further development occurs or the need arises.
16. Each lot of this CSM is individually responsible for compliance with the stormwater management requirements of Chapter 37 of the Madison General Ordinances. A note to this affect shall be added to this CSM.
17. Recorded sanitary sewer easements may be required on Lot 2 to serve Lot 1.
18. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to

schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.

19. The developer is required to pay impact fees for the Upper Badger Mill Creek Impact Fee District for Lots 1 & 2 of the 8001 Raymond Road CSM. The current rate is \$ 60.0037/1,000SF for a total of \$162,716.29. The developer shall select one of the following two options for payment of these fees:
  - 1) Impact fees shall be paid in full prior to Engineering sign-off of the CSM.
  - 2) The developer has elected to defer the payments until such time as the building permits are applied for, in which case the owner(s) shall have fourteen (14) days after receiving the invoices to pay the outstanding impact fees. The following shall be required prior to plat sign off;
    - a) The developer shall supply an Excel spreadsheet with lot numbers, lot areas, and number of dwelling units per lot. The developer shall supply a CADD file of the proposed FINAL CSM, in a format compatible with Microstation J. This information shall be required to calculate the Impact Fees, which will then be recorded at the Register of Deeds against each lot in the subdivision.
    - b) All information shall be transmitted to Janet Dailey by e-mail at: [Jdailey@cityofmadison.com](mailto:Jdailey@cityofmadison.com), or on a CD to:  
Janet Dailey  
City of Madison Engineering Division  
210 Martin Luther King Jr. Blvd  
Room 115  
Madison, WI 53703
    - c) A minimum of three (3) weeks shall be required for staff to calculate the impact fees and record the documents prior to CSM sign-off.
    - d) The developer shall put the following note on the face of the plat: "All the lots within this subdivision are subject to impact fees that are due and payable within fourteen days of the issuance of building permit(s)."
20. The developer shall construct Madison Standard street improvements for all streets within the CSM.
21. The applicant shall construct sidewalk to a plan approved by the City Engineer along McKee Road/ CTH PD.
22. The developer shall make improvements to McKee Road/CTH PD to facilitate ingress and egress to the CSM.
23. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map.
  - a.) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
  - b.) All lots within this certified survey are subject to public easements for drainage purposes, which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the certified survey. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement,

except that the easement shall be twelve (12) feet in width along the perimeter of the certified survey. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.

Note: In the event of a City Of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

Information to Surveyor's: In addition to notes such as this, WI State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

24. If the lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.
25. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
26. The City of Madison is an approved agent of the Department of Commerce. This proposal contains a commercial building and as such, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the Wisconsin Department of Natural Resources is required.
27. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100-year storm events, control 80% TSS (5 micron particle), provide infiltration in accordance with NR-151; provide substantial thermal control, and; provide oil & grease control from the first 1/2" of runoff from parking areas.
28. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement.
29. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko). The digital copies shall be drawn to scale and represent final construction, including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, other miscellaneous impervious areas.
30. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).

31. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management File including: SLAMM DAT files; RECARGA files; TR-55/HYDROCAD/etc. and; sediment loading calculations. 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.
32. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
33. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
34. The site plan shall be revised 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.
35. In accordance with Section s.236.34(1)(c), which says a CSM shall be prepared in accordance with s.236.20(2)(c)&(f), Wisconsin Statutes, the Applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements that are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.
36. Prior to Engineering final sign-off by main office for final plats, the plat must be submitted to 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 sign-off. E-mail submittal of the final plat in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

**Please contact John Leach, Traffic Engineering, at 267-8755 if you have questions about the following fourteen (14) items on the rezoning, site plan and CSM:**

37. The applicant shall show on the CSM with 66-foot street right of way along the westerly property line of Lot 2. In addition, the applicant shall show 66 feet reserved for future public roadway from Stratton Way over lot 1 to the westerly property line of Lot 2 according to the High Point-Raymond Neighborhood Plan. The 66 feet of street right-of-way could accommodate vehicle and bike lanes on the street.
38. The applicant shall note on the face of the CSM "Access to Raymond Road shall be removed at the time Raymond Road is vacated."
39. The applicant shall be responsible to secure all proper permits and approvals from any municipality or government unit having jurisdiction at the proposed street approach on McKee Road or CTH PD. In this case, Dane County Highway Department has access control on CTH PD. The applicant shall provide copies of all approved permits from Dane County Highway Department to Traffic Engineering prior to approval.
40. The developer shall enter into a subdivision contract and make improvements to the public streets considered temporary until such time as the ultimate improvements are undertaken. The improvements on McKee Road shall be reviewed by Dane County and the City Traffic Engineer prior to submittal of site plans.

41. The applicant has completed a sight distance study on McKee Road to locate the driveway approach / public street location. Lot 1 & 2 shall only have shared access to McKee Road by public street access. The access point shall show on the site CSM as approved by the City Traffic Engineer. There will be access restriction for this CSM and shall be noted on the face as follows: "No Access shall be granted along the northerly right-of-way line of McKee Road."
42. The applicant shall note on the face of the CSM a bike and pedestrian facilities/path easements along the easterly side of Lot 2 from McKee Road to Raymond Road as determined by the City Traffic Engineer.
43. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
44. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
45. A "Stop" sign shall be installed at a height of seven feet at all driveway approaches. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
46. The intersection shall be so designed so as not to violate the City's sight-triangle preservation requirement which states that on a corner lot no structure, screening, or embankment of any kind shall be erected, placed, maintained or grown between the heights of 30 inches and 10 feet above the curb level or its equivalent within the triangle space formed by the two intersecting street lines or their projections and a line joining points on such street lines located a minimum of 25 feet from the street intersection in order to provide adequate vehicular vision clearance.
47. The applicant shall design the surface parking areas for stalls and backing up according to Figures II of the ordinance using the 9' or wider stall. The applicant will need to show the dimensions for proposed degree parking stalls' items A, B, C, E, F, H and degree angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2.
48. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to traffic signals, street lighting, signing and pavement marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
49. The applicant shall execute and return the attached declaration of conditions and covenants for streetlights and traffic signals prior to sign off. The applicant will need to provide a deposit for their reasonable and proportionate share of traffic signal costs.
50. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9643 if you have questions about the following two items:**

51. All portions of the exterior walls of newly constructed public buildings and places of employment and open storage of combustible materials shall be within 500 feet of at least two fire hydrants. Distances are measured

along the path traveled by the fire truck as the hose lays off the truck. See MGO 34.20 for additional information.

52. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows (*commercial structures only*):
- a.) The site plans shall clearly identify the location of all fire lanes.
  - b.) Provide an aerial apparatus access fire lane that is at least 26 feet wide, with the near edge of the fire lane within 30 feet of the structure, and parallel to one entire side of the structure.
  - c.) Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building is fully sprinklered.
  - d.) A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length.
  - e.) Provide a minimum unobstructed width of 26-feet for at least 20-feet on each side of the fire hydrant.

**Please contact Dennis Cawley, Madison Water Utility, at 266-4651 if you have any questions regarding the following item:**

53. There is no existing water main adjacent to Lot 2. Additional public water main easement shall be dedicated across Lot 1 to serve Lot 2. Water mains and water service laterals shall be installed by standard City of Madison Subdivision Contract. The Water Utility will not need to sign off on the final plans, but will need a copy of the approved plans.

**Please contact Matt Tucker, Zoning Administrator, at 266-4551 if you have questions regarding the following item:**

54. Obtain site plan approval of the Lot 2 project prior to development.

**Please contact Si Widstrand, Parks Division, at 266-4711 if you have questions about the following two items:**

55. The applicant shall also work with City staff to identify a potential bike trail corridor along the eastern side of their property that meets AASHTO standards. Generally, a corridor at the grade and alignment of the Meriter driveway from Raymond meets those criteria, and similar grades exist south to McKee Road.
56. The applicant shall also agree to provide some form of permanent protection for the lands shown on the neighborhood plan and environmental corridor plan as protected open space, including a 50-foot buffer to the Ice Age Trail along the eastern edge, the woods along McKee and a large glacial kettle along Raymond Road.

**Please contact my office at 261-9632 if you have questions about the following nine items, including two Plan Commission conditions of approval:**

57. That the applicant revise the Certified Survey Map to provide an easement for the future extension of the proposed Meriter Way right of way north and east from the northerly line of Lot 2 across the property to connect to platted Stratton Way in the Ice Age Falls subdivision. The width, alignment and schedule of improvement of the easement for the future right of way shall be subject to the approval of the Common Council following a recommendation from the City Traffic Engineer and Planning Director.
58. That the applicant revise the Certified Survey Map to show the environmental corridor along the eastern edge of Lot 1 and the environmental corridors along McKee Road and Raymond Road as an area reserved as open space where no construction or building is allowed other than underground utilities, bike paths, trails and

roads to serve the remainder of the property. This area included the woodlands, steep slopes, McKee Road/ CTH PD buffer and the Ice Age Trail corridor area. This reservation will allow the maintenance of the current driveway serving the adolescent psychiatric facility from Raymond Road until such time as an alternative access to the hospital acceptable to the City is constructed. It is anticipated that the Parks Division will request dedication of a corridor for a bike path along the eastern edge of the property.

59. That the applicant submit a management plan for the environmental corridors along the northern, southern and eastern edges of the property detailed in Condition #3 above that describes the practices the property owner will use to maintain those corridors in the future. The plan shall describe proposed woodlands management techniques to be used and any grading that might be proposed with the management zone(s) and shall be subject to approval by the Parks Division and Planning Director.
60. That the applicant submit detailed building and site development plans for administrative approval by the City of Madison Planning Division and City of Verona prior to receiving permits for the construction of any buildings on Lot 2 of the proposed CSM. Such plans shall include but not be limited to a detailed site plan, contextual site information, building elevations with materials and colors, a final grading plan, the signage package for the property, and the size and species of landscaping materials to be planted. Any appeal of a City of Madison staff decision may be made to the Urban Design Commission for consideration. The building material and color palette shall be reviewed against the recommendations in the High Point-Raymond Neighborhood Development Plan for properties within the Aesthetic Management Zone adjacent to the Ice Age Trail corridor. This requirement shall be noted on the face of the Certified Survey Map.
61. That the applicant submit for Planning Division approval a final landscaping, grading and buffering plan for any future development on Lot 2 of the proposed CSM visually screening the development from both McKee Road and the proposed Ice Age Trail connection proposed along the eastern edge of the Meriter property. To satisfy this condition, the applicant may be required to submit perspective drawings and any other information needed to demonstrate that any future development on Lot 2 will be sufficiently screened from view from both McKee Road and the proposed Ice Age Trail connection proposed for the eastern edge of the Meriter property.
62. That the applicant receive approval from the Capital Area Regional Planning Commission staff and City of Verona for an alteration to the environmental corridor map for the reduced depth of the frontage landscaped buffer zone along McKee Road.
63. That any proposed building on Lot 2 of the proposed CSM, including any canopies, be a minimum of 300 feet away from the right of way of McKee Road (CTH PD) as requested by the City of Verona in the letter dated May 10, 2007.
64. That the applicant work with staff to ensure the continued viability of the Ice Age Trail.
65. That the applicant develop a master plan for the entire property within one year, and that the Plan Commission review the completed master plan.

**Please note that the City Real Estate Office is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**Specific questions regarding comments or conditions should be directed to the commenting agency.**

**The conditions of approval for the Certified Survey Map application shall be satisfied and the CSM recorded, and site plans for the clinic project approved through the site plan review process administered**

**by the Zoning Administrator prior to issuance of building permits for Lot 2. The plans submitted for Lot 2 shall, at a minimum, include the information required in Condition # 60.**

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), 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.

Upon acceptance and recording of the certified survey map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within thirty (30) days from the date of this letter. The approval of this CSM shall be null and void if not recorded in **six (6) months** from the date of the approving resolution. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Frank Thousand, Arnold & O'Sheridan, Inc.; 1111 Deming Way; Madison, Wisconsin 53717

- Janet Dailey, City Engineering
- John Leach, Traffic Engineering
- Si Widstrand, Parks Division
- Scott Strassburg, Madison Fire Department
- Matt Tucker, Zoning Administrator
- Dennis Cawley, Madison Water Utility
- Jeff Ekola, Real Estate Unit
- Norb Scribner, Dane County Land Records and Regulations

For Official Use Only, Re: Site Plan Routing for Lot 2			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input type="checkbox"/>	CDBG
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Comm. Staff
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coordinator (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: