



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 6001 Mineral Point Road and 6102 Odana Road  
**Application Type:** Zoning Map Amendment, Preliminary Plat and Certified Survey Map  
**Legistar File ID #** [45037](#) and [45001](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted

## Summary

**Applicant:** Ron Klaas, D’Onofrio Kottke & Associates; 7530 Westward Way; Madison.

**Property Owner:** CUNA Mutual Investment Corporation; 5910 Mineral Point Road; Madison; Tom Jensen, representative.

**Requested Actions:** Approval of a request to rezone 17 acres of land from MXC (Mixed-Use Center District) to SE (Suburban Employment District); approval of a preliminary plat creating four future commercial/ employment lots, and; approval of a Certified Survey Map (CSM) creating one lot for employment use, one lot for an existing parking lot, and one lot for future development.

**Proposal Summary:** The applicant is requesting approval of the preliminary plat of “CUNA Lands” and related CSM to create an approximately 17-acre lot zoned SE for Illumina, a genetics research company, which plans to construct a new 130,000 square-foot office and laboratory facility subsequent to recording of the CSM. The remaining lots in the CSM include a 6.82-acre lot to be sold to Oakwood Village, which occupies land adjacent to the site to the north and west, and a 35-acre lot for future development by the property owner, CUNA Mutual. The CUNA lot and proposed Oakwood Village lots will remain zoned MXC. The project team wishes to record the three-lot CSM as soon as all regulatory approvals have been granted. There is no timeline specified for construction on any of the proposed lots.

**Applicable Regulations & Standards:** Section 28.182 of the Zoning Code provides the process for zoning map amendments. The subdivision process is outlined in Section 16.23(5)(b) of the Subdivision Regulations.

**Review Required By:** Plan Commission and Common Council.

**Review Schedule:** The State’s subdivision statute, Wis. Stats. 236, requires that preliminary plats and Certified Survey Maps be approved, conditionally approved, or rejected (with stated reasons) within 90 days of submittal unless the time is extended by agreement with the applicant. If no action is taken within 90 days and no extension granted, the plat is deemed approved. The combined preliminary plat and CSM application was submitted to the City on October 26, 2016. Therefore, the 90-day review period for this subdivision request will end circa January 26, 2017.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00262, rezoning a portion of lands addressed as 6001 Mineral Point Road and 6102 Odana Road from MXC to SE, the preliminary plat of CUNA Lands, and the related Certified Survey Map, to the Common Council with recommendations of **approval** subject to input at the public hearing and the conditions from reviewing agencies beginning on page 5 of this report.

## Background Information

**Parcel Location:** An approximately 60.1-acre site located generally west of S. Rosa Road and bounded on the north by Mineral Point Road and on the south by Odana Road and Research Park Boulevard; Aldermanic District 19 (Clear); Madison Metropolitan School District.

**Existing Conditions and Land Use:** Undeveloped land, zoned MXC (Mixed-Use Center District).

**Surrounding Land Uses and Zoning:** The subject site is generally bounded on the east by existing employment uses in the University Research Park development, zoned SE (Suburban Employment District), including development located south of Research Park Boulevard. CUNA Mutual's office campus is located across Mineral Point Road from the site, while the southernmost edge of the site is adjoined by a variety of multi-tenant office and retail/ service buildings extending along Odana Road on both sides of the Research Park Boulevard intersection. The western edge of the site is bounded by a one-story, University of Wisconsin-owned research building at 6101 Mineral Point Road, zoned MXC; the Oakwood Village residential campus, zoned PD, and; office buildings in the Park Towne development and on Odana Court, zoned SE.

**Adopted Land Use Plan:** The Comprehensive Plan recommends the subject site for Community Mixed-Use development, while lands to the east and west are recommended for Employment uses, with the exception of the existing Oakwood Village campus, which is recommended for Medium-Density Residential development. The site is subject to a Generalized Future Land Use Plan Map note (33), which elaborates on the Community Mixed-Use recommendation. A full discussion of the map note can be found in the "Analysis" section of this report.

**Zoning Summary:** The proposed lots will be zoned SE or MXC, which will be reviewed in the following sections of this report. There are no "critical zoning items" pertaining to the site.

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** The overall site is served by a full range of urban services, including seven-day Metro Transit service on Mineral Point Road and Odana Road, although some utility extensions may be required to serve all portions of the proposed lots as the full development is implemented.

## Project Description

CUNA Mutual Investment Corporation is requesting approval to subdivide a 60.1-acre parcel that extends from Mineral Point Road south to Odana Road and Research Park Boulevard, generally west of S. Rosa Road and adjacent to University Research Park. A preliminary plat submitted for approval calls for the property to be divided into four lots to be primarily accessed from a new north-south public street to ultimately extend between Mineral Point Road and Research Park Boulevard. The applicant has also submitted a three-lot Certified Survey Map (CSM) to implement the first phase of the subdivision. Concurrent with the proposed land division, the applicant is requesting approval to rezone 17 acres of the 60.1-acre site from the existing MXC (Mixed-Use Center District) zoning to SE (Suburban Employment District) to facilitate the future development of one of the proposed lots with a genetics research business.

The subject site is undeveloped with the exception of an off-site surface parking lot leased to the adjacent Oakwood Village residential campus, which borders the subject site generally on the west. Access to the parking

lot is provided through the Oakwood Village site north to Mineral Point Road. The 60.1-acre property is characterized by grades that fall from a high point located near the western edge of the site towards the north, south and east. The site is mostly devoid of significant vegetation with the exception of an area of mature trees located west of the Oakwood Village parking lot.

The genetics research business is proposed to occupy a 130,000 square-foot office and laboratory facility to be developed on Lot 1 of the preliminary plat and CSM in the southwestern corner of the overall property on the land to be zoned SE as part of the requested development approvals. The proposed 17-acre lot will be bounded on the south by the Odana Road frontage of the overall site, and on the east by Research Park Boulevard and the southern end of "A" Street, a new 66-foot public right of way to initially be dedicated to provide access for Lot 1. On for the preliminary plat, "A" Street is proposed to extend north through the 60.1-acre site to connect to Woodford Drive, a 66-foot right of way dedicated to the City in 1986 but never constructed. Woodford Drive/A Street would eventually intersect Mineral Point Road as shown on the preliminary plat. A temporary cul-de-sac easement is identified on the CSM pending the future extension of the street further north. Per an existing private restrictive covenant, future development of Lot 1 is subject to the design-related covenants for the adjacent University Research Park to ensure continuity between existing and proposed developments.

North of Lot 1, the preliminary plat and CSM propose a 6.82-acre Lot 2 containing the existing parking lot, which the letter of intent indicates will be sold to Oakwood Village. The remainder of the 60.1-acre overall site would comprise Lot 3 of the CSM, which is shown as a 35.13-acre parcel that will extend from "A" Street east to Woodford Drive and S. Rosa Road and include all of the site frontage along Mineral Point Road as well as the remaining frontage on Research Park Boulevard. Lots 2 and 3 would remain zoned MXC at this time. The land shown as Lot 3 of the CSM comprises Lots 3 and 4 of the preliminary plat and includes a conceptual alignment of how "A" Street may be extended by the applicant in the future. However, there are no immediate plans for how Lot 3 of the CSM may be further developed or subdivided in the future, and the project team has expressed a desire to maintain a high degree of flexibility with the future right of way alignment until more specific plans are developed for the eastern 35 acres of the site subsequent to the current approvals requested.

## Analysis

As noted earlier in this report, the [Comprehensive Plan](#) recommends the subject site for Community Mixed-Use development subject to a Generalized Future Land Use Plan Map note (33), which elaborates on the Community Mixed-Use recommendation. Note 33 states the following:

*"CUNA Mutual Insurance is working with the University of Wisconsin Research Park to prepare a comprehensive development plan for this significant urban infill site. As currently envisioned, the proposed development would be a relatively dense New Urbanism type development with a mix of residential, employment, commercial, and open space uses; and would include structured parking, high quality architecture and urban design, and strong street and trail connections between the site and adjacent properties. Prior to development of the site, the property owners should work closely with the City and adjacent landowners to prepare a detailed special area development plan that can be adopted as part of the City master plan."*

Unfortunately, the collaboration between CUNA and University Research Park ebbed, and the comprehensive development plan for the 60.1-acre site anticipated by the map note did not come to fruition. However, the Community Mixed-Use recommendation and desired master plan influenced the MXC zoning designation given

to the site when the new zoning map took effect in 2013. [MXC zoning requires a master plan adopted by the Common Council following Plan Commission approval to guide all future development in an MXC-zoned district.]

Research, development and testing laboratories are permitted uses in SE zoning, while the same uses are conditional in the MXC district. In addition to the master plan requirement, development in MXC zoning is also subject to specific requirements for building placement and orientation. In discussing how to best develop the genetics research business proposed to occupy Lot 1, it was determined that SE would be more appropriate to fulfill the operational needs of the end user, as that district has fewer and less restrictive development standards compared to MXC zoning. Planning staff believes that the Plan Commission can find the proposed rezoning of Lot 1 to SE (Suburban Employment District) to be generally consistent with the Comprehensive Plan given that the lands located immediately to the east and west of the proposed lot are recommended for Employment, and the proposed SE zoning and anticipated development of Lot 1 will be consistent with the existing land use and development pattern present, particularly to the east in the adjacent University Research Park.

The Planning Division also believes that the standards of approval for the proposed preliminary plat and Certified Survey Map can also generally be met, although careful coordination between the subdivider and City agencies will be necessary as the overall 60.1 acres are developed to ensure that adequate access, circulation and utility service are provided.

As noted in the preceding section, the applicant intends to dedicate and construct proposed "A" Street only as far north from Research Park Boulevard as necessary to provide access for the development proposed on Lot 1. "A" Street is conceptually shown to extend further north through the overall 60.1-acre site to connect to platted but unconstructed Woodford Drive and eventually Mineral Point Road. However, dedication and construction beyond the northeastern corner of Lot 1 is not proposed at this time. Additionally, municipal water and sanitary sewer are only available at the periphery of the site, with no service to Lot 2 proposed at this time. Depending on how Lots 2 and 3 will be further developed in the future, public water and sewer may need to be extended from the west in Mineral Point Road and south in Woodford Drive to serve the interior of the site. Staff is aware that existing private water and sewer service in the Oakwood Village development could be extended to serve additional development of Lot 2 by Oakwood Village. However, in the event that development of the 6.82-acre parcel is done by others, or that parcel is not formally joined with the existing Oakwood Village parcel to the north and west, it may be necessary for public water and sewer to be extended to that property.

As a result, staff recommends that Lots 2 and 3 of the CSM initially be designated as outlots for future development. In the case of Lot 2, staff recommends that it be designated as an outlot for future development and existing private parking until there is more information provided on how that parcel will be served by water and sewer. Access to that parcel from "A" Street may also factor into the future use of that proposed 6.82-acre parcel.

Staff also recommends that Lot 3 be designated as an outlot for future development pending the further extension of "A" Street north toward Mineral Point Road and final layout of the parcels shown as Lots 3 and 4 of the preliminary plat. Staff feels that extension of a north-south public street between Research Park Boulevard/Odana Road and Mineral Point Road is critical to provide adequate access and circulation for the full future development of the overall 60.1-acre parcel. Ordinarily, "A" Street/ Woodford Drive would be dedicated and constructed with the CSM or final plat creating the lot(s) shown on the preliminary plat. However, the applicant has expressed a desire to delay dedication and construction of the north-south street beyond the section needed to serve Lot 1 until more specific plans are developed for the eastern 35 acres of the site. By designating proposed Lot 3 of the CSM as an outlot for future development and identifying the approximate alignment of

extended "A" Street north to existing dedicated Woodford Drive, staff believes that the subdivider will have flexibility on how to develop that 35-acre parcel in the future while providing the City adequate assurance that the street will ultimately be extended to provide the access and circulation needed to serve development of the 60.1-acre infill parcel.

## Conclusion

The Planning Division believes that the standards of approval for the proposed preliminary plat, Certified Survey Map, and rezoning of proposed Lot 1 to SE can generally be met subject to the conditions in the following section. The proposed development is generally consistent with the recommendations in the Comprehensive Plan and with the existing development pattern present, particularly east of the site in the University Research Park. However, careful coordination between the developer and City agencies will be necessary as the overall 60.1 acres are developed to ensure that adequate access, circulation and utility service are provided. Accordingly, staff recommends that this approval be conditioned on the portions of the site where development is not currently proposed being restricted until more information on future land uses and additional lots is provided. In particular, staff feels that dedication and construction of the north-south public street beyond the section needed to serve Lot 1 between Research Park Boulevard/ Odana Road and Mineral Point Road is critical to provide adequate access and circulation for the full future development of the overall 60.1-acre parcel.

## Recommendation

### Planning Division Recommendation (Contact Timothy M. Parks, 261-9632)

The Planning Division recommends that the Plan Commission forward Zoning Map Amendment ID 28.022–00262, rezoning a portion of lands addressed as 6001 Mineral Point Road and 6102 Odana Road from MXC to SE, the preliminary plat of CUNA Lands, and the related Certified Survey Map, to the Common Council with recommendations of **approval** subject to input at the public hearing and the following conditions:

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

#### Planning Division

1. Lot 2 of the proposed CSM shall be revised to be an outlot for future development and (existing) private parking with the following note: "At such time as Outlot X is further developed, a CSM to create a developable lot will be required. Prior to issuance of building permits for this parcel, access from "A" Street/ Woodford Drive and connection to water and sewer services may be required by the City of Madison." No building permits shall be issued for this outlot parcel until the subsequent CSM to create a developable lot(s) has been approved by the City and recorded and the utility and access issues have been addressed.
2. Lot 3 of the proposed CSM shall be revised to be an outlot for future development. Future development of the outlot (subdivision, land division, construction of one or more buildings, etc.) shall require approval of a subsequent CSM to create a developable lot(s), at which time additional conditions regarding street and utility construction may be required. No building permits shall be issued for this outlot until the subsequent CSM to create a developable lot(s) has been approved by the City and recorded, and the dedication and construction of extended of "A" Street has been addressed.

3. The proposed land division shall not create a permanent cul-de-sac of "A" Street. In order to efficiently develop the overall 60.1-acre site, a through public street connecting Mineral Point Road and Research Park Boulevard is required to serve additional future development beyond the initial phase. Prior to final approval of the CSM for recording, the approximate location of the future extension of "A" Street north to Woodford Drive shall be noted with dashed lines through the outlot recommended to replace Lot 3.

**City Engineering Division** (Contact Tim Troester, 267-1995)

4. If the proposed preliminary plat is pursued with 'A' Street branching off to the west and replacing Woodford Drive, at a minimum public sewer will need to be extended from the west in Mineral Point Road to serve the lot with frontage on Mineral Point Road (proposed Lot 3 on the preliminary plat). If it is anticipated that these large lots in the preliminary plat will be subdivided again (Lot 3 12.8 acres proposed, Lot 4 20.73 acres proposed), public sewer will need to be extended from the west in Mineral Point Road and also south in Woodford Drive.
5. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the Lot 3 of the plat/CSM. At a minimum, public sewer will need to be extended from the west in Mineral Point Road to serve the Lot 3 frontage on Mineral Point Road. If Lot 3 is not improved at this time, this can be considered an informational comment.
6. This entire area is currently drained to an enclosed depression near Odana Road. The applicant shall provide a master drainage plan for the entire development prior to approval of the plat/ CSM showing how the lots shall drain and a public drainage system shall be accommodated.
7. The applicants shall be aware that this property drains in multiple directions and storm sewer capacity in all of them is limited or non-existent. The applicant will be required to provide additional detention and volume control to match the capacity of the downstream systems. A meeting to discuss stormwater management is recommended.
8. Proposed Lot 2 drains to the north and is currently being used as a parking lot. There is no public sewer in the neighboring lot to the north (Lot 2, CSM 1616). This will not be a problem if the property is to be sold to the property to the north, but will be problematic if the proposed Lot 2 is to be provided sanitary sewer service otherwise. This must be clarified and / or resolved with the City Engineer prior to CSM signoff.
9. The applicant shall execute a waiver of their right to notice and hearings for the improvement of the extension of A Street northerly along the easterly line of Lot 2 generally in accordance with the preliminary plat in a form acceptable to the City Engineer. Said waiver shall include the entire easterly property line of lot 2 in the event that A Street continues north along the entire easterly frontage of Lot 2. Said waiver shall include all public improvements and associated incidentals including but not limited to street, sidewalk, lighting, water main, storm sewer, stormwater management, and compensable public and private utility relocations associated with the extension of the street.
10. The applicant shall show and label the approximate location of the extension and realignment of Woodford Drive (A Street) within Outlot 1 (Lot 3) with dashed lines. A note shall be added to the face of the Certified Survey Map stating: "Approximate future location of Woodford Drive." The final location and alignment shall be dedicated with the recording of a future land division of Outlot 1, as approved by the City of Madison.

11. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat/ 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 plat without the agreement executed by the developer. [Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.]
12. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL zone. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department of Natural Resources (WDNR) in order to comply with TMDL limits.
13. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/CSM.
14. The applicant shall dedicate an exclusive 20-foot wide Permanent Limited Easement for grading and sloping along the easterly lot limits of Lot 2.
15. The developer shall construct Madison standard street and sidewalk improvements for all streets within the plat/CSM.
16. The developer shall note the AASHTO design standards for intersection sight distance will be applied during the design of the streets within this plat/CSM.
17. The developer shall confirm that adequate sight distance exists where public streets intersect. If adequate sight distance does not exist, the developer shall change the location of the street intersection or agree to make improvements to the roadways such that the sight distance is achieved or make other mitigating improvements as required by the City.
18. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
19. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
20. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 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.

21. The applicant shall demonstrate compliance with Sections 37.07 and 37.08 of 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 5.0 tons per acre per year.
22. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to: reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls; detain the 2-, 10-, and 100-year storm events, matching post development rates to predevelopment rates; and, provide infiltration in accordance with MGO Chapter 37.
23. The lots within this Certified Survey Map are interdependent 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 CSM, and recorded at the Dane County Register of Deeds.
24. Two weeks prior to recording the final plat, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than 9 feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
25. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). All other levels (contours, elevations, etc) are not to be included with this file submittal. E-mail CAD file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.
26. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. E-mail PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. PDF submittals shall contain the following information: a) Building Footprints; b) Internal Walkway Areas; c) Internal Site Parking Areas; d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel



lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; i) Street names; j) Stormwater Management Facilities; k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

27. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage.

The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system–NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master stormwater drainage plan: “For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows. No building permits shall be issued prior to the City Engineering Division’s approval of this plan.”

28. A Phase 1 environmental site assessment (Phase 1 ESA), compliant with ASTM E1527-13, is required for the project area (due to the dedicated stormwater outlot). The applicant shall provide 1 digital copy and a paper copy only if specifically requested. Staff review of this Phase 1 ESA will determine if a Phase 2 ESA is also required. Please submit report(s) to Brynn Bemis (267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) and Sally Swenson (266-4862, [sswenson@cityofmadison.com](mailto:sswenson@cityofmadison.com)) for review.

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

29. The preliminary plat shall indicate the first and future phase(s) of platting and development. It shall also show the temporary turnaround easement required for a phased development. Coordinate the geometry and location of the temporary cul-de-sac with City Engineering staff.
30. The applicant shall add a proposed 15-foot wide public sidewalk and bike path easement adjacent to the north right of way of Research Park Boulevard. Contact Jeff Quamme ([jqamme@cityofmadison.com](mailto:jrqamme@cityofmadison.com)) for easement language to be included on the CSM.
31. The preliminary plat shall indicate at what stage of the final land division process(s) the restrictions and easements are to be coordinated and released.
32. The City of Madison will not release of the remnant of the 16-foot roadway reservation per CSM 4896 along Odana Road. This area shall be shown on the preliminary plat and CSM.

33. The applicant has confirmed that the Building Setback lines, per CSM 4896 will not be released as part of this CSM application. Therefore all building setback lines per CSM 4896 shall be shown, dimensioned and labeled accordingly.
  34. The public bicycle and sidewalk easement per CSM 4896 shall be released by a separate instrument drafted by the City Office of Real Estate Services. The applicant shall provide a map exhibit, legal description and any required administrative fee. Coordinate with Jeff Quamme (jrquamme@cityofmadison.com) to set up a Real Estate project to release the easement.
  35. The 30-foot wide Access Easement per CSM 4896 shall be released by recorded instrument by the current owner prior to final CSM sign off.
  36. Lot 3 shall be designated as an outlot that is restricted from development and sale until a new land division of the outlot has been submitted to and approved by the City of Madison and recorded at the Register of Deeds to create a developable lot.
  37. As per the preliminary plat of CUNA Lands, any future land division of Lot 3 (now to be an Outlot) will require the discontinuance and vacation of a portion of Woodford Drive. The applicant/developer shall be responsible for the required petition and all required associated materials for any future resolution to discontinue and vacate any public right of way. This requirement will also include all materials required to be provided for any street name changes resulting from any such land division.
  38. The preliminary plat indicates a future discontinuance and vacation of a portion of Woodford Drive. Upon the application for the land division creating Lots 3 and 4 requiring the vacation, the applicant/developer shall be responsible for the required petition and all required associated materials for the vacation. This requirement will also include all materials required to be provided for any street name changes resulting from any such land division and street vacation.
39. Based upon conversations with the applicant, "A" Street shall be revised to be Genomic Drive. Additionally, a note shall be added to the Preliminary plat where Woodford Drive is not to be vacated. The note shall state: "Upon the final land division creating Lots 3 and 4, and as a condition of the vacation of part of Woodford Drive as shown on this preliminary plat, the subdivider shall provide a petition and materials to rename the remaining Woodford Drive right of way to Genomic Drive."The street name change would be required to comply with City of Madison ordinances and policies for street names if the configuration shown on the preliminary plat is ultimately platted.
  40. The applicant shall confirm the geometry and location of the Temporary Easement for Turnaround Purposes with City of Madison Engineering staff.
  41. Based upon this preliminary plat and roadway reconfiguration, "A" Street is Woodford Drive. Label street accordingly.
  42. Correct the street name Rosa Road to S. Rosa Rd (South Rosa Road).
  43. Label the curve numbers from the table on the map at the locations of those curves.

44. The name and address of the owner shall be added to the preliminary plat as required by ordinance.
45. The inverts of all adjacent storm and sanitary sewers shall be added to the preliminary plat as required by ordinance.
46. Provide benchmark location, elevation and monument types on the preliminary plat map.
47. To be consistent, add bearing and distance for the 90 degree central angle curve along Mineral Point Road and Woodford Drive on both the drawing and in the legal description. Number the curve and add to the curve table.
48. Fix distance discrepancy between the legal description and map drawing for the 74.18' / 74.19' distance along Odana Road.
49. Add Document No. 2195720 to the third item under note 2 on sheet 2.
50. Correct the recorded as chord bearing for curve 6 to S 74°01'13" W.
51. Add Document No. 2694680 to the note for the vacated Research Park Boulevard note on the map.
52. Add recorded as data per Doc No. 2215607 to curve 8, 9 and 10 and to the two tangents between curve 9 and curve 10.
53. The 10-foot wide Wisconsin Bell Easement Document Nos. 1887988 and 1906033 lies between Odana Road and the Northeast corner of Lot 5 of 6300 Odana Office Park and shall be shown as such. The remainder of the easement to the north appears to be a Public Utility Easement set forth by CSM 4896, Document No. 1926526.
54. Insert the standard language pre MGO 16.23(9)(d)2.a. verbatim. If this is done, all of the previous nonexclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map.
55. The applicant has confirmed that only one Public Utility Easement area per CSM 4896 will be released as part of this CSM application and has provided the information for this release. Therefore all other public utility easements and underground utility easements per CSM 4896 shall be shown, dimensioned and labeled accordingly on the Certified Survey Map. The easement area to be released shall be recorded prior to final CSM sign off.
56. The CSM shall show and dimension the area "Lands Reserved for Underground Utility and Public Street Grading Purposes" along Research Park Blvd.
57. Revise the Temporary Limited Easement for Turnaround Improvement purposes to read that the easement shall "terminate upon Woodford Drive being extended to the north and the removal of the temporary turnaround improvements.

58. Add a note to the existing Woodford Drive label that per the approved preliminary plat, future development of Lot 3 of this CSM will require the realignment of Woodward Drive to connect to that portion being dedicated by this CSM to the west.
59. Show the existing parking lot improvements that exist on Lot 2 on the CSM.
60. Add a lot line distance of 409.68 along the northerly portion of the west line of Lot 1. Also correct on the fifth line after the point of commencement of the legal description "along a curve to file right" to along a curve to the right.
61. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The Applicant shall identify monument types on all PLS corners included on the Plat. Note: Land tie to two PLS corners required.
62. In accordance with Section s.236.34(1m)(c), which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2) (c)&(f), Wisconsin Statutes, the applicant must show the type, location and width of any and all easements on the plat or CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat/CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the plat or CSM.
63. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Applicant must prepare metes and bounds legal descriptions and scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review (608-266-4097) (jrquamme@cityofmadison.com). Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. If any release is required to be completed prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.
64. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6527)

65. The applicant shall revise the CSM to dedicate up to 26 feet of additional right of way for Odana Road. This dedication shall include the 16-foot wide strip reserved for Odana Road by CSM 4896 as well as up to 10 additional feet of right of way as required by the City Engineer and City Traffic Engineer.

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

This agency reviewed the request and has recommended no conditions of approval.

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

This agency reviewed the request and has recommended no conditions of approval.

**Water Utility** (Contact Adam Wiederhoeft, 261-9121)

66. All public water mains and water service laterals shall be installed by a standard City subdivision contract.

**Metro Transit** (Contact Tim Sobota, 261-4289)

This agency reviewed the request and has recommended no conditions of approval.

**Parks Division** (Contact Janet Schmidt, 261-9688)

67. The developer shall put the following note on the face of the subdivision plat/CSM or development plans: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division will be required to sign off on the preliminary plat and CSM. Please reference ID# 16162 when contacting Parks Division staff about this project.

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

68. Signature block certifications 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 at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.

69. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If mortgages of record are paid off prior to final approval, a copy of the recorded satisfaction for said mortgage shall be provided prior to sign-off.

70. All consents and certifications for any holder of interests in the subject lands shall conform with Wis. Stats. 236.21(2) and 236.29, i.e., to include the language "...surveyed, divided, mapped and dedicated..."
71. 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.
72. Replace 2016 with 2017 in the Madison Common Council Certificate, etc.
73. Update the City of Madison Plan Commission Certificate with the current Secretary's name, Natalie Erdman.
74. An Environmental Site Assessment is required for the public dedication areas within the CSM boundary.
75. As of December 21, 2016, the 2016 real estate taxes are due and payable for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued for the subject property prior to CSM recording.
76. As of December 21, 2016, there are no special assessments reported. If special assessments are levied against the property in the interim, they shall be paid in full prior to CSM approval sign-off.
77. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services ([jfrese@cityofmadison.com](mailto:jfrese@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 (July 29, 2016) 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 required title report update. The surveyor shall update the CSM with the most recent information reported in the title update.
78. For the preliminary plat, include notes that describe non-traceable documents of record by their title and document number.
79. For the preliminary plat, correctly depict the limits and location of all easements created by prior CSM 4896 and the University Research Park, University of Wisconsin–Madison, Second Addition plat.
80. For the preliminary plat, clean up the line work for the MG&E Easement per Document No. 2194699, as it does not appear to accurately depict the easement boundary.
81. The following revisions shall be made to the CSM prior to final sign-off:
  - a.) Add the document number for the vacated Research Park Boulevard to the legal in the header on each sheet of the CSM.
  - b.) Label the underlying Lots 2 and 3 from prior CSM 4896.
  - c.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report that are not being released prior to CSM recording. Provide explanation for those easements of record that are not depicted.

- d.) Depict and dimension the existing parking lot on proposed Lot 2.
- e.) Clearly depict the limits of the Wisconsin Bell easements per Document Nos. 1887988 and 1906033.
- f.) Describe and include Document No. 1926721 in the Notes section on Sheet 2.
- g.) Add Document No. 2195720 to the third item under Note 2 on Sheet 2.
- h.) Add the word "private" to the label for the landscaping easement per Document No. 3047865.
- i.) Correct the typo in the label for the public sidewalk easement adjacent to Research Park Boulevard.
- j.) The Office of Real Estate Services is aware that certain documents need to be completed and recorded to facilitate the approval of this CSM and will coordinate with City Engineering for said items.