



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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

June 27, 2018

Jeff Quamme
City of Madison Engineering Division
1600 Emil Street
Madison, Wisconsin 53713

RE: Approval of a request to rezone land generally addressed as 1251-1651 Meadow Road from Temp. A (Agricultural District) to SR-C1 (Suburban Residential–Consistent 1 District), PR (Parks and Recreation District) and CN (Conservancy District); approval of a preliminary plat and Certified Survey Map to create two lots for future residential development, three outlots for stormwater management, and two outlots for public parkland. [ID 50902 and 50867; LNDCSM-2018-00008]

Dear Mr. Quamme;

At its June 19, 2018 meeting, the Common Council **approved** the zoning map amendment, preliminary plat and Certified Survey Map of City-owned land located at 1251-1651 Meadow Road subject to the conditions of approval in the following sections.

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following eleven (11) items:

1. When the future Lots 1 and 2 develop, the developer will be required to extend public sewer main and enter into developer's agreement to complete the work.
2. The City has a sanitary sewer extending through the property being divided by the proposed CSM. If there are any adjustments/modifications to the City manholes, a developer's agreement will be required. The City will need to inspect any construction work done to the City manholes.
3. The developer shall construct street and sidewalk improvements for Soaring Sky Run, Feather Edge Road and Treetops Drive.
4. The applicant shall add "pedestrian/bike path" to purposes allowed for Outlots 1 and 3.
5. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer and Stormwater Management Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall be put on the face of the plans: "Lots/buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."

6. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
7. A Phase 1 environmental site assessment (Phase 1 ESA), compliant with ASTM E1527-13, is required for the project area. The applicant shall provide one (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 (608-267-1986, bbemis@cityofmadison.com) for review.
8. Any lands within this CSM not required for parkland, storm water management or street purposes shall be subject to MGO Chapter 37 with regard to erosion control and stormwater management.
9. 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.
10. The developer shall make improvements to Meadow Road to facilitate ingress and egress to the CSM.
11. The applicant shall dedicate a Permanent Limited Easement for grading and sloping 20 feet wide along Outlot 2, Outlot 4 and Lot 1 along the street frontages or access easement frontages.

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have any questions regarding the following four (4) items:

12. The applicant shall establish a 20-foot wide pedestrian/ bike easement along the southeastern and southwestern lot lines of Lot 2.
13. 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 for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The applicant shall identify monument types on all PLS corners included on the plat.
14. 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. 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 original submittal of data and prior to final sign off.

15. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following item:

16. The applicant shall work with the Traffic Engineering Division to provide bike path easements similar to what is shown by the Metropolitan Area Transportation Planning Board.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:

17. When future Lots 1 and 2 develop, the developer will be required to extend public water main and enter into a developer's agreement to complete the work.

Please contact Sarah Lerner of the Parks Division at 261-4281 if you have any questions regarding the following three (3) items:

18. 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(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. Please reference ID# 18115 when contacting Parks Division staff about this project.
19. The following note should be included on the subdivision: "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 this subdivision.
20. City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.

Please contact Lance Vest of the Office of Real Estate Services at 245-5794 if you have any questions regarding the following three (3) items:

21. 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). When the original hard stock recordable CSM is ready, the City's Office Of Real Estate Services ("ORES") can assist with obtaining the Mayor's and the Clerk's signatures. Please revise the name in the Owner's Certificate to state: "City of Madison, a Wisconsin municipal corporation..." If the city will not be the owner at the time of CSM sign-off and recording any change in ownership shall be evident in record title and shown in the required title update.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish to Jenny Frese (jfrese@cityofmadison.com) in the City's Office of Real Estate Services (ORES), as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (December 14, 2017) and the date when sign-off approval is requested. A title commitment may be provided, but will only be considered as supplementary information to the title report update. The surveyor shall update the plat with the most recent information available in the title report update.
23. The following revisions shall be made to the final plat prior to final approval and recording:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report. The incorrect document number is indicated for public sanitary sewer easement. Please replace document number 4413040 with the correct document number: 4413049.
 - b.) Revise Note 4 on sheet 4. The easement language on the CSM contains stock conditions from our easement documents. To make them work for the CSM, the first sentence needs a minor tweak. Please revise, as follows: "Creation of Easement Rights: A permanent easement over, across a portion of the property (the "Easement Area") is established..."
 - c.) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The label for all outlots shall refer to the note number as well as the sheet number. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."
 - d.) A preliminary plat was submitted at the time of the CSM application. The contents of the preliminary plat and the CSM shall be consistent, where applicable.

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

As soon as the comments and conditions for the Certified Survey Map have been satisfied as verified with a completed affidavit form (attached), 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.

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

Any appeal regarding the preliminary plat or Certified Survey Map, 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 the CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

TIMOTHY M. PARKS
Planner

cc: Tim Troester, City Engineering Division
John Sapp, City Engineering Division
Sarah Lerner, Parks Division
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning Administrator
Bill Sullivan, Madison Fire Department
Adam Wiederhoeft, Madison Water Utility
Lance Vest, Office of Real Estate Services