



**Project Address:** 575 Zor Shrine Place (District 9 – Alder Conklin)  
**Application Type:** Zoning Map Amendment, Conditional Use, Certified Survey Map  
**Legistar File ID #** [65483](#), [65657](#), [65891](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner  
Heather Stouder, AICP, Planning Division Director

**Summary**

**Applicant:** Mark Laverty; Saturday Properties; 3546 Dakota Ave S, Ste D; St. Louis Park, MN 55416

**Owner:** Zor Shrine, Shriners International; c/o Robert Gorsuch; 5951 McKee Rd, Ste 100; Fitchburg, WI 53719

**Requested Action:** The applicant is seeking approval of a zoning map amendment to change the zoning at 575 Zor Shrine Place from SE (Suburban Employment) District to TR-U2 (Traditional Residential - Urban 2) District; approval of a certified survey map; approval of a demolition permit for the existing lodge building; and the following conditional uses per §28.032(1), M.G.O.:

- A residential building complex.
- A multi-family dwelling containing more than 8 dwelling units.
- Accessory outdoor recreation.

**Proposal Summary:** The applicant is seeking approvals to demolish a fraternal lodge building to construct 479 apartments in two five-story buildings, and create two residential lots, one commercial lot, and one outlot.

**Applicable Regulations & Standards:** Standards for conditional use approval are found in §28.183(6) M.G.O. Standards of approval for demolition permits are found in §28.185(6) M.G.O. Standards for zoning map amendments are found in §28.182(6) M.G.O. Standards for certified survey maps are found in §16.23(5) M.G.O.

**Review Required By:** Urban Design Commission, Plan Commission, Common Council

**Summary Recommendations:** If the Plan Commission finds the standards met, the Planning Division recommends that the Plan Commission **approve** the demolition permit and conditional uses to demolish a fraternal lodge and construct two five-story apartment buildings with 479 units at 575 Zor Shrine Place and that it forward Zoning Map Amendment Section 28.022 - 00506 to change the zoning of properties located at 575 Zor Shrine Place from SE (Suburban Employment) District to TR-U2 (Traditional Residential - Urban 2) District and the associated CSM creating three lots and an outlot to the Common Council with a recommendation of **approval**. This recommendation is subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

**Background Information**

**Parcel Location:** The subject site is 8.87-acre parcel located at the southern end of Zor Shrine Place, immediately north of the West Beltline Highway. The site is within Aldermanic District 9 (Alder Conklin) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The site, zoned SE (Suburban Employment), is currently occupied by the Zor Shrine, a fraternal lodge. The 18,640-square foot, single-story lodge was built in 1985. The site also includes a surface parking lot. The majority of the site is turf grass.

**Surrounding Land Uses and Zoning:**

- North: One- and two-story office buildings zoned SE (Suburban Employment District);
- West: One- and two-story office buildings zoned PD (Planned Development District);
- South: Across the West Beltline Highway, a complex of two- and three-story apartment buildings zoned PD; and
- East: A large commercial strip center zoned CC (Commercial Center District).

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends community mixed use (CMU) for the site. The site is not within the boundary of any adopted neighborhood or special area plans.

**Zoning Summary:** The subject property is proposed to be zoned TR-U2 (Traditional Residential - Urban 2 District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	500/d.u. + 250 per bedroom >2 131,500 sq. ft. east building 108,000 sq. ft. west building	Lot 1 (east): 147,257 sq. ft. Lot 2 (west): 129,791 sq. ft.
Lot Width	50'	More than 50'
Front Yard Setback	15'	Adequate (Zoning condition 3)
Max. Front Yard Setback	30' or up to 20% greater than block average	Adequate (Zoning condition 3)
Side Yard Setback	10'	Adequate (Zoning condition 3)
Rear Yard Setback	Lesser of 25% lot depth or 20'	Adequate (Zoning condition 3)
Usable Open Space	140 sq. ft./ d.u. (67,060 sq. ft.)	106,907 sq. ft. (Zoning condition 5)
Maximum Lot Coverage	80%	Less than 80% (Zoning condition 4)
Maximum Building Height	6 stories/ 78'	5 stories

§28.151 Residential Building Complex: Setback requirements may be reduced as part of the conditional use approval, provided that equivalent open space areas are provided.

Site Design	Required	Proposed
Number Parking Stalls	Multi-family dwelling: 1 per dwelling (479)	247 garage 255 surface (502 total) (Zoning condition 7)
Accessible Stalls	Yes	Yes
Loading	Not required	None
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (479) 1 guest space per 10 units (48) (527 total)	479 garage 49 surface (528 total) (Zoning condition 6)
Landscaping and Screening	Yes	Yes (Zoning condition 8)
Lighting	Yes	Yes
Building Forms	Yes	Large multi-family building (Zoning condition 9)

<b>Other Critical Zoning Items</b>	Urban Design (Residential Building Complex), Barrier Free (ILHR 69), Utility Easements
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*Table Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services.

## **Project Description**

The applicant is seeking approval of a zoning map amendment changing the zoning from SE (Suburban Employment) to TR-U2 (Traditional Residential - Urban 2 District), a demolition permit to raze a fraternal lodge, and conditional uses to construct 479 apartments in two five-story buildings. A certified survey map creating three buildable lots and an outlot accompanies the land use application. The Shriners, the current owners and occupants of the lodge at 575 Zor Shrine Place intend to relocate to a site in downtown Madison.

Three developable lots are proposed to be created as part of this proposal--the two eastern lots are to be developed with two proposed apartment buildings. The westernmost lot is not proposed for development at this time, but is intended for future office building development. The north parcel, currently shown for parking, but to be reserved for future street right of way, is 31,357 square feet (0.719 acres). The east parcel is 147,257 square feet (3.381 acres) and the parcel for the west building is 129,781 square feet (2.979 acres). The third, westernmost, is 77,825 square feet (1.787 acres).

The five-story east building is proposed to have 305 bedrooms in 263 dwelling units, 130 underground vehicle parking stalls and 263 bicycle parking stalls, and a total size of 259,399 square feet. The unit mix in the east building is 168 studio units, 53 one-bedroom units, and 42 two-bedroom units. The east building is "E"-shaped, with two courtyard amenity decks facing east. Underground parking is accessed via a ramp that enters the building under the southern amenity deck. The main entry, where community spaces and the leasing office are located, is in the northwest corner of the building.

The five-story west building is proposed to have 247 bedrooms in 216 dwelling units, 117 underground vehicle parking stalls and 216 bicycle parking stalls, and a total size of 212,081 square feet. The unit mix in the west building includes 143 studio units, 42 one-bedroom units, and 31 two-bedroom units. The west building is "C"-shaped, with a large courtyard amenity deck facing west. Underground parking is accessed via a ramp that enters the building under the southern portion of the amenity deck. The main entry, where community spaces and the leasing office are located, is in the northeast corner of the building.

In total, the proposal entails a total of 552 bedrooms in 479 dwelling units. The two buildings will total 471,479 square feet. Each building has underground vehicle parking, with 247 total structured stalls, in addition to 255 surface stalls, for a total of 502 vehicle parking stalls.

Proposed amenities within the buildings and on site include a fitness room, pool, grilling areas, a lounge space and community balcony on the uppermost floor of each building, and co-working and remote working spaces. The courtyard amenity decks are furnished with landscaping, lounge furniture, picnic tables, shade structures, fire pits, and a swimming pool. The front entrance for each building includes a rideshare waiting/pick-up/drop-off area. Between the two buildings, straddling the property line, the applicants have included a single double-stacked aisle of parking, with a bicycle parking and outdoor community space paved with decorative concrete pavers occupying the northern third of the space, close to the buildings' main entrances. The submitted plans also show an enclosed

dog run in the far southeast corner of the site and a ped-bike connection to the future bicycle path extension on the north side of the West Beltline Highway

Predominant exterior materials are a light gray fiber cement lap siding and dark gray fiber cement board and batten. Dark gray split face CMU is proposed for the base of the building. Minor and trim materials include fiber cement trim boards, vinyl windows, some stone and face brick, aluminum storefront systems, and faux-wood lap siding. Mechanical equipment is shown to be mounted on the roof and screened per code requirements. No wall-mounted mechanicals louvers are shown on the submitted plans.

Proposed landscaping includes canopy deciduous trees in parking lot landscaping islands and across the rear (southern) lot line adjacent the West Beltline Highway. Along the perimeter of the buildings, the landscaping plan shows ornamental trees, small evergreens, shrubs, and ornamental grasses and perennials.

The accompanying certified survey map includes a 70 foot wide outlot to allow for future street connectivity to the east along the north lot line.

According to the letter of intent, the applicant intends to start construction in December 2021. The east building is proposed to be constructed first, with completion by spring 2023. The applicant anticipates west building construction would commence in fall 2022, with completion in spring 2024.

## Analysis & Conclusion

This request is subject to the standards for zoning map amendments, demolition permits, conditional uses, and certified survey maps. This section begins with a summary of adopted plan recommendations, followed by conditional use standards, and finally a conclusion.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends CMU (Community Mixed Use) for the site. CMU areas consist of a relatively high-intensity mix of residential, retail, office, institutional, and civic uses, generally located adjacent to a major transportation corridor. The general development intensity range in CMU areas is residential densities of up to 130 dwelling units per acre and building heights between two and six stories. For this area, the Comprehensive Plan's Generalized Future Land Use Map does specifically note that "West Towne Mall, the Odana Road corridor, and Westgate Mall are shown as future mixed-use areas. However, redevelopment that includes substantial residential components within the area that is generally bounded by Whitney Way (east), Mineral Point Road (north), High Point Road (west) and Schroeder Road (south) should be preceded by adoption of a detailed City plan. Such a plan should address connectivity improvements, more parks and open space, and other amenities and infrastructure necessary to support residential development."

Adopted plans that are in place at the time of application should be considered as part of their review. As a reference, while the site is not within the boundary of any adopted neighborhood or special area plans, the [Odana Area Plan](#) planning process is currently underway and will include recommendations for this area, but the plan has not been completed nor adopted. Staff anticipates the plan will be adopted later in 2021. As a reference, the draft recommendations from the planning process keep the CMU recommendation, but recommend a maximum building height of five stories and the extension of a public street east from the current southern terminus of Zor Shrine Place.

The Comprehensive Plan does note that while both residential and nonresidential uses are accommodated

within mixed-use districts, not every building in a mixed-use district needs to include both residential and non-residential uses. As such, staff have not identified concerns with the purely residential development. However, the Plan Commission will have to determine whether the proposal is appropriate and consistent with the map note regarding the need for connectivity, infrastructure, and amenities to support new residential redevelopment.

### **Zoning Map Amendment Standards**

The Zoning Map Amendment standards, found in 28.182(6), M.G.O. state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety, and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (of which the zoning map is part) enacted or amended after January 1, 2010 be consistent with the City's Comprehensive Plan. 2010 Wisconsin Act 372 clarified "consistent with" as "furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan." As describe above, the request and its uses are can be found to be generally consistent with the land use recommendations for this area in both the Comprehensive Plan.

Staff believes that a rezoning to TR-U2 is generally consistent with the CMU recommendation in the Comprehensive Plan.

### **Demolition Permit Standards**

Per §28.185(7)(b) M.G.O., the Plan Commission must find that both the requested demolition and the proposed future use are compatible with the purpose of the demolition section and the intent and purpose expressed in the Traditional Residential-Urban zoning districts, which states they are established to stabilize and protect and encourage the essential characteristics of high-density residential areas and to accommodate a full range of life-cycle housing; as well as to ensure that new buildings and additions to existing buildings are designed with sensitivity to their context in terms of building placement, facade width, height and proportions, garage and driveway placement, landscaping, and similar design features; and maintain or increase compatibility between residential and other allowed uses, and between different housing types, where permitted, by maintaining consistent building orientation and parking placement and screening. Furthermore, the proposed use following demolition or removal should be compatible with adopted neighborhood plans and the Comprehensive Plan. Those recommendations are outlined above. The demolition standards also state that the Plan Commission shall consider the report of the City's Historic Preservation Planner regarding the historic value of the property as well as any report submitted by the Landmarks Commission. The Landmarks Commission reviewed the proposed demolition at its May 17, 2021 meeting and found that the existing building at 575 Zor Shrine Place has no known historic value. Considering the plan recommendations, the intent and purpose of the TR-U districts, and the recommendation from the Landmarks Condition, staff believes the demolition permit standards of approval can be found met.

### **Conditional Use Standards**

The applicant is requesting approval of three conditional uses within the TR-U2 district to construct the proposed development. In regards to conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) M.G.O. are met. With regards to the City's adopted plan recommendations, as mentioned above, the Planning Division believes that the proposal can be found consistent with the recommendations of the Comprehensive Plan. Staff believes that,

subject to the conditions included below, the Plan Commission may be able to find that the conditional use approval standards are met.

In regards to conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) M.G.O. are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation.

Staff provide the following comments regarding Condition Use approval standards four, five, and nine.

Regarding standards four, which states that the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district; standard five, which states that adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, public transit and other necessary site improvements have been or are being provided, staff references the Comprehensive Plan land use recommendation and map note. As noted above, while consistent with the underlying land use recommendation, the Comprehensive Plan's generalized future land use map included the aforementioned map note that recommended developments with substantial residential components should occur after adoption of a detailed plan for the surrounding area. That planning effort began in 2020 and draft recommendations have been presented, though that plan is not yet adopted. Staff note the City Council did not adopt a formal development moratorium related the map note that would have more formally restricted development until the special area plan is adopted. Further, staff believes that an important consideration regarding normal and orderly development and the provision of adequate access is the reservation of right of way for a future street connection along Outlot 1 (Land Use conditions 38-40 and 43 and CSM conditions 9 and 12) which could provide for additional connectivity in the area, should the surrounding properties redevelop in a more intensive, mixed-use manner, in the future.

Finally, regarding standard nine, the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission (UDC) for comment and recommendation. As a residential building complex, this proposal has already been reviewed by the UDC for an advisory recommendation. At its June 30, 2021, meeting, the Urban Design Commission generally responded favorably to the building architecture, but provided comments related to the site layout and raised concerns regarding building orientation. The UDC provided the following comments and recommendations:

- Increase green space areas within the site including minimizing parking to the minimum required.
- Address the orientation of buildings by rotating one or both of the buildings to create a more enclosed courtyard approach or improved amenity space utilization.
- The UDC recommended that upon PC approval of these conditions, the plans should be reviewed by the Urban Design Commission for Final Approval, prior to final sign-off and the issuance of building permits.

If the request is approved, the Plan Commission should determine whether some or all of the advisory recommendations from the UDC should be included in the conditions of approval. In their connection to standard of approval nine, the comments and recommendations from the UDC are included in recommended condition of approval 1 below.

While not part of the formal recommendation of the Urban Design Commission, staff notes that it had previously discussed with the applicant whether redesigning the parking area within the northern “outlot” (Area reserved for the future right of way) be designed with a “street-like” character, replacing the perpendicular stalls with parallel stalls and sidewalks could also improve that character of the building prior to a time

### **Land Division**

The applicant has submitted a certified survey map to create two lots for the two proposed buildings, a third lot for future development, and an outlot for future transportation purposes. Section 16.23(5)(g) M.G.O. provides the process for certified survey maps. Among the recommended conditions of approval is one outlining the process for reservation of the outlot for dedication as future right of way. Staff believe that all applicable standards for land divisions can be found met.

### **Conclusion**

Staff believes that the proposed zoning map amendment is consistent with the underlying land use recommendation in the Comprehensive Plan. Further, staff believes that the standards of approval for demolition permits and the standards for land divisions can be found to be met. However, due Comprehensive Plan’s map note that explicitly states that substantial residential developments within the bounds of the Odana Area Plan should be preceded by adoption of a detailed plan. Staff believes that careful consideration and specific findings should be made, especially related to the conditional use standards enumerated in the analysis above. On balance, staff believes that the establishment of a future street connection as recommended by Engineering along the northern part of the site helps address future connectivity issues that are a key part of the ongoing Odana Planning effort. If the Plan Commission can find that the conditional use standards of approval are met by the project as proposed with the recommended conditions of approval, staff recommends the Plan Commission approve or recommend approval to the Common Council for all requests. However, if the Plan Commission does not believe the conditional use standards can be met, staff recommends all requests be placed on file without prejudice or referred to a date after the Odana Area Plan has been adopted by the Common Council.

At time of writing, Staff has received one written comment from the public.

## **Recommendation**

### **Planning Division Recommendations** (Contact Colin Punt 243-0455)

If the Plan Commission finds the standards met, the Planning Division recommends that the Plan Commission **approve** the demolition permit and conditional uses to demolish a fraternal lodge and construct two five-story apartment buildings with 479 units at 575 Zor Shrine Place and that it forward Zoning Map Amendment Section 28.022 - 00506 to change the zoning of properties located at 575 Zor Shrine Place from SE (Suburban Employment) District to TR-U2 (Traditional Residential - Urban 2) District and the associated CSM creating three lots and an outlot to the Common Council with a recommendation of **approval**. This recommendation is subject to input at the public hearing and the following conditions.

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

***Land Use Request – Zoning Map Amendment, Demolition Permit, Conditional Uses***

**Planning Division** (Contact Colin Punt, 243-0455)

1. That in order for the development to meet Conditional Use Standard 9 MGO 28.183(6) 9, the Plan Commission finds, based on the recommendations and comments of the Urban Design Commission, that the following modifications are necessary: a) That the plans be revised to increase green space areas within the site including the minimization of parking (noting the development must meet applicable parking requirements); b) The plans are revised to address the orientation of buildings by rotating one or both of the buildings to create a more enclosed courtyard area. Prior to final sign-off and the issuance of building permits, the revised plans shall be presented to the Urban Design Commission for final comment and recommendation. This should include addressing façade modifications resulting in different elevations now becoming more prominent. Unless appealed to the Plan Commission, the comments of the UDC shall be incorporated into final plans with final details to be approved by staff for review of consistency with other requirements.

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

2. Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson at streets@cityofmadison.com. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
3. On the site plan, show the building setback distances as measured to the property lines.
4. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 80%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
5. Provide a calculation and plan detail for the useable open space areas on the final plans. Show the structured useable open space areas on roof decks, porches, and balconies, and identify each qualifying at-grade usable open space area. A minimum of 67,060 sq. ft. of useable open space is required. Roof decks, porches, and balconies may be used to meet up to seventy-five percent (75%) of the minimum open space requirement, provided that minimum dimensional requirements are satisfied.
6. Bicycle parking shall comply with City of Madison General Ordinances Sections 28.141(4)(g) Table 28I-3 and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 479 resident bicycle stalls are required plus a minimum of 48 short-term guest stalls. Up to twenty-five percent (25%) of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5) foot access aisle for wall mount parking. Show the dimensions of the bicycle stalls and the access aisles on the plans. The access aisles must not be obstructed by parking stalls, columns or other structures. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.



7. Identify the locations of the electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the residential parking stalls (50 stalls) must be electric vehicle ready, and a minimum of 2% of the stalls (10 stalls) must be electric vehicle installed. One (1) of the electric vehicle installed stalls must be an accessible stall.
8. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. On the landscape plan, provide the number of the proposed trees and plantings with the planting code.
9. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. Identify which glass areas will be treated, and provide a detail of the specific treatment that will be used.
10. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
11. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

12. Applicant shall submit projected wastewater flow calculations for the development to Mark Moder, [mmoder@cityofmadison.com](mailto:mmoder@cityofmadison.com). Offsite City sanitary sewer improvements may be required as a result of this development. Construct a 15" sanitary sewer on West Towne Way and in sanitary easement in Metcalfe's Market parking lot if required by the City Engineer.
13. Applicant shall revise plan to locate the City sanitary sewer (being rerouted within the development) to areas where the cars cannot be parked on top the City sewer or manholes. A preferable location would be east of the proposed apartment buildings.
14. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
15. Construct 10' multi-use path along southern lot line of Lots 1, 2 & 3. Construct 10' multi-use path along western lot line of Lot 2.
16. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d))
17. Construct public storm sewer and drainage improvements as necessary to reroute existing storm sewer the currently goes through the development. An easement along the new approved alignment shall be

dedicated to the City and the existing easement shall be released upon completion. (MGO 16.23(9)(d))

18. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
19. This development appears to have multiple existing laterals extended to the property line. In an effort to reduce inflow and contamination to the City's sanitary system our policy is to plug at the main laterals that are no longer active when associated with a new or redevelopment project. City Engineering will complete a TV inspection of the main to help clarify which laterals are active and which need to be plugged as a condition of approval for this application. The applicant is notified that as a condition of approval a sewer plug permit will be required for one or more laterals associated with this project that will no longer be used at its completion.
20. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
21. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
22. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
23. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 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. Information on this permit application is available on line: <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.  
The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
24. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. Obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. (MGO 16.23(9)(d)(6))
25. Execute a waiver of notice and hearing on the assessments for the improvement of the future east west roadway in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO. (MGO 16.23(9)(d)(6))
26. Revise the site plan 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. (POLICY)
27. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and

locations of structures and the type of pipe to be used. (POLICY AND MGO 10.29)

28. Include calculations in the stormwater management report that show how a 500-year storm event, as identified in Madison General Ordinance Chapter 37, would be handled by the proposed site design. These calculations are required to show that the proposed buildings do not flood during this design storm event using the site grades proposed.
29. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.  
Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>  
This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)  
This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.  
Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
30. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.  
The Storm Water Management Plan & Report shall include compliance with the following:  
Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.  
Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. 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 to City Engineering. (POLICY and MGO 37.09(2))  
This site is a mix of new and redevelopment, as such the SWMP is required to meet both redevelopment and new development standards.  
For the redevelopment, reduce the peak discharge by 15% in a 10 year event compared to existing conditions and reduce volumetric discharge by 5% compared to existing conditions during a 10 year event.  
For the new development.  
Rate Control: Detain the 2, 10, 100 & 200 -year storm events, matching post development rates to

predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

31. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
32. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West).

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

33. Grant a new Public Sanitary Sewer and Storm Sewer Easement(s) to the City on the face of the pending Certified Survey Map for the sanitary and storm sewer improvements within this site and to be relocated as part of this project. or Subdivision Plat with the following conditions. Coordinate the final configuration of the easements with Engineering staff. Contact Jeff Quamme for the required Easement text to be placed on the Certified Survey setting forth the terms and conditions for the easements.
34. Grant a 20' Public Sidewalk and Bike Path Easement(s) to the City along southern lot line of Lots 1, 2 & 3 and along western lot line of Lot 2 centered on the paths are to be constructed on the face of the pending Certified Survey Map. Coordinate the final configuration of the easements with Engineering staff. Contact Jeff Quamme for the required Easement text to be placed on the Certified Survey setting forth the terms and conditions for the easements.
35. The existing Public Storm Sewer and Sanitary Sewer Easement per Doc No's 1682775 and 2058110 shall be released by separate document prepared by City Office of Real Estate Services after the facilities have been relocated and subsequently accepted by the City of Madison. Contact Jeff Quamme of Engineering Mapping ([jqamme@cityofmadison.com](mailto:jrqamme@cityofmadison.com), 608-266-4097) to coordinate the Real Estate project, and associated information and fees required.
36. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.
37. Outlot 1 of the proposed Certified Survey shall be reserved for a future public street right of way dedication at no cost to the City on the pending Certified Survey Map. The Outlot shall also be subject to a separately recorded agreement between the City and the Owner setting forth the restrictions of use within the Outlot in the interim and the conditions / requirements of the future dedication when required by the City.

38. Outlot 1 is to be dedicated in the future for a public road. The landscaping and parking proposed by this plan within Outlot 1 shall not include the minimum required parking stalls or landscaping per the City of Madison Zoning Ordinance.
39. The proposed Outlot 1 will be dedicated as a public street in the future. However, the private drive should be named now in order to create the addresses for the 2 new buildings. Provide private drive street name suggestions for review and approval of a named drive. Submit naming suggestions to Lori Zenchenko (LZenchenko@cityofmadison.com). The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
40. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction including early start permits.
41. Submit a site plan and complete set of building Floor Plans (for each individual building) in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of an interior and building addressing plan for the proposed apartment complex. Each building page should include a key locator and north arrow. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the final verification submittal stage of this LNDUSE with Zoning. The approved Addressing Plan shall be included in the final verification application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans..

**Traffic Engineering Division** (Contact Sean Malloy, 266-5987)

42. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
43. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
44. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.

45. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
46. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
47. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
48. Per Section MGO 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
49. The applicant shall provide a clearly defined 5' walkway from the front door to the public Right of Way clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
50. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Phillip Nehmer, (266-4769) (pnehmer@cityofmadison.com) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
51. The driveway slope to the underground parking is not identified in the plan set, Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
52. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
53. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
54. The applicant shall prepare a TDMP (Traffic Demand Management Plan) to be reviewed and approved by the City Traffic Engineer. MGO (28.183(6)(a)(6)).

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

55. Obtain an access easement from the neighboring property to the east and remove the parking stall if the intent is to use the existing hydrant shown on the adjacent property. Or provide an additional fire hydrant on the south side of the proposed buildings.
56. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Paul Ripp at pripp@cityofmadison.com or

(608)712-6277.

**Water Utility** (Contact Jeff Belshaw, 261-9835)

57. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.
58. An 8 inch gate valve shall be installed at the connection to the Public Water Main.
59. All water main and appurtenances within the lot shall be considered private and maintained by the owner.
60. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Forestry Section** (Contact Wayne Buckley, 266-4892)

61. Contractor shall take precautions during construction to not disfigure, scar, or impair the health of any street tree. Contractor shall operate equipment in a manner as to not damage the branches of the street tree(s). This may require using smaller equipment and loading and unloading materials in a designated space away from trees on the construction site. Any damage or injury to existing street trees (either above or below ground) shall be reported immediately to City Forestry at 266-4816. Penalties and remediation shall be required. Add as a note on the plan set.
62. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry (266-4816) prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the plan set.
63. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on the plan set.
64. Street tree pruning shall be coordinated with Madison Forestry at a minimum of two weeks prior to the start of construction for this project. All pruning shall follow the American National Standards Institute

(ANSI) A300 - Part 1 Standards for pruning. Add as a note on the plan set.

65. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on the plan set.
66. An existing inventory of street trees located within the right of way shall be included on the landscape, site, demo, and utility plans. The inventory shall include the following: location, size (diameter at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal or if the tree is to be preserved.

*Metro Transit has reviewed this request and has recommended no conditions of approval.*

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### ***Certified Survey Map***

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

1. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
2. Construct 10' multi-use path along southern lot line of Lots 1, 2 & 3. Construct 10' multi-use path along western lot line of Lot 2.
3. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
5. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. Obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. (MGO 16.23(9)(d)(6))
6. Execute a waiver of notice and hearing on the assessments for the improvement of the future east west roadway in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO. (MGO 16.23(9)(d)(6))



7. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private Storm Sewer/Drainage Easement/Agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.
8. The applicant shall add a note to the CSM stating that all lots are subject to the stormwater requirements of MGO 37 at the time of development/redevelopment..

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

9. Insert text within Outlot 1 of the Certified Survey stating that the Outlot is reserved for a future public street right of way dedication at no cost to the City. Add a note that the Outlot shall also be subject to a separately recorded agreement between the City and the Owner setting forth the restrictions of use within the Outlot and the conditions / requirements of the future dedication when required by the City. Revise Note 4 on sheet 3 accordingly acknowledging the reservation for future dedication. Contact Jeff Quamme to coordinate the needs and fees for the Real Estate project necessary to draft, administer and record the agreement for the future dedication of OL 1.
10. Grant a new Public Sanitary Sewer and Storm Sewer Easement(s) to the City on the face of the Certified Survey Map for the sanitary and storm sewer improvements within this site and to be relocated as part of this project. or Subdivision Plat with the following conditions. Coordinate the final configuration of the easements with Engineering staff. Contact Jeff Quamme for the required Easement text to be placed on the Certified Survey setting forth the terms and conditions for the easements.
  11. Grant a 20' Public Sidewalk and Bike Path Easement(s) to the City along southern lot line of Lots 1, 2 & 3 and along western lot line of Lot 2 centered on the paths are to be constructed on the face of the Certified Survey Map. Coordinate the final configuration of the easements with Engineering staff. Contact Jeff Quamme for the required Easement text to be placed on the Certified Survey setting forth the terms and conditions for the easements.
  12. Grant a Permanent Limited Easement for grading and sloping 10 feet wide along northern lot lines of Lots 1 & 2. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) for easement language.
  13. The existing Public Storm Sewer and Sanitary Sewer Easement per Doc No's 1682775 and 2058110 shall be released by separate document prepared by City Office of Real Estate Services after the facilities have been relocated and subsequently accepted by the City of Madison. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required.
  14. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document (s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.
  15. Dimension the Private Sanitary Sewer and Storm Sewer Easements on the CSM per Document No 1827453 as they are not described with arcs parallel to the Right of Way of the West Beltline Highway.

16. Remove note 4 on Sheet 3. The roads and utilities have been completed and references a TIF District that would have closed years ago.
17. The Easement Area per Document No 3837699 shall be noted it is also subject to a WP&L General Utility Easement as per Document No's 1682775 & 2058110.
18. Add text to the note for the Sanitary Sewer and Storm Sewer Easement per Document No 2058110 that it is to be released by separate recorded document upon the relocation and acceptance of relocated Public Storm and Sanitary Sewer Facilities.
19. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
20. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
21. Modify the Access Note along the Beltline to "No Vehicular Access Permitted to adjacent West Beltline Highway. Access is restricted by the Wisconsin Department of Transportation.
22. Add recorded as information to Curve no's C1 and C5 on sheet 2.
23. Add a note to Sheet 4 to see Note 3 on sheet 3 regarding the existing improvements.
24. Outlot 1 will be reserved for a future public street. Concurrent with the LNDUSE-2021-00047 review, the drive shall be named as a private street. Provide street name suggestions to Lori Zenchenko (LZenchenko@cityofmadison.com) for review and approval.
25. This Certified Survey Map shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
26. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded plat:
  - a) Right-of-Way lines (public and private)
  - b) Lot lines
  - c) Lot numbers
  - d) Lot/Plat dimensions
  - e) Street names
  - f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes

subsequent to any submittal.

**Parks Division** (Contact Ann Friewald, 243-2848)

27. 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 21018 when contacting Parks about this project.
28. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
29. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.
30. The Parks Division shall be required to sign off on this CSM.

**Office of Real Estate Services** (Contact Melissa Hermann, 264-9297)

31. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report.  
If ownership of the lands within the CSM boundary will be transferred prior to CSM recording, evidence of the new ownership shall be provided to ORES prior to CSM approval sign-off.  
When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
32. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
33. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
34. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
35. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to CSM sign-off.
36. 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.
37. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison

Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number \_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Maribeth L. Witzel-Behl, City Clerk  
City of Madison, Dane County Wisconsin

38. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(7)(d)3 and Wis. Stats. 236.21(2)(a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Matthew Wachter, Secretary of the Plan Commission

39. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds  
Dane County, Wisconsin  
Received for recording on \_\_\_\_\_, 20\_\_ at \_\_\_\_ o'clock \_\_M, and  
recorded in Vol. \_\_\_\_ of CSMs on page(s) \_\_\_\_\_, Document No. \_\_\_\_\_.

\_\_\_\_\_  
Kristi Chlebowski, Register of Deeds

40. As of June 15, 2021, there is a special assessment from 2019 of \$341.72. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.

In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.

41. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to ORES via email to Melissa Hermann (mhermann@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 (xx-xx-xx) submitted with the CSM application and include all associated documents that have been recorded since the initial title report.

A title commitment may be provided, but will be considered only as supplementary information to the

title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

42. Depict, name, and identify by document number all existing easements cited in record title and the updated title report. The title report includes easement of record that are not depicted on the CSM. Either depict and/or note said easements, or provide evidence of their release.
43. Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.
44. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.
45. Depict and dimension public easements for utilities and storm water drainage rights-of-way to be dedicated on the proposed CSM where necessary.
46. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

*The Planning Division, Office of the Zoning Administrator, Traffic Engineering Division, Fire Department, Forestry Section, Water Utility, and Metro Transit have reviewed this request and have recommended no conditions of approval.*