



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

August 7, 2024

Matthew Hoglund
Quam Engineering, LLC
4604 Siggelkow Rd, Ste A
McFarland, WI 53558

RE: LNDCSM-2024-00028; Legistar ID 87355 – Certified Survey Map – 4538-4610 East Broadway

Dear Matthew Hoglund:

Your two-lot certified survey of property located at 4538-4610 East Broadway, Section 22, Township 07N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby conditionally approved. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division has been approved by the Common Council at its August 6, 2024 meeting. The property is proposed to be zoned SE (Suburban Employment district). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following eight (8) items:

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Brynn Bemis (608-267-1986, bbemis@cityofmadison.com).
2. Creation of a new road requires stormwater treatment of the runoff - the developer will be required to enter into a developer agreement with the City for construction of the road and the utilities including public stormwater treatment. If it is preferable to treat the new public ROW in the pond systems that are proposed for the private development an easement shall be granted to the City over those and a maintenance agreement between the City and Property owner signed to define rights and responsibilities.
3. 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)
4. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d))
5. 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))

6. 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)
7. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
8. 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.

Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have questions regarding the following one (1) item:

9. The applicant has submitted the requested Traffic Impact Analysis study. Traffic Engineering is requesting that the study be updated to include an analysis of a single-lane roundabout option at the intersection of E Broadway and Dutch Mill Road.

Please contact Julius Smith of the City Engineering Division–Mapping Section at 264-9276 if you have questions regarding the following twenty (20) items:

10. Grant a Permanent Limited Easement for grading and sloping 10 feet wide along the outside of Outlot 1 over Lot 1 and Lot 2 Contact Julius Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) for easement language.
11. 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. Contact Julius Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.
12. Prepare and exhibit and description for the release of the Utility Easement as set forth on Certified Survey Map No.3441. The portion of this easement to be released shall extend through the entire limits of Outlot 1.
13. 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. It appears that the existing driveway that is located with 4516 E Broadway Service Rd to the West of the parcel and on the parcel may have rights to use the entire drive afforded to it via

document 3993852 amend this document as needed to for the planned development, and obtain any permissions/agreements to change/remove the existing drive as shown in the provided plans.

14. Revise note 1 to state that Outlot 1 is private. Add the language at the end to further read, this Outlot is undevelopable and shall be dedicated to the City at no cost upon request by the Common Council. No street, driveway, utility or any other form of construction will be allowed on the Outlot without the approval of the City Engineer.
15. Prior to recording the Certified Survey Map, Applicant/Developer shall provide, for City review and approval, a non-exclusive ingress/egress, storm sewer and storm water easement to Lots 1 and 2 over Outlot 1, which easement will create and address access rights and maintenance responsibilities over improvements on Outlot 1. No improvements to the easement area will be allowed without the consent of the City Engineer. The easement will expire, with no compensation, upon the dedication to City of Outlot 1 as a right-of-way.
16. 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.
17. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
18. on Sheet 3 in the Easement notes cite the Document no. for CSM 3441 which is 1659883
19. On sheet 3 change the Diamond note 1 to state Rights of Access subject to Doc. 1027605.
20. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering (jsmith4@cityofmadison.com)
21. 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 Jule Smith (jsmith4@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
22. Add 25' Radii at the corners of Outlot 2 with Lot 2 and Lot 1 at the frontage Dutch Mill Road
23. The bearing and distance along south line of the SW quarter along with the provided coordinate appear to be showing the South quarter corner of Section 22-Town 7N - Range 10E. This monument appears to be mislabeled as the SE Corner.
24. Update the street name text of East Broadway Frontage Road to E Broadway.

25. Shift Dutch Mill Road text to start at the southerly corner of Lot 2. The street segment before that is E Broadway (which runs from S Stoughton Rd and makes the angled curve to the right in front of Outlot 1).
26. Correct the first bearing after the Point of Beginning to read Northeast in both the parcel description and on the face of the map.
27. Removed the linework and text for POS 2004-722 as these parcels do not exist.
28. Revise Note 2 on Sheet 2 of 7 to include E Broadway and Dutch Mill Road
29. Submit to Jule Smith, 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, preferably closed polylines for lot lines, 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.

Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have any questions regarding the following one (1) item:

30. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following seven (7) items:

31. Prior to approval sign-off by the Office of Real Estate Services, the Owner's Certificates 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). The title of each certificate shall be consistent with the ownership interests reported in the most recent title report. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
32. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).

33. 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.
34. 2023 real estate taxes are owed for the 4610 E Broadway parcel. Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
35. There are no special assessments reported on the subject parcels. If special assessments are levied against the parcels during the review period but prior to CSM approval sign-off they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
36. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services 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 (5/16/2024) 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.
37. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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

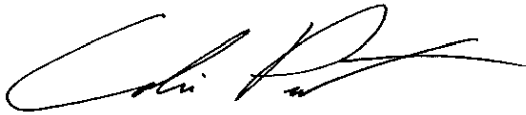
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division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

As soon as the comments and conditions have been satisfied, 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.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this 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 243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Punt', with a stylized, flowing script.

Colin Punt
Planner

cc: Brenda Stanley, City Engineering Division
Julius Smith, City Engineering Division–Mapping Section
Sean Malloy, Traffic Engineering Division
Jeff Belshaw, Water Utility
Heidi Radlinger, Office of Real Estate Services