



Department of Planning & Community & Economic Development

Planning Division

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

February 18, 2026

Brett Stoffregan
D'Onofrio Kottke & Associates
7530 Westward Way
Madison, Wisconsin 53717

RE: LNDCSM-2026-00003; ID 91596 – Certified Survey Map – 6004 Commercial Avenue (Hovde Realty, Inc.)

Dear Brett,

The Certified Survey Map to create three outlots for future development from property located at 6004 Commercial Avenue, Section 35, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin into three lots is hereby **conditionally approved**. The property is zoned TR-P (Traditional Residential–Planned District) and is approved for the development of 228 apartments in six buildings with a clubhouse and outdoor pool.

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 (608) 261-9127 if you have questions regarding the following four (4) items:

1. A Phase 1 Environmental Site Assessment (ESA) (per ASTM E1527-21), 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 Environmental Review (environmentalreview@cityofmadison.com).
2. The developer shall enter into a City/ Developer agreement for public infrastructure improvements to be required by the City upon future development within the lots created by the CSM. The agreement shall be executed prior to signing off on the CSM.
3. This development is subject to impact fees for the Northeast Neighborhood Sanitary Sewer Improvement Impact Fee District (\$222.67/1,000 square feet) of lot area. All impact fees are due and payable at the time building permits are issued per MGO Ch 20. Add the following note on the face of the CSM: "Lots / buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."

4. A minimum of two (2) working days prior to requesting City Engineering sign-off on the CSM, contact Brenda Stanley at (608) 261-9127 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).

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twelve (12) items:

5. Grant a 15-foot wide Temporary Grading and Sloping Easement to the City of Madison for the construction of future public street improvements along Reiner Road and Commercial Avenue over the outlots. The easement shall terminate upon the completion of construction of the construction of the full cross section of public improvements within the right of way adjacent to these Outlots. Contact Jeff Quamme for the easement language.
6. The permanent limited easement for stormwater drainage purposes per Document No. 5823998 at within the Felland Road proposed dedication shall be released by the City of Madison. Contact Jeff Quamme to coordinate the Real Estate project (jrquamme@cityofmadison.com).
7. The MG&E Electric Transmission Line Easement per Document No. 2108614, assigned to ATC per Document No. 4202339, has been shown and labeled on the CSM. The applicant shall assist the City with ATC's conveyance of rights of the easement to the City of Madison for that portion within the public right of way. Contact Jeff Quamme (jrquamme@cityofmadison.com) to coordinate and set up a Real Estate project.
8. The portion of Commercial Avenue/ CTH T that was previously conveyed by Document No. 643759 shall be removed from the right of way to be dedicated by this Certified Survey Map.
9. Access control regulations by Document Nos. 820381 and 1368501 are being reviewed to determine if there are State or County agencies that may have rights of access control. This shall be determined if possible prior to the recording of the CSM.
10. No vehicular access shall be noted along Reiner Road and Commercial Avenue except where there is currently an existing access. The existing access points shall be shown and labeled on the CSM. These outlots reserved for future development may have the access restrictions modified as part of future City of Madison approved subdivisions/ land divisions.
11. Add the following note: "Outlots 1, 2, and 3 of this Certified Survey Map are prohibited from further development until they are further subdivided in substantial conformance with the Revised Preliminary Plat of Reiland Grove conditionally approved by Resolution RES-26-00027, ID 90634, adopted January 13, 2026 by the Madison Common Council or any subsequent City of Madison approved preliminary plat and final plat or Certified Survey Map."
12. 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 shall 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).

13. The surveyor shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Certified Survey Map in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office web address for current tie sheets and control data that has been provided by the City of Madison.
14. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format 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.
15. Provide recorded as information where appropriate along the exterior boundary of the CSM as required by statute.
16. The applicant shall submit to Jeff Quamme, prior to final City Engineering sign-off of the subject CSM, 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 CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*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 submittal.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:

17. The applicant shall confirm with the Traffic Engineering and City Engineering Divisions that sufficient right of way exists at the Commercial Avenue /Reiner Road intersection for future intersection improvements.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

18. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan could be required as part of site changes, per MGO Section 16.03.

Please contact Trent D. Milliken of the Office of Real Estate Services at (608) 266-5940 if you have any questions regarding the following eight (8) items:

19. 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 any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. 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 final approval sign-off.
20. 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).
21. 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. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
22. 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.
23. As of February 4, 2026, real estate taxes are paid for the subject property.
24. As of February 4, 2026, there are no special assessments reported. 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 MGO Section 16.23(4)(f). 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.
25. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Trent Milliken (tmilliken@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated November 26, 2025, 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.

26. Revise the CSM prior to final approval as follows:

- a) Depict and dimension public easements for utilities and storm water drainage rights-of-way to be dedicated on the proposed CSM where necessary.
- b) 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.
- c) No farming or use of lands to be dedicated to the public for Park purposes shall be allowed unless specifically approved by the Parks Superintendent and permitted under a farm lease administered by ORES. If the lands within the CSM boundary are farmed agricultural lands, the applicant shall enter into a lease with the City for those lands to be dedicated and/or conveyed to the City through CSM recording. Please contact a Real Estate Specialist with ORES to discuss the potential lease terms. Said leases are authorized by Resolution 13-00247 (ID 29183), adopted April 16, 2013.
- d) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

Please contact my office at (608) 261-9632 if you have any questions about the following three (3) items:

27. No buildings may be constructed on the proposed outlots without further subdivision of those outlots into lots and any land use approvals required by the Zoning Code. Future subdivision and development of the proposed outlots shall be consistent with the revised preliminary plat of *Reiland Grove* approved by the Common Council on January 13, 2026 by Resolution 26-00027 (ID 90634) or any future revised preliminary plat approved by the Council following a recommendation by the Plan Commission.
28. Consistent with the condition above, the applicant shall revise the CSM prior to final approval and recording to dedicate the right of way for American Robin Drive across proposed Outlot 3 consistent with the revised preliminary plat of *Reiland Grove* to ensure that one of the approved north-south street connections from Commercial Avenue can be established to serve the subdivision prior to further development of Outlot 3. The outlots created as a result of this dedication shall be numbered accordingly.
29. The applicant shall revise the CSM to reserve land for a 64-foot wide future right of way for the extension of Song Sparrow Street across Outlots 2 and 3 to ensure the second north-south street between the *Reiland Grove* subdivision and Commercial Avenue consistent with the connectivity recommended for subdivision by the Northeast Neighborhoods Development Plan and the conditions of approval for the revised preliminary plat of *Reiland Grove*. The CSM shall include a note stating that dedication of the reservation shall be required at the time that Outlots 2 and 3 are further developed. Final approval of the details of this reservation and note shall be approved by the Planning Division prior to final approval and recording of the CSM.

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

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its February 24, 2026 meeting.

Pursuant to MGO Section 16.23(4)(f)7., an applicant may appeal a condition(s) of approval for this land division to the Plan Commission prior to final action by the Common Council. Any appeal from the final action on this land division, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter or final Common Council action, whichever is later.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 266-4141.

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 (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,



Timothy M. Parks
Planner