

**PREPARED FOR THE PLAN COMMISSION**

**Project Address:** 3618 Milwaukee Street  
**Application Type:** Zoning Map Amendment and Certified Survey Map Referral  
**Legistar File ID #** [90537](#) and [90127](#)  
**Prepared By:** Timothy M. Parks, Planning Division  
Report includes comments from other City agencies, as noted

**Summary**

**Applicant & Property Owner:** 3618 MF, LLC; 3330 University Avenue, Suite 300; Madison.

**Contact Person:** Therese Hanson, The Kubala Washatko Architects; W 61 N617 N Mequon Avenue; Cedarburg.

**Surveyor:** Kevin Pape and Randy Kolinske, Vierbicher; 999 Fourier Drive, Suite 201; Madison.

**Requested Actions:** Consideration of a request to rezone 3618 Milwaukee Street from TR-C1 (Traditional Residential–Consistent 1 District) to TR-U2 (Traditional Residential–Urban 2 District) and CC-T (Commercial Corridor–Transitional District), PR (Parks and Recreation District), and CN (Conservancy District); and approving a Certified Survey Map of 3618 Milwaukee Street to create one lot in CC-T zoning, two lots in TR-U2 zoning, and one outlot for stormwater management.

**Proposal Summary:** The applicant is seeking approval to divide a 5.1-acre parcel located on the north side of Milwaukee Street, approximately 200 feet east of N Walter Street, to create a lot for future mixed-use development in CC-T zoning along the Milwaukee Street frontage, and two lots for future multi-family development in TR-U2 zoning to the north. An outlot for stormwater management will be located along the southern and western edges of proposed Lot 3. As part of the proposed land division, the applicants will plat and dedicate extensions of Canvas Road and Chicago Avenue from their current terminus in the recently recorded 'Starkweather Plat' of the former Voit property. Those streets will extend to a proposed north-south local street shown as "A" Street on the proposed Certified Survey Map (CSM). The letter of intent indicates that there is no timeline for development of the property following the requested zoning map amendments and land division.

**Applicable Regulations & Standards:** Section 28.182 of the Zoning Code provides the process for zoning map amendments. The subdivision process is outlined in Section 16.23(4) of the amended Subdivision Regulations.

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

**Review Schedule:** The State's subdivision statute, Wis. Stats. 236, requires that a Certified Survey Map be approved, conditionally approved, or rejected (with stated reasons) within 90 days of submittal unless the time is extended by agreement with the applicant. If no action is taken within 90 days and no extension granted, the plat is deemed approved. The CSM was submitted to the City on September 22, 2025. Therefore, the 90-day review period is scheduled to expire on December 22, 2025.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find the standards met and forward Zoning Map Amendment ID 28.022–00731 and 28.022–00732, rezoning 3618 Milwaukee Street from TR-C1 to TR-U2 and CC-T, and the Certified Survey Map of 3618 Milwaukee Street to the Common Council with recommendations of **approval**, subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 6** of this report.

## Background Information

**Parcel Location:** Approximately 5.1 acres of land located on the north side of Milwaukee Street between Walter Street and Schenck Street; Alder District 15 (Martinez-Rutherford); Madison Metropolitan School District.

**Existing Conditions and Land Use:** Undeveloped land, zoned TR-C1 (Traditional Residential–Consistent 1 District).

**Surrounding Land Use and Zoning:**

North: Starkweather Park, zoned CN (Conservancy District);

South: Single- and two-family residences and SS Morris Community AME Church across Milwaukee Street, zoned TR-C1 (Traditional Residential–Consistent 1 District) and TR-C4 (Traditional Residential–Consistent 4 District);

East: Amazon package distribution facility, zoned CC-T (Commercial Corridor–Transitional District); and

West: Undeveloped land in the Starkweather Plat, zoned TR-V2 (Traditional Residential–Varied 2 District), TR-U2 (Traditional Residential–Urban 2 District), CC-T (Commercial Corridor–Transitional District), PR (Parks and Recreation District), and CN.

**Adopted Land Use Plans:** The [Milwaukee Street Special Area Plan](#), adopted in 2018, recommends that the northern two-thirds of the subject site be developed with Residential Housing Mix 2 (HM2), while the southern third closest to Milwaukee Street is recommended for Mixed-Use.

The special area plan also recommends the extension of Chicago Avenue across the site from its current terminus in the adjacent Starkweather Plat; Chicago Avenue is planned to form the northern boundary of a grid of streets that will extend north from Milwaukee Street to serve the development planned on the subject site and other properties located between West Corporate Drive and N Fair Oaks Avenue. Additionally, the plan calls for a north-south street to generally parallel the eastern property line between Chicago Avenue and Milwaukee Street, which will provide access to the future development on the site.

The [Comprehensive Plan](#) as amended through 2024 generally follows the recommendations in the [Milwaukee Street Special Area Plan](#), recommending the HM2 areas in the special area plan for Medium Residential (MR), while the Milwaukee Street frontage is recommended for Community Mixed-Use (CMU).

**Environmental Corridor Status:** There are no mapped environmental corridors on the subject site. The adjacent City-owned conservancy park to the north is located in mapped corridor.

**Public Utilities and Services:** The property is located in the Central Urban Service Area (CUSA). The subject site is served by a full range of urban services, including Metro Transit, which operates daily service along Milwaukee Street past the site on Routes D1 and L, with trips at least every 60 minutes.

**Zoning Summary:** The proposed lots will be zoned TR-U2 (Traditional Residential–Urban 2 District) and CC-T (Commercial Corridor–Transitional District). The conformance of the proposed lots with the minimum area requirements of those districts will be discussed in the ‘Analysis’ section of this report.

| Other Critical Zoning Items                                    |                                                                                                                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes:                                                           | Utility Easements (to be established with the CSM), Adjacent to Parkland                                                                                                        |
| No:                                                            | Urban Design, Wellhead Protection, Landmarks, Floodplain, Wetlands, Waterfront Development, Transit-Oriented Development (TOD) Overlay District, Barrier Free, Shoreland Zoning |
| Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator |                                                                                                                                                                                 |

**Project Description**

The applicant, 3618 MF, LLC, is requesting zoning and land division approvals to allow a 5.1-acre parcel located at 3618 Milwaukee Street to be developed in the future with a variety of mixed-use and multi-family buildings. The subject parcel is a long, somewhat narrow parcel located on the north side of Milwaukee Street between the recently recorded Starkweather Plat mixed-use and multi-family development to the west and an Amazon package distribution facility to the east. The site has approximately 250 feet of frontage along Milwaukee Street and extends approximately 950 feet north from Milwaukee Street to the southern edge of the City’s Starkweather Park conservancy lands. The property is characterized by a modest slope that falls from Milwaukee Street to the north, with a small embankment in the northeastern corner of the site that falls toward the northwestern corner of the Amazon site to the east.

The proposed Certified Survey Map (CSM) to divide the property calls for three lots to be located on the west side of “A” Street, a 60-foot wide north-south right of way that will extend along the eastern property line from Milwaukee Street to an extension of Chicago Avenue across the northern edge of the site from its platted terminus in the adjacent Starkweather Plat development. In addition, the CSM calls for a half-block long extension of Canvas Road from its platted terminus in the Starkweather Plat to connect to proposed “A” Street.

Beginning at Milwaukee Street, Lot 1 of the CSM will be an approximately 0.84-acre parcel that will be zoned CC-T with the associated zoning map amendment. The letter of intent submitted with these requests suggests that proposed Lot 1 could be developed in the future with an up to four-story building that could include 85 multi-family units. The northern edge of Lot 1 will be Canvas Road. North of Canvas Road, the applicant is requesting TR-U2 zoning for Lots 2 and 3 of the land division. The letter of intent indicates that those lots could both be developed in the future with 85 multi-family units in up to four-story buildings. Separate land use approvals will be required for the future development on Lots 1-3 following approval and recording of the CSM. In addition to the three lots proposed for future development, the CSM includes an L-shaped, 0.37-acre outlot, which will be reserved for stormwater management. While not shown on the CSM, proposed Outlot 1 will abut a private outlot for stormwater management created with the adjacent Starkweather Plat.

**Analysis**

In order to approve the zoning map amendment, the Common Council shall find that the zoning map amendment is *consistent with* the City’s Comprehensive Plan as required by Section 66.1001(3) of Wisconsin Statutes. “Consistent with” is defined as “furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.” The Comprehensive Plan notes that sub-area plans (neighborhood, area, etc.) are adopted as “a supplement to the Comprehensive Plan” to reflect their function and status in providing more detailed planning recommendations than are often needed to effectively implement the Comprehensive Plan. The Comprehensive Plan provides a long-term, broad, generalized policy framework for land use, growth, and large-scale investment priorities for the City, while sub-area plans provide more detailed recommendations for a specific geographic area.

The subject site is located within the boundaries of the Milwaukee Street Special Area Plan (MSSAP), which was adopted in 2018 to guide development and redevelopment in the area bounded by N Fair Oaks Avenue on the west, State Highway 30 on the north, N Stoughton Road (US Highway 51) on the east, and Milwaukee Street generally on the south.

The northern two-thirds of the subject site are recommended in Residential Housing Mix (HM) 2, the denser of two residential land use categories included in the special area plan. HM2 includes townhomes and three- to four-story apartment buildings (rental, senior and condominium). The MSSAP recommends that ground level units facing public streets have primary entries on the street, with direct access to a public sidewalk. Setbacks should generally be 10-20 feet, and all parking should be located underneath, behind or beside buildings. The HM2 district in the special area plan generally aligns with the Medium Residential (MR) category in the Comprehensive Plan. The MR category in the Comprehensive Plan generally allows multi-family development in up to five-story buildings and at densities up to 90 units an acre.

The remainder of the site closest to Milwaukee Street is recommended for Mixed-Use by the MSSAP, which is intended to be consistent with the Community Mixed-Use (CMU) category in the Comprehensive Plan, with building scales recommended to be three to five stories. The CMU district in the Comprehensive Plan includes existing and planned areas supporting an intensive mix of residential, commercial, and civic uses serving residents and visitors from the surrounding area and the community as a whole. CMU areas are generally located at major intersections and along relatively high-capacity transit corridors and can generally accommodate significant development with a variety of housing options and commercial uses that attract a wide customer base in buildings two to six stories in height. Development and design within CMU areas should create a walkable node or corridor and should be transit oriented. On-street parking may be provided, but intense development in CMU areas may require structured parking. Buildings should be placed close to the sidewalk and should screen any surface parking from the street. Development within CMU areas should be designed to support surrounding residential uses by providing services and retail, and designed to support nearby employment areas by providing residential units close enough to make walking and biking the most convenient method of commuting. Employment, retail, civic, institutional, and service uses serving both adjacent neighborhoods and wider community markets are recommended for CMU areas. Residential uses will generally be similar to the MR category, though they may occur at higher densities up to 130 units per acre.

The Milwaukee Street Special Area Plan also recommends the extension of Chicago Avenue across Starkweather Creek from its current terminus at N Fair Oaks Avenue to West Corporate Drive to provide a link between the development parcels east of the creek and adjacent neighborhoods to the west and south. In the special area plan, Chicago Avenue is envisioned as the boundary between the park and open space uses planned to the north and the residential and mixed-use development planned to the south. Chicago Avenue was platted with the Starkweather Plat subdivision to the northwestern corner of the subject site and will be extended across the northern edge of the property with the proposed CSM. In addition, the special area plan recommends a north-south local street through the site and two east-west local streets between Chicago and Milwaukee, though only one of those two streets were approved and dedicated with the adjacent Starkweather Plat.

The Comprehensive Plan as amended through 2024 follows the recommendations in the Milwaukee Street Special Area Plan, designating the HM2 areas in the special area plan as Medium Residential (MR), while the Milwaukee Street frontage is recommended for Community Mixed-Use (CMU).

Additionally, Milwaukee Street is identified in the Comprehensive Plan as a community growth corridor, with the section between Fair Oaks Avenue and Stoughton Road also identified as a “transitioning community center.”

According to the Comprehensive Plan, community growth corridors are recommended along certain major streets in the city that have some transit, but lack a diversity of existing or planned future land uses. Many such corridors are expected to transition from an auto-oriented development pattern to more transit-, walk-, and bike-friendly styles of development. Within the hierarchy of activity centers in the Growth Framework in the 2023 plan, community centers still tend to have access to transit and major streets, but are expected to develop at a lower intensity than the more intensive regional activity centers and serve a smaller area. Transitioning activity centers are considered “underutilized” areas with commercial and employment uses that are well served by transit with the potential to transition into “vibrant” mixed-use areas over time.

The Planning Division believes the Plan Commission can find that the proposed CC-T zoning for Lot 1 and TR-U2 zoning for Lots 2 and 3 and proposed land division are generally consistent with the plan recommendations summarized above.

Per its statement of purpose, the CC-T zoning district is “...established to recognize the many commercial corridors within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use corridors that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity.” The district is also intended to improve the quality of landscaping, site design and urban design along these corridors, encourage appropriate transitions between higher-intensity uses along commercial corridors and adjacent lower-density residential districts, and encourage the use of structured parking. Staff believes that the use of CC-T zoning is consistent with the CMU recommendation for the Milwaukee Street frontage. Similarly, the proposed TR-U2 zoning is generally consistent with the HM2 category in the Milwaukee Street Special Area Plan despite the permitted six-story building height in the TR-U2 district being greater than the four stories recommended, which were informed by feedback received from the community during the MSSAP planning process. The TR-U2 zoning proposed for Lots 2 and 3 of the proposed CSM is the same zoning district approved for the areas recommended for HM2 in the adjacent Starkweather Plat development.

The Planning Division believes that the three lots proposed for future development also meet the dimensional requirements in the Zoning Code for the zoning districts requested, as well as the design criteria for lots and blocks in the Subdivision Regulations. The layout of the CSM also follows the development pattern recommended for the site in the special area plan, including the gridded street pattern and the use of future Chicago Avenue as the boundary between development to the south and parks and open space to the north. The location of “A” Street is also consistent with the location of a north-south street in the special area plan intended to serve development of the parcels east of Walter Street and the Starkweather Plat. The Traffic Engineering Division has determined that “A” Street will be a Neighborhood Street as identified in the Complete Green Streets Guide, which has a 64-foot typical right of way width. However, it is anticipated that additional right of way may be required to complete the cross-section of “A” Street on the adjacent Amazon property at such time as it redevelops. Staff feels that the 60 feet proposed with the CSM will be adequate to provide full vehicular access to development on the subject site in the meantime.

## Conclusion

The applicants are requesting approval of a zoning map amendment and Certified Survey Map to divide the 5.1-acre subject parcel into one lot to be zoned CC-T and two lots to be zoned TR-U2 for future mixed-use and multi-family development. Staff believes that the Plan Commission may find that these requests meet the standards for approval. The proposed development is generally consistent with the applicable recommendations for the site in the Milwaukee Street Special Area Plan and Comprehensive Plan. The proposed future development of the subject

site with mixed-use and multi-family development should also be complementary with the development pattern and forms anticipated in the adjacent Starkweather Plat to the west.

## Recommendation

### **Planning Division Recommendation** (Contact Timothy M. Parks, (608) 261-9632)

The Planning Division recommends that the Plan Commission forward Zoning Map Amendment IDs 28.022–00731 and 28.022–00732, rezoning 3618 Milwaukee Street from TR-C1 to TR-U2 and CC-T, and the Certified Survey Map (CSM) of 3618 Milwaukee Street to the Common Council with recommendations of **approval**, subject to input at the public hearing and the conditions that follow for the land division:

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

##### **Planning Division**

1. Revise the Certified Survey Map to show Outlot 6 of the Starkweather Plat adjoining proposed Outlot 1 of the subject land division.
2. Include the correct spelling of ‘Milwaukee’ on all sheets of the CSM.
3. All references to ‘Canvas Street’ on the CSM shall be revised to ‘Canvas Road’ consistent with its platted street name in the adjacent subdivision.

**The following conditions of approval have been submitted by reviewing agencies:**

##### **City Engineering Division** (Contact Brenda Stanley, (608) 261-9127)

4. The City of Madison will not accept underground stormwater treatment systems for the treatment of stormwater from the public right of way. The final approved stormwater management plan for this CSM will require the treatment of public stormwater, said improvements shall be on a public outlot treating only the public right-of-way. Stormwater from the private lots shall be treated on private property with a maintenance agreement recorded against all served parcel.
5. 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 Environmental Review (environmentalreview@cityofmadison.com).
6. The applicant shall provide projected wastewater calculations to Mark Moder, mmoder@cityofmadison.com. Off-site sewer improvements by the developer may be required as a result of the proposed development.
7. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The agreement shall 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.
8. The developer shall construct Madison standard street, multi-use path, and sidewalk improvements for all streets within the plat. This condition excludes construction of sidewalk along the east side of "A" Street, which

will be constructed when the adjacent property redevelops. The developer shall construct multi-use path along the north side of Chicago Avenue instead of a standard sidewalk.

9. The developer shall construct multi-use path adjacent to Lot 1 along north side of Milwaukee Street per plans approved by the City Engineer.
10. The developer shall make improvements to Milwaukee Street to facilitate ingress and egress to the plat as required by the City Engineer. Improvements can include but are not limited to adding pavement for turn lanes, curb, gutter, storm sewer, pavement markings, and streetlights.
11. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the CSM.
12. Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
13. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 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).
14. An Erosion Control Permit is required for this project.
15. A Storm Water Management Report and Storm Water Management Permit is required for this project.
16. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at (608) 273-5612 of the WDNR to discuss this requirement. 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 the Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
17. Submit a soil boring report that has been prepared by a Professional Engineer two weeks prior to recording the final plat to the City Engineering Division indicating the ground water table and rock conditions in the area. The borings shall be performed a minimum of 15 feet below the finished grade of the streets being dedicated to the public. A minimum of 3 soil borings shall be performed along "A" Street with a maximum distance of 300 feet in between.
18. Confirm that adequate sight distance exists where public streets intersect per AASHTO design standards for intersection sight distance.

19. Provide calculations for the 500-year storm event, as identified in Madison General Ordinance Chapter 37, as part of the CSM design and stormwater management plan. The flows from this design storm event will be routed through the development and used to determine an anticipated safe top of concrete foundation elevation for future buildings in critical areas.
20. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
21. This project will disturb 4,000 square feet or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
22. This project will disturb 20,000 square feet 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.
23. Demonstrate compliance with MGO Sections 37.07 and 37.08 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.
24. 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.
25. 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.
26. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
27. 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 Storm Water Management Plan & Report shall include compliance with the following:
  - Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
  - 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.
  - Detain the 2-, 5-, 10-, 100-, and 200-year storm events, matching post development rates to predevelopment rates and using the design storms identified in MGO Chapter 37.



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

Reduce TSS by 80% (control the 5-micron particle) off of newly developed area as compared to no controls.

The applicant shall demonstrate that water can leave the site and reach the public right of way without impacting structures during a 100-year event storm. This analysis shall include reviewing overflow elevations and unintended storage occurring on site when the storm system has reached capacity.

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.

28. 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 [tstroester@cityofmadison.com](mailto:tstroester@cityofmadison.com) (West).

**City Engineering Division – Mapping Section** (Contact Julius Smith, (608) 264-9276)

29. Grant any necessary easements/agreements for the detention and or treatment of the Public Stormwater Drainage that may be required for the proposed streets. This includes possible easements across Outlot 1 and associated maintenance agreements for the proposed stormwater management features, or dedicate a separate public outlot for the exclusive public stormwater use.
30. Grant new public sidewalk easements on the face of the land division as shown the final width and location to be approved by the City Engineering and Traffic Engineering Divisions.
31. The applicant shall dedicate the public rights of way as shown for Canvas Road, as officially mapped in the Milwaukee Street Special Area Plan for Chicago Avenue, as required to comply with the Complete Green Streets Guide for A Street, and as specified by City Engineering and Traffic Engineering Divisions for Milwaukee Street.
32. For underground encroachments, provide a signed and sealed Plat of Survey and legal description by a Professional Land Surveyor compliant with Chapter A-E 7 of the Wisconsin Administrative Code showing the improvements with a fully dimensioned and legally described three-dimensional boundary of the encroachment area. Dimensions tied to a quarter section line and referenced to the Dane County Coordinate System and NAVD 88(91). Provide an electronic copy of the survey (pdf) and legal description (MS Word) to the Land Records Coordinator, (Jule Smith - [jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for review, comment and coordination. The encroachment agreement shall require the applicant/ owner to be a member of Diggers Hotline throughout the term of this agreement and shall adequately mark the location of underground features upon a Digger's Hotline notification. Enter into a privilege in streets agreement for the underground private improvements proposed for the storm sewer outlets at each end of the CSM. Or, confirm public acceptance of the propose pipe and structure shown within the limits of Milwaukee street to be dedicated and add an additional structure at the southerly curb line of Chicago Ave. that is to be dedicated.
33. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, Sanitary Sewer, Storm Sewer and 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.

Provide easements for the cross uses shown between Lots 2 and 3 and over Outlot 1 for Sanitary, Storm, access, parking and other use needed.

34. The applicant shall form agreement with adjacent owner of the parcel to the east at 3650 Milwaukee Street to remove/move all portions of the existing fence located within the lands that are to be dedicated for A Street.
35. Outlot 1 is not to be dedicated to the public for Stormwater purposes.
36. Release MG&E Easement No.913 15-foot wide right-of-way grant for gas main located in the lands to be dedicated for Chicago Avenue or have MG&E assign their rights to the City.
37. Release the stormwater management easements per Document No. 5733989 located within the lands to be dedicated for A Street.
38. 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 CSM.
39. For any required utility easements, add standard note: " Public Utility Easements as herein set forth are for the use by Public Bodies and Private Public Utilities having to right to serve the area."
40. The sanitary sewer serving Lots 2 and 3 shown along the rear lot will not be public and Outlot 1 will not require any public sanitary sewer or access easements. Remove the language for the public sanitary sewer easements from the CSM.
41. Cite and or show on the face of the CSM all documents that this property is subject to as noted in the title report such as Document Nos. 1047702 and 1210337 and any of the other documents that may affect this parcel as listed within those documents which were not provided in the title report. If such documents affect the property provided them in an updated title report.
42. 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).
43. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant 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 site for current tie sheets and control data that has been provided by the City of Madison.
44. Prior to City Engineering Division final sign-off by main office for Certified Survey Maps (CSM), the final CSM must be submitted in PDF format 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.
45. On all sheets, correct the spelling of 'Milwauke Street' to 'Milwaukee Street'.

46. Provide a list of suggested new street names to Lori Zenchenko (LZenchenko@cityofmadison.com) for review and approval.
47. The westerly lines of A Street are not parallel with the easterly line of A Street on either block. Adjust each lot/ block to be parallel to the easterly line and reverify the resultant area of all the lots and outlots.
48. Per A-E 7.05(11), list the datum and adjustment for the coordinate system used.
49. The applicant shall submit to Julie Smith, prior to final 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.

**Traffic Engineering Division** (Contact Sean Malloy, (608) 266-5987)

50. "A" Street shall be classified as a Neighborhood Street as defined by the current Complete Green Streets Guide.
51. The applicant shall dedicate right of way along their frontage of Milwaukee Street as required in the Milwaukee Area Special Area Plan and as officially mapped.
52. The applicant shall dedicate sufficient right of way to allow for minimum eight (8)-foot terraces on all streets in this CSM. Any variances shall be approved by City Traffic Engineer.
53. Public right of way configuration and design along with site plans are not approvable through the CSM approval process. The applicant shall work with the Traffic Engineering Division on final right of way design prior to final approval and recording of a final plat of the subdivision

**Parking Division** (Contact Trent Schultz, (608) 246-5806)

54. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of land division review. As development progresses on the subject site, residential uses with 10 or more dwelling units and other applicable uses in MGO Section 16.03 will be subject to TDM Plan review.

**Zoning Administrator** (Contact Jenny Kirchgatter, (608) 266-4429)

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

**Fire Department** (Contact Matt Hamilton, (608) 266-4457)

55. Final fire access for each building to be determined based on final building design and site layouts.

**Forestry Section** (Contact Bradley Hofmann, (608) 267-4908)

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

**Water Utility** (Contact Jeff Belshaw, (608) 261-9835)

56. The developer shall construct the public water distribution system and services required to serve the proposed subdivision plat per MGO Section 16.23.

57. All public water mains and water service laterals shall be installed by a standard City subdivision contract / City-Developer agreement. The applicant shall contact City Engineering Division to schedule the development of plans and the agreement.

**Metro Transit** (Contact Tim Sobota, (608) 261-4289)

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

**Assessor Review** (Contact Carlos Aguilar Velin, (608) 267-8791)

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

**Parks Division** (Contact Brian Kowalski, (608) 243-2848)

58. 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25085.

59. Prior to signing off on the CSM, the applicant shall execute a declaration of conditions and covenants for impact fees. Requests can be emailed to [parkimpactfees@cityofmadison.com](mailto:parkimpactfees@cityofmadison.com).

60. 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." The Parks Division shall be required to sign off on this CSM.

**Office of Real Estate Services** (Andy Miller, (608) 261-9983)

61. Prior to approval sign-off by the Office of Real Estate Services ("ORES") of the final plat, all parties having an interest in the property, pursuant to Wis. Stats 236.21(2)(a), shall execute the Owner's Certificate on the plat. Certificates shall be prepared with the ownership interests consistent with the most recent title report. 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 sign-off.

62. 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.

63. 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. 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 approval sign-off.

64. Add the following to the end of the owner's certificate: "...hereon, and further certify that this Certified Survey Map is required by S.236.34 to be submitted to the City of Madison for approval. Witness the hand and seal of said owner this \_\_\_\_\_, day of \_\_\_\_\_, 202\_\_."
65. A Consent of Lessee certificate shall be included on the final plat for any tenancy in excess of one year, recorded or unrecorded, and executed by said tenant prior to agency plat approval sign-off.
66. Update the Madison Common Council Certificate to be signed by Lydia A. McComas, City Clerk.
67. As of November 7, 2025, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f)(3), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
68. As of November 7, 2025, 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)(3).
69. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES ([acmiller@cityofmadison.com](mailto:acmiller@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 September 11, 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.
70. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report.