



Department of Planning & Community & Economic Development

## Planning Division

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

June 25, 2025

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

RE: LNDSCM-2025-00017; ID 88353 – Certified Survey Map – 7640 Stones Throw Drive (Dan Brinkman, Meadow Investors LLC)

Dear Brett,

The Certified Survey Map to divide Lot 218 of the Midpoint Meadows subdivision located at 7640 Stones Throw Drive, Section 2, Township 6N, Range 8E, 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 Kathleen Kane of the City Engineering Division at (608) 266-4098 if you have questions regarding the following four (4) items:**

1. The applicant shall provide recorded private sewer easements across Lot 3 and/or recorded ownership agreements for the co-owned privately owned sanitary sewer facilities.
2. It appears these lots are interdependent for drainage. An agreement shall be created, reviewed and approved by the City Engineering Division and recorded against all parcels at the Dane County Register of Deeds.
3. Madison Metropolitan Sewerage District (MMSD) 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 sign-off.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact Kate Kane at (608) 266-4098 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 Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following ten (10) items:**

5. 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.
6. Update the Owners Certificate to the current owner of record VH Midpoint Meadows per Document No. 6031813.
7. Add Mortgagee Certificate for Park Bank per Document No. 6031814.
8. 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 Jule Smith, City Engineering (jsmith4@cityofmadison.com)
9. 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.
10. Make adjustment to the sub-distances of the West line of the parcel for Lots 1 and 3, as 228.05' +173.18' are not equal to the overall shown.
11. Note that the parcel is subject to the Declaration Covenants Conditions and Restrictions per Document Nos. 6028616, 8028619 and 6028621.
12. Add the document number of the Midpoint Meadows plat (6020720) at the top of each sheet to the caption.
13. Revise the label of the easterly adjacent parcel to this parcel from Outlot 4 to Outlot 2.
14. The applicant shall submit to Jule 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.

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

15. 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 is expected to be required as part of future development, per MGO Section 16.03.

**Please contact Adam B Kaniewski of the Parks Division at [akaniewski@cityofmadison.com](mailto:akaniewski@cityofmadison.com) if you have any questions regarding the following item:**

16. Prior to sign-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). The Parks Division shall be required to sign off on this CSM.

**Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following four (4) items:**

17. The Mid Town Road, Raymond Road and S High Point Road corridors are either existing or potential transit corridors, and any construction/redesign of those rights-of-way should be completed using transit-supportive pavement strengths and accessibly sloped terrace areas. City Engineering developer agreements should confirm with Metro Transit any existing or planned curbside bus stops that need accessible passenger boarding area designs.
18. In coordination with any public works improvements, the applicant shall install and maintain a concrete boarding pad surface at the planned Metro bus stop on the south side of Raymond/Mid Town Road, east of S High Point Road.
19. The applicant shall install and maintain a new passenger seating amenity either as part of the private landscape plan or in the public right of way area along the south side of Raymond/Mid Town Road, east of S High Point Road. If located in the public right-of-way, the applicant should be aware of the requirements set forth in MGO Section 10.31, as well as the timelines necessary to submit a Privilege in Streets (Bus Shelter, Stops and Seating) application and should contact the City's Office of Real Estate Services for information and assistance with the Privilege in Streets application process. An approved Encroachment Agreement, for the bus stop amenity, shall be executed prior to sign off if located in the public right of way.
20. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

**Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have any questions regarding the following nine (9) items:**

21. Prior to final 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (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.
22. 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.
23. 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). 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.
24. 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).
25. 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...”
26. 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.
27. As of June 12, 2025, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f), 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.
28. As of June 12, 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).
29. 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 April 21, 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.

**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 July 1, 2025 meeting.**

**Approval of this Certified Survey Map does not include any approval to construct new buildings on the subject site. A letter with the conditions of approval for the related development of the site was sent separately. If this CSM is recorded prior to final approval of the conditional use plans for this project, the lines created by this CSM should be shown on all relevant sheets in the zoning plans.**

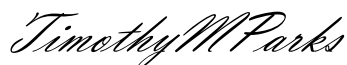
In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials 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.

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 (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,



Timothy M. Parks  
Planner