



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

www.cityofmadison.com

May 8, 2015

Alex McKenzie

TR McKenzie, Inc.

1910 Hawks Ridge Drive, Suite 322

Madison, Wisconsin 53593

RE: Approval of a demolition permit to allow an existing single-family residence addressed as 9803 Old Sauk Road to be razed or removed, and approval of a final plat to create 35 single-family lots and 2 outlots to be dedicated to the City for stormwater management purposes.

Dear Mr. McKenzie;

At its May 5, 2015 meeting, the Common Council **conditionally approved** the final plat of "The Willows" subject to the following conditions of approval to be addressed through the final approval and recording of the subdivision. The Plan Commission approved the demolition of the existing residence at 9803 Old Sauk Road subject to the Council's approval of the final plat.

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following thirty-six (36) items:

1. The Old Sauk Road right of way was not formally dedicated by Certified Survey Map 6407 all the way to the north line of the NW 1/4 of Section 21. All of the right of way shall be included in the plat boundary and shall be dedicated along with the additional 27-foot width required for Old Sauk Road.
2. The 'No Vehicular Access' Restriction along Old Sauk Road and the Building Setback Line shown and noted on Certified Survey Map 6407 shall removed from the plat and released with a separate release document drafted by the City of Madison Office of Real Estate Services. Coordinate with and provide legal descriptions and map exhibits along with the \$500 for administrative fees to Jeff Quamme at jrquamme@cityofmadison.com or 1600 Emil Street, Madison, WI 53703 (266-4097) to set up the required Real Estate Project.
3. Show graphically on the face of the plat the "No Vehicular Access Restriction" along Old Sauk Road required by Traffic Engineering and provide a note on the map referring to Notes 6 and 7 on sheet 2.
4. Remove Note 9 on sheet 2, as there are not any navigable water ways noted or shown on the plat.
5. Add the word "Public" in front of Utility Easements in Note 10 on sheet 2.

6. Remove the corporate boundary shown on the final plat. The corporate boundary is only required to be shown on the preliminary plat.
7. Revise the note for the dedication of Outlot 1 as follows: "Dedicated to the Public for Public Storm Water Management Purposes. Subject to a Public Easement for Sanitary Sewer Purposes over its entirety".
8. Outlot 2 shall have the note modified as follows: "Dedicated to the Public for Public Storm Water Management Purposes."
9. The applicant shall 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. A Public Utility Easement standard line and notation shall be added to the legend to properly denote the Public Utility Easements and shall refer to Note 10 on sheet 2.
10. Revise the temporary turnaround easement language as follows on the plat and in the notes: "Temporary Limited Easement to the City of Madison for temporary cul-de-sac improvements. This easement shall terminate upon the extension of White Fox Lane and completion of public street improvements to the west."
11. Correct the spelling of Treasure to Treasurer at all instances in the City and County Treasurer Certificates.
12. Remove "Final Plat" from the top of the sheets above the plat name.
13. Stormwater management requirements for this plat include: TSS control; 100% average annual infiltration; 1-, 2-, 10-, 100-year detention; and peak rate control during any storm in accordance with the percentage of area this development compromises of the whole that drains to the 21" RCP serving the enclosed depression on this site.
14. Storm sewer must be extended to the north plat limits on Old Sauk Road as part of this plat and in accordance with the Madison General Ordinances.
15. Off-site sanitary sewer will be needed to the east of the proposed plat to be installed at the developer's expense, per the design of the City Engineer.
16. The applicant shall be required to work with City Engineering to design and construct an access route to the eastern most sanitary manhole to be constructed with the plat. This access route may be constructed on the stormwater parcel, on private lands via an easement, or the access road may be done by some other method that the City Engineer finds acceptable. The access route shall be determined prior to the final plat recording. This access shall be constructed as part of Phase 1 of this development.
17. The applicant may be required to provide a deposit or enter into an agreement with the City for the completion of the surface paving and stormwater management construction and acceptance, if not included with the initial phase of the work.

18. The developer and the City shall work on a cost sharing arrangement for the work required on Old Sauk Road. The developer shall be financially responsible for improvements to Old Sauk for sidewalk, curb and gutter, base course, a 4-foot wide section of pavement and restoration adjacent to the development. Due to the difficulty of the construction for this small frontage, the City may request that the developer construct the public frontage of half of the street adjacent to Outlot 1 (which the City is financially responsible for) in exchange for a portion of or all the street improvements on Old Sauk Road. The developer shall still be responsible for construction of the sidewalk along the Old Sauk Road frontage and any ingress and egress improvements as necessary to provide access to the plat.
19. Prior to final plat sign off and recording, the applicant shall provide evidence that the septic system has been removed and abandoned with appropriate permitting from Public Health of Madison and Dane County ([link](#)).
20. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat/ CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this plat without the agreement executed by the developer.
21. Two weeks prior to recording the final plat, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than 9 feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
22. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer, Stormwater and Sanitary Sewer Lift Station. All impact fees are due and payable at the time building permits are issued. The following note shall be put the face of the plat: "Lots/ buildings within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued."
23. The developer shall construct Madison standard street and sidewalk improvements for all streets within the plat.
24. The developer shall construct sidewalk and complete ditching along Old Sauk Road according to a plan approved by the City Engineer.
25. The developer shall make improvements to Old Sauk Road to facilitate ingress and egress to the plat.
26. An erosion control plan and land disturbing activity permit shall be submitted to the City Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.

27. The following notes shall be included on the final plat:

- a.) All lots within this plat are subject to public easements for drainage purposes which shall be a minimum of 6-feet in width measured from the property line to the interior of each lot except that the easements shall be 12-feet in width on the perimeter of the plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the plat. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
- b.) The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.

NOTE: In the event of a City of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

Information to Surveyor's: In addition to notes such as this, WI State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

28. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage.

The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system—NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master stormwater drainage plan: "For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by

elevation or through the use of drainage arrows. No building permits shall be issued prior to the City Engineering Division's approval of this plan."

29. This site appears to disturb over 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 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 Water Resources Application for Project Permits (WRAPP) or Notice of Intent Permit (NOI) permit process.
30. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Schmidt (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
31. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.
32. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Schmidt (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
33. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The Applicant shall identify monument types on all PLS corners included on the Plat. Note: Land tie to two PLS corners required.
34. In accordance with Section s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat. Identify the owner and/or benefiting interest of all easements.
35. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street,

sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

36. City of Madison Environmental Projects staff have reviewed the subject site and determined that a Phase I ESA **will** be required of the applicant. The applicant shall provide 1 digital and 2 hard copies of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (267-1986, bbemis@cityofmadison.com) for further review.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following five (5) items:

37. No vehicular access shall be provided to Old Sauk Road for Lots 2 and 35. This restriction shall be shown graphically and as a note on the final plat
38. Access to Lot 1 shall be limited to one residential driveway to serve the existing residence or a new residence to be constructed on said lot. The driveway shall be located within the westernmost 30 feet of Lot 1. This access restriction shall be acknowledged as a note on the final plat. Additionally the final plat shall include the following note: "Old Sauk Road will be reconstructed in the future as an arterial roadway expected to include a center median. The owner of Lot 1 acknowledges if a median is to be installed no break shall be constructed in the future median to provide westbound access to his/ her lot."
39. A declaration of conditions and covenant for streetlights and traffic signals shall be executed and returned prior to signoff of the final plat. The applicant will need to provide a deposit for their reasonable and proportionate share of traffic signal costs.
40. Utility easements shall be provided on the final plat between the lots in the following table. The applicant shall show a detail drawing of the 12-foot utility easement dimensions and lot lines on the face of the final plat.

Between Lots	Between Lots	Between Lots	Between Lots	Between Lots
6-7	13-14	Southerly 10' of 22	24-25	32-33
9-10	Westerly 10' of 11	19-20	28-29	34-35

41. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

Please contact Matt Tucker, Zoning Administrator, at 266-4569 if you have any questions regarding the following item:

42. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator, George Dreckmann, prior to a demolition permit being issued. MGO Section 28.185(7)(a)5 of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following three (3) items:

43. Water main assessments are due for the Old Sauk Road frontage of this property.
44. All public water mains and water service laterals shall be installed by a standard City of Madison Subdivision Contract. Each lot shall have a separate water service lateral connected to a public water main. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.
45. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:

46. Provide the following information to the buyer of each individual lot: "The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e)."
47. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition of the house. Contact Lt. Scott Bavery of the MFD Training Division to discuss this possibility at 576-0600.

Please contact Kay Rutledge of the Parks Division at 266-4714 if you have any questions regarding the following two (2) items:

48. Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development in this subdivision. The developer must select a method for payment of park fees before signoff on the final plat. This development is within the Far West park impact fee district (SI30). Please reference ID# 15101 when contacting Parks Division staff about this project.
49. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:

50. An Environmental Site Assessment is required because of the public dedications.
51. Prior to final plat sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Sharon Pounders at the Water Utility (266-4641) that stormwater management fees are paid in full.
52. The owner shall furnish to the City's Office of Real Estate Services, as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report and the date when final sign-off is requested. The surveyor shall update the plat with the most recent information available in the title report update.
53. Depict, name, and identify by document number on the proposed final plat all existing easements cited in record title prior to final approval and recording.

Please contact my office at 261-9632 if you have any questions about the following item:

54. That the applicant provide a site plan to Planning Division staff for approval that shows the relocation of the existing single-family residence to one of the proposed lots within this subdivision OR provide evidence to staff that the home cannot be accommodated within the development. If maintained onsite, the residence shall meet the bulk requirements for the SR-C1 zoning district (yards, usable open space, etc.). If the house will not be accommodated onsite, the applicant shall offer the structure for relocation offsite for a period of not less than 45 days from the beginning of a marketing plan approved by Planning staff that includes online and print media advertisements and onsite signage offering the house for relocation.

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

No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.

As soon as the comments and conditions have been satisfied for the final plat as verified with a completed affidavit form (attached), the original along with the revised final plat, 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 final plat at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.

Any appeal regarding the plat, including the conditions of approval related thereto, must be filed with the Circuit Court within thirty (30) days from the date of this letter. The approval of this final plat shall be null and void if not recorded in twelve (12) months from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Prior to City Engineering final sign-off by the main office of the plat, the final plat 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 plat in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the plat an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the plat with the most recent information reported in the title update.

A demolition or removal permit is valid for one (1) year from the date of the Plan Commission. Where the plans have not been altered since issuance of the demolition or removal permit and the permit has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date.

Sincerely,

Timothy M. Parks
Planner

cc: Janet Schmidt, City Engineering Division
Eric Halvorson, Traffic Engineering Division
Kay Rutledge, Parks Division
Matt Tucker, Zoning Administrator
Bill Sullivan, Madison Fire Department
Dennis Cawley, Madison Water Utility
Heidi Radlinger, Office of Real Estate Services
Dan Everson, Dane County Planning & Development