

# Dane County Conditional Use Permit Application

<b>Application Date</b>	<b>C.U.P Number</b>
03/19/2021	DCPCUP-2021-02519
<b>Public Hearing Date</b>	
05/25/2021	

<b>OWNER INFORMATION</b>	<b>AGENT INFORMATION</b>
--------------------------	--------------------------

OWNER NAME TOWN OF MEDINA	Phone with Area Code (608) 219-3556	AGENT NAME <input type="checkbox"/>	Phone with Area Code
BILLING ADDRESS (Number, Street) PO BOX 37 634 Stat Hwy 19		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) MARSHALL, WI 53559		(City, State, Zip)	
E-MAIL ADDRESS clerk@townofmedina.org		E-MAIL ADDRESS	

<b>ADDRESS/LOCATION 1</b>	<b>ADDRESS/LOCATION 2</b>	<b>ADDRESS/LOCATION 3</b>
---------------------------	---------------------------	---------------------------

<b>ADDRESS OR LOCATION OF CUP</b>	<b>ADDRESS OR LOCATION OF CUP</b>	<b>ADDRESS OR LOCATION OF CUP</b>
5536 Missouri Road		
TOWNSHIP MEDINA	SECTION 23	TOWNSHIP
		SECTION
<b>PARCEL NUMBERS INVOLVED</b>	<b>PARCEL NUMBERS INVOLVED</b>	<b>PARCEL NUMBERS INVOLVED</b>
0812-232-8530-2	0812-143-9250-7	---

<b>CUP DESCRIPTION</b>
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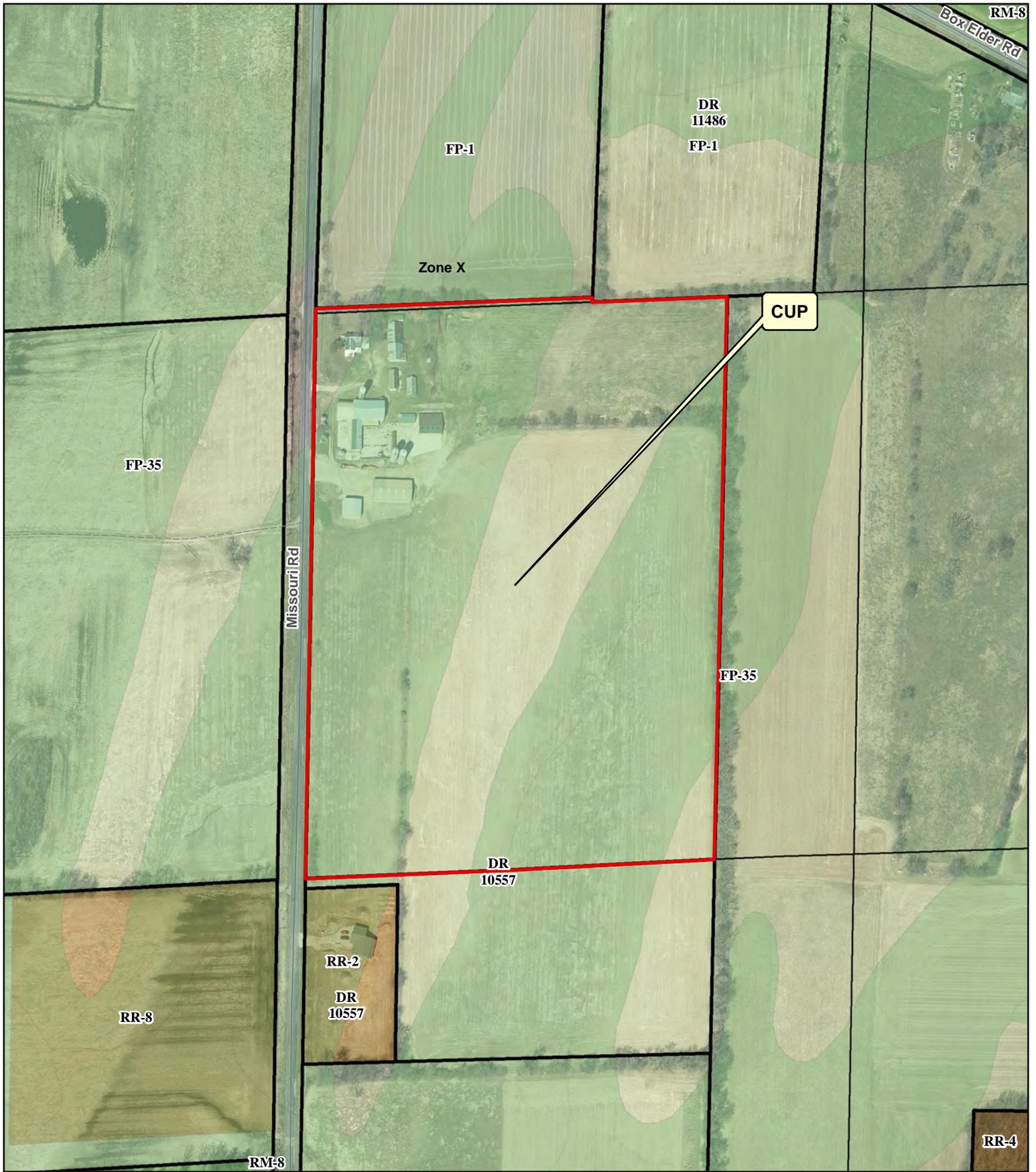
New Town Hall facility

<b>DANE COUNTY CODE OF ORDINANCE SECTION</b>	<b>ACRES</b>
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10.234(3)(i) Governmental Uses	30.7
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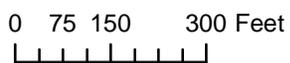
<b>DEED RESTRICTION REQUIRED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  Applicant Initials _____	<b>Inspectors Initials</b>  RWL1	<b>SIGNATURE:(Owner or Agent)</b>   <b>PRINT NAME:</b>   <b>DATE:</b>   
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COMMENTS: ALLOW FOR A NEW TOWN HALL FACILITY



**Legend**

- |   |   |
|---|---|
|  Wetland    | <b>Significant Soils</b>  |
|  Floodplain |  Class 1 |
|   |  Class 2 |



**CUP 02519  
TOWN OF MEDINA**



**Dane County**  
**Department of Planning and Development**  
 Zoning Division  
 Room 116, City-County Building  
 210 Martin Luther King Jr. Blvd.  
 Madison, Wisconsin 53703  
 (608) 266-4266

Application Fees	
General:	\$495
Mineral Extraction:	\$1145
Communication Tower:	\$1145 (+\$3000 RF eng review fee)
PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT	

## CONDITIONAL USE PERMIT APPLICATION

### APPLICANT INFORMATION

Property Owner Name:	Town of Medina	Agent Name:	Town of Medina
Address (Number & Street):	634 STH 19 PO Box 37	Address (Number & Street):	634 STH 19 PO Box 37
Address (City, State, Zip):	Marshall, WI 53559	Address (City, State, Zip):	Marshall, WI 53559
Email Address:	clerk@townofmedina.org	Email Address:	clerk@townofmedina.org
Phone#:	(608) 219-3556	Phone#:	(608) 219-3556

### SITE INFORMATION

Township:	Medina	Parcel Number(s):	0812-232-8530-2; 0812-143-9250-7
Section:	036	Property Address or Location:	5536 Missouri Road, Marshall, WI 53559
Existing Zoning:	FP-35	Proposed Zoning:	RM-16
CUP Code Section(s):	10.234(3) Governmental		

### DESCRIPTION OF PROPOSED CONDITIONAL USE

<b>Type of conditional use permit</b> (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use): Government building	<b>Is this application being submitted to correct a violation?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Provide a short but detailed description of the proposed conditional use:</b> The Town of Medina plans to move its entire operation to approximately five acres on a corner of this parcel. The Town will demolish all but three buildings of a currently abandoned farmstead and build on the same site a new town hall/maintenance facility and recycling center. Existing structures will be reused as a salt shed and cold storage buildings.	

### GENERAL APPLICATION REQUIREMENTS

**Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.**

<input type="checkbox"/> Complete attached information sheet for standards	<input type="checkbox"/> Site Plan drawn to scale	<input type="checkbox"/> Detailed operational plan	<input type="checkbox"/> Written legal description of boundaries	<input type="checkbox"/> Detailed written statement of intent	<input type="checkbox"/> Application fee ( <b>non-refundable</b> ), payable to Dane County Treasurer
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I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: Jimmy Jordan, Clerk Date: 3/18/2021

## STANDARDS FOR CONDITIONAL USE PERMITS

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections [10.220\(1\)](#) and [10.103](#) of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

1. The establishment maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The new use will greatly improve all of the above by establishing a functional and safe salt storage facility, locate town operations out of a limited parcel and floodplain area, improve access to and capacity of a new recycling center, and increase the capacity and functionality of town garage/equipment storage and of the town hall itself for the benefit of all town residents.

2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

All farmland surrounding this parcel will be able to continue current use and access as permitted within a Farmland Preservation district. The several residential properties to the south of the parcel should not see significant decrease in the quality of their uses.

3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The surrounding farmland will maintain its permitted uses of agricultural activities

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.

Adequate water drainage; supply to electricity, water, heat, & communications; and access to driveways/parking will be made.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Site design will maximize traffic flow/parking for each of the distinctive uses of the town hall, recycling center, & garage/storage areas.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

The use will recognize the purpose and permitted uses of the RM-16 zoning district.

7. The conditional use is consistent with the adopted town and county comprehensive plans.

Directs new development to areas of existing development or to areas least likely to interfere with agricultural uses. (p.31 Town Plan)

8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary.

- Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:

New use will maintain the current site's distinctive building location apart from parcel's farmland and surrounding farmland.

- Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:

Ease of location, adequate size of existing building site, and reuse of several existing buildings all made this reasonable/appropriate.

- Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:

Development will occur on an existing building site, with possible 1-acre expansion into fallow/sub-standard farmland area.

- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:

New use does not impede or prevent current use of or access to farmland that completely surrounds the parcel.

- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

Builder will employ necessary erosion mitigation techniques and dispose of waste directly from building site.

## WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

<p>Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.</p> <p>The proposed use will allow the Town of Medina to move all existing operations to the northwest corner of this parcel on an existing rural building site. A new approximately 12,600 square-foot facility will house a meeting hall and conference room, kitchenette, office, and storage space; and include a 5-bay garage with work area, wash area, storage, and office. A new recycling area will allow for town resident recycling and garbage drop-off, yard waste collection, and compacting of garbage and recyclable materials. An existing 2,000 square foot building will be repurposed as a salt storage shed. Two other existing pole sheds (4,500 square feet and 1,600 square feet) will be repurposed for cold storage. Two driveways will provide access to about 34 parking spaces for the town hall, and one of these driveways will provide restricted access to the recycling area. A third driveway will provide separate access to the new garage, salt shed, and cold storage buildings for the town's dump trucks, tractors, and mowing/snow plowing equipment. Additional space on the site will be planned for future expansion of any of the buildings and/or parking lots.</p>
<p>List the proposed days and hours of operation.</p> <p>Monday-Friday 6 a.m. to 4 p.m.; Saturday 8 a.m. to 3 p.m.</p>
<p>List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.</p> <p>3 FTE (Clerk and 2 Public Works employees); Part-time recycling attendant; 6 elected town officials on occasion</p>
<p>List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.</p> <p>Within the recycling area, garbage and recycling bins are self-contained. Some noise will be produced from a partially enclosed compacting station which is expected to be used every several weeks. Exposed areas for yard waste collection will be contained to prevent materials from blowing away. Recycling area access will be restricted by security fencing.</p>
<p>Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.</p> <p>Explained above.</p>
<p>For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under <a href="#">Chapter 11</a> of <a href="#">Chapter 14</a>, Dane County Code.</p> <p>Stormwater management area will be located directly north of the new town hall.</p>
<p>List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.</p> <p>Sanitary field further to the northeast of the new town hall will provide area for wastewater effluent dissipation.</p>
<p>List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.</p> <p>Recycling center will provide garbage and recyclable collection bins and compacting and yard waste collection/disposal.</p>
<p>Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.</p> <p>Traffic will increase during recycling hours. Existing road will easily allow weight of full sand/gravel dump trucks and salt delivery trucks.</p>
<p>Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.</p> <p>Materials associated with a highway maintenance facility (oil, grease, salt, etc.) will be contained/used within the garage and/or salt shed.</p>
<p>Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.</p> <p>Downward-facing LED light poles will illuminate sidewalks and parking lots and low-voltage lighting used for the road sign</p>
<p>Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. <a href="#">10.800</a>.</p> <p>A monument-type sign along the road side illuminated with low-voltage lighting</p>
<p>Briefly describe the current use(s) of the property on which the conditional use is proposed.</p> <p>Current use is abandoned house, barn, and ag buildings (approx. 4 acres).</p>
<p>Briefly describe the current uses of surrounding properties in the neighborhood.</p> <p>All surrounding property is farmland, mostly tilled cropland.</p>

**EXHIBIT A**  
**LEGAL DESCRIPTION**

**PARCEL A:**

The West 60 rods of the Northwest 1/4 of the Northwest 1/4 of Section 23, Township 8 North, Range 12 East, in the Town of Medina, Dane County, Wisconsin, EXCEPT the South 875.6 feet thereof, and FURTHERING EXCEPTING Lot One (1) of Certified Survey Map No. 13621 recorded in Volume 89 of Certified Surveys, Pages 174 and 175, as Document No. 5039129, in the Town of Medina, Dane County, Wisconsin.

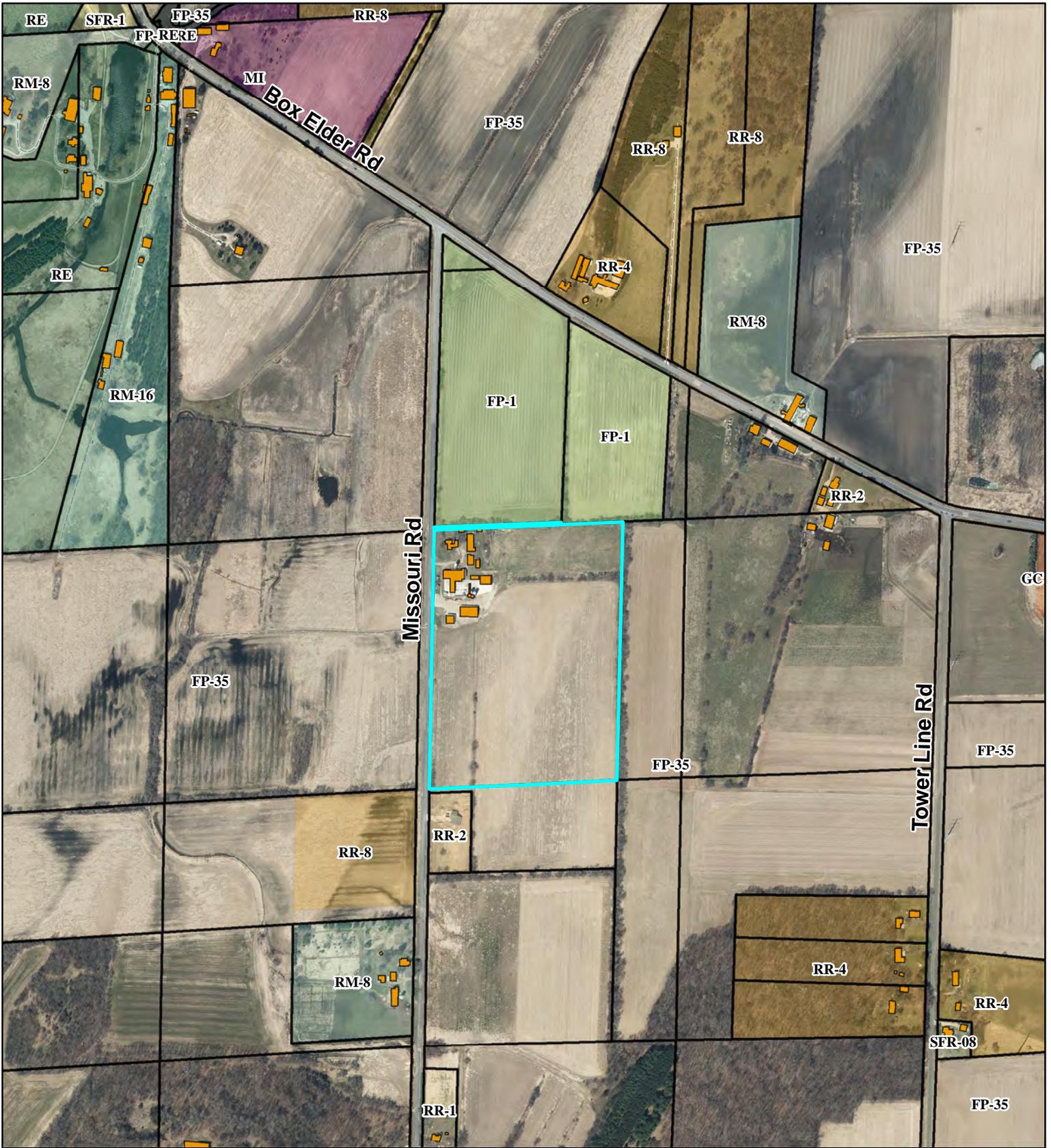
Tax Key No: 036-0812-232-8530-2

**PARCEL B:**

A parcel of land located in the Southwest 1/4 of the Southwest 1/4 of Section 14, Township 8 North, Range 12 East, in the Town of Medina, Dane County, Wisconsin, more particularly described as follows: Beginning at a railroad spike in the center of Missouri Road at the Southwest corner of the Southwest 1/4 of the Southwest 1/4 of said Section 14; thence North 87°54'23" East along the South line of said Southwest 1/4 of the Southwest 1/4, 686.66 feet to a 3/4" solid iron rod; thence North 1°47'33" East, 12.00 feet to a 3/4" solid iron rod; thence South 87°54'23" West, 686.66 feet to the West line of said Southwest 1/4 of the Southwest 1/4 and the centerline of said Missouri Road; thence South 1°47'33" West along the West line and said centerline, 12.00 feet to the point of beginning.

Tax Key No: 036-0812-143-9250-7





0 325 650 1,300 Feet

Neighborhood Map

**SHEET INDEX**

- C1.0 SITE PLAN
- A1.0 FLOOR PLAN
- A1.1 COMPACTOR FLOOR PLANE/ELEVATIONS
- A2.0 ELEVATIONS

**PROJECT INFORMATION**

**APPLICABLE BUILDING CODE**  
 2015 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)  
 ASHRE STANDARD 90.1-2013

**BUILDING CONTENT**

BUILDING & FIRE AREA SQUARE FOOTAGES			
FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	— S.F.	— S.F.	— S.F.
FIRST FLOOR	— S.F.	12,630 S.F.	— S.F.
CANOPYES (COLUMN SUPPORTED)	— S.F.	120 S.F.	— S.F.
BASEMENT	— S.F.	— S.F.	— S.F.
MEZZANINE	— S.F.	— S.F.	— S.F.
MEZZANINE SUB-TOTALS	— S.F.	1,412 S.F.	— S.F.
FIRE AREA TOTALS	— S.F.	14,108 S.F.	— S.F.

HIGH PILE STORAGE NO  
 FIRE ALARM SYSTEM NO  
**OCCUPANCY**  
 S2 - COMMERCIAL GARAGE  
 B - BUSINESS  
 B - BUSINESS

**CONSTRUCTION CLASSIFICATION**

TYPE IIB CONSTRUCTION  
 SPRINKLED NO  
 FIREWALL YES

**ALLOWABLE AREA**

TABULAR FLOOR AREA 9,000 S.F.  
 FRONTAGE INCREASE 7,125 S.F.  
 SEVERALS INCREASE 0 S.F.  
 TOTAL ALLOWABLE AREA 16,625 S.F.  
 ALLOWABLE FIRE AREA 5,000 S.F.  
 IF EXCEEDS 25% OF LENGTH

**BUILDING/SITE CONTENT**

BUILDING SIZE — S.F.  
 HARD SURFACE — S.F.  
 GREEN SPACE — S.F.  
 PAVEMENT (HARDOCK) — S.F.  
 PAVING PROVIDED — STALLS (1 STALL = 7.5 S.F.)

**ZONING INFORMATION**

ZONING —  
 FRONT YARD SETBACK: —'  
 SIDE YARD SETBACK: —'  
 REAR YARD SETBACK: —'



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**PROPOSED NEW FACILITY FOR:**

**TOWN OF MEDINA**  
**MARSHALL, WISCONSIN**



**Keller**  
 PLANNING ARCHITECTS BUILDERS

1515 E. WISCONSIN  
 SUITE 200  
 MILWAUKEE, WI 53212  
 TEL: 414.762.0000  
 FAX: 414.762.0001

1515 E. WISCONSIN  
 SUITE 200  
 MILWAUKEE, WI 53212  
 TEL: 414.762.0000  
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1515 E. WISCONSIN  
 SUITE 200  
 MILWAUKEE, WI 53212  
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 FAX: 414.762.0001

www.kellerusa.com

**TOWN OF MEDINA**  
 WISCONSIN

PROPOSED NEW FACILITY FOR:  
 MARSHALL

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**REVISIONS**

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**PROJECT MANAGER:**  
D. FLANIGAN

**DESIGNER:**  
R. LINDSTROM

**DRAWN BY:**  
RWV

**EXPECTOR:**

**SUPERVISOR:**

**PRELIMINARY NO.:** P19082

**CONTRACT NO.:**

**DATE:** MARCH 26, 2020

**SHEET:** C1.0

PRELIMINARY - NOT FOR CONSTRUCTION



**Keller**  
PLANNERS / ARCHITECTS / BUILDERS

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PROPOSED NEW FACILITY FOR:  
**TOWN OF MEDINA**  
MARSHALL, WISCONSIN

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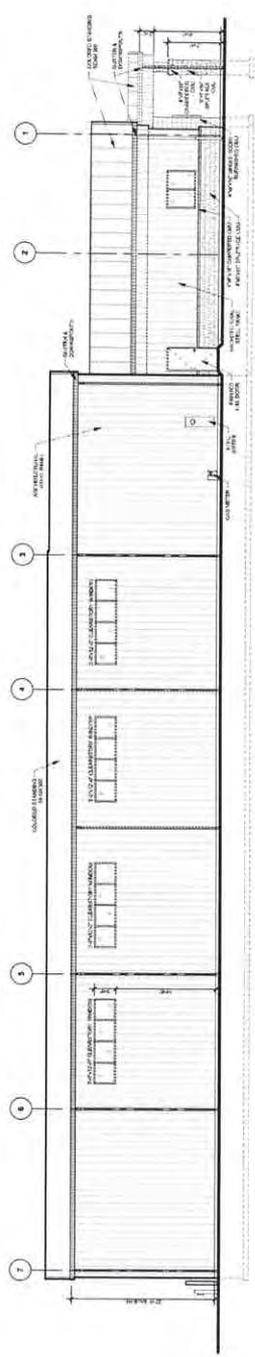
REVISIONS

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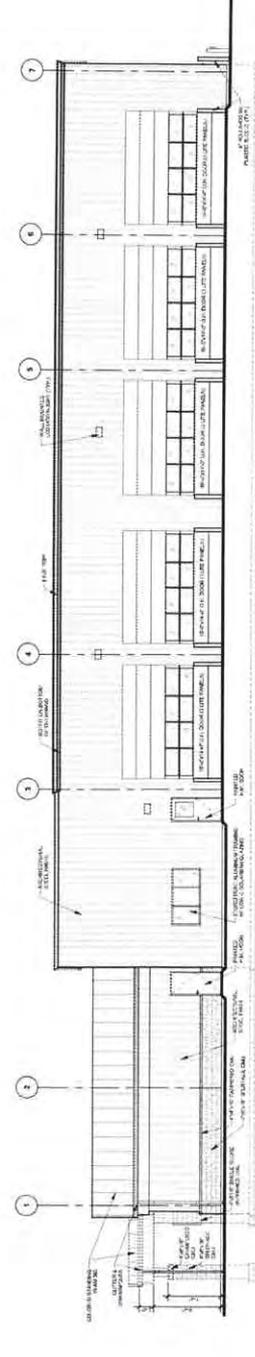
PROJECT MANAGER:  
D. FLANGAARI  
DESIGNER: R. LINDSTROM  
DRAWN BY: KRW  
EXPECITOR:  
SUPERVISOR:  
PRELIMINARY NO.: P19002  
CONTRACT NO.:

DATE: MARCH 26, 2020  
SHEET: **A2.0**

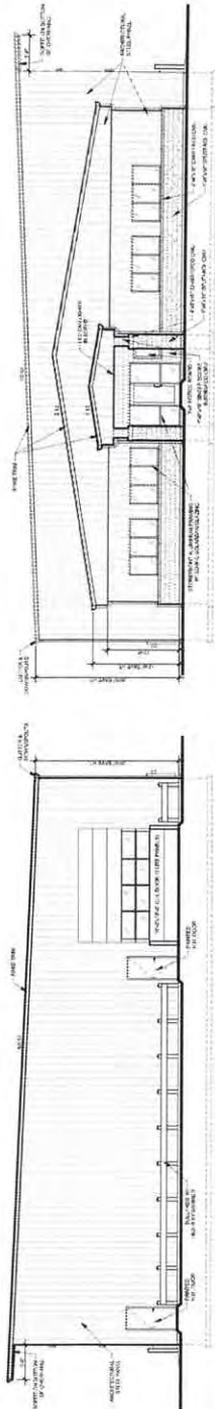
PRELIMINARY - NOT FOR CONSTRUCTION



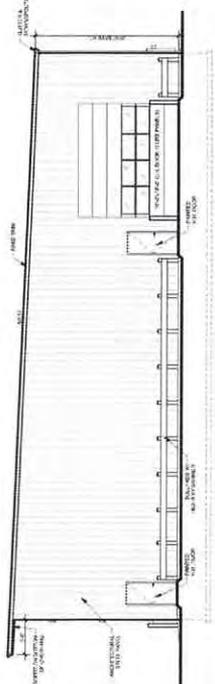
**NORTH ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION**  
1/8" = 1'-0"



**WEST ELEVATION**  
1/8" = 1'-0"



**EAST ELEVATION**  
1/8" = 1'-0"



**Keller**  
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1000 WEST  
 1000 WEST  
 7711 LAKEN  
 JEFFERSONVILLE, IN 47130  
 PHONE: 812.233.2000  
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MARKUS  
 1000 WEST  
 1000 WEST  
 7711 LAKEN  
 JEFFERSONVILLE, IN 47130  
 PHONE: 812.233.2000  
 FAX: 812.233.2001

**TOWN OF MEDINA**  
 WISCONSIN

PROPOSED COMPACTORS FOR:  
**TOWN OF MEDINA**  
 MARSHALL

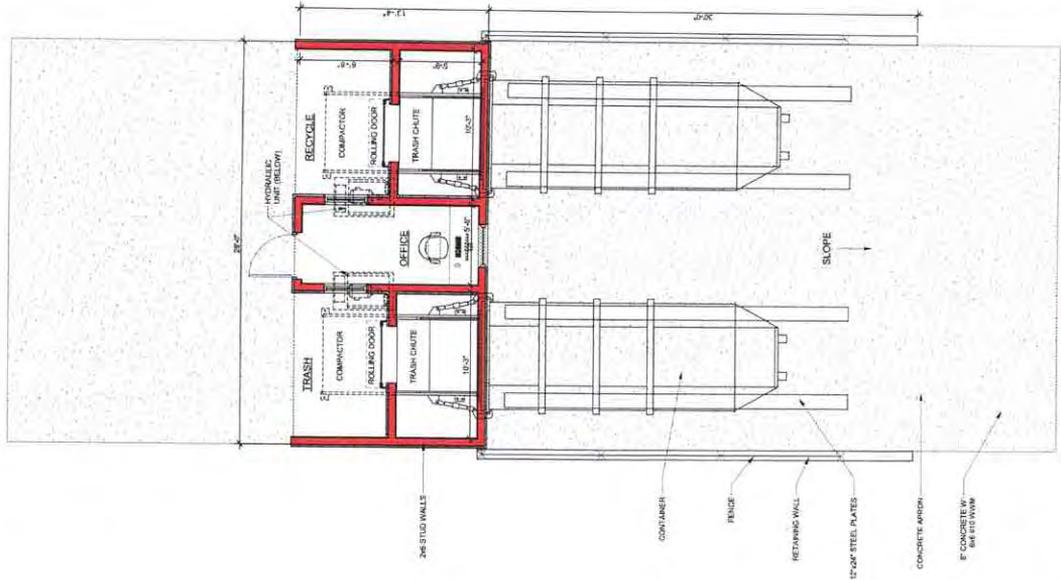
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NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	03/26/2020
2		
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8		

PROJECT MANAGER:  
 D. FLANIGANI  
 DESIGNER:  
 R. LINDSTROM  
 DRAWN BY:  
 HRW  
 SUPERVISOR:  
 \_\_\_\_\_

PRELIMINARY NO.: P19092  
 CONTRACT NO.: \_\_\_\_\_  
 DATE: MARCH 26, 2020  
 SHEET: **A1.1**

**PRELIMINARY - NOT FOR CONSTRUCTION**



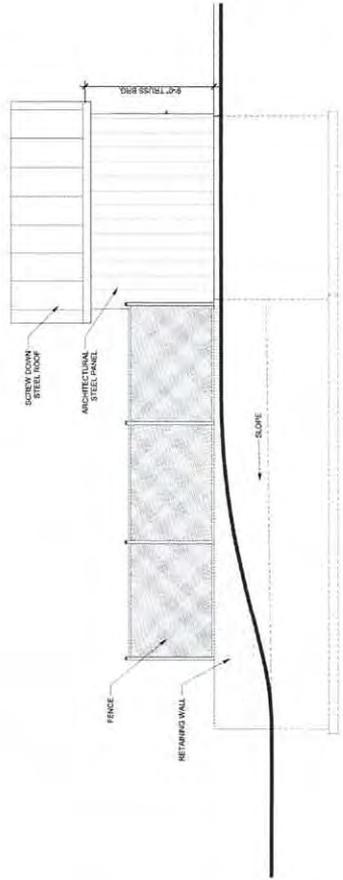
**COMPACTORS FLOOR PLAN**

**LEGEND:**

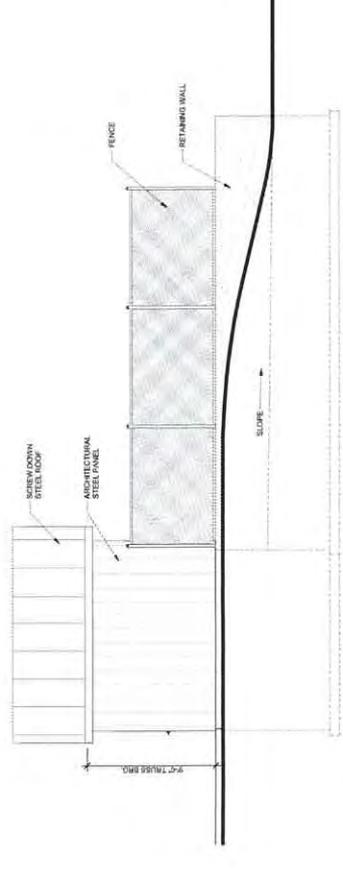
- NEW WALL/FLOORING
- NEW MASONRY
- WRECKER WALL
- NEW FOUNDATION WALL
- EXISTING WALL
- EXISTING FLOORING
- EXISTING FLOOR NUMBER

**REVISIONS:**

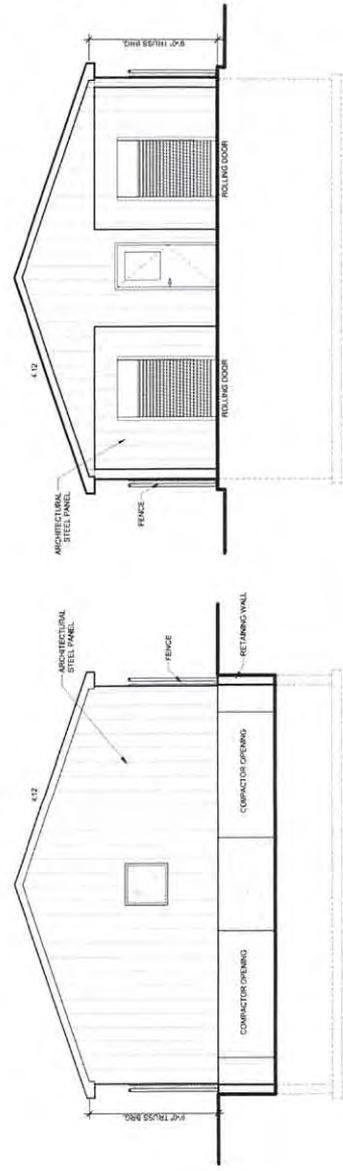
NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	03/26/2020
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**EAST ELEVATION**  
 1/8" = 1'-0"



**WEST ELEVATION**  
 1/8" = 1'-0"



**SOUTH ELEVATION**  
 1/8" = 1'-0"

**NORTH ELEVATION**  
 1/8" = 1'-0"



**Keller**  
PLANNERS / ARCHITECTS / BUILDERS

1000 WEST  
WISCONSIN STREET  
MILWAUKEE, WI 53233  
PHONE: 414.224.2000 / FAX: 414.224.2007  
WWW.KELLERBUILD.COM

**TOWN OF MEDINA**  
WISCONSIN

PROPOSED NEW FACILITY FOR:  
**MARSHALL**

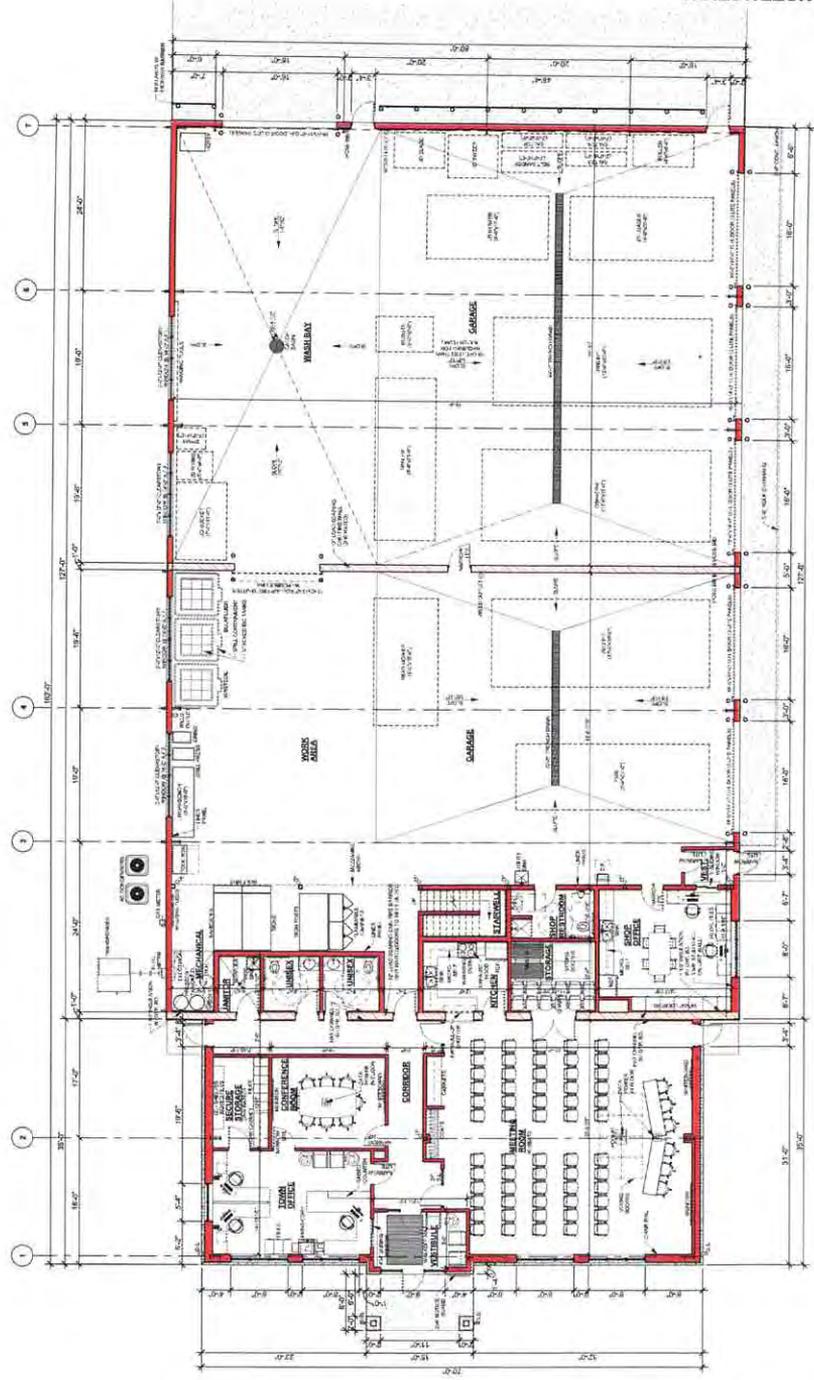
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NO.	REVISIONS
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PROJECT MANAGER:  
D. FLANGANI  
DESIGNER:  
R. LINDSTROM  
DRAWN BY:  
KRW  
EXPIRATOR:

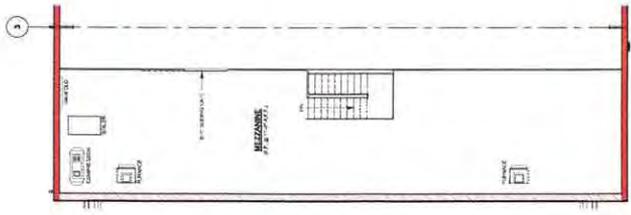
SUPERVISOR:  
PRELIMINARY NO.: P19002  
CONTRACT NO.:  
DATE: MARCH 26, 2020  
SHEET: **A1.0**

PRELIMINARY - NOT FOR CONSTRUCTION

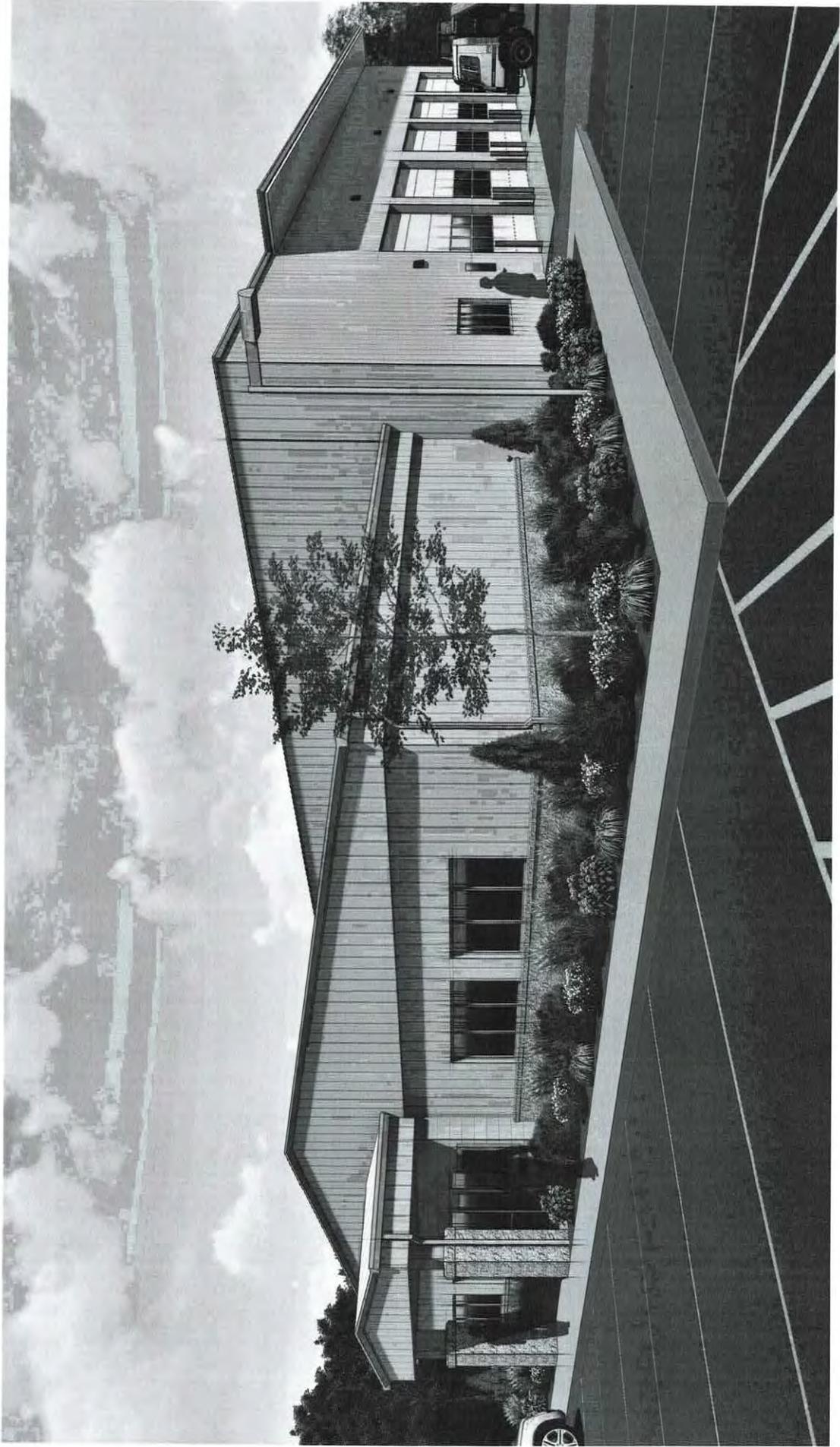


**FLOOR PLAN**  
1st FLOOR

WALL KEY	DESCRIPTION
(Red outline)	NEW WALL/FLOORING
(Dashed outline)	NEW MASONRY VENEER WALL
(Dotted outline)	NEW COPERS
(Thick solid line)	NEW FOUNDATION WALL
(Thin solid line)	TYPICAL EXISTING WALL
(Thin solid line)	DEAD WALLS
(Thin solid line)	THE WALL OR FLOOR FINISHING



**MEZZANINE FLOOR PLAN**  
1st FLOOR



**TOWN OF MEDINA**  
MARSHALL, WISCONSIN



5536 Missouri Road, Town of Medina X



Show search results for 5536 Missouri Roa...

Re Z-2

R Z-2019-00012

RR-4  
DCPREZ-2019-11486  
RR-3  
DCPREZ-2019-11486  
RR-3  
DCPREZ-2019-00012  
RM-8  
DCPREZ-2019-00012

FP-1  
DCPREZ-2019-00012

FP-1  
DCPREZ-2019-11486

RR-2  
DCPREZ-2019-00012

FP-35  
DCPREZ-2019-00012

FP-35  
DCPREZ-2019-00012

RR-2  
DCPREZ-2019-00012  
RR-3  
DCPREZ-2019-00012

RM-8  
DCPREZ-2019-00012

RR-4  
DCPREZ-2019-00012

SF

600ft



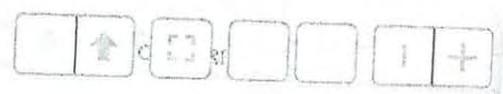
DCIMap

Version 3.6.4



5536 Missouri Road, Town of Medina X

Show search results for 5536 Missouri Roa...



8 000 ft

MISSOURI RD

60ft

FP-31  
DCPREZ-2019-00012

FP-35  
DCPREZ-2019-00012

