

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
11/18/2021	DCPCUP-2021-02552
Public Hearing Date	
01/25/2022	

OWNER INFORMATION	AGENT INFORMATION
-------------------	-------------------

OWNER NAME JALATEEFA L JOE-MEYERS	Phone with Area Code (608) 395-8129	AGENT NAME DOUG PAHL	Phone with Area Code (608) 204-7464
BILLING ADDRESS (Number, Street) 1026 W MAIN ST		ADDRESS (Number, Street) 116 KING STREET	
(City, State, Zip) SUN PRAIRIE, WI 53590		(City, State, Zip) Madison, WI 53703	
E-MAIL ADDRESS jalateefa@sankofaelu.com		E-MAIL ADDRESS pahl@aroerberle.com	

ADDRESS/LOCATION 1	ADDRESS/LOCATION 2	ADDRESS/LOCATION 3
--------------------	--------------------	--------------------

ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP	
10291 / 10297 US Highway 14				-	
TOWNSHIP MAZOMANIE	SECTION 15	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0806-153-8237-0		---		0806-153-8235-0	

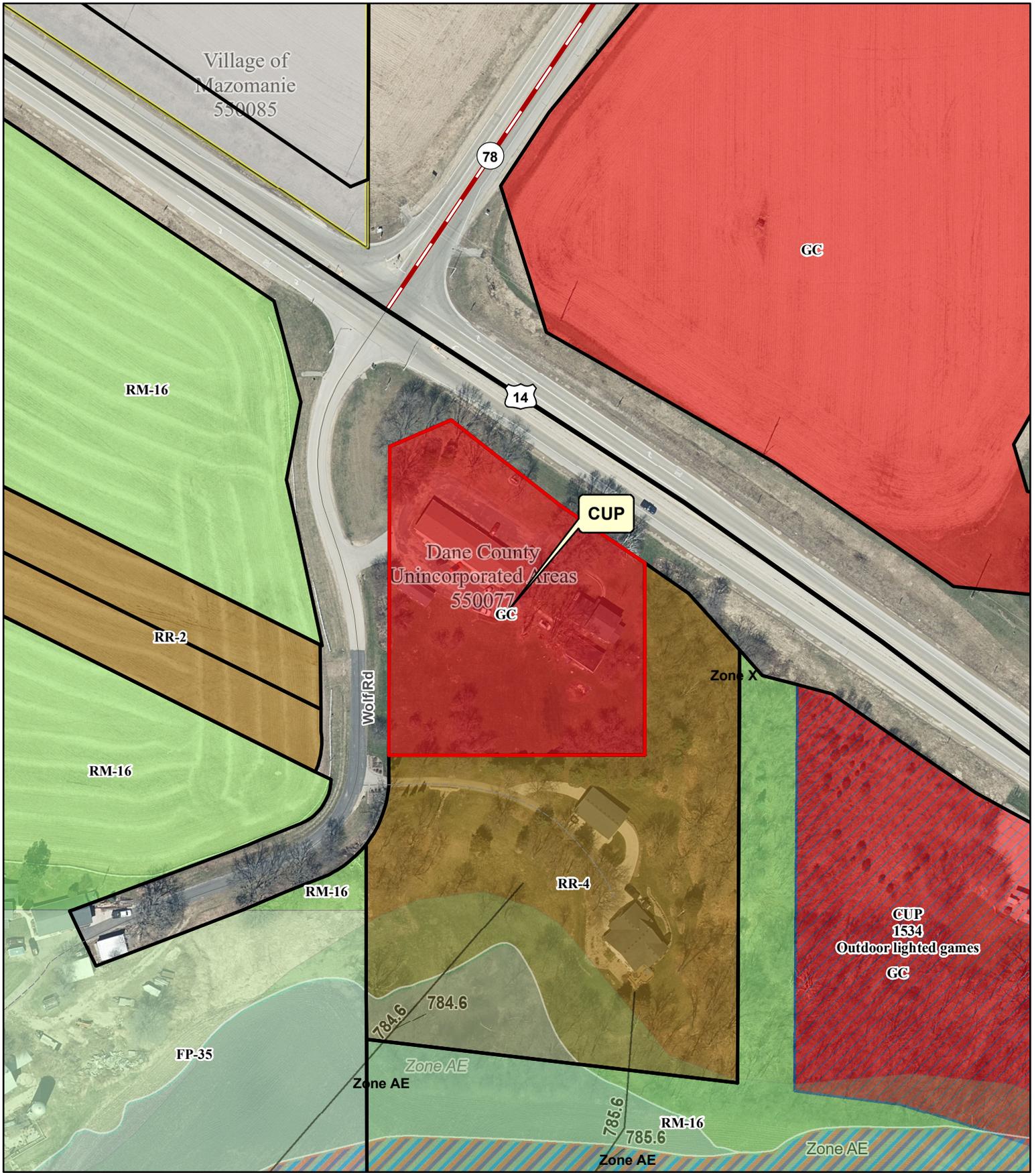
CUP DESCRIPTION

Institutional Residential Facility

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
---------------------------------------	-------

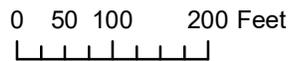
10.272 (3)	2.1
------------	-----

DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____	Inspectors Initials RWL1	SIGNATURE:(Owner or Agent) <hr/> PRINT NAME: <hr/> DATE: <hr/>
---	---------------------------------	--



Legend

- | | | |
|--|------------|---|
|  | Wetland | Significant Soils |
|  | Floodplain |  Class 1 |
| | |  Class 2 |



CUP 02552
JALATEEFA L JOE-
MEYERS



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:	Agent Name:
Address (Number & Street):	Address (Number & Street):
Address (City, State, Zip):	Address (City, State, Zip):
Email Address:	Email Address:
Phone#:	Phone#:

SITE INFORMATION

Township:	Parcel Number(s):	
Section:	Property Address or Location:	
Existing Zoning:	Proposed Zoning:	CUP Code Section(s):

DESCRIPTION OF PROPOSED CONDITIONAL USE

Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use):	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide a short but detailed description of the proposed conditional use:	

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 (non-refundable), payable to Dane County Treasurer
--	---	--	--	---	--

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: DPATE

Date: _____

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):

<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.</p>
<p>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.</p>
<p>6. That the conditional use shall conform to all applicable regulations of the district in which it is located.</p>
<p>7. The conditional use is consistent with the adopted town and county comprehensive plans.</p>
<p>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.</p> <ul style="list-style-type: none">• Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district: • Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations: • Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use: • Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use: • Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

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.

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.
List the proposed days and hours of operation.
List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
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.
Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.
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 Chapter 11 of Chapter 14 , Dane County Code.
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.
List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.
Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.
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.
Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800 .
Briefly describe the current use(s) of the property on which the conditional use is proposed.
Briefly describe the current uses of surrounding properties in the neighborhood.

APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages.

SCALED SITE PLAN. Show sufficient detail on 11" x 17" paper. Include the following information, as applicable:

- Scale and north arrow.
- Date the site plan was created.
- Existing subject property lot lines and dimensions.
- Existing and proposed wastewater treatment systems and wells.
- All buildings and all outdoor use and/or storage areas, existing and proposed, including provisions for water and sewer.
- All dimension and required setbacks, side yards and rear yards.
- Location and width of all existing and proposed driveway entrances onto public and private roadways, and of all interior roads or driveways.
- Location and dimensions of any existing utilities, easements or rights-of-way.
- Parking lot layout in compliance with s. [10.102\(8\)](#).
- Proposed loading/unloading areas.
- Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- All relevant natural features, including navigable and non-navigable waters, floodplain boundaries, delineated wetland areas, natural drainage patterns, archeological features, and slopes over 12% grade.
- Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area.
- Any lighting, signs, refuse dumpsters, and possible future expansion areas.

NEIGHBORHOOD CHARACTERISTICS. Describe existing land uses on the subject and surrounding properties:

- Provide a brief written statement describing the current use(s) of the property on which the conditional use is proposed.
- Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

OPERATIONS PLAN AND NARRATIVE. Describe in detail the following characteristics of the operation, as applicable:

- Hours of operation.
- Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
- Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- Compliance with county stormwater and erosion control standards under [Chapter 11](#) of [Chapter 14](#), Dane County Code.
- Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison and Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- Facilities for managing and removal of trash, solid waste and recyclable materials.
- Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- Signage, consistent with section [10.800](#).

ADDITIONAL MATERIALS. Additional information is required for certain conditional uses listed in s. [10.103](#):

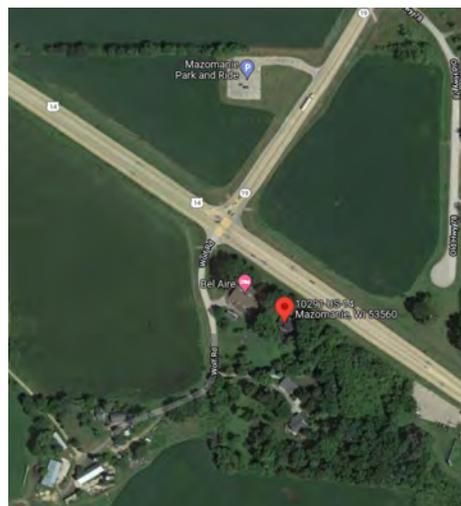
- Agricultural entertainment, special events, or outdoor assembly activities anticipating over 200 attendees must file an [event plan](#).
- [Domestic pet](#) or [large animal boarding](#) must provide additional information in site and operations plans.
- Communication towers must submit additional information as required in s. [10.103\(9\)](#).
- Farm residences proposed in the FP-35 district must submit additional information as required in s. [10.103\(11\)](#).
- Mineral extraction proposals must submit additional information as required in s. [10.103\(15\)](#).

Conditional Use Permit Application

Sankofa Recovery LLC

Neighborhood Characteristics

- Existing 12 unit Motel of 3383 sf being converted to long term housing for substance use disorder in a residential setting. Existing units will be expanded by utilizing an internal hall to increase the square footage of the 12 units. The perimeter and exterior of the building will not be affected by the change as the remodeling will be internal. Services offered in the residential setting include: assessment and treatment planning, counseling, medication management, case management, peer support, and recovery coaching. Along with the reuse of the hotel the adjacent site will be remodeled for administrative use. The existing house will be converted into offices and meeting rooms for staff and professional services for the residential treatment facility.
- This project parcel abuts Hwy 14, Wolf Road (Access Point), Another GC zoned lot owned by the applicant and one residential zoning lot to the South. A large open field separates the proposed Institutional Residential use from the residential lot by about 190'-0". There is a park ride on the adjacent property across Hwy 14. There is a significant tree canopy on the properties. The surrounding properties consist primarily of prairie grasses and agricultural fields.



Operations Plan

Operations Plan and Narrative

- Lodging will be provided to 10 patients, 24 hours a day. There will be a rotation of staff that will be both part time and full time.
- There will be approximately 10–15 employees providing recovery treatment.
- Staff employees include: Psychiatrist, Registered Nurses, Nurse Supervisor, Social Worker, Office/Admin, Art therapist, Wellness Specialist, Medical Assistant, Maintenance Worker, Cleaning Person, and Cooks.
- Services offered in the residential setting under this benefit include: assessment and treatment planning, counseling, medication management, case management, peer support, and recovery coaching. Medication–assisted treatment is also included.

Company Ownership Structure

- The company is structured as a limited liability company (LLC) Services

Ownership Background

- Jalateefa Joe Meyers APSW, LCSW (member), the Founder Sankofa Recovery Center, LLC received a Bachelor of Science Degree in Psychology and Human Services from Edgewood College & a Master of Science Degree in School Social work, policy development, Mental Health, and child welfare from the University of Wisconsin–Madison. She also holds a Department of Public instruction License as a school social worker, special education director, and Principal. Jalateefa has dedicated her life's work to working with children and specializing in working with at–risk children and families from the cradle to college and children that have experienced adverse childhoods birth through age 18. Jalateefa has developed a plethora of research informed engagement curriculums and services. In 2012 she successfully, created, articulated, and implemented a vision of family engagement for Madison Metropolitan School District and in 2014 for Sun Prairie Area School District and in 2015 for Middleton Area School District that conveyed a message of, "A school district where there are no excuses and failure is not an option." Quincy Adams reminded us that, "If your actions inspire others to learn more, do more, and become more then you are a leader. Because of what Jalateefa, staff, students, and families, LEARNED, DID AND BECAME through her engagement, clinical and social justice work Sankofa Recovery Center was born.

Operations Plan

- As social worker and educator Jalateefa has been immersed in the industry of teaching students, parents, and professionals with the focus of capacity building for more than two decades. Her work has been with a diverse array of local non-profits, and governmental agencies as an administrator, teacher, and counselor or board member providing professional development; large group professional facilitation, training, and one-on-one coaching and modeling to staff, families, and students. Jalateefa models her work under a data driven philosophy and has developed evaluation systems to evaluate and monitor the progress of programs, data collection, outcomes, and analysis as it correlates with content delivery goals as well as managing program budgets, grant writing, to sustain and expand programs and building collaborations across agencies. Jalateefa's strength lies in her strong background in program development, delivery, and evaluation in both educational and community-based programs, culturally responsive practices, anti-racism awareness and positive behavior support.

Company Management Structure

- Sankofa Recovery uses a flat organizational structure, where very few levels of management separate executives from analysts, secretaries, and lower-level employees. Flat organizations work best because of the size of the treatment center and level of professional staff. One advantage of using a flat organizational structure for management is that decisions can be made relatively quickly. The flat organizational lacks the typical bureaucracy of taller organizational structures with many levels of management.

Location Analysis

- Certain levels of trauma and addiction require an increased level of care that residential treatment can address more effectively than outpatient treatment. Residential levels of treatment offer a vital supplement to treatment that is lacking in outpatient care—a supportive treatment milieu 24 hours per day. Within the residence house, a client will receive support not just from the clinical and support staff but also from other clients. Clients who are facing similar mental health challenges can provide unique support, especially when they are going through or have gone through similar experiences.



-  PROPOSED TRASH ENCLOSURE
-  PROPOSED LANDSCAPE SCREEN WALL
-  EXISTING SIGNAGE



Setbacks and Height Requirements 10.272(4),(6)	
Front setback for all structures from highway centerline / right-of-way line (whichever is greater)	Height:
State or Fed. Hwy: 100/42 feet minimum	Business, multi-family, mixed-use: 4 stories maximum
County Highway: 75/42 feet minimum	Single family residential: 2 stories or 35 feet maximum
Town Road: 63/30 feet minimum	
Subdivision streets platted prior to ordinance: 20 feet minimum	Side yard:
All other streets: 30 feet minimum	10 feet minimum
	Rear yard:
	Exclusive business use: 10 Feet minimum
	Residential or combined use: 25 feet minimum

BEL AIRE MOTEL: 1029 US-14
 SITE PLAN - 11/18/21





No.	Description	Date

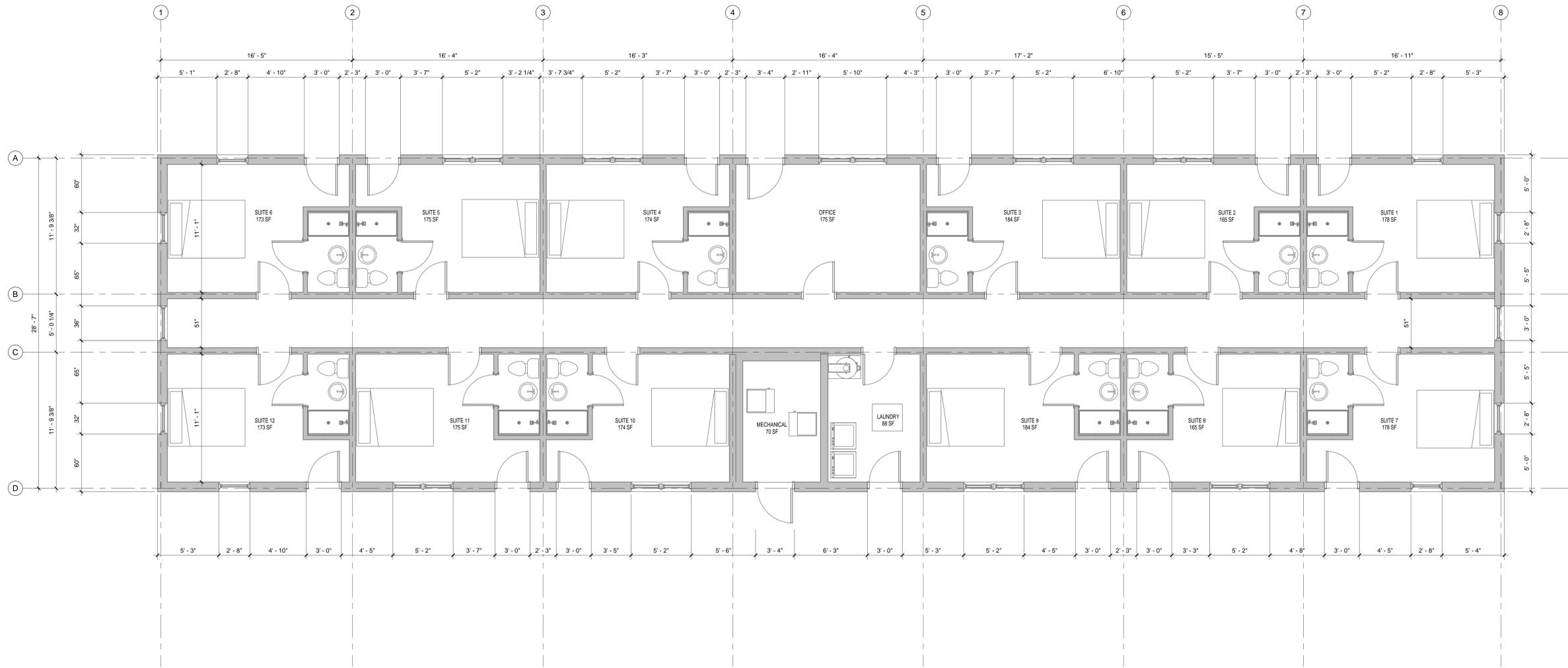
BEL AIRE MOTEL:
1029 US-14
1029 US-14,
Mazomaine, WI 53560

FIRST FLOOR PLAN
ADMINISTRATION
OFFICES

Project number	BEL-21-01
Date	11/18/2021

1 FIRST FLOOR ADMINISTRATION
1/4" = 1'-0"

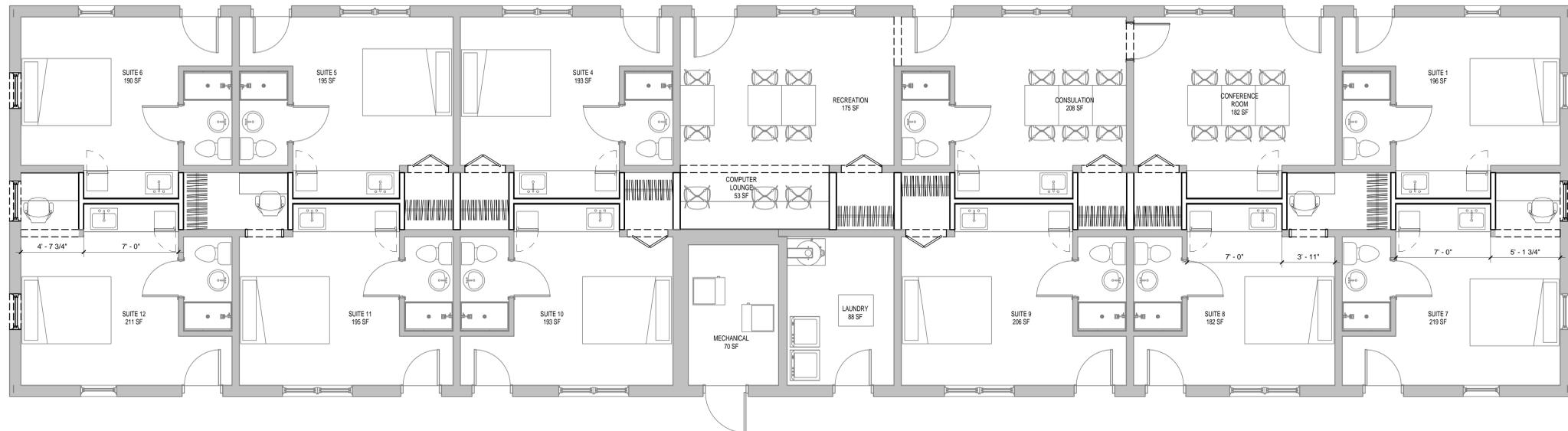
A100



1 FIRST FLOOR EXISTING PLAN
1/4" = 1'-0"



PRELIMINARY



2 FIRST FLOOR PROPOSED PLAN
1/4" = 1'-0"



No.	Description	Date

BEL AIRE MOTEL:
1029 US-14
1029 US-14,
Mazomaine, WI 53560
FIRST FLOOR PLAN

Project number BEL-21-01
Date 11/18/2021

A101