

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
08/05/2022	DCPCUP-2022-02576
Public Hearing Date	
10/25/2022	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME BRIAN AND MONIQUE BILLINGS	Phone with Area Code (773) 301-1766	AGENT NAME BRIAN AND MONIQUE BILLINGS	Phone with Area Code (773) 301-1766
BILLING ADDRESS (Number, Street) 2396 COUNTY HIGHWAY AB		ADDRESS (Number, Street) 2396 COUNTY HIGHWAY AB	
(City, State, Zip) MCFARLAND, WI 53558		(City, State, Zip) MCFARLAND, WI 53558	
E-MAIL ADDRESS kegonsacottages@gmail.com		E-MAIL ADDRESS	

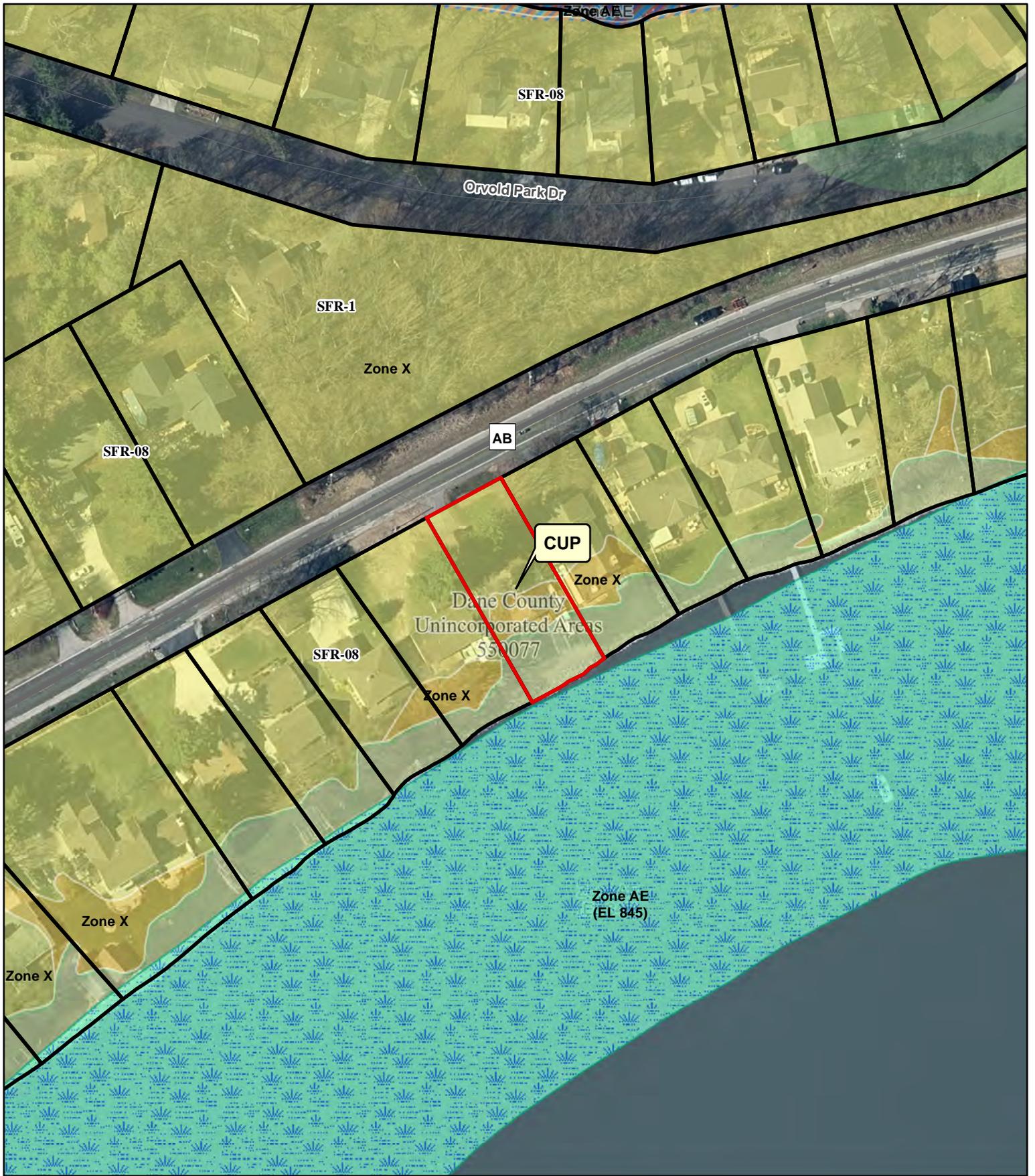
ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP	
2396 County Road AB					
TOWNSHIP DUNN	SECTION 14	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0610-144-5278-0		---		---	

CUP DESCRIPTION
Transient or Tourist Lodging

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)(g)	0.25

DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____	Inspectors Initials	SIGNATURE:(Owner or Agent)
	RUH1	
		DATE:

COMMENTS: PROPERTY SUBJECT TO SHORELAND ZONING AND FLOODPLAIN REGULATIONS.



Legend

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

CUP 02576
BRIAN AND MONIQUE
BILLINGS

August 2 2022

Brian Billings
2396 County Road AB
McFarland, WI 53558
773-301-1766 (cell)

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

Subject: Dane County Zoning Board - Conditional Use Permit Application - 2396 County Road AB, McFarland, WI 53558.

Attn: Roger Lane and Majid Allen

Enclosed: Dane County Conditional Use Permit for property located at 2396 County Road AB, McFarland, WI 53558.

I, Brian Billings (owner) am applying for a Conditional Use Permit with Dane County This application is submitted to be compliant with the Dane County ordinance and with the short term rental rule (Wisconsin Act 59). I would like to rent this property when my family is not using it and will comply with 7-29 consecutive rental rule. This property is located within a residential area with primary homes, second homes, and short term rental homes. Most of the short term rentals will take place in the summer and early fall months. I clean, landscape, and perform necessary maintenance at least weekly to maintain the interior and exterior of the home and property.

This is our beloved family vacation cottage and we permanently live 5 miles away in McFarland. We use the property frequently but would like to offer the cottage to guests for rent when not in personal use. I visit at least weekly to check to make sure there are no issues with the buildings or property. We plan to have all renters sign very strict rental rules which include but are not limited to: no rentals to people under 25 years of age, noise curfew rules (10pm-7am), no smoking, no pets, no party rule, and only off street parking in the two spots provided. We are extremely respectful of our neighbors and their enjoyment of their homes. We will do our best to ensure we select respectful guests to share our family cottage with and will be on call to resolve any issues during guest stays. Our contact information has been made available to our immediate neighbors for contact if issues arise during guest stays and our primary residence puts us in close proximity to solve issues during stays.

Respectfully,
Brian Billings 
bbillings62@gmail.com / Cell 773-301-1766



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:	Brian and Monique Billings	Agent Name:	NA
Address (Number & Street):	2396 County Road AB	Address (Number & Street):	
Address (City, State, Zip):	McFarland, WI 53558	Address (City, State, Zip):	
Email Address:	kegonsacottages@gmail.com	Email Address:	
Phone#:	773-301-1766	Phone#:	

SITE INFORMATION

Township:	Town of Dunn	Parcel Number(s):	028/0610-144-5278-0
Section:	14	Property Address or Location:	2396 County Road AB McFarland WI 53558
Existing Zoning:	Proposed Zoning:	CUP Code Section(s):	10.251(3)(g)

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): Short Term Rental	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Provide a short but detailed description of the proposed conditional use: The use of this property is to provide a Tourist Rooming House for guests of Dane County. We enjoy this property as a family lake house and want to host others to enjoy the cottage and experience Dane County when not in use. Maximum guest occupancy is four persons with a minimum night stay of 7 days and no longer than 180 days per calendar year per municipal ordinance.	

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 checked="" type="checkbox"/> Complete attached information sheet for standards	<input checked="" type="checkbox"/> Site Plan drawn to scale	<input checked="" type="checkbox"/> Detailed operational plan	<input checked="" type="checkbox"/> Written legal description of boundaries	<input checked="" type="checkbox"/> Detailed written statement of intent	<input checked="" type="checkbox"/> Application fee (non-refundable), 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:

Date: 7-31-2022

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 operation of this tourist rooming house will not be detrimental or endanger the public health, safety, comfort or general welfare of the community as we will vet and limit potential guests to a maximum of four, enforce a no party rule, establish quiet hours from 10:00PM-7:00AM, and adhere to all short-term rental regulations set forth by the Public Health of Madison and Dane County.

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.

The use, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by operation of the tourist rooming house. We currently use this property as a family vacation home. The operation of a Tourist Rooming House will operate in the same manner, just with different individuals staying at the property. Our 900 square foot, two bedroom, one bathroom property will be limited to four guests, the same number of people as in our immediate family which will pose no additional burden on the neighborhood. In addition we will enforce a no party rule, establish quiet hours from

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 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. Owner maintains the property and visits at least weekly to address any maintenance issues. The grass is mowed, landscaping performed, and garbage removed weekly by the owner.

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

No site improvements needed to accommodate the conditional use as the property is located in a residential neighborhood.

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.

2 car parking pad and 1 car garage on site minimizes traffic congestion in public streets. No one will be permitted to park on public street.

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

Upon receipt of the CUP, owners plan to market the property for rent with the regulations set forth.

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

Yes, the conditional use is consistent with town and county comprehensive plans.

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:

NA

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

NA

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

NA

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

NA

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

NA

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.

The proposed conditional use of this property is to provide Tourist Room Housing via short term rental for Dane County. The property being rented is a single family vacation home located at 2396 County Road AB McFarland Wisconsin 53558. The property is a 900 square foot two bedroom, one bathroom home with a detached single car garage and a parking pad providing two off street parking spots. Tourist Room Housing will be made available for 180 days a calendar year with a 7 night minimum stay per Dunn Townships short term rental ordinance. We will be limiting stays to four guests, no rentals to people under 25 years of age, enforce a no party rule, establish quiet hours from 10:00PM-7:00AM, no smoking, no pets, and provide off street parking for two vehicles. Guests are provided with detailed check in and check out checklists that include our rental rules. We will also be living in close proximity (5 miles away) while hosting guests to facilitate an enjoyable experience for all. I will perform necessary maintenance or contact professionals if necessary. This is our beloved family lake home and we work hard to maintain it. There is no plan to add additional space to this home and therefore no adverse environmental or infrastructure will occur. This CUP is not asking for any building or infrastructure changes. Due to the size of the home and limit of four guests, there is also no need to increase sewage or waste handling.

List the proposed days and hours of operation.

7 days a week. Hours will be regular business hours with the exception of check in occurring up to 10:00PM.

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.

No employees - owner operated.

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.

We only anticipate some noise (voice, car noise) but at levels consistent with single-family residential and the neighborhood, consistent with Zoning Ordinance 10.251(a) and (b). Further, we have house rules on noise and our check in instructions stipulate a check in time between 3pm and 10pm and check out by 11am to minimize disruption to neighbors. There will be no odors, dust, soot, runoff or pollution

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

Patio furniture, garbage and recycling bins.

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.

N/A. No construction of new facilities will take place.

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.

The home uses municipal septic and sewer. A private well services the property.

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

The home has trash and recycling bins that are picked up weekly and biweekly, respectively.

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

Guests will use private vehicles and no commercial traffic is anticipated. Traffic volumes will be limited to 2 vehicles per stay. Off street parking

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

N/A. No hazardous, toxic or explosive materials will be stored on site.

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.

No additional lighting is planned. The existing outdoor lighting is set with motion detectors at the entrances to the building and parking pad.

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. [10.800](#).

N/A. There is no existing or proposed signage at the property.

Briefly describe the current use(s) of the property on which the conditional use is proposed.

Personal residential use.

Briefly describe the current uses of surrounding properties in the neighborhood.

The immediate neighbors are vacation homes and the other surrounding properties are a mix of primary residences and vacation homes.

Additional details that did not fit on original application:

2396 County Road AB Conditional Use Permit Application

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.

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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.

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Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

Guests will use private vehicles and no commercial traffic is anticipated. Traffic volumes will be limited to 2 vehicles per stay. Off street parking pad is provided for these two vehicles.

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 submission of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.

No additional lighting is planned. The existing outdoor lighting is set with motion detectors at the entrances to the building and parking pad. Garden solar lights illuminate pathways.



BIRRENKOTT SURVEYING, INC.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

PLAT OF SURVEY

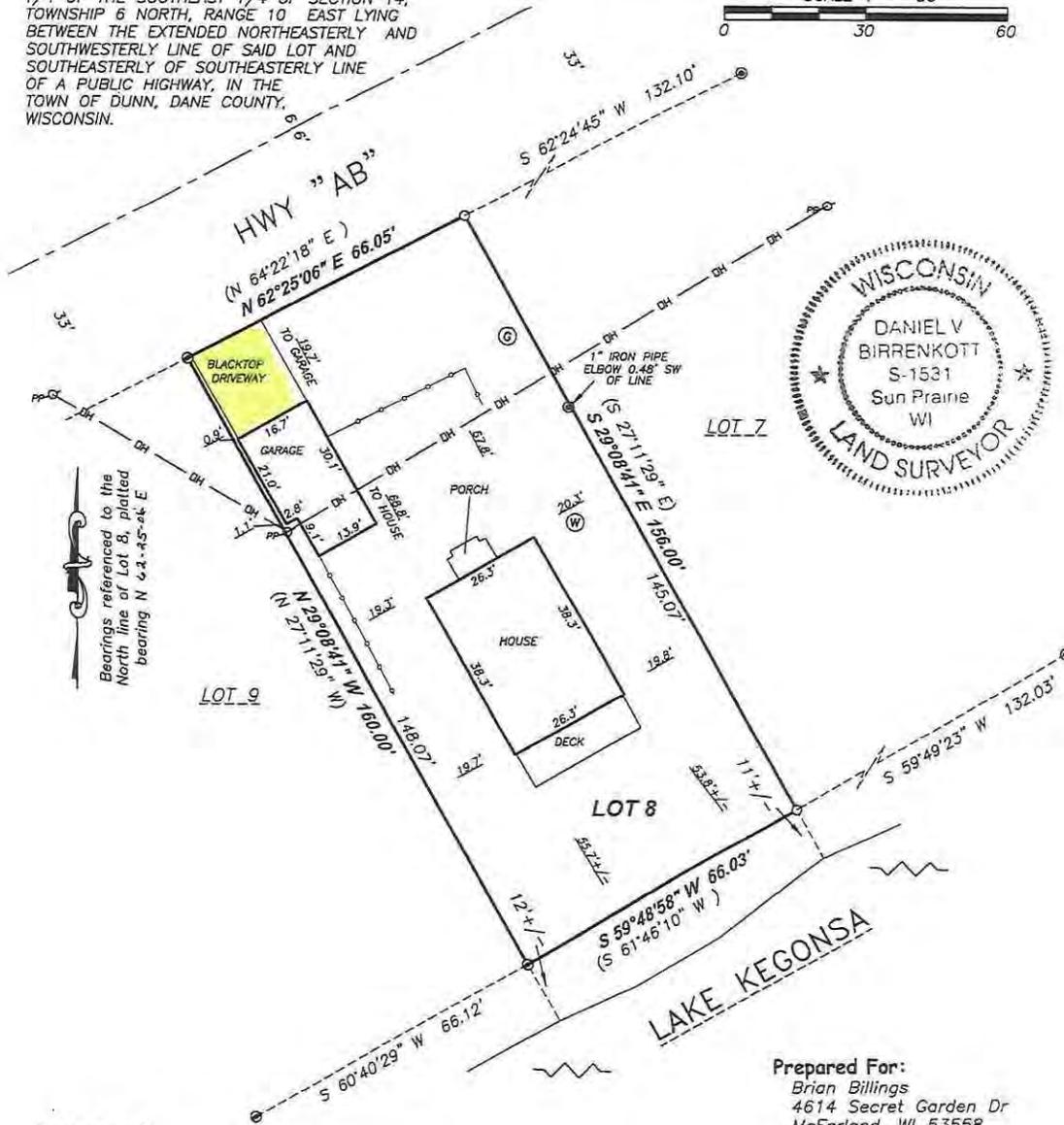
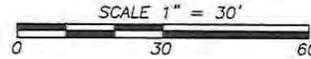
SURVEYOR'S CERTIFICATE:

I, Daniel V. Birrenkott, hereby certify that this survey is in compliance with the Wisconsin Administrative Code, Chapter A-E7. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

Daniel V. Birrenkott
Daniel V. Birrenkott
Wisconsin Professional Land Surveyor No. S-1531. 7-13-2021

Description per Record: Doc. No. 5725692

LOT 8, BLOCK 2, ORVOLD'S PARK, IN THE TOWN OF DUNN, DANE COUNTY, WISCONSIN. ALSO THAT PART OF THE FRACTIONAL SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 10 EAST LYING BETWEEN THE EXTENDED NORTHEASTERLY AND SOUTHWESTERLY LINE OF SAID LOT AND SOUTHEASTERLY OF SOUTHEASTERLY LINE OF A PUBLIC HIGHWAY, IN THE TOWN OF DUNN, DANE COUNTY, WISCONSIN.



Bearings referenced to the North line of Lot 8, platted bearing N 64°45'44" E

Legend:

- ⊙ = Found 1" Iron Pipe
- ⊕ = Found 1" Iron Bar
- = 3/4"x24" Iron Bar set wt.=1.50#/in.ft.
- |— = Wood Fence
- OH— = Overhead Utilities
- pp ⚡ = Power Pole
- () = Recorded as data
- ⊙ = Well
- ⊕ = Septic Grinder

Dated: July 8, 2021
Surveyed: T.A.S.
Drawn: S.W.C.
Checked: B.T.S.
Approved: D.V.B.
Field book:
Comp. File: J:\2021\CARLSON
Office Map No. 210403

Prepared For:
Brian Billings
4614 Secret Garden Dr
McFarland, WI 53558
(773)-301-1766

Notes:

This survey is subject to any and all easements and agreements both recorded and unrecorded.

The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.

Wetlands, if present have not been delineated.

This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.

Date of survey: April 27, 2021

2 car parking pad

Parcel Number - 028/0610-144-5278-0

Current

< Parcel Parents

Summary Report

Parcel Summary		More +
Municipality Name	TOWN OF DUNN	
Parcel Description	ORVOLD'S PARK BLOCK 2 LOT 8 & ALSO SEC 1...	
Owner Names	BRIAN M BILLINGS MONIQUE D BILLINGS	
Primary Address	2396 COUNTY HIGHWAY AB	
Billing Address	2396 COUNTY HIGHWAY AB MCFARLAND WI 53558	

Parcel Maps



CUP Legal Description

Lot 8, Block 2, Orvold's Park, in the Town of Dunn, Dane County, Wisconsin. Also that part of the fractional Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 14, Township 6 North, Range 10 East lying between the extended northeasterly and southwesterly line of said lot and southeasterly of southeasterly line of a public highway, in the Town of Dunn, Dane County, Wisconsin.

