

# Dane County



## Minutes

Tuesday, March 14, 2023

6:30 PM

See below for additional instructions on how to attend the meeting  
and provide public testimony.

Hybrid Meeting: Attend in person at the City County Building in  
Room 354; or Attend virtually via Zoom.

## Zoning & Land Regulation Committee

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

## A. Call to Order

Chair Doolan called the meeting of the ZLR Committee to order at 6:30pm in Room 354 of the City-County Building.

McGinnity attended via Zoom.

Staff present: Allan, Everson, Frick, Holloway, Lane, Standing, and Violante

Present 5 - JERRY BOLLIG, MICHELE DOOLAN, TIM KIEFER, KATE MCGINNITY, and MELISSA RATCLIFF

## B. Public comment for any item not listed on the agenda

No comments made by the public.

[2022](#)  
[RPT-778](#)

March 14th ZLR meeting registrants

## C. Consideration of Minutes

[2022](#)  
[MIN-609](#)

Minutes of the February 28, 2023 Zoning and Land Regulation Committee meeting

A motion was made by BOLLIG, seconded by RATCLIFF, to approve the minutes of the February 28, 2023 Zoning and Land Regulation Committee meeting. The motion carried by a voice vote.

## D. Public Hearing for Zoning Map Amendments, Conditional Use Permits, and Ordinance Amendments

## E. Zoning Map Amendments and Conditional Use Permits from previous meetings

[02582](#)

PETITION: CUP 02582

APPLICANT: K&D STONE LLC

LOCATION: WEST OF 430 CENTER ROAD, SECTION 28, TOWN OF RUTLAND

CUP DESCRIPTION: expansion of an existing non-metallic mineral extraction operation

**A motion was made by BOLLIG, seconded by RATCLIFF, to approve Conditional Use Permit #2582 with conditions in accordance with the findings of fact and being found to meet the 8 standards of obtaining a conditional use permit. The motion carried by the following vote: 4-0-1 (McGinnity)**

**1) The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan, phasing plan, and following conditions.**

**2) New and existing buildings proposed to house a conditional use must be constructed and maintained to meet the current requirements of the applicable sections of the Wisconsin Commercial Building Code or Uniform Dwelling Code.**

**3) The applicant shall apply for, receive and maintain all other legally required and applicable local, county, state and federal permits. Copies of approved permits or other evidence of compliance will be provided to the zoning administrator upon request.**

**4) Any ongoing business operation must obtain and continue to meet all legally required and applicable local, county, state and federal licensing requirements. Copies of approved licenses or other evidence of compliance will be provided to the zoning administrator upon request.**

**5) Existing onsite wastewater sewage disposal systems, if any, serving the conditional use must be inspected by a licensed plumber to determine its suitability for the proposed or expanded use. Deficient systems must be brought, at the owner's expense, into full compliance with the current requirements for new development of the state plumbing code and Chapter 46, Dane County Code.**

**6) All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.**

**7) Off-street parking must be provided, consistent with s. 10.102(8).**

**8) If the Dane County Highway, Transportation and Public Works Department or the town engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be born by the landowner. Costs born by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.**

**9) The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.**

**10) The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the Dane County Zoning Division.**

**11) The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.**

**12) Failure to comply with any imposed conditions, or to pay reasonable county costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation.**

- 13) Topsoil, or appropriate topsoil substitute as approved in a reclamation plan under Chapter 74, Dane County Code, from the area of operation shall be saved and stored on site for reclamation of the area. Topsoil or approved topsoil substitute must be returned to the top layer of fill resulting from reclamation.
- 14) The applicant shall submit an erosion control plan under Chapter 14, Dane County Code covering the entire CUP area for the duration of operations, and receive approval of an erosion control permit prior to commencing extraction operations.
- 15) The permit period shall be fifteen (15) years from effective date.
- 16) Reclamation shall meet all requirements of Chapter 74 of the Dane County Code of Ordinances. In addition, all reclamation plans must meet the following standards:
  - a) Final land uses after reclamation must be consistent with any applicable town comprehensive plan, the Dane County Comprehensive Plan and the Dane County Farmland Preservation Plan.
  - b) Final slopes shall not be graded more than 3:1 except in a quarry operation.
  - c) The area shall be covered with topsoil and seeded to prevent erosion.
  - d) The area shall be cleared of all debris and left in a workmanlike condition subject to the approval of Dane County
  - e) Highwalls shall be free from falling debris, be benched at the top, and certified by a civil engineer to be stable.
- 17) The driveway accessing the subject site shall either be paved or covered with crushed asphalt for a minimum distance of 100 feet from the public right-of-way. The operator shall maintain the driveway in a dust free manner in accordance with local, state, and federal regulations, and shall clean any dust or mud tracked onto public roads.
- 18) The access to the driveway shall have gates securely locked when the extraction site is not in operation. The site shall be signed "no trespassing."
- 19) All surface and subsurface operations shall be setback a minimum of 20' from property lines that do not abut a public right of way. Operations along the southern portion of the property shall adhere to the conditional use permit boundary (200-300 feet) as shown on the operation plan.
- 20) Excavations below the grade abutting Center Road shall be setback 30 feet from the property line.
- 21) Hours of operation shall be 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 1:00 p.m. on Saturday. Hours for warm-up are 6:30 a.m. to 7:00 a.m. Monday through Friday, and 7:30 a.m. to 8:00 a.m. on Saturdays. Only maintenance of equipment (no blasting, crushing, trucking, stockpiling, etc.) is allowed on Sundays. There shall be no operations of any kind on holidays. Holidays are to include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas.
- 22) There shall be a safety fence around the entire extraction area at all times. That safety fence shall be a minimum of 4 feet in height.
- 23) Any water pumped off-site shall be in accordance with Wisconsin DNR Stormwater Discharge Permit WI-A046515-06. There shall be no dewatering of groundwater from the site for operations below the watertable.
- 24) The operator shall require all trucks and excavation equipment to have muffler systems that meet or exceed then current industry standards for noise abatement.
- 25) The operator shall meet DNR standards for particulate emissions as described in NR 415.075 and NR 415.076, Wisconsin Administrative Code.
- 26) Dane County and the Town shall be listed as additional named insureds on the operator's liability insurance policy, which shall be for a minimum of \$1,000,000 combined single limit coverage per occurrence. The operator shall

furnish a copy of a Certificate of Insurance as evidence of coverage before operations commence. The liability insurance policy shall remain in effect until reclamation is complete.

**27) Blasting:**

- a) Blasting shall limited to 10:00 a.m. to 4:00 p.m. Monday through Friday.
- b) Notice of Blasting Events. Prior to any blasting event, notice shall be provided to nearby residents as described in SPS 307, Wisconsin Administrative Code. In addition, the operator shall maintain a list of residents within ½ mile of the site who wish to be notified of blasts. Residents need to communicate with operator regarding such requests.
- c) All blasting on the site must conform to all requirements of SPS 307, Wisconsin Administrative Code, as amended from time to time, or its successor administrative code regulations.
- d) Fly rock shall be contained within the permitted mineral extraction area.

28) Any fuel storage on-site shall comply with ATCP 93, Wisconsin Administrative Code, including provisions for secondary spill containment. All excavation equipment and vehicles shall be fueled, stored, serviced, and repaired on lands at least 3 feet above the highest water table elevation to prevent against groundwater contamination from leaks or spills.

29) In the event that a mineral extraction operation will destroy an existing Public Land Survey Monument, witness monuments must be established in safe locations and a new Monument Record filed by a Professional Surveyor, prior to excavation and disturbance of the existing monument.

30) This CUP is limited to K&D Stone only. CUP#2582 is non-transferrable to a different operator.

31) Berms and landscaping shall be established and maintained. A permanent 8-foot minimum berm shall be located along Center Road. The berm shall be planted with an EVERGREEN Tree (min 4' B&B) every 50 feet. Other operational berms shall be 8 feet tall as needed with 3:1 SIDE SLOPES.

32) Noise Limitation shall not exceed 75 decibels at a point 100 feet away from the property line. The decibel level shall be measured in DbA for average over a 15-minute period.

33) The maximum number of driveways shall be limited to one. The northerly driveway shall be removed within 2 years of the date of the conditional use permit and the site will utilize the southerly driveway as shown in the operations plan.

34) Back-up alarms - The on-site traffic flow shall be designated to establish minimal backing up of vehicular traffic during normal work operations Whenever possible, the operator shall utilize alternatives to standard back-up beeps, for instance, those making a sweeping sound if approved by MSHA.

35) A 2'x4' sign shall be placed at the exiting point of the site stating, "All loads are required to be tarped prior to leaving the site."

36) A 2'x4' sign shall be placed at the entrance point of the site stating, "Speed limit 15 mph."

37) Engine breaking is prohibited for all vehicles either entering, leaving or driving on-site.

**Ayes:** 4 - BOLLIG, DOOLAN, KIEFER and RATCLIFF

**Abstain:** 1 - MCGINNITY

[02583](#)

PETITION: CUP 02583

APPLICANT: ARIF M KHAN & SADIA ARIF

LOCATION: 3486 COUNTY ROAD MN, SECTION 2, TOWN OF DUNN

CUP DESCRIPTION: 174' monopole communication tower

**A motion was made by MCGINNITY, seconded by RATCLIFF, to postpone action on the Conditional Use Permit until March 28th due to no Town Action. The motion carried by the following vote: 5-0.**

**Ayes:** 5 - BOLLIG, DOOLAN, KIEFER, MCGINNITY and RATCLIFF

## **F. Plats and Certified Survey Maps**

[2022 LD-017](#) Final Plat - Glacier's Trail  
Town of Middleton  
Staff recommends conditional approval

A motion was made by RATCLIFF, seconded by BOLLIG, to approve the final plat for Glacier's Trail Subdivision Plan with conditions. The motion carried by the following vote: 5-0.

- 1) The document is to be completed in accordance with S.236.34, Wisconsin State Statutes.
- 2) Compliance with the Dane County Comprehensive Plan is to be established.
- 3) All public land dedications are to be clearly designated "dedicated to the public."
  - a) All roads are shown as being dedicated.
  - b) Outlots 1, 2, and 5 are reserved for private open space.
  - 4) Utility easements are to be provided.
    - a) Easements across lots or along rear or side lot lines shall be provided for utilities where necessary, shall be at least 6 feet wide on each side of lot lines.
    - b) Outlots 3 and 4 are reserved for private open space and are subject to Public Stormwater Management/Drainage Easements over their entirety. The Glacier's Trail Homeowners Association is responsible for maintaining the Stormwater Management Facilities.
    - c) Outlots 1, 2, 3, 4, and 5 are to be owned by the Glacier's Trail Homeowners Association.
    - d) Lots 8, 9, 10, 14, 17, and Outlots 3, 4, and 5 are subject to a Public Recreational Trail Easement to the Town of Middleton. The Town of Middleton, as owner of the Public Recreational Trail, shall generally have the right to improve, repair, maintain and allow public use of the Public Recreational Trail Easement as the Town from time to time determines. The Public Recreational Trail on Lots 8, 9, 10, 14 and Outlots 3 and 4 shall be of bituminous construction.
- 5) All street names shall be consistent with chapter 76 of the Dane County Ordinances.
  - a) County Surveyor Dan Frick has approved the submitted road names for this plat.
  - 6) All owners of record are to be included in the owner's certificate. Spouse's signature and middle initials are required. A certificate of consent by all mortgagees/vendors shall be included and satisfied if relevant. County records indicate the following owners:
    - a) ERIC E LARSON & NANCY M LARSON and ANDERSEN TR, JOHN R & JACQUELINE L
  - 7) East of proposed Lot 17 - Please update the reference to the adjacent platted lot as Lot 2 CSM 10312, not Lot 1.
  - 8). The location of the existing driveway shall be shown on proposed lot 1.
  - 9) The required approval certificates are to be executed.
    - a) Town of Middleton
    - b) Dane County Treasurer
    - c) Dane County Zoning and Land Regulation Committee
  - 10) An approved erosion control permit and stormwater management permit shall be issued by the Dane County Land and Water Resources department prior to any land disturbance.
  - 11) The recordable document is to be submitted for review and approval once the conditions have been satisfied. The Dane County

Ayes: 5 - BOLLIG, DOOLAN, KIEFER, MCGINNITY and RATCLIFF

## G. Resolutions

## H. Ordinance Amendment

## I. Items Requiring Committee Action

[2022  
DISC-035](#)

DISCUSSION OF THE APPROVAL OF CONDITIONAL USE PERMIT #2578 FOR A 195' SELF-SUPPORT COMMUNICATION TOWER LOCATED ON THE PROPERTY AT 1576 SPRING ROAD, SECTION 3, TOWN OF DUNKIRK WITH POSSIBLE MOTION TO RECONSIDER AT A FUTURE MEETING

A motion was made by MCGINNITY, seconded by BOLLIG, to reconsider the approval of Conditional Use Permit #2578 at the April 25, 2023 Zoning and Land Regulation Committee meeting with just cause. The applicant failed to inform neighboring airports within 5 miles of the proposed communication tower installation as required under application requirements. The motion carried by the following vote: 5-0.

**Ayes:** 5 - BOLLIG, DOOLAN, KIEFER, MCGINNITY and RATCLIFF

[2022  
PRES-229](#)

PRESENTATION ON RURAL CULTURAL RESOURCE PLANNING GUIDE PROJECT

Senior Planner Brian Standing and Planning Assistant Aaron Levine informed the Committee about the proposed Cultural Planning Guide Project.

[2022  
ACT-338](#)

CREATION OF CULTURAL RESOURCE PLANNING GUIDE SUBCOMMITTEE

A motion was made by KIEFER, seconded by BOLLIG, to suspend the committee rules to allow the Planning and Development Director to speak during the roll call vote. The motion carried by the following vote: 5-0.

**Ayes:** 5 - BOLLIG, DOOLAN, KIEFER, MCGINNITY and RATCLIFF

A motion was made by RATCLIFF, seconded by BOLLIG, to approve the creation of a ZLR Cultural Resource Planning Guide Subcommittee. The motion carried by the following vote: 5-0

1) The Subcommittee shall consist of the following members:

- A representative from the Ho-Chunk Nation
- A representative with expertise in the cultural demographics of Dane County
- A representative from the UW-Madison, Division of the Arts
- A representative from the Dane County Historical Society
- A representative from a town Plan Commission
- A representative from Dane Arts

2) Alternates may also be designated if primary members cannot attend all meetings. Subcommittee members will serve from March 15, 2023 through December 31, 2023.

3) The Planning & Development Department will provide staff support to the committee.

Ayes: 5 - BOLLIG, DOOLAN, KIEFER, MCGINNITY and RATCLIFF

## J. Reports to Committee

[2022](#)  
[RPT-761](#)

Road naming process in proposed subdivisions

**County Surveyor Dan Frick explained the road naming procedures to the Committee.**

[2022](#)  
[RPT-762](#)

Annual reclamation report for non-metallic mineral extraction operations

**Assistant Zoning Administrator Daniel Everson informed the Committee of the annual DNR reclamation report.**

[2022](#)  
[RPT-771](#)

ZLR Rules and Procedures review

**No discussion to place.**

## K. Other Business Authorized by Law

## L. Adjourn

**A motion was made by RATCLIFF, seconded by BOLLIG, to adjourn the March 14, 2023 Zoning and Land Regulation Committee at 8:08pm. The motion carried unanimously.**

Questions? Contact Planning and Development Staff, 266-4266, or [plandev@countyofdane.com](mailto:plandev@countyofdane.com).