

# Dane County Conditional Use Permit Application

<b>Application Date</b>	<b>C.U.P Number</b>
05/14/2025	DCPCUP-2025-02669
<b>Public Hearing Date</b>	
07/22/2025	

<b>OWNER INFORMATION</b>	<b>AGENT INFORMATION</b>
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OWNER NAME KIMBERLY AND JARED BRUKSCH-MECK	Phone with Area Code (608) 622-0949	AGENT NAME <input type="checkbox"/>	Phone with Area Code
BILLING ADDRESS (Number, Street) 7542 FALLEN OAK DR		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) VERONA, WI 53593		(City, State, Zip)	
E-MAIL ADDRESS kim.b.meck@gmail.com		E-MAIL ADDRESS	

<b>ADDRESS/LOCATION 1</b>	<b>ADDRESS/LOCATION 2</b>	<b>ADDRESS/LOCATION 3</b>
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<b>ADDRESS OR LOCATION OF CUP</b>	<b>ADDRESS OR LOCATION OF CUP</b>	<b>ADDRESS OR LOCATION OF CUP</b>
2224 Colladay Point Dr		
TOWNSHIP DUNN	SECTION 23	TOWNSHIP SECTION
<b>PARCEL NUMBERS INVOLVED</b>	<b>PARCEL NUMBERS INVOLVED</b>	<b>PARCEL NUMBERS INVOLVED</b>
0610-233-1001-3	---	---

<b>CUP DESCRIPTION</b>
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Transient or tourist lodging (short-term rental)
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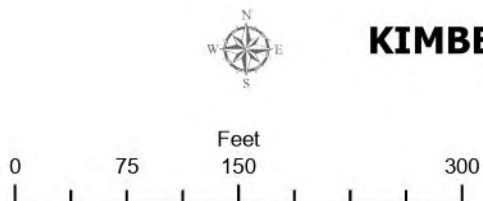
<b>DANE COUNTY CODE OF ORDINANCE SECTION</b>	<b>ACRES</b>
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10.251(3)	0.343
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<b>DEED RESTRICTION REQUIRED?</b>	Inspectors Initials	<b>SIGNATURE:(Owner or Agent)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	RUH1	
Applicant Initials _____		
		<b>PRINT NAME:</b>
		<b>DATE:</b>



- Proposed Zoning Boundary
- Tax Parcel Boundary
- Wetland Class Areas
- 1% Annual Chance Flood Hazard



**CUP 2669**  
**KIMBERLY AND JARED BRUKSCH-MECK**  
**Transient or tourist lodging**  
**(short-term rental)**





**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:	\$485
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:	KIM & JARED BRUKSCH-MECK	Agent Name:	KIM & JARED BRUKSCH-MECK
Address (Number & Street):	2224 COLLADAY POINT DR	Address (Number & Street):	2224 COLLADAY POINT DR
Address (City, State, Zip):	STOUGHTON, WI 53589	Address (City, State, Zip):	STOUGHTON, WI 53589
Email Address:	KIM.B.MECK@GMAIL.COM	Email Address:	
Phone#:	608-622-0949	Phone#:	

### SITE INFORMATION

Township:	T06NR10E	Parcel Number(s):	0610-233-1001-3
Section:	23	Property Address or Location:	2224 COLLADAY POINT DR
Existing Zoning:	SFR-08	Proposed Zoning:	N/A
		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): <b>SHORT TERM RENTAL / TOURIST ROOMING</b>	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Provide a short but detailed description of the proposed conditional use:  
We're applying for a Conditional Use Permit to use this residential property (Harriet Colladay Subdivision Lot 1) as a short-term rental (transient or tourist lodging) according to the current bylaws of the Town of Dunn.

### 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 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: KP Brusch-Meck

Date: 5/14/2025



## 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.

Tourists/visitors will be screened prior to being admitted as a renter of this unit, and pets will only be permitted for special purposes (e.g., service animals), to promote safety to the best of our ability. Parking will be limited to 6 spaces in the garage and driveway, so there will not be excessive numbers of visitors. Two security cameras have been installed on the exterior (Front and Back) of property. The property will be used as a second house and maintained by owners for the majority of the year.

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.

Rules and expectations will be laid out in a rental agreement by owners for every renter, which will include restrictions on noise and light, pets, parking, number of visitors and length of stay. Our goal is to provide a safe and peaceful stay for others, and communicate enough prior to booking to have a sense of "right fit" for the neighborhood.

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 majority of the neighborhood is already developed for residential use, but should the Town of Dunn choose to develop the field/park across the street (zoned UTR), there is no foreseeable reason that renting out this house would impede any surrounding property development or improvement.

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

A well and shared ~~sewer~~ are on the property, with an easement for a septic grinder pump. Landscaping protects a curb stop near the road and will be communicated to prevent driving over or hitting it. Kegonsa Sanitary District and Alliant Energy are active utility providers.

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.

This property has a u-shaped driveway, which offers separate entry and exit points to the street. Parking will be limited to 6 spaces (including an attached 3-car garage)

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

This property is in a single family residential zoning district, with the conditional use being transient or tourist lodging. Other than this CUP application all other regulations will be consistent and conforming.

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

Owners are communicating with town and county to ensure plans are known and practiced.

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:

n/a

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

n/a

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

n/a

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

n/a

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

n/a



## 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.

Property Description: HARRIET COLLADAY SUBDIVISION LOT 1

Residential Rental: Transient or Tourist Lodging

6 bedrooms, 12 adults

Length of stay between 6-28 nights

6 parking spaces, including in 3-car garage and u-shaped driveway with entry and exit points (no street parking)

Pets only allowed under special circumstances

Nightly curfew to include noise and light limitations: Sun-Thurs 10pm-7am; Fri-Sat 12am-7am

List the proposed days and hours of operation.  
max. 180 days per year

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

Property owner may be present 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.

n/a

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

n/a

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

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.

Well and shared grinder pump serviced by Kegonsa Sanitary District

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

Pellitteri waste systems, weekly trash / biweekly recycling pickup

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

n/a

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

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. There are existing residential street lights at end of driveway and security flood lights in front and rear of house, and standard exterior house lights.

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

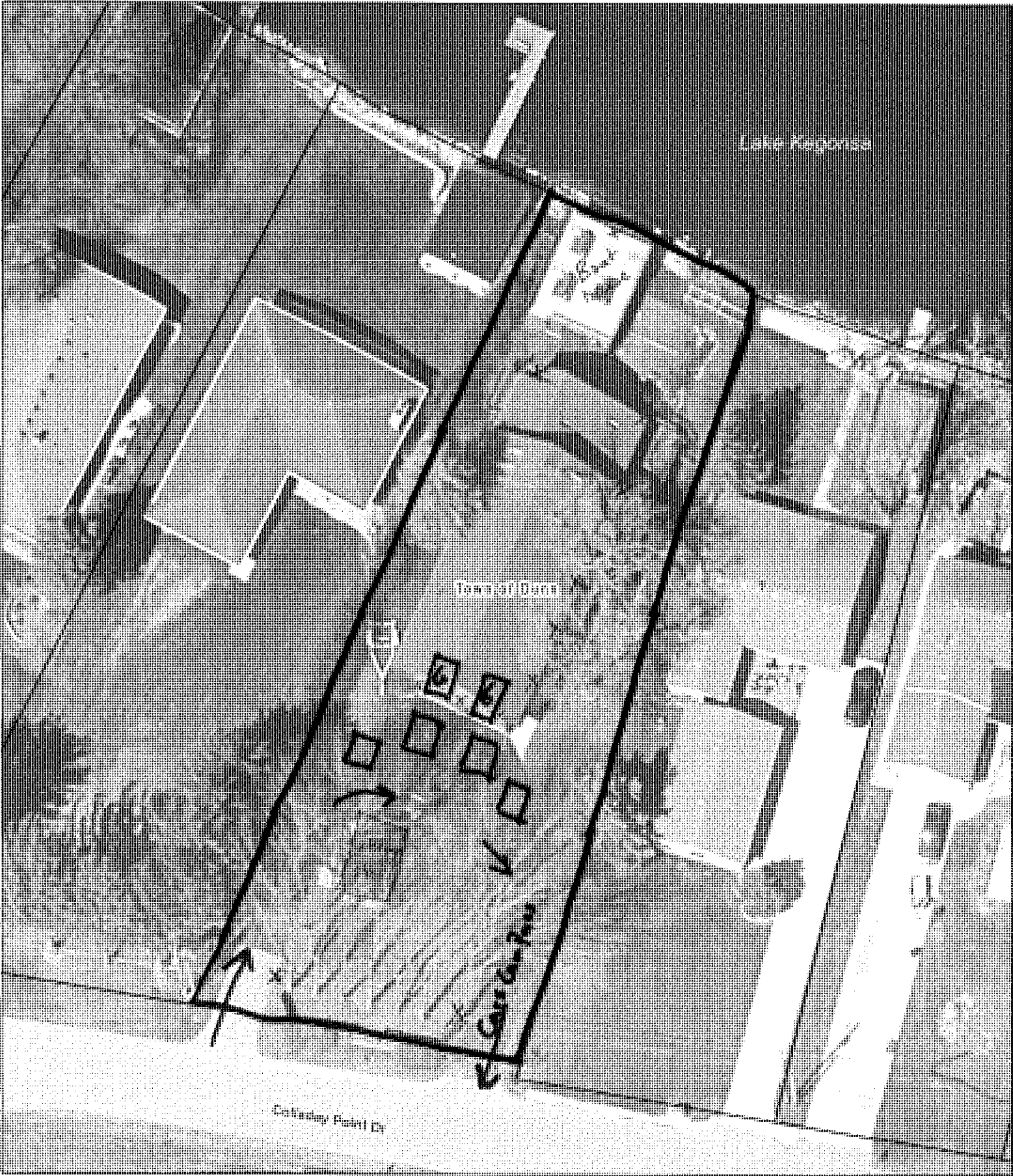
Briefly describe the current use(s) of the property on which the conditional use is proposed.

Residential housing

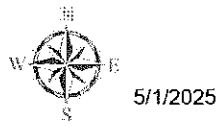
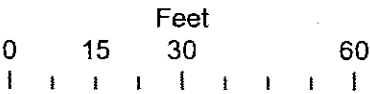
Briefly describe the current uses of surrounding properties in the neighborhood.

Residential housing

2224 Colladay Point Drive - Site Plan



(\* indicates outdoor lighting)



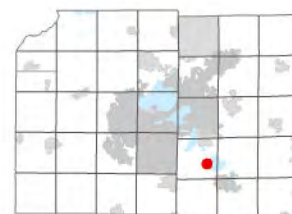
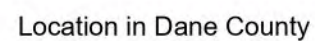
□ = Parking spots, [G] = Garage







## Neighborhood Map



5/1/2025



**CUP 2669****Legal Description**

Lot 1, Harriet Colladay Subdivision, recorded as Document No. 948127, Volume 20, Page 41, in Dane County Register of Deeds, in the SW  $\frac{1}{4}$  of Section 23, Town 6 North, Range 10 East, Town of Dunn, Dane County, Wisconsin.