

## **Possible language to be added to the ZLR Committee rules and procedures**

### **CONDITIONAL USE PERMIT / REZONE PROCEDURE**

1. The Committee acts in a quasi-judicial capacity on applications for conditional use permits and shall make its decision based solely on the record.
2. The “record” is composed of the following sources of information:
  - a. All written or documentary evidence submitted to the Committee at the public hearing and received by the Chair.
  - b. Testimony heard by the Committee during the public hearing.
  - c. The Chair shall have the discretion to exclude evidence that is redundant, immaterial or irrelevant to the application. The Committee may take official notice of the Dane County Code of Ordinances and Comprehensive Plan, town ordinances and plans, the zoning and location of the subject property and geological features or other facts that are common knowledge in the county or can be verified by reference to public record.
  - d. Materials submitted for inclusion in the record shall be no larger than 11 inches x 17 inches.
  - e. Except as authorized by sub. (e), information in any form which is presented outside the public hearing is not part of the record. Materials may not be submitted by e-mail for inclusion in the record.
  - f. Once the public hearing is concluded no additional evidence or testimony will be received into the record, except as authorized by the Chair at a future meeting where the item is listed as an item of business and there is new information or good cause for the information not to be presented at the public hearing.