

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
02/24/2026	DCPCUP-2026-02701
Public Hearing Date	
05/05/2026	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME KEVIN AND GLORIA BILLINGS	Phone with Area Code (608) 620-0037	AGENT NAME ☐	Phone with Area Code
BILLING ADDRESS (Number, Street) 3364 SWINBURNE DR		ADDRESS (Number, Street) ☐	
(City, State, Zip) MCFARLAND, WI 53558		(City, State, Zip)	
E-MAIL ADDRESS		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	
3364 Swinburne Dr					
TOWNSHIP BLOOMING GROVE	SECTION 35	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0710-352-6483-5		---		---	

CUP DESCRIPTION
Transient or tourist lodging (short-term rental)

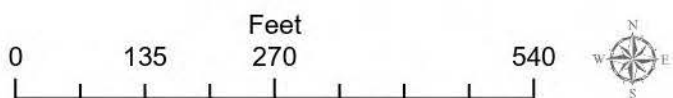
DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)	0.5

DEED RESTRICTION REQUIRED? ☐ Yes ☐ No Applicant Initials _____	Inspectors Initials	SIGNATURE:(Owner or Agent) PRINT NAME: DATE:
	RUH1	



CUP 2701
KEVIN AND GLORIA BILLINGS

-  Proposed Zoning Boundary
-  Tax Parcel Boundary



February 14, 2026

Kevin Billings
3364 Swinburne Drive
McFarland, WI 53558
(608) 620-0037 cell

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

Subject: Dane County Zoning Board – Conditional Use Permit Application – 3364
Swinburne Drive, McFarland WI 53558

To whom it may concern,

I, Kevin Billings, am applying for a CUP with Dane County. I would like to offer this property for short-term rental through Air BnB. It is currently our personal home. We intend to maintain the home and yard meticulously and monitor its use closely. We will be living nearby and will be available 24/7 to address any concerns. In addition, our immediate neighbors will have our phone numbers to contact us should any concern arise. We also plan to use the home ourselves from time to time to enjoy time with our visiting family members.

Thank you for your consideration,
Kevin Billings





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:	Kevin and Gloria Billings	Agent Name:	Kevin Billings
Address (Number & Street):	3364 Swinburne Drive	Address (Number & Street):	3364 Swinburne Drive
Address (City, State, Zip):	McFarland, WI 53558	Address (City, State, Zip):	McFarland, WI 53558
Email Address:		Email Address:	
Phone#:		Phone#:	(609)

SITE INFORMATION			
Township:	Blooming Grove	Parcel Number(s):	008/0710-352-6483-5
Section:	35	Property Address or Location:	3364 Swinburne Drive, McFarland, WI 53558
Existing Zoning:	SFR-08	Proposed Zoning:	na
		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):	Is this application being submitted to correct a violation? Yes ☐ No ☒
Short term rental	
Provide a short but detailed description of the proposed conditional use:	
Short term rental / Air Bnb	

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. <u>Only complete applications will be accepted.</u> 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.					
☒ Complete attached information sheet for standards	☒ Site Plan drawn to scale	☒ Detailed operational plan	☒ Written legal description of boundaries	☒ Detailed written statement of intent	☒ 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: Kevin Billings

Date: 2/16/2026

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.

Guests will be required to abide by all local laws and ordinances, as well as our house rules and Air BnB standards. No parties will be allowed. Quiet hours between 10pm and 7am will be observed. Any regulations required by Dane County Public Health will be met. I, Kevin Billings, the owner, will be available by phone 24 hours a day to respond to any maintenance issues.

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.

By adhering to the rules and guidelines stated in answer 1, and by closely monitoring the property, I foresee no negative impact on the surrounding neighbors. The exterior will be monitored by video.

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.

No changes will be made to the property.

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

No improvements necessary. Well, septic, utilities and mechanicals are all in good working order.

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.

No changes in traffic anticipated. The home has a large driveway sufficient to fit up to 8 cars.

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

Upon receipt of the CUP, the STR will then be licensed. All local rules and regulations will be adhered to.

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

Continuing residential use.

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 home will be offered for short term rental through AirBnB. Maximum 6 guests. The home is 2,750 sf with 2 1/2 baths, a 2 car attached garage, and sits on a 1/2 acre corner lot. Guests will be allowed to use the entire home for normal residential use within our written rules, AirBnB standards, and all local laws and ordinances. Guests will be vetted in advance. The owner/manager will be living within 12 minutes of the home and available by phone or text message 24 hours a day to respond to any issues that may arise, maintenance or otherwise. The immediate neighbors, whom I know quite well, will also have our phone numbers and can reach out to me should they ever have any concerns. No improvements are planned at this time.
List the proposed days and hours of operation. 24 hours, 7 days a week, 365 days a year for normal residential use
List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time. 0
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. None anticipated. Strict rules and standards will be in place.
Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building. Patio furniture' gas grill. (all on back patio)
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 <u>Chapter 11</u> of <u>Chapter 14</u>, Dane County Code. na
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 has 2 1/2 bathrooms (3 toilets). Private well and septic are in good working order.
List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials. Trash and recycling bins are onsite. Trash removed weekly, and recycling bi-weekly, by Pelitteri Waste Systems.
Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. No increased traffic anticipated.
Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures. Touch up paint, fuel for lawn/snow equipment.
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 3 typical residential exterior switched lights, and one motion sensor light. None of them impact the neighbors.
Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. <u>10.800</u>. None
Briefly describe the current use(s) of the property on which the conditional use is proposed. Personal residential home.
Briefly describe the current uses of surrounding properties in the neighborhood. Residential homes, some residential rentals.

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.

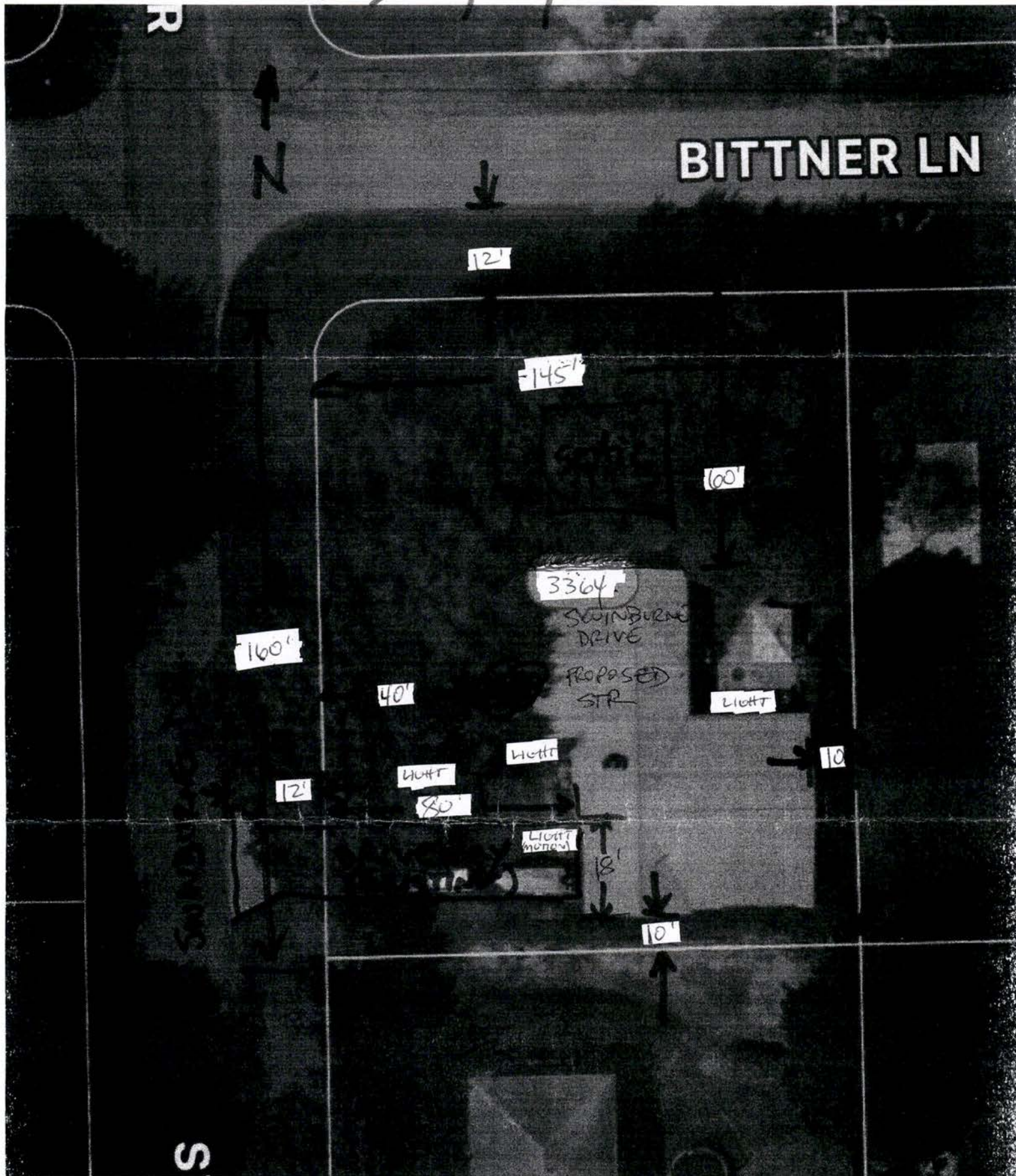
■ OPERATIONS PLAN AND NARRATIVE. Describe in detail the following characteristics of the operation, as applicable:

- 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).

CREATED 2/16/26





Feet
0 125 250 500

3364 Swinburne Drive

Neighborhood Zoning Map

Legal Description for CUP 2701

Lot 33 April Hill subdivision, recorded as Register of Deeds document No. 1130710, located in the NW ¼ Section 35, T7N, R10E, Town of Blooming Grove, Dane County, Wisconsin.