



Dane County

Minutes - Final Unless Amended by Committee

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?

This meeting is being conducted on land now known and recognized as Dane County, Wisconsin. We acknowledge that this land is at the same time the ancestral, traditional, & contemporary land of the Ho-Chunk, Sauk & Kickapoo nations.

Tuesday, April 8, 2025

6:30 PM

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

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

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.

Staff present: Lane, Violante, Everson, Holloway, Van Belleghem, Parry, Baird

Present 5 - JERRY BOLLIG, MICHELE DOOLAN, JEFFREY KRONING, DON POSTLER, and MICHELE RITT

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

No comments made by the public.

[2024](#)
[RPT-656](#)

April 8, 2025 ZLR Meeting Registrants

Attachments: [April 8th ZLR registrations 6pm](#)

C. Consideration of Minutes

Present 5 - JERRY BOLLIG, MICHELE DOOLAN, JEFFREY KRONING, DON POSTLER, and MICHELE RITT

[2024](#)
[MIN-558](#)

March 25, 2025 ZLR Committee meeting minutes

Attachments: [03-25-2025 ZLR Public Hearing Minutes](#)

A motion was made by BOLLIG to approve the minutes of the March 25, 2025 ZLR Committee meeting. The motion carried by the following vote: 5-0

Ayes: 5 - BOLLIG,DOOLAN,KRONING,POSTLERandRITT

D. Zoning Map Amendments and Conditional Use Permits from previous meetings

[02653](#)

PETITION: CUP 02653

APPLICANT: MELISSA AND CASEY HELBACH

LOCATION: 6993 APPLEWOOD DRIVE, SECTION 27, TOWN OF MIDDLETON

CUP DESCRIPTION: transient or tourist lodging (short-term rental)

- Attachments:** [CUP 2653 Staff Update](#)
[CUP 2653 Town Action](#)
[CUP 2653 APP](#)
[CUP 2653 Map](#)
[CUP 2653 Public comment - Ross](#)
[CUP 2653 Public comment - Bubb](#)
[CUP 2653 Public comment - Dudiak](#)
[CUP 2653 Public comment - Vreeland](#)
[CUP 2653 Public comment - VandeBerg](#)
[CUP 2653 Public comment - Van Den Heuvel](#)
[CUP 2653 Public comment - Ferguson](#)
[CUP 2653 Public comment - Struthers](#)
[CUP 2653 Applicant letter response for ZLR](#)
[CUP #2653](#)

A motion was made by BOLLIG, seconded by KRONING, to include the letter from Mark Struthers in the CUP record. The motion carried by the following vote: 5-0

Ayes: 5 - BOLLIG,DOOLAN,KRONING,POSTLERandRITT

A motion was made by POSTLER, seconded by BOLLIG, to approve the CUP based on the findings of fact as noted in the staff report and it has been determined that the proposal meets the standards for obtaining a CUP, with the conditions as noted in the staff report. The motion carried by the following vote: 5-0.

CUP Conditions:

Standard Conditions for all Conditional Use Permits from 10.101(7):

1. Any conditions required for specific uses listed under s. 10.103 (none).
 2. The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
 8. Off-street parking must be provided, consistent with s. 10.102(8).
 9. 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 borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
 10. 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.
 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 reasonable opportunity to correct any violations prior to the revocation.
- Conditions specific to CUP # 2653:
13. Review and recommendation from the Town of Middleton Plan Commission shall not be required for renewal of this conditional use permit.

14. This conditional use permit shall expire in the event the property is sold or transferred to another owner. Continuation or extension of an expired conditional use requires re-application and approval by the Town Board and Dane County.
15. The applicant shall comply with all licensing and permitting requirements for short-term rentals. Landowner shall apply for, obtain and maintain an appropriate transient or tourist lodging rental license from Madison/Dane County Department of Public Health.
16. The rental shall be limited to 8 overnight guests.
17. The maximum number of allowable rental days within a 365-day period is 180 days. The landowner must notify the Town Clerk in writing when the first rental within a 365-day period begins.
18. Quiet hours shall be 10:00pm to 8:00am, all days of the week.
19. No more than 5 overnight vehicles shall be on the premises at any one time. All vehicles must be parked on paved driveway surfaces or inside the existing garage and maintain adequate access for emergency vehicles.
20. No pets allowed.
21. Any new outdoor lighting shall be downward directed, designed to minimize ambient spill and shall comply with all applicable requirements of the Town of Middleton.
22. If the transient or tourist lodging operation is abandoned for one year or more, this CUP shall be terminated. Future re-establishment of an abandoned conditional use shall require approval of a new CUP.
23. The operation of all-terrain vehicles, ATVs, and snowmobiles by occupants of the transient or tourist lodging operation shall be prohibited on the property.
24. Signage is prohibited.
25. Fireworks are prohibited.
26. The owner, or their designated emergency contact person, be available within one (1) hour to address any problems.
27. Emergency contact information shall be provided to the neighbors, Applewood Homeowners Association President, the Town of Middleton, and Dane County Zoning Division.
28. The owner or operator must provide the Town of Middleton Clerk with a copy of the current rental agreement no later than the date of issuance of the CUP. In the event the agreement is modified in any manner, the modified agreement must be provided to the Town Clerk within ten (10) calendar days of the date the modified agreement is placed in use.
29. Landowner will conduct a background check on any prospective renter.
30. The rental period shall be a minimum of 5 nights.
31. This Conditional Use Permit shall expire three (3) years after the effective date. Landowner may renew the CUP by successfully obtaining a new CUP prior to the expiration date.

Ayes: 5 - BOLLIG,DOOLAN,KRONING,POSTLERandRITT

E. Plats and Certified Survey Maps

[2024 LD-024](#) Preliminary Plat - Sugar River Vista
Town of Verona
Staff recommends conditional approval

Attachments: [conditions](#)

[Sugar River Vista - Preliminary Plat 2025.04.01](#)

[Verona-30-Mishpacha Deux-DCPWTR-2023-00010_navdet](#)

A motion was made by BOLLIG, seconded by KRONING, that the preliminary plat be approved with conditions. The motion carried by the following vote: 5-0.

1. Rezone Petition #12045 is to become effective and all conditions established are to be timely satisfied. (County Board approved the Petition on September 5, 2024)
 - Recording of the Plat.
 - Flood study shall be prepared and the final design shall be in compliance with floodplain regulations.
 - The residential lots to be platted along the southwestern boundary shall be 320 feet deep.
 - The development shall be designed to meet Dane County stormwater management and erosion control requirements.
2. Utility easements are to be provided.
 - 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.
3. All public land dedications are to be clearly designated Dedicated to the Public.
4. All streets shall be graded and surfaced in accordance with plans, specifications and requirements of the Dane County Highway Commission and the Town of Verona.
5. All street names shall be consistent with chapter 76 of the Dane County Ordinances.
 - Revised submitted road names were approved by County Surveyor, Dan Frick on March 31, 2025.
6. Compliance with Ch. 14.45 DCCO, Erosion Control Plans is to be established, prior to any land disturbance.
7. Compliance with Ch. 14.46 DCCO, Stormwater Control Permit is to be established, prior to any land disturbance.
 - Outlots 1-8 are devoted for stormwater management.
8. Comments from the Dane County Public Health department are to be satisfied:
 - Public Health has no concerns on the proposed plat.

Ayes: 5 - BOLLIG,DOOLAN,KRONING,POSTLERandRITT

F. Resolutions

G. Ordinance Amendment

H. Items Requiring Committee Action

I. Reports to Committee

[2024](#) Zoning Map Review Project Update - April
[RPT-642](#)

Attachments: [Zoning Map Review Project - April Update to ZLR](#)

[2024](#) Prejudice In Places Project Update
[RPT-643](#)

Attachments: [PiP Presentation 03-13-25](#)

J. Other Business Authorized by Law

K. Adjourn

A motion was made by BOLLIG, seconded by KRONING, that the meeting be adjourned at 7:00 PM. The motion carried unanimously.