

Dane County Rezone Petition

Application Date	Petition Number
02/20/2024	DCPREZ-2024-12035
Public Hearing Date	
06/18/2024	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME RUTLAND, TOWN OF	PHONE (with Area Code) (608) 455-3925	AGENT NAME DAWN GEORGE	PHONE (with Area Code) (608) 455-3925
BILLING ADDRESS (Number & Street) 4177 OLD STAGE RD		ADDRESS (Number & Street) 4177 OLD STAGE RD	
(City, State, Zip) BROOKLYN, WI 53521		(City, State, Zip) BROOKLYN, WI 53521	
E-MAIL ADDRESS clerk@town.rutland.wi.us		E-MAIL ADDRESS clerk@town.rutland.wi.us	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE	
785 Center Road					
TOWNSHIP RUTLAND	SECTION 16 & 21	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0510-211-8000-8		0510-164-9830-0			

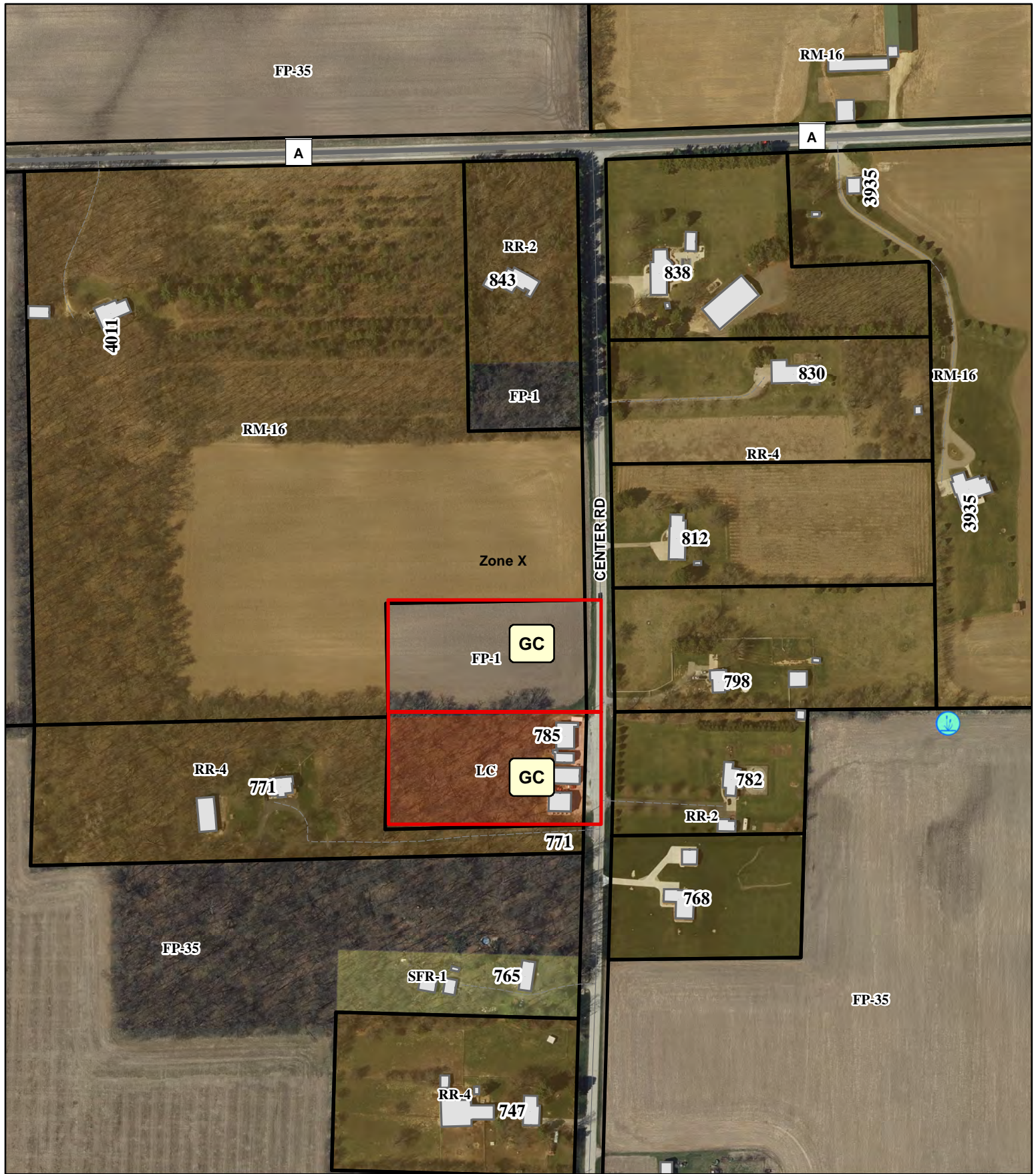
REASON FOR REZONE

ZONING TO ALLOW FOR A NEW TOWN HALL FACILITY

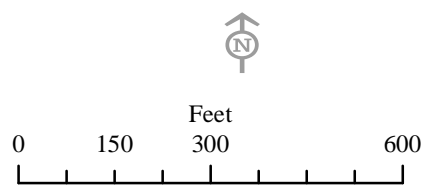
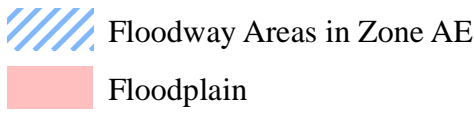
FROM DISTRICT:	TO DISTRICT:	ACRES
LC Limited Commercial District	GC General Commercial District	2.8
FP-1 Farmland Preservation District	GC General Commercial District	2.8

C.S.M REQUIRED?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Applicant Initials_____	PLAT REQUIRED?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Applicant Initials_____	DEED RESTRICTION REQUIRED?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Applicant Initials_____	INSPECTOR'S INITIALS  RUH1	SIGNATURE:(Owner or Agent)    PRINT NAME:    DATE:    
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COMMENTS: MORE INFORMATION IS AVAILABLE ON  
TOWNOFRUTLANDWI.GOV



**REZONE 12035**







**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:	\$395
Farmland Preservation:	\$495
Commercial:	\$545
• PERMIT FEES DOUBLE FOR VIOLATIONS.	
• ADDITIONAL FEES MAY APPLY. CONTACT DANE COUNTY ZONING AT 608-266-4266 FOR MORE INFORMATION.	

## REZONE APPLICATION

### APPLICANT INFORMATION

Property Owner Name:	TOWN OF RUTLAND	Agent Name:	DAWN GEORGE
Address (Number & Street):	4177 OLD STAGE RD	Address (Number & Street):	4177 OLD STAGE RD
Address (City, State, Zip):	BROOKLYN	Address (City, State, Zip):	BROOKLYN
Email Address:	CLERK@TOWN.RUTLAND.WI.US	Email Address:	CLERK@TOWN.RUTLAND.WI.US
Phone#:	608-455-3925	Phone#:	608-455-3925

### PROPERTY INFORMATION

Township:	RUTLAND	Parcel Number(s):	0510-211-8000-8; 0510-164-9830-0
Section:	21 & 16	Property Address or Location:	785 CENTER RD

### REZONE DESCRIPTION

**Reason for the request.** In the space below, please provide a brief but detailed explanation of the rezoning request. Include both current and proposed land uses, number of parcels or lots to be created, and any relevant information. For more significant development proposals, attach additional pages as needed.

Is this application being  
☐ Yes ☒ No  
submitted to correct a violation?  
Yes

Combining two parcels into one parcel and rezoning to make the zoning compliant for a new town/hallgarage being built. The rezoning being requested would be the GC zoning district to allow for governmental uses which is a permitted use in the GC zoning district.

Existing Zoning District(s)	Proposed Zoning District(s)	Acres
LC	GC	3.0 acres
FP-1	GC	3.0 acres

Applications will not be accepted until the applicant has contacted the town and consulted with department staff to determine 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 commercial development proposals, or as may be required by the Zoning Administrator.

- ☒ Scaled drawing of proposed property boundaries    ☒ Legal description of zoning boundaries    ☒ Information for commercial development (if applicable)    ☐ Pre-application consultation with town and department staff    ☐ Application fee (nonrefundable), payable to the Dane County Treasurer

I certify by my signature that all information provided with this application is true and correct to the best of my knowledge and understand that submittal of false or incorrect information may be grounds for denial. Permission is hereby granted for Department staff to access the property if necessary to collect information as part of the review of this application. Any agent signing below verifies that he/she has the consent of the owner to file the application.

Owner/Agent Signature *Dawn George* Date 2/19/2024 **SUPPLEMENTAL INFORMATION FOR COMMERCIAL DEVELOPMENT**

A scaled site plan and detailed operations plan must be submitted for commercial rezone applications. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach the relevant maps and plans listed below to your application form.

☐ **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 explaining the current use(s) of the property on which the rezone is proposed.
- ☐ Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

☐ **OPERATIONAL 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 PROPERTY OWNERS. Provide contact information for additional property owners, if applicable.**

**Additional Property Owner Name(s):**

**Address (Number & Street):**

**Address (City, State, Zip):**

**Email Address:**

**Phone Number:**

REVISED 04-02-2020

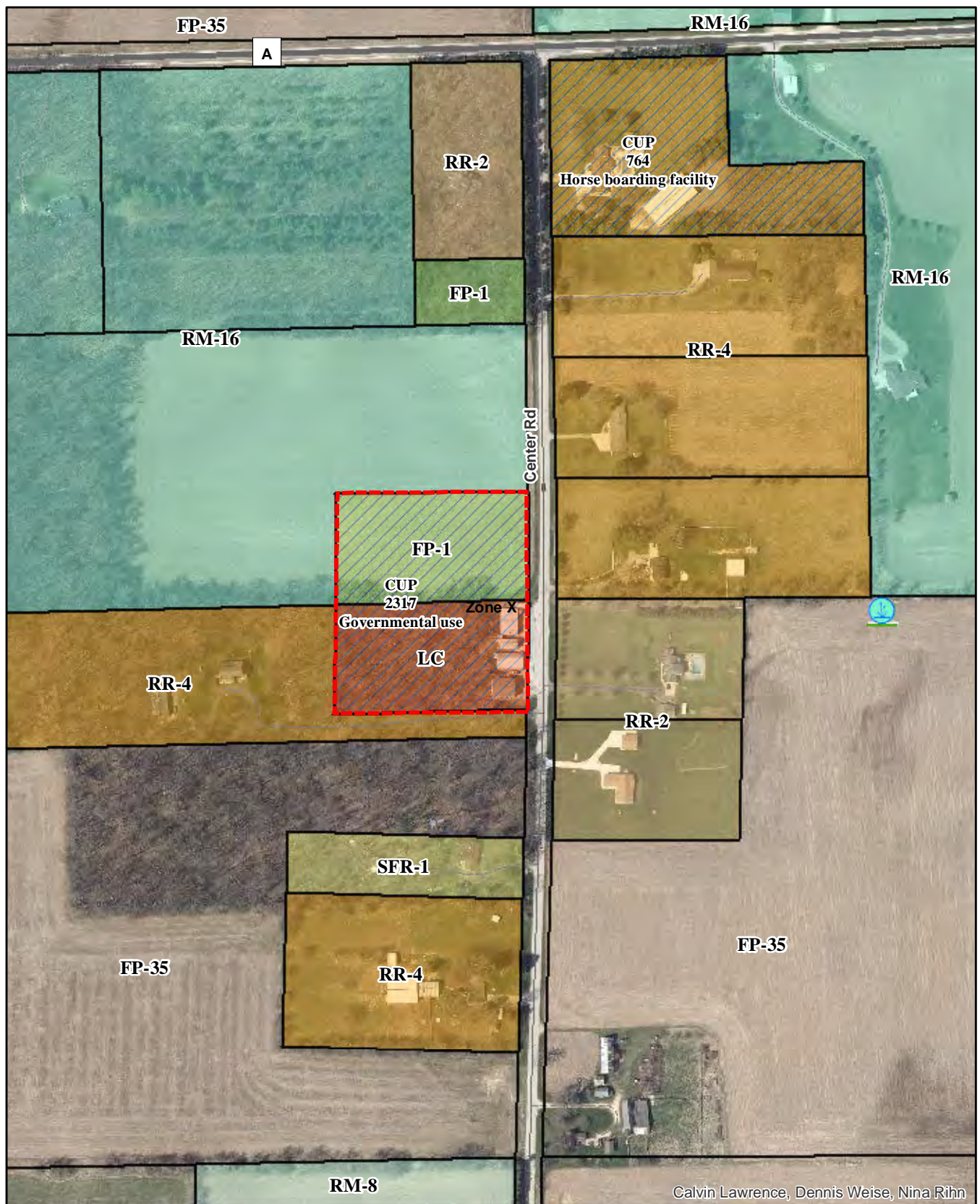


**Town of Rutland  
Town Hall Site Map**





0 40 80 160 Feet



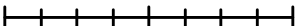


### Legend

-  Wetland
-  Effective Conditional Use Permits (Rural)

### Rutland Town Hall Neighboring Land Uses / Zoning

0 125 250 500 Feet




## **Rutland Town Hall and Garage Building Project Description**

The Town wishes to construct a new facility which will combine both a Town Hall and Garage. The Garage space will house vehicles, utility equipment, related equipment, tools, supplies, maintenance space and office and restroom facilities. The garage area shall include a mechanics area with a 2,000 pound capacity jib crane or equivalent. Estimated interior space will be less than 5,000 square feet.

The Town Hall space will include a flexible meeting space for regular Town meetings accommodating up to 30 people, regular elections, fire-proof storage for records, storage space for equipment and supplies, and shared office space for 3 staff (Town Clerk, Deputy Clerk and Treasurer).

This new facility will be built on a 3-acre parcel of land adjacent to the current Town Hall, Garage complex. There shall be sufficient parking around the building to accommodate 10 vehicles with overflow areas.

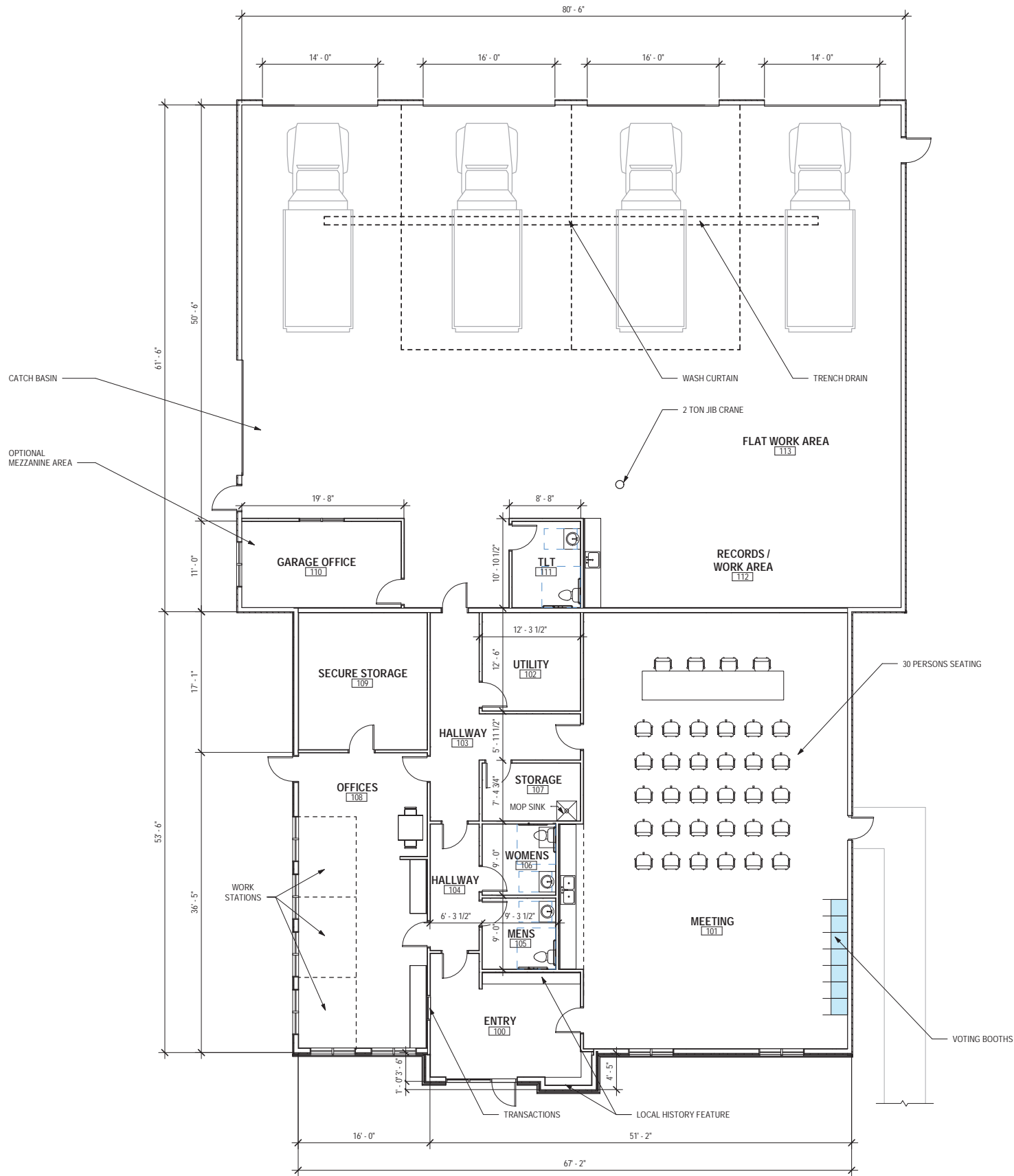
The Town also wishes to utilize the existing Town Hall-Garage for cold storage of equipment.



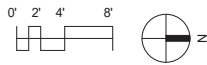
## **TOWN OF RUTLAND REZONING PETITION NARRATIVE- SUPPLEMENTAL INFORMATION.**

- The current use of Parcel 0510-164-9830-0 has been agriculture. The proposed new use of the property is a new town hall/garage which is the current use of Parcel 0510-211-8000-8. The property is surrounded by ag land with most residential homes to the east with one residence to the south.
- Typically the hours would be from 7:00 a.m. – 3:30 p.m. Monday through Friday except for weather related events, elections and meetings.
- The Town employs 2 full time employees; the number of other people present would depend on event.
- The contract administration will be handled by National Construction and they will be handling all permit requirements.
- There may be occasions where there would be outdoor activities similar to the current town operations.
- There will be a new septic system and a new well. See site plan at [townofrutlandwi.gov](http://townofrutlandwi.gov) for detailed documents/maps.
- The Town of Rutland employees take care of solid waste and recyclable disposal by transporting to the Town of Rutland collection center.
- See site plan at [townofrutlandwi.gov](http://townofrutlandwi.gov) for site plan that shows parking spaces planned with additional parking available that will prevent cars parking along the road. We think this will meet our needs.
- There may be a diesel fuel tank at the new site which if that were to occur, there would be a spill basin could contain leaks or spillage.
- All lighting at the new town hall/garage shall be downward facing.
- Signage is yet to be determined.

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1 FIRST FLOOR PLAN  
1/8" = 1'-0"



**RUTLAND TOWN  
GARAGE / HALL**

Enter address here

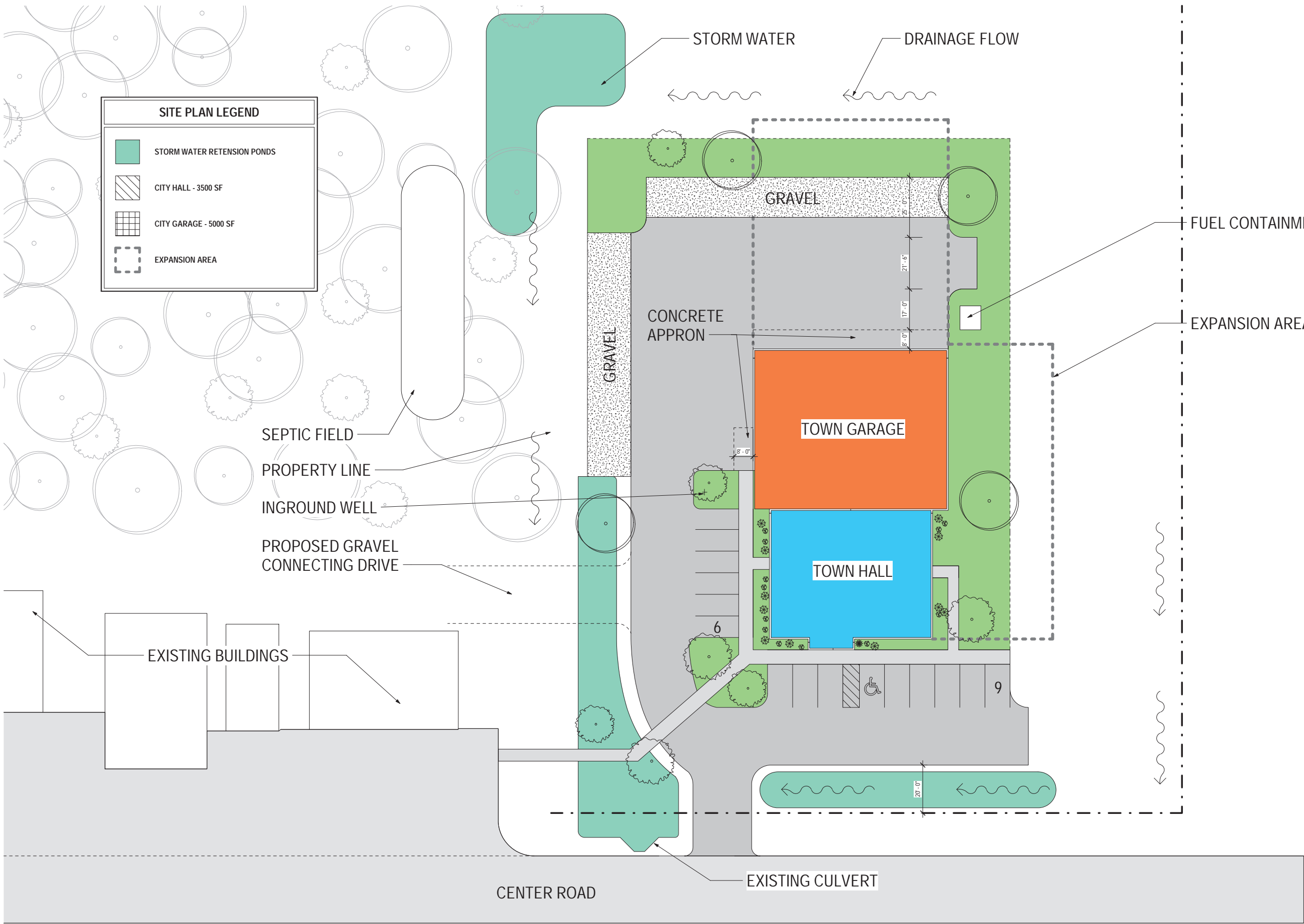
DATE OF ISSUE: 05/17/06

REVISIONS:

PROJECT # 00000

**FIRST FLOOR PLAN**





SITE PLAN LEGEND

STORM WATER RETENSION PONDS

CITY HALL - 3500 SF

CITY GARAGE - 5000 SF

EXPANSION AREA

DIMENSIONIV

Madison Design Group

architecture · interior design · planning

6515 Grand Teton Plaza, Suite 120  
Madison, Wisconsin 53719  
p608.829.4444 f608.829.4445 dimensionivmadison.com

NATIONAL

CONSTRUCTION

INCORPORATED

RUTLAND TOWN  
GARAGE / HALL

Enter address here

DATE OF ISSUE: 09/26/23

REVISIONS:

PROJECT # 00000

ARCHITECTURAL  
SITE PLAN

AS.1

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1 ARCHITECTURAL SITE PLAN

1" = 20'-0"

0' 10' 20' 40'

z

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RUTLAND TOWN  
GARAGE / HALL

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DATE OF ISSUE:		10/12/23
REVISIONS:		
PROJECT #		00000

RENDERING

R.0



**LC to GC**

A part of the Southeast 1/4 of the Southeast 1/4 of Section 16, T5N, R10E, Town of Rutland, Dane County, Wisconsin, described as follows: Beginning at the Southeast corner of said Section 16; thence Northerly along the section line, 262.6 feet; thence Westerly, parallel with the South section line, 497.71 feet; thence Southerly 262.6 feet; thence Easterly 497.71 feet along the South section line to the point of beginning;

AND

**FP-1 to GC**

A part of the Northeast 1/4 of the Northeast 1/4 of Section 21, T5N, R10E, in the Town of Rutland, Dane County, Wisconsin, more fully described as follows: Beginning at the Northeast corner of said Section 21; thence South along the East line of the Northeast 1/4, 263 feet; thence West 497 feet, thence North 263 feet; thence East, along the North line of said Northeast 1/4, 497 feet to the point of beginning.