

TOWN BOARD ACTION REPORT - CONDITIONAL USE PERMIT

Regarding Petition# 2671 Dane County ZLR Committee Public Hearing 8/26/2025

Whereas, the Town Board of the Town of DUNN having considered said conditional use permit application, recommends to the Dane County Zoning and Land Regulation Committee that the conditional use permit application be (check one):

APPROVED ☐ APPROVED WITH CONDITIONS ☒ DENIED (FACTUAL BASIS REQUIRED) ☐

Town Board Vote:

3 In Favor 0 Opposed

NOTE: The Town's recommendation shall include reasoning for the recommendation. Please use the box below to explain the factual basis for the Town's recommendation. Use Page 2 of this form to list any recommended conditions.

BASIS FOR RECOMMENDATION: According to the Town's Comprehensive Plan, limited family business in the RR-16 zoning district is a CUP that, based on its nature and well-known or anticipated impacts, could be reasonably consistent with the Town's Comp Plan with conditions. The Town Board evaluated the application and determined the CUP could also be consistent with the County's seven standards. The Town's Comp Plan has a Business Site Plan and Development Review section (Section 2.5) and the proposed conditions incorporate the business requirements that are listed in that section. Approval incorporates conditions that address trash/waste, storage, lighting, noise, hours of operation, number of employees, signage, amounts of equipment, and regulation of on-site customers so as to minimize impacts to neighbors.

CONDITIONS OR CONCERNS: Hodgson/Gausman move that the Town of Dunn Town Board finds that Conditional Use Permit #2671 meets the seven standards enumerated in 10.101(7)(d)(1) and thus recommend approval of Conditional Use Permit #2671 conditioned upon: no outdoor storage of business-related equipment, vehicles, or materials and 1. Hours of business operation shall be limited to 7:00 am to 5:00 pm, Monday through Friday. 2. No employees may perform regular work on the property. The number of employees shall be limited to no more than two (2) part-time employees or one (1) full-time employee. Occasional visits by employees are permitted provided that such visits are infrequent and of short duration. 3. No new exterior lighting for the business may be placed on the existing outbuilding or elsewhere on the property, except for up to two downward-facing, shielded lights may be installed at the entrance and exit of the proposed new outbuilding. Any existing lights on the building are allowed as long as they do not shine directly on neighboring residences and are downward facing. 4. In addition to the standard residential service provided by the Town's contracted trash and recycling vendor, trash and recycling collection for the business shall be limited to one 3-yard dumpster. 5. All business-related vehicles, equipment, and materials must be stored indoors within the existing outbuilding shown in the two-acre CUP area, and/or within the proposed new outbuilding, which must also be located within the two-acre CUP area. All activities related to the limited family business must also be conducted indoors. 6. Vehicle and equipment storage for the business cannot exceed more than two passenger cars, three passenger trucks, one class 6 dump truck, one skid steer, and two trailers. 7. No sanitary fixtures or human habitation is allowed in the outbuilding shown on the site plan or within the proposed new outbuilding. 8. Noise related to the limited family business is limited to 60 dBA measured at the property line. For a period of a total of 10 minutes per day, decibel levels may reach 100 dBA between 9 am to 5 pm. 9. Customers or clients are not allowed to come to the property for activities related to the limited family business. 10. Should any hazardous, flammable, or explosive materials be stored on the property, it must be kept indoors and in full compliance with Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards. Industrial or manufacturing uses are not permitted on the property. All water discharged to the ground must consist solely of stormwater, and any hazardous, toxic, or explosive materials must be disposed of offsite. 11. No business signage is allowed. 12. The CUP shall automatically expire on sale of the property or the business to an unrelated third party.

I, Kelsey Shepperd, as Town Clerk of the Town of DUNN, County of Dane, hereby certify that the above recommendation was made by the Town Board at the meeting on 8/19/2025.

Town Clerk

Kelsey Shepperd

Date

8/20/2025

