

# Dane County Conditional Use Permit Application

<b>Application Date</b>	<b>C.U.P Number</b>
07/03/2024	DCPCUP-2024-02634
<b>Public Hearing Date</b>	
09/24/2024	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME JAMES G CARRICK JR	Phone with Area Code (608) 213-9310	AGENT NAME JAMES CARRICK	Phone with Area Code (608) 213-9310
BILLING ADDRESS (Number, Street) 4719 ICE POND DR		ADDRESS (Number, Street) 4719 ICE POND DR	
(City, State, Zip) MCFARLAND, WI 53558		(City, State, Zip) MCFARLAND, WI 53558	
E-MAIL ADDRESS carrickproperties@yahoo.com		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	
103 Chippewa Dr					
TOWNSHIP ALBION	SECTION 25	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0512-254-7306-6		---		---	

CUP DESCRIPTION
C.U.P. FOR TRANSIENT OR TOURIST LODGING (SHORT-TERM RENTAL)

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)	0.14

<b>DEED RESTRICTION REQUIRED?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  Applicant Initials _____	Inspectors Initials  RUH1	<b>SIGNATURE:(Owner or Agent)</b>   
		<b>PRINT NAME:</b>  
		<b>DATE:</b>  



**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)
<b>PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT</b>	

## CONDITIONAL USE PERMIT APPLICATION

### APPLICANT INFORMATION

Property Owner Name:	James Carrick	Agent Name:	
Address (Number & Street):	4719 Ice Pond Dr.	Address (Number & Street):	
Address (City, State, Zip):	McFarland WI 53558	Address (City, State, Zip):	
Email Address:	carrickproperties@yahoo.com	Email Address:	
Phone#:	608-263-9310	Phone#:	

### SITE INFORMATION

Township:	Albion	Parcel Number(s):	0512-254-7306-06
Section:	25	Property Address or Location:	103 Chopperon Dr
Existing Zoning:	Residential SFRS	Proposed Zoning:	Residential CUP Code Section(s):
			<del>SFRS</del> 10-251

### 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):	short term rental	Is this application being submitted to correct a violation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Provide a short but detailed description of the proposed conditional use:			
A conditional use permit is now required to operate a short term rental in the town of Albion.			

### 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. Only complete applications will be accepted. 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.

<input checked="" type="checkbox"/> Complete attached information sheet for standards	<input checked="" type="checkbox"/> Site Plan drawn to scale	<input checked="" type="checkbox"/> Detailed operational plan	<input checked="" type="checkbox"/> Written legal description of boundaries	<input checked="" type="checkbox"/> Detailed written statement of intent	<input checked="" type="checkbox"/> Application fee (non-refundable), payable to Dane County Treasurer
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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: James Carrick Date: 6/17/24

**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.

No new buildings will be proposed. Cabin will be used as a short term rental in accordance with local ordinances. All other necessary permits have been in place.

List the proposed days and hours of operation.

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.

N/A

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

N/A

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 Chapter 11 of Chapter 14, Dane County Code.

N/A

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.

N/A existing well and city sewage

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

utilizes city sanitation services

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

-renters only utilize normal road vehicles. Campers are not permitted

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

N/A

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.

N/A

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800.

N/A

Briefly describe the current use(s) of the property on which the conditional use is proposed.

used as short term rental currently along w/ personal use of cabin

Briefly describe the current uses of surrounding properties in the neighborhood.

N/A

**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.

It's an established cabin which is up to code and been inspected by Dane County + Edgerton Fire

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.

-no additional purposes of the property will be allowed other than what currently is offered: cabin.

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.

It will only be used as stated by short term rental requirements in place

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

All up to code

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 will be made to property

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

all tenants are required to follow local ordinances

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

all land and house are up to code.

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:

N/A

• Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:

N/A

• Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:

N/A

• Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:

N/A

• Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

N/A

**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 maps.

**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 water/sewer/recreation 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 10.103(10).
- 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 types of proposed screening/delineation barriers on the perimeter of the site and on adjacent lots.
- 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 uses 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 participating 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).

# PLAT OF SURVEY

LOTS 1 THRU 6, BLOCK 9, HICKORY HILLS ESTATE, TOWN OF ALBION, DANE COUNTY, WISCONSIN.

STATE OF WISCONSIN  
COUNTY OF ROCK SS.

I HEREBY CERTIFY THAT I HAVE SUPERVISED THE SURVEY OF THE PROPERTY DESCRIBED ABOVE FOR THE EXCLUSIVE USE OF JAMES CARRICK AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY AND ITS LOCATION AND COMPLIES WITH CHAPTER A-E7.

GIVEN UNDER MY HAND AND SEAL THIS 24th DAY OF JULY, 2019, AT JANESVILLE, WISCONSIN.



*Ronald J. Combs*

RONALD J. COMBS, PLS NO. 1330

If the surveyor's signature is not red in color, the map is a copy and may contain unauthorized alterations. The certification contained hereon shall not apply to any copies.

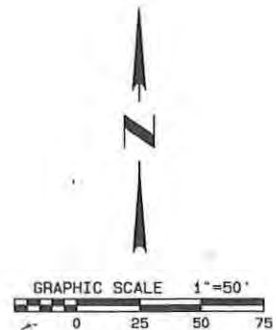
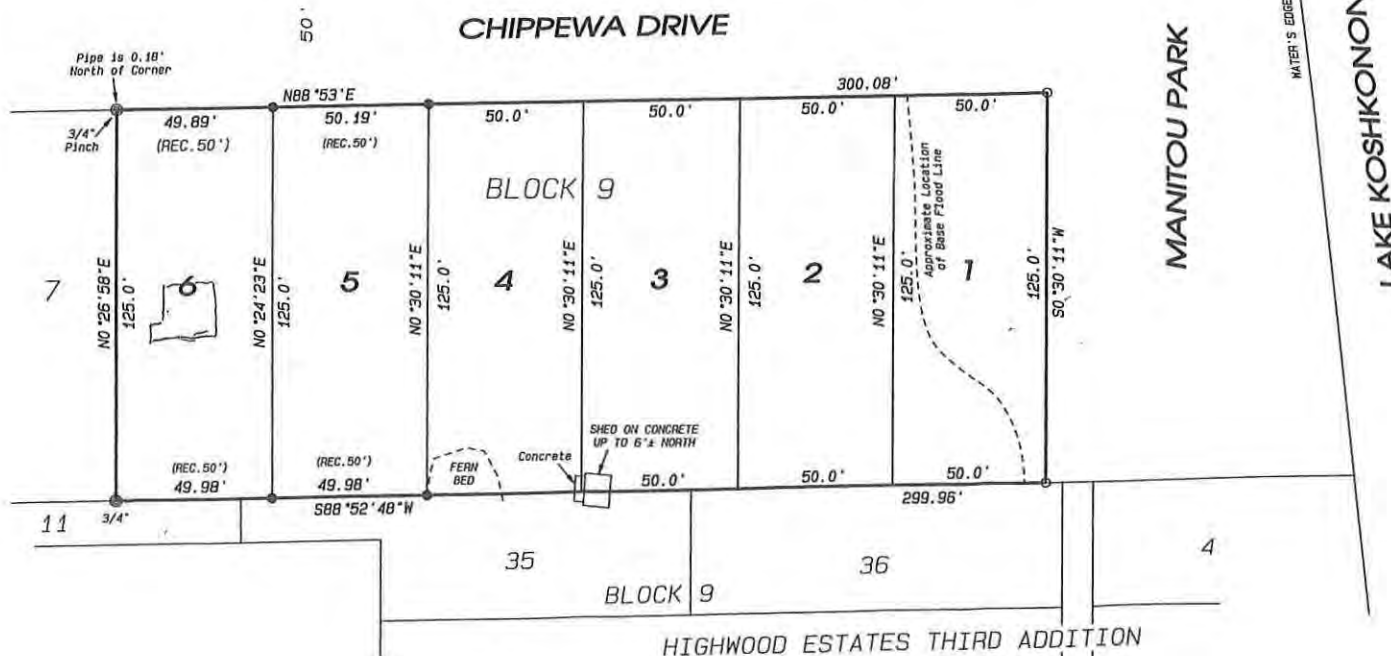
NOTES:

FIELD WORK COMPLETED JULY 24TH, 2019.

A SURVEY BY GLEN NORTHROP DATED 12-11-1976 AND BY RONALD COMBS DATED 10-4-2017 WERE USED IN RETRACING THE BOUNDARIES FOR THIS SURVEY.

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

ASSUMED NO 26°58'E ALONG THE WEST LINE OF SAID LOT 6.



LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- FOUND 3/4" IRON PIN
- ⊙ FOUND IRON PIPE (SIZE AS SHOWN)

Project No. 119 - 198 For: CARRICK

**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING




109 N. Milwaukee St.  
Janesville, WI 53548  
www.combssurvey.com

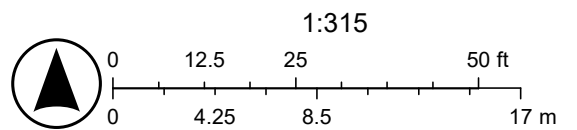
tel: 608 752-0575  
fax: 608 752-0534

# Dane County



7/3/2024, 1:21:13 PM

-  Parcels
-  Road Names
-  Road Centerlines
-  Local Road

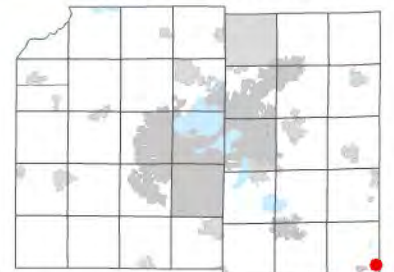


# 103 Chippewa Drive

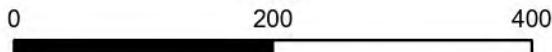
## Neighborhood Map



Location in Dane County



Feet  
0 200 400



7/3/2024

Created by Dane County Planning and Development Department, Zoning Division



**CUP 2634 Legal Description:**

Lot 6 Block 9, Hickory Hills Estate plat, recorded in Volume 9, Page 9 of Subdivision Plat Maps of the Dane County Register of Deeds, Section 25, Town of Albion, Dane County, Wisconsin.