

# Dane County Conditional Use Permit Application

<b>Application Date</b>	<b>C.U.P Number</b>
04/15/2024	DCPCUP-2024-02620
<b>Public Hearing Date</b>	
06/18/2024	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME ROBERT C & LINDA A CATES LIVING TR	Phone with Area Code (608) 558-2877	AGENT NAME LINDA CATES	Phone with Area Code (608) 558-2877
BILLING ADDRESS (Number, Street) 2612 CRESTVIEW CT		ADDRESS (Number, Street) 2612 CRESTVIEW CT	
(City, State, Zip) MONROE, WI 53566		(City, State, Zip) MONROE, WI 53566	
E-MAIL ADDRESS catesfamily@tds.net		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	
3150 Waucheeta Trail					
TOWNSHIP DUNN	SECTION 5	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0610-051-4304-1		---		---	

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

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)	0.6

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

## CONDITIONAL USE PERMIT APPLICATION

### APPLICANT INFORMATION

Property Owner Name:	Robert/Linda Cates	Agent Name:	
Address (Number & Street):	2612 Crestview Ct	Address (Number & Street):	
Address (City, State, Zip):	Monroe, WI 53566	Address (City, State, Zip):	
Email Address:	catesfamily@tds.net	Email Address:	
Phone#:	608.558.2877	Phone#:	

### SITE INFORMATION

Township:	Dunn	Parcel Number(s):	0610-051-4304-1
Section:	5	Property Address or Location:	3150 Waucheeta Trail Madison, WI 53711
Existing Zoning:	SFR08	Proposed Zoning:	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): <b>Short-term vacation rental</b>	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: <b>Short-term vacation rental (Please see detailed description in the "Written Statement of Intent", attached.)</b>	

### 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 type="checkbox"/> Application fee ( <b>non-refundable</b> ), 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: Linda B. Cates

Date: 04.04.24



## 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. *We intend to monitor and maintain the property, enforce house rules (including guest limit, no parties, no pets and quiet hours of 10pm-7am. We will also adhere to all regulations for this type of business set forth by Public Health and Dane County.*
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. *The uses, values, and enjoyment of others in the community shall not be substantially impaired or diminished by the operation of this STR. Our family uses regularly this property for ourselves and fully expect our renters to treat the home and our neighbors with the same respect that we do.*
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. *Because we will be using this lakehouse during times when renters are not, we will maintain the property accordingly... keeping it attractive and safe at all times.*
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use. *This is an established property in a residential neighborhood, with no additional site improvements necessary.*
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. *Our property has a two-car attached garage, as well as a three-car unattached garage, and a driveway that is at least 100 feet long (see attached photo)*
6. That the conditional use shall conform to all applicable regulations of the district in which it is located. *Upon receipt of the CUP, owners plan to market the property for rent within the regulations set forth.*
7. The conditional use is consistent with the adopted town and county comprehensive plans. *Yes, the conditional use is consistent with town and county comprehensive plans.*
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*



## 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 proposed conditional use provides tourist room housing via short-term rental in Dane County. This is a single family vacation home located at 350 Wauchette Tr., Madison, WI. The property is approx. 3,300 sq. ft., 5 bedroom, 3 bath residence. Stays must be booked by adults over 24 yrs. of age, with a maximum of 10 guests over 12 years old. Parking is available on-site. No more than 180 days of guest bookings will be accepted in a calendar year, with a 7-day minimum per ordinance. Guests must agree upfront to detailed house rules/checklists to protect our and our neighbors interests, and to comply w/regulations and ordinances and the public interest. No improvements are planned or necessary to begin operations.
List the proposed days and hours of operation.	7 days a week, no more than 180 days/year booked, guest checkin prior to 10pm quiet hrs.
List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.	No employees ... owner operated.
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.	The enforcement of no parties/events and quiet hrs shall limit noise to levels consistent with the single family residential neighborhood environment under zoning ordinance 10.51(a)(b). Check in and check out times (before 10pm and before 11 AM, respectively) shall minimize potential disruptions. There will be no odors, dust, soot, or pollution.
Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.	Patio/lawn furniture, kayaks, paddleboards, garbage/recycling, patio lighting, seasonal decorations.
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 - no new construction needed.
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.	Home is served by sanitary sewer. Home has a "shared" well, with our neighbor to the left.
List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.	Weekly trash/recycle provided by belliteri
Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.	Home is on a dead-end st., 4th house from the end. Minimal traffic. Guests will use private vehicles/parking. Aside from ordinary taxi service, no commercial 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.	n/a - no toxic or explosive materials will be stored onsite.
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.	Home is equipped w/ Flood lights, standard lighting on both garages, front/back of home, as well as on side of home. (See markings on attached view of property.)
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 - no existing or planned signage at the property.
Briefly describe the current use(s) of the property on which the conditional use is proposed.	Personal residential use.
Briefly describe the current uses of surrounding properties in the neighborhood.	A mixture of primary residences and vacation homes.



## 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).





Waucheeta Trl

3154

3150

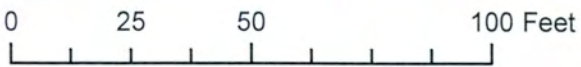
3146

Boat House

← cars can park →

☐ = parking spots

("x" indicates outdoor lighting) (backyard is completely fenced in)



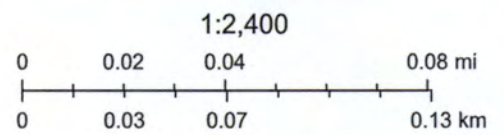
3150 Waucheeta Trail



# Dane County Map - 3150 Waucheeta Trl



April 1, 2024



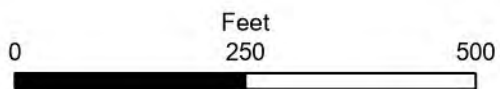
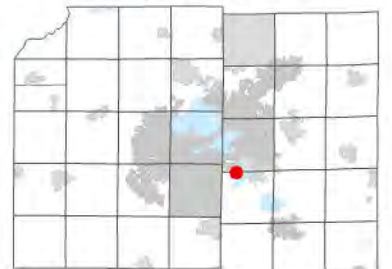


# Neighborhood Map

3150 Waucheeta Trail / Town of Dunn



Location in Dane County

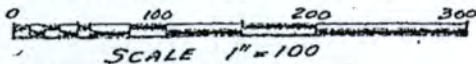




# CERTIFIED SURVEY MAP NO. 2790

TOWN OF DUNN,

DANE COUNTY, WISCONSIN



DOCUMENT NO. 1568823

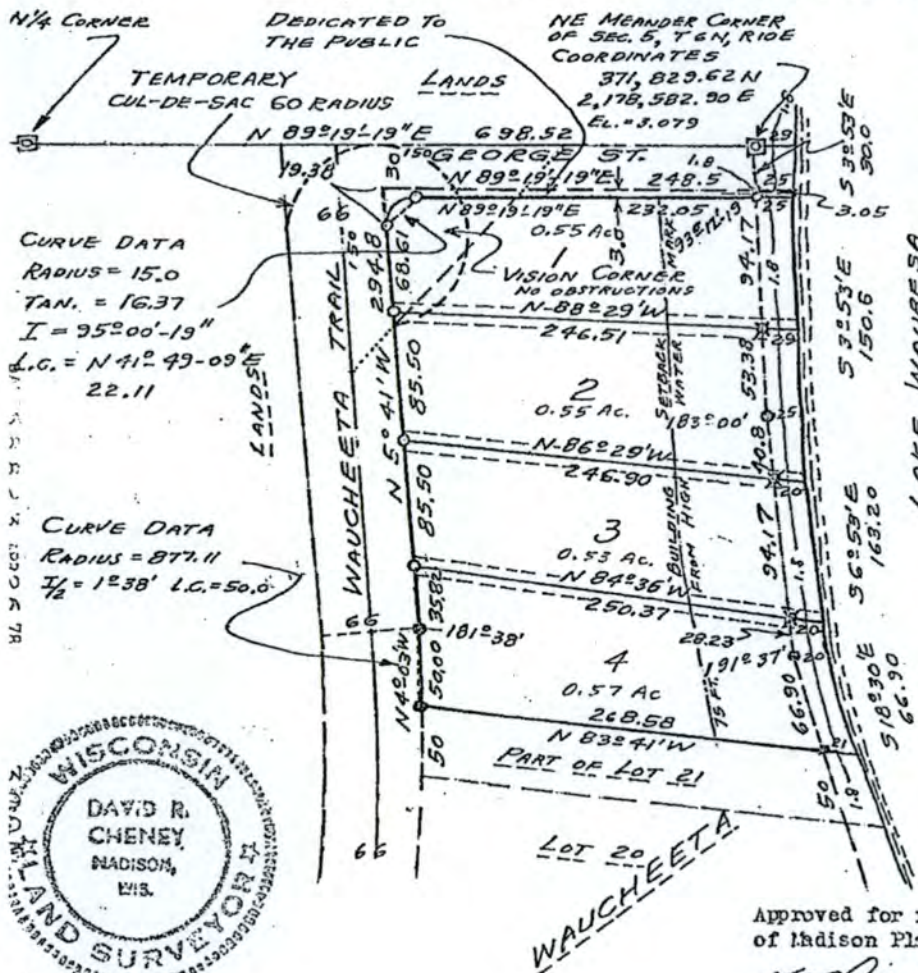
### SURVEYOR'S CERTIFICATE

I, David R. Cheney, S-45, Registered Wisconsin Land Surveyor, do hereby certify that by order of V.V. SINDIKO, 4912 HIGEL AV. SARASOTA, FLA. 33581 I have surveyed, divided and mapped the lands herein described according to the information furnished, that said map is a correct representation of the lands surveyed and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes.

*David R. Cheney*  
 David R. Cheney Oct 4, 1976  
 APR. 24, 1978

cribed as follows:

Commencing at the Northeast Meandercorner of Section 5, T 6 N, R 10 E, a City of Madison Survey Monument:  
 Thence S 5°-53'E 50.0 feet along a meanderline of Lake Waubesa, recorded as S 2°-55'E, to the Point of Beginning:  
 Thence continue S 5°-53'E 150.60 feet along said meanderline,  
 Thence S 6°-55'E 153.20 feet along said meanderline, recorded as S 5°-55'E,  
 Thence S 18°-30'E 66.90 feet along said meanderline, recorded as S 17°-52'E,  
 Thence N 83°-41' 268.58 feet,  
 Thence along a curve to the left, the radius is 877.70 feet, the long chord is N 4°-03'W 50.00 feet,  
 Thence N 5°-41'W 294.80 feet along the East Line of Wauchetta Trail, recorded as N 4°-43'W,  
 Thence N 89°-19' 19"E 248.50 feet along the South Line of George Street, recorded as S 89°-43'E, to the Point of Beginning.



WATER EL. = -0.9  
 MAY 6, 1977  
 FLOOD EL. = 1.8  
 FOR U.S.G.S. ADD  
 845.6

*\* We are lot 4 \**



Approved for recording by the City of Madison Plan Commission.

*Harold K. Hill*  
 Agent date

SEE JUNE 6, '76 DIARY

- x Denotes 1" X 30" Iron Pipe Set 1.13 lbs. per ft. min. wt.
- Denotes iron stake found
- Utility Easement

City of Madison or Dane Co. Monument  
 Field Book Page  
 Approved for recording by Dane Co. Agriculture  
 Zoning, Planning and Water Resources Comm.

*N. Smith* 4-25-78  
 2790 Agent # 1599 Date

RECEIVED FOR RECORD ON THIS 26 DAY OF  
*April*, 1978 at 3:00  
 o'clock P M. and recorded in Volume 11  
 of Certified Surveys on page 103+104

*Harold K. Hill*  
 Harold K. Hill, Reg. of Deeds  
 VOL. 11 P. 103 CHENEY FILE NO. 7649  
 REC



OWNER'S CERTIFICATE

As Owners of the lands described on this certified Survey we hereby certify that we have caused the lands included in this survey to be surveyed, divided, mapped and dedicated as shown on this survey map.

*Jerome J. Sinaiko*  
Jerome J. Sinaiko  
*Kathryn R. Sinaiko*  
Kathryn R. Sinaiko

Personally appeared before me on this 20th day of July, 1977, the above named persons, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

*Daniel Sinykin*  
Daniel Sinykin  
Notary Public  
Dane County, Wis.  
My Commission is permanent.

TOWN BOARD CERTIFICATE

"RESOLVED, that the Town Board of the Town of Dunn, Dane County, Wisconsin, hereby accepts the right-of-way dedicated by this Certified Survey."

As Town Clerk of the Town of Dunn, Dane County, Wisconsin, I hereby certify that the above is a true copy of a resolution adopted by the Town Board of the Town of Dunn, Dane Co., Wi., on the 23 day of August, 1977.

*Henry J. Sinton*  
Town Clerk  
Town of Dunn, Dane Co., Wi.

Page 104



**CUP 2620**

Lot 4 Certified Survey Map No. 2790, recorded in Volume 11, pages 103-104 of Certified Survey Maps of Dane County as Document No. 1568823, located in the NE quarter of the NW quarter, Section 05, Town 06 North, Range 10 East, Town of Dunn, Dane County, Wisconsin.