

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
06/16/2025	DCPCUP-2025-02672
Public Hearing Date	
08/26/2025	

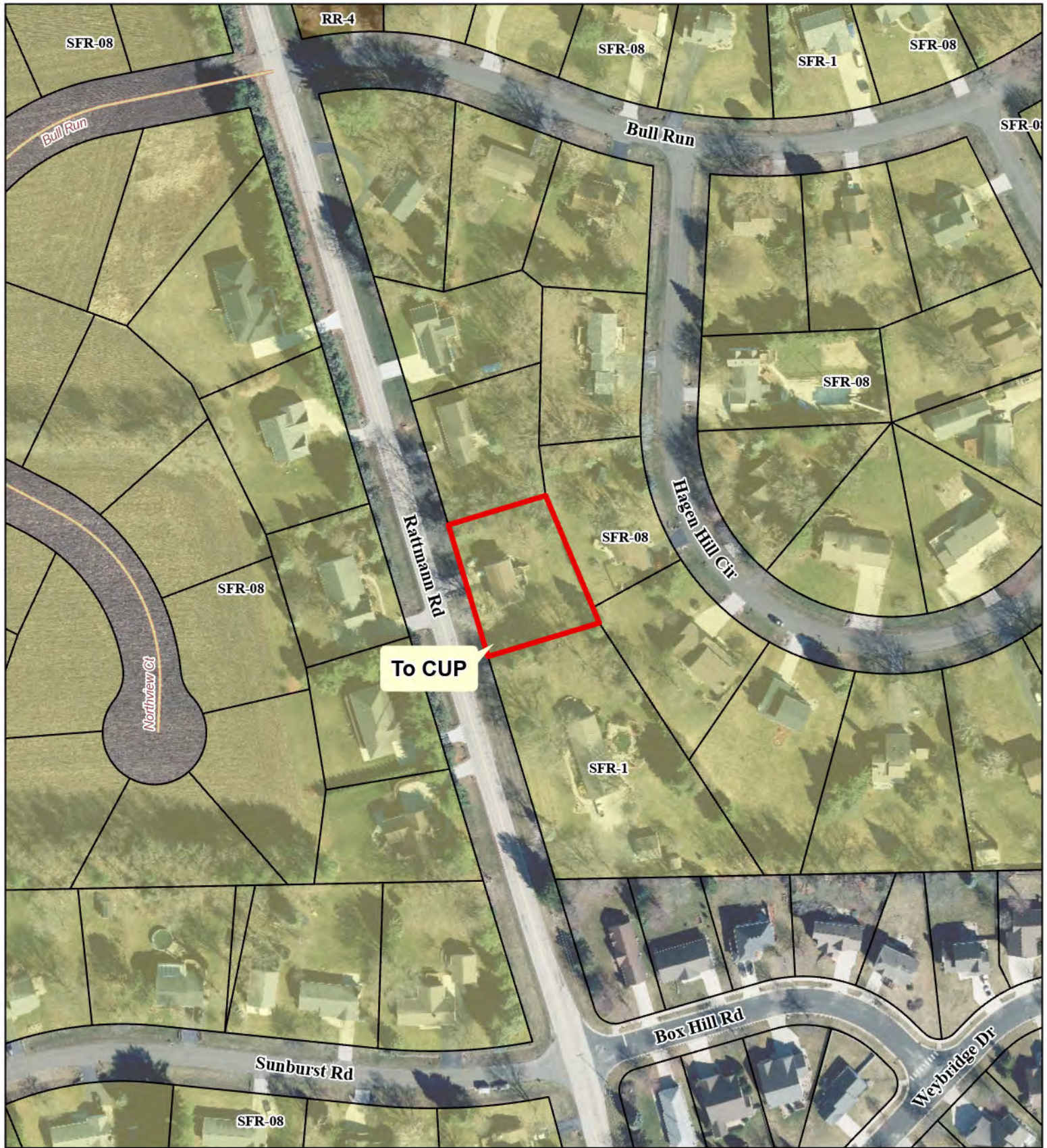
OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME CRATTMAN LLC	Phone with Area Code (608) 628-1880	AGENT NAME CRYSTAL HAGEDORN	Phone with Area Code (608) 628-1880
BILLING ADDRESS (Number, Street) 425 W MAIN ST STE 103		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) SUN PRAIRIE, WI 53590		(City, State, Zip)	
E-MAIL ADDRESS		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	
6090 Rattmann Rd					
TOWNSHIP BURKE	SECTION 3	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0810-034-7012-5		---		---	



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

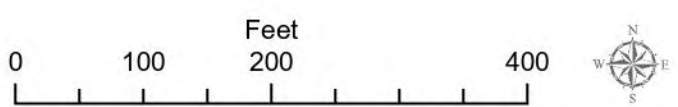
DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)	0.5

COMMENTS: RENTAL CAPACITY (# OF GUESTS) IS LIMITED BY SEPTIC SYSTEM CAPACITY, WILL NEED VERIFICATION FROM PUBLIC HEALTH DEPT.	DEED RESTRICTION REQUIRED?	Inspectors Initials	SIGNATURE:(Owner or Agent)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____	RUH1	PRINT NAME:
			DATE:



CUP 2672
CRATTMAN LLC

-  Proposed Zoning Boundary
-  Tax Parcel Boundary





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:	Crystal Hagedorn	Agent Name:	
Address (Number & Street):	425 W Main St, Suite 103	Address (Number & Street):	
Address (City, State, Zip):	Sun Prairie, WI, 53590	Address (City, State, Zip):	
Email Address:		Email Address:	
Phone#:	608-628-1880	Phone#:	

SITE INFORMATION

Township:	08N	Parcel Number(s):	0810-034-7012-5
Section:	03	Property Address or Location:	6090 Rattman Rd, Madison, WI, 53718
Existing Zoning:	SFR-08	Proposed Zoning:	CUP Code Section(s): 10.251(3)

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): Conditional use permit: "Transient or Tourist Lodging"	Is this application being submitted to correct a violation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Provide a short but detailed description of the proposed conditional use: The permit will be used to operate a family-oriented short-term rental home, committed to maintaining the highest standards of respect for the neighborhood and cleanliness of the surrounding environment.	

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: 

Date: 06/05/2025

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.

The short-term rental will be maintained to the highest safety and cleanliness standards, with regular inspections and compliance with all local fire, health, and occupancy codes. Noise restrictions and strict house rules are enforced to prevent disturbances. The property is residential in character and will not host commercial activities, ensuring the general welfare of nearby residents.

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 short-term rental is intended for temporary lodging and will be limited in occupancy, use, and frequency to preserve the residential atmosphere. The structure will remain visually consistent with surrounding properties, and landscaping will be highly maintained. No major construction or alterations are planned, minimizing visual or functional impacts on neighboring property enjoyment. Property will be kept in pristine condition which in return will provide positive improvements to the neighborhood and continue increasing neighboring properties value.

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.

The proposed use will not hinder future development or improvements in the area. The home will retain its residential appearance, and all operations will conform to the zoning code. No external modifications that disrupt the neighborhood character are proposed, allowing nearby development to proceed unhindered.

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

The property already includes all necessary utilities (electricity, water, septic/sewer), paved driveway access, and proper drainage. No additional infrastructure is needed for the intended use. Trash and recycling are handled per local guidelines, and professional cleaning ensures ongoing upkeep of the site.

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.

The home has a dedicated driveway with sufficient space for guest parking, minimizing any street congestion. Guests are instructed in advance about parking procedures. No significant traffic increase is anticipated, as turnover is low and guest counts are limited to ensure a light neighborhood footprint.

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

The property will operate in full compliance with local zoning codes, including occupancy limits, signage restrictions, and any short-term rental requirements set forth by the township or county. Proper permits and registrations will be obtained and maintained.

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

The short-term rental aligns with the town and county comprehensive plans by promoting responsible tourism, preserving the rural/residential character, and supporting economic development through supplementary income for property owners.

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:

- 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 is to operate a short-term vacation rental within an existing single-family residential home. The property will be offered for temporary lodging to individuals, couples, or families traveling for leisure or work. The rental will not be used for events or large gatherings. This single family home is a 4 bedroom, 2 bath, 1800 square feet. Business name is Crattman LLC. There are no planned property improvements. There are no proposed new buildings.

List the proposed days and hours of operation. **Please see attached**

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
Please see attached

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.
Please see attached

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

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.
Please see attached

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.
Please see attached

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

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

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

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.
Please see attached

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. [10.800](#).
Please see attached

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

Briefly describe the current uses of surrounding properties in the neighborhood.
Please see attached

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\(15\)](#).

Statement of Intent & Operations Plan

Proposed Use & Property Improvements

The home at 6090 Rattman Rd, Madison, WI will be operated as a family-oriented short-term rental. It is a single-family residence with four bedrooms, two bathrooms, a full kitchen, a living room, and an outdoor seating/grill area. No new construction or structural changes are proposed.

Days & Hours of Operation

The property is available for year-round rentals.

- Check-in begins at 4:00 PM
- Check-out is required by 10:00 AM

Employees

No full-time employees are on-site. A local property manager and cleaning service are responsible for preparing the property between guest stays.

Noise, Odors, Pollution

The rental strictly prohibits excessive noise and any nuisance behaviors:

- Quiet hours: 10:00 PM – 7:00 AM
- No parties or unauthorized events allowed
- Smoking of any kind (cigarettes, cigars, vapes, marijuana) is prohibited inside and outside
- No pets, unless listed on the reservation in advance

Outdoor Storage or Activity

No commercial or processing activities occur outdoors. Guests may enjoy outdoor seating and lawn area.

Stormwater & Erosion Control

No development or excavation is planned. Existing landscaping and drainage meet residential requirements.

Sanitary Facilities

The home is served by a private septic system and a shared (joint) well. These systems are properly maintained and adequate for the intended residential use. There are no livestock, manure storage, or additional waste management needs associated with the property.

Trash & Recycling

Guests are instructed to bag and separate all waste and place it in the designated trash/recycling bins located in the garage. Pick-up follows city service schedules.

Traffic & Vehicles

Typical guest groups include families or small travel parties using 1–2 personal vehicles. The driveway accommodates on-site parking. No commercial vehicles or deliveries are expected.

Hazardous Materials

No hazardous, toxic, or explosive substances will be kept on site. Standard cleaning products are safely stored.

Lighting

Outdoor lighting is limited to residential-grade fixtures with downward orientation to minimize light spillover. No new lighting installations are proposed.

Signage

No exterior signage will be used. The home maintains a residential appearance consistent with neighborhood standards.

House Rules

CHECK IN/OUT TIMES

Our check-in time is 4:00PM and our check-out time is 10:00AM. Please be respectful of these times so that our cleaning crew can prepare for the next guests.

FLEXIBILITY FOR CHECK IN/OUT

Late check-out's are not allowed "unless authorized". Check-out time is 10:00AM and IF authorized "in advance", late check-out is \$25 p/h. "Unauthorized" late check-outs are \$100 p/h. Late check-outs are only valid if put in writing via the message inbox.

CHECK-OUT PROCEDURES

Please refer to instructions in the dining room.

NO SMOKING

Smoking (cigarettes, cigars, vapes and/or marijuana) at this property "inside or outside" is NOT allowed. Failure to follow this rule will result in an automatic eviction, forfeiture of all rental, OTA and cleaning fees, even if discovered after your stay.

PET POLICY

Unauthorized pets are not allowed on the property. Pets must be on the reservation.

PARTY POLICY

No unauthorized parties. Please respect this home and its furnishings.

NOISE LEVELS

Please be aware that this is a residential home in a family neighborhood. NO excessive noises from 10PM-7AM please. Any complaints from the neighbors or noise violations responded to by local police could result in immediate cancellation of the reservation and forfeiture of all fees.

SAFETY ISSUES

Please make sure to turn off the propane after you barbecue and turn the oven OFF after use. NO

self-made fires of any kind in the home or on the property. However, we do have an electric fireplace in the living room. Our home is NOT baby proofed, so please supervise your children at all times. (Ex: Indoor electric fireplace, stairs, hot oven, cleaning chemicals, light sockets, etc.)

TRASH

Please bag all trash and place it into the trash/recycling bins located in the garage.

INDOOR FURNITURE

Please DON'T sit or allow children to sit on the arms of the living room sofas/chairs. Any damages will result in partial or full loss of your security deposit. Please take care to use the coasters provided for any beverages placed on the brand new tables.

DAMAGES TO THE PROPERTY OR HOME

Damages done to the property during your rental period will result in an open claim. We check the home's condition after every guest leaves and will document damages with photos. Examples of damages are evidence of pets or smoking, drawings on the walls, torn furniture, scratched wood floors, damaged devices, broken decorations, etc.

We ask that you keep this one rule top of mind.

The Good Neighbor Rule

Please understand that you're a visitor in this neighborhood amongst people who live here full time, raise their families, and look out for one another. Neighbors on both sides of this property are older, quiet and friendly. This is a family friendly area, as you'll experience yourself.

While you may be visiting, your actions during your stay are permanent to the neighborhood and potentially the longevity of our business.

We kindly ask you to be respectful of quiet hours from 10PM - 7AM.

That means no yelling, screaming, or loud music "outside" during these hours. Noise travels far on the water.

Lastly, please be considerate as if you were the next-door neighbor to a vacation rental – if it wouldn't sit well with you happening next to your own home, it's probably best not to do it here.

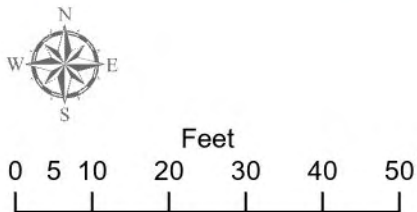
On that note...

Have fun, relax, and enjoy your time – That's what you're here to do!

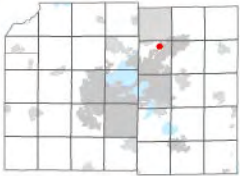
We hope you adore our home just as much as we do.

6090 Rattmann Road

Site Plan

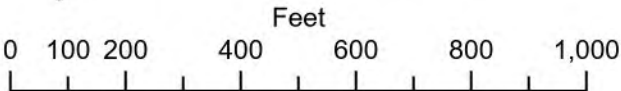


Location in Dane County

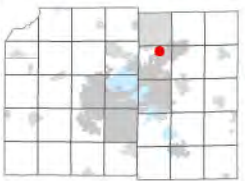


6090 Rattmann Road

Neighborhood Zoning Map - Proposed CUP 6090 Rattmann Rd



Location in Dane County



Proposed Conditional Use Permit #2672

Legal Description:

Lot 2 of Stony Ridge Subdivision, recorded in Vol. 47, page 3 of Dane County Subdivision Plats as Document No. 1529883, Located in the SE ¼ of the SE ¼, Section 3, T8N, R10E, Town of Burke, Dane County, Wisconsin.