

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
07/10/2025	DCPCUP-2025-02676
Public Hearing Date	
09/16/2025	

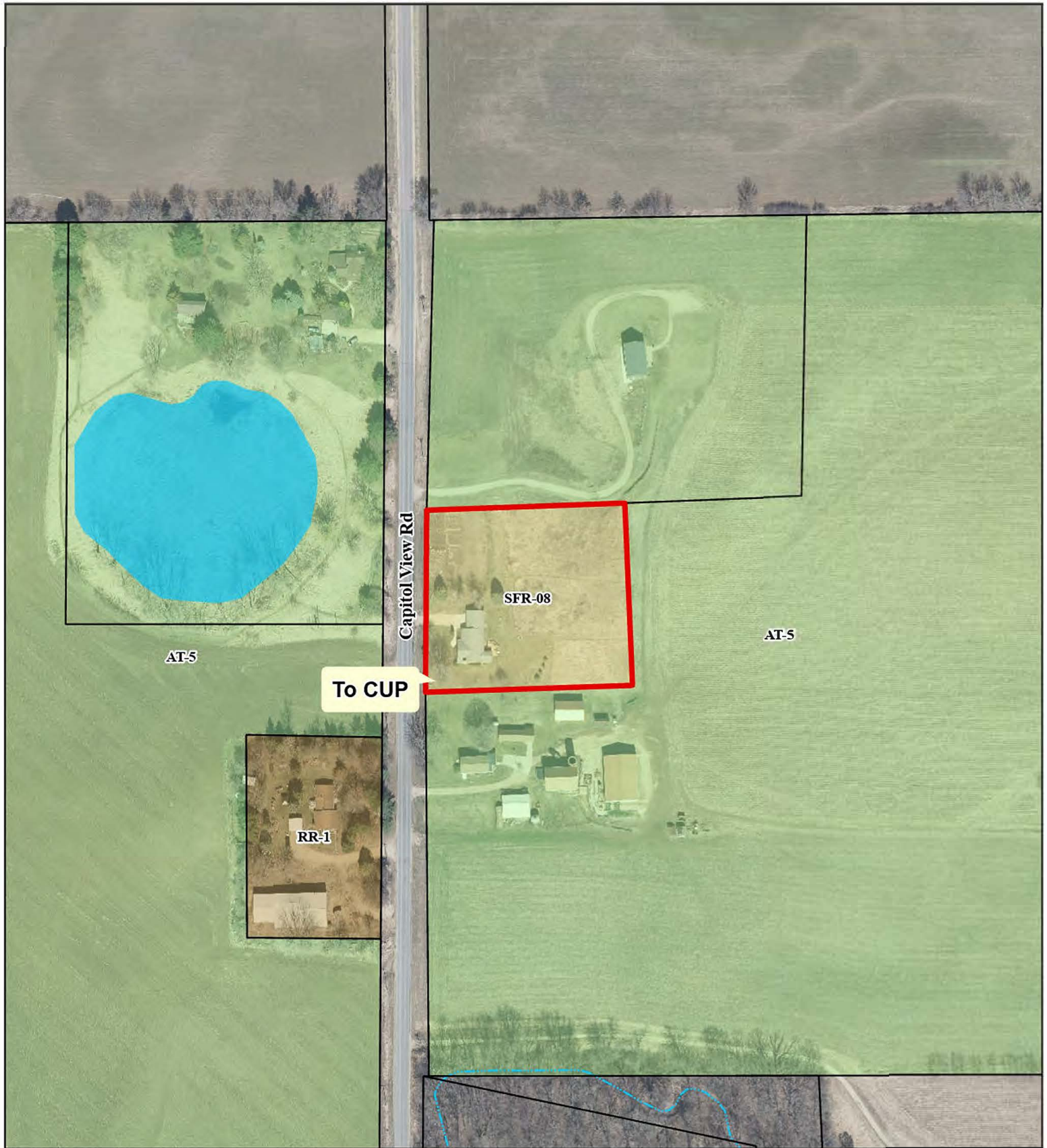
OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME STEVEN AND JOAN ZIEGLER	Phone with Area Code (608) 770-5098	AGENT NAME STEVEN ZIEGLER	Phone with Area Code
BILLING ADDRESS (Number, Street) 4797 CAPITOL VIEW RD		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) MIDDLETON, WI 53562		(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	
4772 Capitol View Rd					
TOWNSHIP MIDDLETON	SECTION 4	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0708-041-8650-0		---		---	



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

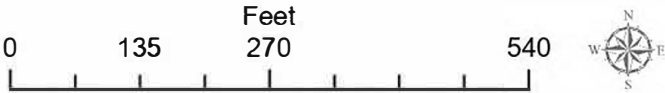
DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.251(3)	2.02

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



CUP 2676
STEVEN AND JOAN ZIEGLER

-  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:	STEVEN & JOAN ZIEGLER	Agent Name:	SAME
Address (Number & Street):	4797 CAPITOL VIEW RD	Address (Number & Street):	
Address (City, State, Zip):	MIDDLETON, WI 53562	Address (City, State, Zip):	
Email Address:		Email Address:	
Phone#:	608-770-5098	Phone#:	

SITE INFORMATION			
Township:	MIDDLETON	Parcel Number(s):	0708-041-8650-0
Section:	14	Property Address or Location:	4772 CAPITOL VIEW RD, MIDDLETON
Existing Zoning:	SFR-8	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): 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: A CUP FOR TRANSIENT OR TOURIST LODGING TO CONFORM TO AND COMPLY WITH MCCO ORDINANCES TO MAINTAIN AND RUN OUR TOURIST LODGING FACILITY AS NOTED BY VIOLATION 6-23-25	

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: Steven Ziegler

Date: 6-11-25

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. NO THE CUP IS FOR ZONING COMPLIANCE OF EXISTING TOURIST LODGING FACILITY. THERE WILL BE NO NEW CONSTRUCTION OR USE. THE EXISTING USE HAS BEEN RUN SUCCESSFULLY WITH NO COMPLAINTS. THE CUP IS FOR CONTINUING EX. USE
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. YES THE USE WILL BE THE SAME
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. YES THE USE WILL BE THE SAME
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use. YES THE DWELLING WAS BUILT IN 1994 IN ACCORDANCE TO DCCO ORDINANCES AND PERMITS AND HAS WELL MAINTAINED
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. YES THE DRIVEWAY MEETS ALL SIGHT LINE REQUIREMENTS AND WILL NOT BE CHANGED
6. That the conditional use shall conform to all applicable regulations of the district in which it is located. YES
7. The conditional use is consistent with the adopted town and county comprehensive plans. YES
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. <ul style="list-style-type: none">• 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:• Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:• Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:• Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

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.

THIS CUP IS TO BRING THE PROPERTY INTO COMPLIANCE FOR TRANSIENT AND TOURIST LODGING AS PER DCCO ORDINANCES AS STATED IN THE 6-23-25 LETTER.

THE PROPERTY IS PRESENTLY USED FOR TOURIST LODGING, HAS BEEN SUCCESSFUL AND HAS NEVER HAD A COMPLAINT

List the proposed days and hours of operation.

UP TO 365 DAYS 24-7

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

1 CLEANING PERSON AFTER EACH RENTAL APPROX 6-8 HRS PER - EITHER OWNERS OR EMPLOYEE

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.

STANDARD ACCEPTABLE FAMILY NOISE & ACTIVITY.

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

NONE

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.

STANDARD SEPTIC SYSTEM FOR 3-BEDROOM DWELLING - PUMP SYSTEM

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

STANDARD TOWN OF MIDDLETON TRASH REMOVAL

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

STANDARD CAR TRAFFIC FOR RESIDENTIAL DWELLING

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

NONE

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.

NO OUTDOOR LIGHTING - EXCEPT ON HOUSE BY DOORS & GARAGE

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

NONE

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

RESIDENTIAL PROPERTY FOR TOURIST LODGING

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

PRIMARILY AGRICULTURAL WITH SOME RESIDENTIAL

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. *NO NEW CONSTRUCTION*
- ☒ 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. *N/A*
- ☐ Parking lot layout in compliance with s. [10.102\(8\)](#). *N/A*
- ☐ Proposed loading/unloading areas. *N/A*
- ☒ 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. *N/A*
- ☐ Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area. *N/A*
- ☐ Any lighting, signs, refuse dumpsters, and possible future expansion areas. *N/A*

(SEE ATTACHED SHEET)

☒ **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\(15\)](#).

CUP for Transient or Tourist Lodging

Current Uses: The property is currently used for Tourist Lodging and the CUP application is to bring the property into conformance with DCCO ordinances as stated in the violation letter 6-23-25 so that the property can continue to function in that use. The property is residential with a house 1,700 SF, with 3 bedrooms on a 2 Acre lot built in 1994 and in accordance with the zoning ordinances at that time meeting setback requirements, septic and driveway sight lines.

Neighborhood: The neighborhood is primarily agricultural with some residential.

Operations: The property will be operated as a "Transient or Tourist Lodging" facility. The facility will be open up to 365 days a year with up to 8 guests per visit. From our past experience our guests are family orientated or elderly coming to the Madison area for events, family and personal reasons. Please note that this is not a party house but a well keep ranch house on the outskirts of Madison surrounded by agricultural land with walking trails and prairies through our adjacent properties.

General Rental guidelines: There will be no on street parking, no fireworks, quiet hours from 10PM to 8AM, no parties over 12 people.

Short-Term Rental CUP Site Plan

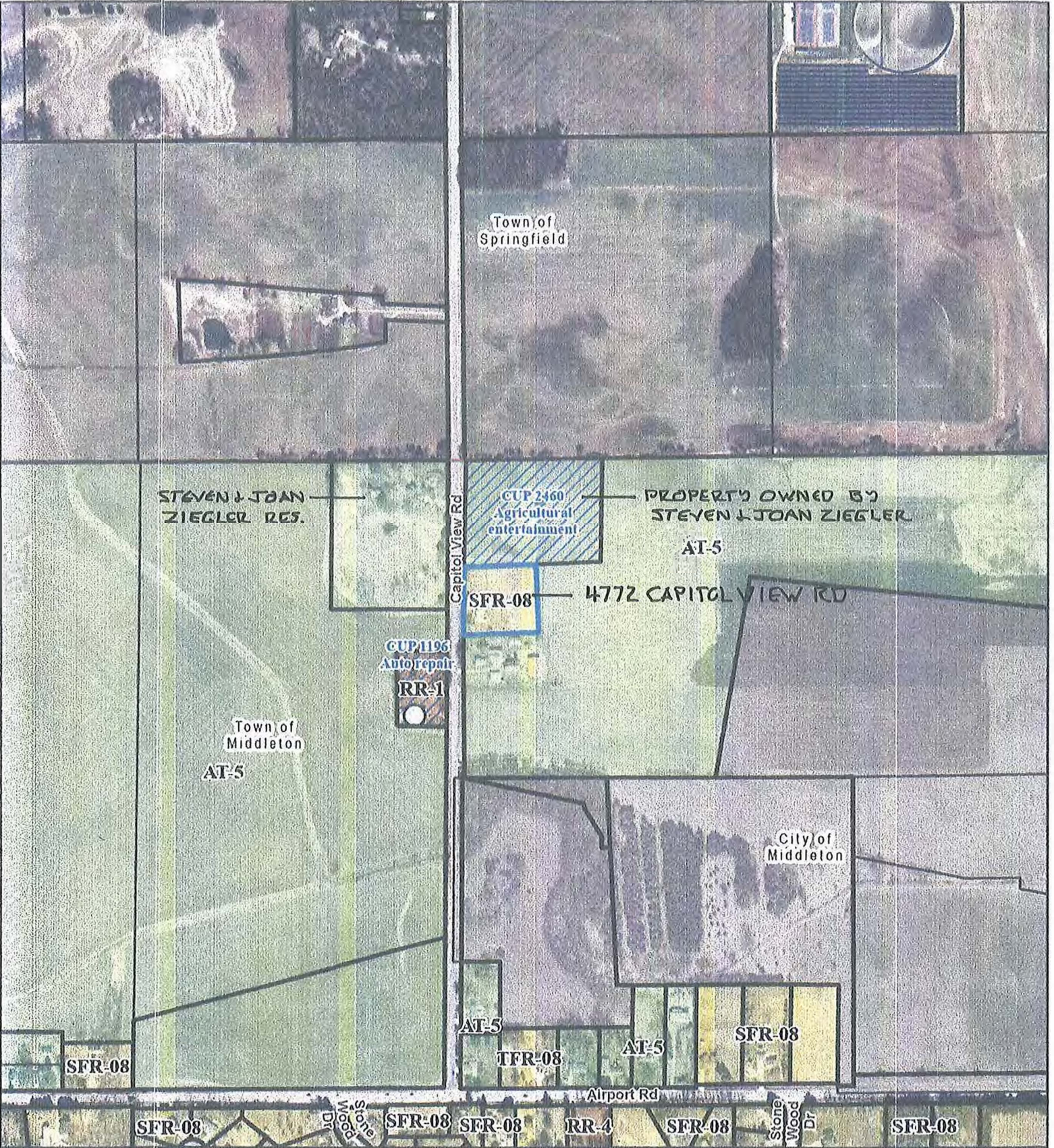
4772 Capitol View Road, Town of Middleton



Location in Dane County

Ziegler CUP Neighborhood Map

4772 Capitol View Road, Town of Middleton



Location in Dane County

CUP 2676 Legal Description

Lot 1 of Certified Survey Map No. 12927, recorded in Vol. 82, pages 145-150 of Dane County Certified Survey Maps as Document No. 466642, Located in the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$, and the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$, Section 4, T7N, R8E, Town of Middleton, Dane County, Wisconsin.