

Town of Rutland Conditional Use Permit Procedures

Revised 2026-07-06

- 1) The Town of Rutland generally follows Dane County's CUP application process.
- 2) Letter of Intent, application materials and fees are submitted to Dane County Zoning Division by applicant. Once Dane County deems the application complete, it will be sent directly to the township.
- 3) Dane County CUP Application:
<https://www.danecountyplanning.com/documents/pdf/Zoning-Forms/Dane-County-CUP-Application.pdf>
- 4) Dane County CUP Process:
<https://danecountyplanning.com/documents/pdf/Zoning-Information/Understanding-Conditional-Use-Process.pdf>
- 5) If not already included in the Dane County CUP Application, applicant must submit to the Town of Rutland the following:
 - a. Application form and written statement addressing all applicable standards for approval of the CUP
 - b. Written Legal Description
 - c. Site plan, meeting at a minimum, the requirements specified in section 10.101(6) of the county zoning code
 - d. Operation plan, meeting at a minimum, the requirements specified in section 10.101(7)(b)4 of the county zoning code, as follows:
 - i. Hours of operation.
 - ii. Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
 - iii. Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
 - iv. Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
 - v. Compliance with Dane County storm water and erosion control standards under Chapter 11 or Chapter 14, Dane County Code.
 - vi. Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison & Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
 - vii) Facilities for managing and removal of trash, solid waste and recyclable materials.
 - viii. Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
 - viii. A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
 - ix. Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties. Any new, replacement, or retrofitted outdoor lighting that is part of the CUP must comply with the Town of Rutland Dark Sky Outside Lighting Ordinance (Ordinance 2025-10-8), unless exempted by that ordinance.
Ordinance link: https://storage.googleapis.com/juniper-media-library/97/2025/10/Dark_Sky_Ordinance.pdf
 - x. Signage, consistent with s. 10.800 of the Dane County zoning ordinance.
 - xii) Any other information may be deemed necessary by the Zoning Administrator to evaluate operation of the proposed conditional use.
- 6) The Town of Rutland requires a public hearing IN ADDITION AND PRIOR TO the Dane County CUP public hearing. The Town of Rutland public hearing procedures and Planning Commission/Town Board procedures are described below:
- 7) Once it is determined that the application is sufficient, the township determines whether the CUP will require a Joint Town Board and Plan Commission Public Hearing or if the CUP hearing can be held at an individual meeting of the Planning Commission and Town Board. Once the complete application is submitted, the town has 15 days to send out legal notification to residents within 600 linear feet of the property within the Town of Rutland. At this point, residents

have 10 days to submit letters of either opposition or approval. Below are the criteria which will be considered if the CUP Hearing is to be held JOINTLY. If none of the criteria apply, the CUP public hearing will be held during normal Planning Commission/Town Board meetings.

a. The following factors will be considered in determining whether to hold a Joint Hearing:

- i. Receipt of multiple letters expressing concerns about the application
- ii. The Property is within 600 linear feet of another Municipality.
- iii. The CUP is a direct application from a complaint or zoning violation.

8) A notice of the hearing is published in two public places and on the town website at least 10 days prior to the CUP hearing.

9) Public Hearing notices are mailed to property owners within 600 feet of the subject property. Public Hearing notices will also be available on the town website. Public Hearing notices should include information regarding the types of evidence upon which decisions will be based. Notices will also include the initial deadline for providing written feedback, with a disclaimer that the deadline may be extended depending on the date of final Town Board action. Notices will only be sent to Town of Rutland residents.

10) Public Hearing Protocol:

a. Role of Plan Commission and Town Board members at Hearing

- i. Planning Commission Chair, Town Board Chair (or their respective designee if Chair is absent) presides over hearing.
- ii. Commission and Board members' role is to listen to testimony and gather information on how to address concerns raised
- iii. Commission and Town Board members may ask questions of the applicant and anyone testifying but should refrain from communicating an opinion or engaging in discussion, in order to remain impartial. Debate/discussion among public attendees will not be allowed.

b. Appearance slips:

- i. Should be submitted to the Town Clerk prior to "Call to Order" of the Hearing by anyone testifying during the hearing.
- ii. Provide name, address, contact information, and indicate if attendance is via Zoom or in person
- iii. Indicate "for" or "against" or "for information only"
- iv. Are retained by the Town as a record of those presenting testimony

c. Testimony:

- i. Substantial evidence cannot be "merely personal preferences or speculation"
- ii. The Chair may limit testimony that is unnecessarily repetitive
- iii. Testimony may require gathering additional information or quantifiable data

d. Record the hearing (audio recording)

- i. Preserve the evidence for review and development of a written decision
- ii. Preserve the evidence for potential legal challenges

11) Public Hearing Procedures:

- a. Doors open no later than 15 minutes prior to start of Hearing. Members of the public may register to speak at any point during the hearing by submitting an appearance slip to the Clerk.
- b. As attendees enter the room, the Clerk or designee asks them to sign in and provides a registration form and a public comment procedure document if they wish to speak.
- c. Clerk or designee collects the registration forms and assigns a sequential number.
- d. Registration forms are given to the Chair of the meeting or designee.

- e. Public hearing begins at approximately 5 minutes after the scheduled time by the Chair of the meeting or designee.
- f. The clerk or designee speaks about ACT 67, the need for substantial evidence, eight standards, etc., using a prepared script (see attached).
- g. Applicants have five minutes to give a presentation on their CUP request which includes an explanation of how they have met, or plan to meet, the eight CUP standards.
- h. The Chair calls the names of registered speakers in the order that they were submitted to the Clerk or designee. Called speakers do the following:
 - i. Speaker states their name and residence address
 - ii. Speaker indicates if they support, oppose or are speaking for informational purposes only
 - iii. Speaker directs comments to Town Board and Plan Commission in the five-minute allotted time
 - iv. Clerk or designee uses timer and notifies Chair when the time is up
 - v. Town Board and Plan Commission members may ask questions for clarification of the testimony. The Chair ensures questions are brief and do not extend the speaker's presentation time.

12) The clerk adds the item on the following month's Plan Commission agenda unless the item is already part of the same agenda.

- a. Consult with professional staff (i.e., engineer) after the Public Hearing and prior to this meeting OR invite professional staff to this meeting.
- b. Any information gathered after the Hearing is available to the public upon request, excluding confidential legal advice.

13) Plan Commission meeting procedures:

- a. The meeting packet will include any written comments received after the Public Hearing and written testimony from professionals (as applicable).
- b. Applicants are given an opportunity to present their proposal, highlighting any changes made and any proposed conditions to address concerns.
- c. Commission members ask questions of the applicant and/or professional staff
- d. PC Chair states that in accordance with Dane County Ordinance 10.101 (7) the Commission will discuss the eight standards detailed in the Application for a Conditional Use Permit and possible conditions to meet the standards individually and vote on each. PC Chair also states that if all eight standards are deemed to be met, the CUP will be approved and if any are deemed not to be met, the CUP may be denied. The Commission may also approve the CUP with conditions deemed necessary for the application to meet any standard, regardless whether the applicant agrees to such conditions.
- e. Plan Commission will consider relevant testimony and evidence, including professional analysis and/or a site visit when appropriate, regarding the standards. The CUP must be approved if all standards are met, with or without conditions. The CUP must be denied if any standard is not met.
- f. Any decision to approve, deny, or impose conditions must be based on substantial evidence.
- g. Plan Commission may:
 - i. Recommend approval
 - ii. Recommend approval with conditions
 - iii. Recommend denial
 - iv. Make no recommendation
 - v. Postpone action until the next meeting
- h. If the Plan Commission votes to table, the matter is placed on the next month's Plan Commission agenda

14) After the Plan Commission has acted on the proposed CUP, it is scheduled for the next available Town Board meeting.

15) Town Board meeting procedures:

a. Meeting packet will include:

- i. Any written comments received after the Public Hearing
- ii. Written testimony from professionals (as needed).
- iii. Plan Commission Recommendation

b. Applicant is given an opportunity to present their proposal, highlighting any changes made since the Public Hearing.

c. Board members ask questions of the applicant and/or professional staff.

d. Chair states that in accordance with 10.255 (2) (h) the Town Board will discuss the Eight standards of a Conditional Use Permit and possible conditions to meet the standards individually and vote on each. Chair also states that if all eight standards are deemed to be met, the CUP will be approved and if any are deemed not to be met, the CUP may be denied. The Commission may also approve the CUP with conditions deemed necessary for the application to meet any standard, whether or not the applicant agrees to such conditions. The CUP must be approved if all standards are met, with or without conditions. The CUP must be denied if any standard is not met.

e. Any decision to approve, deny, or impose conditions must be based on substantial evidence.

f. Town Board may:

- i. Approve
- ii. Approve with conditions
- iii. Deny
- iv. Postpone action until the next meeting
- v. Refer the matter back to the Plan Commission for further review

g. If it appears that Town action will not occur within 60 days after the Dane County Public Hearing, the Clerk will provide written notification to the Dane County ZLR and request a 40 day extension.

h. Final action on the CUP must occur within 60 days after the Dane County Public Hearing or within 100 days if an extension has been granted.

i. Following action on the CUP by the Town Board the Clerk provides either:

- i. The Town Board Action Report to Dane County Zoning.
- ii. A "no action" report to Dane County Zoning