



## **Public Hearing Item 6: Conditional Use Permit**

Planning & Zoning Committee • April 1, 2025

**Proposed Use:** Temporary use: College or University (track)  
**Applicable Section(s):** 12.115.02; Table 12.115.02(1); 12.130.05  
**Zoning District(s):** C-3 Highway Interchange  
**Property Owner(s):** BTT Holdings LLC; c/o Lynette Susan Clack  
**Property Location:** Located in the Southeast Quarter of the Southwest Quarter of Section 17,  
Town 10 North, Range 9 East  
**Town:** Arlington  
**Parcel(s) Affected:** 318.01  
**Site Address:** W9110 Schultz Road

### **Background:**

Lynette Susan Clack, BTT Holdings LLC, owner, requests the Planning and Zoning Committee review and approve a Conditional Use Permit for a temporary use - a temporary track/training facility for a university team. Parcel 318.01 is 7.92 acres in size and is listed as Lot 1 of Certified Survey Map 6523. There is an existing manufacturing/warehouse building on the property. It is accessed from Schutz Road via easement through parcel 322.A, owned by Big Gain Wisconsin, LLC. No wetlands or floodplain are present. The septic system on site was installed in 2022 and is due for maintenance later this year. Slopes on the property are 5% or less. Land use and zoning of adjacent properties are shown in the table below.

### **Adjacent Land Uses and Zoning**

Direction	General Land Use	Zoning
North	Agriculture	A-1 Agriculture
East	Agriculture	A-1 Agriculture
South	Manufacturing/Processing Facility	C-3 Highway Interchange
West	Interstate 39-90-94 and Agriculture	C-3 Highway Interchange

### **Analysis:**

The owner is proposing to rent out the building for short-term temporary use as a training facility for a college/university track. Temporary uses are permitted or conditional within the C-3 Highway Interchange district, depending on the use. College or University as a primary use is conditional within the C-3 district. When a temporary use is limited, but recurring in nature, a Conditional Use is typically required in addition to the Temporary Use Permit, as seen in this request. The proposed training facility will only be utilized while a new, permanent facility is constructed. All activities will occur indoors. There will be approximately 50 individuals at practice at any one time. The facility will be used during the months of January, February, and March only, and a Temporary Use Permit will need to be issued prior to each training season. Temporary Use Permits are issued administratively, so no additional public hearing will be required during this annual process. The team anticipates using the facility for 5 hours between 7:00 am and 7:00 pm daily. The facility will likely be used anywhere between 5 and 7 days per week, depending on the competition schedule. Athletes will be bussed in from the university, so parking needs will be minimal. The facility will be used for training only, and no competitions or outside/public use will occur.

Additional details about the temporary use can be viewed in the attachments.

### **Town Board Action:**

The Arlington Town Board met on March 5, 2025 and recommended approval of the Conditional Use Permit.

### **Standards for Review:**

The proposed use complies with the General Criteria of Section 12.150.07(4) of the Columbia County Zoning Ordinance. See Attachment A for more details.

### **Recommendation:**

Staff recommends approval of the Conditional Use Permit for a Temporary use: College or University (track), subject to the adoption of the following recommended Findings, Conclusions, and Conditions.

### **Recommended Findings of Fact:**

1. Upon review of the guidelines in Section 12.150.07(4) of the Columbia County Zoning Code, and with the explanation of the criteria in Attachment A of the Staff Report, the Committee finds the following:
  - a. BTT Holdings LLC, c/o Lynette Susan Clack is the owner of the subject property.
  - b. BTT Holdings LLC, c/o Lynette Susan Clack is the applicant for a Conditional Use Permit.
  - c. BTT Holdings LLC, c/o Lynette Susan Clack is requesting a Conditional Use Permit to operate a temporary use on parcel 11002-318.01.
  - d. The property is already developed with a single-family residence, accessory structures, septic system, well, and driveway on site.
  - e. The establishment, maintenance, or operation of the proposed use will not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.
  - f. The use will be designed, constructed, operated, and maintained so as to be compatible, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area such that the use will substantially impair or diminish the use, value, or enjoyment of existing or future permitted uses in the area.
  - g. The erosion potential of the site, based on topography, drainage, slope, soil type, and vegetative cover is minimal.
  - h. There is no existing or anticipated water pollution including sedimentation, and no impacts on floodplain and wetlands.
  - i. The site has adequate utilities, including acceptable disposal systems.
  - j. Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
  - k. The Conditional Use shall conform to the standards of the applicable district(s) in which it is located.

### **Recommended Conclusions of Law:**

1. The subject property is located in the Town of Arlington and is zoned C-3 Highway Interchange. The District uses are listed in Table 12.115.02(1).
2. A temporary use is a conditional use within the C-3 Highway Interchange district.
3. Lynette Susan Clack is the petitioner for a Conditional Use Permit. The petition followed the procedures of Section 12.150.07(3) of the Columbia County Zoning Code.
4. The petitioners are proposing to use an existing building for a temporary use (temporary track/training facility for a university team) within the C-3 Highway Interchange zoning district, which is allowed as a Conditional Use under Table 12.115.02(1).
5. The Arlington Town Board has reviewed and recommended approval of the Conditional Use Permit, with conditions, in accordance with Section 12.150.07 of the Columbia County Zoning Code.
6. The Columbia County Planning and Zoning Committee has the authority under Sections 12.150.03(2)(b) and 12.150.07 of the Columbia County Zoning Code to conduct public hearings, review, and decide on requests for Conditional Use Permits.

### **Recommended Conditions for the Decision:**

1. A Temporary Use Permit shall be issued annually prior to the training season.
2. Training hours shall occur between 7:00 am and 7:00 pm daily, January through March.
3. Use of the building shall be for team training only, while a valid Temporary Use Permit is active.

4. All lighting for the facility shall be oriented so that the lighting elements (or transparent shield) are not visible from an adjacent property or right-of-way. The use of shielded luminaries and careful placement of fixtures is encouraged to facilitate compliance with this requirement.
5. The owner and operator shall comply with and obtain all necessary permits required by applicable federal, state, and local regulations.
6. The Planning and Zoning Department shall have the right of inspection for the purpose of determining compliance with this permit during normal working hours or upon reasonable notice outside of normal hours.
7. If the Planning and Zoning Committee finds that the review criteria of Section 12.150.07(4) of the Columbia County Zoning Code, or the conditions stipulated in the Committee Decision are not being complied with, the Planning and Zoning Committee, after a public hearing, may revoke the Conditional Use Permit.
8. Any agreement(s) or condition(s) pertaining to this Conditional Use Permit between the Town of Arlington and BTT Holdings LLC are hereby incorporated below as part of this Conditional Use Permit; however, the County is not responsible for enforcing said agreement(s) or condition(s), unless an individual point of the agreement(s) or condition(s) is specifically included above as a condition of approval. In the event that the Town submits a finding of noncompliance with any of these item(s), for which the County has not assumed direct enforcement authority, upon written request by the Town, the County reserves the right to review the Conditional Use Permit.

**Section 12.150.07(4): Criteria for review of all Conditional Uses**

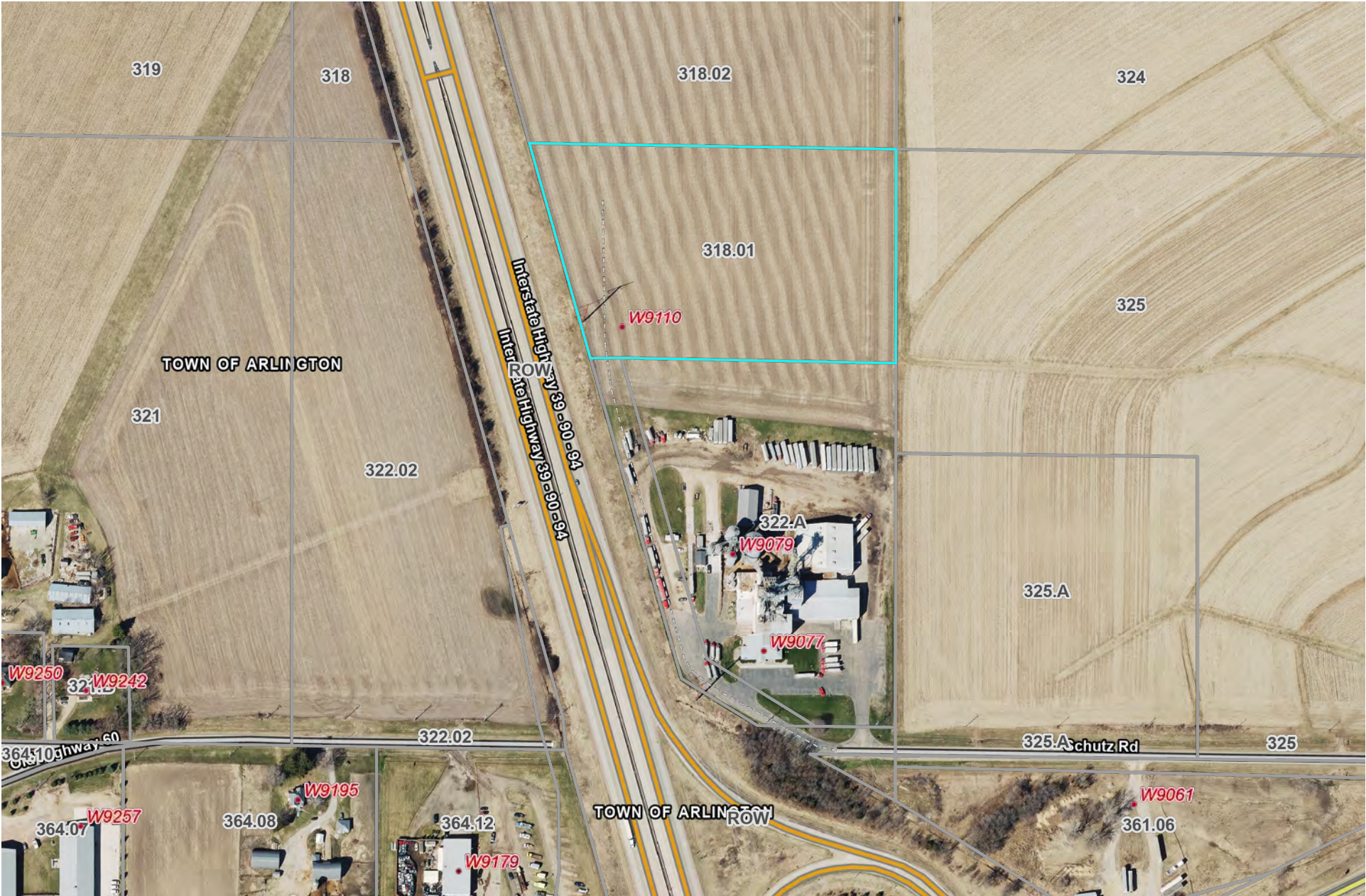
**Re: Public Hearing Item 6: BTT Holdings Temporary Use**

*\*Staff comments are italicized after each review item.*

Review Criteria. In reviewing the conditional use permit the Planning and Zoning Committee shall use the following as guides for making a decision.

- (1) The establishment, maintenance, or operation of the proposed use will not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands. *The temporary use of a university track/training facility on this property will not endanger the public health, safety, or welfare of the occupants of surrounding lands. The temporary use will occur for approximately 3 months out of the year and will only occur at this site while a new permanent training facility is constructed on campus.*
- (2) The use will be designed, constructed, operated, and maintained so as to be compatible, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area such that the use will substantially impair or diminish the use, value, or enjoyment of existing or future permitted uses in the area. *The temporary use will be located within an existing building. There will be no change to the physical character of the area and the proposed use will not substantially impair or diminish the use, value, or enjoyment of existing or future permitted uses in the area.*
- (3) The erosion potential of site based on topography, drainage, slope, soil type, and vegetative cover. *The development is existing; therefore, the potential for erosion is limited.*
- (4) The prevention and control of water pollution including sedimentation, and the potential impacts on floodplain and wetlands. *The site is already developed. There are no mapped wetlands or floodplain near the proposed use.*
- (5) The site has adequate utilities, including if necessary acceptable disposal systems. *A sanitary system has already been provided for this use.*
- (6) Access to streets and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow. *Ingress and egress to the site is from an existing driveway within an easement connected to a town road. The level of activity from the proposed temporary use is minimal and will not create congestion or affect traffic flow.*
- (7) The Conditional Use shall conform with the standards of the applicable district(s) in which it is located. *The proposed temporary use must comply with the conditions of approval as well as the standards set forth within the Columbia County Zoning Code.*









# Columbia County Conditional Use Application

Planning & Zoning Department

Pursuant to Columbia County Ordinance 12.150.07(3)(a)

Please do not staple checks to this form.

Phone: (608) 742-9660  
[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 E. Edgewater St.  
Portage, WI 53901

-----Shaded Area For County Use Only -----	
Parcel #: _____	File ID #: _____
Applicable Ordinance Section: _____	
<input checked="" type="checkbox"/> \$50.00 Preapplication	<input type="checkbox"/> \$500.00 Conditional Use- Paid upon receipt of Town Documents. Date Received: ____/____/____ P&Z Staff Initials: _____
Make checks payable to "Columbia County Treasurer". Credit Cards accepted. We do not issue refunds.	

## 1. Current use of the Property:

What is the land currently being used for?

☐ Vacant ☐ Single Family Residence ☐ Active Farm ☒ Business/Industrial/Commercial

Please describe: Currently storage/business building that is unoccupied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Proposal Information:

Explain your proposed plans and why you are requesting a CUP: *(Submit attachments where necessary)*

Looking for temporary, three year maximum for seasonal usage (January, February, March) while a new track is constructed on the campus in Madison.

Describe how the Conditional Use would not have adverse effects on the surrounding properties:

\_+/- 50 people maximum - less than current permitted occupancy of 173. Only used three months of the year (January, February, March) +/- for five hours per day at times between 7 am and 7 pm, existing parking more than sufficient.

**Please note: Along with this application, a site plan must be submitted. All applications must be filed by the established deadline. An application will not be considered filed if it is incomplete, illegible or the fee is not paid.**

I certify that the above information is true, accurate and complete.  
(BTT Holdings LLC)  
Property Owner Signature Lynette Susan Clack Date 12/20/2024  
Print Name: Lynette Susan Clack (BTT Holdings LLC)