

What is a Conditional Use?

A conditional use is a use that is permitted only under certain conditions. A conditional use requires a public hearing and approval by both the Planning & Zoning Committee and the town board.

Review Criteria:

The Planning and Zoning Committee shall use the following guidelines for making findings of the facts for the decision:

- 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 the surrounding lands.
- Must be appropriate in appearance with the existing or intended character of the general vicinity
- Review of erosion potential, drainage, slope, soil type and vegetative cover
- Prevention and control of water pollution including sedimentation
- Review of potential impacts to floodplain and wetland areas
- Adequate utilities on site
- Access to streets and highways is suitable and designed to minimize traffic congestion
- The CUP shall conform with standards of the applicable district to which it's located.

Columbia County Planning & Zoning

112 E. Edgewater Street
Portage, WI 53901
(608) 742-9660
Office Hours:
Monday—Friday 8:00 a.m. to 4:30 p.m.
planning.zoning@co.columbia.wi.us
www.co.columbia.wi.us/columbiacounty/planningzoning

*This handout summarizes requirements for Conditional Use Permits but it is not all inclusive.
Please contact Department Staff with specific questions regarding your project.*



Columbia County, Wisconsin

112 E. Edgewater Street * Portage, WI



Steps Involved

Pre-Application & Meeting

An initial pre-application meeting with Staff from the Planning & Zoning office is the first step to discussing your proposed Conditional Use. Call or stop in the office to set up this meeting time with Staff.

At this meeting, staff will confirm the current zoning district of the property and review the request to verify it is an allowed use in that district. Allowed uses can be found in the zoning code Chapter 16 Subchapters 105-115.

Things to bring to the pre-application meeting:

- * Property address (if available)
- * Legal description of property (tax bill, deed, survey, etc.)
- * Names and addresses of applicant, owners, architects & professional engineers (if applicable)
- * A narrative of the proposed conditional use
- * A site plan which includes scalable drawings showing the location of all drives, entrances, sidewalks, trails and signs as well as the location, size, number and screening of all parking spaces.

At the meeting you will be given the pre-application forms. After this is filed and the \$50 fee is received, the department will prepare a summary report and send this along with a copy of the application to the town.

Town Review

The town will use the report and application sent by the County as their application, however the town may charge additional fees as they see appropriate to process the application. The town decision must be made by the town within 60 days of the date of the preapplication report (see previous step) unless an extension is mutually agreed upon between the town and the county. The town's recommendations of conditions will be included in the county's review, which is the next step.

Public Notice

Once the previous step is complete, a \$500.00 fee must be turned in to the department to be added to the Notice of Public Hearing. This notice will be advertised and sent to the town, petitioner, and as a curtesy, to all property owners within 300 feet of the property.

The department will also prepare a staff report for the Planning & Zoning Committee which will be sent to the petitioner and town, along with an agenda, approximately one week prior to the Committee meeting.



Planning & Zoning Public Hearing

The Committee will hold a public hearing, typically the 1st Tuesday of every month, on the proposal and will transmit a copy of it's decision, signed by the Director of Planning & Zoning to the petitioner and town within fifteen (15) days of the public hearing.

Permits

Approval of a Conditional Use permit does not eliminate the requirement to obtain the appropriate building and zoning permits. Applying for these permits would be your next step.

Copies of applications are available on our website and in our office.

Planning & Zoning Committee Dates

<u>MEETING</u>	<u>DEADLINE</u>
January 7, 2020	December 13, 2019
February 4, 2020 *	January 10, 2020
March 3, 2020	February 7, 2020
April 7, 2020	March 13, 2020
May 5, 2020	April 10, 2020
June 2, 2020	May 8, 2020
July 7, 2020	June 12, 2020
August 4, 2020 *	July 10, 2020
September 1, 2020	August 7, 2020
October 6, 2020	September 11, 2020
November 3, 2020	October 9, 2020
December 1, 2020	November 6, 2020

* Meetings held at committee's discretion
All filing deadlines are **noon** on date above and are strictly enforced