



CONDITIONAL USE PERMIT APPLICATION

Part I. General Information

Applicant information:

Person's Name(s): Susie Tatone

Firm Name (if any): The Victorian Bed + Breakfast

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: Pass LLC

Mailing Address: 770 Water Street city: Prairie du Sac State: WI Zip: 53578

Office/Home Phone: (608) 370-3692 Mobile Phone: (608) 370-3692

E-mail: Statone01@gmail.com

Property owner information:

Person's Name(s): Pass Investments LLC - Susie Tatone

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: 3764 74th St. East City: Inver Grove Hts State: MN Zip: 55076

Office/Home Phone: (651) 455-0384 Mobile Phone: (608) 370-3692

E-mail: Statone01@gmail.com

Parcel number or legal description of subject property:

172-0843-00000

Address or street boundaries of subject property:

780 Water Street, Great Sauk Trail, Water Street.

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- single family residential (current use proposed use)
- two family residential (current use proposed use)
- multiple family residential (3+ unit building) (current use proposed use)
- mixed commercial/residential building(s) (current use proposed use)
- office/research (current use proposed use)
- retail/commercial services (current use proposed use)
- manufacturing/warehousing/contractor (current use proposed use)
- institutional use (current use proposed use)
- park or open space use (current use proposed use)
- other use: Lodging - Short term (current use proposed use)

Summary of proposed project (attach pages as necessary):

Renting individual bedrooms - Short term only

Parcel Address or ID #: 172-0843-00000

Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable conditional use permit application fee of \$275. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include the following information:

- per MD Roffers*
- A map of the subject property showing all lands for which the conditional use permit is proposed, and all other lands within 300 feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds (unless waived by the Village Administrator). All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided.
 - A written description of the proposed conditional use describing the type, duration, and density of activities, buildings, and structures proposed for the subject property and their general locations, along the reasons why the applicant believes the proposed conditional use is appropriate.
 - A site plan of the subject property if proposed for development, conforming to all applicable requirements of Section 10-1-1307(c). If the conditional use will make use of existing site improvements, a site plan need only be of sufficient detail to confirm the portion of the site used by the conditional use.
 - If the proposed conditional use is a "Large Retail and Commercial Service Development" as defined in Section 10-1-0302(p), all additional information required under Section 10-1-0605.
 - Any of following additional information requested by the Zoning Administrator or Plan Commission:
 - Operational details that may affect municipal services such as average and peak utility usage, and average and peak traffic generation.
 - Operational details pertaining to potential nuisances such as hours of operation, outdoor storage, vibration, noise, air pollution, odor, glare, heat, fire and explosion, toxic and noxious materials, and hazardous materials as they relate to the performance standards of Article 8 of the zoning ordinance.
 - Details relating to exterior building, fence materials, lighting, or other improvements.
 - Possible future building and/or parking lot expansions.
 - Certified Survey Map of the property in cases where lot lines and public easements are unclear or require adjustment.
 - Any other information pertinent to adequate understanding of the intended use and its relationship to nearby properties, the Comprehensive Plan, and the conditional use permit review criteria in Part III.



Parcel Address or ID #: 172-0843-00000

Part III. Comparison of Proposed Conditional Use Permit with Required Review Criteria (to be completed below or on an attached sheet)

1. Is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Sauk Prairie Comprehensive Plan; the Village zoning ordinance; and any other plan or ordinance adopted or under consideration? Explain how, or why not. (Consult with Village Administrator as necessary on applicable plans.)

Yes. It does not need to be rezoned to another district per MD Reffers.

2. Will the proposed conditional use in this location, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, the natural environment, traffic, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed? Explain how, or why not.

No. There will be no changes to the exterior of the property. There are two off-street parking spaces in my driveway.

3. Will the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? How?

Yes. This will not change the land use impacts or intensities.

4. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property? Explain how this has been evaluated.

The property is currently adequately served by public utilities. Any increase in utility usage will not impose undue burden.

5. What are the public benefits of this proposal? Do the potential public benefits of the proposed conditional use outweigh potential adverse impacts of the proposed conditional use?

Increasing lodging options increases tourism and encourages people to visit P&S and spend money downtown. I will be living on site to ensure there are no adverse impacts.



Parcel Address or ID #: 172-0843-00000

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Susie Tatone
Signature of Applicant

1-9-2024
Date

Susie Tatone - Pass Investments
Signature of Property Owner (if different)

1-9-2024
Date



CONDITIONAL USE PERMIT APPLICATION

Parcel Address or ID #: 172-0843-00000

Part VI. Record of Administrative Procedures (to be completed by Village)

Verification that subject property within (check one): [X] Village [] Town (Extraterritorial Jurisdiction)

Pre-application conference with Village Administrator or designee (optional)

Date of conference: 1023 Participants: MD Roffers + Susa Tatone - telephone

Pre-application conference with Village Plan Commission or Joint ET Committee (optional)

Date of Conference: _____

Application and required plans filed with Village

Date filed: 1/9/2024

Name of Village staff person who accepted application: L. Helt

Application fee of \$275 received by Village (non-refundable)

Date received: 1-9-2024

Name of Village staff person who accepted fee: Laurie Helt

Application and submitted plans verified as being complete

Date verified: 1/16/2024

Name of Village staff person who verified application as complete: M. Roffers

Notice of public hearing sent to owners within 300 feet, muni clerks within 1,000 feet, & newspaper

Date sent to nearby land owners and clerks: _____

Date of first publishing in community newspaper: _____

Date of second publishing in community newspaper: _____

Village Plan Commission or Joint ET Committee public hearing

Meeting date: 2/5/2024 (to be held within 45 days of complete application)

Village Plan Commission or Joint ET Committee action taken

Meeting date: _____ (within 60 days after public hearing, or per extension)

Action (circle one): Approval as presented Approval with conditions Denial

Applicant notified of Village Plan Commission or Joint ET Committee action

Date: _____

Name of Village staff person who notified Applicant: _____

Village Administrator records conditional use permit with Register of Deeds



SAUK COUNTY HEALTH DEPARTMENT

License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is here by authorized to engage in the activity as indicated below.

ACTIVITY Bed and Breakfast (8 or less rooms) (LBB)	EXPIRATION DATE 30-Jun-2024	I.D. NUMBER EPAW-CY4SAP
LICENSEE MAILING ADDRESS SUSIE A TATONE 770 WATER ST PRAIRIE DU SAC WI 53578	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS VICTORIAN B&B 770 WATER ST PRAIRIE DU SAC WI 53578

All permits expire on June 30, 2024. It is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1, 2023

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

SAUK COUNTY HEALTH DEPARTMENT
505 BROADWAY STE 372
BARABOO, WI 53913
(608)355-3290

* Include the name of your facility and the ID number.

From: [Susie Tatone](#)
To: [Mark Roffers](#)
Cc: [Alan Wildman](#)
Subject: Re: Request for Additional Information, 770 Water Street B&B Request
Date: Monday, January 15, 2024 1:34:26 PM

1. Please either provide a copy of your State license to run a B&B here, or update me on your progress in obtaining this license, attaching any communications from and with the State as appropriate.

-The original was presented to the village with the application and copied. See attachment for electronic copy.

2. Village ordinance and I think State rules require that the B&B be your “principal residence”, in addition to you being on the premises whenever rooms are being rented. To me, this means that you are living at 770 Water most of the time. Could you please verify that this is in fact the case?

-I live at this residence full time. This is my sole residence. I have resided here since 2014. Attached a photo of my driver's license for verification.

3. I see from County records that the property owner is Pass Investment East LLC from Inver Grove Heights, MN. Could you please describe your relationship with this LLC? Are you a member? Or are you a tenant of Pass Investment East LLC at 770 Water Street?

-I own 50% of the shares in Pass Investments East and I am also the tenant. This is a family owned business and the other two shareholders are my parents, Paul (25%) and Sheila (25%) Tatone.

Does Pass Investment East LLC run similar properties elsewhere? If so, indicate locations and general extent please.

-No.

4. Rules also require that each room utilized for sleeping shall have a minimum size of 100 square feet for two occupants with an additional 30 square feet for each additional occupant to a maximum of four occupants per room. Could you please provide a floor plan of the residence showing the proposed sleeping rooms, plus verification that they meet this minimum size requirement and have a smoke detector within them?

-Guest Bedroom is 13'6"x13'=175 sq ft. See attached pictures. Smoke/CO2 alarms were also verified in state license inspection.

5. Village ordinance requires that you provide four off-street parking spaces, 2 associated within the main residential use plus 1 associated with each bedroom used for the B&B. Could you please verify that you have four off-street parking spaces, and if the garage is proposed for 1 or 2 of them actually has space for vehicle parking (i.e., not all being used to store other items)?

-I am only offering one bedroom. I have one stall in the garage and two spaces in my driveway, for a total of (3). 2 for the residence and 1 for the guest room.

6. Do you currently have, or intend to have, an outdoor fire pit or other outdoor spaces that

may generate outdoor activity and possibly noise? If so, where on the site?

-No. There are no fire pits and no plans for one in the future.

7. What is your proposed “quiet hours” policy? In general, how do you propose that neighbor impacts will be managed?

-I will be living in the house, sleeping directly under the guest bedroom. I will manage any noise problems before the neighbors would be impacted. Additionally, the neighbors have my cell phone number and can contact me at any time with concerns.

8. Please provide information about your expected clientele and how you propose to market the site.

-I plan to list the room online offering a single room with shared bathroom.

Please let me know if you have any further questions.

Susie Tatone

upstairs





