

PLAN COMMISSION
CITY OF WISCONSIN DELLS
MUNICIPAL BUILDING – 300 LA CROSSE STREET
September 14, 2026

Mayor Wojnicz called the meeting to order at 5:07 PM. Notice of the meeting was provided to the *Dells Events* and WNNO Radio, and posted in accordance with State Statutes.

1. **Present:** Mayor Ed Wojnicz, Fire Chief Ryan Ennis, Ald. Adam Makowski, Jim Forsythe, Michelle Pugh, Ted Theiler, and Dennis Wimann.

Absent: None.

Others: City Attorney Joseph Hasler, Assistant City Attorney Tracy Waldinger, Zoning Administrator and Building Inspector Kheli Mason, Clerk/Treasurer Lisa McClyman, City Administrator Karen Terry, Chief Nick Brinker, Public Works Director Chris Tollaksen, Ald. Ben Anderson, Ald. Terry Marshall, Ald. Dan Anchor, Ald. Troy Ryan, Ald. Brian Holzem, Andy Kurtz, and Judge Brian Landers.

2. **Motion** by Theiler, seconded by Ald. Makowski, to approve the minutes from the August 10, 2026 Plan Commission Meeting. **Motion carried.**
3. Mayor Wojnicz declared the public hearing open to introduce the **CITY OF WISCONSIN DELLS 2026-2036 COMPREHENSIVE PLAN FOR CITIZEN** for citizen comment. No one came forward to speak. Mayor Wojnicz declared the public hearing closed.
4. Discussion only on the presentation of the comprehensive plan by Andy Kurtz with Vierbicher.
5. **Motion** by Ald. Makowski, seconded by Fire Chief Ennis, to approve **CERTIFIED SURVEY MAP (CSM) BY TRAVEL MART INC DEDICATING AN EASEMENT TO THE PUBLIC UPON PARCEL 291-0096-33000 FOR ROADWAY AND UTILITY PURPOSES**. Upon roll call vote, the motion carried 6-0.
6. **Motion** by Ald. Makowski, seconded by Theiler, to approve **CERTIFIED SURVEY MAP (CSM) BY MICHAEL AND JULIE FREEL, AND CHRISTOPHER AND STACIE TOLLAKSEN ON PARCELS 11291-562 & 11291-564 FOR LAND ACQUISITION** with easements added to accommodate utilities and access subject to staff review. Upon roll call vote, the motion carried 6-0.
7. The next Plan Commission Meeting is scheduled for **Monday, October 12, 2026, at 5:00 PM.**
8. **Motion** by Ald. Makowski, seconded by Theiler, to adjourn. Motion carried. The meeting adjourned at 5:18 PM.

Devan Mulroney
Public Works Administrative Assistant

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Wisconsin Dells Plan Commission will hold a Public Hearing on **Monday, October 12, 2026 at 5:00 PM** in the Council Chambers of the Municipal Building at 300 La Crosse Street, Wisconsin Dells, Wisconsin 53965, to consider the following:

A Conditional Use Permit, per Municipal Code sec. 19.371, requested by **Dan Madden** in order to allow Overnight Lodging/Tourist Rooming House on Columbia Co City of Wisconsin Dells Tax Parcel **11921-375.27**, located at **1129 River Rd #309**.

Property is zoned **C-1 Commercial-Neighborhood**, which requires a Conditional Use Permit for an Overnight Lodging Facility per Chapter 19 Article 5 Division 3 of the Municipal Code.

The is a condo unit at Sunset Cove.



Copies of the applications are available online on the City website for review, as well as for review at the City of Wis. Dells Public Works office in the Municipal Building at 300 LaCrosse St. All interested persons will be given an opportunity to be heard at the Public Hearing. With reasonable notice the City will provide appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in the Public Hearing. Dated this **14th day of September, 2026**.

Kheli Mason, Planning Zoning City of Wisconsin Dells

1129 River Rd #309- Sunset Cove
Conditional Use Permit - Overnight Lodging - Tourist Rooming House
Vacation rental of Condo Unit
Staff Report for Plan Commission 10/12/2026

The City of Wisconsin Dells has received a Conditional Use Permit application from Dan Madden to allow Overnight rental of 1137 River Rd, Unit #309, Columbia County Tax Parcel 11291-375.27, at Sunset Cove Condominium Development. This property is in the C-1 Commercial-Neighborhood Zoning District, which requires a Conditional Use Permit per the City of Wisconsin Dells zoning code.

This unit is located within a complex that hosts full-time residents, long-term rentals (leases) and overnight rentals. Overnight rentals can present unique issues with nuisances at times. The existence and extent of these issues lies primarily with the management of the property. The management company Sand County Vacation Rentals will be managing the property, will monitor the use of the rental closely and will be responsible to correct any nuisances that may occur on the property. The applicant understands that violation of conditions, poor management of the facility, or the creation of nuisances from this overnight use will result in revocation of the conditional use permit.

The condo unit is a 2-bedroom. 1-1/2 bathroom townhouse unit that will accommodate a **maximum of 6 occupants**. Not less than 1¼ onsite parking spaces is required for every four (4) occupants. Adequate onsite parking stalls for this rental will be required. Each unit has 1 onsite parking stall so arrangements will need to be made to accommodate additional vehicle onsite.

As a commercial rental, the applicant shall pay PRT & room tax, BID assessment, as well as commercial garbage, snow removal (if applicable) and electric rates on the rental of the commercial unit. The applicant shall provide the City with their tax identification numbers and clearly report the tax payments for this facility to the City.

Due to the relative uniqueness of this use in the City, the issues this use has caused in the Village of Lake Delton, and the importance of the management of the use it would be prudent for the granting of this permit to be non-transferrable and any new owner or operator of the property would have to obtain a new CUP.

As such, the approval of this CUP should carry the following contingencies:

1. The fire/building inspector ensures there are no code or safety issues with the house.
2. The applicant obtains and remains current with a State of Wisconsin DATCP Tourist Rooming House license.
3. The overnight rental of the house will be subject to PRT, BID assessment, room tax, as well as commercial garbage, snow removal (if applicable) and electric rates. The applicant is responsible for providing clear accounting of the rental of this property upon request.
4. Any nuisances are addressed to the satisfaction of the City, including but not limited to noise, maintenance, and parking. Failure to address nuisances to the City's satisfaction can cause this permit to be revoked.

5. Applicant submits a letter of approval for the overnight lodging use from the Sunset Cove Owners' Association Board.
6. Applicant abides by the following restrictions:
 - a. Owner provides current, local, primary contact information to the Police Department and Zoning Office.
 - b. Renters sign an agreement not to cause excessive noise, not to trespass on neighboring property, and not to cause any other nuisance
 - c. This permit is non-transferrable, any new owner or operator of the property will have to obtain a new Overnight Lodging Conditional Use Permit.
 - d. Maximum occupancy of the rental is **6 people**.

Kheli Mason
City of Wisconsin Dells

CONDITIONAL USE APPLICATION
Wisconsin Dells, Wisconsin
Version: May 21, 2007

General Instructions. Complete this application as it applies to your project and submit one copy to the zoning administrator along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the zoning administrator who will ensure it is complete. If you have any questions, don't hesitate to contact the zoning administrator at 608-253-2542. You may obtain a digital copy of this file from the zoning administrator.

- Office Use Only -

Initial application fee \$600.00

Receipt number _____

Application number _____

1. Applicant Information

Applicant name Dan Madden

Street address 3750 W River Drive

City Davenport

State and zip code Iowa, 52802

Daytime telephone number (563) 383-6001

Fax number, if any _____

E-mail, if any accounting@midamglazing.com

2. Subject property information

Street address	<u>1129 River Road</u>	
Parcel number	<u>Parcel # 11291 375.27</u>	Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.
Current zoning classification(s)	<u>Residential</u>	
Describe the current use	<u>vacation home</u>	

3. Proposed use. Describe the proposed use.

<u>short term rental</u>

4. Operating conditions. For non-residential uses, describe anticipated operating conditions (hours of operation, conditions that may affect surrounding properties, etc.)

<u>n/a</u>

CONDITIONAL USE APPLICATION

Wisconsin Dells, Wisconsin

Version: May 21, 2007

5. **Off-site effects.** Describe any potential nuisances and mitigating circumstances relating to street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

n/a

6. **Review criteria.** The plan commission in making its recommendation and the common council in making its decision must consider the factors listed below. Provide a response to each. (See Section 19.373 of the Municipal Code.)

- a. Consistency of the proposed use with the city's comprehensive plan and neighborhood plan or other subarea plan, if any

n/a

- b. Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site

n/a

- c. The suitability of the subject property for the proposed use

100% suitable

- d. Effects of the proposed use on the natural environment

n/a

- e. Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances

n/a

- f. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the district

n/a

- g. Effects of the proposed use on the city's financial ability to provide public services

N/A

CONDITIONAL USE APPLICATION

Wisconsin Dells, Wisconsin

Version: May 21, 2007

7. **Project map.** Attach a scaled map showing the information as listed at the end of this application. Use one of the following page sizes as appropriate: 8½" x 11", 11" x 17", or 24" x 36".

8. **Applicant certification**

♦ I certify that the application is true as of the date it was submitted to the City for review.	
♦ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the agreement below.	
	07/08/2026

Applicant Signature

Date

Governing Regulations	The procedures and standards governing this application process are found in Chapter 19, Article 4, Division 6, of the City's Municipal Code.
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Reimbursement Agreement for Application Review Costs

A. Payment for Eligible Costs.

By submitting this application for review, the applicant agrees to pay all administrative costs incurred by the City in the processing, study, and review of the application including costs for planning, legal, engineering, and related services, referred to herein as eligible costs.

B. Guarantee of Payment.

To guarantee reimbursement, the applicant shall submit one of the following along with this application:

1. an irrevocable letter of credit in the name of the City in an amount as set by the zoning administrator; or
2. a cash deposit in an amount as set by the zoning administrator.

If a cash deposit is used to guarantee reimbursement, the City will periodically deduct from the cash account such amounts necessary to pay for eligible costs and submit a written statement to the applicant. If a letter of credit is used, the applicant agrees to pay such amounts as invoiced within 7 days of the invoice date. An interest rate of 1½ percent shall be charged on invoices not paid within 30 days of the invoice date. The City shall access the letter of credit to pay for overdue invoices, including late penalty charges, and submit a written notice to the applicant.

If remaining monies in the cash account are insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to deposit additional monies into the cash account in an amount as set by the zoning administrator. If the principal amount of the irrevocable letter of credit is insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to submit a second letter of credit in an amount as set by the zoning administrator. The applicant may withdraw this application prior to final action by the City Council by submitting a written letter to the City. Upon such notice, the City shall cease all work related to the review of the application. However, withdrawal of this application does not terminate this reimbursement agreement.

If the applicant does not pay for eligible costs, the City Clerk/Treasurer shall add the outstanding balance to the tax roll as a special assessment against the subject property. In addition, the City may pursue other legal means to obtain the outstanding balance as allowed by law.

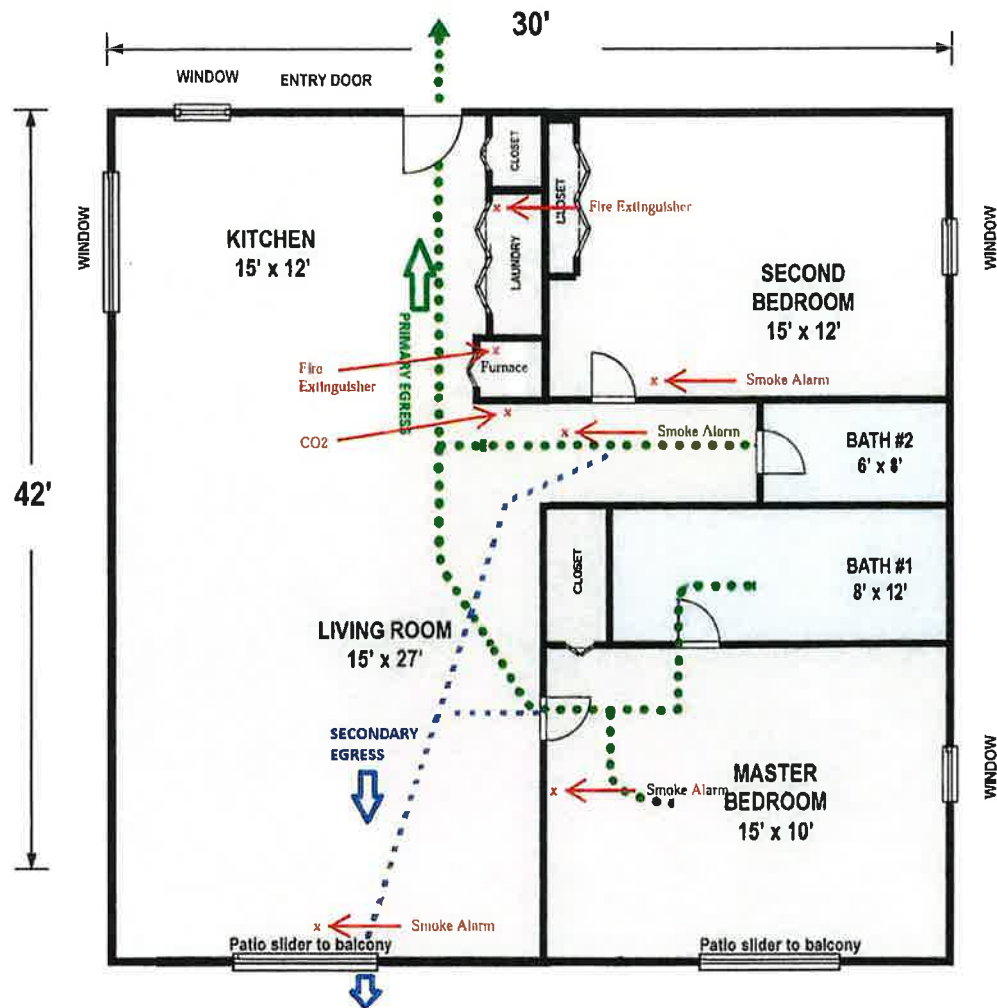
C. Termination of Guarantee.

If a cash deposit is used to guarantee reimbursement, the City agrees to reimburse the applicant any unused monies in the cash account, including earned interest, within 60 days of the date when the City Council takes final action on the application. If a letter of credit is used, the City shall send a written letter to the applicant releasing the applicant from the letter of credit when all outstanding invoices have been paid.

	07/08/2026
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Applicant Signature

Date



1129 River Rd
Unit 309
Wisconsin Dells, WI 53965

ROOM SIZES

Kitchen	15' x 12'
Living Room	15' x 27'
Second Bedroom	15' x 12'
Master Bedroom	15' x 10'
Bath #1	8' x 12'
Bath #2	6' x 8'

As prepared by:

GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SUFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 926-563



DRAFTED BY: R.V.

CHECKED BY: I.G.

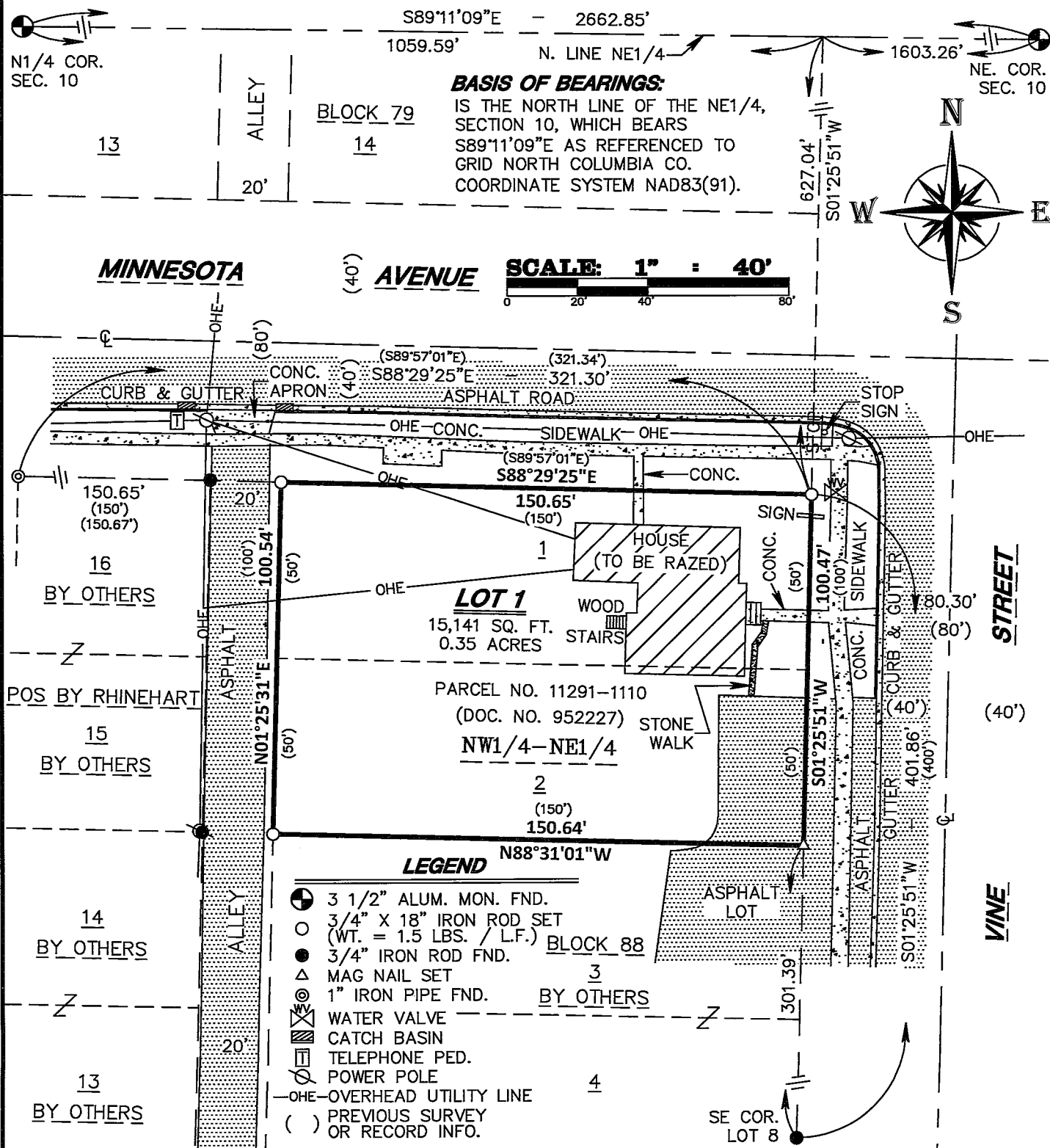
PROJ. 926-563

DWG. 926-563 SHEET 1 OF 2

COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. _____

COMBINING OF PARCELS DESCRIBED IN DOCUMENT NO. 952227 Volume _____, Page _____

BEING LOTS 1 AND 2, BLOCK 88, KILBOURN CITY, LOCATED IN PART OF THE NW1/4 OF THE NE1/4, SECTION 10, T. 13 N, R. 6 E, CITY OF WISCONSIN DELLS, COLUMBIA COUNTY, WISCONSIN.



OWNER: SCHABLE PROPERTIES LLC
531 VINE STREET
WISCONSIN DELLS, WI 53965

CLIENT: EAGLE HOMES II
N2959 S.T.H. 22
MONTELLO WI, 53949

**GA GROTHMAN
& ASSOCIATES S.C.**
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

The seal is circular with a double-lined border. The top half of the border contains the word "WISCONSIN" and the bottom half contains "LAND SURVEYOR", separated by two stars. In the center, the text reads: "SCOTT P. HEWITT", "S-2229", "PORTAGE", and "WISCONSIN".



DWG. 926-563 SHEET 2 OF 2

COMBINING OF PARCELS DESCRIBED IN DOCUMENT NO. 952227 Volume _____, Page _____

SURVEYOR'S CERTIFICATE

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Section AE 7 of the Wisconsin Administration Code and Chapter 236.34 of the Wisconsin State Statutes and the City of Wisconsin Dells Land Division Ordinances to the best of my knowledge and belief.

File No. 926-563

This Certified Survey Map in the City of Wisconsin Dells is hereby approved by the Zoning Administrator.

Date _____

CLIENT: EAGLE HOMES II
N2959 S.T.H. 22
MONTELO Wl, 53949