



Land Resources & Environment Department
505 Broadway, Baraboo, Wisconsin 53913
(608) 355-3245 www.co.sauk.wi.us

June 24, 2026

Bill Klemm
101 Cedar St
Baraboo, WI 53913

RE: Special Exception Permit Request

Dear Mr. Klemm,

Catherine Mayer has submitted a complete Sauk County Development Application pursuant to Chapter 7 Sauk County Zoning Ordinance requesting the following:

1. Special exception permit request pursuant to s.7.036(5)(a) lodging house.

Attached to this letter is a copy of the application and site plan submitted by the applicant and a draft staff report of the special exception use that has been scheduled for consideration at a public hearing by the Board of Adjustment. The hearing date is Thursday, July 23, 2026.

Please review this information and as appropriate consider taking Town Board action on the following items:

1. Special exception permit request pursuant to s.7.036(5)(a) lodging house.

Upon a decision by the Town Board, please submit respective correspondences to me no later than July 16th including the town's recommendation and any conditions the town would like for consideration by the Board of Adjustment.

For additional information, please refer to the Sauk County Zoning Ordinance or if you have questions, please don't hesitate to contact me at (608) 355-4833 or by email at amber.ryan@saukcountywi.gov.

Sincerely,

Amber Ryan
Land Use & Sanitation Technician

cc. Catherine Mayer

enc.

TOWN/COUNTY SCHEDULING FORM
(must be submitted as part of public hearing Application)

General Information:

Applicant: _____ Address: _____

City, State, Zip: _____ Phone: _____

Site Address if different from mailing address: _____

Property Owner: _____ Address: _____

City, State, Zip: _____ Phone: _____

Tax Parcel ID: _____ Town: _____

Legal Description: _____ 1/4, _____ 1/4, Sec _____ T _____ N, R _____ E

Subdivision: _____ Lot: _____ Zoning District: _____

Property is located in: Floodplain: ☐ yes ☐ no Shoreland: ☐ yes ☐ no

Present Improvements: _____ Proposed Use: _____

(I)(We) are applying to ☐ Sauk County Board of Adjustment ☐ Land Resources & Environment Committee Meeting date: _____

☐ Special Exception

☐ Variance

☐ Conditional Use

☐ Rezone/Map Amendment

For Town/County Use Only

The town acknowledges that the aforementioned property owner will be requesting a hearing before the Sauk County Board of Adjustment or Land Resources & Environment Committee. Meetings dates are as follows:

☐ Town Planning Commission _____

☐ Town Board _____

☐ Sauk County _____

Town Comments (if any): _____

Town Clerk Signature

Date Signed



BOARD OF ADJUSTMENT STAFF REPORT

SEP-26-10

Prepared by: Amber Ryan, Land Use & Sanitation Technician
amber.ryan@saukcountywi.gov or (608) 355-4833
Public Hearing Date: 07/23/2026

Request

Consider a request from Catherine Mayer on behalf of Sarajevo LLC, hereafter referred to as the applicant, for a Special Exception Permit for the operation of a lodging house located at S5731 Devils Lake Parkway, Town of Baraboo, Sauk County, WI.

Legal Description

The property is generally described as being located in part of the NE ¼, NE ¼, Section 14, T11N, R06E, Town of Baraboo, Sauk County. Tax parcel identification number 002-1307-11800.

Background

The applicant would like to operate the single-family residence as a lodging house.

Analysis

The current zoning is Single-Family Residential, and the zoning would stay the same. Relevant Ordinances include the Town of Baraboo Ordinances and Sauk County Zoning Ordinances.

The adjacent zoning and land uses are as follows:

Direction	Zoning	Land Use
Property	Single-Family Residential	Single-Family Residence
North	Single-Family Residential	Single-Family Residence
South	Single-Family Residential	Single-Family Residence/Wooded
East	Single-Family Residential	Single-Family Residence
West	Single-Family Residential	Single-Family Residence/Wooded

Parking: The parking requirements for this type of use are under the moderate category as described in Sec. 7.092(5). This means that 4.5 stalls must be provided per 1,000 square feet of floor space. There is about 2,300 square feet of floor space, which means that 10.5 parking stalls are required. The property has 6 parking spaces available per the applicant's application.

Septic/Sanitary: The house is connected to the Baraboo Sanitary District.

Well: The home is served by a private well.

Property Access: The site has existing access from Devils Lake Parkway.

Stormwater: The residence is not required to meet any stormwater regulations by Sauk County or the WI DNR.

Zoning Ordinance Standards and Criteria

In reviewing a special exception, the Board of Adjustment shall follow the standards of s7.152 (5) & (6):

Special Exception Standards. In reviewing the special exception, the board of adjustment shall follow these standards:

- (a) The establishment, maintenance, or operation of the proposed use may not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.

Staff Comment/Findings: *The owner has provided house rules for guests including quiet hours and local contact. The applicant will be required to receive and maintain required permits from the Sauk County Environmental Health Department which looks to protect both the guests and owners of the property. There will be no danger to public health, safety, or general welfare of the public.*

- (b) 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 may not change the essential character of the area by substantially impairing or diminishing the use, value, or enjoyment of existing or future permitted uses in the area.

Staff Comment/Findings: *The home is appropriate in appearance with the character of the general vicinity. The area is surrounded by forested areas and single-family homes. The applicant plans to maintain the property as is.*

In reviewing the special exception, the board of adjustment shall consider the following:

- (a) The erosion potential of the site based on topography, drainage, slope, soil type, and vegetative cover and mitigation of erosion potential.

Staff Comment/Findings: *The proposed use does not appear to cause potential damage to drainage, slope, vegetative cover, etc.*

- (b) The prevention and control of water pollution, including sedimentation, and the potential impacts on floodplain and wetlands.

Staff Comment/Findings: *This use should not cause any water pollution or sedimentation concerns.*

- (c) Whether the site has adequate utilities including, if necessary, acceptable disposal systems.

Staff Comment/Findings: *The site has an existing well and electricity. The home is connected to the Baraboo Sanitary District.*

- (d) Whether the site has access to roads and highways.

Staff Comment/Findings: *The site has existing access to Devils Lake Parkway.*

- (e) Whether the site has suitable, ingress and egress.

Staff Comment/Findings: *The site has suitable ingress and egress.*

- (f) Whether the site is designed to minimize traffic congestion, and the potential effect on traffic flow.

Staff Comment/Findings: *Parking shall be in compliance with s. 7.092(5)(b) for lodging house uses, which is 4.5 spaces per 1,000 square feet of floor area. The applicant's parking plan shows space available for up to 6 vehicles. S. 7.092(5)(e) allows for the modification of this requirement if the purpose of the subchapter is met. Sauk County LRE staff contend that the 6 available parking spaces meets the purpose of the subchapter for this use. The change in use from residential to a lodging house will have an impact on the traffic flow coming to/from the property, but the amount and frequency of vehicle traffic should not be any more of an impact than that of a residential property. It does not appear that there will be an increase in traffic flow that will be detrimental to the area.*

Zoning Ordinance Secondary Standards: s. 7.083 Lodging Houses:

- (1) A septic verification or a sanitary permit shall be required from Sauk County for any building that results in any change in use of the structure from the original use that results in an increased volume of wastewater above that for which the system was originally designed. Where cases of doubt exist as to the need for a sanitary permit, Sauk County shall be contacted before the change in use is made, and the zoning administrator shall determine the need for a sanitary permit.

Staff Comment/Findings: *The home is connected to the Baraboo Sanitary District. The District has provided an email expressing approval.*

- (2) The property must obtain all federal, state, and local permits.

Staff Comment/Findings: *The applicant has been informed that they need to contact Sauk County Public Health Department to ensure the applicable Health Department License is acquired by meeting the requirements of state statutes to protect those who stay on the property. This license is a condition of the permit if approved.*

- (3) The permit shall be issued to the owner of the residence and would not be transferable.

Staff Comment/Findings: *The applicant has been made aware of this provision, and it is a recommended condition for the permit if approved.*

- (4) An annual inspection fee shall be established by the agency and be payable to Sauk County by June 1st of each year.

Staff Comment/Findings: *The applicant has been made aware of this provision, and it is a recommended condition of the permit if approved.*

Land Resources & Environment Staff Recommendation:

Based on the information provided and the analysis of s.7.152(5) & (6) and s. 7.083 of the Sauk County Code of Ordinances, staff submits that this application succeeds in meeting the standards and requirements for a special exception permit to be approved. The department recommends approval of this application.

Should the Board of Adjustment choose to approve the special exception permit, staff would recommend that the following conditions be considered:

- A. All work on and use of the premises shall proceed with the plans and supplemental evidence presented at the hearing. It is the responsibility of the applicant to secure all required Town, State, Federal and County permits.
- B. No work or rentals shall commence prior to receiving the Board of Adjustment decision letter and securing the required permits.
- C. Off street parking shall be in compliance with the Sauk County Zoning Ordinance.
- D. The applicant shall secure a State of Wisconsin lodging house/rooming house license to operate and said license shall be provided to the Department before any rentals can take place. The State license shall be renewed every year and provided to the Department annually, no later than June 30th. Failure to comply with this condition shall result in the automatic suspension of the Special Exception permit and may result in revocation.
- E. The applicant shall meet the standards of Chapter ATCP 72 and provide the Department with proof of compliance prior to being issued a Sauk County Land Use permit. No rentals shall take place until the Department receives proof of said compliance.
- F. The permit shall be issued to the owner of the residence and would not be transferable.
- G. An annual inspection fee shall be payable to the Department by June 1st of each year as long as said provision is required by the Sauk County Zoning Ordinance. This inspection fee is due on approval, and shall be paid prior to a land use permit being issued.
- H. Sauk County Land Resources and Environment shall be granted permission to view the site to ensure compliance with these conditions and other relevant provisions of Sauk County Ordinances. The power to ensure compliance with these conditions is given to Sauk County Land Resources and Environment. If the department finds that any of these conditions have been violated, they are hereby authorized to take corrective action, either through suspension of the permit, citations or by any means of enforcement that is within their power.

- I. Failure by the Applicant to follow all the conditions set forth by the Sauk County Board of Adjustment is grounds for suspension or revocation of the special exception permit and possible enforcement action. In order to have the special exception permit reinstated after suspension, the applicant must comply with all conditions established by the Board of Adjustment, as determined by the Sauk County Land Resources and Environment Director, or appear in front of the Board of Adjustment. In order to have the special exception permit reinstated after revocation the applicant must appear in front of the Board of Adjustment for a new hearing and comply with all requirements as outlined in this letter.

Department Recommendation:

Approve/Approval of SEP-26-10. Motion to approve the requested special exception permit based upon the findings of fact and conclusion of law subject to the staff analysis and conditions as noted herein.

Public Notice Information

Public notice was provided by U.S Mail; however, notification to the paper was sent via e-mail with publication dates noted.

June 24, 2026: Certified mail to Town Clerk

June 29, 2026: Adjacent Landowners

July 9, 2026 & July 16, 2026: Newspaper Publication

July 23, 2026: Board of Adjustment

Exhibits

- A. Site Map
- B. Legal notice
- C. Special Exception Application
- D. Site Photos

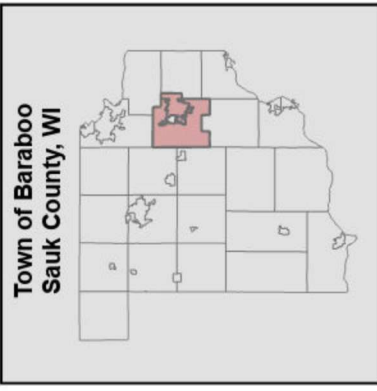


Exhibit A

Legend

Roads

- Town
- County
- State
- Federal
- Interstate

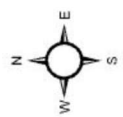
Municipal Boundaries

- Municipal Boundaries
- Tax Parcels
- Mayer
- Road ROW

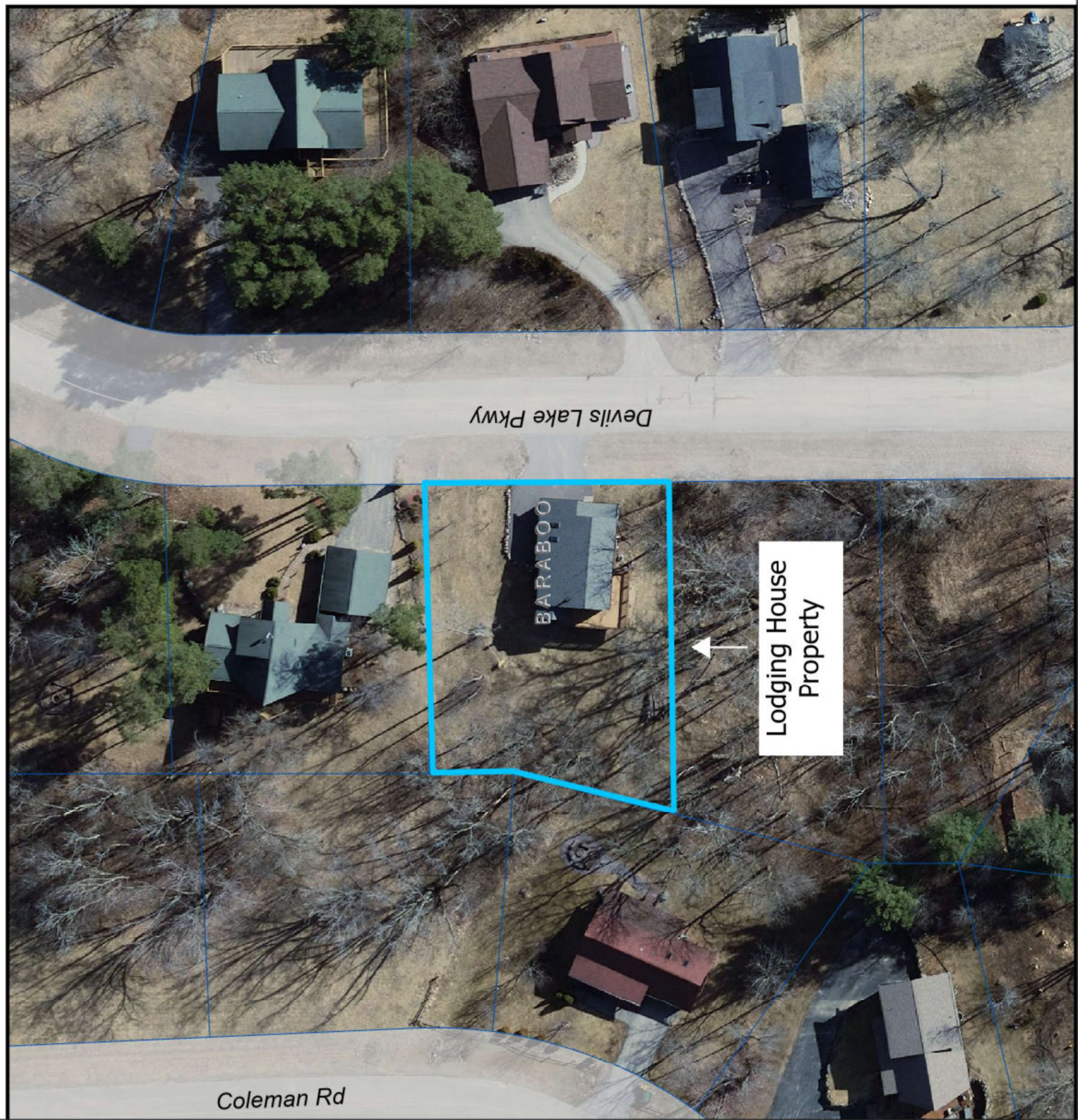
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RGB

- Red: Band_1
- Green: Band_2
- Blue: Band_3



FOR INFORMATIONAL PURPOSES ONLY
Sauk County does not attest to the accuracy of the data contained herein and makes no warranty, express or implied, as to the correctness or validity. Data contained in this map is limited by the method and accuracy of its collection.



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NOTICE

PLEASE TAKE NOTICE, that the Sauk County Board of Adjustment will hold a public hearing on July 23, 2026, at 9:00 a.m. or as soon thereafter as the matter may be heard, in the County Board Room at the Sauk County West Square Building in the City of Baraboo to consider:

1. Petition SEP-26-10. Granting of a special exception permit pursuant to s. 7.036(5)(a) to authorize the location and operation of a lodging house. This property is located on real estate described as S5731 Devils Lake Parkway and further described as NE ¼, NE ¼, Section 14, T11N, R06E, Town of Baraboo, Sauk County, WI. Lands including tax parcel 002-1307-11800 owned by Sarajevo LLC as further described in Petition SEP-26-10.

For additional information on this appeal, please contact Amber Ryan (608) 355-4833 or email at amber.ryan@saukcountywi.gov.

If you have a disability and need help, reasonable accommodations can be made for those so requesting provided that a 48 hour notice is given. Please call (608) 355-3285 or TDD (608) 355-3490.

Dated at Baraboo, Wisconsin, this 29th day of June, 2026.

Robin Meier
Sauk County Board of Adjustment Chairperson

To be published July 9, 2026, and July 16, 2026.

This notice can also be found at www.wisconsinpublicnotices.org or www.co.sauk.wi.us/legalnotices