

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
April 8, 2025, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Tuesday, April 8, 2025, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes: March 10, 2025, Meeting
 - d. Approval of Check Register & Treasurer's Report for March 2025
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Business for Planning Commission & Town Board
 - a. Discuss/Consider Prairie Pines Golf Club SIP Timeline Extension
 - b. Discuss/Consider Rezone from R-1 (Legacy) to SFR and C.U.P. for parcel #0911-291-2575-0, 6757 Prairie View Dr
 - c. Discuss/Consider Rezone from A-1 (Legacy) to SFR for parcel #0911-293-4122-1, 6621 Cheddar Crest
- V. Business for Town Board
 - a. Discuss/Consider Approval of Ordinance Amendment Related to Double Frontage Lots
 - b. Discuss Draft Ordinance Amendment Related to Rural Based Businesses and Rural Residences
 - c. Discuss ATV/UTV Ordinance Update
 - d. Discuss/Consider TownWeb Three Year Contract Extension for Town's Website
 - e. Discuss/Consider Spring Burn Date for Subdivisions
- VI. Set Future Meetings and Agendas
- VII. Adjourn.

Notice is hereby given that it is possible that a majority of the Town Board or other governmental body may be present at the above meeting of the Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Town Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Planning Commission and Town Board will take formal action at the above meeting.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
March 10, 2025, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: FEBRUARY 10, 2025, MEETING

Motioned by Kvalo and seconded by Willison to approve February 10, minutes as written. All ayes, motion carried.

d. APPROVAL OF CHECK REGISTER AND TREASURER'S REPORT FOR FEBRUARY 2025

Motioned by Grove and seconded by Kvalo to approve February 2025 check register. All ayes, motion carried. Motioned by Kvalo and seconded by Grove to approve the February 2025 treasurer's report. All ayes, motion carried.

PUBLIC COMMENT

Craig & Jodi White brought pictures of water standing in the ditch from a recent rain at 3075 Viking Pass. The Whites want to ensure their property will not flood in the future. Discussion occurred if the grading for the ditch needs to be re-examined. Willison explained the material in the easement at 3075 Viking Pass was removed in December 2024 with the intentions of the landscaper to come back in the spring to complete site work and he will contact the Sauby's to discuss final site plans.

Darin and Crystal Gardner commented on the neighboring property, 2701 County Hwy V, Bristol Motors, for the obnoxious odors from burning and their customers parking in the Gardner parking lot. Bristol Motors Conditional Use Permit will be reviewed.

Randy Marten is looking for 2-5 acres to locate a new office site for Marten Builders which would include office space with outside storage.

PARKS COMMITTEE REPORT – NO PARKS REPORT

BUSINESS

a. DISCUSS/CONSIDER RIGHT-OF-WAY (ROW) ORDINANCE

This ordinance would help the town track the necessary details of utilities being installed in the town's right-of-way areas. Motioned by Kvalo and seconded by Grove to adopt Regulating Construction in a Town Right-of-Way Ordinance with the ability to review the ROW application once it is created. All ayes, motion carried.

b. DISCUSS/CONSIDER APPROVAL FOR DEVELOPING AN ATV/UTV ORDINANCE

ATV/UTV driving on town roads has been brought to the board and discussed in the past two years. There was a town survey showing 52.23% in favor and 47.77% not favoring the town adopting an ordinance.

Motioned by Kvalo and seconded by Willison to move forward in developing an ordinance to allow ATV/UTV's to drive on town roads. All ayes, motion carried.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
March 10, 2025, at 6:00 pm

C. DISCUSS/CONSIDER APPROVAL FOR DEVELOPING A GOLF CART ORDINANCE

Motioned by Kvalo and seconded by Grove to move forward in developing an ordinance to allow golf cart driving in developed residential areas with specific streets to be listed in the ordinance. All ayes, motion carried.

D. DISCUSSION ON LAND INQUIRIES: 3006 VINBURN, 2042 BRANCH, 3039 HAPPY VALLEY, 7382 NORWAY

2042 Branch Rd is approximately five-acre parcel where the existing home had burned to be uninhabitable. A potential buyer is inquiring about building a new home on the property. The board expressed it is achievable if setbacks are followed, and it stays out of the wetland area.

3039 Happy Valley Rd, Prairie Pines Golf Course is exploring the creation of condos along Happy Valley Rd. Steve Parse from Vierbicher will be submitting an extension request for the current SIP.

7382 Norway Rd has had inquiries of the parcel being developed. Because of the location it is not able to be developed as it is not located in the town's development area and all the splits have been used.

E. REVIEW OPT-OUT TOWNS ZONING TOPICS: DOUBLE FRONTAGE LOTS, FIREWORKS STANDS, HOMEBASED BUSINESSES

Kvalo explained that the Six-Towns Zoning group has been working on creating an ordinance for Double-Frontage Lots which Bristol Planning & Board approved at the 12/9/2024 meeting. The group is also looking into creating fireworks stands and homebased business ordinances. Kvalo explained the importance of belonging to government related groups/memberships, which gives support and share costs for the town.

F. DISCUSS DANE CO. HWY V IMPROVEMENT PROJECT – N. BRISTOL CURB COST ALLOCATION

Dane County Highway has contacted the town inquiring to discuss how County Road N and County Hwy V intersection will be handled for cost sharing of curb and gutter.

G. REVIEW TECHNICAL ERROR IN DEVELOPMENT PLAN

Motioned by Kvalo and seconded by Grove to table review of a possible technical error in the town's development plan map. All ayes, motion carried.

H. REVIEW ARPA FUNDING STATUS

The final spending of the ARPA funds was presented with the remaining \$58,324.64 yet to be paid.

I. DISCUSS/CONSIDER CHANGING REGULAR TOWN BOARD MEETING DATE

Grove explained moving the date would help him accommodate other life commitments. Steve Schwartzer expressed the desire to keep Planning Commission meetings as a joint with the board meetings. The Clerk will contact Planning Commission members to see if changing the date will work for them. Motioned by Kvalo and seconded by Grove to move regular Town of Bristol Board meetings to the second Tuesday of each month. All ayes, motion carried.

SET FUTURE MEETINGS AND AGENDAS

April 8, 2025 – Board Meeting

April 15, 2025 – Annual Meeting

ADJOURN

Motioned by Grove and seconded by Kvalo to adjourn at 8:49pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol
Account QuickReport
As of March 31, 2025

Type	Date	Num	Name	Memo	Amount
Liability Check	03/04/2025	DEBIT	WRS	69-036-0118-000	-2,898.88
Check	03/04/2025	DEBIT	Upnet Wisconsin	Town Hall Internet	-89.99
Bill Pmt -Check	03/05/2025	30260	Associated Appraisal Consultants, Inc.	Inv. #179025 - March Services	-1,421.58
Bill Pmt -Check	03/05/2025	30261	BOARD OF COMMISSIONERS OF PUBLIC LANDS	Inv. #0000021216 - 2025 Loan Payment	-472,050.79
Bill Pmt -Check	03/05/2025	30262	Burke Truck & Equipment	Inv. #00352 - Plow Parts	-119.20
Bill Pmt -Check	03/05/2025	30263	COLONIAL CLUB	2025 Support Contribution	-8,000.00
Bill Pmt -Check	03/05/2025	30264	DANE COUNTY TREASURER	Inv. #46315 2024 Tax Bill Eps that Co Mailed	-61.92
Bill Pmt -Check	03/05/2025	30265	General Engineering Company	January Bldg & Land Use Permits, Zoning Admin Svcs	-4,847.59
Bill Pmt -Check	03/05/2025	30266	Horstman Networks	March25 & Nov.24 Monthly IT/Email Svcs	-280.00
Bill Pmt -Check	03/05/2025	30267	Insight FS	Inv. #30175408 - Fuel	-819.27
Bill Pmt -Check	03/05/2025	30268	John Deere Financial	Inv. #P72857 - Equip parts	-96.83
Bill Pmt -Check	03/05/2025	30269	LRS, LLC	February Bristol Gardens & Recycling Svcs	-478.90
Bill Pmt -Check	03/05/2025	30270	Rhyme Business Products	March25 Maint. Charge	-24.97
Bill Pmt -Check	03/05/2025	30271	Stranders Sanitary Service LLC	Inv. #71557 - 2-20-25 town hall septic Svcs	-190.00
Bill Pmt -Check	03/05/2025	30272	Sundance BioClean Inc.	Inv. #2979 February Janitorial Svcs	-335.00
Bill Pmt -Check	03/05/2025	30273	Visa - Elan Financial Services	Exit Signs & Battery, Postage, BOR Trng, Office Supplies	-742.75
Bill Pmt -Check	03/05/2025	30274	Weber Tires	One Tractor tire, four snowplow tires w/disposal	-3,155.00
Paycheck	03/10/2025	30284	Schultz, Daryl A	Snowplowing	-530.62
Bill Pmt -Check	03/10/2025	30275	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink	-1,357.30
Bill Pmt -Check	03/10/2025	30276	Axley Brynson, LLP	NEDFU, Mig w/Chair/Clerk, MOU Rec Club Rev.	-1,010.80
Bill Pmt -Check	03/10/2025	30277	Bellin Health	Drug Testing Annual Admin Charge	-60.00
Bill Pmt -Check	03/10/2025	30278	Dane County Towns Association	DCTA 2025 Membership Dues	-2,610.00
Bill Pmt -Check	03/10/2025	30279	Payne & Dolan, Inc.	Twin Lane Road Project - Application 2	-88,873.37
Bill Pmt -Check	03/10/2025	30280	Pellitteri Waste Systems	Inv. #5703339 - Mar Recycle & Feb Trash Svcs	-3,603.05
Bill Pmt -Check	03/10/2025	30281	Terminator Pest Control, LLC	Inv. #249271 - February Svcs	-55.00
Bill Pmt -Check	03/10/2025	30282	US Cellular	March Svcs	-11.90
Bill Pmt -Check	03/10/2025	30283	MG&E	February25 Stmt	-989.07
Liability Check	03/12/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1491106878	-1,992.20
Liability Check	03/13/2025		QuickBooks Payroll Service	Created by Payroll Service on 03/12/2025	-7,592.40
Paycheck	03/14/2025	30285	Schultz, Daryl A	Snowplowing	-60.96
Bill Pmt -Check	03/20/2025	30286	Aegis Corporation	INV8310 - Office Staff Bonding	-280.00
Bill Pmt -Check	03/20/2025	30287	Community Insurance Corporation	Town Ins. 3-15-25 - 3-15-26	-24,938.00
Bill Pmt -Check	03/20/2025	30288	Government Forms & Supplies	Absentee Envelopes	-317.17
Bill Pmt -Check	03/20/2025	30289	Horstman Networks	Inv. #2053251 - IT support	-111.75
Bill Pmt -Check	03/20/2025	30290	John Deere Financial	Inv. #P73340 - Equip parts	-552.04
Bill Pmt -Check	03/20/2025	30291	JOHNSON BLOCK	Inv. #5250014 - 2024 Audit Progres Billing	-6,900.00
Bill Pmt -Check	03/20/2025	30292	LRS, LLC	March Svcs Bristol Gardens	-298.30
Bill Pmt -Check	03/20/2025	30293	MSA Professional Services Inc	Inv. #014103 - Twin Lane Rd Improvement Project	-344.50
Bill Pmt -Check	03/20/2025	30294	Paragon Development Services, Inc.	Badger Books for Elections	-8,838.00
Bill Pmt -Check	03/20/2025	30295	Visa - Elan Financial Services	Credit Card Reader, Postage, DOJ	-894.71
Liability Check	03/24/2025	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,628.96
Check	03/25/2025	DEBIT	NUSO LLC	Phone Services	-148.26
Liability Check	03/26/2025	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -903036878	-614.33
Liability Check	03/26/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -902744878	-1,653.48
Liability Check	03/27/2025		QuickBooks Payroll Service	Created by Payroll Service on 03/26/2025	-5,931.34
Liability Check	03/28/2025	DEBIT	North Shore Bank	010-7001187	-200.00
Total 100 - General Fund					-661,009.98

Town of Bristol
Treasurer's Report
March 2025

General Fund

Beginning Balance 3/01/2025			\$1,178,989.19
Deposits	\$	14,142.72	
Transfer from LGIP Account	\$	169,000.00	
Withdrawals			\$ 931,966.70
Transfer to ICS Account			\$ 425,000.00
Ending Balance 3/31/2025			<u>\$5,165.21</u>

Money Market

Beginning Balance 3/01/2025			\$2,011.03
Interest	\$	0.10	
Transfer to General Fund			\$ -
Ending Balance 3/31/2025			<u>\$2,011.13</u>

ICS Account

Beginning Balance 3/01/2025			\$51,457.19
Transfer from General Fund	\$	425,000.00	
Interest	\$	858.83	
Transfer to General Fund			\$ -
Ending Balance 3/31/2025			<u>\$477,316.02</u>

LGIP Fund

General

Beginning Balance 3/01/2025			\$169,866.32
Interest	\$	-	
Transfer to General Fund			\$ 169,000.00
Ending Balance 3/31/2025			<u>\$866.32</u>

Parks

Beginning Balance 3/01/2025			\$88,734.41
Interest Earned	\$	-	
Ending Balance 3/31/2025			<u>\$88,734.41</u>

Equipment

Beginning Balance 3/01/2025			\$5.00
Interest Earned	\$	-	
Ending Balance 3/31/2025			<u>\$5.00</u>

Total Funds As March 31, 2025 \$574,098.09

Parks Fund - LGIP **-\$88,734.41**
 ARPA Funds Exepnses Outstanding **-\$49,975.64**

Total Funds \$435,388.04

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

a.

**GENERAL DEVELOPMENT PLAN FOR THE PRAIRIE PINES GOLF CLUB CLUBHOUSE
AND PARKING LOT ALONG THE SOUTH SIDE OF HAPPY VALLEY RD, BEING THE WEST
1/4 OF THE NE 1/4; THE EAST 1/2 OF THE NW 1/4; AND THE EAST 10 ACRES OF THE WEST 1/2
OF THE NW 1/4 IN SECTION 30, T9N, R11E, AS LEGALLY DESCRIBED IN EXHIBIT A
ATTACHED HERETO, TOWN OF BRISTOL, DANE COUNTY, WISCONSIN, TO BE ZONED
IN THE PLANNED UNIT DEVELOPMENT (PUD) DISTRICT**

PAC Acquisitions LLC, a Wisconsin limited liability company ("Developer"), being the owner of the land located in the West 1/2 of the NE 1/4; the East 1/2 of the NW 1/4; and the East 10 acres of the West 1/2 of the NW 1/4 in Section 30, T9N, R11E, as legally described in **Exhibit A** attached hereto, Town of Bristol, Dane County, Wisconsin ("the Property"), Dane County, Wisconsin ("the Property"), and also being the developer of the Property, hereby submit the following General Development Plan ("GDP") for the development of the Property in the Planned Unit Development ("PUD") District, pursuant to Sec. 1.057 of the Town of Bristol Zoning Ordinance:

1. Lands Subject to this General Development Plan

The real property subject to this GDP in the PUD District consists of the Property described in **Exhibit A** attached hereto and incorporated by reference herein ("Property"), which consists of 170.00 acres, more or less, and is graphically described in the property exhibit attached hereto as **Exhibit B** and incorporated by reference herein. The Property consists of the following tax parcel numbers: 012/0911-302-8000-8, 012/0911-301-8500-4, 012/0911-302-8500-3, 012/0911-302-9000-6, 012/0911-302-9500-1, and 012/0911-301-9000-7.

The Property exceeds the 5.0 acre minimum size requirement for a parcel to be zoned under the PUD provisions of the Town of Bristol Zoning Ordinance, § 1.057(2)(b).

2. Purpose of the General Development Plan under PUD Zoning; Developer's Reason for Using

The Town of Bristol Zoning Ordinance, § 1.057(1)(a) notes that:

"The Planned Unit Development (PUD) classification is intended to encourage more efficient use of land and provision of more amenities by allowing, under certain circumstances, a more flexible means of land development and redevelopment than is otherwise permissible under the lot-by-lot restrictions of the other standard zoning districts."

The development described in this GDP is a unique commercial project for the Town of Bristol, with several different uses related to golf course and event space, many of which will be defined in **Section 4**, or in the future by the Developer with the approval of the Town. Given the unique nature of the project, the Developer desires to use PUD zoning to provide the Developer and the Town with the flexibility to manage approval and development of the Property to allow a high level of control over the land's development.

3. General Description of Uses

The Property is to be rezoned in the PUD District under Secs. 1.057 of the Town of Bristol Zoning Code. The Property will be used for business uses in accordance with the detailed provisions of this GDP.

The property exhibit is attached hereto and made a part hereof as Exhibit B, along with a topographical survey of the property as **Exhibit C**. An existing conditions figure used for the

Clubhouse and Parking lot project is provided in **Exhibit D**. The topographical survey of the Property is informational and does not establish any zoning limitations.

The future development of the Property shall be conducted in accordance with the Specific Implementation Plan ("SIP") approved by the Town of Bristol in the future, subject to the provisions of this GDP. It is anticipated that if the Developer seeks amendments to this GDP and/or approvals of revised SIP's within the Property, the amendments will be subject to approval of the Town Board.

The Developer does need not to complete a prior building or phase before being issued a building permit or occupancy permit for another building or phase. Prior to commencing construction of any building-phase, the Developer shall submit such plans to the Town for approval in accordance with this GDP, the SIP, and the Town of Bristol Zoning Code.

4. Permitted Uses within the Property

The Property shall be used for the operation of a commercial project as well as residential uses along Happy Valley Road, which may include the following uses and uses incidental thereto:

- a) Golf course-related activities and events;
- b) food and beverage preparation, sales and service for on and off premises consumption, including, but not limited to, restaurants, and including, but not limited to employees and the general public, whether with or without alcoholic, liquor and/or malt beverages, and which may include outdoor seating, all without a conditional use permit;
- c) vehicle parking, accessory to any permitted or conditional uses;
- d) event space and its associated uses;
- e) stormwater management facilities, landscaped areas, employee and customer recreational areas and open space;
- f) signage as approved in the applicable SIP;
- g) uses and activities accessory or incidental to the permitted uses in this GDP or any approved conditional uses, including, but not limited to, drive-up, self-service or automated windows or vending services, including automated tellers and food and beverage services.
- h) Residential uses, which may include:
 - i. Single-family housing products accessed by individual driveways onto Happy Valley Road and served by private on-site wastewater treatment system (POWTS). The houses would be on a fraction of parcels 012/0911-302-8000-8, 012/0911-301-8500-4, and 012/0911-302-8500-3. AND/OR
 - ii. Townhome housing products on a fraction of parcel 012/0911-302-8000-8, 012/0911-301-8500-4, and 012/0911-302-8500-3. Access to these two collections of townhomes would be via private streets, with a private street serving the townhomes on parcel 012/0911-302-8000-8 and 012/0911-302-8000-8, and another private street serving the parcels on a fraction of parcel 012/0911-301-8500-4. The townhomes would be served by POWTS.

The SIP for the Property shall be submitted to the Town of Bristol under the requirements of the Town of Bristol Zoning Ordinance, and each SIP shall be consistent with this GDP and shall control with respect to all matters that are covered therein.

All conditional uses which are provided for in the Commercial (COM) classification under the Town of Bristol zoning ordinance, and which are not permitted uses under the preceding paragraphs of this section of the GDP, shall be deemed to be conditional uses under this GDP and may be

approved by the Town of Bristol subject to the same procedures, requirements and limitations as are set forth in the Town of Bristol Zoning Ordinance for the Commercial (COM) zoning district.

5. General Limitation on Uses

No uses shall be permitted within the Property which are not permitted uses under the provisions of this GDP, or future amendments to this GDP.

6. SIP Requirement

The specific uses of the parcels within the Property shall be subject to approval of an SIP by the Town of Bristol in accordance with the Town of Bristol Zoning Ordinance.

7. Effect on Existing Regulations

All regulations set forth in the Town of Bristol Zoning Ordinance which conflict with this GDP, or which conflict with an SIP approved hereafter under this GDP, shall be deemed to have been waived by the Town of Bristol and shall be of no force and effect with respect to the Property, and instead this GDP and future SIP's that are approved from time-to-time shall control.

8. Street Width, Setbacks, Lot sizes, Height, Lot Coverage, and Area Regulations

The street width, setback, lot size, height, lot coverage and area regulations contained in the Town of Bristol Zoning Ordinance do not apply to the Property, and instead these matters shall be governed by this GDP and the SIP's approved pursuant to this GDP, as follows:

Street width - There are no public streets within the Property; privately-owned driveways serving the parking lot will be 24 ft in width, and cart paths will be 14-ft in width. The private streets providing the Townhomes access to Happy Valley Road will be 24 ft in width. The width requirements will be further expanded upon in the SIP.

Setbacks - The setbacks along the exterior boundaries of the Property with adjoining lands shall be 10 feet in the front and rear yard and 5 feet in the side yards. The setbacks along the interior boundaries of any parcels created within the Property, with the interior boundaries of any other parcels created within the Property, shall be established by the SIP's approved under the GDP. It should be noted no setback is intended along the interior parcel line of parcels 012/0911-302-8000-8 and 012/0911-301-8500-4, as the clubhouse & restaurant building straddles this interior parcel line.

Height - The maximum height for any principal buildings located within any parcels on the Property shall be determined by the SIP for the particular principal building, plus architectural features, if any. The maximum height for any accessory buildings located within any parcels on the Property shall be determined by the SIP for the particular accessory building.

Lot and floor area coverage - The maximum lot area and floor area coverage ratios within any lot within the Property shall be determined in the SIP's approved by the Town of Bristol under this GDP.

Area regulations - All other area regulations shall be determined in the SIP approved under this GDP.

9. Road Network

Access to public streets for the Property shall be to and from Happy Valley Road. Roads, driveways, and cart-paths within the Property shall be private facilities constructed in two (2) phases. The access to the public road and the private facilities' locations shall be located as provided in the SIP.

10. Landscaping; Lighting

Landscaping and lighting of the Property will be described in the SIP.

11. Outdoor Storage

There shall be no outside storage on the Property, except for:

- Motor vehicles for patrons, employees, or contractors performing work on the Property, or
- Vehicles (including trailers) to be loaded or unloaded on the Property, or
- Golf course equipment, machinery, and implements, or
- Construction equipment actively used during construction or renovation periods.

12. Parking

The Property shall comply with the minimum parking requirements for the same or similar uses under the Town of Bristol Zoning Ordinance, unless modified in the approval of the SIP for the Property.

13. Utilities

The Property shall be served by one (1) potable water well, plus one (1) private on-site wastewater treatment system (POWTS), under the Wisconsin Plumbing Code, as administered by the Dane County Environmental Health Department. The Property will be served by electric, energy, communications or other utility services from public or private utilities authorized and available to serve the Property, and the Developer or such utilities, but not the Town of Bristol, shall be responsible for all costs for the installation of such utility service.

14. Signs

Signs shall be permitted within the Property as allowed by the signage provisions of the Town of Bristol Zoning Ordinance, with each separate building with the Property to be treated as if it was on a separate zoning lot for determining the number, location and size of sign permitted within the Property. The specific signage to be installed within the Property shall be approved as part of the SIP for each different phase of the development of the Property, and may be amended from time-to-time by the Town Board upon the application of the owner of the portion of the Property subject to the proposed amendment.

15. Stormwater Management

The property primarily drains into Token Creek which flows through the northwestern portion of the property leaving the property along its western limits. A proposed project which will expand the clubhouse and parking lot will include three (3) bio-retention basins and one (1) rain garden. The land disturbance associated with the project means that stormwater management shall comply with the Dane County stormwater management ordinance, and a stormwater management plan for the Property that is to be approved by the Dane County Land Conservation Division, as modified and approved from time-to-time. Stormwater management facilities within the Property shall be privately owned and shall be maintained by the Property owner, provided however, that the Property shall be subject to one or more stormwater management agreements with Dane County which shall provide that either the County or the Town may enter the Property and inspect the stormwater management facilities from time-to-time, and if the County or the Town determine that such facilities are not in compliance with the stormwater management plan, then after giving any notice required by such agreement(s), cause such facilities to comply with the approved storm

water management ordinance and plan, with the costs thereof to be levied by the County or Town as a special charge against the Property as provided by law.

16. Compliance with Other Regulations

All uses of the Property shall comply with all federal, state and local regulations, except as modified under this GDP, including the obtaining of any permits required thereunder.

17. Development Timing

It is anticipated that development construction under this GDP shall commence in 2024, with the clubhouse building to be occupied by the end of 2024. There are two (2) phases of asphalt construction for the parking lot serving the clubhouse, restaurant, and event space. These two phases will be completed in 2024.

Amendments

This GDP may not be amended without the consent of the Town Board of the Town of Bristol under the Town of Bristol Zoning Ordinance. Any new or substantial modification to an SIP, including but not limited to, the creation of new parcels, or any additional development that is not otherwise in compliance with this GDP, shall be subject to review and approval by the Town Board. Minor variations from an approved SIP may be permitted by the Zoning Administrator upon finding that such variations are consistent with this GDP and are generally in keeping with the spirit and intent of the approved SIP.

18. Severability

In the event that any provision of this GDP shall be deemed to be invalid by a final judgment of a court of competent jurisdiction, which is not subject to further appeal, then the invalidity of such provision shall not affect the validity of any other provisions hereof.

The undersigned agree to be bound by the conditions and regulations set forth in this GDP and consent to the recording of this GDP in the office of the Dane County Register of Deed, upon the approval of this GDP by the Town Board of the Town of Bristol.

Dated this 14th day of February 2024.

PAC Acquisition, LLC, Owner and Developer

By:

Pete Simon

Pete Simon

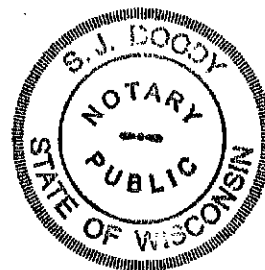
State of Wisconsin)
) ss.
County of Dane)

Personally came before me this 14th day of February 2024, the above-named Pete Simon, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf PAC Acquisitions, LLC.

S.J. Doody
Print name: SJ Doody

Notary Public, State of Wisconsin

My Commission: April 9, 2027



This instrument drafted by Vierbicher Associates Inc. ("Vierbicher")

CERTIFICATION OF APPROVAL

The aforementioned General Development Plan was approved by the Town Board of the Town of Bristol by Ordinance adopted on April 8, 2024.

Dated this 15th day of April, 2024.



Kim Grob, Town Clerk-Treasurer

17 Jan 2024 - 2:34p M:\PAC Acquisitions\230117 Prairie Pines Golf Club - Clubhouse and Parking Lot Development\CADD\203117 Zoning Exhibit.dwg by: spar

©Vierbicher Associates, Inc.

LEGAL DESCRIPTION (per Warranty Deed Doc. 5890688):

The West 1/2 of the Northeast 1/4; the East 1/2 of the Northwest 1/4; and the East 10 acres of the West 1/2 of the Northwest 1/4 of Section 30, Town 9 North, Range 11 East, all in the Town of Bristol, Dane County, Wisconsin.

*Parcel No. 012/0911-301-9000-7 (SW/NE)
Parcel No. 012/0911-301-8500-4 (NW/NE)
Parcel No. 012/0911-302-9500-1 (SE/NW)
Parcel No. 012/0911-302-8000-8 (NE/NW)
Parcel No. 012/0911-302-9000-6 (SW/NW)
Parcel No. 012/0911-302-8500-3 (NW/NW)*





NW COR.
SEC. 30-09-11
CAST ALUM. MON.
N 537.333.37
E 858.434.51

HAPPY VALLEY ROAD

N. LINE NE 1/4 SEC. 20-9-10

66' WIDE PUBLIC R/W

PARCEL #
012/0911-302-8500-3

PARCEL #
012/0911-302-8000-8

PARCEL #
012/0911-301-8500-4

EAST 1/2 OF THE
NW 1/4 OF SECTION 30,
T09N, R11E

WEST 1/2 OF THE
NE 1/4 OF SECTION 30,
T09N, R11E

PARCEL #
012/0911-302-9000-6

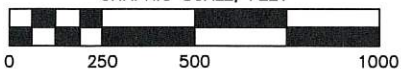
PARCEL #
012/0911-302-9500-1

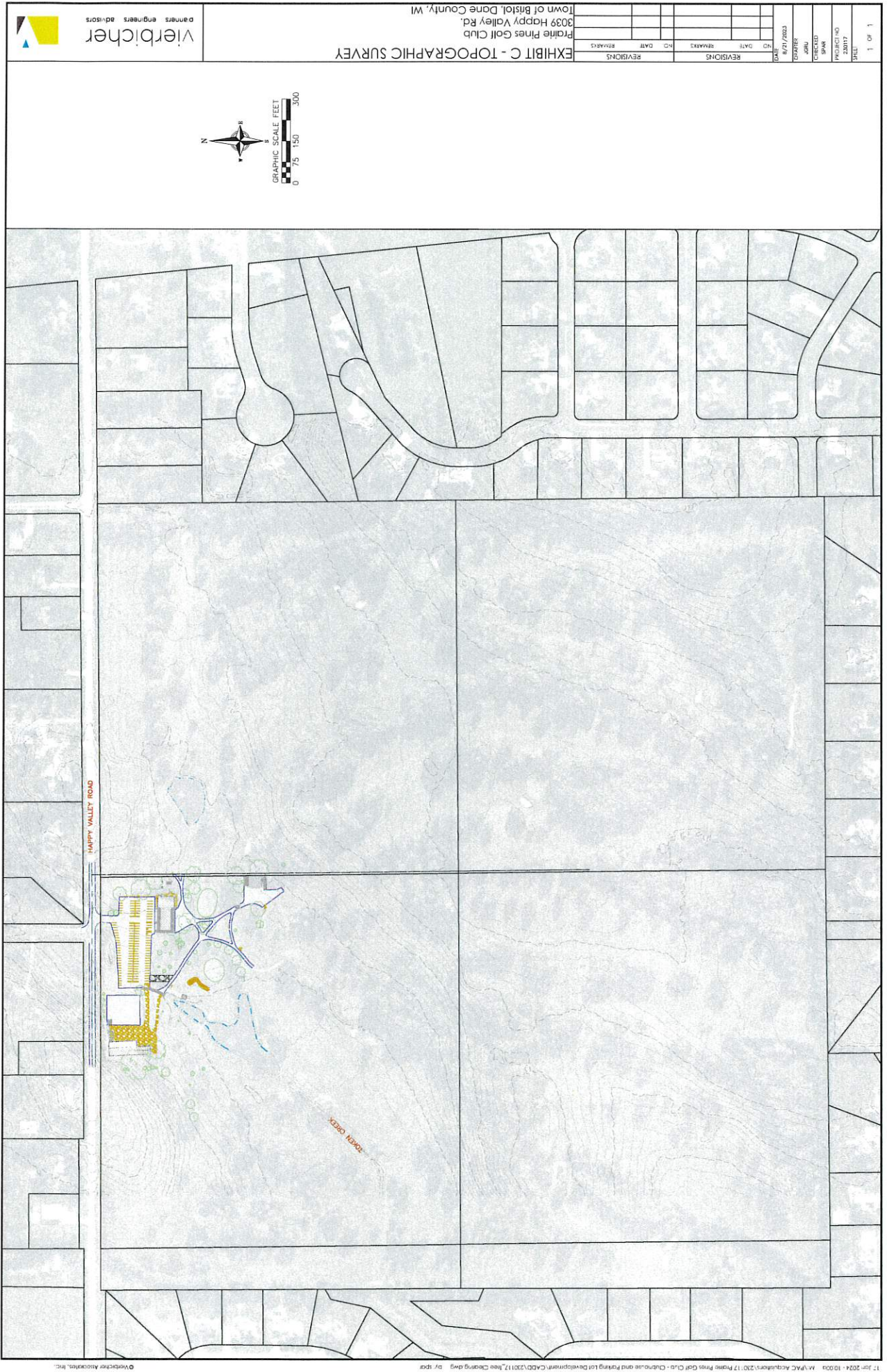
PARCEL #
012/0911-301-9000-7

E 10 AC. W 1/2 - NW 1/4 SEC. 30-09-11

E. LINE NE 1/4 SEC. 20-9-10

GRAPHIC SCALE, FEET





NO.	DATE	REVISIONS
1	8/27/2024	ISSUED FOR PERMIT
2	8/27/2024	REVISED
3	8/27/2024	REVISED
4	8/27/2024	REVISED
5	8/27/2024	REVISED
6	8/27/2024	REVISED
7	8/27/2024	REVISED
8	8/27/2024	REVISED
9	8/27/2024	REVISED
10	8/27/2024	REVISED
11	8/27/2024	REVISED
12	8/27/2024	REVISED
13	8/27/2024	REVISED
14	8/27/2024	REVISED
15	8/27/2024	REVISED
16	8/27/2024	REVISED
17	8/27/2024	REVISED
18	8/27/2024	REVISED
19	8/27/2024	REVISED
20	8/27/2024	REVISED
21	8/27/2024	REVISED
22	8/27/2024	REVISED
23	8/27/2024	REVISED
24	8/27/2024	REVISED
25	8/27/2024	REVISED
26	8/27/2024	REVISED
27	8/27/2024	REVISED
28	8/27/2024	REVISED
29	8/27/2024	REVISED
30	8/27/2024	REVISED
31	8/27/2024	REVISED
32	8/27/2024	REVISED
33	8/27/2024	REVISED
34	8/27/2024	REVISED
35	8/27/2024	REVISED
36	8/27/2024	REVISED
37	8/27/2024	REVISED
38	8/27/2024	REVISED
39	8/27/2024	REVISED
40	8/27/2024	REVISED
41	8/27/2024	REVISED
42	8/27/2024	REVISED
43	8/27/2024	REVISED
44	8/27/2024	REVISED
45	8/27/2024	REVISED
46	8/27/2024	REVISED
47	8/27/2024	REVISED
48	8/27/2024	REVISED
49	8/27/2024	REVISED
50	8/27/2024	REVISED
51	8/27/2024	REVISED
52	8/27/2024	REVISED
53	8/27/2024	REVISED
54	8/27/2024	REVISED
55	8/27/2024	REVISED
56	8/27/2024	REVISED
57	8/27/2024	REVISED
58	8/27/2024	REVISED
59	8/27/2024	REVISED
60	8/27/2024	REVISED
61	8/27/2024	REVISED
62	8/27/2024	REVISED
63	8/27/2024	REVISED
64	8/27/2024	REVISED
65	8/27/2024	REVISED
66	8/27/2024	REVISED
67	8/27/2024	REVISED
68	8/27/2024	REVISED
69	8/27/2024	REVISED
70	8/27/2024	REVISED
71	8/27/2024	REVISED
72	8/27/2024	REVISED
73	8/27/2024	REVISED
74	8/27/2024	REVISED
75	8/27/2024	REVISED
76	8/27/2024	REVISED
77	8/27/2024	REVISED
78	8/27/2024	REVISED
79	8/27/2024	REVISED
80	8/27/2024	REVISED
81	8/27/2024	REVISED
82	8/27/2024	REVISED
83	8/27/2024	REVISED
84	8/27/2024	REVISED
85	8/27/2024	REVISED
86	8/27/2024	REVISED
87	8/27/2024	REVISED
88	8/27/2024	REVISED
89	8/27/2024	REVISED
90	8/27/2024	REVISED
91	8/27/2024	REVISED
92	8/27/2024	REVISED
93	8/27/2024	REVISED
94	8/27/2024	REVISED
95	8/27/2024	REVISED
96	8/27/2024	REVISED
97	8/27/2024	REVISED
98	8/27/2024	REVISED
99	8/27/2024	REVISED
100	8/27/2024	REVISED

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

b.

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO: Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer

FROM: Kory D. Anderson, P.E., Town of Bristol Zoning Administrator
Mitchell Bortz, Town of Bristol Assistant Zoning Administrator

DATE: (for) April 8, 2025 Plan Commission/Town Board Meeting

SUBJECT: Zoning Change Review for Scheib
Tax Parcel 0911-291-2575-0

GEC NO.: 2-0125-41C

Background Information

Owner/Applicant: Austin Scheib
6757 Prairie View Drive
Sun Prairie, WI 53590

Agent/Surveyor N/A

Location: 6757 Prairie View Drive
In part of the SW ¼ of the NE ¼ of Section 29, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change Approval

Existing Zoning:

Tax Parcel 0911-291-2575-0	R-1	0.954 Acres
		Total 0.954 Acres

Existing Land Use: The existing parcel currently contains a single-family house with a driveway connecting to Prairie View Road. There does appear to be a small accessory structure (shed) currently located on the property. There are no steep slopes, wetlands, or floodplains associated within the parcel.

Adjacent Land Uses: North: Residential
West: Residential
East: Prairie View Drive, Residential
South: Residential

Proposal

Zoning Change:

Tax Parcel 0911-291-2575-0	SFR	0.954 Acres
		Total 0.954 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-291-2575-0 from zoning R-1 District (Legacy) to SFR Single Family Residential Zoning District. The applicant wants to build an accessory structure that is greater than the mean height allowed in legacy zoning. The SFR (Single-Family Residential) Zoning District in the Town's ordinance will allow the applicant to build an accessory structure taller than what is allowed in Legacy zoning.

Portage

Black River Falls

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



Submittals/Attachments

1. Zoning Change Application, received April 1, 2025.
2. Jurisdictional Review Form, received April 1, 2025.
3. Site Plan and Building Floor Plan/Elevations, received April 1, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

Comprehensive Plan

The planned future land use for this parcel is Single-Family Residential. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. There may be extraterritorial review authority by the City of Sun Prairie for this property.

Town Ordinances

1. General

Applicant will need to apply for a land use permit for the new shed. The applicant has submitted the land use permit application and site plan. Setbacks will be verified as part of the land use permit process. The footprint of the new shed is limited to the footprint of the existing house plus the existing shed.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-291-2575-0 from zoning R-1 District (Legacy) to SFR Single Family Residential Zoning District, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.
3. Applicant obtains a land use permit and building permit for the new shed.

ZONING CHANGE APPLICATION

TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590
PHONE (608) 837-6494 • FAX (608) 834-6494 • www.tn.bristol.wi.gov

PERMIT #:

Permit Fee: \$ _____ Fee Paid: ☐

Approved By: _____

Approval Date: / /

Items that must be submitted with your application:

➤ **Written Legal Description of the Proposed Zoning Boundaries**

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

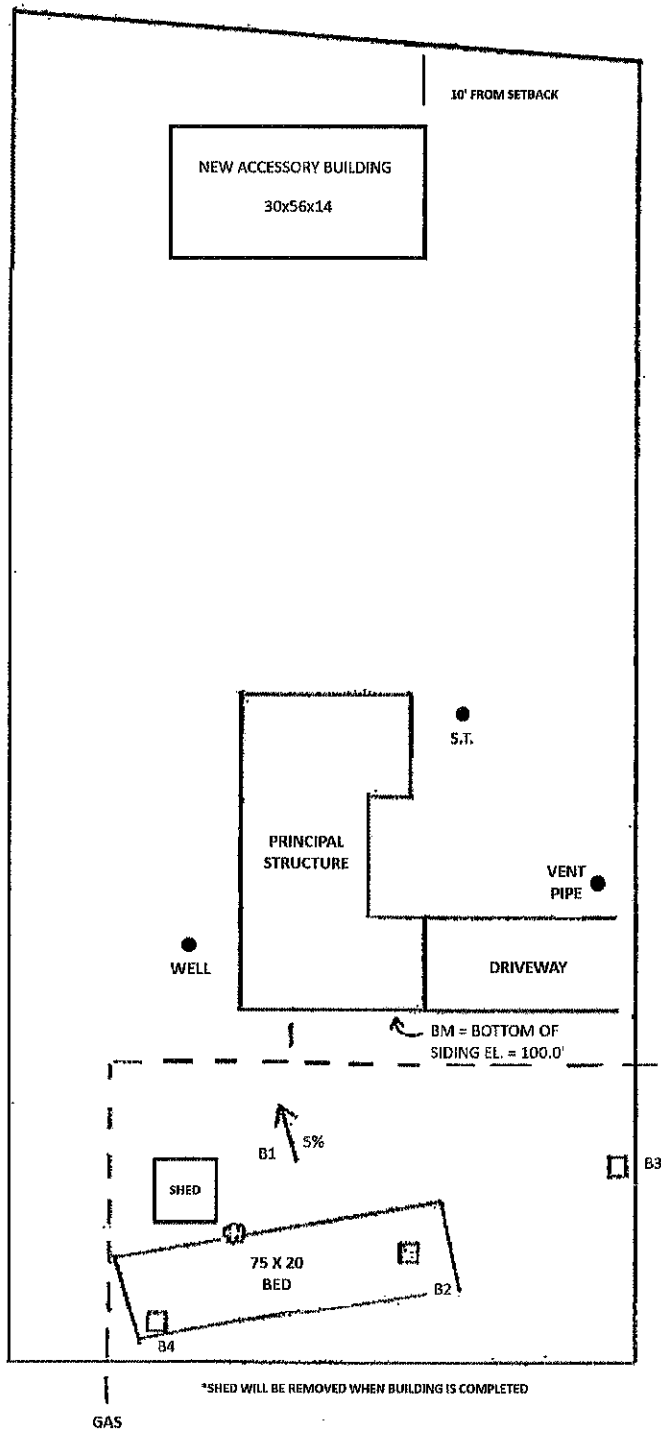
➤ **Scaled Drawing of the Location of the Proposed Zoning Boundaries**

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Austin Scheib	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Amber Scheib	BUSINESS NAME (if applicable)
MAILING ADDRESS 6757 Prairie View Drive	MAILING ADDRESS
CITY, STATE, ZIP Sun Prairie, Wisconsin, 53590	CITY, STATE, ZIP
DAYTIME PHONE # 608-852-7494	DAYTIME PHONE #
EMAIL austinscheib18@gmail.com	EMAIL

LAND INFORMATION	
Town: Bristol	Parcel Numbers Affected: 0911-291-2575-0
Section: 29	Property Address or Location: 6757 Prairie View Drive
Zoning District Change (To / From / # of acres) Single Family Residential (SFR) / Residential (R1) / .954 acres	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input checked="" type="checkbox"/> Other
We would like to rezone to add an accessory building that is over the current height allowed.	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <i>Austin J. Scheib</i>	Date: 3-12-2025

PLOT PLAN



CL OF PRAIRIE VIEW DR



1" = 40'

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

c.

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO: Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer

FROM: Kory D. Anderson, P.E., Town of Bristol Zoning Administrator
Mitchell Bortz, Town of Bristol Assistant Zoning Administrator

DATE: (for) April 8, 2025 Plan Commission/Town Board Meeting

SUBJECT: Zoning Change/ CUP Review for Davis
Tax Parcel 0911-293-4122-1

GEC NO.: 2-0125-41B

Background Information

Owner/Applicant: Peter Davis
6621 Cheddar Crest
Sun Prairie, WI 53590

Agent/Surveyor N/A

Location: 6621 Cheddar Crest
In part of the SW ¼ of the SW ¼ of Section 29, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change / CUP Approval

Existing Zoning: Tax Parcel 0911-293-4122-1 A-1 1.584 Acres
Total 1.584 Acres

Existing Land Use: The existing parcel currently has a single-family home on the property with a driveway that is connected to Cheddar Crest. There are not any accessory structures located on the property. This property is a double-front lot with no improvements on the property. There are some steep slopes around the home. There are no wetlands, or floodplains associated within the parcel.

Adjacent Land Uses: North: Residential
West: N Bird Street
East: Cheddar Crest, Residential
South: Communications/ Utilities

Proposal

Zoning Change: Tax Parcel 0911-293-4122-1 SFR 1.584 Acres
Total 1.584 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-293-4122-1 from zoning A-1 Agricultural District (Legacy) to SFR Single Family Residential Zoning District. The applicant would like to construct an accessory structure for a home-based business that is allowed in SFR zoning and have plumbing, which requires a Conditional Use Permit, which triggers the rezone from Legacy zoning to the newer zoning designation.

Portage

Black River Falls

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



Submittals/Attachments

1. Zoning Change Application, received March 4, 2025.
2. Jurisdictional Review Form, received March 4, 2025.
3. Conditional Use Permit Application, received March 4, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

Comprehensive Plan

The planned future land use for this parcel is Single Family Residential. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. There does not appear to be extraterritorial review authority by any jurisdiction that we are aware of.

Town Ordinances

1. **General**
Applicant will need to apply for a land use permit for the new shed. Setbacks will be verified as part of the land use permit process. The footprint of the new shed is limited to the footprint of the existing house.
2. **Home-Based Business**
Home-based businesses are a permitted use in SFR Single-Family Residential Zoning District and are allowed in accessory buildings. Rock Steady Renovations LLC must meet the secondary standards listed in 1.0620 (1-3). A land use permit is required and will be submitted concurrently with the land use permit that is required for the accessory structure.
3. **Conditional Use Permit**
The proposed plumbing fixtures in the proposed shed would need a Conditional Use Permit (CUP) per the Town's zoning ordinance in the SFR zoning district. The CUP triggers the requirement for the rezone as stated in the Town's zoning ordinance.
4. **Well & Septic**
Prior to issuance of a land use permit for the proposed plumbing fixtures in the new shed, the applicant will need approval of a septic system from Dane County Public Health.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-293-4122-1 from zoning A-1 Agricultural District (Legacy) to SFR Single Family Residential Zoning District, contingent on the following:

1. The Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.
3. After a public hearing is held, the Town Board approve a Conditional Use Permit for the "Plumbing Fixtures in Accessory Buildings" with the conditions set forth by the Town's zoning ordinance and any other conditions that may arise.
4. Applicant obtains a land use permit and building permit for the new shed and plumbing in an accessory building.

CONDITIONAL USE PERMIT

Town of Bristol Conditional Use Permit

2025- Davis CUP #1

The Town Board of the Town of Bristol does hereby:

GRANT Conditional Use Permit

CUP #1 for Plumbing in Accessory Building

in accordance with the Town of Bristol Comprehensive Plan and Zoning Code.

EFFECTIVE DATE OF PERMIT:

April 8, 2025

The conditional Use Shall Be Located on the Property Described as Follows:

Tax Parcel 0911-293-4122-1, Lot 32 Homestead Estates, Sec 29-9-11, part in SW1/4 of SW1/4, Town of Bristol, Dane County, Wisconsin.

CONDITIONS:

- 1) Installation of plumbing fixtures does not authorize use of an accessory structure for human habitation.
- 2) Plumbing fixtures shall drain to an approved on-site waste treatment system or sewer and shall meet all plumbing code requirements.
- 3) A building permit shall be obtained for all plumbing improvements or modifications.

FINDINGS OF FACT:

The Board of Supervisors, After Public Hearing and in their consideration of the Conditional Use Permit Made the Following Finding of Fact:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance, or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The conditional use shall conform to all applicable regulations of the district in which it is located.

Expiration of Permit

Per Town of Bristol Zoning Code, Subchapter IX, 1.095: If a use or activity associated with a previously approved conditional use ceases for 365 days or more after first being established on the property, the use will be deemed to have been terminated and the property owner or authorizing agent must reapply and obtain another conditional use before recommencing the use or activity.

ZONING CHANGE APPLICATION

TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590
PHONE (608) 837-6494 • FAX (608) 834-6494 • www.tn.bristol.wi.gov

PERMIT #:

Permit Fee: \$ _____ Fee Paid: ☐

Approved By: _____

Approval Date: / /

Items that must be submitted with your application:

➤ Written Legal Description of the Proposed Zoning Boundaries

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

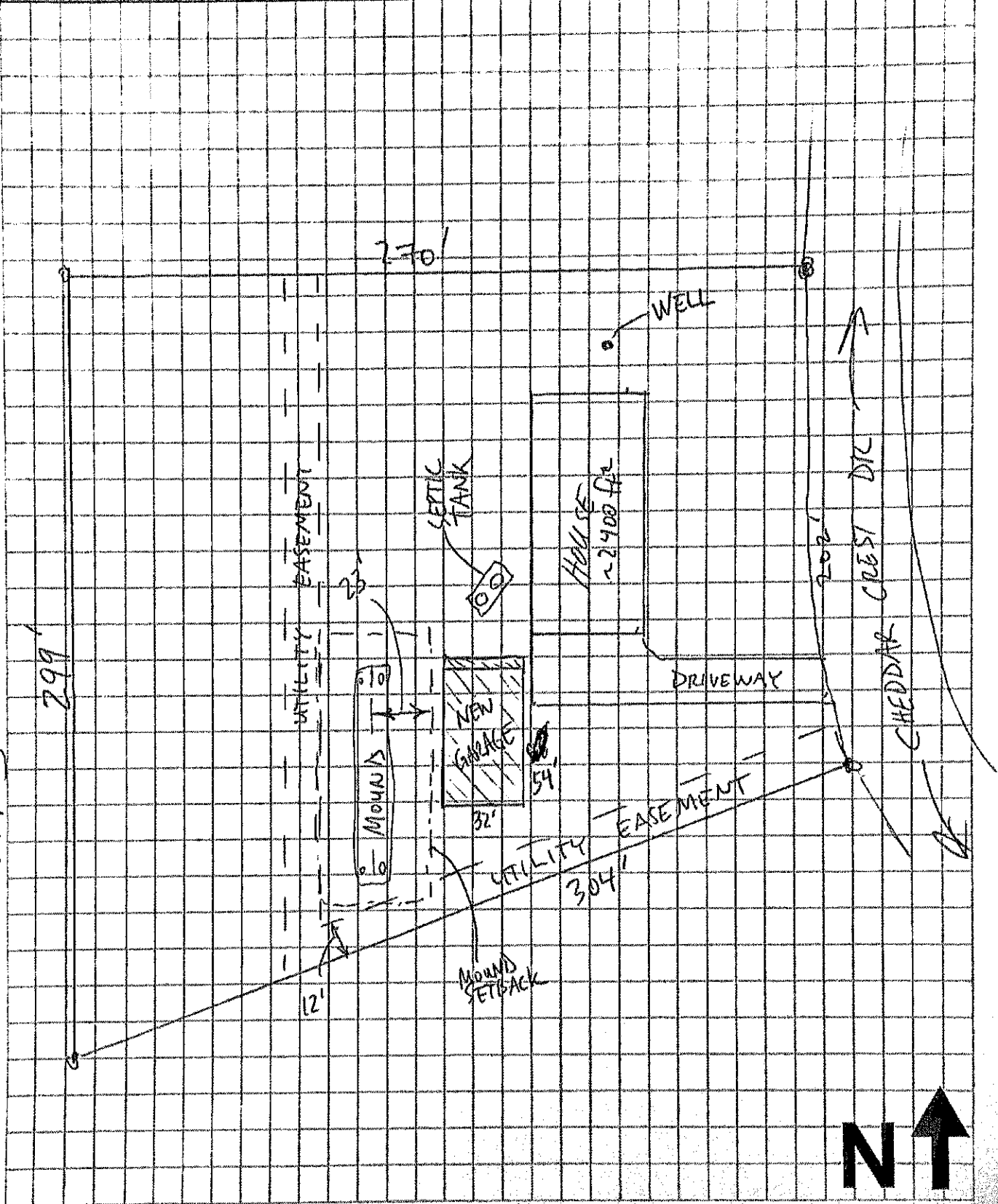
➤ Scaled Drawing of the Location of the Proposed Zoning Boundaries

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME <u>Pete Davis</u>	CONTACT NAME <u>Same</u>
BUSINESS NAME or CO-OWNER'S NAME (if applicable) <u>Rock Steady Renovations LLC</u>	BUSINESS NAME (if applicable)
MAILING ADDRESS <u>6621 Cheddar Crest Dr</u>	MAILING ADDRESS
CITY, STATE, ZIP <u>Sun Prairie WI 53590</u>	CITY, STATE, ZIP
DAYTIME PHONE # <u>608-438-0855</u>	DAYTIME PHONE #
EMAIL <u>pete@rocksteadyrenovations.com</u>	EMAIL

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>012/0911-293-4122-1</u>
Section: _____	Property Address or Location: <u>6621 Cheddar Crest Dr.</u>
Zoning District Change (To / From / # of acres) <u>A-1 / SFR / 1.5 acres</u>	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input checked="" type="checkbox"/> Other
<u>usage of garage for home based business</u>	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>[Signature]</u>	Date: <u>3-3-25</u>

← BIRD ST →



TOWN OF BRISTOL JURISDICTION REVIEW FORM

COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Pete Davis Email: pjdavis2@gmail.com
 Address: 6621 Cheddar Crest Dr City/State/Zip: Sun Prairie WI 53590 Phone: 608 438 0855

Parcel ID Number(s): 012 / 0911 - 293 - 4122 - 1

CSM or Plat Information, if any: _____

Proposed activity on the property: Build detached garage

Is the property enrolled in CRP or any other farm programs? ☒ No ☐ Yes

If "Yes" is checked, identify the program and file identification number(s): _____

JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?
☒ No ☐ Yes
2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?
☒ No ☐ Yes
3. Is your proposed project located within a floodplain? ☒ No ☐ Yes
4. Is your proposed project located within a wetland? ☒ No ☐ Yes
5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?
☒ No ☐ Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)
6. Do the maps showing wetlands, floodplains and shorelands at <https://dcimapapps.countyofdane.com/lwrvviewer/> indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?
☒ No ☐ Yes

STATEMENT OF APPLICANT

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 3-3-25 By: [Signature]

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

DETERMINATION BY DANE COUNTY

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: _____ By: _____

CONDITIONAL USE PERMIT APPLICATION

TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590
PHONE (608) 837-6494 • FAX (608) 834-6494 • www.tn.bristol.wi.gov

PERMIT #:

Permit Fee: \$ _____ Fee Paid: ☐

Approved By: _____

Approval Date: ____ / ____ / ____

Items that must be submitted with your application:

- Written Legal Description of Conditional Use Permit boundaries.
- Scaled Drawing of the property showing existing/proposed buildings, setback requirements, driveway, parking areas, outside storage areas, location/type of exterior lighting, any natural features, and proposed signs.
- Scaled map showing neighboring area land uses and zoning districts.
- Written operations plan describing the items listed below (additional items needed for mineral extraction sites).
- Written statement on how the proposal meets the 6 Standards of a Conditional Use.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME <u>Pete Davis</u>	CONTACT NAME <u>← Same</u>
BUSINESS NAME or CO-OWNER'S NAME (if applicable) <u>Rock Steady Renovations LLC</u>	BUSINESS NAME (if applicable)
MAILING ADDRESS <u>6621 Cheddar Crest Dr.</u>	MAILING ADDRESS
CITY, STATE, ZIP <u>Sun Prairie WI 53590</u>	CITY, STATE, ZIP
DAYTIME PHONE # <u>608-438-0855</u>	DAYTIME PHONE #
EMAIL <u>pete@rock-steadyrenovations.com</u>	EMAIL

LAND INFORMATION	
Parcel Numbers Affected: <u>012/0911-293-4122-1</u>	
Section: _____ Property Address: <u>6621 Cheddar Crest Dr</u>	
Existing/Proposed Zoning District: <u>A-1 / SFR</u>	
Type of Activity Proposed (check and explain all that apply):	
<input checked="" type="checkbox"/> Hours of Operation <u>8am - 5pm M-F</u>	<input checked="" type="checkbox"/> Number of Employees <u>1 - self</u>
<input type="checkbox"/> Anticipated Customers	<input type="checkbox"/> Outside Storage
<input type="checkbox"/> Outdoor Activities	<input checked="" type="checkbox"/> Outdoor Lighting <u>Door entry light & eaves down light</u>
<input type="checkbox"/> Outside Loudspeakers	<input type="checkbox"/> Proposed Sign
<input type="checkbox"/> Trash Removal	<input checked="" type="checkbox"/> Six Standards of CUP (see back)
The statements provided are true and provide an accurate depiction of the proposed land use. I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>Pete Davis</u>	Date: <u>3-3-25</u>

SIX STANDARDS OF A CONDITIONAL USE PERMIT

Provide an explanation on how the proposed land use will meet all six standards.

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Bathroom and/or sink to be tied to existing home septic w/ overall usage within what the system was designed for. All business activities to take place indoors w/ sound proofing.

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

Facilities to be inside proposed building w/ no physical or visual impact on neighboring properties other than the building itself.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Very little impact as plumbing tie in to septic will be a very short run as proposed building is ~ 20' from septic. All activities to take place inside garage w/ minimal noise.

4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.

Water supply to be run from existing well, work performed by licensed well company. Septic tie-in to be performed by Meinholz Excavating. Gas + electric by WE + Alliant.

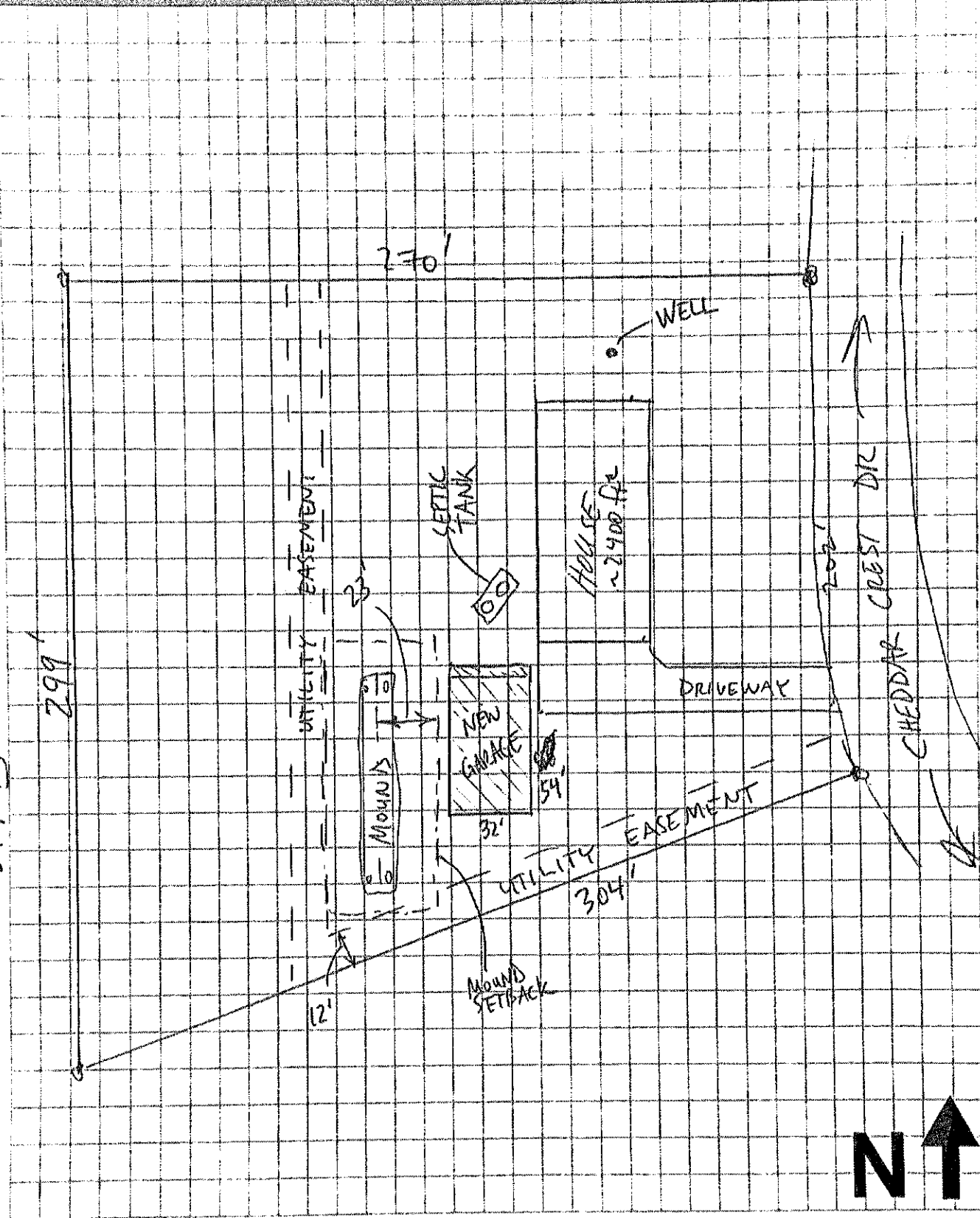
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

No anticipated increase in traffic as there are no customer visits and only typical parcel deliveries.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

All plumbing work to be performed by licensed professionals per local code.

← BIRD ST →



TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

a.

ORDINANCE AMENDMENT RELATED TO DOUBLE FRONTAGE LOTS

WHEREAS, the Town is aware that there are lots which have been platted or created with frontage on two public roads;

WHEREAS, it is appropriate to clarify which side of a double frontage parcel is the front yard for setback, driveway access and development purposes;

NOW THEREFORE, the Town Board of Supervisors of the Town of _____ does hereby ordain as follows:

Article One. Section 1.071 (6a) is created to read:

(6a) Double Frontage Lots. (a) As used in this Code, a "double frontage lot" means a lot less than 5 acres in area with frontage on two streets which are parallel or which do not intersect, and on which vehicular access is normally restricted to only one of the streets.

(b) There shall be only one front yard in a double frontage lot. In creating any new double frontage lots after the effective date of this ordinance (insert date), the front yard shall be the street on which access is permitted. In the case of double frontage lots which existed on the effective date of this ordinance, the front yard shall be the yard which has a driveway connected to a public street. If there are driveways to both roads, the yard on which the main building entrance is located shall be the front yard.

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

b.

1 **DRAFT – FOR DISCUSSION PURPOSES ONLY**

2
3
4 **Ordinance Amendment Related to Rural Based Businesses and Rural Residences**

5
6 **Article One.** Section 1.0321 of the Town of _____ Zoning Ordinance is hereby
7 amended as follows:

8
9 **1.0321 Rural-Based Business District (RBB).** The rural based business zoning district
10 provides for small-scale business operations which are associated with rural areas, such as small
11 contractors, small school bus operations, and home-based occupations. ~~It is intended that rural-~~
12 ~~based business operations will relocate to commercial zones within a reasonable time after the~~
13 ~~businesses exceed the defined scale of this district.~~ The District shall be an Overlay District as
14 that term is used in sec. 1.058 of this Ordinance. All Overlay Zoning amendments shall require the
15 Overlay uses to conform to the weight limits of the road on which the uses are located. Rural-
16 Based Business zoning is prohibited on lots within platted residential subdivisions.
17

18 **Article Two.** Section 1.058 of the Town of _____ zoning ordinance is created to read:

19
20 **1.058 Overlay Zoning Districts.** (1) An “Overlay District” is any of several additional
21 districts established by the zoning regulations that may be more or less restrictive than the primary
22 zoning district.

23 (2) Where a property is located within an Overlay District, it is subject to the provisions of
24 the primary zoning district and the Overlay District. Where the provisions are in conflict, the
25 Overlay District governs.

26 (3) Overlay Districts are established to preserve and protect the natural environment, to
27 encourage high quality design, to address the development of uses with unique impacts, and to
28 protect the public health, safety and welfare by preserving areas for future use and development.

29 (4) An Overlay District is permitted in any area of the Town where the Town Board finds
30 the proposed use in the Overlay District is consistent with the policies of the Comprehensive Plan.

31 (5) An Overlay District shall apply to an entire parcel except:

32 (a) where the District zones a zoning parcel described in sec. 1.0101(8), or,

33 (b) where the particular overlay use should be confined to an area defined in a plat of survey.

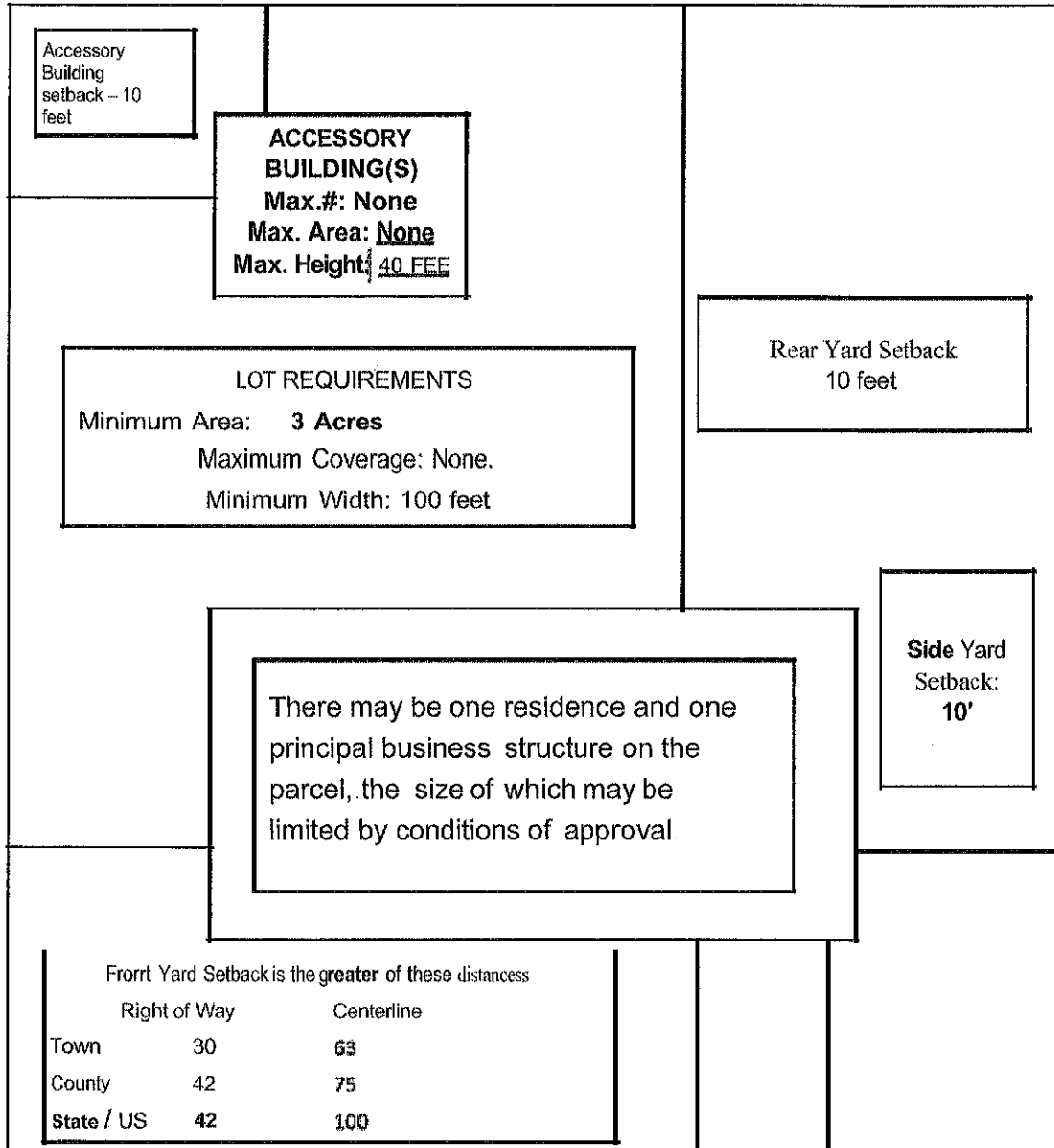
34 (6) Creation of an overlay district does not create a separate parcel.

35 (7) An overlay zone shall lapse if the overlay zone use is discontinued for 12 months.

36 (8) The zoning amendment applying an overlay zone to a parcel may include conditions
which include, but are not limited to the maximum area of buildings; number and types of
vehicles or equipment; number of people working in a business; road access for the overlay;
screening of the overlay from adjoining properties; criteria defining when the business needs to be
relocated to a commercial or industrial parcel.

34 **Article Three.** Section 1.071 (18) [Graphic] is amended as follows:
35

Zoning District; Rural-Based Business	Sec. 1.0321,	NOT TO SCALE	
---------------------------------------	--------------	--------------	--



REQUIREMENTS FOR RURAL-BASED BUSINESS ZONING DISTRICT

37 **Article Four.** Section 1.0101 (8) of the Town of _____ Zoning Ordinance is created
38 to read:

39 (8) Zoning Parcels Mapped Under Legacy Zoning. (a) The Town finds that, prior to the
40 effective date of this Ordinance, Dane County adopted zoning amendments to various parcels in
41 the unincorporated portions of Dane County which created “zoning parcels.” A “zoning parcel”
42 is an area, defined or undefined, allowing a zoning use on a parcel which has another zoning
43 district mapped to that parcel. The effect of the zoning parcel has been that a single parcel has
44 two zoning districts. The Town finds that the zoning parcels are a source of confusion and
45 uncertainty which should be addressed in the process of updating the Town’s zoning regulations.

46 (b) The Town may, in transitioning the Town zoning map from the Legacy Zoning to this
47 Ordinance, address an existing zoning parcel by adopting an Overlay Zoning classification which
48 defines the uses and location of the zoning parcel which shall be permitted on the parcel. The
49 Overlay Zoning may vary from the permitted or conditional uses allowed under the zoning
50 parcel.

51 (c) On or after December 31, 2029, all zoning parcels which have not been converted to
52 Overlay Districts shall be rescinded.

53 (d) After the effective date of this subsection [Insert date], no land use permits or other
54 development approvals may be granted for uses which are authorized by a zoning parcel. The
55 owner of land with a zoning parcel may apply for an Overlay Zoning for their parcel, which
56 request shall be granted to the extent necessary to permit establishment of a use previously
57 authorized by the Legacy Zoning.

58 (e) Any use which was established pursuant to a valid zoning or land use permit issued
59 prior to the effective date of this subsection [Insert date] shall be a valid non-conforming use.

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

c.

**TOWN OF BRISTOL
ORDINANCE 2025-5.8.0**

**REGULATING THE OPERATION OF ALL-TERRAIN VEHICLES AND UTILITY
TERRAIN VEHICLES ON TOWN ROADS**

WHEREAS, section 23.33(11) of the Wisconsin Statutes authorizes the Town to designate routes within the Town for use by all-terrain vehicles ("ATVs") and utility terrain vehicles ("UTVs"); and

WHEREAS, after review and recommendation from town staff, the Town Board deems it to be in the public interest to designate routes and regulate the operation of ATVs and UTVs on town roads.

NOW, THEREFORE, the Town Board of the Town of Bristol, Dane County, Wisconsin, does hereby ordain as follows:

A. Section 50.08 of the Town Code of Ordinances is hereby created as set forth in Exhibit A attached hereto.

B. All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

C. This ordinance shall take effect upon passage and publication as provided by law.

The above and foregoing ordinance was duly adopted at a meeting of the Town Board of the Town of Bristol on the ____ day of _____, 2025, by a vote of ____ in favor and ____ opposed.

TOWN OF BRISTOL

Brian Willison, Town Chairman

Attested by:

Kimberly M. Grob, Town Clerk-Treasurer

EXHIBIT A

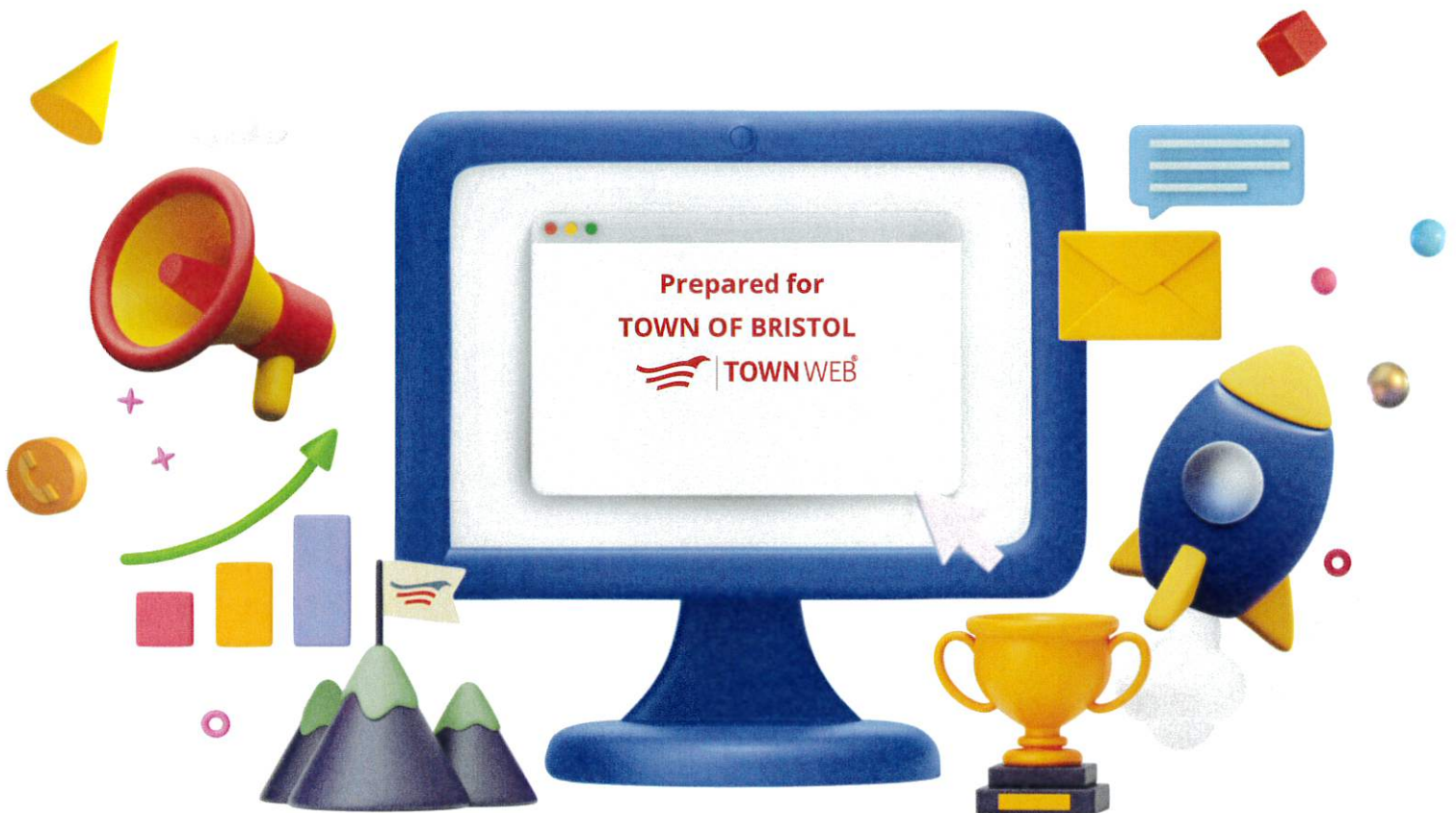
Sec. 50.08 Operation of All-Terrain and Utility Terrain Vehicles on Town Roads

- (1) **Statement of Purpose.** This ordinance is intended to establish and maintain all-terrain vehicle ("ATV") and utility terrain vehicle ("UTV") routes in the Town of Bristol and to regulate the operation of same upon such routes.
- (2) **Authority.** The Town Board of the Town of Bristol, Dane County, Wisconsin, has the specific authority to adopt this ordinance under Wis. Stats. § 23.33(11), Wis. Stats.
- (3) **State Statutes Adopted by Reference.** The provisions of Wis. Stats. § 23.33, and Ch. NR 64, Wis. Admin. Code are hereby adopted and by reference made a part of this ordinance as if fully set forth herein. Unless otherwise provided in this ordinance, any act required to be performed or prohibited by any statute or regulation incorporated herein by reference is required or prohibited by this ordinance. Any future amendments, revisions, or modifications of the statutes or regulations herein are made a part of this ordinance. Any terms used in this ordinance that are defined in Wis. Stats. § 23.33(1), Wis. Stats., shall have the meaning prescribed by statute.
- (4) **ATV/UTV Routes Designated.** Pursuant to Wis. Stats. § 23.33(8)(b)(1), Wis. Stats., the Town of Bristol designates all Town roads within the Town of Bristol as ATV/UTV routes.
- (5) **Conditions.** In addition to the provisions of Wis. Stats. § 23.33, Wis. Stats., and Ch. NR 64.07, Wis. Admin. Code, the following restrictions are placed on the use of the ATV/UTV routes permitted under this section:
 - (a) All ATV and UTV operators shall be at least 16 years of age and possess a valid operator's license as defined in Wis. Stats. § 340.01(41g), Wis. Stats., as may be amended from time to time, including a safety certificate if required by State law. A learner's permit shall not be considered as a valid driver's license nor shall any license that has been revoked, temporarily or otherwise, or suspended for any reason, be considered as a valid driver's license during the period of suspension or revocation.
 - (b) All ATV and UTV operators shall observe the posted speed limits and all other applicable traffic regulations.
 - (c) The operators of ATVs/UTVs shall ride in single file.
 - (d) ATV/UTV headlamps and tail lamps must be turned on at all times and ATV/UTVs must have operational brake lights.
 - (e) All UTV operators and passengers must wear seat belts at all times.
 - (f) All Town designated ATV/UTV routes are closed between 11:00pm and 5:00am every day of the year.
- (6) **Enforcement.** This ordinance may be enforced by any law enforcement officer authorized to enforce the laws of the state of Wisconsin.
- (7) **Violations and Penalties.** Any person who shall violate any provision of this ordinance shall, upon conviction thereof, forfeit not more than \$250, together with the costs of prosecution.
- (8) **Severability.** If any section, clause, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions shall not be affected.

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

- V. Business**
 - d.**

Town Web's Proposal for an Upgraded Website & Communication Platform



You Gain Civic Engagement Where Connectivity Meets Community

Delivered on: January 10, 2025 | **Submitted by:** Peter Stanko, Town Web | **Expiring on:** March 28, 2025

Town of Bristol
7747 County Road N
Sun Prairie, , 53590-9502

Dear Kim,

Thank you for your continued partnership with Town Web and for considering us for the next evolution of your municipal website. We are thrilled at the prospect of further supporting the Town of Bristol in enhancing its digital presence and communication capabilities.

As a valued customer, you've already experienced the benefits of a Town Web website: professional design, ease of use, and effective communication with your residents. Now, it's time to elevate that experience. Our latest offerings provide advanced features and integrations, ensuring that your website remains at the forefront of digital municipal services, reflecting the dynamic nature of your community.

Upgrading your website with Town Web means not just a refresh of aesthetics but also an enhancement of functionality. Our updated platform will allow your team to publish news, events, and important updates more efficiently, ensuring that vital information reaches your residents swiftly and effectively. The inclusion of our Communication Platform as part of your package means that this process is further streamlined, allowing for direct engagement with your community through automated updates via email, text message, and social media.

We are excited to introduce you to our enhanced Digital Online Solution, which includes user-friendly electronic form submissions and an integrated payment portal, making it easier for your residents to interact with municipal services online. Our commitment to simplifying municipal life extends to our "White-Glove" Service, where our dedicated team takes care of all your digital needs, from form creation to workflow management, allowing you to focus on serving your community.

As we propose a new 3-year contract, we aim to not only renew our commitment to the Town of Bristol but also to reinforce our promise to provide a professional, efficient, and user-friendly website and communication tool. In the following pages, you will find detailed insights into the advanced benefits and features that await the Town of Bristol with the renewed partnership with Town Web.

Let's continue to work together to make the Town of Bristol's digital presence as vibrant and effective as the community it represents. For any questions or to discuss the next steps, please feel free to contact us. We are eager to assist the Town of Bristol in this exciting transition to a new and improved municipal website and communication platform.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter S". The signature is stylized with a large, looping "P" and a long, sweeping "S".

Peter Stanko | Jelena Slavkovic

Client Coordinator with Town Web | Client Relations Manager

peter@townweb.com | jelena@townweb.com | Toll-Free: 877-995-TOWN (8696)

TOWN WEB IS HERE TO LISTEN AND HELP TOWN OF BRISTOL STREAMLINE ONLINE WORK

Municipalities' communication with their residents has drastically changed in the past two decades. Our team has interviewed dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and the various avenues of social media.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is exactly the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many existing municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION HELPS YOU AND YOUR STAFF TREMENDOUSLY

Your Public Information Officer



At Town Web, we understand the critical role technology plays in the success of municipal websites. Our "White-Glove" service extends beyond exceptional customer support, encompassing the technical aspects that ensure your municipal website is secure, reliable, and always accessible.

You don't have to worry about annual domain management - we handle it for you. We maintain your website on our servers ensuring optimal performance. Our in-house developed Content Management Service (CMS) comes with a 99.9% uptime guarantee, providing a robust foundation for your website - and making your website the fastest municipal website on the web.

Every municipal site hosted by Town Web comes with a Secure Socket Layer (SSL) for secure and encrypted communication. We proactively monitor unauthorized access, keeping your website safe from potential threats. On top of that, daily backups of your site are stored off-site, ensuring quick recovery in case of unforeseen events. In the unlikely event of a setback, we guarantee immediate restoration of your website, utilizing the latest backup.

However, the backbone of Town Web's success lies in our commitment to unparalleled customer service. Our "White-Glove" approach ensures that you not only have a technically sound website but also receive unmatched support for any queries or needs.

Our support team is at your service round the clock, ready to assist with any technical, billing, or sales questions. With a commitment to resolving issues within four hours, our team ensures a prompt and efficient service experience. The most recent analysis says that no support ticket's left unanswered for more than 4 hours. Depending on the needs of your municipality, we provide a toll-free number you can reach us at during normal business hours. If you are eager to speak with our support masters in the higher-tier support package, you can do that - and it will never make a dent in your wallet. It's all included.

You will also receive one-on-one training, empowering you to manage updates and content independently. Ongoing training is provided for new staff or as needed, ensuring you make the most of your website's capabilities. While our Admin section is designed for ease of use, we understand some prefer a hands-off approach. Send us your content, and we'll handle the updates for you!

Choose Town Web for a holistic approach that combines technical excellence with unrivaled customer service. Elevate your municipal experience with our "White-Glove" service - where technology meets customer-centric support.



The Platform - Themes, Timeline, Technology & Features

User-Centric Design - Customized for you

Town Web's design team intertwines modern aesthetics with user-centric functionality, ensuring your municipal website not only looks sleek but also offers a seamless experience. The design concept focuses on ease of use for all users, regardless of their technical background. A contemporary layout ensures that your website is both visually appealing and intuitively navigable, whether accessed via desktop, mobile device, or tablet. ADA compliance further guarantees accessibility for all.

Our website solutions provide a range of themes, each designed to marry aesthetics with functionality. While cost-effective, these themes are not just pre-designed; they are a canvas awaiting your municipality's personal touch. Choose a theme and collaborate with your Project Manager and Account Manager to customize it, applying a unique color scheme, icons, and assets that resonate with your community. On top of that - you will be able to add content of your liking to any page of your website.

Project Timeline

Embarking on a Town Web project is a breeze for you. We handle every aspect of the transition, ensuring minimal effort on your end. From transferring existing content to the new website to the meticulous design and development phases, our dedicated team manages it all. Your role is simple – guide us with your vision and wishes, and we'll transform them into a sophisticated and functional municipal website:

1. Designing the website layout and user interface
2. Integrating diverse content for a multimedia-rich experience
3. Configuring hosting, domain name, and new email addresses
4. Optimizing for enhanced search engine visibility
5. Implementing interactive features and contact forms
6. Ensuring security against malware and threats
7. Thorough testing, training, and a seamless Go-Live transition



Communication Platform - Only one place for all communication with the community

One of the main issues our customers faced ever since we started is the complexity of reaching out and communicating with as many members of the community as possible. Some regularly check out your municipal website. However, some only use their email and would like to get Newsletter updates on their emails. Over the last couple of years, there has been a significant increase in the number of constituents using Facebook for regular updates - and that's why we developed a set of tools that make communication extremely easy.

CALENDAR OF EVENTS

Facilitate transparent governance with a dedicated Calendar of Events. Specifically designed for Board and Council meetings, this feature ensures that residents stay informed about crucial municipal activities.

NEWS AND NOTICES WITH NEWS TICKER BAR

Keep your community engaged with a dynamic News and Notices section, complete with a News Ticker Bar. Timely updates and important announcements will be prominently featured, ensuring residents are always in the know.

EMERGENCY ALERTS AND NOTIFICATIONS

Prioritize community safety with an Emergency Alerts system. Urgent messages are displayed prominently on your homepage, simultaneously sent to all subscribers via email or text message, and posted to your Facebook page.

SUBSCRIBERS AND NOTIFICATIONS

Foster community engagement through subscriber management, allowing residents to subscribe to specific topics. Subscribers receive instant notifications via email and/or text messages, ensuring they stay informed on matters of interest.

CITIZENS' ENGAGEMENT AND REPORTING APP HEY311

Enhance citizen-city communication with Hey311, a dedicated app that streamlines service requests and non-emergency issue reporting. This user-friendly interface allows citizens to submit requests efficiently, and your city can manage and respond to them with ease.

Not-Yet-Seen Technology for Municipal Websites

Town Web's proprietary Content Management System (CMS), codenamed Juniper, is a state-of-the-art, cutting-edge web-based application coded with love in PHP and JavaScript that brings Municipal websites to a whole new level of simplicity, usability, speed, and security. Our team of developers worked for 12 months to bring to life the not-yet-seen technology in municipal websites which achieved 5 main key points:

1. **Stellar fast load times** - TTFB and first content paint do not exceed 500ms and are usually around 200ms. This translates to a "blink of an eye" once you type in the web address.
2. **Unbloated, static user side** - everything that loads after you type in the web address is loaded as static content super fast without encumbering your browser or device.
3. **Immutable and unhackable front end** - there is no direct connection to the database containing all the important stuff, the famous "below the kitchen sink stuff" that hackers love. Nothing is served directly from super-protected locations that we made untouchable from the internet. We value security so much that we rendered any potential hacking attempts useless because the server where your website is serves only what is public information, without any possibility of getting data stolen, lost, or manipulated. Guaranteed.
4. **Unparalleled experience** in managing your website content from our own proprietary Dashboard.

We guarantee that our new CMSv6 is a premium, hand-made, all-American Municipal CMS software designed and developed with the help of 15+ years of experience in serving over 800 US municipalities.



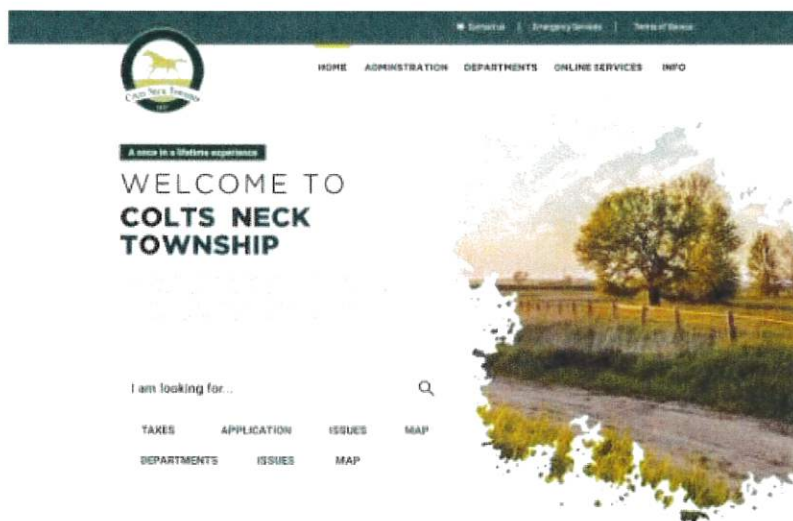
Make Your Municipal Website Unique

ON THE WHOLE-WIDE-WEB WITH THE ELITE WEB DESIGN PACKAGE

The Elite Web Design Package provides you with a "full-service" collaboration with our branding and design team, engaging your stakeholders in special meetings focused on design. These sessions, known for their enjoyable and interactive nature, include facilitated Discovery and Branding exercises that shape your custom UX/UI.

Opting for this exclusive package, you unlock a collaborative journey with our dedicated branding team, engaging in special meetings focused on design, Discovery, and Branding exercises.

These interactive sessions, far from the typical design experience, have been praised for their engaging and enjoyable nature. Attendees often find them surprisingly fun and beneficial. The collaborative efforts shape a unique User Experience/User Interface (UX/UI) for your website, ensuring it resonates with your municipality's personality.



The Elite Web Design Package extends the scope of work to encompass a wide array of branding and design services. From selecting premium typography and developing a UX/UI style guide for desktop and mobile to crafting custom illustrations and iconography, this package transforms your website into a visual masterpiece.

Embrace a visually enhanced website with a focus on personalized typography, custom illustrations, and a distinct UX/UI design that encapsulates your municipality's identity. The package includes the creation of a Style Guide, a versatile tool that extends its impact beyond your website to social media posts, letterheads, and other branding materials.

Immerse yourself in the design process, from Discovery and Branding exercises to the creation of appealing new designs for homepages and department pages. Our meticulous approach ensures that your municipality's online presence is not only functional but also visually striking, capturing the essence of your unique identity. Choose the Elite Web Design Package for a comprehensive and collaborative web design experience that goes beyond the ordinary.

Town Web's Online Digital Tools

Town Web's Online Digital Solution stands as an innovative cloud-based software platform, that connects seamlessly with your website. This comprehensive system, **aptly branded as "HeyGov,"** encompasses various modules designed to streamline municipal processes. The primary goal is to transition systems online, reducing workload and saving precious time for you.



A key advantage of Town Web's Online Digital Solution lies in its ability to unite people, departments, and citizens on a single digital platform. At its core, the platform offers robust tools for drafting, editing, and managing documents. Notably, the forms, licenses, and applications created within this solution can seamlessly integrate into your website. These forms are intelligently linked to your payment system, ensuring effortless collection of fees with each form submission and simplifying your overall bookkeeping process.

HeyGov Pay

The era of checks and cumbersome payment methods is gone! Town Web brings you a state-of-the-art payment portal, featuring the HeyGov Pay Module, designed to redefine your municipal utility billing experience.

Connect effortlessly with HeyGov's payment portal to start collecting credit card payments. Enjoy the flexibility of accepting payments online, in person, or remotely. Plus, streamline reconciliation by directly syncing with your Utility Billing or Accounting software. HeyGov introduces a cutting-edge solution, sparing you from the nostalgia of handling checks. It's time to embrace technology that aligns with the fast-paced digital age.



You can offer your residents the convenience of online credit card payments. HeyGov's utility payment portal provides residents with a centralized hub for viewing invoices, storing payment methods, and setting up handy payment reminders – all at their fingertips. No more manual data entry or reconciliation headaches! HeyGov seamlessly integrates with your utility billing software, automating payment posting and reconciliation. Save valuable time and resources while ensuring accurate financial transactions. We have meticulously crafted a solution that anticipates your needs. And it's right at your fingertips.

HeyLicense

Town Web's HeyGov Modules redefine municipal processes, bringing efficiency and modernization to everyday tasks. With HeyGov's comprehensive HeyLicense Module, municipalities can seamlessly digitize and streamline their paperwork processes. This module allows for the effortless receipt and processing of various municipal forms, licenses, applications, and documents, such as dog licenses, building permits, operator licenses, boat launch permits, and land use applications. HeyGov facilitates the transition from traditional paper-based workflows to an agile and responsive digital platform. Citizens and local businesses can conveniently submit information, and the HeyGov solution ensures that paperwork becomes a fluid, digital asset, efficiently flowing through the entire organization with custom-built workflow rules.



Embrace a new era of licensing with HeyGov's user-friendly HeyLicense Module, offering a hassle-free online experience for tasks like dog licenses. Simplify the process with perfect payments—residents can easily manage their dog's license in just a few clicks. HeyGov is a powerful ally for local governments, designed to alleviate the burdens of daily tasks and save municipal staff up to five hours per week. Whether it's managing dog licenses or handling building permits, HeyGov offers modern solutions that transform traditional processes into streamlined, online experiences. Enjoy the convenience of online applications, tracking, workflow management, and secure payment processing—all in one comprehensive system. With HeyGov, municipal staff can effortlessly navigate the complexities of licensing and permitting in the 21st century.



HeyReserve

With HeyReserve's intuitive platform, your constituents and visitors can effortlessly book city amenities like park shelters and pavilions, streamlining the process for community or personal activities. It facilitates easy access to town rules, policies, and online fee payments, ensuring a seamless experience for all users.

Experience the convenience of HeyReserve in managing online park reservations, covering park pavilions, shelters, community centers, and more. Imagine having an online booking calendar embedded on your website, allowing residents to explore available dates, and times, and even make secure credit card payments for deposits and rental fees. It's like having an "Airbnb for parks & recs" at your fingertips, eliminating administrative overhead and providing a user-friendly booking calendar that enhances your community's engagement.



Our commitment to simplicity extends to the Simplified Short-Term Rental (STR) Applications feature. We understand the complexities involved in STR applications, and HeyGov is designed to streamline this process for you. The intuitive platform ensures that all applications are up to date and compliant with regulations, reducing errors and minimizing the need for applicants to seek clarification. With HeyReserve, you can easily track all applications, stay compliant, and provide efficient service to local property owners, saving both time and preventing unnecessary delays in the application process.

Make Yourself Accessible - Everywhere

Facebook Syndication

Integrating your municipality's website with its Facebook page has never been more straightforward. Thanks to Town Web's Facebook Syndication plugin, you can effortlessly sync your website updates with your social media presence. Picture this: a seamless process where posting on your website simultaneously updates your Facebook page. It's not just a time-saving feature; it's a game-changer for community engagement.

In an era where almost everyone is on Facebook, this plugin provides a powerful avenue to reach your residents effortlessly. No need for intricate technical maneuvers—our streamlined plugin ensures your municipality's web content harmoniously merges with your Facebook communications. Stay effortlessly connected with your residents, amplify your online footprint, and keep your community informed with just a click. With Town Web's Facebook Syndication plugin, bridging the gap between your website and social media is not just practical; it's an uncomplicated reality.

Advanced Business Directory

Introducing the Advanced Business Directory – an innovative feature tailored for municipalities to elevate the visibility of their local businesses. It allows you to meticulously categorize and showcase the diverse tapestry of businesses - from small to the big ones - in your community. Imagine an online hub where you can flaunt your community's diverse businesses, beautifully categorized and showcased.

Want to feature that cozy coffee shop or the local bookstore? No problem! Each listing is a mini-masterpiece – complete with snazzy images or logos, handy contact details, and killer descriptions. By seamlessly integrating this advanced directory into your website, you create a valuable resource for residents and visitors alike. Explore the potential of the Advanced Business Directory, where showcasing local businesses is not just a feature; it's a pathway to community enrichment and economic growth. Elevate your website with this tool and empower your local businesses to thrive!

Multi-Language Website

Improve your municipality's outreach efforts and foster community engagement with our Multi-Language feature. By embracing linguistic diversity, you open the doors to a more inclusive and connected community. Imagine the positive impact on resident engagement when your website effortlessly communicates in various languages, breaking down barriers and ensuring that every member of your community feels heard and valued. A multi-language website not only promotes inclusivity but also positions your municipality as responsive and considerate to the needs of a diverse population. Strengthen community bonds, encourage participation, and showcase your commitment to serving everyone in your locality effectively.



Embedded Livestream Video Feed

If you're looking to enhance transparency and engagement during board and council meetings, an Embedded Livestream Video Feed is a must on your website. With it your municipality can seamlessly embed live-streamed videos from YouTube directly onto your website, providing residents with an easy and centralized way to stay informed about ongoing discussions and decisions. The beauty of this plugin lies in its simplicity; it automatically detects when a video is being premiered, eliminating any additional effort on your part. Residents can conveniently tune into the live stream without navigating to external platforms, fostering a sense of community engagement and transparency right from your website. This user-friendly feature ensures that your residents are always in the loop, fostering a more informed and connected community.

Advanced Search Option

Advanced Site Search is a dynamic solution designed to elevate user experience on your municipality's website. This powerful tool enhances user retention and satisfaction by optimizing the search functionality across your website, blog, and knowledge base. With lightning-fast results delivered in less than 50 milliseconds, it ensures that users find what they're looking for with unprecedented speed. The search engine supports all languages, automatically detecting and accommodating diverse linguistic needs. Town Web can tailor your search interface with custom filters and build a faceted search experience effortlessly. You can rest easy with sealed and signed API keys and tenant tokens that provide precise control over search access. Elevate your website's performance, increase user engagement, and offer a search experience that exceeds expectations—all with the user-focused "Advanced Site Search" feature.

Branded Email Addresses with FOIA Compliant Archiving System

Enhance your municipality's communication capabilities with our Branded Email Addresses, an optional feature powered by Google Workspace. As a Google Certified Partner, we offer a tailored email solution in collaboration with Jatheon, an established provider of email archiving solutions. This partnership ensures smooth communication, compliance with data retention regulations, and improved productivity for your municipality.

Benefit from the robust reliability of Google Workspace, an enterprise-level solution known for uninterrupted email access to millions of users worldwide. Trusted across various industries, including government bodies, Google Workspace delivers consistent, high-quality email services for your municipality. Experience unparalleled security features, including robust data protection, encryption, and advanced spam and phishing detection. Our partnership with Jatheon takes data retention compliance seriously by capturing, indexing, and securely storing all inbound and outbound emails, meeting the legal requirements of the Freedom of Information Act. Bid farewell to storage constraints, as our Branded Email Addresses provide ample space for your municipality's emails and files, allowing efficient storage, management, and access to business-related data. Stay connected and productive on the go with mobile accessibility, ensuring responsive communication from any device, be it a smartphone, tablet, or desktop. Improve your municipality's communication experience with the reliability, security, and productivity offered by our Branded Email Addresses.



Town Web Team and Portfolio/References

Collectively, our team has decades of web development and support experience, with a specific focus on creating engaging platforms for local governments to encourage communication and community involvement. Meet the key players:



Jelena Slavkovic
Customer Relations Manager
jelena@townweb.com



Jerrica Wagner
Senior Project Manager
projects@townweb.com



Peter Stanko
New Client Coordinator
peter@townweb.com



Marta Stankovic
Junior Project Manager
projects@townweb.com



Aleksandra Anastopoulos
Account Manager
projects@townweb.com



Francine Euniekrist
Junior Project Manager
projects@townweb.com

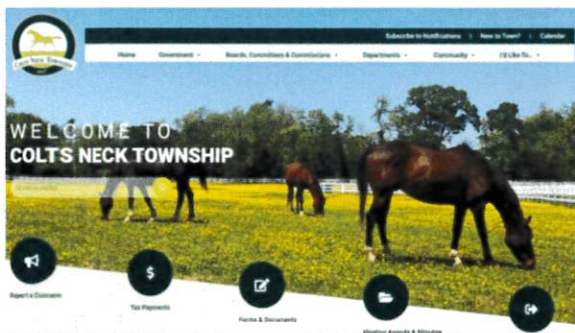
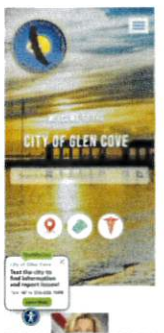


Flor Faustino
Customer Support Specialist
support@townweb.com



Nikita Sangweni
Customer Support Specialist
support@townweb.com

Town Web has developed more than 800 municipal websites in the previous 16 years while maintaining the average satisfaction level of customers above 97%. Here are some of the customers who have shared their love of working with us:



The Details of Our (Long-Lasting) Partnership

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your website and transfer all the content from your existing website. You will work with a dedicated Account Manager (Angi or Jason) and Project Manager (Jerrica or Miranda) in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we will completely customize for you and make it your own. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- **We migrate all your old website content!**
- **Unlimited** number of pages and menu items
- **Unlimited** department pages with FAQs
- **Departmental-level** contact-us forms
- **Unlimited** Minutes & Agendas categories
- **Unlimited** Quick Links (*theme dependent*)
- **Unlimited** FAQs
- **Unlimited** calendars
- Agendas **linked to calendar**
- **Super menu** with dropdown (*theme dependent*)
- **Dedicated elections page**
- **Mobile-responsive** design
- Residents can **subscribe to emails and/or text messaging**
- **Citizens' Reporting App** "Hey311"
- Face-to-face meetings over Zoom, an easy-to-use video conferencing service

The following are included in Town Web's hosting, maintenance, and support:

- High-availability, reliable VPS (Amazon AWS or Google Cloud) website hosting and maintenance
- **Unlimited 24x7** technical support
- **24x7 website monitoring**
- **Guaranteed response time in less than 8 hours**
- **Technical and security updates** are applied automatically
- Nightly website **backups stored off-site**
- 12-month backup retention
- Immediate website restores (if ever needed)
- **Your login username and password** - you can make updates to the site on your own
- One-on-one training
- **Unlimited** training and re-training
- Access to our **free training and support library**
- **"White-Glove" Support** - send us content, and we will upload it for you - **if selected**
- **Phone support is available** Mon - Fri from 8 AM to 5 PM EST - **if selected**

Town of Bristol Proposed Pricing

Description	Price	Qty	Total
Website & Communication Platform Upgrade (one-time fee)			\$0
<input type="checkbox"/> Elite Web Design Package			\$9,000
Website Hosting and Maintenance			\$600/year
Customer Support Plan - Unlimited 24x7 Tech Support			\$600/year
Customer Support Plan - "White-Glove" Service via email and phone			\$780/year
<input type="checkbox"/> Town Web's Online Digital Solution - Bundle			\$5,000/year
<ul style="list-style-type: none"> • HeyGov Pay - Collect online payments (citizens' payment portal) • HeyLicense - Online digital forms (up to 10 forms and digital workflows) • HeyReserve - Online bookings for facility rentals (up to 10 venues) 			
<input type="checkbox"/> Facebook Syndication			\$300/year
<input type="checkbox"/> Advanced Business Directory			\$300
<input type="checkbox"/> Multi-language Website - per language	\$50/year	1	\$50/year
<input type="checkbox"/> Embedded Livestream Video Feed			\$150/year
<input type="checkbox"/> Branded Email Addresses	\$216/year	5	\$1,080/year
Domain Name Management			\$20/year
TOTAL			\$2,000

Town of Bristol Signature Page

It is our commitment to ensure that the Town of Bristol's online presence stands the test of time, making your website the ultimate tool for all your digital municipal needs today, and in the years to come. With our services, you can take pride in the fact that your residents, tourists, and visitors will never perceive your municipal services as outdated.

The duration of the contract is three years.

The 1st year's fee of \$2,000.00.

The Website Upgrade is free.

The Annual Hosting Maintenance and Support fee was invoiced on 1/1/2025, with the previous year's fee of **\$1875.00** honored.

The 2nd year's fee of \$2,000.00 will be invoiced on 2/1/2026.

The 3rd year's fee of \$2,000.00 will be invoiced on 2/1/2027.

By endorsing this quote, you unlock a comprehensive package detailed in the previous sections of the proposal. Here are the four key benefits tailored to meet your needs:

1. Town Web's Website and Communication Platform

You will be providing your residents with unparalleled transparency in municipal decision-making. Keep them informed on vital topics, offering instant notifications about topics that interest them the most.

2. Digital Transformation with Town Web

Town Web's Online Digital Solution stands as the most advanced platform for local government - with many more features yet to come. It facilitates payments from any funding source through any device, efficiently reducing the administrative workload for busy staff while catering to the convenience citizens demand. Your Digital Transformation team creates digital workflows and enables your licenses and forms to be filled - and submitted online. All while enabling online renting for your municipal facilities. Imagine saying "HeyGov" - and it's done.

3. Your Public Communication Officer - Available 24x7

Enjoy the peace of mind that comes with round-the-clock technical support. You can rely on us for any website-related query or issue, accessible via email, chat message, or even Facebook Messenger. We go the extra mile, assisting with no additional charges, including posting or editing on their behalf, saving you valuable time and resources.

4. A No-Cost Website Homepage Refresh Every Three Years - if selected

Before the third year of hosting expires, we initiate a meeting to explore fresh ideas for your site's redesign. Incorporating the latest design standards, we ensure your site remains modern, practical, and up-to-date, reflecting the evolution of design trends over the preceding three years.



SIGNATURE

Kim Grob

Kim Grob, Town of Bristol, Clerk-Treasurer

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your dedicated Account Manager Aleksandra will contact you to schedule the Onboarding meeting!

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

e.

Subdivision
Spring 2025 Open Burn Dates

Burn bans must be followed first.

Check <https://apps.dnr.wi.gov/wisburn/#/FireDanger> for current status.

The Town has set the following dates as designated open burning weekends for yard clean-up (note – weekends extend from Thursday through Sunday to accommodate people who work on weekends):

April 10 – 13

April 24 – 27

May 8 – 11

May 22 – 25

Please remember that only **dry** yard waste (grass, leaves, and plant material) as well as clean wood can be burned. Burning is only allowable during daylight hours, and you **must** attend your fire. Town of Bristol follows the WI DNR burning regulations and City of Sun Prairie Fire Department. If these two units of government have declared a “No Burn Ban” then the above dates must follow.

To participate in the open burning dates, you must first contact the Sun Prairie Fire Dept. **before** burning. *Please call 608-837-5066* and follow the prompts to leave your burning information.