

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
***Jt. Plan Commission and Town Board Meeting***  
**May 13, 2024, at 6:00 pm**

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, May 13, 2024, 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: April 8, 2024, Board Meeting
  - d. Approval of Check Register & Treasurer's Report for April 2024
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business For Town Board
  - a. Discuss/Consider 2024 Road Work Bids
  - b. Discuss/Consider Security Camera System Installment for Town Hall and Recycle Center
- VI. Business For Planning Comm. & Town Board
  - a. Discuss/Consider Zoning Change for Parcel 0911-111-8501-3, 1935 County Hwy V, St. Joseph Church from A-1 (Legacy) to COM Commercial Zoning District
  - b. Discuss/Consider SIP for Prairie Pines Golf Club
  - c. Discuss/Consider Zoning Change for Parcel 0911-192-8075-0, 3081 Vinburn Road, Letha Gast from A-1 (Legacy) to SFR
  - d. Discuss/Consider Zoning Change/C.U.P. Review for Parcel 0911-063-8790-0, 3142 Gilbertson Rd, Jason & Erica Knaus from A-1 (Legacy) to SFR
  - e. Discuss Comprehensive Plan Update Strategies & Actions to Accomplish Goals & Objectives of the Plan
- VII. Set Future Meetings and Agendas
- VIII. 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**  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:00pm by Chairman Derr. Board Members Present – Derr, Grove and Willison. Planning: Steve Schwartz, Sandy Dulin, Al Rogers, Travis Larson and Brian Willison. Zoning Administrator from General Engineering Co.: Kory Anderson. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM MARCH 11, 2024, BOARD MEETING**

Motioned by Grove and seconded by Willison to approve March 11, 2024, Board minutes as written. All ayes, Motion carried.

**d. APPROVAL OF CHECK REGISTER & TREASURER'S REPORT FOR MARCH 2024**

Motioned by Willison and seconded by Grove to approve March 2024 check register. All ayes, Motion carried. Motioned by Grove and seconded by Willison to approve March 2024 Treasurer's Report with the review of the 3/1/2024 ICS deposit for accuracy. All ayes, Motion carried.

**PUBLIC COMMENT**

Gilbert Bradley inquired on the efficiency of the brine mixture used on roads for a pre-treatment and he feels it is working as it is intended to do.

**PARKS COMMITTEE REPORT**

Mulch is expected to be delivered in time for Park Clean-up Day on Saturday, April 20. The park punch card activity is in progress and is scheduled for June 1-8. June 1 the Wagner Museum, located in Bristol Gardens Park will be open from noon to 2:00pm for the public to view. Parks Committee has decided not to implement a soccer field scheduling software or a MOU for the soccer club in 2024 as there is more preparations that need to be done.

**CHAIRPERSON REPORT**

- April 22 is the tentative start date for the Twin Lane Rd project, with a 40-day window completion date. There are a couple of cross culverts that need to be replaced and during those replacements will be the only time that section of road is not accessible. Otherwise, the project will be open to local traffic. Project runs from the Mauneshia River and stops at the Town of Sun Prairie line.
- Lov-It Brands are creating plans to reconstruct Russ & Mary Road and will come to the Board with an agreement.

**BUSINESS FOR PLANNING COMM. & TOWN BOARD**

**a. DISCUSSION/CONSIDER REQUEST FOR VARIANCE AT 6798 JAMAR CT., EXPANSION OF RESIDENTIAL GARAGE**

Paul Feaster explained his request to extend his garage which would encroach into the legal setback. Planning: Motioned by Rogers and seconded by Dulin to accept the Variance Application and have it move to the Board of Appeals. All ayes, Motion carried.

Board: Motioned by Grove and seconded by Willison to approve the Planning Commission's recommendation in having the variance application move to the Board of Appeals. All ayes, Motion carried.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

- b. DISCUSS/CONSIDER AMENDMENT TO ORDINANCE 1.075 STRUCTURES PERMITTED WITHIN SETBACKS**  
This Ordinance amendment would apply to single family lots with a two-acre minimum parcel.  
Planning: Motioned by Dulin and seconded by Rogers to approve amending Ordinance 1.075 *Structures Permitted Within Setbacks*. All ayes, Motion carried.  
Board: Motioned by Willison and seconded by Grove to accept the Planning Commission's recommendation to approve the amended Ordinance 1.075 *Structures Permitted Within Setbacks*. All ayes, Motion carried.
- c. DISCUSS CONCEPT PLAN FOR COMMERCIAL BUILDING ON PARCEL #0911-224-8370-0, CORNER OF BRANCH ROAD & ELDER LANE**  
Mike DeMinter explained his proposed project that is comparable to other properties in Bristol and that this project falls within all guidelines of the Zoning Ordinance. It would be a five bay storage building with three driveways on Branch Rd and one on Elder Ln. The property will need to be rezoned with a Conditional Use Permit.
- d. DISCUSS/CONSIDER ZONING CHANGE/CUP REVIEW FOR WISCONSIN POWER & LIGHT ON PARCEL #0911-181-9510-0**  
Wisconsin Power & Light is requesting to expand its current utility substation 50ft to the east and change zoning from A-1 to AG zoning, which would require a conditional use permit for the site. Dane County Water Control permits have been applied for.  
Planning: Motioned by Willison and seconded by Rogers for approving the rezone from A-1 to AG and the stipulations of the Conditional Use Permit for Wisconsin Power & Light.  
Board: Motioned by Willison and seconded by Grove to accept the recommendation by the Planning Commission to approve the rezone from A-1 to AG and the stipulations of the Conditional Use Permit for Wisconsin Power & Light.
- e. DISCUSS/CONSIDER ZONING CHANGE TO PUD AND GDP SUBMITTAL FOR THE PRAIRIE PINES GOLF CLUB**  
Steve Parse from Vierbicher presented future plans for a clubhouse and parking lot development. A rezone request and General Development Plan (GDP) has been submitted to move 170 acres into a PUD zoning. It will be a two-phase project, first the creation of the new building and parking lot. The second phase will be the demolition of the old building.  
Planning: Motioned by Rogers and seconded by Larson to approve the rezone of 170 acres to PUD and the General Development Plan (GDP) for Prairie Pines Golf Club. All ayes, Motion carried.  
Board: Motioned by Grove and seconded by Willison to accept the Planning Commission approval of the rezoning of 170 acres to PUD and the General Development Plan (GDP) for Prairie Pines Golf Club. All ayes, Motion carried.
- f. DISCUSS INQUIRY OF RAZING OLD HOME AFTER NEW HOME COMPLETION ON SAME PARCEL**  
A resident has inquired about building a new home while living in the old home. Discussion occurred by the Board and Kory Anderson, GEC. A contract needs to be created for the razing and clean-up of the old home and rezoned out of legacy. The building inspector will be issuing the occupancy permit. Kory Anderson will coordinate with the property owner the contract with final approval by the board.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

**BUSINESS FOR TOWN BOARD**

**a. DISCUSS/CONSIDER SECURITY CAMERA SYSTEM INSTALLMENT FOR TOWN HALL AND RECYCLE CENTER**

Discussion occurred on security cameras for the Town Hall and Recycle Center. Motioned by Willison and seconded by Grove to table security camera system installation for the Town Hall and Recycle Center to obtain additional information. All ayes, Motion carried.

**b. DISCUSS/CONSIDER APPROVAL OF BCPL LOAN APPLICATION/BORROWING RESOLUTION FOR THE TWIN LANE ROAD RECONSTRUCT PROJECT**

The loan will cover the full cost of the Twin Lane Rd project; once the project is complete and approved by the WI DOT the town can then apply for the awarded grant funding, 70% of the project cost. It is planned for a prepayment request covering for the 70% and once paid it will leave the 30% to a three-year loan. Motioned by Willison and seconded by Grove to approve Board of Commissioners of Public Land Loan Application/Borrowing Resolution for the Twin Lane Road Reconstruct project in the amount of \$1,050,000 for three years at 6% interest with a possible prepayment up to 70% before the three-year term ends. All ayes, motion carried.

**SET FUTURE MEETINGS AND AGENDAS**

May 13, 2024 – Jt. Planning-Board Meeting

**ADJOURN**

Planning: Motioned by Dulin and seconded by Rogers to adjourn at 8:46pm. All ayes, Motion carried.  
Board: Motioned by Grove and seconded by Willison to adjourn at 8:46pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**The Town of Bristol**  
**Account QuickReport**  
As of April 30, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/08/2024	29807	Alliant Energy/WPL	Twñ Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink	-1,319.30
Bill Pmt -Check	04/08/2024	29808	Associated Appraisal Consultants, Inc.	April Maint. Svcs & Parcel Postings	-1,409.79
Bill Pmt -Check	04/08/2024	29809	Best Brine LLC	Road Brine Treatment - 550 gal	-275.00
Bill Pmt -Check	04/08/2024	29810	CyberReef	April Phone / Internet Svcs	-60.00
Bill Pmt -Check	04/08/2024	29811	Dom True Value Hardware	March Stmt - Shop Supplies	-31.44
Bill Pmt -Check	04/08/2024	29812	Horstman Networks	April Svcs W/Emails	-140.00
Bill Pmt -Check	04/08/2024	29813	JOHNSON BLOCK	2023 Audit Progress Billing	-5,150.00
Bill Pmt -Check	04/08/2024	29814	League of Wisconsin Municipalities	2024 League of WI Munici Membership Dues	-250.00
Bill Pmt -Check	04/08/2024	29815	MG&E	March Services	-341.54
Bill Pmt -Check	04/08/2024	29816	MSA Professional Services Inc	Inv. #002091 Twin Lane Road Improvement Project	-27,267.50
Bill Pmt -Check	04/08/2024	29817	Nahn and Associates, LLC	WDNR 2023 Annual Stormwater Report	-1,800.00
Bill Pmt -Check	04/08/2024	29818	Office Depot Business Credit	March24 Stmt - Office & Building Supplies	-282.72
Bill Pmt -Check	04/08/2024	29819	Pellitteri Waste Systems	March Trash, April Recycle Svcs	-3,764.65
Bill Pmt -Check	04/08/2024	29820	Public Health Madison & Dane County	2023 Septic Maintenance	-13,384.62
Bill Pmt -Check	04/08/2024	29821	Skaltzky Drainage LLC	9/6/23 Scotland Pkwy install end wall & straighten existing culvert	-2,035.00
Bill Pmt -Check	04/08/2024	29822	Sun Prairie, City of	1st Quarter 2024 - EMS Fees	-45,819.75
Bill Pmt -Check	04/08/2024	29823	Terminator Pest Control, LLC	Inv. #236978 March Svcs	-55.00
Bill Pmt -Check	04/08/2024	29824	Transportation Development Association	2024 TDA Membership	-235.00
Bill Pmt -Check	04/08/2024	29825	Truck Country of Wisconsin	R201128749:01 Western Star Repair	-2,039.42
Bill Pmt -Check	04/08/2024	29826	US Cellular	Inv. #0643504407 - April 2024 Svcs	-270.22
Liability Check	04/11/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/10/2024	-6,190.11
Liability Check	04/11/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/10/2024	-1,650.74
Liability Check	04/11/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -393028890	-1,980.62
Paycheck	04/12/2024	29880	Schultz, Daryl A	Snowplowing	-132.98
Liability Check	04/12/2024	DEBIT	North Shore Bank	010-7001187 Deferred Comp	-50.00
Bill Pmt -Check	04/16/2024	29827	Barry Thoma	11.5 hrs Trng/Prepping, 15.5 hrs Election Day	-540.00
Bill Pmt -Check	04/16/2024	29828	Cory Vander Steeg	1.5 hrs Training, 4 hrs Election Day	-82.50
Bill Pmt -Check	04/16/2024	29829	Cynthia Mestelle	16 hrs Trng/Prepping, 15.5 Hrs Election Day	-630.00
Bill Pmt -Check	04/16/2024	29830	Harold Silvester	7 hrs Election Day	-105.00
Bill Pmt -Check	04/16/2024	29831	Janet Storch	2 hrs Training, 4.25 hrs Election Day	-93.75
Bill Pmt -Check	04/16/2024	29832	Julie Mailder	2 hrs Election Training	-30.00
Bill Pmt -Check	04/16/2024	29833	Julie Marshall	6 hrs Election Day	-90.00
Bill Pmt -Check	04/16/2024	29834	Julie Skemp	9 hrs Election Day	-135.00
Bill Pmt -Check	04/16/2024	29835	Kathlyn Voegeli	7 hrs Election Day	-105.00
Bill Pmt -Check	04/16/2024	29836	Kay Radke	2 hrs Traing, 7 hrs Election Day	-135.00
Bill Pmt -Check	04/16/2024	29837	Kurt DeGroot	2 hrs Training, 9 hrs Election Day	-165.00
Bill Pmt -Check	04/16/2024	29838	Lisa Rickert	2 hrs Election Training	-30.00
Bill Pmt -Check	04/16/2024	29839	Louise Kubista	2 hrs Training, 7 hrs Election Day	-135.00
Bill Pmt -Check	04/16/2024	29840	Lynnette Johnson	7.5 hrs Election Day	-112.50
Bill Pmt -Check	04/16/2024	29841	Marcia Forbes	1.5 hrs Election Training	-22.50
Bill Pmt -Check	04/16/2024	29842	Marilyn Silvester 1	1.5 hrs Election Training	-22.50
Bill Pmt -Check	04/16/2024	29843	Pete Vickerman	6.75 Hrs Election Day	-101.25
Bill Pmt -Check	04/16/2024	29844	Sam Skemp	15.5 hrs Election Day	-232.50
Bill Pmt -Check	04/16/2024	29845	Sandra Dulin	2 hrs Training, 4 hrs Election Day	-90.00
Bill Pmt -Check	04/16/2024	29846	Steve Vale	1.5 hrs Trng, 6.75 hrs Election Day	-123.75
Bill Pmt -Check	04/16/2024	29847	Sue Weirough	2 hrs Training, 6.75 Election Day	-131.25
Bill Pmt -Check	04/16/2024	29848	Axley Brynson, LLP	Inv. 970475 Review of S.P. Fire Agreement	-290.40
Bill Pmt -Check	04/16/2024	29849	John Deere Financial	April 2024 Statment	-588.86
Bill Pmt -Check	04/16/2024	29850	LRS, LLC	Portable Restrooms-Recycle Cntr & Bristol Gardens	-478.90
Bill Pmt -Check	04/16/2024	29851	MSA Professional Services Inc	Inv #003084 - Twin Lane Road Project	-5,307.71
Bill Pmt -Check	04/16/2024	29852	Municipal Treasurers Assn of Wisconsin In	2024 Membership Due	-60.00
Bill Pmt -Check	04/16/2024	29853	Northeast Dane County Fire Unit	1st Quarter Fire Svcs Fees	-76,880.00
Bill Pmt -Check	04/16/2024	29854	Aegis Corporation	INV7686 - Bonding	-280.00
Bill Pmt -Check	04/16/2024	29855	Community Insurance Corp.	Insurance Premiums 3/15/24 - 3/15/25	-24,905.00
Bill Pmt -Check	04/22/2024	29856	DANE COUNTY TREASURER	Inv. #45000 - Fly Dane 2024 Invoice	-3,300.00
Bill Pmt -Check	04/22/2024	29857	ElectionSource	Inv. #24-7843 - Polling Supplies	-536.44
Bill Pmt -Check	04/22/2024	29858	General Engineering Company	Rezone-WP&L, Golf Course & 3-11-24 Mtg Attendance	-2,497.00
Bill Pmt -Check	04/22/2024	29859	JR's Mulch Sales	Inv #3815 - Park Mulch	-2,850.00

**The Town of Bristol**  
**Account QuickReport**  
As of April 30, 2024

Bill Pmt -Check	04/22/2024	29860	Madison Sand & Gravel	Inv. 0046843-IN - Sand for parks	-92.31
Bill Pmt -Check	04/22/2024	29861	Wolf Paving & Excavating of Madison, Inc.	Inv. 46221 - Cold Mix on 4/10/24	-160.50
Bill Pmt -Check	04/22/2024	29862	General Engineering Company	Inv #70 Jan. Bldg & Land Use Permits	-3,532.35
Bill Pmt -Check	04/22/2024	29863	Visa - Cardmember Service	Office Supplies, Shop Small Tools, Twn Hall Supplies	-1,549.22
Liability Check	04/24/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -797355694	-1,710.26
Liability Check	04/24/2024	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -797196694	-933.60
Liability Check	04/24/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -797069694	-186.01
Liability Check	04/24/2024	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins. (incl. J. Tate April premium)	-6,450.78
Liability Check	04/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/24/2024	-6,260.18
Paycheck	04/26/2024	29881	Schultz, Daryl A	Snowplowing	-149.60
Liability Check	04/26/2024	DEBIT	North Shore Bank	010-7001187	-50.00
					<b>-258,097.02</b>

Town of Bristol  
Treasurer's Report  
April 2024

**General Fund**

Beginning Balance 03/30/2024			\$46,630.77
Deposits	\$	29,623.37	
Transfer from LGIP	\$	-	
Transfer from ICS Account	\$	300,000.00	
Withdrawals		\$	327,144.74
Transfer to ICS Account		\$	-
Ending Balance 04/30/2024			<u>\$49,109.40</u>

**Money Market**

Beginning Balance 03/30/2024			\$2,013.81
Interest	\$	0.11	
Transfer to General Fund		\$	-
Ending Balance 04/30/2024			<u>\$2,013.92</u>

**ICS Account**

Beginning Balance 03/30/2024			\$320,580.23
Transfer from General Fund	\$	-	
Interest	\$	657.74	
Transfer to General Fund		\$	300,000.00
Ending Balance 04/30/2024			<u>\$21,237.97</u>

**LGIP Fund**

<b><u>General</u></b>			
Beginning Balance 03/30/2024			\$123,579.85
DOT Transportation Aid	\$	53,436.03	
April Lottery Credit Settlement	\$	37,078.65	
Interest	\$	867.03	
Transfer to General Fund		\$	-
Ending Balance 04/30/2024			<u>\$214,961.56</u>

**Parks**

Beginning Balance 03/30/2024			\$84,759.76
Interest Earned	\$	373.44	
Ending Balance 04/30/2024			<u>\$85,133.20</u>

**Equipment**

Beginning Balance 03/30/2024			\$4.78
Interest Earned	\$	0.02	
Ending Balance 04/30/2024			<u>\$4.80</u>

**Total Funds As April 30, 2024      \$372,460.85**

Parks Fund - LGIP      -\$85,133.20  
ARPA Funds Available      -\$165,678.71

**Total Funds      \$121,648.94**

## **TOWN OF BRISTOL**

### **Cover Sheet for Agenda Packet Section**

#### **V. Business**

##### **a.**

**No Packet Material For This Item**



**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**V. Business**

**b.**



eye see you  
security camera services

# QUOTE

Date: 3/7/2024  
QUOTE

To

Dustin Ward  
Town of Bristol  
Recycling area

## Salesperson

## Job

## Payment Terms

## Due Date

Dan Kuhn

Camera Equipment  
and Installation

Upon completion

Upon completion

## Qty

## Description

*2 Cameras Recycle Center*

## Unit Price

## Line Total

1

4k Fusion bundle with 2 cameras

\$400

\$400

1

Labor estimate

\$300

\$300

Subtotal

\$700

Sales Tax

\*\*\*Price good for 30 days\*\*\*

Total

Make all checks payable to Eye See You

**Thank you for your business!**

Eye See You N6736 Zimmerman Ct. Beaver Dam, WI 53916 Phone: 920-319-1914 drkuhnz@gmail.com



# QUOTE

Date: 3/7/2024  
QUOTE

To

Dustin Ward  
Town of Bristol  
Main Building

Salesperson	Job	Payment Terms	Due Date
Dan Kuhn	Camera Equipment and Installation	Upon completion	Upon completion

Qty	Description	Unit Price	Line Total
	<i>3 Cameras Town Hall Bldg</i>		
1	Lorex Fusion Network Recorder	\$220	\$220
1	4k Wired bullet security cameras (for side)	\$120	\$120
1	4k <u>Wired dome security camera (for front)</u>	\$100	\$100
1	4k dual lens WI-FI camera	\$260	\$260
1	Labor estimate	\$600	\$500
Subtotal			\$1200
Sales Tax			
Total			

\*\*\*Price good for 30 days\*\*\*

Make all checks payable to Eye See You

**Thank you for your business!**

Eye See You N6736 Zimmerman Ct. Beaver Dam, WI 53916 Phone: 920-319-1914 drkuhnz@gmail.com



# QUOTE

		Date: 3/7/2024 QUOTE
	To	Dustin Ward Town of Bristol Main Building

Salesperson	Job	Payment Terms	Due Date
Dan Kuhn	Camera Equipment and Installation	Upon completion	Upon completion

Qty	Description	Unit Price	Line Total
	<i>4 Camera Town Hall Bldg</i>		
1	Lorex Fusion Network Recorder	\$220	\$220
2	4k Wired bullet security cameras (for sides)	\$120	\$240
1	4k <u>Wired dome security camera (for front)</u>	\$100	\$100
1	4k dual lens WI-FI camera	\$260	\$260
1	Labor estimate	\$600	\$600
Subtotal			\$1420
Sales Tax			
Total			

\*\*\*Price good for 30 days\*\*\*

Make all checks payable to Eye See You

**Thank you for your business!**

Eye See You N6736 Zimmerman Ct. Beaver Dam, WI 53916 Phone: 920-319-1914 drkuhnz@gmail.com



Horstman Networks Inc.  
6085148000  
1001 W Main St  
SUN PRAIRIE, WI 53590

Prepared For  
Brian Willison  
Town of Bristol

Estimate Date  
04/24/2024

Estimate Number  
2072734

Description	Rate	Qty	Line Total
On Site Services 2 Technicians Install listed hardware. (2 Tech Special Rate)	\$249.00	8	\$1,992.00
Fiber Cable 410 FT Fiber Cable	\$399.99	1	\$399.99
1Gbps Multi-Mode Optical Module Fiber Connector pack of 2	\$39.95	1	\$39.95
UI Camera Camera g4 Pro	\$199.99	5	\$999.95
Camera NVR Hard Drive 8TB Hard Drive.	\$269.89	1	\$269.89
Switch 8 Port Network Switch	\$299.99	1	\$299.99
Switch 8 Port PoE Pro Network Switch	\$199.00	1	\$199.00
Cat5e Cable Box of Cable	\$99.99	2	\$199.98
Conduit & Materials Conduit for wire run.	\$29.99	1	\$29.99
Trencher Rental this is optional if you have your own trencher.	\$50.00	1	\$50.00
Subtotal			4,480.74
Tax			0.00

Estimate Total (USD)

\$4,480.74

#### Terms

Thank you for giving us this opportunity to provide you with an estimate! If approved, please note that all hardware costs are to be paid prior to install unless otherwise specified. The remainder of the invoice is due upon completion of listed services. If we have added labor to this estimate please understand that it is just an estimate we will stay as close to our estimate as possible in some cases, there are unforeseen issues that cause delays. We ask that payment is made within a week of receipt. Please Sign below to accept these terms. If viewing this from your email you can electronically accept these terms by clicking on the accept button on the top right of the page:

**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**VI. Business**

**a.**

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



*Engineers • Consultants • Inspectors*

608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

## **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  
**DATE:** (for) May 13, 2024 Plan Commission/Town Board Meeting  
**SUBJECT:** Zoning Change for St. Joseph's Catholic Church  
Tax Parcel 0911-111-8501-3  
**GEC NO.:** 2-0124-41E

### **Background Information**

**Owner/Applicant:** St. Joseph Catholic Church  
1935 CTH V  
Sun Prairie, WI 53590

**Agent/Architect:** NCI Roberts  
c/o Jace Jontz  
455 S. Junction Road  
Fitchburg, WI 53719

**Location:** 1935 CTH V  
In part of the NW ¼ of the NE ¼ of Section 11, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

**Request:** Zoning Change Approval

**Existing Zoning:**

Tax Parcel 0911-111-8501-3	A-1 (Legacy)	4.0 Acres
	Total	4.0 Acres

**Existing Land Use:** The Subject property currently has a church structure, two houses, a shed, and a large brick structure with adjacent paved parking and driveway areas, all located at the northeast end of the property near CTH V. The southwestern half of the property is cemetery plots along with adjacent gravel driveways. There are no steep slopes, wetlands, streams/lakes or floodplains associated with the lot.

**Adjacent Land Uses:** North: CTH V, Agricultural  
West: Agricultural  
East: Commercial, Agricultural  
South: Agricultural

### **Proposal**

**Zoning Change:**

Tax Parcel 0911-111-8501-3	COM Commercial	4.0 Acres
	Total	4.0 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-111-8501-3 from zoning A-1 Agriculture District (Legacy) to COM Commercial Zoning District. The intention of this zoning change is so the owner can bring the property into zoning compliance for a proposed building addition to the church.

**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 8, 2024.
2. Jurisdictional Review Form, received April 8, 2024.

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 Agricultural Preservation. 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 is no extraterritorial review authority for this property.

**Town Ordinances**

**1. General**

"Places of Worship" is a permitted use in the COM Commercial zoning district. The proposed construction is adding ADA accessible bathrooms in a building addition. The building addition will meet all the required setbacks.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-111-8501-3 from zoning A-1 Agriculture District (Legacy) to COM Commercial 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.

# 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](http://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 St Joseph Catholic Church	CONTACT NAME Jace C. Jontz
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) NCI Roberts
MAILING ADDRESS 1935 County Trunk Hwy V	MAILING ADDRESS 455 S. Junction Road
CITY, STATE, ZIP Sun Prairie, Wi. 53590	CITY, STATE, ZIP 53719
DAYTIME PHONE # (608) 839-7129	DAYTIME PHONE # (608) 444-7792
EMAIL Tracy Hellenbrand <StOlafBusmgr@saintolafchurch.org>	EMAIL jace@jgdevelopment.com

LAND INFORMATION	
Town: Bristol	Parcel Numbers Affected: 012/0911-111-8501-3
Section: 11-9-11 NW 1/4, NE 1/4	Property Address or Location: 1935 County Trunk Hwy V
Zoning District Change (To / From / # of acres) AG-1 to commercial	
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 type="checkbox"/> Other
Building addition to the Church for new ADA bathrooms and ADA access.	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>Jace C. Jontz</u> AGENT	Date: <u>4/2/24</u>

## 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: NCI Roberts - Jace@jgdevelopment.com Email: \_\_\_\_\_  
Address: 455 S Junction Rd City/State/Zip: Madison, Wi. 53719 Phone: (608) 444-7792

Parcel ID Number(s): 012/0911-111-8501-3

CSM or Plat Information, if any: \_\_\_\_\_

Proposed activity on the property: Building addition for new ADA Bathrooms and ADA Access

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/lwviewer/> 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: 4/8/24

By: [Signature] AGENT

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: \_\_\_\_\_

**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**VI. 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](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://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  
**DATE:** (for) May 13, 2024 Plan Commission Meeting  
**SUBJECT:** SIP – Phase 1 Review for Prairie Pines Golf Club  
Tax Parcels 0911-302-8000-8, 0911-301-8500-4, 0911-302-8500-3, 0911-302-9000-6,  
0911-302-9500-1, 0911-301-9000-7  
**GEC NO.:** 2-0124-41B

**Background Information**

**Owner / Applicant:** PAC Acquisitions, LLC  
Attn: Pete Simon  
1010 N. Bird Street  
Sun Prairie, WI 53590

**Engineer:** Vierbicher Associates  
Attn: John Kastner  
600 W. Virginia St., Suite 601  
Milwaukee, WI 53204

**Location:** 3039 Happy Valley Road  
In part of the NW ¼ and NE ¼ of the NW ¼, part of the NW ¼ and NE ¼ of the  
NE ¼ of Section 30, all in T9N, R11E, Town of Bristol, Dane County, WI.

**Request:** SIP – Phase 1 – Clubhouse and Parking Lot Development Submittal

**Existing Zoning:** Tax Parcels 0911-302-8000-8, 0911-301-8500-4, 0911-302-8500-3, 0911-302-  
9000-6, 0911-302-9500-1, 0911-301-9000-7

PUD	170 Acres
Total	170 Acres

**Existing Land Use:** Nearly the entire property is a golf course that has Token Creek that traverses  
the property from northeast to southwest. There are hydric soils and wetlands  
adjacent to the creek but no floodplains nor any steep slopes associated with the  
property. Access is off of Happy Valley Road to a large parking lot, maintenance  
building, and clubhouse located in the north central portion of the property.

**Adjacent Land Uses:** North: Happy Valley Road, Residential  
West: Residential  
East: Residential  
South: Residential

**Proposal**

Applicant submitted information for the initial SIP – Phase 1 for the development of the clubhouse and  
parking lot. The new clubhouse is essentially two structures – one for the new clubhouse and one for a  
venue space. The temporary PUD zoning and General Development Plan (GDP) were approved at last

**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



month's Town meetings.

**Submittals/Attachments**

1. SIP – Phase 1 Submittal Documents (including draft developer's agreement, maps, engineering and architectural plans), received April 23, 2024.

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

**Comprehensive Plan**

The Town's 2007 Land Use Plan map for this parcel shows it as Urban Reserve Area with no other overlay districts. 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. The Town should also verify if the Village of Windsor may have extraterritorial review.

**Planned Unit Development**

The Town's zoning code provides detailed requirements for the SIP submittal. For the SIP submittal, the developer has provided detailed engineering and architectural plans, maps, and SIP approval documents, including details for site lighting, site landscaping, site signs, proposed building height dimensions, and parking calculations. There is no public hearing required the SIP submittal. The SIP needs Plan Commission and Town Board approval as well as the Town enters into a developer's agreement with the applicant. The SIP also needs to conform to the GDP that was approved last month.

**Town Ordinances**

1. **SIP Submittal – Phase 1**  
The SIP submitted for Phase 1 conforms to the GDP. After approval of the SIP by the Town Board, the owner will be able to obtain land use permits and building permits.
2. **Well & Septic**  
Prior to issuance of a land use permit, owner will need approval of a septic system from Dane County Public Health.
3. **Shoreland/Wetland/Floodplain**  
Shoreland, wetland and floodplain concerns for Dane County should be vetted out through the stormwater and erosion control approval process with the County.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed SIP – Phase 1 Submittal for Prairie Pines Golf Club – Clubhouse and Parking Lot Development, contingent on the following:

1. The Plan Commission/Town Board discuss any concerns with above comments.
2. The Town's Attorney review and approve the draft Developer's Agreement.

Prairie Pines Golf Club – SIP Phase 1  
Clubhouse and Parking Lot Development

On account of the size of the document it can be found on  
Town of Bristol's website for May 13, 2024, meeting posting  
*News/Notices & Minutes/Agenda*

# **TOWN OF BRISTOL**

## **Cover Sheet for Agenda Packet Section**

### **VI. 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](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://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  
**DATE:** (for) May 13, 2024 Plan Commission/Town Board Meeting  
**SUBJECT:** Zoning Change for Gast  
Tax Parcel 0911-192-8075-0  
**GEC NO.:** 2-0124-41F

**Background Information**

**Owner/Applicant:** Letha Gast  
3081 Vinburn Road  
Sun Prairie, WI 53590

**Agent/Contractor:** Cleary Buildings  
Attn: Travis Leaser  
190 Paoli St.  
Verona, WI 53593

**Location:** 3081 Vinburn Road  
In part of the NE ¼ and NW ¼ of the NW ¼ of Section 19, all in T9N, R11E,  
Town of Bristol, Dane County, WI.

**Request:** Zoning Change Approval

<b>Existing Zoning:</b>	<u>Tax Parcel 0911-192-8075-0</u>	<u>A-1 (Legacy)</u>	<u>4.09 Acres</u>
		<b>Total</b>	<b>4.09 Acres</b>

**Existing Land Use:** The Subject property currently has a single-family house with a concrete driveway connecting to Vinburn Road. The southern two-thirds of the property is open space with no improvements. There are no steep slopes, wetlands, streams/lakes or floodplains associated with the lot.

**Adjacent Land Uses:** North: Vinburn Road, Residential  
West: Residential  
East: Residential  
South: Agricultural

**Proposal**

<b>Zoning Change:</b>	<u>Tax Parcel 0911-192-8075-0</u>	<u>SFR</u>	<u>4.09 Acres</u>
		<b>Total</b>	<b>4.09 Acres</b>

Applicant submitted information for a zoning change of Tax Parcel 0911-192-8075-0 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District. The intention of this zoning change is so the owner can build an accessory structure taller than what is allowed in Legacy and to bring the parcel into compliance with current 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 15, 2024.
2. Jurisdictional Review Form, received April 15, 2024.
3. Site Plan showing proposed accessory structure, received April 15, 2024.

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 Agricultural Preservation. 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 is no extraterritorial review authority for this property.

**Town Ordinances**

**1. General**

Legacy residential zoning only allows a maximum height of 12ft for accessory structures. SFR zoning allows a maximum height of 35ft for accessory structures. Also, SFR zoning limits the number of accessory structures to two with a total footprint of all accessory structures limited to the footprint of the principal structure. Both of these limitations will be met for the site. Plumbing is not allowed in the detached garage without an approved conditional use permit.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-192-8075-0 from zoning A-1 Agriculture 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.

# 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](http://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 <b>Letha Gast</b>	CONTACT NAME <b>Travis Leaser</b>
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) <b>Cleary Buildings</b>
MAILING ADDRESS <b>3081 Vinburn Rd</b>	MAILING ADDRESS <b>190 Paoli St</b>
CITY, STATE, ZIP <b>Sun Prairie, WI 53590</b>	CITY, STATE, ZIP <b>Verona, WI</b>
DAYTIME PHONE # <b>(847) 912-5164</b>	DAYTIME PHONE # <b>(608) 379-0132</b>
EMAIL	EMAIL <b>tleaser@clearybuilding.com</b>

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>0911-192-8075-0</u>
Section: <u>19</u>	Property Address or Location: <u>3081 VINBURN RD</u>
Zoning District Change (To / From / # of acres) <u>A-1 to SFR, 4.087 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 checked="" type="checkbox"/> Compliance for existing structures and/or land uses	<input type="checkbox"/> Other
Legal Description	
<u>LOT 1 CSM 11943 CS73/204&amp;205-10/18/2006 DESCR AS SEC 19-9-11 PRT NE1/4NW1/4 (4.087 ACRES)</u>	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>Travis Leaser</u>	Date: _____

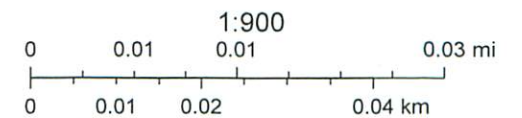


# Dane County Map



April 15, 2024

Parcels



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

# **TOWN OF BRISTOL**

## **Cover Sheet for Agenda Packet Section**

### **VI. Business**

#### **d.**



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](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://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  
**DATE:** (for) May 13, 2024 Plan Commission/Town Board Meeting  
**SUBJECT:** Zoning Change/ CUP Review for Knaus  
Tax Parcel 0911-063-8790-0  
**GEC NO.:** 2-0124-41G

**Background Information**

**Owner/Applicant:** Jason & Erica Knaus  
3142 Gilbertson Road  
Deforest, WI 53532

**Agent/Surveyor** N/A

**Location:** 3142 Gilbertson Road  
In part of the NW ¼ of the SW ¼ of Section 6, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

**Request:** Zoning Change / CUP Approval

<b>Existing Zoning:</b>	<u>Tax Parcel 0911-063-8790-0</u>	<u>A-1 (Legacy)</u>	<u>6.561 Acres</u>
		<b>Total</b>	<b>6.561 Acres</b>

**Existing Land Use:** The existing parcel currently contains a single-family house with a driveway connecting to Gilbertson Road. There are no steep slopes, wetlands, or floodplains associated within the parcel except there are hydric soils covering the south half of the parcel.

**Adjacent Land Uses:** North: Gilbertson Road, Residential  
West: Residential  
East: Open Space  
South: Open Space

**Proposal**

<b>Zoning Change:</b>	<u>Tax Parcel 0911-063-8790-0</u>	<u>SFR</u>	<u>6.561 Acres</u>
		<b>Total</b>	<b>6.561 Acres</b>

Applicant submitted information for a zoning change of Tax Parcel 0911-063-8790-0 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District. The applicant would like to add plumbing fixtures to a new accessory structure, which requires a Conditional Use Permit, which triggers the rezone from Legacy zoning to the newer zoning designation. The SFR zoning also allows 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 30, 2024.
2. Jurisdictional Review Form, received April 30, 2024..
3. Conditional Use Permit Application, received April 30, 2024.
4. Site Plan and Building Floor Plan/Elevations, received April 30, 2024.

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 Agriculture Preservation. 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 Village of Windsor for this property.

**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. **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.
3. **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 0911-063-8790-0 from zoning A-1 Agriculture 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. 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

2024- Knaus 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:**

May 13, 2024

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

Tax Parcel 0911-063-8790-0, Lot 2 CSM 11826, Sec 06-9-11, part in NW1/4 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.

# CONDITIONAL USE 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](http://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 area, 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 Jason Knaus	CONTACT NAME Jason Knaus
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Erica Knaus	BUSINESS NAME (if applicable)
MAILING ADDRESS 3142 Gilbertson Rd	MAILING ADDRESS 3142 Gilbertson Rd
CITY, STATE, ZIP Deforest, WI 53532	CITY, STATE, ZIP Deforest, WI 53532
DAYTIME PHONE # 608-575-4566	DAYTIME PHONE # 608-575-4566
EMAIL jason@wisconsindairydistributing.com	EMAIL jason@wisconsindairydistributing.com

<b>LAND INFORMATION</b>	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>0911-063-8790-0</u>
Section: <u>Section 6</u>	Property Address or Location: <u>3142 Gilbertson Road, Deforest, WI 53532</u>
Existing/Proposed Zoning District	<u>Proposed SFR</u>
Type of Activity Proposed:	<u>Accessory Structure</u>
<input checked="" type="checkbox"/> Hours of Operation	
<input checked="" type="checkbox"/> Number of Employees	
<input checked="" type="checkbox"/> Anticipated customers	
<input checked="" type="checkbox"/> Outside Storage	
<input checked="" type="checkbox"/> Outdoor activities	
<input checked="" type="checkbox"/> Outdoor Lighting	
<input checked="" type="checkbox"/> Outside loudspeakers	
<input checked="" type="checkbox"/> Proposed signs	
<input checked="" 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>Jason Knaus</u>	Date: <u>4/29/2024</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.
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. 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.
4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
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.
6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

### **Conditional Use Application**

Looking to add an Accessory Structure with bathroom.

Hours of Operations – None

Number of Employees – None

Anticipated customers – None

Outside Storage – None

Outdoor activities – None

Outdoor Lighting – None

Outside loudspeakers – None

Proposed signs – None

Trash removal – None.

Six standards of CUP

- 1) We will not be detrimental to anything.
- 2) No one will be impaired or diminished.
- 3) Will not impede normal and orderly development.
- 4) Adequate improvement will be made.
- 5) Adequate measures will be made.
- 6) Will conform to district regulations.

## **TOWN OF BRISTOL**

### **Cover Sheet for Agenda Packet Section**

#### **VI. Business**

**e.**

**No Packet Material For This Item**