

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**

**NOTICE OF PUBLIC HEARING REGARDING PROPOSED**

PLEASE TAKE NOTICE that a public hearing will be held on **August 19, 2024, at 5:00 p.m.**, at the Town of Bristol Town Hall, 7747 County Road N, Sun Prairie, WI 53590, at a joint meeting of the Town of Bristol Town Board and Town Plan Commission, regarding purposed items below.

*Discuss/Consider Approval of specific implementation plan (SIP) for the parcel of land owned by Lov-It Brands Campus LLC and located along the southeast side of US Highway 151 at the intersection with Twin Lane Road, on 101.290 acres, parcel numbers: 0911-131-9210-9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-8830-9, 0911-133-9201-8, 0911-133-9230-3 and 0911-133-9500-6*

***Jt. Plan Commission and Town Board Meeting***

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, August 13, 2024, ***immediately following the Public Hearing***, 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: July 8, 2024, Jt. Plan-Board Mtg
  - d. Approval of Check Register & Treasurer's Report for July 2024
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business for Town Board
  - a. Discuss/Consider Operators Licenses for Jenny Simon, Laurie Kessler and Taylor Dahl for August 20, 2024 – June 30, 2025
  - b. Discuss/Consider Quote from Skalitzky Drainage LLC to Replace Five Culverts on Muller Rd
- VI. Business for Planning Commission & Town Board
  - a. Discuss/Consider Rezone for parcel 0911-293-2362-5, 6659 Cheddar Crest from A-1 (Legacy) to SFR
  - b. Discuss/Consider Approval of specific implementation plan (SIP) for the parcel of land owned by Lov-It Brands Campus LLC and located along the southeast side of US Highway 151 at the intersection with Twin Lane Road, on 101.290 acres, parcel numbers: 0911-131-9210-9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-8830-9, 0911-133-9201-8, 0911-133-9230-3 and 0911-133-9500-6
  - c. Overview of Draft Comprehensive 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**  
**Town Board Meeting**  
**July 8 2024, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:04pm by Chairman Derr. Board Members Present – Derr, Grove and Willison. Planning: Steve Schwartz, Al Rogers, Sandy Dulin, Travis Larson and Brian Willison. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM JUNE 10, 2024, BOARD MEETING**

Planning: Motioned by Dulin and seconded by Rogers to approve June 10, 2024, minutes as written. All ayes, motion carried. Board: Motioned by Grove and seconded by Derr to approve June 10, 2024, minutes as written. All ayes, motion carried.

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

Motioned by Grove and seconded by Derr to approve June 2024 check register. All ayes, Motion carried.  
Motioned by Grove and seconded by Derr to approve June 2024 Treasurer's Report. All ayes, motion carried.

**PUBLIC COMMENT**

Heavy rain and drainage issues were discussed by property owner at 3049 Castleton Xing as the culvert has not been able to handle diverting the water to the retention pond fast enough. Dane Co Land & Water will be contacted to evaluate the stormwater plan and see if it needs to be modified. 6697 Twin Lane Rd and 6683 Twin Lane Rd have had flooding issues due to heavy rains and the culverts not being able to handle the large quantity of water. Jerry Derr will schedule a meeting with the property owners and Dane Co Land & water to review their stormwater plan. The farm field property owner behind the homes and Land Conservation Dept. will be contacted by the property owners for an evaluation of the waterway. 3063 Viking Pass explained a previous owner at 3057 Viking Pass installed a culvert with two different sized ends resulting in water issues at 3063 Viking Pass. Jerry Derr will discuss this with the town's building inspector. Kolby Hirth inquired about having a Public Hearing before SIP's are approved by the Board and the Board agreed Public Hearings could be held.

**PARKS COMMITTEE REPORT**

Tamara Sondgeroth reported the refinishing of Norway Road Park bridge is complete.

**CHAIRPERSON REPORT**

There has been lots of maintenance/repairs to roads due to the recent heavy rains. Twin Lane Road project is ready for shouldering. There will be 7.5 miles of chip sealing completed by late summer. Derr attended a meeting with the City of Sun Prairie and Groundswell Conservancy on Patrick Marsh transfer of ownership.

**BUSINESS FOR PLANNING COMMISSION & TOWN BOARD**

**a. DISCUSSION/CONSIDER RECOMMENDATION TO APPOINT PLANNING COMMISSION MEMBERS**

Jim Ringelstetter and Keith Arnold have removed themselves from their positions on the Planning Commission. Chuck Kvalo and Scott Manke have been recommended by the Planning Chair to replace the two vacant seats. Derr recommends appointing Chuck Kvalo and Scott Manke to the Planning Commission. Motioned by Willison and seconded by Grove to approve the recommendation of Planning Commission seats to Chuck Kvalo and Scott Manke. All ayes, motion carried.

**b. DISCUSS/CONSIDER ZONING CHANGE/C.U.P. REVIEW FOR PARCEL 0911-224-8370-0, CORNER OF BRANCH RD AND ELDER LANE, MIKE DE MINTER FROM C-2 (LEGACY) TO COM**

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Town Board Meeting**  
**July 8 2024, at 6:00 pm**

Mike DeMinter gave a review of the site plan. A water shedding plan will be established but no retention pond is required by Dane County. Lighting will be attached to the building and have a downward direction. The C.U.P. Finding of Facts was read. Planning: Motioned by Dulin and seconded by Rogers to approve the C.U.P. and Finding of Facts for parcel 0911-224-8370-0. All ayes, motion carried. Planning: Motioned by Dulin and seconded by Kvalo to approve the zoning change from C-2 (Legacy) to COM for parcel 0911-224-8370-0. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commission's recommendation to approve the C.U.P. with Facts of Finds and rezone from C-2 (Legacy) to COM for 0911-224-8370-0. All ayes, motion carried.

**c. DISCUSS/CONSIDER C.U.P. AMENDMENT FOR PARCEL 0911-224-9510-0, 6925 ELDER LANE TO INCLUDE A FOUR CAR GARAGE**

Tom Bobek is requesting an amendment to his current C.U.P. to modify the three-stall garage size listed to a four-stall garage. The C.U.P. Finding of Facts was read. Planning: Motioned by Rogers and seconded by Kvalo to approve C.U.P. amendment with Finding of Facts to a four-stall detached garage for 6925 Elder Lane. All ayes, motion carried. Board: Motioned by Willison and seconded by Grove to accept the Planning Commission recommendation to approve the C.U.P. amendment to modify the garage size to a four-stall at 6925 Elder Lane. All ayes, motion carried.

**d. DISCUSS/CONSIDER REQUEST FOR VARIANCE AT 6659 CHEDDAR CREST DRIVE, PROPOSED ACCESSORY BUILDING**

Dave Stevens explained his request for a variance to propose an accessory building to be placed into the road right-of-way along Bird St. due to the shape of the yard, the larger setback requirement for Bird St running along his back property and by placing the building into the setback area, it would not interfere with the neighbor's garden. The pine trees along Bird St would stay in place and no driveway will be installed to the building. Planning: Motioned by Schwartzer and seconded by Dulin to approve the variance to the Board of Adjustment, pending approval of a zoning change to SFR. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commission's recommendation to approve the variance and having it move to the Board of Adjustment, pending a zoning change to SFR. All ayes, motion carried.

**BUSINESS FOR TOWN BOARD**

**a) DISCUSS/CONSIDER OPERATOR LICENSES FOR ELIZABETH MICHAELS AND LYDIA SCHUTZ FOR JULY 9, 2024, TO JUNE 30, 2025.**

Both applicants submitted the required paperwork and fees were paid. Motioned by Willison and seconded by Grove to approve the Operator's license for Elizabeth Michaels and Lydia Schutz for July 9, 2024, to June 30, 2025. All ayes, motion carried

**b) DISCUSS/CONSIDER QUOTE FROM SKALITZKY DRAINAGE LLC TO REPLACE FIVE CULVERTS ON MULLER ROAD**

Doug Tjugum expressed concern on the sizes of the culverts and their ability to handle large quantities of water. Motioned by Grove and seconded by Willison to table approving quote from Skalitzky Drainage for the replacement of the five culverts on Muller Rd to request the town's stormwater engineer, Dennis Norton, to evaluate the sizing of the culverts. All ayes, motion carried.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Town Board Meeting**  
**July 8 2024, at 6:00 pm**

**c) DISCUSS/CONSIDER ADOPTING ORDINANCE ALLOWING GOLF CARTS, ATV AND UTV ON TOWN ROADS**

Discussion occurred on what it would take for town roads to have ATV/UTV's travel within the town. The cost and placement of signage was a concern by the board. It was agreed that the board would like to see a number of signs needed (type and quality) and who is paying for and installing the signs to consider this further. Further discussion occurred to have separate ordinances for golf carts and ATV/UTV's.

**SET FUTURE MEETINGS AND AGENDAS**

July 22, 2024 – Open House for Comprehensive Plan Goals and Objective Review

August 19, 2024 – Jt. Planning-Board Meeting (Monthly meeting moved because of August Election)

**ADJOURN**

Planning: Motioned by Dulin and seconded by Rogers to adjourn at 9:18pm. All ayes, motion carried.

Board: Motioned by Willison and seconded by Grove to adjourn at 9:18pm. All ayes, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**The Town of Bristol**  
**Account QuickReport**  
As of July 31, 2024

Type	Date	Num	Name	Memo	Amount
Liability Check	07/02/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 627331306	-1,573.30
Liability Check	07/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/02/2024	-5,694.13
Bill Pmt -Check	07/03/2024	29916	Alliant Energy/WPL	TwN Hall, Recycle Cntr, Egre Pk, St. Lights, Ice Rink	-1,339.14
Bill Pmt -Check	07/03/2024	29917	APG of Southern WIsconsin	Publishing Rd Work Bids, Open Book & BOR	-117.65
Bill Pmt -Check	07/03/2024	29918	Associated Appraisal Consultants, Inc.	Inv. #175026 - July SrvcS 2024	-1,409.79
Bill Pmt -Check	07/03/2024	29919	Burke Truck & Equipment	Plow Truck Repair/Maint.	-4,054.95
Bill Pmt -Check	07/03/2024	29920	CyberReef	Inv. #30316 - July Phone/Internet SrvcS	-60.00
Bill Pmt -Check	07/03/2024	29921	Frontier	July 2024 SrvcS	-92.21
Bill Pmt -Check	07/03/2024	29922	General Engineering Company	Inv. #74 - May SrvcS	-9,494.69
Bill Pmt -Check	07/03/2024	29923	Horstman Networks	Julye SrvcS - IT Management & Emails	-140.00
Bill Pmt -Check	07/03/2024	29924	Kasieta Legal Group LLC	Stmt. #13930 - May SrvcS	-216.66
Bill Pmt -Check	07/03/2024	29925	MSA Professional Services Inc	Twin Lane Road Project	-19,828.21
Bill Pmt -Check	07/03/2024	29926	Sundance BioClean Inc.	Inv. #2827 - June SrvcS	-335.00
Bill Pmt -Check	07/03/2024	29927	Tamara Sondgeroth	Reimburse for supplies - Park Exploring	-20.84
Bill Pmt -Check	07/03/2024	29928	Terminator Pest Control, LLC	Inv. #241126 - June SrvcS	-55.00
Bill Pmt -Check	07/03/2024	29929	Visa - Cardmember Service	Postage,Election Supply, Building Supplies	-183.37
Bill Pmt -Check	07/03/2024	29930	Wisconsin Utility Tax Association	2024 Membership	-100.00
Bill Pmt -Check	07/08/2024	29931	Axley Brynelson, LLP	Inv. #982602-Review Developer Agrmt Golf Course	-184.80
Bill Pmt -Check	07/08/2024	29932	General Engineering Company	Review - PUD Prairie Pines, Variance Feaster	-1,275.00
Bill Pmt -Check	07/08/2024	29933	LRS, LLC	June SrvcS Bristol Gardens & Recycle Center	-438.90
Bill Pmt -Check	07/08/2024	29934	MG&E	June Services	-34.97
Bill Pmt -Check	07/08/2024	29935	Pellitteri Waste Systems	Inv #4976938 - July Recycle SrvcS, June Trash Srvc	-4,747.51
Bill Pmt -Check	07/08/2024	29936	Sun Prairie Lawn Care LLC	June SrvcS	-3,480.00
Liability Check	07/17/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -1658721990	-1,975.56
Liability Check	07/17/2024	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,300.52
Liability Check	07/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/17/2024	-8,152.66
Bill Pmt -Check	07/18/2024	29937	APG of Southern WIsconsin	Inv. #28887-0624 Liq. Lic. Publish	-31.23
Bill Pmt -Check	07/18/2024	29938	Bisbee Home Improvements	Norway Rd Park Bridge Restoration	-2,805.00
Bill Pmt -Check	07/18/2024	29939	Dane County Clerk	Co Directories, 2024 Modern DS200, Election Security Trng	-111.00
Bill Pmt -Check	07/18/2024	29940	Insight FS	Fuel - June Statement	-792.77
Bill Pmt -Check	07/18/2024	29941	Nutrien Ag Systems	Inv. #54972359 - Town Maint. Supply	-115.00
Bill Pmt -Check	07/18/2024	29942	Stranders Sanitary Service LLC	Inv. #69950 - 7-2-24 SrvcS	-198.80
Bill Pmt -Check	07/18/2024	29943	Tamara Sondgeroth	Reimb. Expense for Norway Rd Park Bridge	-203.97
Bill Pmt -Check	07/18/2024	29944	Tri County Paving	Inv. #243115-1 - 2024 Asphalt Wedging	-16,824.87
Bill Pmt -Check	07/18/2024	29945	Wingra Stone Company	40.21 tn 1.25" Recy Asphalt	-291.53
Liability Check	07/25/2024	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -932818990	-528.29
Bill Pmt -Check	07/30/2024	29946	Frontier	July 2023 SrvcS	-92.21
Bill Pmt -Check	07/30/2024	29947	Northeast Dane County Fire Unit	2nd & 3rd Quarter 2024 - Fire Fees	-160,290.50
Bill Pmt -Check	07/30/2024	29948	Sun Prairie, City of	2nd Quarter 2024 - EMS Fees	-45,819.75
Bill Pmt -Check	07/30/2024	29949	Visa - Cardmember Service	Office supplies, postage, DOJ, gasoline	-977.78
Bill Pmt -Check	07/30/2024	29950	Wingra Stone Company	Inv #33259 - 42.08 tn, 1.25" Recycled Asphalt	-305.08
Liability Check	07/31/2024	DEBIT	WRS	69-036-0118-000	-1,808.84
Liability Check	07/31/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 1189317814	-1,685.00
Liability Check	07/31/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 1189439814	-49.38
					<u>-302,235.86</u>

Town of Bristol  
Treasurer's Report  
July 2024

**General Fund**

Beginning Balance 07/01/2024			\$73,126.41
Deposits	\$	12,854.68	
Transfer from MM Account	\$	50,000.00	
Transfer from ICS Account	\$	-	
Withdrawals			\$ 92,495.21
Ending Balance 07/31/2024			<u>\$43,485.88</u>

### Money Market

Beginning Balance 07/01/2024				\$2,010.22
Interest	\$	0.11		
Transfer to General Fund			\$ -	
Ending Balance 07/31/2024				<u>\$2,010.33</u>

ICS Account

Beginning Balance 07/01/2024			\$956,107.27
Interest	\$	4,358.06	
Transfer to General Fund			\$ 50,000.00
Ending Balance 07/31/2024			<u>\$910,465.33</u>

**LGIP Fund**

### General

Beginning Balance 07/01/2024			\$219,834.57
DOT Transportation Aid	\$	53,436.03	
Fire Dues	\$	33,396.76	
Rev Computer	\$	72.75	
Interest	\$	1,328.31	
Ending Balance 07/31/2024			<u>\$308,068.42</u>

### Parks

Beginning Balance 07/01/2024		\$85,901.10
Interest Earned	\$ 394.20	
Ending Balance 07/31/2024		<u>\$86,295.30</u>

### Equipment

Beginning Balance 07/01/2024		\$4.84
Interest Earned	\$ 0.02	
Ending Balance 07/31/2024		<u>\$4.86</u>

**Total Funds As June 30, 2024**      **\$1,350,330.12**

Parks Fund - LGIP	-\$86,295.30
ARPA Funds Available	-\$165,678.71

**Total Funds**      **\$1,098,356.11**

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

**V. Business**

**a.**

**TOWN OF BRISTOL**  
**OPERATOER LICENSE APPLICANTS**  
**AUGUST 20, 2024 - JUNE 30, 2025**

Jenny Simon	Prairie Pines Golf Club	Renewal
Laurie Kessler	Prairie Pines Golf Club	New
Taylor Dahl	Temporary - St. Joseph Church	New



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

**V. Business**

**b.**

Skalitzky Drainage LLC  
W8593 Michel Ln  
Waterloo, WI 53594-9453  
920-988-0079  
skaldrainage@gmail.com



## Estimate

### ADDRESS

Town OF Bristol  
7747 County Road N  
Sun Prairie, WI 53590

ESTIMATE # 1086

DATE 05/30/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/30/2024	Excavator	#1 MULLER RD. Culvert Installed+ Backfilled with 3/4 stone + rip rap slopes 1-42x40 Round	1	6,525.00	6,525.00
05/30/2024	Excavator	#2 MULLER RD. Culvert Installed+ Backfilled with 3/4 stone + rip rap slopes 1-36x40 Round	1	5,425.00	5,425.00
05/30/2024	Excavator	#3 MULLER RD. Culvert Installed+ Backfilled with 3/4 stone + rip rap slopes 1-36x44 Round	1	5,625.00	5,625.00
05/30/2024	Excavator	#4 MULLER RD. Culvert Installed+ Backfilled with 3/4 stone + rip rap slopes 1-30x40 Round	1	5,025.00	5,025.00
05/30/2024	Excavator	#5 MULLER RD. Culvert Installed+ Backfilled with 3/4 stone + rip rap slopes 1-36x42 Round	1	5,525.00	5,525.00
TOTAL					<b>\$28,125.00</b>

Accepted By

Accepted Date

**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



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) August 19, 2024 Plan Commission/Town Board Meeting  
**SUBJECT:** Zoning Change for Stevens  
Tax Parcel 0911-293-2362-5  
**GEC NO.:** 2-0124-41J

**Background Information**

**Owner/Applicant:** David & Jessica Stevens  
6659 Cheddar Crest  
Sun Prairie, WI 53590

**Agent/Contractor:** N/A

**Location:** 6659 Cheddar Crest  
In part of the NW ¼ of the SW ¼ of Section 29, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

**Request:** Zoning Change Approval

<b>Existing Zoning:</b>	<u>Tax Parcel 0911-293-2362-5</u>	<u>A-1 (Legacy)</u>	<u>0.921 Acres</u>
		<b>Total</b>	<b>0.921 Acres</b>

**Existing Land Use:** The Subject property currently has a single-family house with a concrete driveway connecting to Cheddar Crest. There are no other improvements on the property. There are no steep slopes, wetlands, streams/lakes or floodplains associated with the lot.

**Adjacent Land Uses:** North: Residential  
West: Bird Street, Residential  
East: Cheddar Crest, Residential  
South: Residential

**Proposal**

<b>Zoning Change:</b>	<u>Tax Parcel 0911-293-2362-5</u>	<u>SFR</u>	<u>0.921 Acres</u>
		<b>Total</b>	<b>0.921 Acres</b>

Applicant submitted information for a zoning change of Tax Parcel 0911-293-2362-5 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District. The zoning change was requested by the Town to bring the parcel into compliance with current zoning as the applicant is applying for a variance to build an accessory structure that does not meet the required setbacks.

**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 July 9, 2024.
2. Jurisdictional Review Form, did not receive.
3. Plat of Survey, received July 9, 2024.
4. Variance Application, received June 5, 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 Single Family Residential. There is no extraterritorial review authority for this property that we are aware of.

**Town Ordinances**

**1. Variance**

The owner is also applying for a variance to build an accessory structure that doesn't meet the required setbacks along N. Bird Street. A separate evaluation report for the variance request will be provided for the Dane Towns Board of Adjustment meeting.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-293-2362-5 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. The Town Plan Commission/Town Board shall make a recommendation of their approval/disapproval of the variance request to the Dane Towns Board of Adjustment.



# 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 David Stevens	CONTACT NAME Use owner information
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Jessica Stevens	BUSINESS NAME (if applicable)
MAILING ADDRESS 6659 Cheddar Crest	MAILING ADDRESS
CITY, STATE, ZIP Sun Prairie, WI 53590	CITY, STATE, ZIP
DAYTIME PHONE # (608) 209-4084	DAYTIME PHONE #
EMAIL david.stevens@mcgannconstruction.com	EMAIL

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>12-0911-293-2362-5</u>
Section: <u>29 1/4: NW 1/4: SW</u>	Property Address or Location: <u>6659 Cheddar Crest</u>
Zoning District Change (To / From / # of acres) <u>SFR/A-1/.921 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
At the 7/8/2024 JT planning and town board meeting a variance was approved on conditions of changing the zoning of the parcel from A-1 to SFR so that it is updated and owner can build an accessory building	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u></u>	Date: <u>7/9/2024</u>



# BIRRENKOTT SURVEYING

P.O. Box 237  
1677 N. Bristol Street  
Sun Prairie, WI 53590  
Phone (608) 837-7463  
Fax (608) 837-1081

## PLAT OF SURVEY

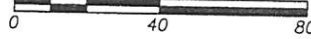
### SURVEYOR'S CERTIFICATE:

I, Chris K. Casson, hereby certify that this survey is in compliance with the Wisconsin Administrative Code, Chapter A-E7. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

*Chris K. Casson* 6-25-2024

Chris K. Casson  
Wisconsin Professional Land Surveyor No. S-3264.

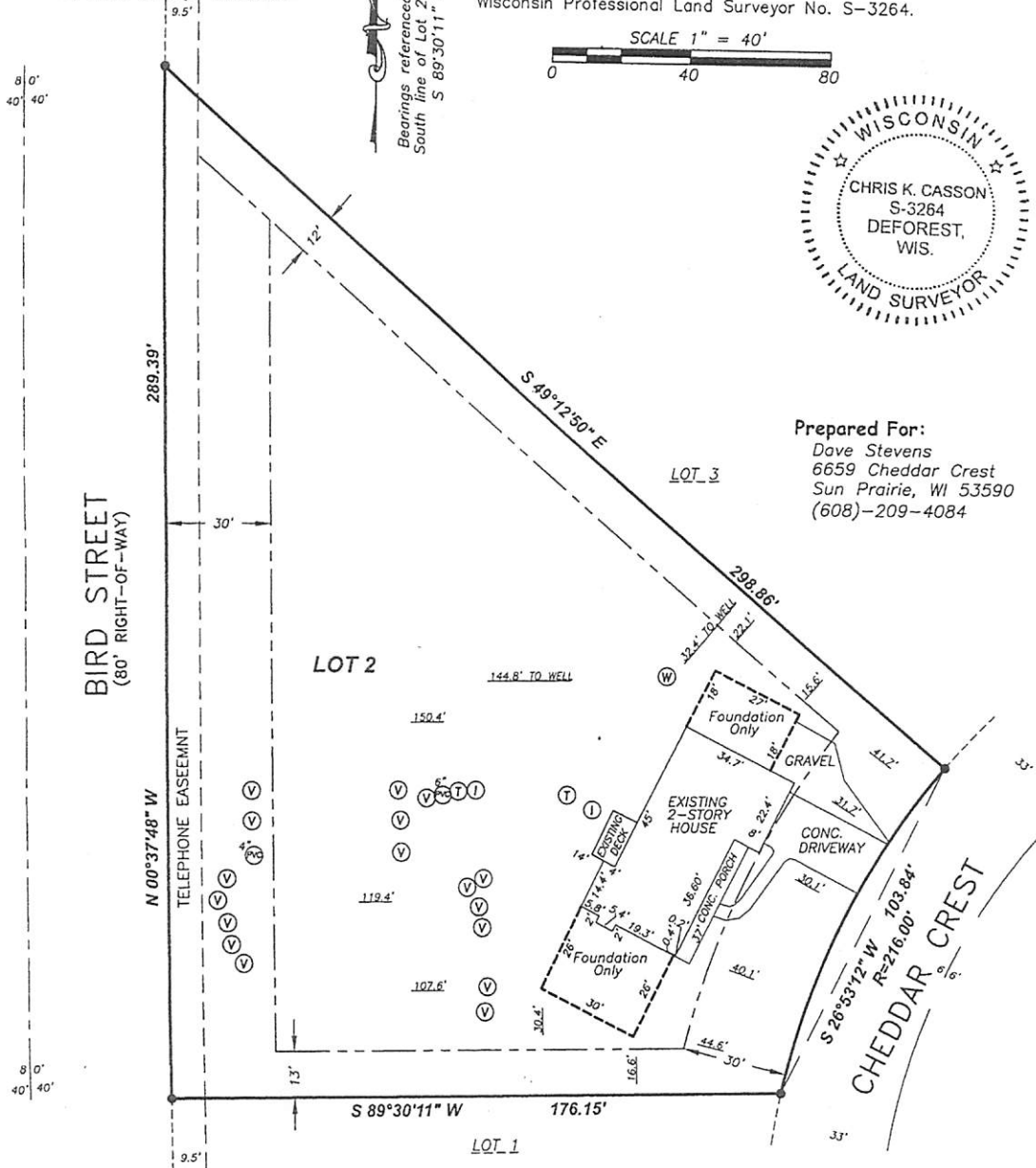
SCALE 1" = 40'



### Description:

Lot 2, Homestead Estates, Town of Bristol, Dane County, Wisconsin.

Bearings referenced to the South line of Lot 2, bearing S 89°30'11" W



### Prepared For:

Dave Stevens  
6659 Cheddar Crest  
Sun Prairie, WI 53590  
(608)-209-4084

### Legend:

- = Building Setback Line
- = Found 3/4" Iron Bar
- ⊙ = Septic Tank
- ⊖ = Septic Vent
- ⊗ = Well
- ⊙ = Inspection Plug (4")

### Notes:

This survey is subject to any and all easements and agreements both recorded and unrecorded.

The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.

Wetlands, if present have not been delineated.

This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.

No title commitment provided at time of survey: June 17, 2024.

Dated: June 25, 2024  
Surveyed: T.A.S.  
Drawn: B.T.S.  
Checked: C.K.C.  
Approved: C.K.C.  
Field book:  
Comp. File: J:\2020\CARLSON  
Office Map No. 201099B

## TOWN OF BRISTOL

### Cover Sheet for Agenda Packet Section

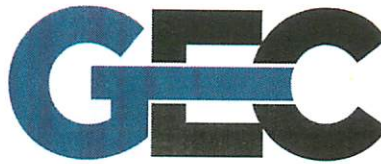
#### VI. Business

##### b.

Material for this item found on website in *News & Notices*.



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  
Mitchell Bortz, Assistant Town of Bristol Zoning Administrator

**DATE:** (for) August 19, 2024 Plan Commission/Town Board Meeting

**SUBJECT:** SIP – Phase 1 Review for Lov-It Brands Campus LLC.  
Tax Parcels 0911-131-9210-9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-8830-9,  
0911-133-9201-8, 0911-133-9230-0, 0911-133-9500-6

**GEC NO.:** 2-0124-41D

**Background Information**

**Owner / Applicant:** The Lov-It Brands Campus, LLC  
c/o Steve Knaus  
109 South Thompson Road  
Sun Prairie, WI 53590

**Agent:** Boardman & Clark, LLP  
Michael Lawton, Attorney  
1 S Pickney St, Suite 410  
Madison, WI 53701-0927

**Architect:** Larson & Darby Group: Architecture Engineering Interiors  
4949 Harrison Ave, Ste 100  
Rockford, IL 61108

**Engineer:** raSmith Inc.  
16745 W Bluemound Road  
Brookfield, WI 53005

**Location:** CTH VV  
In part of the SE ¼ of the NW ¼, part of the SW ¼ of the NE ¼, and part of the  
SW ¼ of Section 13, all in T9N, R11E, Town of Bristol, Dane County, WI.

**Request:** SIP – Phase 1 – Lov-It Brands Campus

**Existing Zoning:** Tax Parcels 0911-131-9210-9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-  
8830-9, 0911-133-9201-8, 0911-133-9230-0, 0911-133-9500-6

PUD	101.29 Acres
Total	101.29 Acres

**Existing Land Use:** Nearly the entire property is farmed agricultural fields except for mapped  
wetlands along the southern boundary of the property. There are no  
improvements on the property. There is an access road off CTH VV from the  
southwest. There are no steep slopes or floodplain associated with the property.

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



Adjacent Land Uses: North: USH 151  
West: USH 151, Onramp to USH 151, County Hwy VV  
East: Wetland, Agricultural  
South: Wetland, Agricultural

### **Proposal**

Applicant submitted information for the initial SIP – Phase 1 (out of 6) for the development of the Lov-It Brands Campus. The initial phase will include the construction of the main building, corporate offices, parking areas, semi docks, and the fire water tank (build to the full phase capacity requirement). The temporary PUD zoning and General Development Plan (GDP) were approved at the Town meetings on September 11, 2023.

### **Submittals/Attachments**

1. SIP – Phase 1 Submittal Documents (including draft developer's agreement, maps, engineering and architectural plans), received July 26, 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 Low Density Business 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 City of Sun Prairie 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 in September of 2023.

### **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 combination of all the tax parcels by way of a Certified Survey Map (CSM), and the execution of the developer's agreement, 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.

#### **4. Civil Site Development**

The Town Engineer will provide review comments of the site development plans under a separate report.

### **Recommendation**

GEC recommends that the Plan Commission/Town Board conditionally approve the proposed SIP – Phase 1 Submittal for Lov-It Brands Campus LLC development, contingent on the following:

1. The Plan Commission/Town Board discuss any concerns with the above comments.
2. The applicant obtain approval from the Town of a CSM to combine all of their tax parcels.
3. The Town's Attorney review and approve the draft Developer's Agreement.

# TOWN OF BRISTOL

## Cover Sheet for Agenda Packet Section

### VI. Business

#### c.

Material for this item found on website in *News & Notices*.