

**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 **November 18, 2025, at 6:00 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.

- *Rezone from A-1 (Legacy) to SFR and C.U.P. for Parcel #0911-184-6456-0, 2897 Fern Drive*
- *Rezone from A-1 (Legacy) to SFR and Variance for Accessory Structure for Parcel #0911-6033-4, 2964 Kiltie Drive*
- *Rezone from R-1 (Legacy) to SFR and Preliminary CSM Approval for Parcel #0911-191-9790-6, 2945 Wyndwood Way*

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

The Bristol Town Board and Planning Commission will hold a Joint meeting on Tuesday, November **18, 2025**, ***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: October 14 & 22, 2025, Meetings
  - d. Approval of Check Register & Treasurer's Report for October 2025
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Business for Planning Commission & Town Board
  - a. Concept Discussion by Prairie Pines Golf Club for Residential Development along Happy Valley Rd, West of Clubhouse
  - b. Discuss/Consider Rezone from A-1 (Legacy) to SFR and C.U.P. for Parcel #0911-184-6456-0, 2897 Fern Drive
  - c. Discuss/Consider Rezone from A-1 (Legacy) to SFR and Variance for Accessory Structure for parcel #0911-301-6033-4, 2964 Kiltie Drive
  - d. Discuss/Consider Rezone from R-1 (Legacy) to SFR and CSM Approval for Parcel #0911-191-9790-6, 2945 Wyndwood Way
- V. Business for Town Board
  - a. Approve the Adjustment to Dog License Fees as Result of Dane County Increase
  - b. Discuss/Consider Changing Regular Town Board Meeting Date
- 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**  
**Jt. Planning-Town Board Meeting**  
**October 14, 2025, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:03pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Planning: Steve Schwartzer, Al Rogers, Scott Mantke, Daniel Everson and Chuck Kvalo. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES: SEPTEMBER 9, 2025, MEETING**

Planning: Motioned by Rogers and seconded by Schwartzer to approve September 9, 2025, minutes as written. Abstained by Everson. four aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo to approve September 9, 2025, minutes as written. All aye's, motion carried.

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

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

**PUBLIC COMMENT**

Daniel Everson was introduced as a new member of the Planning Commission.

Rochelle Chadwick asked the board to acknowledge her request to have a reduced speed limit on County Highway V starting at 1879 County Hwy V to 1595 County Hwy V. The board heard her concerns and acknowledged her request. Rochelle also inquired about the status of the golf cart ordinance, and it is still being developed.

Kennan Crothers presented a preliminary CSM splitting 2945 Wyndwood Way into two lots with the existing home on one lot and a new buildable second lot. Crothers will review the history of lot 4 division from the preliminary CSM and legal description for the two proposed parcels, however, he is able to move forward with the project.

**PARKS COMMITTEE REPORT**

Ben Grove and Nancy Bauling reported that the committee is planning to apply for another Alliant Energy Tree Grant to plant trees in Drumlin Creek Park. The town survey that was completed in 2022 showed residents desired more natural areas in the parks. A shelter for Scottish Highland is being looked at, and it was recommended that the committee verify the location of the shelter as it is a stormwater retention site.

**BUSINESS FOR PLANNING & TOWN BOARD**

**a. DISCUSS/CONSIDER REZONE FROM A-1 (LEGACY) TO SFR AND C.U.P. FOR PARCEL #0911-184-6456-0, 2897 FERN DRIVE**

John McLaughlin explained his wishes to build an accessory building with plumbing fixtures. The plumbing will connect to the existing septic. McLaughlin checked with the HOA and there is no conflict with the HOA Covenant's. Planning: Motioned by Everson and seconded by Rogers to table until November 18 for a Public Hearing can be held. All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo accepts the recommendation from Planning to table until November 18 for a Public Hearing to be held. All aye's, motion carried.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Jt. Planning-Town Board Meeting**  
**October 14, 2025, at 6:00 pm**

**b. DISCUSS/CONSIDER REZONE FROM A-1 (LEGACY) TO SFR AND VARIANCE FOR ACCESSORY STRUCTURE FOR PARCEL #0911-301-6033-4, 2964 KILTIE DRIVE**

Jon and Jackie Sell is requesting a zoning change and variance to build an accessory structure that does not meet the required town road setbacks. A meeting will be scheduled with the property owners, GEC and a board member to come up with a workable solution. Planning: Motioned by Everson and seconded by Mantke to table the rezone and variance recommendation until further information is provided. All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo to accept the recommendation from Planning to table the rezone and variance until further information is provided on the project. All aye's, motion carried.

**c. DISCUSS/CONSIDER PRAIRIE PINES GOLF CLUB SIP PHASE 1 CLUBHOUSE AND PARKING LOT DEVELOPMENT – AMENDMENT NO. 1 WITH DEVELOPER'S AGREEMENT**

Pete Simon explained the changes for requesting an amendment of the SIP that was originally approved May 13, 2024. The amendment includes a one-story clubhouse (occupancy 200) with a sprinkling system and a reduction in septic infrastructure. Business will operate in the existing building until the new one is completed. All permits at the County and State level are being applied for and copies of permits/approvals will be submitted to the town. Planning: Motioned by Rogers and seconded by Everson to recommend approval of the Prairie Pines Golf Club SIP Phase 1 Clubhouse and Parking Lot Development – Amendment No 1 with developer agreement with the exclusion of wording on page 3, 1.1 (b) "all without a conditional use permit". All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo to approve Prairie Pines Golf Club SIP Phase 1 Clubhouse and Parking Lot Development – Amendment No 1 and developer agreement with the exclusion of wording on page 3, 1.1 (b) "all without a conditional use permit". All aye's, motion carried.

**SET FUTURE MEETINGS AND AGENDAS**

October 22, 2025 – Budget Workshop

November 4, 2025 – Parks Meeting

November 18, 2025 – Jt. Planning – Board Meeting (change due to scheduling conflicts)

**ADJOURN**

Planning: Motioned by Rogers and seconded by Everson to adjourn at 8:03pm. All aye's, motion carried.

Board: Motioned by Grove and seconded by Kvalo to adjourn at 8:03pm. All aye's, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Special Town Board Meeting**  
**October 22, 2025, at 9:00 am**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 9:12 am by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Public attendees: Cindy Mestelle

**BUSINESS**

**a. DISCUSSION/CONSIDER ALLIANT ENERGY TREE GRANT FOR PARKS**

The Parks Committee wishes to apply for another Alliant Energy Tree Grant for 2026 to plant additional trees in Drumlin Creek park. The committee will hold a community event in the spring of 2026 for planting the trees. Motioned by Kvalo and seconded by Grove to approve the Parks Committee to apply for the Alliant Energy Tree grant, to accept the quote from Jung's Garden Center for the purchase of 16 trees (minus the sales tax) and to give permission to plant the trees on public property (Drumlin Creek Park). All aye's, motion carried.

**ADJOURN**

Motioned by Grove and seconded by Kvalo to adjourn at 9:18 a.m. All aye's, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

11/11/25

**The Town of Bristol**  
**Account QuickReport**  
**As of October 31, 2025**

| Type                     | Date       | Num   | Name                                      | Memo                                                   | Amount      |
|--------------------------|------------|-------|-------------------------------------------|--------------------------------------------------------|-------------|
| Bill Pmt -Check          | 10/01/2025 | 30469 | General Engineering Company               | Inv. #89 - Aug Bldg & Land Use Permits                 | -4,021.33   |
| Bill Pmt -Check          | 10/01/2025 | 30470 | Insight FS                                | Inv. #833000258 -Aug Fuel                              | -414.58     |
| Bill Pmt -Check          | 10/01/2025 | 30471 | John Deere Financial                      | Inv. #P82274 - Equip Maint.                            | -85.77      |
| Bill Pmt -Check          | 10/01/2025 | 30472 | MSA Professional Services Inc             | Inv. #020714 - Twin lane Rd Improv Project             | -387.50     |
| Bill Pmt -Check          | 10/01/2025 | 30473 | Northeast Community Court                 | 2nd & 3rd Quarter 2025                                 | -500.00     |
| Bill Pmt -Check          | 10/01/2025 | 30474 | Rhyme Business Products                   | Oct2025 Maint. Charge & 3rd Qtr Charge                 | -71.91      |
| Bill Pmt -Check          | 10/01/2025 | 30475 | Skaltzky Drainage LLC                     | Culvert Repl.-Muller,Vinburn/Wilburn, Wilburn Box Cul  | -35,150.00  |
| Bill Pmt -Check          | 10/01/2025 | 30476 | Terminator Pest Control, LLC              | Inv. #256598 - Aug Svcs                                | -55.00      |
| Bill Pmt -Check          | 10/01/2025 | 30477 | Tri County Paving                         | Inv. #253250-1 - Asphalt Patch Muller, Russet, Wilburn | -78,326.22  |
| Bill Pmt -Check          | 10/01/2025 | 30478 | Visa - Elan Financial Services            | Bucky's Initial Chg, Tail Wheel Mower, Flags,          | -1,199.23   |
| Check                    | 10/02/2025 | DEBIT | Upnet Wisconsin                           | October Internet Services                              | -89.99      |
| Liability Check          | 10/08/2025 | E-pay | United States Treasury                    | 39-6005805 QB Tracking # 1550171530                    | -1,598.32   |
| Liability Check          | 10/09/2025 |       | QuickBooks Payroll Service                | Created by Payroll Service on 10/08/2025               | -6,722.12   |
| Liability Check          | 10/10/2025 | DEBIT | North Shore Bank                          | 010-7001187                                            | -100.00     |
| Bill Pmt -Check          | 10/14/2025 | 30479 | Alliant Energy/WPL                        | Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink  | -1,321.99   |
| Bill Pmt -Check          | 10/14/2025 | 30480 | Associated Appraisal Consultants, Inc.    | Inv. #182525 -October Services                         | -1,427.01   |
| Bill Pmt -Check          | 10/14/2025 | 30481 | General Engineering Company               | Inv. #90 - Sept Bldg & Land Use Permits                | -3,903.72   |
| Bill Pmt -Check          | 10/14/2025 | 30482 | GFL Environmental                         | Restrm Final Pymt - Recycle Cntr & Bristol Gardens     | -81.96      |
| Bill Pmt -Check          | 10/14/2025 | 30483 | Horstman Networks                         | Inv. #2054340 -Oct. Monthly IT/Email Svcs              | -140.00     |
| Bill Pmt -Check          | 10/14/2025 | 30484 | MG&E                                      | Septamber2025 Stmt                                     | -38.25      |
| Bill Pmt -Check          | 10/14/2025 | 30485 | Nahn and Associates, LLC                  | Stormwater outfall testing                             | -604.00     |
| Bill Pmt -Check          | 10/14/2025 | 30486 | Pellitteri Waste Systems                  | Inv. #6282658 -Oct. Recycle & Sept. Trash Svcs         | -4,201.15   |
| Bill Pmt -Check          | 10/14/2025 | 30487 | Sun Prairie Lawn Care LLC                 | Inv. #18323 - Sept. Svcs                               | -3,480.00   |
| Bill Pmt -Check          | 10/14/2025 | 30488 | Sun Prairie, City of                      | Inv. #20251153 - EMS 3rd Qtr 2025                      | -44,896.75  |
| Bill Pmt -Check          | 10/14/2025 | 30489 | Sundance BioClean Inc.                    | Inv. #3093 Sept. Janitorial Svcs                       | -335.00     |
| Bill Pmt -Check          | 10/14/2025 | 30490 | Terminator Pest Control, LLC              | Inv. #257871 -Sept Svcs                                | -55.00      |
| Bill Pmt -Check          | 10/14/2025 | 30491 | Weber Tires                               | Inv. #32744 - 10 tires disposal                        | -94.00      |
| Bill Pmt -Check          | 10/14/2025 | 30492 | Weld Riley S.C.                           | Aug. & Sept. Services                                  | -216.57     |
| Bill Pmt -Check          | 10/14/2025 | 30493 | Wisconsin Dept. of Revenue                | 2025 Muni Fee for Assessment of Manufacturing Property | -114.36     |
| Bill Pmt -Check          | 10/14/2025 | 30494 | Wolf Paving & Excavating of Madison, Inc. | Inv. #52868 - 2.39 tn Coldmix                          | -358.50     |
| Liability Check          | 10/23/2025 |       | QuickBooks Payroll Service                | Created by Payroll Service on 10/22/2025               | -5,304.31   |
| Liability Check          | 10/23/2025 | DEBIT | WRS                                       | 69-036-0118-000                                        | -1,297.04   |
| Liability Check          | 10/24/2025 | DEBIT | WRS                                       | Pre-Tax Health Ins., Muni Pd Health Ins.               | -4,628.96   |
| Check                    | 10/24/2025 | DEBIT | NUSO LLC                                  | Phone Storage                                          | -148.57     |
| Liability Check          | 10/24/2025 | DEBIT | North Shore Bank                          | 010-7001187                                            | -100.00     |
| Liability Check          | 10/27/2025 | E-pay | United States Treasury                    | 39-6005805 QB Tracking # 1291957334                    | -1,367.18   |
| Bill Pmt -Check          | 10/29/2025 | 30501 | Art's Electric & Heating                  | Refund of Commercial electrical permit #147            | -220.00     |
| Bill Pmt -Check          | 10/29/2025 | 30502 | Bucky's Portable Restrooms Inc            | Oct. Restroom Svcs-Bristol Gardens&Recycle             | -364.29     |
| Bill Pmt -Check          | 10/29/2025 | 30503 | NAPA Auto Parts                           | Truck maint & repair                                   | -190.25     |
| Bill Pmt -Check          | 10/29/2025 | 30504 | Northeast Dane County Fire Unit           | 4th Qtr 2025 Fire Fees SP#20251389                     | -87,928.50  |
| Bill Pmt -Check          | 10/29/2025 | 30505 | Visa - Elan Financial Services            | Small Tools, Board Training                            | -1,575.02   |
| Bill Pmt -Check          | 10/29/2025 | 30506 | Wolf Paving & Excavating of Madison, Inc. | 7.60 tn Coldmix                                        | -1,140.00   |
| Liability Check          | 10/31/2025 | E-pay | Wisconsin Department of Revenue           | 39-6005805 QB Tracking # 1295202334                    | -417.45     |
| Total 100 - General Fund |            |       |                                           |                                                        | -294,671.80 |

Town of Bristol  
Treasurer's Report  
October 2025

### General Fund

|                              |    |            |    |              |
|------------------------------|----|------------|----|--------------|
| Beginning Balance 10/01/2025 |    |            |    | \$75,549.16  |
| Deposits                     | \$ | 669,649.91 |    |              |
| Transfer from ICS Account    | \$ | 80,000.00  |    |              |
| Transfer from MM Account     | \$ | 101,900.00 |    |              |
| Transfer to ICS Account      |    |            | \$ | 600,000.00   |
| Withdrawals                  |    |            | \$ | 203,121.01   |
| Ending Balance 10/31/2025    |    |            |    | \$123,978.06 |

## Money Market

|                              |    |      |               |              |
|------------------------------|----|------|---------------|--------------|
| Beginning Balance 10/01/2025 |    |      |               | \$101,992.71 |
| Interest                     | \$ | 0.98 |               |              |
| Transfer to Checking         |    |      | \$ 101,900.00 |              |
| Service Fee                  |    |      | \$ 11.00      |              |
| Ending Balance 10/31/2025    |    |      |               | \$82.69      |

## ICS Account

|                              |    |            |              |              |
|------------------------------|----|------------|--------------|--------------|
| Beginning Balance 10/01/2025 |    |            |              | \$255,789.49 |
| Interest                     | \$ | 2,154.44   |              |              |
| Transfer from Checking       | \$ | 600,000.00 |              |              |
| Transfer to Checking         |    |            | \$ 80,000.00 |              |
| Ending Balance 10/31/2025    |    |            |              | \$777,943.93 |

**LGIP Fund**

### General

|                              |              |             |
|------------------------------|--------------|-------------|
| Beginning Balance 10/01/2025 |              | \$2,299.82  |
| DOT Muni Trans Aid           | \$ 53,271.99 |             |
| Interest                     | \$ 168.23    |             |
| Ending Balance 10/31/2025    |              | \$55,740.04 |

### Parks

|                              |           |             |
|------------------------------|-----------|-------------|
| Beginning Balance 10/01/2025 |           | \$91,031.76 |
| Interest Earned              | \$ 325.98 |             |
| Ending Balance 10/31/2025    |           | \$91,357.74 |

### Equipment

|                              |         |        |
|------------------------------|---------|--------|
| Beginning Balance 10/01/2025 |         | \$5.14 |
| Interest Earned              | \$ 0.02 |        |
| Ending Balance 10/31/2025    |         | \$5.16 |

**Total Funds As October 31, 2025      \$1,049,107.62**

|                                 |              |
|---------------------------------|--------------|
| Parks Fund - LGIP               | -\$91,357.74 |
| ARPA Funds Expenses Outstanding | -\$4,869.68  |

|                    |                     |
|--------------------|---------------------|
| <b>Total Funds</b> | <b>\$952,880.20</b> |
|--------------------|---------------------|

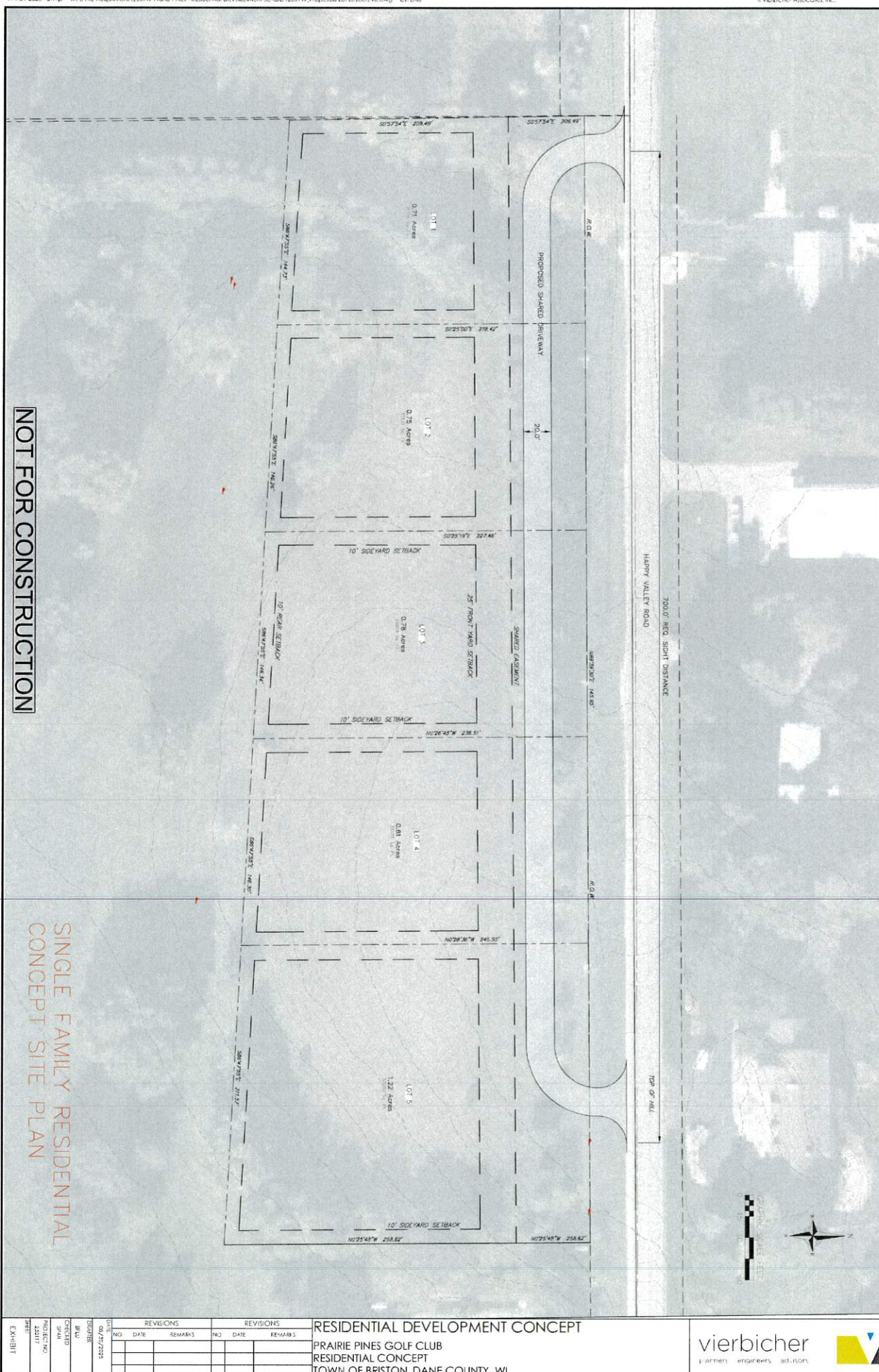
**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**IV. Business**

**a.**

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

**IV. Business**

**b.**

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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) October 14, 2025: Plan Commission Meeting/Town Board Meeting

**SUBJECT:** Zoning Change/CUP for McLaughlin  
Tax Parcel 0911-184-6456-0

**GEC NO.:** 2-0125-411

### **Background Information**

**Owner / Applicant:** John & Shelly McLaughlin  
2897 Fern Drive  
Sun Prairie, WI 53590

**Agent or Surveyor:** N/A

**Location:** 2897 Fern Drive  
In part of the SE ¼ of the SE ¼ of Section 18, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

**Request:** Zoning Change Approval/ CUP Approval

**Existing Zoning:**

|                            |              |            |
|----------------------------|--------------|------------|
| Tax Parcel 0911-184-6456-0 | A-1 (Legacy) | 0.99 Acres |
| Total                      |              | 0.99 Acres |

**Existing Land Use:** There is an existing residential home located on the eastern side of the property with a paved driveway connecting the house to Fern Drive. There is some slight, sloping terrain on the property. There are shoreland and DNR wetland indicators in the northwestern portion of the property.

**Adjacent Land Uses:** North: Residential  
West: Vacant Land, Wetland  
East: Fern Drive, Residential  
South: Vinburn Road

### **Proposal**

**Zoning Change:**

|                            |     |            |
|----------------------------|-----|------------|
| Tax Parcel 0911-184-6456-0 | SFR | 0.99 Acres |
| Total                      |     | 0.99 Acres |

Applicant submitted information for a zoning change and a Conditional Use Permit on Tax Parcel 0911-184-6456-0 from zoning A-1 (Legacy) Agriculture District to SFR Single Family Residential District in the newer zoning ordinance. The owner would like to build an accessory structure that will allow them the addition of plumbing and sanitary fixtures with said Conditional Use Permit.

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 September 11, 2025.
2. Jurisdictional Review Form, September 11, 2025.
3. Conditional Use Permit Application, September 11, 2025.
4. Preliminary Map/ Image Descriptions September 11, 2025.

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

**Comprehensive Plan**

The planned land use for this parcel is Single Family Residential. It does not appear there is extraterritorial review by another municipality.

**Town Ordinances**

1. **General – Proposed Accessory Structure**  
The application provides the location of the proposed accessory structure. Prior to issuance of a land use permit, site plans will need to be provided to verify setback requirements from property lines. The size of the proposed accessory structure would be limited to the footprint of the house.
2. **Conditional Use Permit**  
"Plumbing Fixtures in Accessory Structures" require a conditional use permit per the Town of Bristol's zoning ordinance in residential zoning districts. There are no secondary standards for Plumbing Fixtures in Accessory Buildings.
3. **Well & Septic**  
The homeowner will need to verify with Dane County that the existing well and septic systems can handle the new loadings.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change and Conditional Use Permit for Plumbing Fixtures in an Accessory Structure of Tax Parcel 0911-184-6456-0 from zoning A-1 (Legacy) Agriculture District to SFR Single Family Residential District in the newer zoning ordinance, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town Attorney shall be addressed.
3. Applicant obtains a land use permit and building permit for the plumbing in an accessory building.

# CONDITIONAL USE PERMIT

## Town of Bristol Conditional Use Permit

2025- McLaughlin 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:**

October 13, 2025

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

Tax Parcel 0911-184-6456-0, Lot 34 Burnson's Ridge, Sec 18-9-11, part in SE1/4 of SE1/4, 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.

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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](http://www.tn.bristol.wi.gov)

PERMIT #:

Permit Fee: \$\_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date: / /

Items that must be submitted with your application:

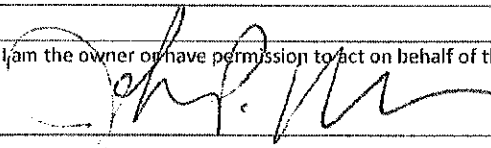
➤ **Written Legal Description of the Proposed Zoning Boundaries**

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<br>John McLaughlin                                               | CONTACT NAME<br>Same                   |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable)<br>Shelly McLaughlin | BUSINESS NAME (if applicable)          |
| MAILING ADDRESS<br>2897 Fern Drive                                    | MAILING ADDRESS                        |
| CITY, STATE, ZIP<br>Sun Prairie, WI, 53590                            | CITY, STATE, ZIP                       |
| DAYTIME PHONE #                                                       | DAYTIME PHONE #                        |
| EMAIL                                                                 | EMAIL                                  |

| LAND INFORMATION                                                                                                                                                                      |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Town: Bristol                                                                                                                                                                         | Parcel Numbers Affected: 012/0911-184-6456-0           |
| Section: 18                                                                                                                                                                           | Property Address or Location: 2897 Fern Drive          |
| Zoning District Change (To / From / # of acres) SFR / A-1 / .99                                                                                                                       |                                                        |
| 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              |
| Addition of 36'x24' outbuilding in backyard. Not to be used as a dwelling, but to include electric, water and toilet with connection to existing septic.                              |                                                        |
| Would like to begin excavation / construction in October 2025 with completion expected during the winter. Need to request the change in zoning to accommodate water and septic needs. |                                                        |
| I authorize that I am the owner or have permission to act on behalf of the owner of the property.                                                                                     |                                                        |
| Signature:                                                                                         | Date: 9/11/25                                          |



# 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](http://www.tn.bristol.wi.gov)

PERMIT #:

Permit Fee: \$\_\_\_\_\_ Fee Paid: ☐

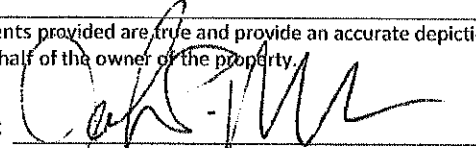
Approved By: \_\_\_\_\_

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 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<br>John McLaughlin                                               | CONTACT NAME<br>Same                   |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable)<br>Shelly McLaughlin | BUSINESS NAME (if applicable)          |
| MAILING ADDRESS<br>2897 Fern Drive                                    | MAILING ADDRESS                        |
| CITY, STATE, ZIP<br>Sun Prairie, WI, 53590                            | CITY, STATE, ZIP                       |
| DAYTIME PHONE #                                                       | DAYTIME PHONE #                        |
| EMAIL                                                                 | EMAIL                                  |

| LAND INFORMATION                                                                                                                                                                               |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Parcel Numbers Affected: 012/0911-184-6456-0                                                                                                                                                   |                                                                                                    |
| Section: 18      Property Address: 2897 Fern Drive, Sun Prairie, WI, 53590                                                                                                                     |                                                                                                    |
| Existing/Proposed Zoning District: A-1 / SFR                                                                                                                                                   |                                                                                                    |
| Type of Activity Proposed (check and explain all that apply):                                                                                                                                  |                                                                                                    |
| <input type="checkbox"/> Hours of Operation                                                                                                                                                    | <input type="checkbox"/> Number of Employees                                                       |
| <input type="checkbox"/> Anticipated Customers                                                                                                                                                 | <input checked="" type="checkbox"/> Outside Storage<br>Garden tools, mowers, utility trailer, etc. |
| <input type="checkbox"/> Outdoor Activities                                                                                                                                                    | <input checked="" type="checkbox"/> Outdoor Lighting<br>Lighting for doorways                      |
| <input type="checkbox"/> Outside Loudspeakers                                                                                                                                                  | <input type="checkbox"/> Proposed Sign                                                             |
| <input type="checkbox"/> Trash Removal                                                                                                                                                         | <input checked="" type="checkbox"/> Six Standards of CUP<br>(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:                                                                                                  | Date: 9/11/25                                                                                      |

## 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.

Proposed outbuilding for personal use to provide additional storage for gardening tools and supplies, lawn mowers, etc. This is to be an extension of our existing attached garage. No activities will be conducted that would endanger neighbors, wildlife, or vegetation.

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.

Proposed outbuilding will actually allow us to better store and manage our possessions allowing for further beautification of our property.

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.

The proposed outbuilding will be contained in our backyard, within all legal boundaries and setbacks, and will meet the requirements for building materials and size. There is no impact on anyone else.

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

Already in place. However, connection from proposed outbuilding will need to be made to septic system already existing on the lot.

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.

N/A. There will be no access for traffic. This is for storage only.

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

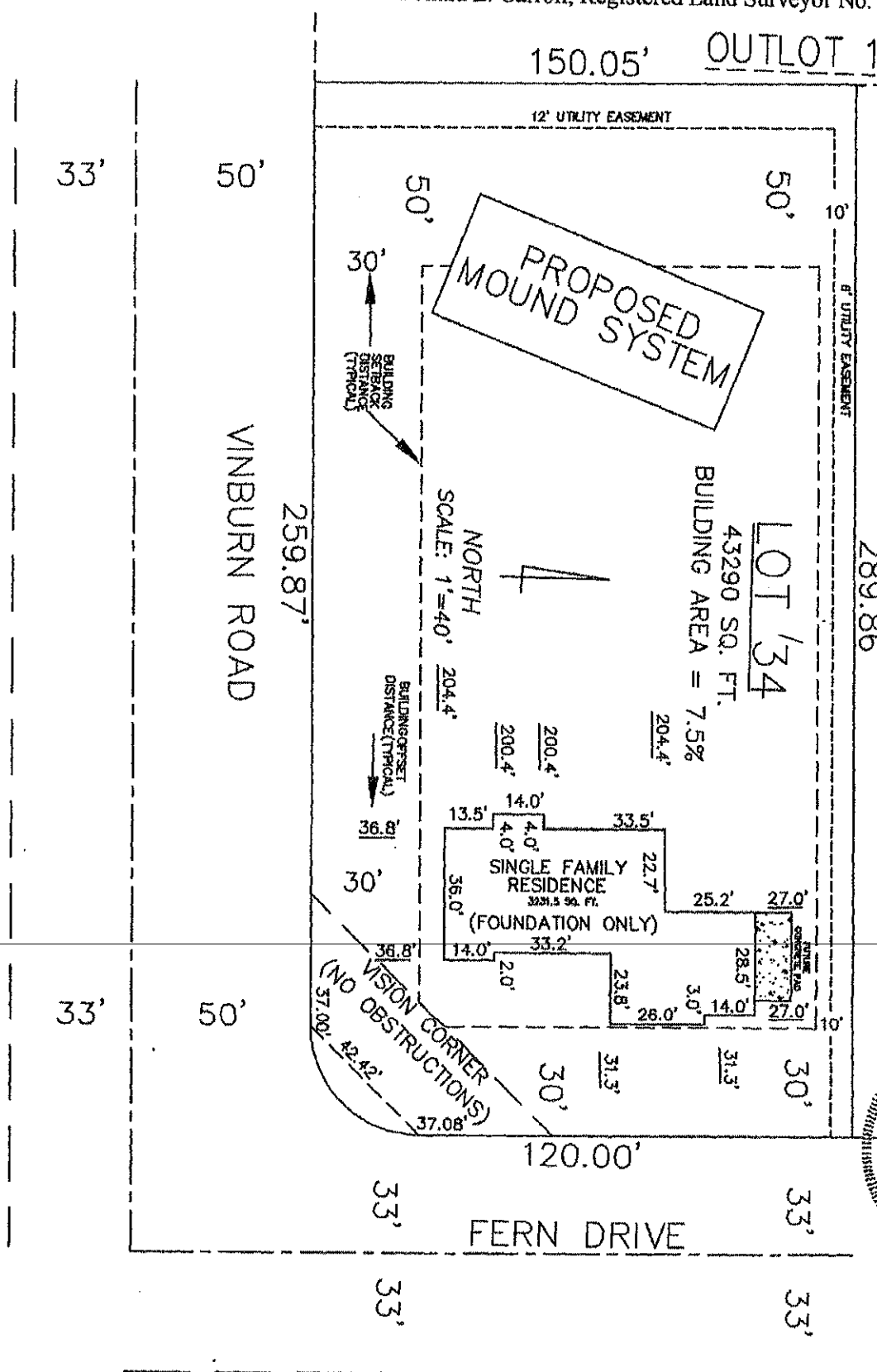
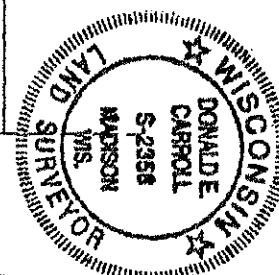
Yes. Am seeking a rezoning from A-1 to SFR to accommodate building size and utilities.

Donald E. Carroll, Registered Land Surveyor No. S-2358

Lot 34, Burnside ridge Replat  
Town of Bristol  
Dane County, Wisconsin

LOT 33  
289.86'

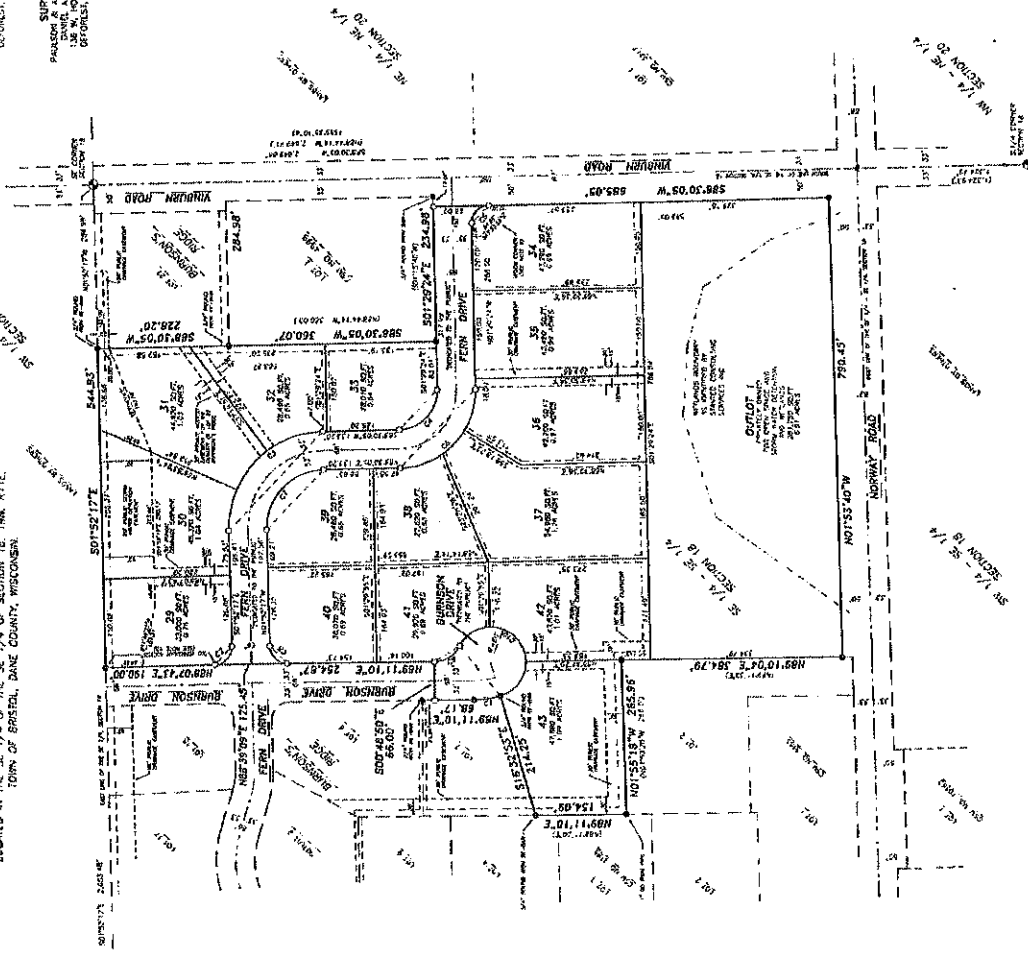
KSS & Company  
P.O. Box 178  
DeForest, WI 53532



BEING LOTS 1-6, 15-21, 23-26 AND A PART OF FERN DRIVE AND BURTON DRIVE, BURTON'S RIDGE  
LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 18, T4N, R1E,  
TOWN OF BRISTOL, DANE COUNTY, WISCONSIN.

OWNER - SUBSIDIZER  
HENDERSON QUARRY, LLC  
RELIAN II & SUSAN K. HENDERSON  
4607 OAK SPRINGS CIRCL  
CELESTEST, VA 23032

SURVEYOR  
PAULSON & ASSOCIATES, LLC  
DAVID A. PAULSON  
136 W. HOLLY ST.  
CHICAGO, IL 60602



SHEET 1 OF 2

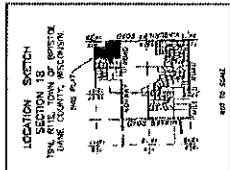
| DATE    | TIME  | LOCATION | REMARKS                       |
|---------|-------|----------|-------------------------------|
| 10-1-68 | 10:15 | RTN      | WAS STOPPED BY POLICE - 10:15 |
| 10-1-68 | 10:15 | RTN      | WAS STOPPED BY POLICE - 10:15 |



Department of Mathematics



**BASIS OF BEARINGS**  
THE SOUTH LINE OF THE SE 1/4  
OF SECTION 18 IS RECORDED TO



1. NAME COUNTY ALUMNAE MOVEMENT (FOUND)

2. 1/4" POUND FROM REAR (FOOTED) (UNLESS NOTED)

3. P.A. 30" (FOOT) (UNLESS NOTED)

4. 1/4" x 3/4" HIGH REAR HOLE, WEIGHING 200 LBS. (FOOTED)

5. ALL OTHERS TO AND BUTTED CORNERS MARKED WITH 1/4" x 3/4" HIGH REAR POUNDING 200 LBS. (FOOTED)

(\*) RECORDED AS INFORMATION

(-) "NOT" USED

1/4" NON-EXCLUDING PUBLIC UTILITY LAZAROUS TO THE RESIDE OF ME EXCEPTED, PROVIDED COMMUNICATIONS & CHAPTER SPECTRUM (UNLESS NOTED)

Lot Boundaries

289.86'



Lot 34, Burnson ridge Replat  
Town of Bristol

Dane County, Wisconsin

43290 Sq. Ft.

Vinburn Road

Fern Drive

**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](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

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**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) October 14, 2025 Plan Commission/Town Board Meeting

**SUBJECT:** Zoning Change for Sell  
Tax Parcel 0911-301-6033-4

**GEC NO.:** 2-0125-41H

**Background Information**

Owner/Applicant: Jon & Jackie Sell  
2964 Kiltie Drive  
Sun Prairie, WI 53590

Agent/Contractor: Dustin English  
D&E Services  
Watertown WI, 53094

Location: 2964 Kiltie Drive  
In part of the SE ¼ of the NE ¼ of Section 30, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

Request: Zoning Change Approval

|                  |                            |              |             |
|------------------|----------------------------|--------------|-------------|
| Existing Zoning: | Tax Parcel 0911-301-6033-4 | A-1 (Legacy) | 0.727 Acres |
|                  |                            | Total        | 0.727 Acres |

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

Adjacent Land Uses: North: Residential  
West: Scotland Parkway, Residential  
East: Residential  
South: Kiltie Drive, Residential

**Proposal**

|                |                            |       |             |
|----------------|----------------------------|-------|-------------|
| Zoning Change: | Tax Parcel 0911-301-6033-4 | SFR   | 0.727 Acres |
|                |                            | Total | 0.727 Acres |

Applicant submitted information for a zoning change of Tax Parcel 0911-301-6033-4 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 Town road 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 September 10, 2025.
2. Jurisdictional Review Form, did not receive.
3. Variance Application, received September 10, 2025.
4. Land Use Permit Application, received September 10, 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. 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 Scotland Parkway. 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 0911-301-6033-4 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 (Contributor, Coordinator, Other)              |
|----------------------------------------------------------------------------|------------------------------------------------------|
| NAME<br><u>Jon &amp; Jackie Sell</u>                                       | CONTACT NAME<br><u>Dustin English</u>                |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable)<br><u>2764 Kiltie Dr.</u> | BUSINESS NAME (if applicable)<br><u>D+E Services</u> |
| MAILING ADDRESS<br><u>Jackiesell21@gmail.com</u>                           | MAILING ADDRESS                                      |
| CITY, STATE, ZIP<br><u>Sun Prairie WI 53590</u>                            | CITY, STATE, ZIP<br><u>Watertown, WI</u>             |
| DAYTIME PHONE #                                                            | DAYTIME PHONE #<br><u>262-325-8608</u>               |
| EMAIL                                                                      | EMAIL<br><u>dandeservices1288@gmail.com</u>          |

| LAND INFORMATION                                                                                         |                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Town: _____                                                                                              | Parcel Numbers Affected: _____                         |
| Section: _____                                                                                           | Property Address or Location: _____                    |
| Zoning District Change (To / From / # of 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 type="checkbox"/> Other                         |
| _____<br>_____<br>_____<br>_____                                                                         |                                                        |
| I authorize that I am the owner or have permission to act on behalf of the owner of the property.        |                                                        |
| Signature: _____                                                                                         | Date: _____                                            |

# APPLICATION FOR VARIANCE

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:        /        /

| GENERAL INFORMATION                                                                                                              |                |
|----------------------------------------------------------------------------------------------------------------------------------|----------------|
| APPLICANT NAME<br><u>Jackie + Jon Sell</u>                                                                                       |                |
| MAILING ADDRESS<br><u>2964 Kiltie Dr. Sun Prairie, WI 53590</u>                                                                  |                |
| DAYTIME PHONE #<br>_____                                                                                                         | EMAIL<br>_____ |
| Property Address: <u>2964 Kiltie Dr. Sun Prairie, WI 53590</u>                                                                   |                |
| Legal Description of Property (Name of CSM, Subdivision, Block and Lot): <u>Scottish Highlands</u><br><u>subdivision; corner</u> |                |
| Section: _____                                                                                                                   |                |
| Tax Parcel Number: <u>0911-301-6033-4</u>                                                                                        |                |
| Lot Area and Dimensions: <u>.73 acres Dim 189 x 170</u>                                                                          |                |
| Existing/Proposed Zoning District: <u>Bristol Township</u>                                                                       |                |

| EXISTING AND PROPOSED USES                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Principal Use: <u>Residential property</u>                                                                                                                     |
| Accessory or Secondary Uses: <u>outdoor storage shed</u>                                                                                                               |
| Proposed Use: <u>storage of boat, motorcycle and lawn equipment</u>                                                                                                    |
| Ordinance section from which variance is being sought: <u>lot line clearance</u>                                                                                       |
| What specific departure from the ordinance is being proposed (refer to the standards of the ordinance)? <u>outdoor storage shed less than 30 ft. from the lot line</u> |
| Have you been granted any variances in the past for this property?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe: _____      |
| Names of adjoining property owners, if known: _____                                                                                                                    |

#### CRITERIA

Address each of the following criteria for granting a variance.

1. Unnecessary hardship is present because:

Presence of septic system/septic mound

2. Unique features of this property prevent compliance with the terms of the ordinance; they include:

Presence of septic mound does not allow for storage structure to be 30ft. away from property line.

3. A variance will not be contrary to the public interest because:

the additional will not impede any other structures or properties.

Additional structure is a custom made outdoor building

#### PLANS TO ACCOMPANY APPLICATION

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale with all dimension figures, showing accurately property lines, easements and required building setbacks, the size and exact location of all proposed new construction and its relationship to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property, within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

If relevant to the variance request, the plan should also show contour lines (2-ft interval), the ordinary high water mark, floodplain and wetland boundaries, utilities, driveways and streets (include street names), and the location of filling/grading and/or erosion control measures.

#### CONDITIONS

The Town of Bristol Zoning Ordinance authorizes the Board of Zoning Appeals to place conditions on approved variances. Please keep this in mind and supply ALL pertinent information. If the variance is granted, no construction shall begin until a building/zoning permit has been issued.

**APPLICANT STATEMENT**

I, the undersigned, do hereby make an application for a variance for work described and located as shown herein. I agree that all work shall be done in accordance with the requirements of the Town of Bristol Zoning Ordinance and with all other applicable ordinances and the laws and regulations of the State of Wisconsin. I declare that the information that I am supplying is true and accurate to the best of my knowledge and I acknowledge that this information will be relied upon for the issuance of this permit. By signing this application, I am also granting permission to the Zoning Department Staff to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

**PRINTED NAME OF APPLICANT(S)**

Jackie Sell Jon Sell

**SIGNATURE OF APPLICANT(S)**

Jackie Sell / Jon Sell

**DATE**

9/5/25

**TO BE COMPLETED BY THE TOWN OF BRISTOL**

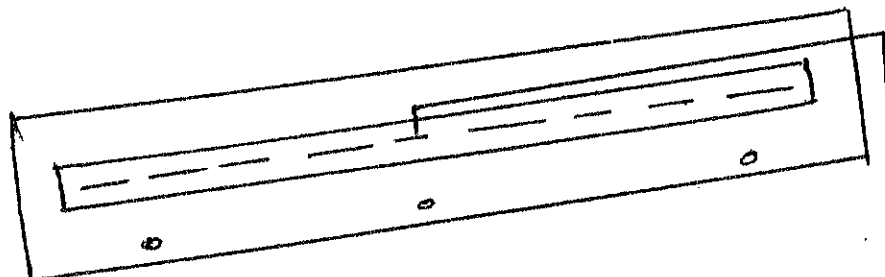
Date Filed: \_\_\_\_\_

Date Fee Received by Town: \_\_\_\_\_

Date Set for Board of Zoning Appeals Hearing: \_\_\_\_\_

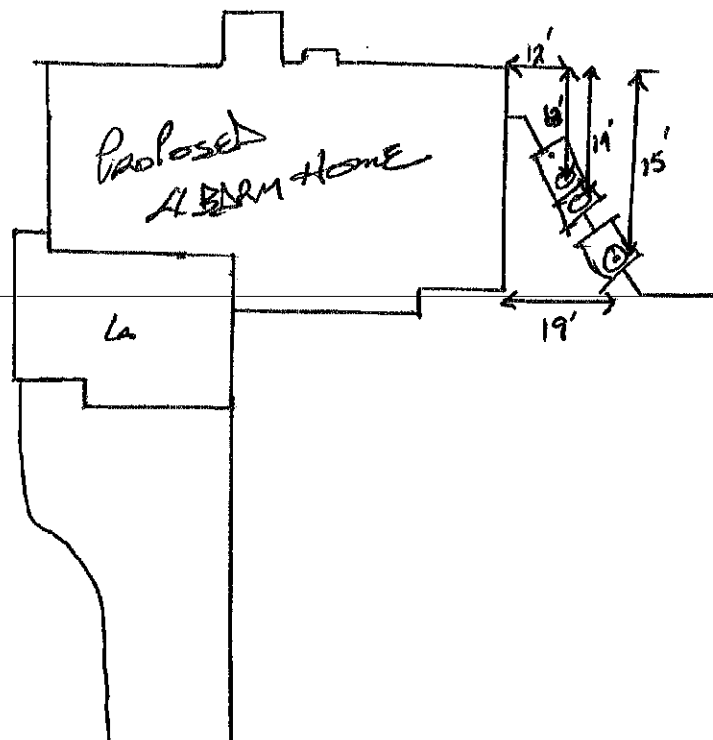
Lot 13 2964 Kiltie

ENERGY PED  
TOP B.M.



SEAGRAM PARKWAY

NO  
SCALE

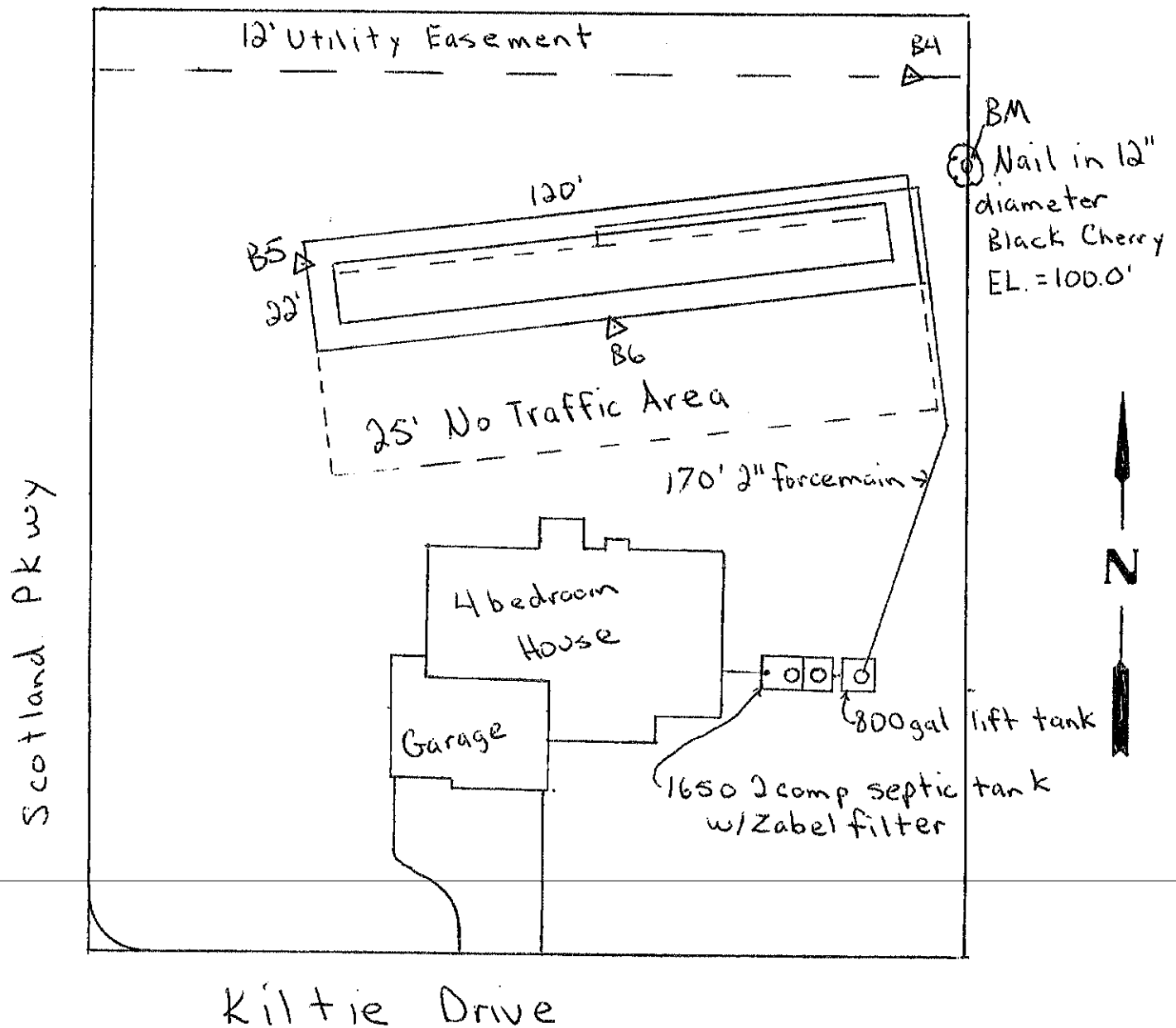
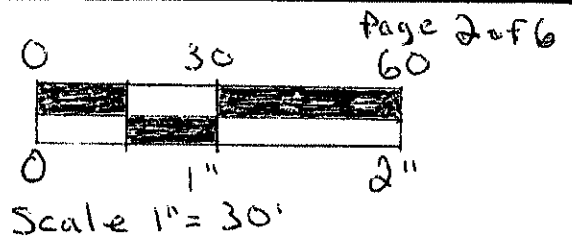


PROPOSED  
WELL

KILTIE DR.

Map 1

Brian Robinson  
Lot 13 Scottish Highlands  
Sec 30 Bristol

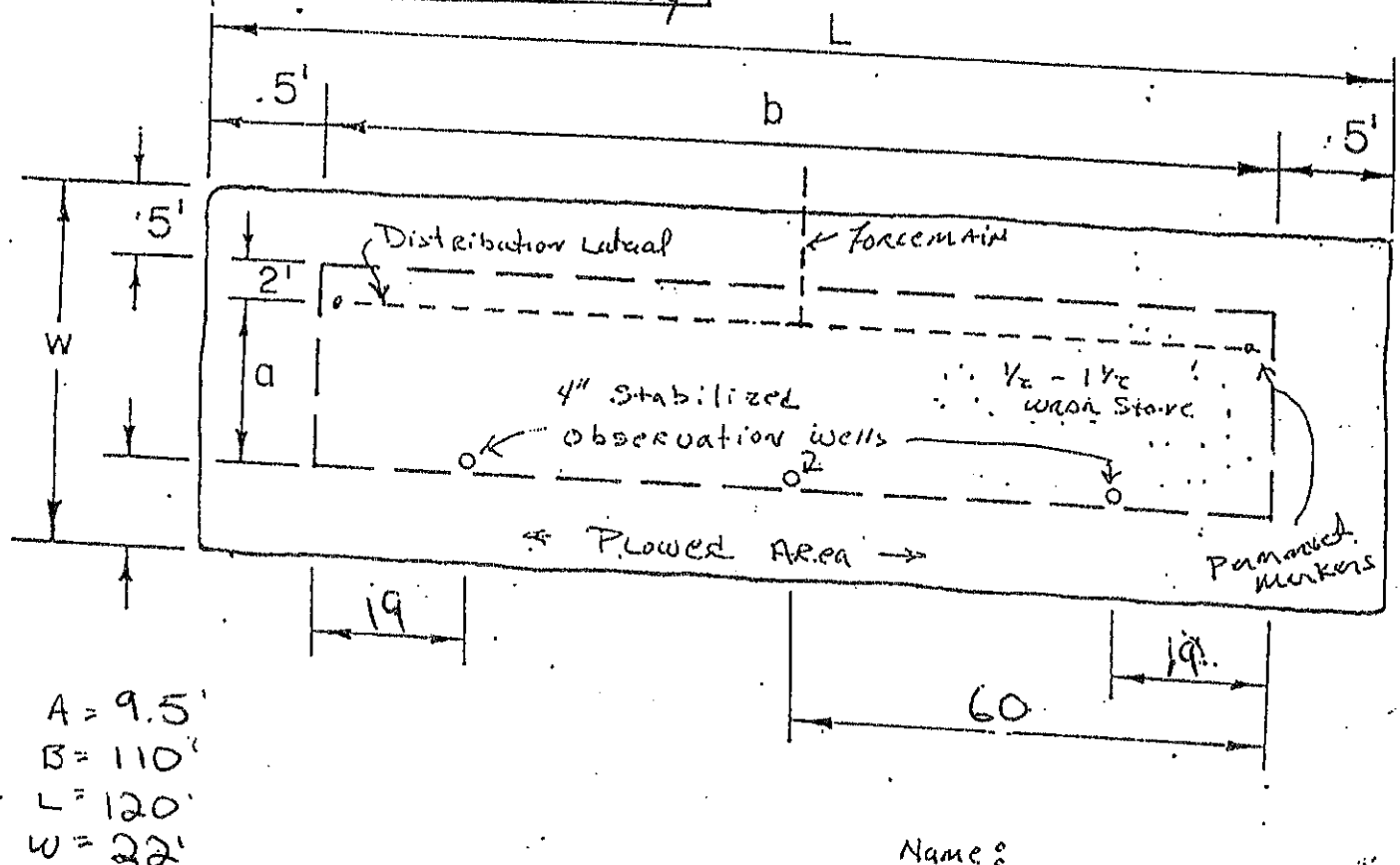


Note. Well to be > 25' from the Septic tanks  
> 50' from the drain field



|                                                                               |                                  |                                                            |                                      |
|-------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------|--------------------------------------|
| PROPERTY OWNER<br><b>Brian Robinson</b>                                       |                                  | COUNTY<br><b>Dane</b>                                      |                                      |
| PROPERTY LOCATION<br>GOVT. LOT <b>SE 1/4 NE 1/4 S 30 T 9 N R 11 E (or 12)</b> |                                  |                                                            |                                      |
| LOT #<br><b>13</b>                                                            | BLOCK #<br><b>—</b>              | SUBD. NAME OR CSM #<br><b>Scottish Highlands</b>           |                                      |
| <input type="checkbox"/> CITY                                                 | <input type="checkbox"/> VILLAGE | <input checked="" type="checkbox"/> TOWN<br><b>Bristol</b> | NEAREST ROAD<br><b>Scotland Pkwy</b> |

Page 3 of 6



Name: \_\_\_\_\_  
 MPRS # \_\_\_\_\_  
 Date: \_\_\_\_\_

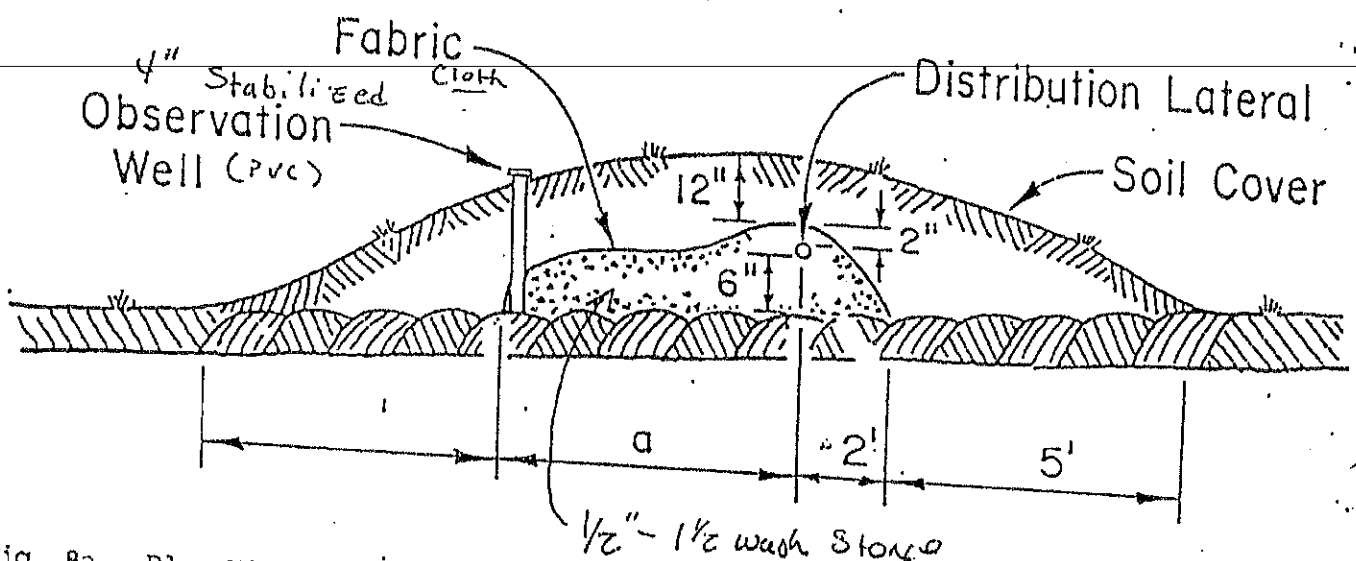
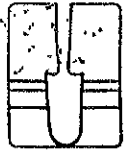


Fig. 8a. Plan View and Cross Section of Wisconsin At-grade Unit with a Single Absorption Area on a Sloping Site.

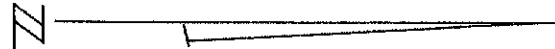


JEFFREY L. HAMMES  
CERTIFIED SOIL TESTING  
CERTIFIED DESIGNING

# PLOT PLAN

PAGE 3 OF 3

CLIENT: WM. PAULSON



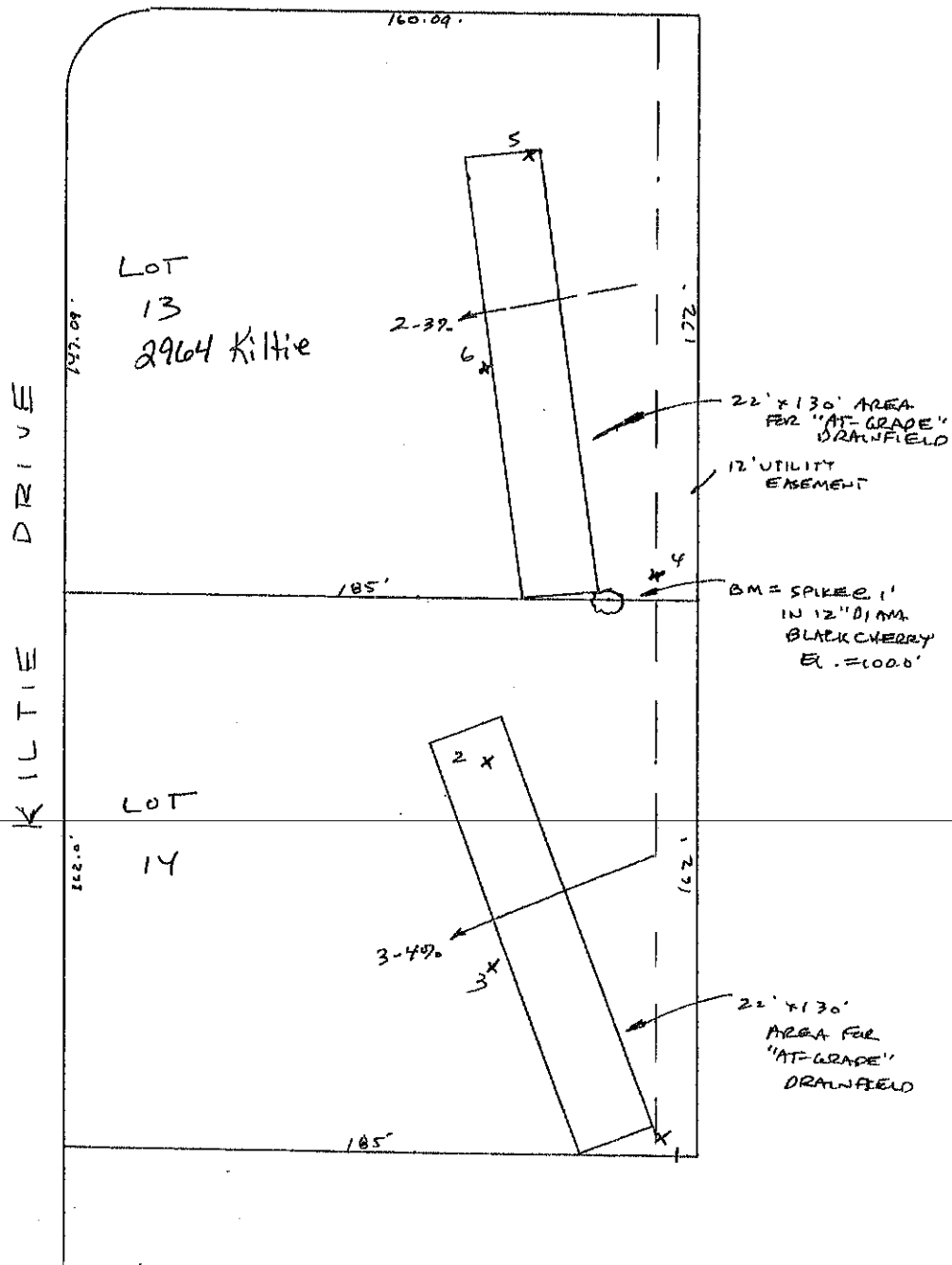
SCALE 1" = 40'  
x = SOIL BORING

LOTS 13 & 14, SCOTTISH HIGHLANDS

ONE INCH

IF THIS LINE  
DOES NOT EQUAL  
ONE INCH THEN  
THIS DRAWING IS  
NOT TO SCALE

SCOTLAND PKWY



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

**IV. Business**

**d.**

---

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



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

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**ZONING ADMINISTRATOR REVIEW REPORT**

**TO:** Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer  
**FROM:** Mitchell Bortz, Town of Bristol Assistant Zoning Administrator  
**DATE:** (for) November 11, 2025 Plan Commission/Town Board Meeting  
**SUBJECT:** Zoning Change/ Preliminary CSM Review for Crothers  
Tax Parcel 0911-191-9790-6  
**GEC NO.:** 2-0125-41K

**Background Information**

Owner/Applicant: Kennan Crothers  
1550 W Main Street  
Sun Prairie, WI 53590

Agent/Surveyor Birrenkott Surveying  
1677 N. Bristol St.  
Sun Prairie, WI 53590

Location: 2945 Wyndwood Way  
In part of the SE ¼ and NE ¼ of Section 19, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

Request: Zoning Change / Preliminary CSM Approval

|                  |                            |       |              |
|------------------|----------------------------|-------|--------------|
| Existing Zoning: | Tax Parcel 0911-191-9790-6 | R-1   | 1.7935 Acres |
|                  |                            | Total | 1.7935 Acres |

Existing Land Use: The existing parcel currently has a single-family house with an attached garage that has a driveway connecting it to Wyndwood Way. There does not appear to be any sort of accessory buildings located on the property. There are no steep slopes, lakes/streams, floodplains, or wetlands associated with the parcel.

Adjacent Land Uses: North: Wyndwood Way  
West: Residential  
East: Residential  
South: Agriculture

**Proposal**

|                |                |       |              |
|----------------|----------------|-------|--------------|
| Zoning Change: | Proposed Lot 1 | SFR   | 0.6647 Acres |
|                | Proposed Lot 2 | SFR   | 1.1288 Acres |
|                |                | Total | 1.7935 Acres |

Applicant submitted information for a zoning change of Tax Parcel 0911-191-9790-6 from zoning R-1 Residential District to SFR Single Family Residential Zoning District for Proposed CSM Lot 1 and Proposed CSM Lot 2. The intention of this zoning change and CSM is to divide the property and create a new residential lot. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

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 October 27, 2025.
2. Jurisdictional Review Form, received October 27, 2025.
3. Preliminary CSM, received October 27, 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. There appears to be extraterritorial review authority by the City of Sun Prairie.

**Town Ordinances**

1. **Zoning Ordinance – SFR Single Family Residential**  
The creation of proposed Lot 1 will create a new SFR zoned parcel as well as bring proposed Lot 2 into the Town's newer zoning district as well. The CSM shows proposed Lot 1 will meet the minimum lot size requirements and proposed Lot 2 will meet the lot size requirements and setbacks for all existing structures in the Town's newer ordinance.
2. **General**  
There are no planned improvements or construction that we are aware of currently. So no land use permits will be needed at this time. When the property is to be developed, the applicable land use permit and building permits will need to be obtained.
3. **Well & Septic**  
Prior to issuance of a land use permit for proposed Lot 1, the applicant will need approval of a septic system from Dane County Public Health.
4. **Driveway Permit**  
Prior to the issuance of a land use permit for a new house on proposed Lot 1, the applicant will need approval of a new driveway from Town of Bristol along Wyndwood Way.
5. **Preliminary CSM**  
The provided preliminary CSM appears correct and meets the Town Land Division Ordinance. However, the Town Clerk name should be changed to Kim Grob. It appears the City of Sun Prairie has extraterritorial jurisdiction for this proposal.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-191-9790-6 from zoning R-1 Residential District to SFR Single Family Residential Zoning District for Proposed CSM Lot 1 and Proposed CSM Lot 2, 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 applicant shall provide a copy of the recorded certified survey map to the Clerk within ten (10) days after the certified survey map is recorded.

2945 Wyndwood Way

Emailed to Mitchell 10-27-25

**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: \$ 450 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<br><b>Kennan Crothers</b>                   | CONTACT NAME<br><b>Bryan Stueck</b>                          |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable) | BUSINESS NAME (if applicable)<br><b>Birrenkott Surveying</b> |
| MAILING ADDRESS<br><b>1500 W Main Street</b>     | MAILING ADDRESS<br><b>PO Box 237</b>                         |
| CITY, STATE, ZIP<br><b>Sun Prairie, WI 53590</b> | CITY, STATE, ZIP<br><b>Sun Prairie, WI 53590</b>             |
| DAYTIME PHONE #                                  | DAYTIME PHONE #<br><b>(608) 837-7463</b>                     |
| EMAIL                                            | EMAIL<br><b>bstueck@birrenkottsurveying.com</b>              |

| LAND INFORMATION                                                                                              |                                                                   |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Town: <u>Bristol</u>                                                                                          | Parcel Numbers Affected: <u>012/0911-191-9790-6</u>               |
| Section: <u>19</u>                                                                                            | Property Address or Location: <u>2945 Wyndwood Way</u>            |
| Zoning District Change (To / From / # of acres) <u>R-1/SFR/1.7935 acres</u>                                   |                                                                   |
| Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: <u>100</u> % Other: _____ % |                                                                   |
| Narrative: (reason for change, intended land use, size of farm, time schedule)                                |                                                                   |
| <input type="checkbox"/> Separation of buildings from farmland                                                | <input checked="" type="checkbox"/> Creation of a residential lot |
| <input type="checkbox"/> Compliance for existing structures and/or land uses                                  | <input type="checkbox"/> Other                                    |
| <u>Create a Residential Lot</u>                                                                               |                                                                   |
| I authorize that I am the owner or have permission to act on behalf of the owner of the property.             |                                                                   |
| Signature: <u>Kennan Crothers</u>                                                                             | Date: <u>10-27-25</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: Kennan Crothers Email: \_\_\_\_\_

Address: 1500 W Main Street City/State/Zip: Sun Prairie, WI 53590 Phone: \_\_\_\_\_

Parcel ID Number(s): 012/0911-191-9790-6

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

Proposed activity on the property: Create a residential Lot

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/lwrviewer/> 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: 10-27-25 By: Kennan L. Crothers

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: \_\_\_\_\_



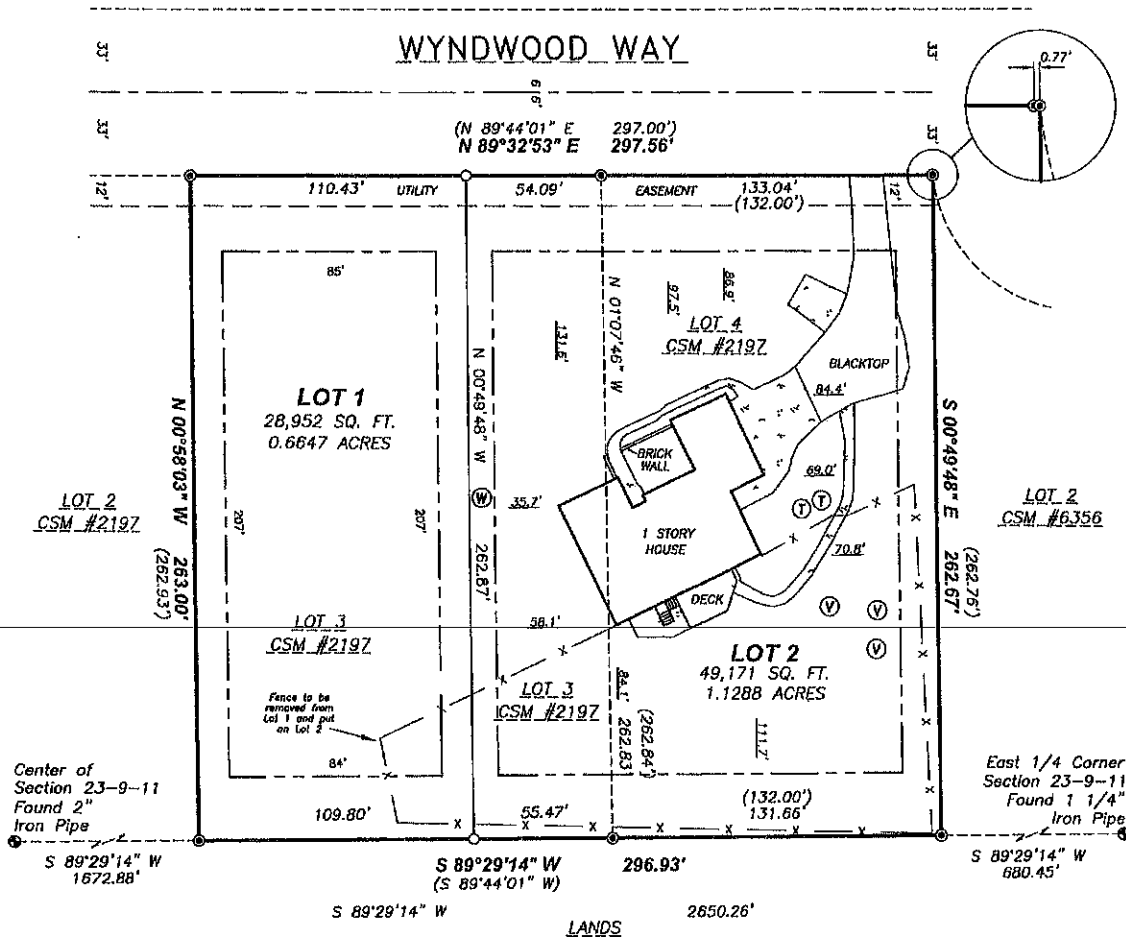
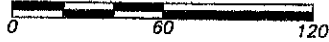
# **BIRRENKOTT SURVEYING**

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

## **CERTIFIED SURVEY MAP**

Lot 3, and the west 132.00 feet of Lot 4 of  
Certified Survey Map No. 2197, Located in the  
Southeast 1/4 of the Northeast 1/4 of Section 19,  
T9N, R11E, Town of Bristol, Dane County, Wisconsin.

SCALE 1" = 60'



### **Legend:**

- ⊙ = Found 1" Iron Pipe
- ( ) = Recorded as data
- ⊙ = Well
- ⊙ = Septic Tank
- ⊙ = Septic Vent
- ⊙ = 3/4"x24" Iron Bar set  
min. wt. = 1.50#/in.ft.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

DOCUMENT NO. \_\_\_\_\_





# CERTIFIED SURVEY MAP

DATED: August 11, 2025

## Birrenkott Surveying

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

### Surveyor's Certificate:

I, Chris K. Casson, a Wisconsin Professional Land Surveyor, hereby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land.

Chris K. Casson, Registered Land Surveyor No. S-3246

### Description:

Lot 3, and the West 132.00 feet of Lot 4 of Certified Survey Map No. 2197, Located in the Southeast 1/4 of the Northeast 1/4 of Section 19, T9N, R11E, Town of Bristol, Dane County, Wisconsin. Containing 78,124 square feet or 1.7935 acres.

### Owners' Certificate:

As owners, Robert W. and Renee L. Crothers, we hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided and mapped as shown on this Certified Survey Map. We also certify that this Certified Survey Map is required to be approved by the Town Board of the Town of Bristol.

Robert W. Crothers, Owner

Renee L. Crothers, Owner

### State of Wisconsin )

Dane County ) ss Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named Robert W. and Renee L. Crothers, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Dane County, Wisconsin

My Commission Expires \_\_\_\_\_

Printed Name \_\_\_\_\_

### Town of Bristol Approval Certificate

This certified survey, including any dedication shown thereon, has been filed with and approved by the Town Board of the Town of Bristol, Dane County, Wisconsin.

Lynnette Johnson, Deputy Clerk, Town of Bristol

Dated \_\_\_\_\_

### Notes:

- Utility Easement: No poles or buried cables are to be placed on any lot line or corner.
- The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
- This survey is subject to any and all easements and agreements both recorded and unrecorded.
- Wetlands, if present, have not been delineated, as part of this survey.
- This survey shows above-ground improvements only. No guarantee is made for below-ground structures.

### Surveyed for:

Voyager Builders  
1500 W Main St  
Sun Prairie, WI 53590

Surveyed: TAS  
Drawn: BER/B.T.S.  
Checked: CKC  
Approved: CKC  
Field book: 400/65-66  
Tape/File: J:\2025\CARLSON

### Register of Deeds Certificate:

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2025

at \_\_\_\_\_ o'clock \_\_\_\_\_ m and recorded in Volume \_\_\_\_\_ of Certified Survey

Maps of Dane County on Pages \_\_\_\_\_

Kristi Chlebowski, Register of Deeds

Document No. \_\_\_\_\_

Certified Survey Map No. \_\_\_\_\_, Volume \_\_\_\_\_, Page \_\_\_\_\_

Sheet 2 of 2  
Office Map No.: 250385

**Rezone Description:**

Lot 3, and the West 132.00 feet of Lot 4 of Certified Survey Map No. 2197, Located in the Southeast 1/4 of the Northeast 1/4 of Section 19, T9N, R11E, Town of Bristol, Dane County, Wisconsin. Containing 78,124 square feet or 1.7935 acres.

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

**V. Business**

**a.**

# 2026 Dog License

| <u>Neutered/</u> |
|------------------|
| <u>Spayed</u>    |
| \$25.00          |
| \$18.75          |
| \$6.25           |

| <u>Non - N/S</u> |
|------------------|
| \$36.00          |
| \$29.75          |
| \$6.25           |

| <u>Puppies</u>   |
|------------------|
| <u>N/S</u>       |
| \$25.00          |
| \$17.25          |
| \$7.75           |
| <u>Non - N/S</u> |
| \$34.00          |
| \$25.75          |
| \$8.25           |

| <u>Kennel</u>     |
|-------------------|
| <u>Licenses</u>   |
| \$68.50           |
| \$56.75           |
| \$9.25            |
| <u>Additional</u> |
| <u>Kennel Tag</u> |
| \$36.00           |
| \$29.75           |
| \$6.25            |

Resident Fee  
County Portion  
Town Portion

\$2.00 = Increase

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

**V. Business**

**b.**

**No Packet Material for This Item**

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