7747 County Road N, Sun Prairie WI 53590 Jt. Plan Commission and Town Board Meeting June 13, 2022 at 6:00 pm

The Bristol Town Board and Plan Commission will hold a Joint meeting on Monday, June 13, 2022, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes from May 9, 2022 Jt. Plan/Board Meeting & May 19, 2022 Special Board Meeting
 - d. Approval of Check Register May 2022
- II. Public Comment items not on the agenda
- III. Parks Committee Report
- IV. Business
 - a. Discuss/Consider Soil Testing in the Retention Basins
 - b. Discuss/Consider Rezone From A-1 to SFR and a Conditional Use Permit to Install Plumbing in to an Accessory Building on parcel 0911-304-4025-0, 6664 Tartan Trail
 - c. Discuss/Consider the Purchase of 30 Trees for a Total of \$15,000 to Plant in Town Parks
 - d. Discuss/Consider the Following License Renewals for the 2022/2023 License Year:
 - a. "Class B" Beer/Liquor for Midway Roadhouse
 - b. "Class B" Beer/Liquor for North Bristol Sportsman's Club
 - c. "Class B" Beer/Liquor for NV Corners
 - d. "Class B" Beer/Liquor for Sun Prairie Golf Course
 - e. "Class B" Beer/Liquor for Club Bristol
 - f. Adult Entertainment for Club Bristol
 - e. Discuss/Consider Operator Licenses for 2022/2023 Year
- V. Set Future Meetings and Agendas
- VI. 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.

Kim Grob, Town Clerk-Treasurer

Certified Posting: 6-10-2022 Town Hall and website.

7747 County Road N, Sun Prairie WI 53590 Jt. Plan Commission and Town Board Meeting May 9, 2022 at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: Steve Schwartzer, Sandy Dulin, AL Rogers. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE - RECITED

c. APPROVAL OF MINUTES FROM APRIL 11, 2021 JT. PLAN/BOARD MEETING

Motioned by Dulin and seconded by Rogers to approve April 11, 2022 Jt. Planning/Board minutes as written. All ayes, Motion carried.

Motioned by Willison and seconded by Grove to approve April 11, 2022 Board minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER APRIL 2022

Motioned by Willison and seconded by Grove to approve April 2022 check register. All ayes, Motion carried.

PUBLIC COMMENT

Public comment included: County Board Supervisor, Jeff Weigand introduced himself. Kolby Hirth talked about street lights dispersing light into homes. Hirth reported that residents appreciate the clarification, that it is the electrical company responsible for the selection, installation and maintenance of the lights and not the developer or town. Gilbert Bradley asked about the Recycling Centers drive area and improving it. Derr reported he has been in discussion with contractors and the different options that would be suitable for heavy trucks. Bradley also reported an area on Vinburn Rd where there is a washout in the shouldering of the road.

PARKS COMMITTEE REPORT

Cristine Reid and Ben Grove gave an update on what the new Parks Committee has accomplished this spring. The Committee has connected with HOA's, people interested in improving the conditions of the parks and has completed a walk-through of each park. There was a Park clean-up on April 30 and an updated mowing contract with Sun Prairie Law Care LLC was approved by the board.

BUSINESS

a. DISCUSSION/CONSIDER RICHARD VERNIG PRELIMINARY CSM OF ADDING ACREAGE TO THE EXISTING PARCEL 0911-193-9330-0 (3108 HAPPY VALLEY RD) AND ZONING CHANGE

The Vernig's wish to purchase an approximate .35 acres from a neighbor to add to their parcel and need to changing the zoning to SFR. The remnant parcel of 24.65 acres will stay A-1(legacy).

Planning – Motioned by Willison and seconded by Rogers to approve the CSM of adding approx. .35 acres from parcel 0911-193-9001-8 to parcel 0911-193-9330-0 and the rezone of the 1.35 acres to SFR. All ayes, Motion carried.

7747 County Road N, Sun Prairie WI 53590 Jt. Plan Commission and Town Board Meeting May 9, 2022 at 6:00 pm

Board – Motioned by Willison and seconded by Grove to approve the CSM of adding approx. .35 acres from parcel 0911-193-9001-8 to parcel 0911-193-9330-0 and the rezone of the 1.35 acres to SFR. All ayes, Motion carried.

DISCUSS/CONSIDER FOR APPROVAL OF BCPL LOAN TO FINANCE THE FINAL PAYMENT OF THE NEW FIRE ENGINE

The estimated time for the Fire Engine to be at our station is June 2022. The Town of Bristol is responsible for a final payment of \$235,405.78 and looking at a loan through BCPL. Motioned by Willison and seconded by Grove to approve a loan for \$235,405.78 for the fire engines final payment at a four-year term at 4%, making prepayments if able. All ayes, Motion carried.

c. DISCUSS/CONSIDER 2022 ROAD WORK BIDS

The bids were opened and reviewed.

Motioned by Willison and seconded by Grove to approve Tri County Paving, Inc. for approximately 300 tons of asphalt wedging. All ayes, Motion carried.

Motioned by Grove and seconded by Willison to approve Scott Construction for sealcoating with Quartz and Slag. All ayes, Motion carried.

Motioned by Willison and seconded by Grove to table the crackfilling bid and to request references on the bidder. All ayes, motion carried.

CLERK UPDATES

Clerk reported that she updated the answering message for the Town Hall and added directory choices for the different mailboxes (Clerk, Deputy Clerk and Shop).

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting: June 13, 2022 at 6:00 p.m.

ADJOURN

Planning – Motioned by Willison and seconded by Dulin to adjourn at 8:03 p.m. All ayes, Motion carried. Board - Motioned by Grove and seconded by Willison to adjourn at 8:03 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

SPECIAL BOARD MINUTES TOWN OF BRISTOL 7747 COUNTY ROAD N, SUN PRAIRIE, WI 53590 THURSDAY, MAY 19, 2022

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 8:10 a.m. by Chairman Derr. Members Present –Derr, Willison and Grove. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - NO PUBLIC COMMENT

BUSINESS

DISCUSSION/CONSIDER FOR APPROVAL OF BCPL LOAN TO FINANCE THE FINAL PAYMENT OF THE NEW FIRE ENGINE

The Board is reconsidering their May 9 approved motion for a four-year loan term to a three year. Motioned by Willison and seconded by Grob to approve rescinding the approved BCPL four-year loan term. All ayes, Motion carried.

Motioned by Willison and seconded by Grove to approve the BCPL loan at three years, 4.00% for \$235,405.78 to make the final payment on the new fire engine. All ayes, Motion carried.

b. DISCUSS/CONSIDER CRACKFILLING BID FROM THUNDER ROAD

The Board reviewed the Thunder Road and Crack Filling Service Corp. proposals that were received to provide crack filling for the Town. The Board felt it was important to go with a more experienced company. Motioned by Grove and seconded by Willison to approve Crack Filling Service, Corp for the crack filling needs for the town roads. All ayes, Motion carried.

ADJOURN

Motioned by Grove and seconded by Willison adjourn at 8:40 a.m. to adjourn. All Ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol Account QuickReport

As of May 31, 2022

Name	Memo	Amount
ttenann	Dainy for Doguelo Otracticles #544	200.00
ttmann Networks	Reim. for Recycle Ctr. sticker #514 IT Services	-200.00 -68.30
communications	Town Hall Internet	-182.80
d Appraisal Consultant	Assessment of property & Internet posting	-1,375.48
	Cemetery supplies, Rackspace, Pollworker m	-609.83
Wisconsin Municipaliti	Local Govt. Stormwater Group Membership	-200.00
BioClean Inc.	Town Hall Cleaning	-212.00
lumber Inc Vestport	Portable Restrooms: Recycl Cntr 135; Brist NECC Legal Bills	-370.00 -78.00
ergy/WPL	Elec-Street lights,parks,townhall,recycle ctr	-1,379.07
Vaste Systems	Recycling & Disposal Expenses	-3,529.67
ng	Cold Mix - Road Repairs	-552.00
upply Company	Street Signs	-435.75
ates Treasury	39-6005805 QB Tracking # -1664257326	-1,796.46
re Bank	010-7001187 Created by Payroll Service on 05/11/2022	-100.00
ks Payroll Service ks Payroll Service	Created by Payroll Service on 05/11/2022 Created by Payroll Service on 05/11/2022	-2,267.69 -5,277.03
ald H	Direct Deposit	0.00
enjamin A	Direct Deposit	0.00
Brian L	Direct Deposit	0.00
berly M	Direct Deposit	0.00
Lynnette R	Direct Deposit	0.00
stin	Direct Deposit	0.00
nes R Michael J	Direct Deposit Direct Deposit	0.00
ough	4/5/22 Election Pay & Hazard Pay	-205.00
ugh	VOID: 4/5/22 Election Pay & Hazard Pay	0.00
estelle	4/5/22 Election, Training, Hazard Pay	-340.00
allagher	4/5/22 Election, Training, Hazard Pay	-250.00
ma	4/5/22 Election, Training, Recount, Hazard P	-280.00
chmidt	4/5/22 Election, Training, Hazard Pay	-220.00 -231.25
shall e	4/5/22 Election, Training, Hazard Pay 4/5/22 Elecetion, Training, Hazard Pay	-242.50
der	4/5/22 Election, Training, Hazard Pay	-238.75
ert	4/5/22 Election, Training, Hazard Pay	-235.25
ell	4/5/22 Election, Training, Hazard Pay	-235.25
SSO	4/5/22 Eleection, Training, Hazard Pay	-235.25
lvester 1	4/5/22 Election, Training, Hazard Pay	-266.50
np lin	Election Training	-22.50 -22.50
lin rch	Election Training Election Training	-22.50
011	4/5/22 Eleection Hazard Pay	-100.00
Iohnson	4/5/22 Election Hazard Pay	-100.00
oot Business Credit	Office Supplies, Toner	-203.00
It Company	Rock Salt-4/14 & 4/25 Bill	-14,654.96
	April Fuel	-1,176.50
Treasurers Assn of Wi	Annual Dues Mileage - 11/3/21 - 12/3/21 (191.50 miles)	-60.00 -107.24
lohnson Iohnson	Mileage - 1/4/22 - 4/25/22 (458 miles)	-267.93
Officori	Gas Service	-459.68
outhern Wisconsin	Ads - Sun Prairie Star - Road bids & Affidavit	-28.22
UNTY TREASURER	April Contractural Police Services	-4,646.98
indsay	Paint - Parks	-348.43
res	Disposal of 6 Tires	-18.00
re Bank	010-7001187 0118000	-150.00 -271.02
	Town of Bristol	-2,253.04
	69-036-0118-000	-2,390.22
ates Treasury	39-6005805 QB Tracking # -1061586326	-1,448.66
Department of Reven	39-6005805 QB Tracking # -1061158326	-842.25
Dane County Fire Unit	New 2022 Fire Engine Final Payment	-237,405.78
ks Payroll Service	Created by Payroll Service on 05/25/2022	-5,303.09
iberly M Lynnette R	Direct Deposit Direct Deposit	0.00 0.00
stin	Direct Deposit Direct Deposit	0.00
mes R	Direct Deposit	0.00
Michael J	Direct Deposit	0.00
		-293,916.33
		-293,916.33
		-293,916.33

Cover Sheet for Agenda Packet Section

IV. Business

a.

No Packet Material For This Item

Cover Sheet for Agenda Packet Section

IV. Business

b.

General Engineering Company P.O. Box 340 916 Silver Lake Drive

916 Silver Lake Drive Portage, WI 53901



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

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO:

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

FROM:

Kory D. Anderson, P.E., Town of Bristol Zoning Administrator

DATE:

(for) June 13, 2022 Plan Commission/Town Board Meeting

SUBJECT:

Zoning Change/ CUP Review for Singh

Tax Parcel 0911-304-4025-0

GEC NO .:

2-0122-41E

Background Information

Owner/Applicant:

Lakhbir Singh 6664 Tartan Trail Sun Prairie, WI 53590

Agent/Surveyor

Jenny Larson

7480 Oak Hill Court Verona, WI 53593

Location:

6664 Tartan Trail

In part of the SW 1/4 of the SE 1/4 and SE 1/4 of the SW 1/4 of Section 30, all in T9N,

R11E, Town of Bristol, Dane County, WI.

Request:

Zoning Change / CUP Approval

Existing Zoning:

Tax Parcel 0911-304-4025-0

A-1 (Legacy) 5.6 Acres

Total 5.6 Acres

Existing Land Use:

The existing parcel currently contains a single-family house, pool, and a large

shed. There are no steep slopes, wetlands, or floodplains associated within the

parcel except for a large pond in the backyard.

Adjacent Land Uses:

North: Tartan Trail. Residential

West: Residential East: Residential South: Residential

Proposal

Zoning Change:

Tax Parcel 0911-304-4025-0

SFR 5.6 Acres
Total 5.6 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-304-4025-0 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District. The applicant would like to add plumbing fixtures to an accessory structure, which requires a Conditional Use Permit, which triggers the rezone from Legacy zoning to the newer zoning designation.

Portage

Black River Falls

La Crosse





Submittals/Attachments

- 1. Zoning Change Application, received May 25, 2022.
- 2. Jurisdictional Review Form, did not receive.
- 3. Conditional Use Permit Application, received May 25, 2022.

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

Comprehensive Plan

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

Town Ordinances

1. General

There is no planned building expansion. All work would be done within the existing footprint of the shed.

2. Conditional Use Permit

The proposed plumbing fixtures in the existing shed would need a Conditional Use Permit (CUP) per the Town's zoning ordinance in the SFR zoning district. The CUP triggers the requirement for the rezone as stated in the Town's zoning ordinance.

3. Well & Septic

Prior to issuance of a land use permit for the proposed plumbing fixtures in the existing shed, the applicant will need approval of a septic system from Dane County Public Health.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-304-4025-0 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District, contingent on the following:

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

CONDITIONAL USE PERMIT

Town of Bristol Conditional Use Permit

2022- Singh 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:

June 13, 2022

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

Tax Parcel 0911-304-4025-0, Books Estates Lot 55, Sec 30-9-11 part in SE1/4 of SW1/4 and part in SW1/4 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.

CONDITIONAL USE PERMIT

2022- Singh CUP#1

, PAGE 2

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 confirm to all applicable regulations of the district in which it is located.

Expiration of Permit

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

Cover Sheet for Agenda Packet Section

IV. Business

c.



SRB'S TREES

2779 Star Crest Trail Sun Prairie, WI 53590 Phone: (608) 444-1321

Town Of Bristol

APRIL 22, 2022

CUSTOMER PHONE	CUSTOMER EMAIL	
608-843-6151 (Tom)	tomvoeck@gmail.com	

QUANTITY	DESCRIPTION	UNIT PE	RICE	TOTAL
6	2" Skyline Honey Locust 10ft		\$275	\$1,650
6	2" Patriot Elm 12ft		\$275	\$1,650
6	2" White Swamp Oak 8ft		\$275	\$1,650
6	2" London Plane Trees 12ft		\$275	\$1,650
6	2" Redpoint Maple 10ft		\$275	\$1,650
30	Install (install incudes mulch ring)		\$200	\$6,000
	All trees one year guarantee			
	Trees to be planted in 4 parks			
	10-Bristol Ridge 10- Starcrest 5-Drumlin Creek 5- Norway estates			
	•	SUBTOTAL	\$14,250	
				4700 75

 SUBTOTAL
 \$14,250

 SALES TAX
 \$783.75

 TOTAL DUE
 \$15,033.38

Make all checks payable to SRB'S TREES.

If you have any questions concerning this invoice, contact: Brian Srb, (608) 444-1321, briansrb2@icloud.com

THANK YOU FOR YOUR BUSINESS!

^{*}Not responsible for dog fences or irrigation*

Cover Sheet for Agenda Packet Section

IV. Business

d.

Town of Bristol License Renewals July 1, 2022 - June 30, 2023

North Bristol Sportsman's Club Agent: Kevyn Quamme 7229 Green Way Road P.O. Box 202 Sun Prairie, WI 53590

Sun Prairie Golf Course, Inc. 3039 Happy Valley Road P.O. Box 1 Sun Prairie, WI 53590

Club Bristol Agents: Rich Bickle & Jerry Wood 7653 County Road N Sun Prairie, WI 53590 Midway Roadhouse, LLC Agent: Alexander Prebeg 6937 County Road N Sun Prairie, WI 53590

N V Corners, LLC Agent: Rochelle Chadwick 2710 County Hwy V Sun Prairie, WI 53590

Cover Sheet for Agenda Packet Section

IV. Business

e.

Town of Bristol OPERATOER LICENSE RENEWALS JULY 1, 2022 - JUNE 30, 2023

Shane Dynes Marinda Grady Kimberly Graham Timothy Kilian Melisa Lampi Kevyn Quamme Thomas Seasor Carl Tiedt	North Bristol Sportsman's Club North Bristol Sportsman's Club	Renewal Renewal Renewal Renewal Renewal Renewal Renewal
Brittney Buchner Brittany Winters	Midway Roadhouse, LLC Midway Roadhouse, LLC	Renewal Renewal
Ronald Bellefeville Jacey Bellefeville Andrew Caron Isaac Frausto Riley Gargano Jeff Gruss Shay LaBuwi Mariann Patzka Mike Ronpre Veronica Ross Mark Veith Lisa Veltrop	Sun Prairie Golf Course, Inc.	New New New Renewal New New New New Renewal Renewal Renewal
Susan M. Klaila Mathew Marks Tracey McClure Marlis Regel John Suchomel	N V Corners, LLC N V Corners, LLC N V Corners, LLC N V Corners, LLC N V Corners, LLC	Renewal Renewal Renewal Renewal Renewal
Casey Easley Andrew Enebretson Brittanie DornBrooke Tyler Leonard Thomas Spoerl Michelle Thompson Dierdre Valentine	Club Bristol	Renewal Renewal Renewal New Renewal Renewal