

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
September 12, 2022 at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, September 12, 2022, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes: August 1, 2022 Board Mtg & August 22, 2022 Special Board Mtg
 - d. Approval of Check Register for August 2022 & Treasurer's Report

- II. Public Comment – Items Not on The Agenda

- III. Parks Committee Report

- IV. Presentation By the Sun Prairie Public Library Foundation on Their Capital Campaign for The Library's Expansion And Renovation Project

- V. Business
 - a. Discuss/Consider Temporary Liquor License for St. Joseph Fall Festival to Be Held on September 17 & 18, 2022
 - b. Discuss/Consider Rezone on Parcel 0911-292-7178-0, Lot 38, North Star Circle, from R-1 to SFR
 - c. Discuss/Consider Rezone on Parcel 0911-194-7185-0, 2916 Pebble Valley Court, From R-1 To SFR
 - d. Discuss/Consider Rezone & CSM Approval of The Kay Jensen & Paul Ehrhardt Farm, 6837 Elder Lane
 - e. Discuss/Consider Timeline of Comprehensive Plan & Schedule the First Informational Meeting with CARPC
 - f. Review Proposal from Nahn & Associates on The Infiltration Testing
 - g. Discuss/Consider Adopting a Code of Ethics Ordinance 2022-01 & The States Procurement Standards Ordinance 2022-02 For the Purpose of The ARPA Grant.

- VI. Clerk Update
 - Dog License
 - November 8 Election

- VII. Set Future Meetings and Agendas

- VIII. Adjourn.

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

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

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
August 1, 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, Grove and Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM JULY 11, 2022 BOARD MEETING

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

d. APPROVAL OF CHECK REGISTER FOR JULY 2022 & TREASURER'S REPORT

Motioned by Willison and seconded by Grove to approve July 2022 check register and treasurer's report. All ayes, Motion carried.

PUBLIC COMMENT

Public comment included: An update of the broadband installation was inquired about. Upnet is planning on continuing their work late this summer and have until the end of 2023 to complete the project. Derr reported the Bird St. closures new anticipated date is more towards the end of August. The developer plans to install signage in advance of the closure to notify the public.

PARKS COMMITTEE REPORT

Cristine Reid reported the Committee is talking with surveyor, Dan Paulson, to work on the Brooks Ridge Trail.

BUSINESS

a. DISCUSSION/CONSIDER ATV/UTV OPERATING ON TOWN ROADS ORDINANCE

Discussion occurred if the Town should move forward with drafting an Ordinance to allow ATV/UTV riding on Town roads. The Board concluded with needing to gather additional information before proceeding forward.

b. DISCUSS/CONSIDER CONSTRUCTING PARK SHELTERS IN BRISTOL RIDGE, BROOKS RIDGE, NORWAY RD

The package price for the three shelters has a 10% discount included. Motioned by Willison and seconded by Grove to approve the purchase/installation of Park shelters for Bristol Ridge, Brooks Ridge and Norway Rd for a price of \$109,169.50. All ayes, Motion carried.

c. DISCUSS/CONSIDER PURCHASING PLAY STRUCTURE FOR BRISTOL RIDGE PARK

Bristol Ridge Park play structure was installed in 1997. Motioned by Grove and seconded by Willison to approve the purchase of a new play structure at Bristol Ridge Park for the quoted price of \$32,119.02 (minus the sales tax). All ayes, Motion carried.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
August 1, 2022 at 6:00 pm

d. DISCUSS/CONSIDER PURCHASING NEW PARK SIGNS

Motioned by Willison and seconded by Grove to approve the purchase/installation of new park signs in the amount of \$11,102.10. All ayes, Motion carried.

e. DISCUSS/CONSIDER DETENTION BASIN PROGRAM / NORWAY ROAD RETENTION POND

Jerry Derr and Jason Tuggle have been discussing the future proceedings of the detention basin program. Nahn & Associates will review the discharge area and determine if gates should be installed to slow the flow of water coming out of those areas. Joseph Pingel, Civil Engineer, will be taking a look at Norway Rd pond for a second opinion.

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting – September 12, 2022

PUBLIC WORKS UPDATE

ADJOURN

Board - Motioned by Willison and seconded by Grove to adjourn at 8:28 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Special Town Board Meeting
August 22, 2022 at 9:00 am

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 9:00am by Chairman Derr. Board Members Present –Derr, Grove and Willison. Employees Present: Dustin Ward, Lynn Johnson and Kim Grob. No additional attendees present.

BUSINESS

a. DISCUSSION/CONSIDER 2022 YEAR END FINANCIAL PROJECTION; POTENTIAL PRELIMINARY 2023 BUDGET

Discussion occurred on projected year end financials and a preliminary Public Work needs for 2023. No motions were made.

b. DISCUSS/CONSIDER 2020/2021 AUDIT

The 2020 and 2021 Audit was discussed with no motioned made.

ADJOURN

Motioned by Grove and seconded by Willison to adjourn at 1:08 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol

Account QuickReport

As of August 31, 2022

Type	Date	Num	Name	Memo	Amount
1001 · Bank of SP - cash & investments					
100 · General Fund					
Bill Pmt -Check	08/01/2022	29040	Insight FS	53302 - July Fuel	-1,683.06
Bill Pmt -Check	08/01/2022	29041	Terminator Pest Control, ...	51603 - Pest Control - Building	-52.00
Bill Pmt -Check	08/01/2022	29042	Burke Truck & Equipment	53307 - Truck Repair	-1,158.19
Bill Pmt -Check	08/01/2022	29043	Madison Sand & Gravel	53308 - Limestone	-1,104.35
Bill Pmt -Check	08/01/2022	29044	Frontier	514062 - Town Hall Internet	-76.53
Bill Pmt -Check	08/01/2022	29045	US Cellular	514061 - Cell Phones	-159.50
Bill Pmt -Check	08/01/2022	29046	Town of Westport	51310 - NECC Legal Bills	-42.00
Bill Pmt -Check	08/01/2022	29047	Visa	51410 -Pstg,44102-Bkground cks...	-488.42
Paycheck	08/05/2022	29048	Grob, Kimberly M	Payroll	-1,518.85
Paycheck	08/05/2022	29049	Johnson, Lynnette R	Payroll	-442.73
Paycheck	08/05/2022	29050	Ward, Dustin	Payroll	-1,562.27
Paycheck	08/05/2022	29051	Ward, James R	Payroll	-323.22
Paycheck	08/05/2022	29052	Winters, Michael J	Payroll	-1,435.75
Paycheck	08/05/2022	29053	Willison, Brian L	Payroll	-300.13
Bill Pmt -Check	08/15/2022	29054	Pellitteri Waste Systems	53604 -1247.07-Recycl. 53606-2...	-3,393.26
Bill Pmt -Check	08/15/2022	29055	MG&E	51602 - Gas Service	-39.17
Bill Pmt -Check	08/15/2022	29056	DANE COUNTY TREASU...	52500 - DaneCom costs Jan - Ju...	-6,237.00
Bill Pmt -Check	08/15/2022	29057	Wisconsin DNR-Environm...	53605 - Stormwater Municipal Ge...	-500.00
Bill Pmt -Check	08/15/2022	29058	Dorn True Value	53303 - Shop Supplies	-5.84
Bill Pmt -Check	08/15/2022	29059	Office Depot Business Cr...	51407-Toner,Labels,Paper	-527.68
Bill Pmt -Check	08/15/2022	29060	Country Plumber Inc	55206-Brist.Gdn \$235 53603-Rec...	-370.00
Bill Pmt -Check	08/15/2022	29061	APG of Southern Wisconsin	51419 - Pub.Notice, Voting Abs B...	-55.00
Bill Pmt -Check	08/15/2022	29062	Nutrien Ag Systems	554204 Weed & Shrub Killer	-137.00
Bill Pmt -Check	08/15/2022	29063	Dave or Diane Shaw	56900 - Refund-Over Paid Land ...	-103.00
Bill Pmt -Check	08/15/2022	29064	Alliant Energy/WPL	53429-St Lts \$1005 55202-Pks \$...	-1,413.64
Liability Check	08/15/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 3762...	-1,498.50
Bill Pmt -Check	08/15/2022	29065	Porter Corp	55204 Park Shelters	-48,427.00
Bill Pmt -Check	08/15/2022	29066	Crack Filling Service, Corp	53317 Road Repairs	-30,000.00
Liability Check	08/17/2022	2022081701	North Shore Bank	010-7001187	-100.00
Liability Check	08/17/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 5089...	-1,670.80
Liability Check	08/17/2022	E-pay	Wisconsin Department of ...	39-6005805 QB Tracking # 5095...	-521.48
Liability Check	08/18/2022		QuickBooks Payroll Service	Created by Payroll Service on 08/...	-5,230.69
Liability Check	08/18/2022		QuickBooks Payroll Service	Created by Payroll Service on 08/...	-1,350.54
Paycheck	08/19/2022	DD2289	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	08/19/2022	DD2290	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	08/19/2022	DD2291	Ward, Dustin	Direct Deposit	0.00
Paycheck	08/19/2022	DD2292	Ward, James R	Direct Deposit	0.00
Paycheck	08/19/2022	DD2293	Winters, Michael J	Direct Deposit	0.00
Paycheck	08/19/2022	DD2295	Grove, Benjamin A	Direct Deposit	0.00
Paycheck	08/19/2022	DD2294	Derr, Gerald H	Direct Deposit	0.00
Liability Check	08/24/2022	2022082401	WRS	0118000	-271.02
Liability Check	08/24/2022	2022082402	WRS	Town of Bristol	-1,982.02
Liability Check	08/24/2022	2022082403	WRS	69-036-0118-000 - June 2022 - T...	-1,610.80
Liability Check	08/31/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 9041...	-1,595.94
Total 100 · General Fund					-117,387.38
Total 1001 · Bank of SP - cash & investments					-117,387.38
TOTAL					-117,387.38

Town of Bristol
Treasurer's Report
September 8, 2022

General Fund		
Ending Balance	\$	40,068.74
Money Market		
Ending Balance	\$	7,724.06
ICS Account		
Ending Balance	\$	1,852.36
LGIP Fund		
<i>General</i>		
Current Balance	\$	658,334.48
<i>Parks</i>		
Current Balance	\$	78,677.52
<i>Equipment</i>		
Current Balance	\$	<u>4.43</u>
Total Funds As September 8, 2022	\$	786,661.59
Parks Fund - LGIP		(78,677.52)
ARPA Funds		<u>(412,917.44)</u>
Total Funds Available	\$	<u>295,066.63</u>

Capital Campaign Proposal

Sun Prairie Public Library Foundation

Town of Bristol

Prepared by

Teresa Stevens

Submitted

Tuesday, September 6th, 2022



Sun Prairie Public Library Foundation • sunlibfoundation.org • 608-886-0718

September 6, 2022
Town Board Members
Town of Bristol
Sun Prairie, WI

Dear Town of Bristol:

Thank you for the opportunity to present the Sun Prairie Public Library Next Chapter Expansion and Renovation Project to the Town of Bristol Board.

The community is at the heart of our library, and this project reflects our community's growth and evolving needs by empowering residents with relevant, contemporary, and inclusive modern public library services and experiences. This project is an investment in our community, for today and for generations to come. At its core, the Sun Prairie Public Library's expansion and renovation project is about connections – connections to technology, to community and to ourselves.

We respectfully request that the Town of Bristol consider a cornerstone gift of \$500,000 to name the Town of Bristol Atrium. The gift may be pledged over 5 years. This space expands upon the Town of Bristol Community Room. The Atrium will be the entry area into the library, offering after-hours service opportunities, additional meeting room space, gathering and reading spaces, main entry point for the Media Center, and Read Before Book Store.

This project represents the values and vision of both the library and the Town of Bristol – to offer opportunities and connections to the people of the Greater Sun Prairie area. The Town of Bristol has been a wonderful partner in supporting the current library facility from the Community Room to the automated sorter and most recently the carpet replacement.

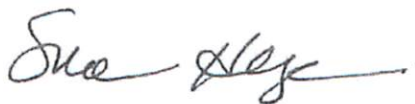
Modern libraries nurture and foster lifelong learning through thoughtfully planned collections and programs, bridge the digital divide, provide trusted information, provide resources for guided and self-guided exploration and creativity, serve as a community hub, provide critical services to address socio-economic and health insecurities, and display collections and exhibits that reflect our local community as well as our broader world.

We hope you will join us in providing these opportunities to our community; we are happy to provide any additional information needed and answer questions.

Again, thank you.



Theresa Stevens
Executive Director
Sun Prairie Public Library Foundation



Svetha Hetzler
Director
Sun Prairie Public Library



Proposal

Atrium

Public libraries create a sense of place for residents. They are often considered the community's living room and a third space, separate from home and work. To address community needs and goals, our newly expanded and renovated library will include the following:

- atrium space for after-hours access and events
- additional meeting spaces to meet community needs and support social infrastructure
- makerspace, a collaborative space with the Sun Prairie Media Center, featuring equipment for artistic, technological, and scientific expression and creation
- outdoor programming spaces
- larger children's area and story time room
- dedicated teen space
- more study rooms for individual and group work
- spaces for visual art exhibits
- sensory room and comfort room

Naming Rights Opportunity

This named-space opportunity is available for \$500,000.

The Foundation is able to offer the Town of Bristol pledge options up to 5 years, this option is available to smooth any large swings in upcoming budgets.



NEXT STEPS

If any questions arise, please reach out to Theresa Stevens, xecdirector@sunlibfoundation.org or 608-886-0718. Once a decision is made, please set up a time to discuss the board-agreed upon details.

We hope we earned the opportunity to continue discussing the Library Expansion Project plan with you and it'd be a privilege to work with the Town of Bristol on this exciting project.



Contact Information

Theresa Stevens

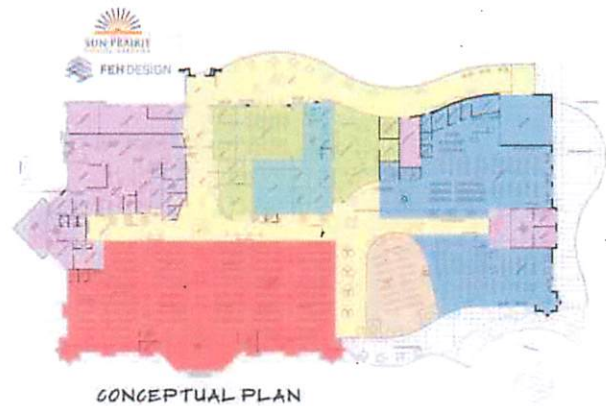
608-886-0718

xecdirector@sunlibfoundation.org



2005-2021

- Space Needs Analysis: 2005 & 2012
- Architectural Analysis: 2018
- Oct-Dec 2019: Library Board reviews recommendation and requests further study for a smaller main library
- February 2019: Library Board approves 74,000 SF Main Library (\$19.5M, based on 2020 costs)
- May 2019: Endorsement from COW for 74,000 SF Main Library
- February 2020: Library Board approves 55,000 SF Main Library due to other city department needs
- March 2020: Pause on expansion plan as focus shifts to pandemic
- 2021: Using fund balance, Library Board begins conceptual design process with FEH Design, LPA, “Next Chapter Team”, focus groups, and Community SPARK Session.



Goals for success:

- Ensure that we serve the community needs for the next 20 years
- Grow with Sun Prairie socio- economic needs
- Improve infrastructure for comfort, aesthetics, safety, and security
- Vision, mission, and values tied to physical space to reflect culture
- Provide adequate space to support collections and programs
- Consideration for flexible space and outdoor spaces including a Maker Space
- Remove barriers to serve all members of our community
- Provide more flexible access
- Consideration to maintain and enhance the drive-up window to serve patrons
- Be an example by being good stewards - financially, environmentally and culturally sustainable.
- Library as an essential destination
- Promote and foster life-long learning and creativity
- Create an environment that continues to be comfortable...maintain current integrity of our “GEM” inside and outside
- Exposure to Art – local and national
- Facilitate communication using technology
- Provide broad and diverse collection access for the community

2021-2022

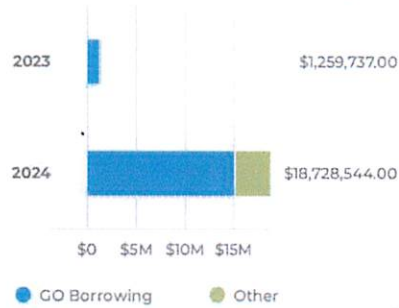
- November 2021: Library Board approves 61,500 SF Library Expansion & Renovation (\$19.9M, based on 2024 costs)
- January 2022: Presentation of Conceptual Plan to Sun Prairie City Council
- January-April 2022: SPPL Foundation Board approves taking on the Capital Campaign fundraising project
- May – August 2022: Sun Prairie City Council reviews 10 year Capital Improvement Plan
- August 16, 2022: Sun Prairie City Council approves 10 year Capital Improvement Plan

Funding Sources

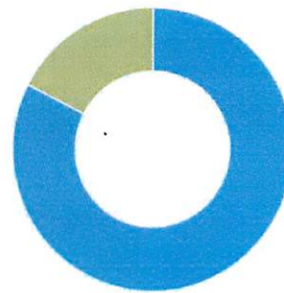
FY2023 Budget
\$1,259,737

Total Budget (all years)
19.988M

Funding Sources by Year



Funding Sources for All Years



GO Borrowing (82%)	\$16,488,281.00
Other (18%)	\$3,500,000.00
TOTAL	\$19,988,281.00

Funding Sources Breakdown		
Funding Sources	FY2023	FY2024
GO Borrowing	\$1,259,737	\$15,228,544
Other		\$3,500,000
Total	\$1,259,737	\$18,728,544

2022-2025:

- November 2022: Announce Request for Proposals for Owner’s Representative, after approval of City budget.
- January 2023: Library hires Owner’s Representative
- February/March 2023: Library hires architectural firm and begin full design process
- Fall 2023: Prepare construction bidding documents
- January 2024: Begin construction
- Summer 2025: Opening of expanded and renovated Sun Prairie Public Library

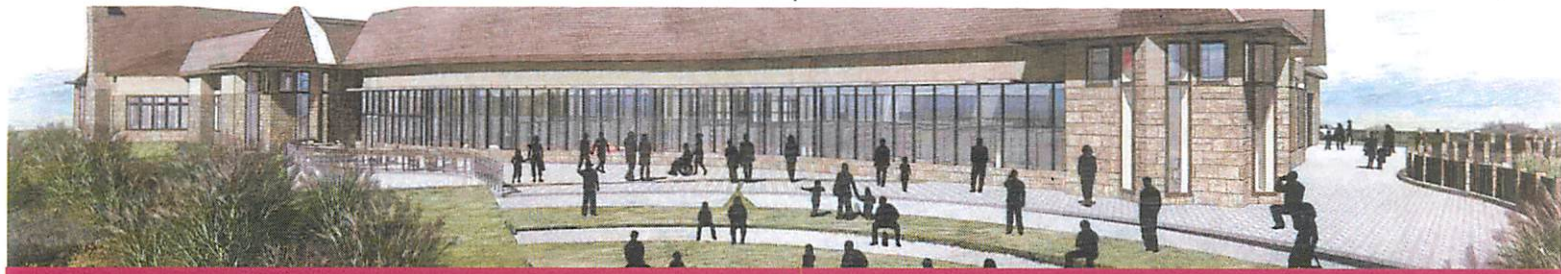
More information can be found on the Sun Prairie Public Library’s Expansion Page:

https://www.sunprairiepubliclibrary.org/library_expansion

Questions or comments? Email shetzler@cityofsunprairie.com or call (608)825-0900

Thank you!

Svetha Hetzler
 Library Director



SUN PRAIRIE PUBLIC LIBRARY

EXPANSION & RENOVATION

Frequently Asked Questions

WHY DOES SUN PRAIRIE NEED TO RENOVATE AND EXPAND THE LIBRARY?

The library is the place where everyone gathers and connects. It is the heart of the community, and the community is always at the heart of the library. When the current library opened in 1999, the population of Sun Prairie was 20,400; today it is 36,800, an 80% increase, and growing rapidly. Renovating and expanding this Sun Prairie landmark will:

- Reflect the rich diversity of our community
- Provide more innovative and flexible spaces for modern public library services
- Expand the children's areas with a larger storytime room, comfort room, and sensory room
- Provide a distinct teen space
- Offer unique outdoor spaces
- Offer more community gathering and meeting spaces
- Provide additional study/discussion rooms
- Offer a new makerspace and creativity center with increased collaboration with the SP Media Center
- Incorporate sustainability features such as solar panels, microgrid system, and electric vehicle charging stations
- Enable us to meet the Dane County Library standards
- Serve the community for the next 20 years

ARE LIBRARIES REALLY NEEDED IN THE AGE OF TECHNOLOGY?

Yes!

- Library staff help patrons successfully navigate and find accurate information in all formats
- Professional librarians provide one-on-one technology assistance
- The Library provides classes and workshops to develop and foster digital literacy skills for all levels, ages, and needs
- Library staff select trusted electronic databases for informational needs
- The library invests in digital collections for free streaming content for e-books, e-magazines, audiobooks, music, and video content
- The library provides the necessary hardware and software and access to broadband to successfully and safely stay digitally connected
- Physical books are critical to early childhood literacy and are still enjoyed widely by people of all ages
- Library makerspaces provide innovative equipment and technology for exploration, usage, and mastery

HOW MUCH WILL IT COST AND WHO WILL PAY FOR IT?

The total cost of the project is expected to be approximately \$20M:

- The City of Sun Prairie's portion is \$16.5M
- The SPPL Foundation is raising \$3.5M through a capital campaign, which launched this spring



Sun Prairie Public Library Foundation
1350 Linnerud Dr., Sun Prairie, WI 53590
execdirector@sunlibfoundation.org
sunlibfoundation.org

WHAT IS THE TAX IMPACT OF THE EXPANSION AND RENOVATION?

The tax impact below reflects the average 2021 average single-family home in Sun Prairie valued at \$301,200:

- The tax impact for the capital project will be \$75/year or \$6.25/month
- The tax impact for the operational budget to support the expansion will be:
 - \$13/year in 2024 OR \$1.08/month
 - \$20/year in 2025 OR \$1.66/month
 - \$26/year in 2026 OR \$2.16/month
 - \$31/year in 2027 OR \$2.58/month

HOW WILL OTHER LOCAL AND REGIONAL LIBRARY PROJECTS AFFECT THE SUN PRAIRIE PUBLIC LIBRARY PROJECT?

Ultimately, public libraries plan their services and resources, including facilities, to meet the needs of their local community. Our community is the focus of the expansion and renovation. The Sun Prairie Public Library's Conceptual Plan is based on:

- Sun Prairie's municipal population - extended service population is not factored in this plan
- Dane County Library Standards - Dane County standards are based on municipal population only
- 2020 Census data and projections based on the 2020 Census

WHEN WILL THE NEW LIBRARY BE OPEN TO THE PUBLIC?

While we don't have an official start date, we will begin the final design process early in 2023:

- Construction is planned to begin in 2024
- Target opening of summer 2025

HOW CAN I HELP?

The campaign will offer many ways for people to support the expansion and renovation of the library, including:

- Naming opportunities for larger gifts
- 100 Extraordinary Women community campaign
- In-kind donations
- Gifts of any amount
- Sharing your library story to inspire others
- All donations are tax deductible to the fullest extent of the law

HOW WILL DONORS BE RECOGNIZED?

Every gift to the library is an important step toward making the vision of the renovated and expanded library a reality. Gifts will be recognized in many ways including:

- Naming opportunities for specific areas in the library
- Larger gifts will be recognized in a prominent place in the library
- Anonymity to be strictly respected if requested
- Gifts at all levels will be recognized throughout the campaign

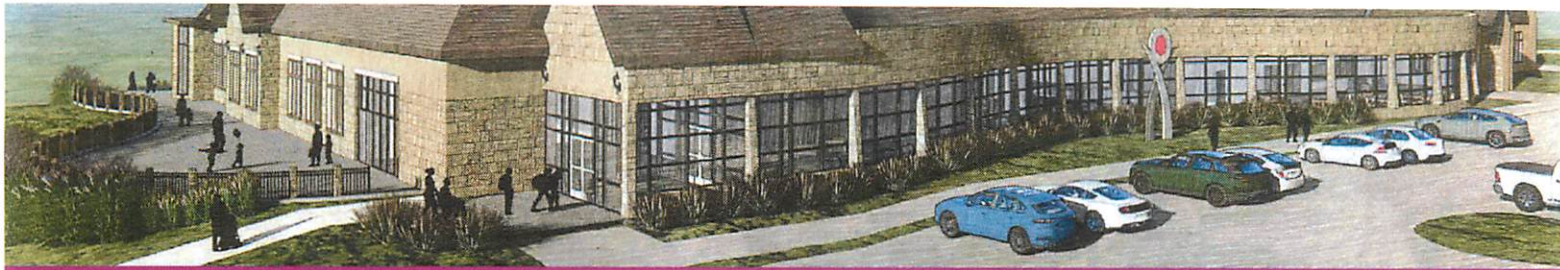
WHERE CAN WE GET MORE INFORMATION?

For more information about the Capital Campaign, contact: Theresa Stevens, Foundation Executive Director
execdirector@sunlibfoundation.org (608) 886-0718

For more information about the expansion, visit the Sun Prairie Public Library's Expansion page:
sunprairiepubliclibrary.org/library_expansion, contact: Svetha Hetzler, Library Director
shetzler@cityofsunprairie.com (608) 825-0900



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sunlibfoundation.org



SUN PRAIRIE PUBLIC LIBRARY

"THE NEXT CHAPTER"

CAMPAIGN

for a Renovated and Expanded Library

Our sense of community makes Sun Prairie a special place. The community seeks the renovated and expanded library to be the place where everyone gathers and connects - the heart of the community, and the community is always at the heart of the library.

The Sun Prairie Public Library is planning a renovation and expansion that will add new features and more space, including:

- An expanded children's/youth section, including a distinct teen/young adult section
- Unique outdoor spaces for expanded programming and gathering places for a variety of activities
- An atrium that can be used for both library and community events, additional community gathering spaces, reading space, and access to library materials after hours
- Additional large and small rooms for meetings and programs
- Makerspace, creativity area, and Media Center collaboration
- Sustainability features, solar panels, microgrid system, and electric vehicle charging stations and more! For a video of the new building, go to: sunprairielibrary.org/library_expansion

Construction is planned to begin in 2024. The total cost of the project is expected to be \$19,998,281. The City of Sun Prairie has developed plans for a public/private partnership by providing the majority of the funding. A feasibility study has confirmed that \$3.5M in private funding can be raised.

The Sun Prairie Public Library Foundation is launching a capital campaign to raise the \$3,500,000 needed in private contributions with 5-year pledges as an option. The Foundation will make the initial cornerstone gift of \$250,000. To make a gift today, please visit: sunlibfoundation.org/nextchapter.

The campaign will offer many ways for people to support the new library, including naming opportunities for larger gift, *100 Extraordinary Women*, community campaign, and in-kind donations.

The Foundation is moving forward immediately with the next steps including the formation of a Campaign Planning Committee to refine campaign strategies, development of campaign materials, and the formation of the *100 Extraordinary Women* committee. For more information, contact Theresa Stevens, Executive Director, execdirector@sunlibfoundation.org or (608) 886-0718.



Sun Prairie Public Library Foundation
1350 Linnerud Dr., Sun Prairie, WI 53590
execdirector@sunlibfoundation.org
sunlibfoundation.org

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

a.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 9-8-2022

County of Dane

Paid \$10 Cash

Town Village City of Bristol

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 9-17-2022 and ending 9-18-2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St Joseph Congregation

(b) Address 1935 County Highway V
(Street) Town Village City

(c) Date organized 5/17/1948

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1935 County Rd V, Sun Prairie WI 53590

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? N/A

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: N/A

3. Name of Event

(a) List name of the event St Joseph Fall Festival

(b) Dates of event 9-17-2022 at 9-18-2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer William J. Ruzelski
(Signature/Date)

St Joseph Congregation
(Name of Organization)

Date Filed with Clerk 9-8-2022

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.

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



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

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO: Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer
FROM: Kory D. Anderson, P.E., Town of Bristol Zoning Administrator
DATE: (for) August 8, 2022 Plan Commission/Town Board Meeting
SUBJECT: Zoning Change for Babb
Tax Parcels 0911-292-7178-0
GEC NO.: 2-0122-41G

Background Information

Owner/Applicant: James Babb & Margaret Wichern
602 Pauquette Pines Lane
Poynette, WI 53955

Agent/Surveyor Tim O-Brien Homes of Madison, LLC
2601 Crossroads Drive, Suite 140
Madison, WI

Location: North Star Circle
Lot 38 Sunset Ridge Subdivision
In part of the SE ¼ of the NW ¼ of Section 29, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change Approval

Existing Zoning: Tax Parcel 0911-292-7178-0 R-1 (Legacy) 0.5 Acres
Total 0.5 Acres

Existing Land Use: The Subject property is currently vacant in a developed subdivision. There are no steep slopes, floodplains, or wetlands associated with the lot.

Adjacent Land Uses: North: North Star Circle, Residential
West: Residential
East: North Star Circle, Residential
South: Residential

Proposal

Zoning Change: Tax Parcel 0911-292-7178-0 SFR 0.5 Acres
Total 0.5 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-292-7178-0 from zoning R-1 Residential District (Legacy) to SFR Single Family Residential Zoning District. The intention of this zoning change is so the owner can have a smaller rear setback (25ft vs. 50ft) under the new zoning so they can build the house they prefer.

Portage • Black River Falls • La Crosse



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



Submittals/Attachments

1. Zoning Change Application, received July 22, 2022.
2. Jurisdictional Review Form, did not receive.
3. Site Plans, Subdivision Plat, Building Plans, received July 22, 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**
Site plans provided show that the new house will meet the required setbacks once rezoned.
2. **Well & Septic**
Prior to issuance of a land use permit for the house, the applicant will need approval of a septic system from Dane County Public Health.
3. **Driveway Access**
Driveway access permit from the Town would be needed for access to North Star Circle.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-292-7178-0 from zoning R-1 Residential District (Legacy) to SFR Single Family Residential Zoning District, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.

ZONING CHANGE APPLICATION

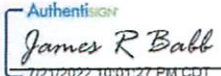
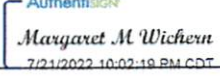
TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590
 PHONE (608) 837-6494 • FAX (608) 834-6494 • www.tn.bristol.wi.gov

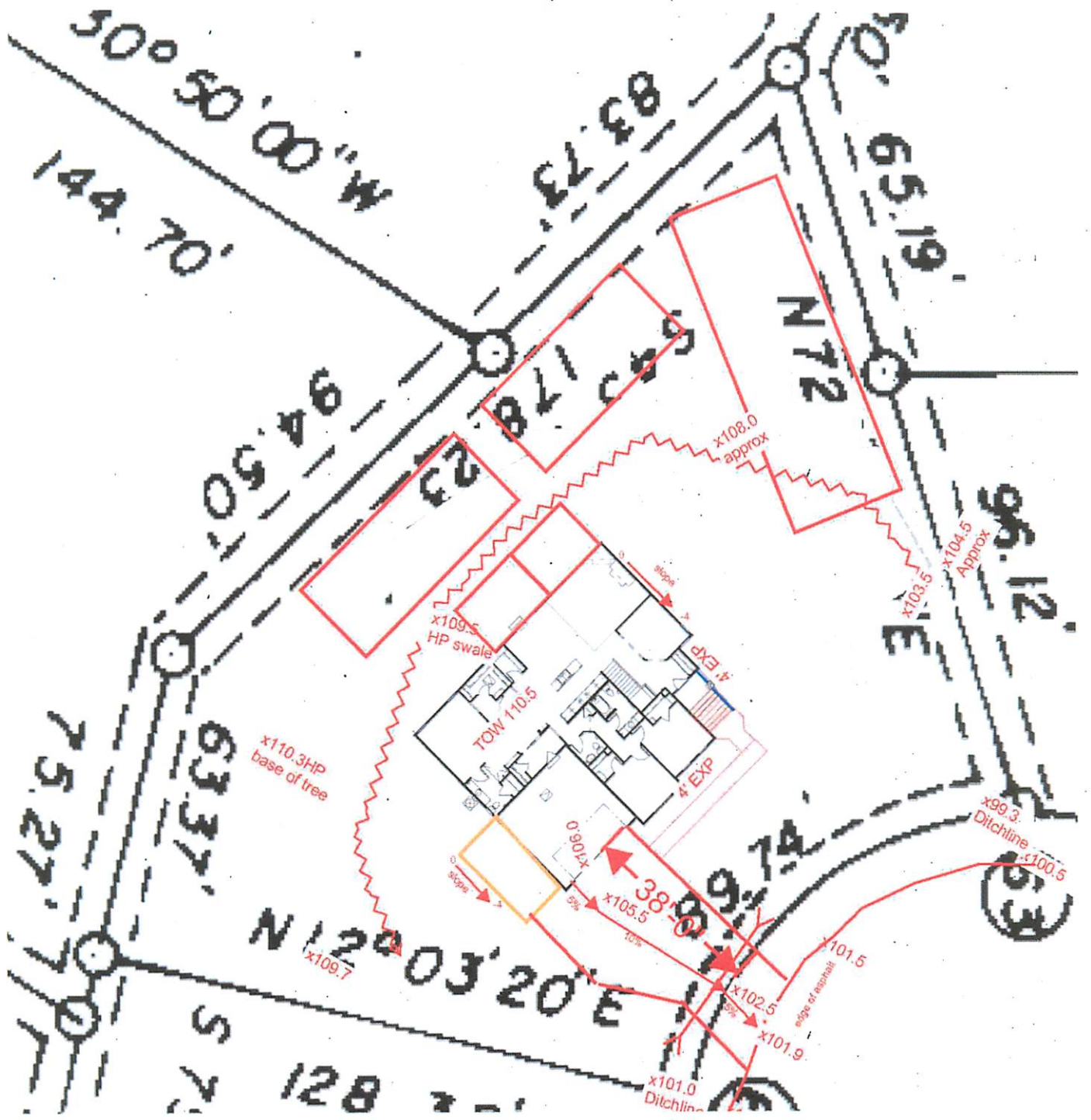
PERMIT #:	
Permit Fee: \$	Fee Paid: <input type="checkbox"/>
Approved By:	
Approval Date:	/ /

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 James Babb	CONTACT NAME Renee Bailey
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Margaret Wichern	BUSINESS NAME (if applicable) Tim O'Brien Homes of Madison, LLC
MAILING ADDRESS 602 Pauquette Pines Ln	MAILING ADDRESS 2601 Crossroads Dr, Suite 140
CITY, STATE, ZIP Poynette, WI 53955	CITY, STATE, ZIP Madison, WI
DAYTIME PHONE # (608) 512-3326	DAYTIME PHONE # (608) 661-1100
EMAIL jbabb@babbnet.org	EMAIL RBailey@tobhomes.com

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>091129271780</u>
Section: <u>29</u>	Property Address or Location: <u>SUNSET RIDGE LOT 38</u>
Zoning District Change (To / From / # of acres) <u>From: R-1 Legacy, To: SFR, Acres: 0.51 (22,240 sq ft)</u>	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input checked="" type="checkbox"/> Other
<p>Building 2,278 sq ft ranch (3,438 sq ft total including porches and garage). With current setbacks, only ~46' of depth is usable on the lot. Proposed house is 61' at deepest point. SFR would allow for 71' of depth total based on draft survey map. Lot 38 is shallow in depth, but very wide. The proposed house would leave considerable side yard in lieu of the lesser backyard space. Please see attached plat map, draft plot plan, and floor plan.</p> <p>The plans are drawn and we would like to begin construction ASAP</p>	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature:  	Date: <u>07/21/2022</u>



CONSENT OF LAND CONTRACT VENDOR

As land contract vendor of the above described land, I do hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat and to the above certificate of Eric M. List.
WITNESS the hand and seal of Charles Reinen and Anna Reinen, his wife, land contract vendors this 4th day of APRIL, 1979.

In Presence Of

Ray B. Havel
Notary Public, Dane County, Wisconsin
Richard C. Osterader
Notary Public, Dane County, Wisconsin

Charles Reinen
Charles Reinen
Anna Reinen
Anna Reinen

STATE OF WISCONSIN

COUNTY OF DANE

Personally came before me this 4th day of APRIL, 1979, the above named Charles Reinen and Anna Reinen, his wife, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Ray B. Havel
Notary Public, Dane County, Wisconsin
My Commission Expires 12/31/1982

CERTIFICATE OF TOWN TREASURER

I, Dale S. Chase, being the duly elected, qualified and acting Treasurer of the Town of Bristol, do hereby certify that in accordance with the records in my office, there are no unpaid special assessments or taxes as of the 4th day of April, 1979, affecting the lands included in the plat of Sunset Ridge.

Dale S. Chase
Dale S. Chase, Treasurer, Town of Bristol

CERTIFICATE OF TOWN CLERK

"RESOLVED that the plat of Sunset Ridge in the Town of Bristol, Dane County, Wisconsin, Eric M. List, Owner, is hereby approved by the Town Board."
I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Bristol.

Reinold G. Miller
Reinold G. Miller, Clerk, Town of Bristol

CERTIFICATE OF CITY CLERK

"RESOLVED that the plat of Sunset Ridge in the Town of Bristol, Dane County, Wisconsin, Eric M. List, Owner, is hereby approved by the City Council of the City of Sun Prairie."
I hereby certify that the foregoing is a copy of a resolution adopted by the City Council of the City of Sun Prairie.

Bernard W. Kahl
Bernard W. Kahl, Clerk, City of Sun Prairie

CERTIFICATE OF DANE COUNTY AGRICULTURE, SOILING, PLANNING & WATER RESOURCES COMMITTEE

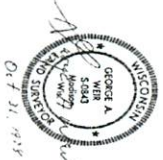
This plat, known as Sunset Ridge, approved by the Dane County Agriculture, Soiling, Planning and Water Resources Committee on this 23 day of May, 1979.

Robert L. Smith
Robert L. Smith, Agricultural Representative

CERTIFICATE OF REGISTER OF DEEDS

Received for record this 25 day of May, 1979, at 2:25 o'clock, P.M., and recorded in Volume 57 of Plats on Pages 17+18.

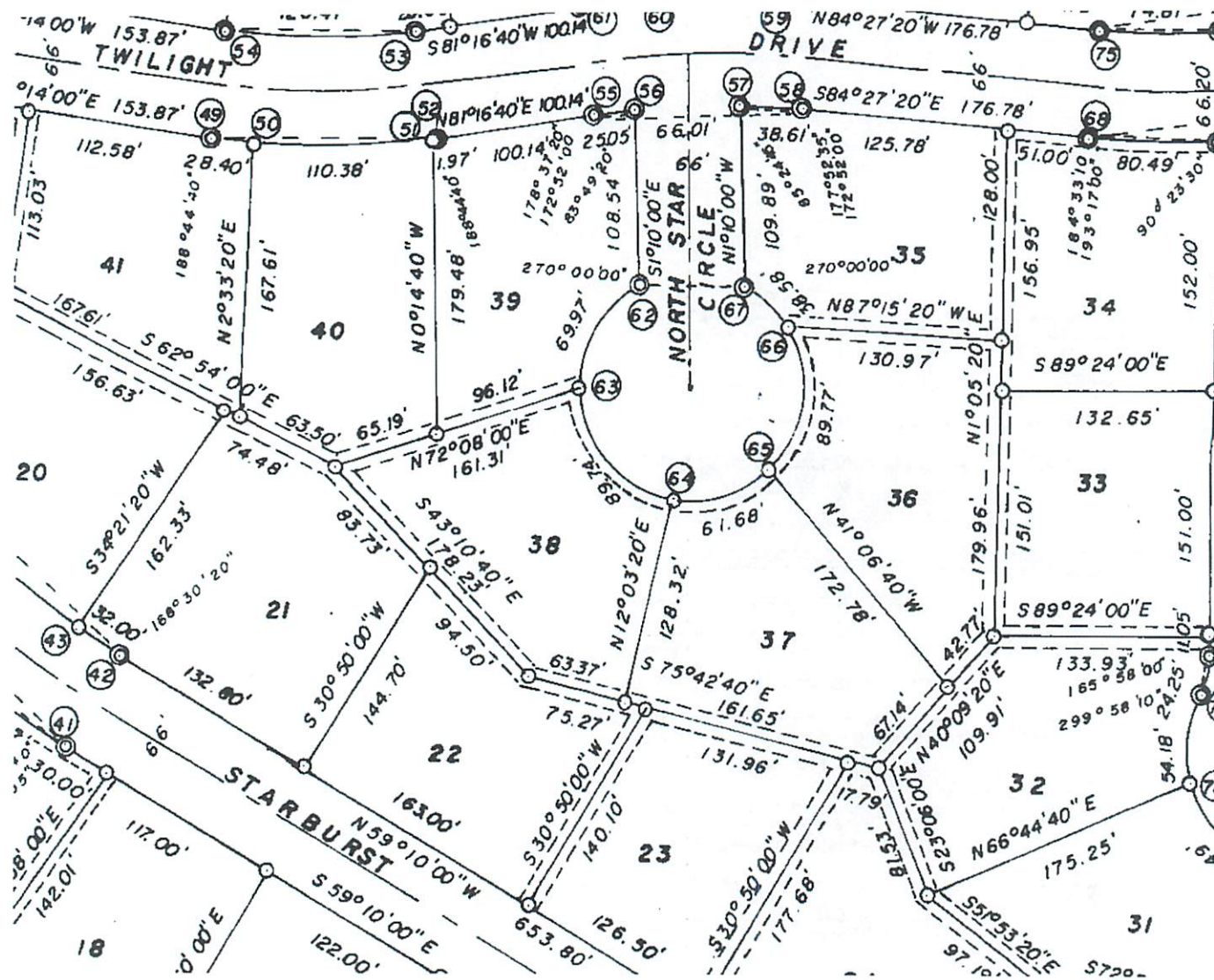
Carol A. Malaha
Carol A. Malaha
Dane County Register of Deeds



There are no objections to this plat as reported by Eric M. List, the owner, on the 23rd day of May, 1979, and the same was approved by the Agriculture, Soiling, Planning and Water Resources Committee on the 23rd day of May, 1979.
Robert L. Smith
Department of Local Affairs & Development

SUNSET RIDGE

162356





**BIRRENKOTT
SURVEYING**

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

PLOT PLAN

CLIENT'S CERTIFICATE:
I hereby certify that this survey represents
the correct placement and dimensioning of
the house and driveway within said lot.

Sign and Date _____

Surveyed For:

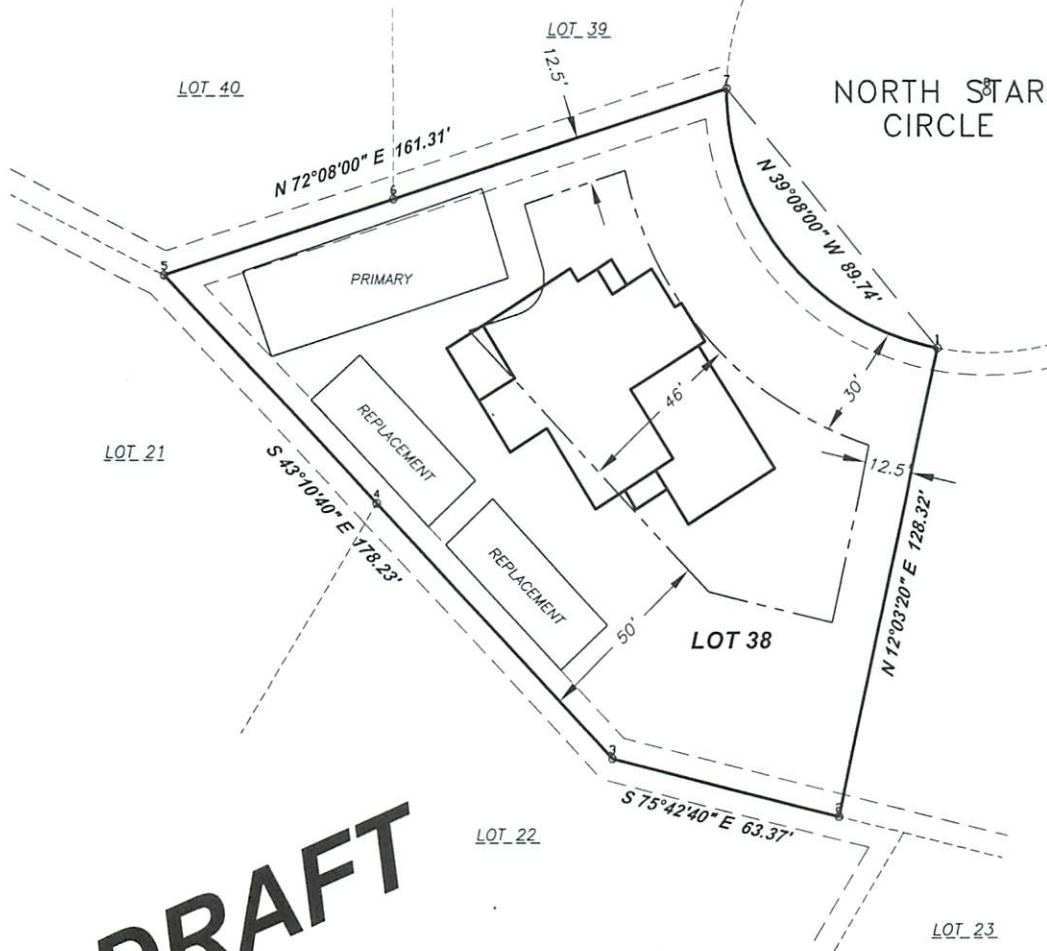
Tim O'Brien Homes of Madison, LLC
2601 Crossroads Dr., Suite 140.
Madison, WI 53718-7981
(608) 661-1100

Description:

LOT 38, SUNSET RIDGE, LOCATED IN
THE SOUTHEAST 1/4, NORTHWEST 1/4
OF SECTION 29, T9N, R11E, TOWN OF
BRISTOL, DANE COUNTY, WISCONSIN.



DRAFT



DRAFT

Legend:

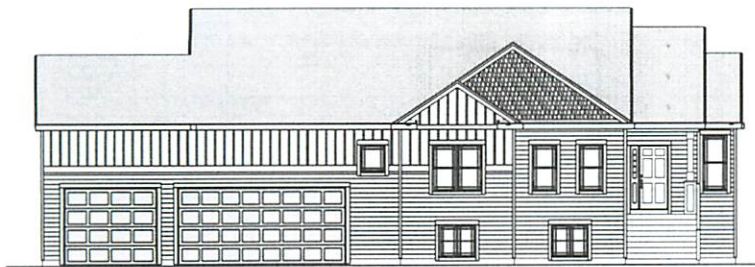


Note:

FINAL SIZE AND LAYOUT FOR SEPTIC
SYSTEM TO BE DETERMINED BY PLUMBER
AND HOMEOWNER.

For your/our protection...have the Building Inspector/Developer sign off on the Plot (site) Plan accepting the Plan as correctly meeting setback and deed restrictions for the parcel PRIOR to staking. Note: Plot Plan MUST BE APPROVED by the governing Municipal Building Authority. ANY staking, without municipal/Developer approval, may be subject to change at the client's expense.

Surveyor has not field verified elevations and can not certify to their accuracy. Elevations have been provided and determined by the client. Contractors and excavators are to field verify and establish site grades.

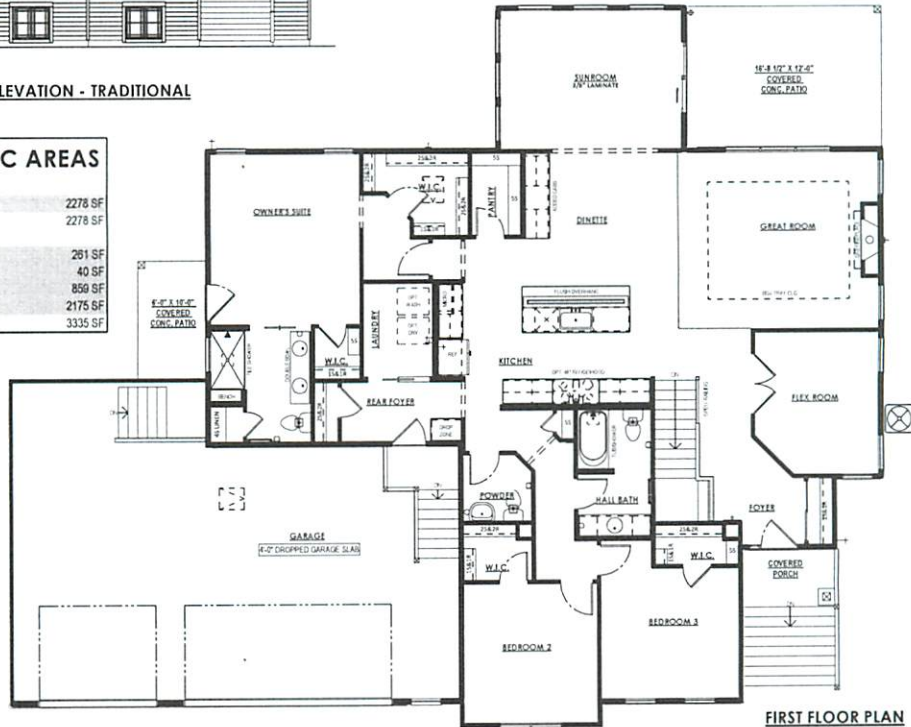


FRONT ELEVATION - TRADITIONAL

REVISION LOG			
REVISION #	DATE	DESCRIPTION	BY
1	7/14/2022	INITIAL PLAN SET	NAJ

PLAN SET INDEX	
SHEET NO.	SHEET NAME
A-0.0	COVER
A-1.0	FOUNDATION PLAN
A-2.0	FIRST FLOOR PLAN
A-3.0	ROOF PLAN
A-4.0	ELEVATIONS
D-1.0	SCHEDULES & LEGENDS
D-1.4	LOT SPEC DETAILS
E-1.1	ELECTRICAL PLAN - FOUNDATION
E-1.2	ELECTRICAL PLAN - FIRST FLOOR

LOT SPECIFIC AREAS	
Livable Area	
First Floor Livable	2278 SF
Non-Livable Area	2278 SF
Covered Patio	281 SF
Front Porch	40 SF
Garage	850 SF
Unfinished Basement	2175 SF
	3335 SF



FIRST FLOOR PLAN

TIM Brien
homes
Building for the way you live.
2821 CROSSROAD DRIVE, SUITE 140
WISCONSIN DRUMMONDVILLE, WI 53001
COPYRIGHT © 2022. ALL RIGHTS RESERVED.

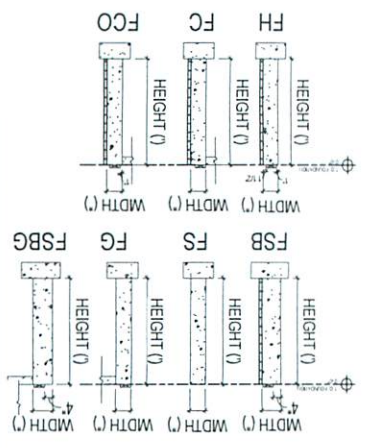
PLAN SET
INITIAL PLAN SET
ZERO ENERGY READY HOME

WALNUT
BABB
LOT #38 - SUNSET RIDGE
MONROE, WI

SHEET NAME
COVER

DATE 7/14/2022	DRAWN BY NAJ
JOB NUMBER 599-709	
SHEET NUMBER A-0.0	

1/4" = 1'-0"
FOUNDATION WALL TYPES

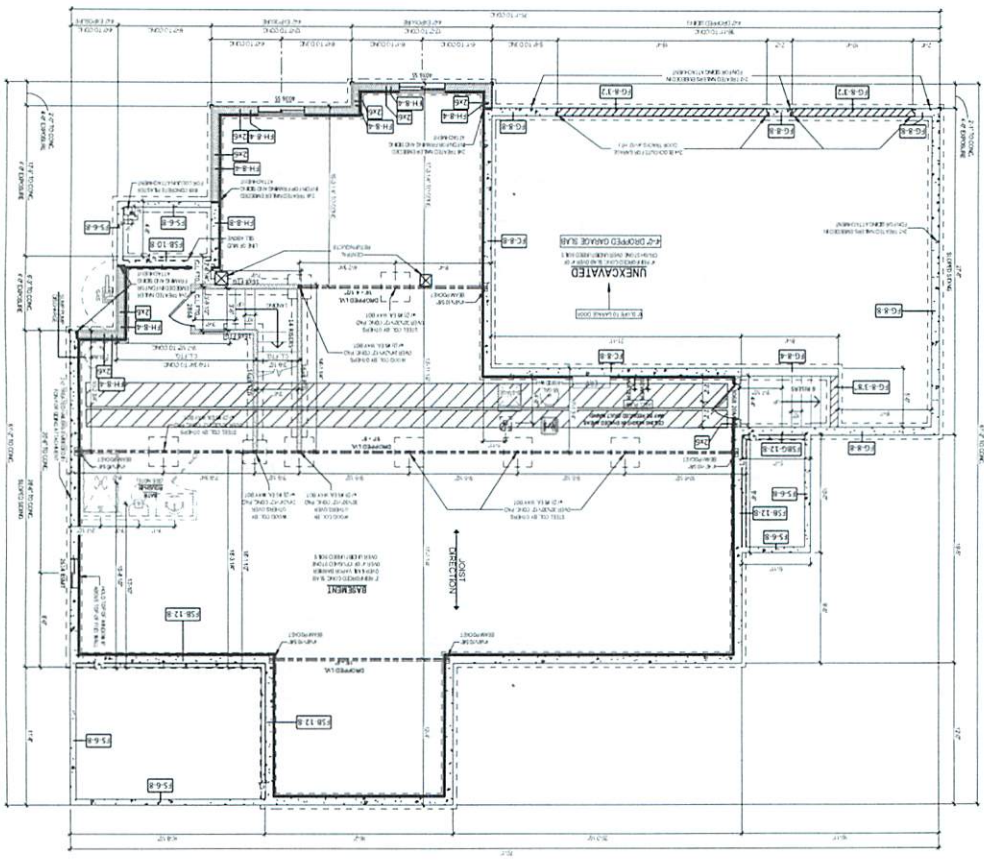


WALL TYPES
 FH = HOUSE
 FG = GARAGE
 FSBG = COMMON W/ BRICKLEDGE (STOOP/GARAGE)
 FC = COMMON (HOUSE/GARAGE)
 FS = STOOP W/ BRICKLEDGE
 FS = STOOP
 FCO = COMMON W/ OVERHANG

FH - 8 - 12
 WALL TYPE WIDTH (") HEIGHT (")

PLAN NOTES - FOUNDATION
 MAIN HOUSE CONCRETE WALLS FH-8 UNLESS OTHERWISE NOTED
 FINISH TO BE MINIMUM 95% EFFICIENT
 WATER HEATER IS POWER VENTED PER SPECIFICATION
 POURED CONCRETE IS TO BE 3000 PSI
 ALL DIMENSIONS ARE TO FACE OF STUD TO FACE OF STUD OR FACE OF CONCRETE
 3PC BATH ROUGH-IN TO INCLUDE WASTE & VENT TO RUN TO GENERAL UNILITY - FRAMING & FIXTURES NOT INCLUDED
 2" RIGID FOAM INSULATION ON INSIDE OF FOUNDATION.

1/8" = 1'-0" (PRINT AT 200% FOR 1/4"=1'-0" ON ARCH D PAPER)
 FOUNDATION PLAN



SHEET NAME FOUNDATION PLAN		DATE 7/14/2022		JOB NUMBER 599-709		SHEET NUMBER A-1.0	
WALNUT				BABB			
LOT #38 - SUNSET RIDGE				MONROE, WI			
INITIAL PLAN SET				ZERO ENERGY READY HOME			
<p>Building for the way you live 2801 CHANDLER DRIVE, SUITE 140 COMBRIEN, WI 53521 ALL RIGHTS RESERVED</p>							

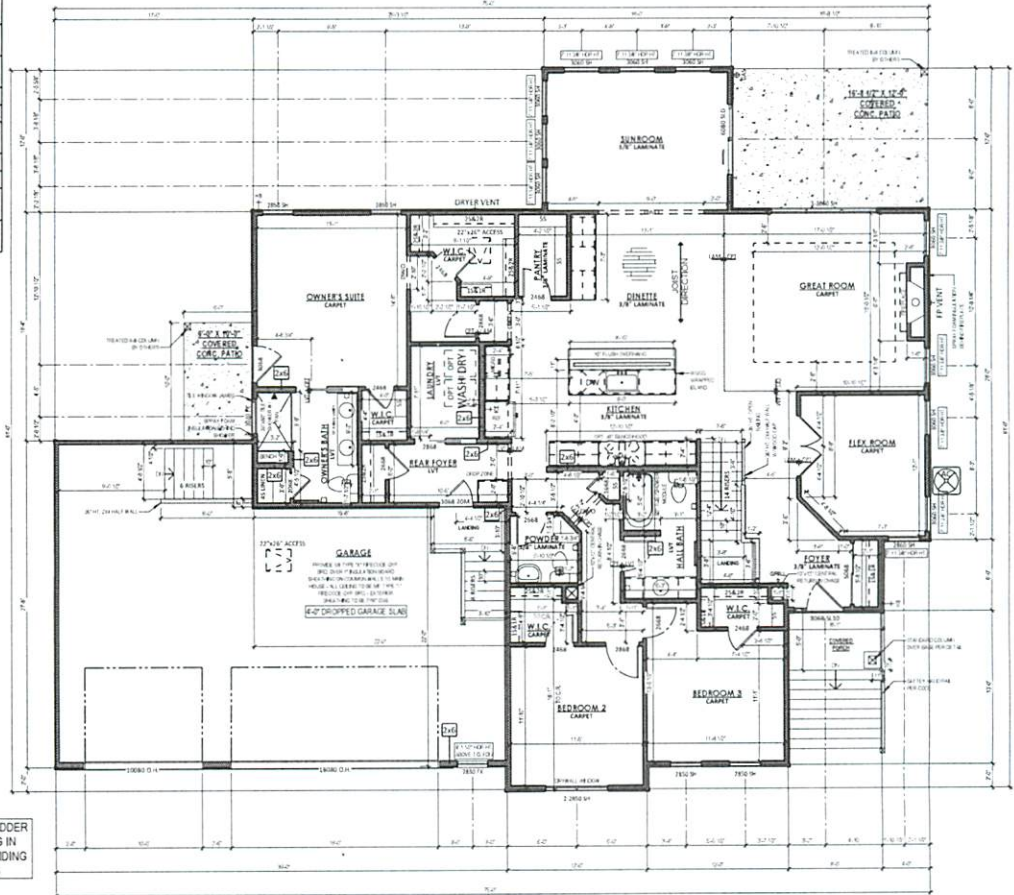
Autodesk ID: 37793F12-688B-429C-AB81-502D754D98ED

PLAN NOTES - FIRST FLOOR	
ALL DIMENSIONS ARE TO FACE OF STUD OR FACE OF CONCRETE UNLESS OTHERWISE NOTED	
EXTERIOR HOUSE WALLS ARE 2x4 STUD GRADE OR BETTER AT 16" O.C. UNLESS OTHERWISE NOTED	
INTERIOR HOUSE WALLS ARE 2x4 STUD GRADE OR BETTER AT 16" O.C. UNLESS OTHERWISE NOTED	
GARAGE WALLS ARE 2x4 STUD GRADE OR BETTER AT 16" O.C.	
CEILING HEIGHT AT FIRST FLOOR IS 9'-0" UNLESS OTHERWISE NOTED	
WINDOW HEADER HEIGHT AT FIRST FLOOR IS 6'-11 3/8" FROM TOP OF FLOOR UNLESS OTHERWISE NOTED	
CABINET BLOCKING PER CABINET LAYOUT AS NECESSARY	
DRYWALL CORNERS TO BE SQUARE UNLESS OTHERWISE NOTED	
WINDOW WRAPS TO BE DRYWALL W/ WOOD SILL UNLESS OTHERWISE NOTED	
ROUGH DOOR OPENINGS WILL HAVE A MIN. OF 4" IN A CORNER UNLESS OTHERWISE NOTED	



2 DRYWALL OPENING DETAIL
1/4" = 1'-0"

PROVIDE LADDER
BLOCKING IN
VERTICAL SIDING
AREAS



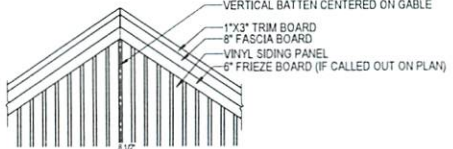
1 FIRST FLOOR PLAN
1/8" = 1'-0" (PRINT AT 200% FOR 1/4"=1'-0" ON ARCH D PAPER)

	PLAN SET INITIAL PLAN SET ZERO ENERGY READY HOME
	WALNUT BABB LOT #38 - SUNSET RIDGE MONROE, WI
SHEET NAME FIRST FLOOR PLAN	DATE 7/14/2022
JOB NUMBER 599-709	DRAWN BY NAJ
SHEET NUMBER A-2.0	

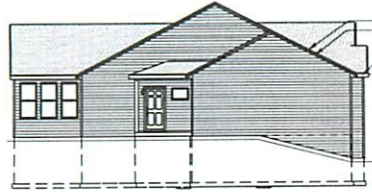


SCHEDULE S1
 HORIZONTAL SIDING TYPE: VINYL SIDING
 VERTICAL SIDING TYPE: VINYL SIDING
 SHAKE SIDING TYPE: VINYL SIDING
 SOFFIT TYPE: ALUMN. SOFFIT
 FASCIA TYPE: ALUMN. FASCIA
 EXTERIOR CORNERS: VINYL
 WINDOW WRAPS: 54%
 ATTIC INSULATION: R50 W ATTIC SEALANT PACKAGE
 SHINGLES: DIMENSIONAL
 EXTERIOR WALL INSULATION: BLOWN IN FIBERGLASS (R-15)
 EXTERIOR WALL SHEATHING - SEE PLAN & DETAIL FOR MORE INFORMATION; 7/16" OSB W 1" FOAM SHEATHING

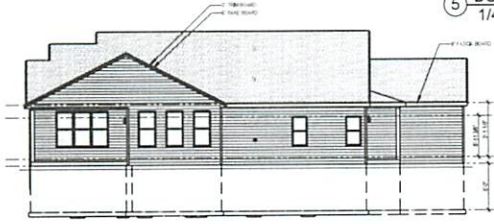
① FRONT VIEW - TRADITIONAL
 1/8" = 1'-0" (PRINT AT 200% FOR 1/4"=1'-0" ON ARCH D PAPER)



⑤ BOARD N BATTEN - VINYL
 1/4" = 1'-0"



② LEFT VIEW
 1/16" = 1'-0"



③ REAR VIEW
 1/16" = 1'-0"



④ RIGHT VIEW
 1/16" = 1'-0"

	PLAN SET INITIAL PLAN SET ZERO ENERGY READY HOME
	WALNUT BABB LOT #38 - SUNSET RIDGE MONROE, WI
SHEET NAME ELEVATIONS	DATE: 7/14/2023 DRAWN BY: NAJ JOB NUMBER: 599-709 SHEET NUMBER: A-4.0

ZERH INCLUSIONS
65 GAL HYBRID WATER HEATER
SOLAR CHASE FOR FUTURE SOLAR
ICE AND WATER SHIELD ALONG GUTTER LINE - CONDITIONED SPACE ONLY
SPRAY FOAM INSULATION BEHIND FIREPLACE
2" FOUNDATION INSULATION
2-STAGE FURNACE
AEROSEAL HVAC DUCT SEALING
HARD DUCTED RETURNS

TOH-Gutter Schedule			
Type	Length	Box and Bay Miters	
Gutter	154' - 1"	0	

TOH-Downspouts			
Description	Type	Count	

TOH-Shelving				
Description	1-Shelf	2-Shelf	4-Shelf	5-Shelf
1 Shelf - 12"	3' - 0"			
1 Shelf - 12"	2' - 0"			
1 Shelf - 12"	6' - 0"			
1 Shelf - 12"	3' - 0"			
1 Shelf - 12"	4' - 0"			
2 Shelf - 12"		12' - 0"		
2 Shelf - 12"		10' - 0"		
2 Shelf - 12"		10' - 0"		
2 Shelf - 12"		10' - 0"		
2 Shelf - 12"		8' - 0"		
2 Shelf - 12"		16' - 0"		
4 Shelf - 16"			11' - 8"	
5 Shelf - 12"				9' - 7"
5 Shelf - 12"				11' - 11"
5 Shelf - 12"				29' - 5"
5 Shelf - 12"				20' - 8"
5 Shelf - 12"				11' - 3"
Grand total: 17	18' - 0"	66' - 0"	11' - 8"	82' - 9"

FLOORING SCHEDULE			
ROOM	Floor Finish	Area	
DINETTE	3/8" LAMINATE	152 SF	
KITCHEN	3/8" LAMINATE	198 SF	
FOYER CLOSET	3/8" LAMINATE	12 SF	
POWDER	3/8" LAMINATE	52 SF	
HALL 1	3/8" LAMINATE	9 SF	
PANTRY	3/8" LAMINATE	20 SF	
FOYER	3/8" LAMINATE	36 SF	
LINEN	3/8" LAMINATE	4 SF	
SUNROOM	3/8" LAMINATE	181 SF	
3/8" LAMINATE		654 SF	
GREAT ROOM	CARPET	248 SF	
FLEX ROOM	CARPET	122 SF	
BEDROOM 3 W.I.C.	CARPET	22 SF	
BEDROOM 3	CARPET	140 SF	
BEDROOM 2	CARPET	130 SF	
HALL 2	CARPET	45 SF	
BEDROOM 2 W.I.C.	CARPET	28 SF	
OWNER'S SUITE HALL	CARPET	33 SF	
OWNER'S SUITE 1	CARPET	40 SF	
OWNER'S SUITE	CARPET	190 SF	
OWNER W.I.C. 2	CARPET	17 SF	
CARPET		1027 SF	
HALL BATH	LVT	14 SF	
REAR FOYER	LVT	48 SF	
LAUNDRY	LVT	48 SF	
REAR FOYER CLOSET	LVT	10 SF	
OWNER'S BATH	LVT	63 SF	
OWNER'S LINEN	LVT	9 SF	
LVT		222 SF	

WINDOW SCHEDULE		
Qty	Type	
1	Window_Basement 2614	
1	Window_Fixed 2630	
1	Window_Fixed 3030	
2	Window_Glider 4036	
4	Window_Single Hung 2850	
1	Window_Single Hung 2850	
10	Window_Single Hung 3000	
1	Window_Triples Hung 3000	
1	Window_Twin Single Hung 2650	

DOOR SCHEDULE		
Qty	Type	
1	Door_Assembly 3068 Single Swing w/12in Sidelite	
1	Door_Exterior Single Swing 3068	
2	Door_Exterior Single Swing Fire Rated 3068	
1	Door_Exterior Sliding Glass 6080	
1	Door_Exterior Double Swing French 2468	
2	Door_Exterior Single Pocket 2868	
1	Door_Exterior Single Swing 2068	
5	Door_Exterior Single Swing 2468	
4	Door_Exterior Single Swing 2868	
3	Door_Exterior Single Swing 2968	
1	Door_Exterior Sliding 2 Panel 5068	

EXTERIOR & FIREDOOR R.O.			
TYPE	TAG ON PLAN	R.O. WIDTH	R.O. HEIGHT
Door_Exterior Single Swing 2868	2868	2' - 10 3/8"	8' - 11"
Door_Exterior Single Swing 3068	3068	3' - 2 3/8"	8' - 11"
Door_Assembly 3068 Single Swing, 12in Sidelite	3068 SL10	4' - 3 7/8"	8' - 11"
Door_Assembly 3068 Single Swing & 2 12in Sidelites	3068 2SL10	5' - 5 3/8"	8' - 11"
Door_Assembly 3068 Single Swing w/12in Transom	3068 T10	3' - 2 3/8"	8' - 0 1/2"
Door_Assembly 3068 Single Swing w/12in Transom & 12in Sidelite	3068 SL10 T10	4' - 3 7/8"	8' - 0 1/2"
Door_Assembly 3068 Single Swing w/12in Transom & 2 12in Sidelites	3068 2SL10 T10	5' - 5 3/8"	8' - 0 1/2"
Door_Exterior Single Swing Fire Rated 2868	2868 20M	2' - 10 3/8"	8' - 11"
Door_Exterior Single Swing Fire Rated 3068	3068 20M	3' - 2 3/8"	8' - 11"
Door_Exterior Sliding Glass 6080	6080	8' - 0"	8' - 0"
Door_Exterior Sliding Glass 6080	6080	8' - 0"	8' - 0"
Door_Exterior Sliding Glass 6080	6080	8' - 0"	8' - 0"

INTERIOR DOOR R.O.			
TYPE	TAG ON PLAN	R.O. WIDTH	R.O. HEIGHT
Door_Exterior Single Swing 1868	1868	1' - 8"	8' - 11"
Door_Exterior Single Swing 1868	1868	1' - 10"	8' - 11"
Door_Exterior Single Swing 2068	2068	2' - 2"	8' - 11"
Door_Exterior Single Swing 2468	2468	2' - 4"	8' - 11"
Door_Exterior Single Swing 2568	2568	2' - 8"	8' - 11"
Door_Exterior Single Swing 2868	2868	2' - 10"	8' - 11"
Door_Exterior Single Swing 3068	3068	3' - 2"	8' - 11"
Door_Exterior Double Swing 2068	4068	4' - 2"	8' - 11"
Door_Exterior Double Swing 2468	4868	4' - 8"	8' - 11"
Door_Exterior Double Swing 2668	5068	5' - 2"	8' - 11"
Door_Exterior Double Swing 3068	6036	6' - 2"	8' - 11"
Door_Exterior Sliding 2 Panel 5068	5068	5' - 1"	8' - 11"
Door_Exterior Sliding 2 Panel 6068	6068	6' - 1"	8' - 11"
Door_Exterior Single Pocket 2868	2868	5' - 1"	8' - 11"
Door_Exterior Single Pocket 2868	2868	5' - 5"	8' - 11"
Door_Exterior Single Pocket 3068	3068	6' - 1"	8' - 11"

TIM O'BRIEN
homes

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PLAN SET

INITIAL PLAN SET
ZERO ENERGY READY HOME

WALNUT

BABB

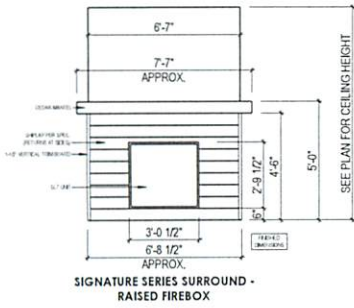
LOT #38 - SUNSET RIDGE
MONROE, WI

SCHEDULES & LEGENDS

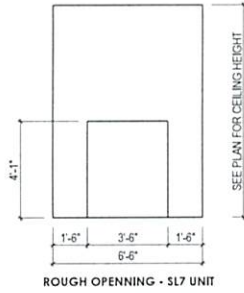
DATE: 7/14/2022 DRAWN BY: NLU

JOB NUMBER: 599-709

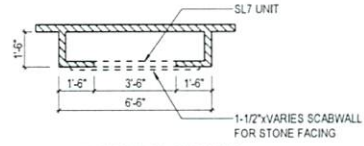
SHEET NUMBER: D-1.0



① FIREPLACE CUSTOM OPTION #1
1/4" = 1'-0"



② FIREPLACE R.O. DETAIL
1/4" = 1'-0"



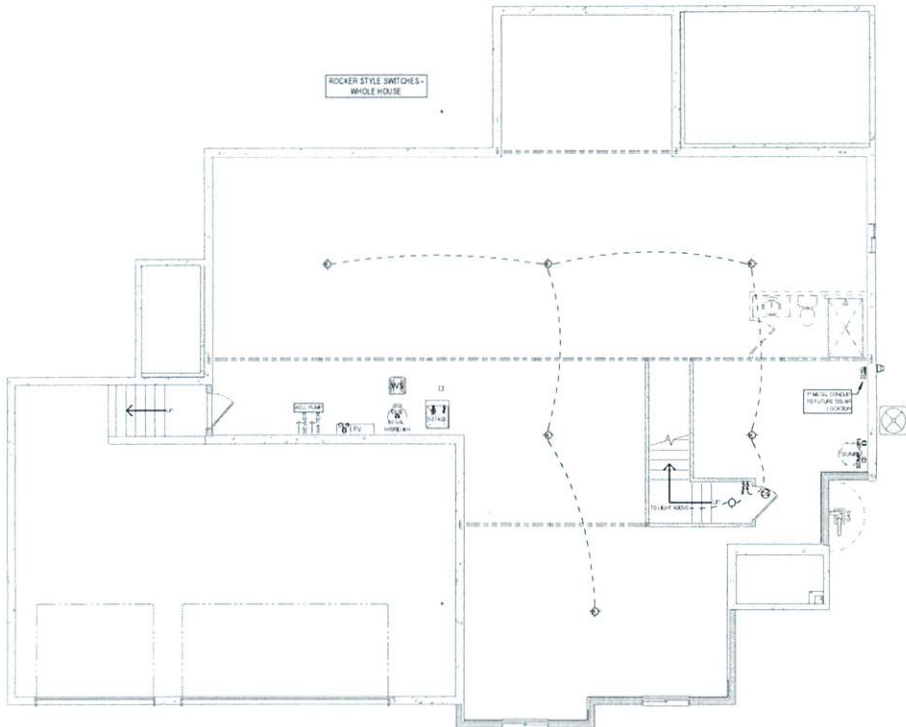
③ REAR/SIDE WALL BUMP-IN - SL7
1/4" = 1'-0"

<p>TIM BRIEN homes Building for the way you live 2601 CROSSCOURSE DRIVE, SUITE 140 MONROE, WI 53116 COPYRIGHT © 2014. ALL RIGHTS RESERVED.</p>	
PLAN SET	INITIAL PLAN SET ZERO ENERGY READY HOME
WALNUT	BABB LOT #38 - SUNSET RIDGE MONROE, WI
SHEET NAME	LOT SPEC DETAILS
DATE 7/14/2022	DRAWN BY MAJ
JOB NUMBER 599-709	
SHEET NUMBER D-1.4	

ELECTRICAL PLAN NOTES
 THE LOCATION OF THE OUTLETS SHOWN ARE TO BE VERIFIED
 IN THE FIELD AND TO COMPLY WITH THE ELECTRICAL CODE

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homes
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 2601 CHRYSLER DRIVE, SUITE 140
 MADISON, WI 53711
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ELECTRICAL LEGEND			
1	SWITCHED OUTLET	2	SWITCHED OUTLET
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199	SWITCHED OUTLET	200	SWITCHED OUTLET



1 BASEMENT ELECTRICAL PLAN
 1/8" = 1'-0" (PRINT AT 200% FOR 1/4"=1'-0" ON ARCH D PAPER)

PLAN SET
 INITIAL PLAN SET
 ZERO ENERGY READY HOME

WALNUT
 BABB
 LOT #38 - SUNSET RIDGE
 MONROE, WI

SHEET NAME
 ELECTRICAL PLAN - FOUNDATION

DATE: 7/14/2022 DRAWN BY: SAJ
 JOB NUMBER: 599-709
 SHEET NUMBER: E-1.1

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

c.

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



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

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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
DATE: (for) September 12, 2022 Plan Commission/Town Board Meeting
SUBJECT: Zoning Change for Hart
Tax Parcels 0911-194-7185-0
GEC NO.: 2-0122-41J

Background Information

Owner/Applicant: Blake & Geri Hart
2916 Pebble Valley Court
Sun Prairie, WI 53590

Agent/Surveyor Marten Building and Design
c/o Randy Marten
PO Box 64
Sun Prairie, WI 53590

Location: 2916 Pebble Valley Court
In part of the SE ¼ of the SE ¼ of Section 19, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change Approval

Existing Zoning: Tax Parcel 0911-194-7185-0 R-1 (Legacy) 3.37 Acres
Total 3.37 Acres

Existing Land Use: The Subject property currently has a single-family home located in the north central portion of the property that is connected to Pebble Valley Court via a long, asphalt driveway. Halfway up the driveway is a detached garage. There are no steep slopes or floodplains associated with the lot but there is a wetland/resource protection area northwest of the house.

Adjacent Land Uses: North: Wetland, Agricultural
West: Wetland, Agricultural
East: Agricultural, Residential
South: Pebble Valley Court, Residential

Proposal

Zoning Change: Tax Parcel 0911-194-7185-0 SFR 3.37 Acres
Total 3.37 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-194-7185-0 from zoning R-1 Residential District (Legacy) to SFR Single Family Residential Zoning District. The intention of this zoning change is so the owner can put an addition onto their existing detached garage that is taller than what the Legacy ordinance allows. The additional height is needed to store a personal RV.

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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 August 11, 2022.
2. Jurisdictional Review Form, received August 11, 2022.
3. Garage Addition Building Plans and Site Plan, received August 11, 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

Legacy residential zoning only allows a maximum height of 12ft for accessory structures. SFR zoning allows a maximum height of 35ft for accessory structures. The proposed height in this case is just over 15.5ft. Also, SFR zoning limits the number of accessory structures to two with a total footprint of all accessory structures limited to the footprint of the principal structure. Both of these limitations will be met for the site. Plumbing is not allowed in the detached garage without an approved conditional use permit.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-194-7185-0 from zoning R-1 Residential 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.

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: Marten Building and Design Email: _____
Address: 310 Progress Way City/State/Zip: Sun Prairie WI 53590 Phone: (608) 212-6934

Parcel ID Number(s): 091119471850

CSM or Plat Information, if any: _____

Proposed activity on the property: Addition to existing outbuilding

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

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

JURISDICTIONAL QUESTIONS

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

STATEMENT OF APPLICANT

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

Dated: 8/11/2022 By: Darryl Topinka

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: _____

ZONING CHANGE APPLICATION

Town of Bristol • 7747 County Road N • Sun Prairie, WI 53590
 Phone (608) 837-6494 • Fax (608) 834-6494 • www.tn.bristol.wi.gov

PERMIT #:	_____
Permit Fee: \$	_____
Approved By:	_____ / /
Approval Date:	_____ / /
Fee Paid:	<input type="checkbox"/>

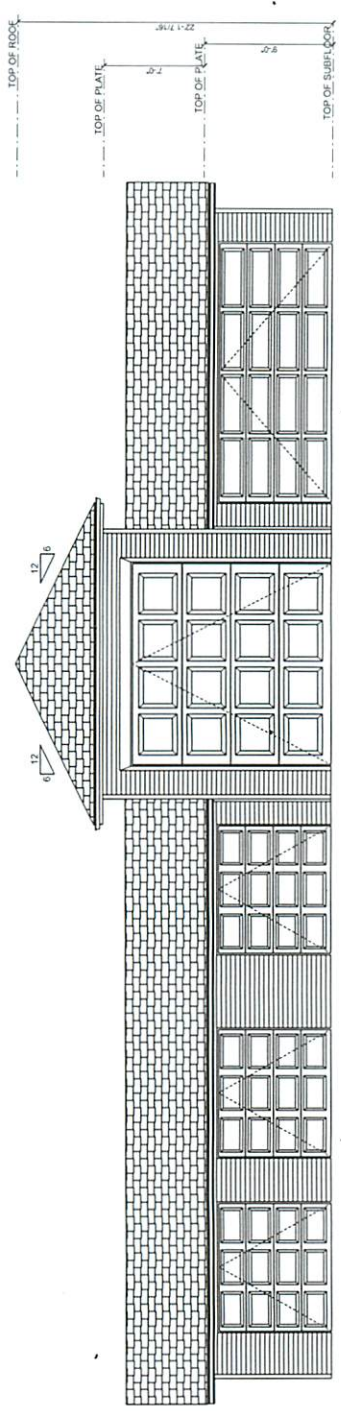
- Items that must be submitted with your application:
- **Written Legal Description of the Proposed Zoning Boundaries**
 Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal 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	Blake and Geri Hart
NAME	Randy Marten
CONTACT NAME	Randy Marten
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	Marten Building and Design
BUSINESS NAME (if applicable)	Marten Building and Design
MAILING ADDRESS	2916 Pebble Valley CT
MAILING ADDRESS	PO Box 64
CITY, STATE, ZIP	Sun Prairie WI 53590
DAYTIME PHONE #	(608) 212-6934
DAYTIME PHONE #	(608) 212-6934
EMAIL	Ger@martenbuilding.com
EMAIL	Randy@martenbuilding.com

LAND INFORMATION	
Town:	Bristol
Parcel Numbers Affected:	091119471850
Section:	Property Address or Location: 2916 Pebble Valley Ct
Zoning District Change (To / From / # of acres)	SFR from R1
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"/> Compliance for existing structures and/or land uses <input type="checkbox"/> Addition to existing out building	<input type="checkbox"/> Creation of a residential lot <input checked="" type="checkbox"/> Other
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <i>Randy Marten</i>	
Date: 8-11-2022	

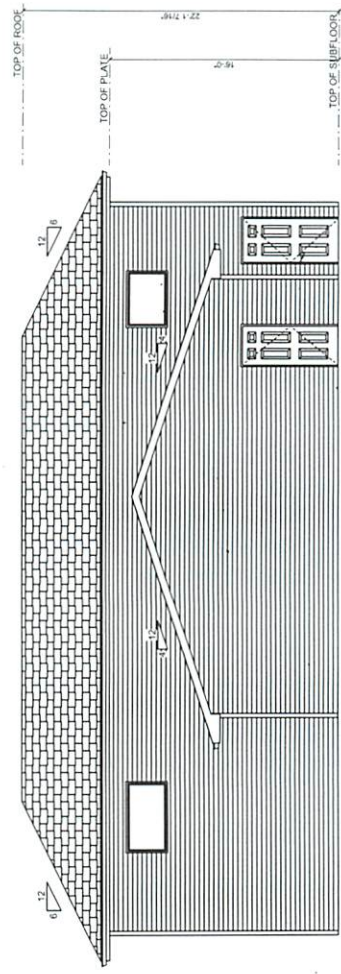
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MBDI ASSUMES NO LIABILITY FOR HOME CONSTRUCTION FROM THIS PLAN. IT IS THE RESPONSIBILITY
OF THE PURCHASER OF THIS PLAN TO HAVE BUILDERS OR CONTRACTORS VERIFY ALL DIMENSIONS PRIOR
TO PROCEEDING WITH CONSTRUCTION. BUILDERS OR CONTRACTORS MUST ALSO KEEP COMPLIANCE
WITH ALL LOCAL CODES AND CONDITIONS. ALL CARE HAS BEEN TAKEN BY MBDI TO MAKE PLANS
ACCURATE. PLANS ARE FOR LOCATIONS AND REFERENCE ONLY. BUILDERS OR CONTRACTORS RESPONSIBLE
FOR ANY FINISHES AND ECTIONS TO PLAN. ALL FINISHES TO BE INCORPORATED INTO THE FINAL SITE CONDITIONS.

REVISIONS:	
DATE:	
JOB NAME:	
SCALE:	1/4" = 1'-0"
SHEET:	



HART GARAGE ADDITION

FRONT ELEVATION

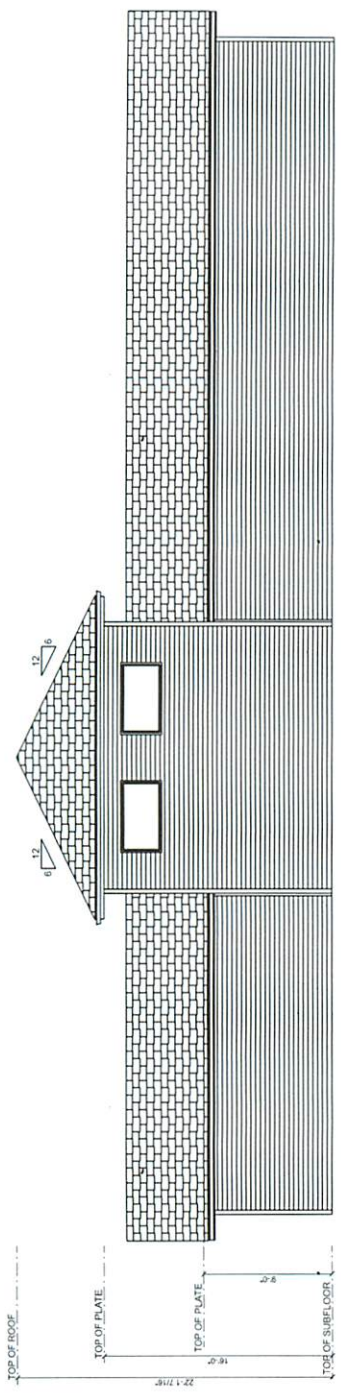


HART GARAGE ADDITION

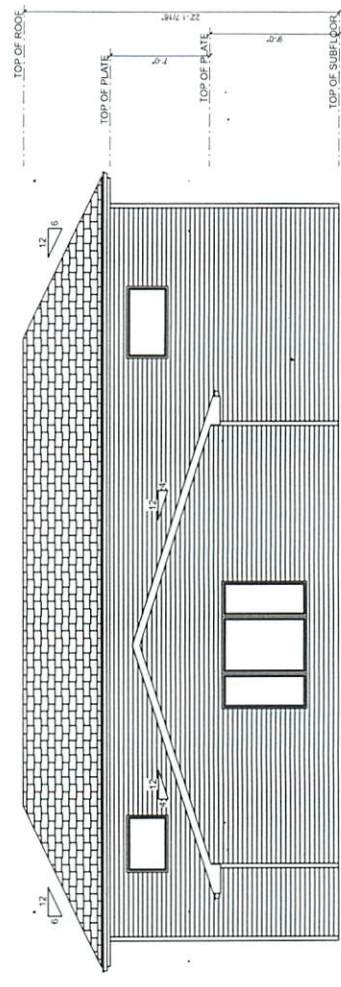
LEFT ELEVATION

THIS DOCUMENT CONTAINS CONFIDENTIAL OR PROPRIETARY INFORMATION OF MARTEN BUILDING & DESIGN INC. (MBDI).
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USED OR DISCLOSED EITHER IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF MBDI.
ASSUMES NO LIABILITY FOR HOME CONSTRUCTION FROM THIS PLAN. IT IS THE RESPONSIBILITY
OF THE HOMEOWNER TO MAKE SURE ALL DIMENSIONS AND CONSTRUCTION DETAILS ARE CORRECT
AND TO VERIFY COMPLIANCE WITH ALL LOCAL CODES AND CONDITIONS. ALL CARE HAS BEEN TAKEN BY MBDI TO MAKE PLANS
ACCURATE. PLANS ARE FOR LOCATIONS AND REFERENCE ONLY. CONTRACTOR RESPONSIBLE
FOR ANY CHANGES AND REVISIONS TO PLAN. ALL DIMENSIONS TO INCORPORATE ACTUAL SITE CONDITIONS.

REVISIONS:	
DATE:	
JOB NAME:	
SCALE:	1/4" = 1'-0"
SHEET:	F2



REAR ELEVATION

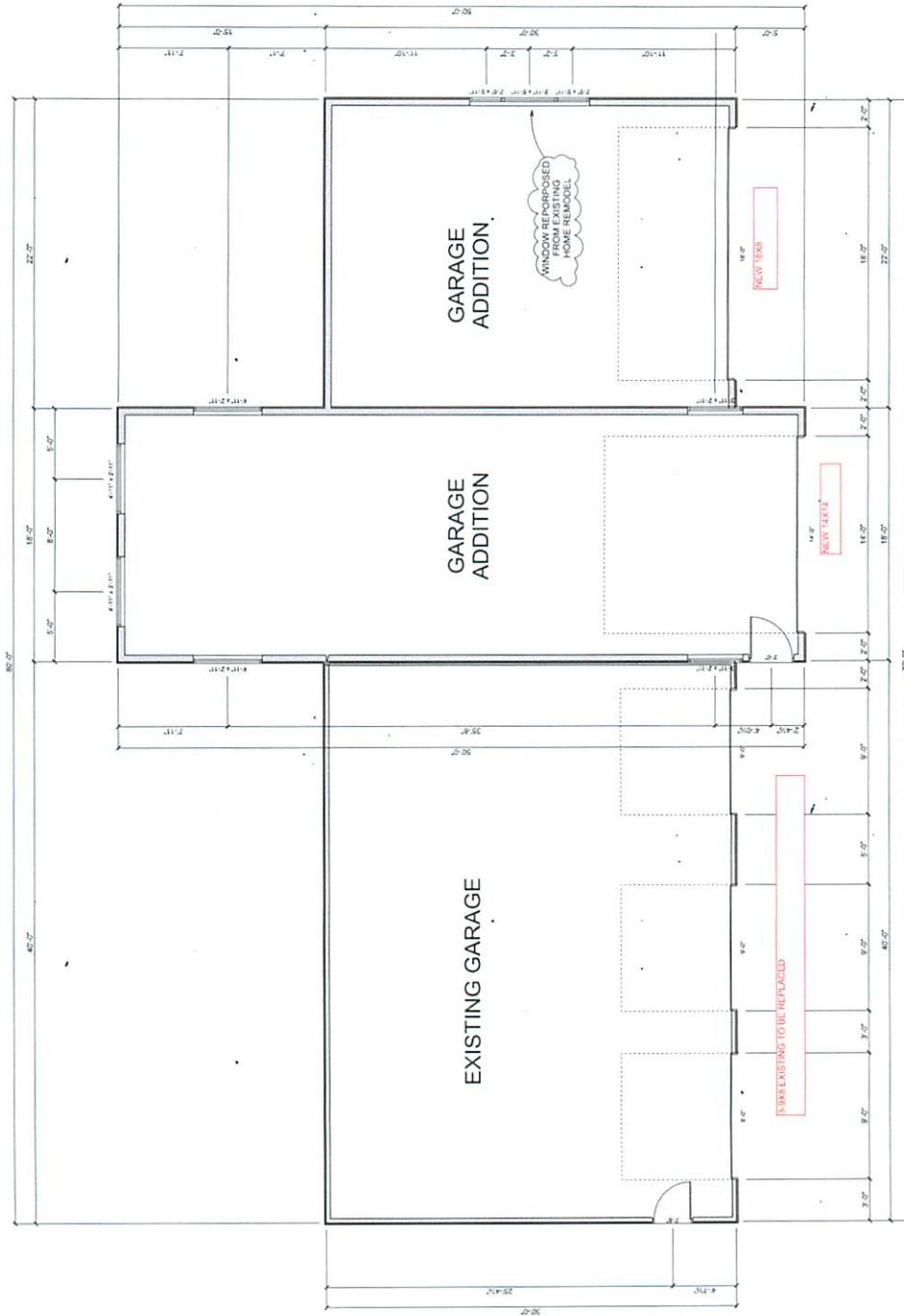


RIGHT ELEVATION

HART GARAGE ADDITION

HART GARAGE ADDITION

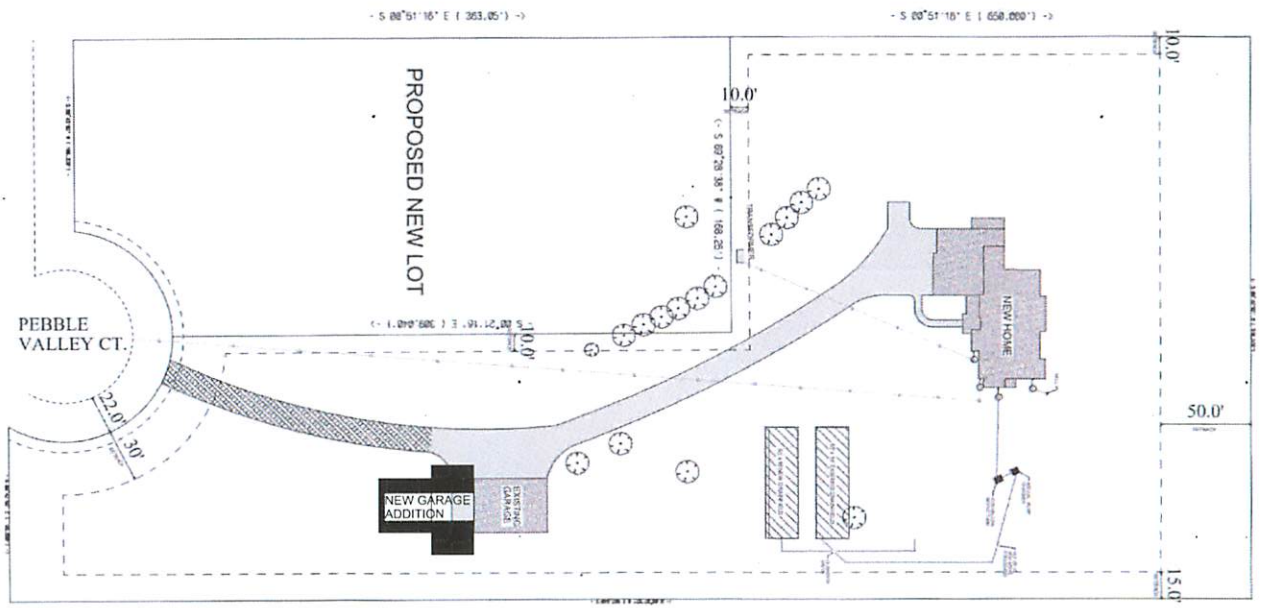
REVISIONS:	
DATE:	
JOB NAME:	
SCALE:	1/4" = 1'-0"
SHEET:	A2



MAIN FLOOR
SCALE: 1/4" = 1'-0"

MAIN LEVEL PLAN

2198 SQ. FT. COVERED AREA
1583 SQ. FT. ADDITION AREA



BLAKE & GERI HART
MARTEN BUILDING & DESIGN

SCALE 1" = 20'



- | | | | |
|-------------------|-----------------|------------------|--------------------|
| CONCRETE | TRACK PAD | GAS SERVICE | SEPTIC OUT-OF-HOME |
| COVERED FOOTPRINT | EXCESS TOP SOIL | WATER INTO HOUSE | SURFACE WATER |
| SEPTIC FIELD | EROSION SOCK | ELECTRIC METER | WELL LOCATION |



GENERAL LOCATION
OF PROPOSED ADDN

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

d.

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



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
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
DATE: (for) September 12, 2022 Plan Commission/Town Board Meeting
SUBJECT: Zoning Change/ Preliminary CSM Review for Jensen Tax Parcels 0911-271-8100-5, 0911-271-9500-9
GEC NO.: 2-0122-411

Background Information

Owner/Applicant: Kay Jensen & Paul Ehrhardt
6837 Elder Lane
Sun Prairie, WI 53590

Agent/Surveyor Unknown

Location: 6837 Elder Lane
In part of the NE ¼ and SE ¼ of the NE ¼ of Section 27, all in T9N, R11E, Town of Bristol, Dane County, WI.

Request: Zoning Change / Preliminary CSM Approval

Existing Zoning:	Tax Parcel 0911-271-8100-5	A-1 (Legacy)	30.1 Acres
	Tax Parcel 0911-271-9500-9	A-1 (Legacy)	19.0 Acres
	Total		49.1 Acres

The site formerly had a conditional use permit for mineral extraction to build the USH 151 expansion back in the early 1990s.

Existing Land Use: The two tax parcels are mostly open area and ag fields except for a house and shed (connected to Elder Lane with a long, gravel driveway) with several greenhouse/hoop buildings in the northeastern portion of the northern parcel. There are several of these greenhouse/hoop buildings located along Elder Lane for the southern parcel. There are no steep slopes, floodplains, or wetlands associated with any of the parcels but there is a stream and resource protection area that traverses the northwestern corner of the northern parcel.

Adjacent Land Uses: North: Agriculture
West: Agriculture
East: Elder Lane, Agriculture
South: Agriculture, Residential

Proposal

Zoning Change:	Proposed Lot 1	AG	6.06 Acres
	Proposed Lot 2	SFR	2.39 Acres
	Proposed Lot 3	SFR	2.39 Acres
	Proposed Lot 4	SFR	2.77 Acres
	Remnant Parcel	AG (or remain A-1)	35.49 Acres
	Total		49.1 Acres

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



Applicant submitted information for a zoning change of Tax Parcels 0911-271-8100-5 & 0911-271-9500-9 from zoning A-1 Agriculture District to SFR Single Family (Proposed Lots 2-4) Residential Zoning District and AG Agriculture Zoning District (Proposed Lot 1...existing house) with the remnant parcel be rezoned to AG Agriculture in the newer zoning (or remain A-1 Legacy). The remnant parcel would still have a 30ft access strip to Elder Lane along its northern boundary. The intention of this zoning change and CSM is to create 3 residential lots to sell in the future. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

Submittals/Attachments

1. Zoning Change Application, received August 4, 2022.
2. Jurisdictional Review Form, received August 4, 2022.
3. Preliminary Lot Layout, received August 4, 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 Business Park Joint Planning Area. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. The proposal appears to be in the extraterritorial review authority of the City of Sun Prairie.

Town Ordinances

1. **General**
The provided map does not include detail regarding information on the footprint of the proposed homes on the SFR lots. When applying for the land use permits, required setbacks will need to be verified. Town driveway permits will also be needed to access the Town roads.
2. **Preliminary CSM**
A preliminary CSM creating the lots that meets the Town Land Division Ordinance should be submitted for review and approval.
3. **Well & Septic**
Prior to issuance of a land use permit for any proposed house, 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 Parcels 0911-271-8100-5 & 0911-271-9500-9 from zoning A-1 Agriculture District to SFR Single Family (Proposed Lots 2-4) Residential Zoning District and AG Agriculture Zoning District (Proposed Lot 1...existing house) with the remnant parcel be rezoned to AG Agriculture in the newer zoning (or remain A-1 Legacy), 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. Verification from City of Sun Prairie of extraterritorial review.
4. 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.

ZONING CHANGE APPLICATION

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

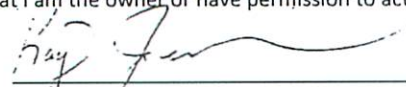
PERMIT #:	_____
Permit Fee: \$ _____	Fee Paid: <input type="checkbox"/>
Approved By:	_____
Approval Date:	/ /

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 Paul Ehrhardt	CONTACT NAME Kay Jensen
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Kay Jensen	BUSINESS NAME (if applicable)
MAILING ADDRESS 6837 Elder Lane	MAILING ADDRESS
CITY, STATE, ZIP Sun Prairie, WI 53590	CITY, STATE, ZIP
DAYTIME PHONE # 608/712-9530	DAYTIME PHONE #
EMAIL jenehr@aol.com	EMAIL

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: _____
Section: <u>27</u>	Property Address or Location: _____
Zoning District Change (To / From / # of acres) <u>Ag to residential; 7.55 acres</u>	
Soils classification of area (percentages) Class I Soils: <u>100</u> % 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 checked="" type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input type="checkbox"/> Other

I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: 	Date: <u>08/04/2022</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: Kay Jensen Email: jenehr@aol.com

Address: 6837 Elder Lane City/State/Zip: WI 53590 Phone: 608/712-9530

Parcel ID Number(s): sec 27

CSM or Plat Information, if any: attached file from surveyor

Proposed activity on the property: 3 lots CSM'd

Is the property enrolled in CRP or any other farm programs? [X] 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? [X] No [] Yes

2. Is your proposed project located within 300-feet of the ordinary high-water mark of a navigable river, stream or creek? [X] No [] Yes

3. Is your proposed project located within a floodplain? [X] No [] Yes

4. Is your proposed project located within a wetland? [X] No [] Yes

5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling? [X] 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? [X] 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: 08/04/2022 By: Kay Jensen

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:



122.7

30

264067 S.F.
6.06 Acres

septic field

103.9

31.2 26.2

Well

104165 S.F.
2.39 Acres

104165 S.F.
2.39 Acres

120760 S.F.
2.77 Acres

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

e.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

f.

Work Proposal

Town of Bristol Infiltration Testing

Project Understanding- The Town of Bristol (Town) proposes to document the existing operating condition and proposed improvements to the existing stormwater detention basin (basin) at the northeast corner of Egge and Bird Street. This project is a "test case" to ultimately update the WinSLAMM modeling conducted to meet the Rock River TMDL Total Phosphorus and Total Suspended Solids removal rates for all outfalls within the Town's Urbanized Area (2010 Census).

Scope of Services- Nahn and Associates will assist the Town by providing the following services:

1. Survey the existing basin- Survey existing elevations of stormwater basin and outfall pipe dimensions for basin and upstream basin.
2. Document inflow/outflow into the basin during or shortly after rain storm (Town of Bristol)
3. Measure Surface Infiltration Rater using Turf-Tec Infiltrometer- 6 Turf-Tec infiltration measurements in each basin for a total of 12 infiltration measurements
4. Update WINSLAMM model for sub-area- Input field-measured surveyed basin contours and infiltration rates in WinSLAMM model and run model.
5. 4. Determine potential improvements to improve infiltration including increasing basin depth, outfall modification.

Cost- The approximate costs are:

1. Field survey of basin- (Sub-consultant Red Oak Land Survey)-\$1,700
2. 12 Turf-Tec Infiltration measurements=8 hours
3. Update WinSLAMM model- 6 hours
4. Analyze for proposed basin improvements-10 hours
5. **TOTAL (Labor)=24 hours at \$160/hr.= \$4,480 (Nahn & Assoc.) + \$1,700 (Subconsultant-Survey) +\$550 Turftec= \$6,090**
6. Travel Expense= \$.585 *50=\$29.25
7. **TOTAL COST-\$6,119.25**

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

g.

Town of Bristol
Ordinance Number 2022-01
An Ordinance Establishing a Code of Ethics

The Town of Bristol hereby ordains as follows:

I. Scope of Policy

- a. Purpose of Ordinance. This Conflict of Interest Ordinance establishes ethical standards for Town of Bristol (“Town”) officials, and also governs ethical standards relating to Town contracts that must comply with federal law.
- b. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this ordinance, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. Conflicts of Interest

- a. Conflicts of Interest Generally.
 - i. Definitions. Except as otherwise specified, the terms used in this section shall have the same meaning as those defined by Wis. Stat. § 19.42.
 - ii. No public official shall do any of the following:
 1. Use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by chapter 11 of the Wisconsin Statutes.
 2. Solicit or accept from any person; directly or indirectly, anything of value if it could reasonably be expected to influence the person’s vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction. This

paragraph does not prohibit a local public official from engaging in outside employment.

3. Directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under chapter 11 of the Wisconsin Statutes, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
 4. Take any official action substantially affecting a matter in which the public official or a member of his or her immediate family or an organization with which the person is associated has a substantial financial interest.
 5. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the person, one or more members of the person's immediate family either separately or together, or an organization with which the person is associated.
- b. Conflicts of Interest when Federal Law Applies. In contracts that require the Town to comply with federal procurement requirements, the following restrictions apply.
- i. Definitions. For purposes of this subsection, the following definitions shall apply.

1. “*Direct Benefit*” means, with respect to a Public Official or employee of the Town, or the spouse of any such Public Official or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.
2. “*Federal Financial Assistance*” means Federal financial assistance that the Town receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
3. “*Immediate Family Member*” means: (i) a spouse; (ii) a child or spouse of a child; (iii) a parent or spouse of a parent; (iv) a sibling or spouse of a sibling; (v) a grandparent or grandchild, or their spouse; (vi) domestic partners or their parents, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the person is the equivalent of a family relationship.
4. “*Involved in Making or Administering*” means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the

Public Official is a member that is taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.

5. “*Pass-Through Entity*” means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.
6. “*Public Official*” means an individual who is elected or appointed to serve or represent the Town (including, without limitation, any member of the Town Board), other than an employee or independent contractor of the Town.
7. “*Recipient*” means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
8. “*Related Party*” means (i) an Immediate Family Member of a Public Official or employee, (ii) a partner of a Public official or employee, or (iii) a current or potential employer (other than the Town) of a Public official or employee, of a partner of a Public Official or employee, or of an Immediate Family Member of a Public Official or employee.
9. “*Subaward*” means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
10. “*Subcontract*” means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders and changes and modifications to purchase orders.

11. “*Subcontractor*” means an entity that receives a Subcontract.
 12. “*Subrecipient*” means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award, but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- ii. Prohibited Conflicts of Interest in Federal Contracts. Without limiting any specific prohibition set forth in Section II(a), elected officials, appointed officials, or employees shall not participate in the selection, award, or administration of a contract if the person has a real or apparent conflict of interest.
1. Real Conflict of Interest. A real conflict of interest shall exist when the Public Official or employee or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.
 2. Apparent Conflict of Interest. An apparent conflict of interest exists where a real conflict of interest may not exist, but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that an elected official, appointed official, or employee, or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.
 3. Gift Standards. No elected official, appointed official, or employee shall solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.

III. Violations of Policy

- a. Disciplinary Actions for Public Official or Employees. Any elected official, appointed official, or employee that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the person or the person's Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure, prosecution under this Ordinance, or termination of the contract with the Town.
- b. Penalties. Any violation of this Ordinance shall be punishable by a forfeiture not to exceed \$500.
- c. Disciplinary Actions for Contractors and Subcontractors. The Town shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Ordinance.
- d. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Town shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing information to a member of Congress or a representative of a committee of Congress; an Inspector General; the Government Accountability Office; a Treasury or other federal agency employee responsible for grant oversight or management; an authorized official of the Department of Justice or other law enforcement agency; a court or grand jury; a management official or other employee of the Town; or a Contractor or Subcontractor who has the responsibility to investigate, discover, or address misconduct that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

Town of Bristol
Ordinance Number 2022-02
Adopting The State of Wisconsin Procurement Standards

The Town of Bristol (“Town”) hereby adopts this policy (“Policy”) governing selection of contractors for Town projects involving the construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of materials or supplies (“Public Contract”).

1. Adoption of State Standards. Except as otherwise provided by this Policy, the Town shall abide by Wis. Stat. § 60.47 and any other applicable Wisconsin statutes prior to entering into a Public Contract.
2. Procurement Standards Mandated by Federal Law. In addition to complying with the requirements of Section 1, the Town shall use the following standards for contracts for the construction, execution, repair, remodeling or improvement of a public work or building; the furnishing of supplies, materials, or equipment; or services that require adherence to federal procurement laws. If any federal provision conflicts with state law, the federal requirement shall apply for projects that require adherence to federal law. Where state law is more restrictive than federal law, state law shall apply.
 - a. The following requirements apply to projects where the total costs exceed the federal simplified acquisition threshold, as defined by 48 CFR § 2.101, which, as of 2022, is \$250,000:
 - i. The Town shall only select contractors through a full and open competition. All contracts shall be awarded to lowest responsible bidder.
 - ii. The Town shall select a contractor based on sealed bids, unless either of the following apply:
 1. The Town Board determines that it may seek proposals for a fixed price or cost-reimbursement contract, and it is not

appropriate to use sealed bids. Contracts awarded using proposals must adhere to the following requirements:

- a. The requests for proposals must be publicized and identify all evaluation factors along with their relative importance.
 - b. Proposals must be solicited from an adequate number of qualified offerors.
 - c. The Town must prepare a written method for conducting technical evaluations of the proposals received and making selections.
 - d. The contract must be awarded to the responsible offeror whose proposal is the most advantageous to the Town.
 - e. The Town may use competitive proposal procedures for architectural or engineering services where the qualifications are evaluated and the most qualified entity is selected, subject to negotiation of fair and reasonable compensation. Price is not required to be a selection factor for architectural or engineering services. The Town cannot use this method to purchase other types of services through architectural or engineering firms that are a potential source to perform the proposed project.
2. The Town may use a noncompetitive procurement if one of the following apply:
- a. The contract is for acquisition of property or services, and the aggregate dollar amount does not exceed the self-certified micro-purchase threshold as established below
 - b. The item is only available from a single source.

- c. There is a public emergency where the Town cannot delay in awarding the contract.
 - d. The federal agency awarding the grant or funds expressly authorized a noncompetitive procurement.
 - e. After solicitation of a number of sources, competition is determined inadequate.
- iii. The project shall be publicly advertised and provide bidders sufficient time to respond. For advertising purposes, the Town shall, at a minimum, comply with the requirements of Wis. Stat. § 60.47.
- iv. The Town will develop a clear and accurate description of the technical requirements for the material, product, or service to be procured that does not unduly restrict competition. The specifications will identify all requirements that contractors must fulfill.
- v. Contractors that assist in developing specifications for the project to be bid cannot submit bids.
- vi. Bids shall be opened publicly at the time and place specified by the bid invitation.
- vii. The Town shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In determining if a contractor is responsible, the Town can consider factors such as:
 - 1. The integrity of the contractor.
 - 2. The contractor's past performance of contracts or projects.
 - 3. The financial and technical resources of the contractor.
- viii. Any or all bids may be rejected if there is a sound documented reason.
- ix. The Town shall maintain records, pursuant to its records retention policy, of its procurement history involving the use of federal funds. These records will include:
 - 1. The Town's rationale for the procurement method used.

2. How the Town selected the contract and contractor.
 3. Records indicating the basis for a contract price.
- x. The Town shall avoid acquisition of unnecessary or duplicative items.
 - xi. The following bonding requirements shall apply to construction or facility improvement contracts:
 1. Each bidder must submit a bid guarantee equal to five percent of the total bid price.
 2. The selected contractor must submit a performance bond for 100 percent of the contract price
 3. The selected contractor must submit a payment bond for 100 percent of the contract price.
 - xii. The Town shall perform a cost or price analysis in connection with every procurement. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but shall include making independent estimates before receiving bids or proposals.
 - xiii. The Town's strong preference shall be to select contractors that do not use estimated costs in their bids. However, the Town may accept time and materials type contracts (defined a contract whose cost to the Town is the total of the actual cost of materials and the direct labor hours charged at fixed hourly rates) only if it determines that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- b. The Town shall competitively bid projects in conformance with Section 1 of this Policy for projects involving the use of federal funds where the total project costs are greater than the town's self-certified micro-purchase threshold, but less than the federal simplified acquisition threshold.
 - c. In accordance with 2 CFR § 200.320(a)(1)(iv)(C), the Town self-certifies that its micro-purchase threshold shall be \$25,000. The self-certification is

based on Wis. Stat. § 60.47, which only requires towns to competitively bid public works contracts in excess of \$25,000.

- d. The following requirements apply to projects involving the use of federal funds where the total project costs do not exceed the Town's self-certified micro-purchase threshold, which, as of 2022, is \$25,000.
 - i. The Town shall follow Section 1 of this Policy.
 - ii. If no bid is required, the Town may enter into a contract if, based on research, experience, purchase history or other information, the price is reasonable.
 - iii. The Town shall review its self-certified micro-purchase threshold annually after the effective date of this Policy. If Wisconsin's bidding laws have not changed and the Town has not taken any formal action to revise its self-certified micro-purchase threshold, the Town will have been deemed to have self-certified the micro-purchase threshold used from the previous year.
- e. The Town shall take the following steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible:
 - i. Placing qualified small and minority businesses and women's business enterprises on any solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (i) through (v) of this subsection.
- f. When required by federal law, the Town should, to the greatest extent practicable provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.
 - g. The Town shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; and procuring solid waste management services in a manner that maximizes energy and resource recovery.
 - h. The Town shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's record of past performance, and industry profit rates in the surrounding geographical area for similar work.
 - i. Every contract executed by the Town shall include all provisions required by 2 CFR § 200.327 and 2 CFR Part 200, Appendix II.