

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

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, December 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 from November 14, 2022 Town Board Meeting & Jt. Plan-Board Meeting.
 - d. Approval of Check Register for November & Treasurer's Report
- II. Business**
 - a. Discuss/Consider Contract for Legal Services with William Cole of Axley Brynson
 - b. Discuss/Consider WI DOT Program Acceptance for TRID Russet Rd Project
 - c. Informational Presentation by Capital Area Regional Planning Commission (CARPC) on Updating the Town's Comprehensive Plan
- III. Set Future Meetings and Agendas**
- IV. 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 Jt. Plan-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 Open Meeting Laws and is hereby being noticed as such, although only the Planning Commission and Town Board will take formal action at the above meeting. Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

Kim Grob, Town Clerk-Treasurer

Certified Posting: 12-8-2022 Town Hall and website

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
November 14, 2022, at 5:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 5:09pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: Steve Schwartz, Sandy Dulin, Al Rogers, Jim Ringelstetter and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM OCTOBER 17, 2022 JT. PLAN-BOARD MEETING

Board - Motioned by Willison and seconded by Grove to approve the October 17, 2022, Jt. Planning-Board minutes with correction of grammatical errors. All ayes, Motion carried.

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

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

PUBLIC COMMENT

Public comment included: Derr about the City of Sun Prairie considering taking over the Sun Prairie Fire & Rescue Company Inc. A new Recycling Center Attendant has begun training and will take over in December.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported that the shelter material has been delivered and the concrete slabs are poured. The Parks survey is underway with a good response to start. Boards have been delivered for the ice rink and a new group of residents are going to be helping take care of the rink.

BUSINESS

a. DISCUSSION/CONSIDER APPROVAL OF RESOLUTION TO NAME PRIVATE DRIVE IN DRUMLIN CREEK

The Board reviewed the Resolution to name a private drive in Drumlin Creek, Lots 66-72 as Drumlin Creek Court. Motioned by Grove and seconded by Willison to approve the name Drumlin Creek Court for Lots 66-72 in the Drumlin Creek development. All ayes, Motion carried.

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting – December 12, 2022 at 6:00 pm

PUBLIC WORKS UPDATE - NONE

CLERK UPDATE

Grob reported for the November 8, 2022 Election: 2,476 total votes with 733 Absentees

ADJOURN

Board - Motioned by Willison and seconded by Grove to adjourn at 5:58 p.m. All ayes, Motion carried.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
November 14, 2022, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

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

BUSINESS

a. PRESENTATION/DISCUSSION BY CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC) ON UPDATING THE TOWN'S COMPREHENSIVE PLAN

Meeting post-poned to December 12.

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting – December 12, 2022 at 6:00 pm

ADJOURN

Board - Motioned by Willison and seconded by Grove to adjourn at 6:45 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

12/08/22

The Town of Bristol

Account QuickReport

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
1001 - Bank of SP - cash & investments					
100 - General Fund					
Liability Check	11/03/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 7224514...	-26.46
Liability Check	11/03/2022	DEBIT	North Shore Bank	010-7001187	-150.00
Bill Pmt -Check	11/08/2022	29152	Alliant Energy/WPL		-1,358.80
Bill Pmt -Check	11/08/2022	29153	APG of Southern Wisconsin	51419 - Election Publication 11-8-20...	-70.93
Bill Pmt -Check	11/08/2022	29154	Brian Willison	51105 - WTA Convention Expenses	-223.00
Bill Pmt -Check	11/08/2022	29155	Burke Truck & Equipment		-1,688.52
Bill Pmt -Check	11/08/2022	29156	DANE COUNTY TREASURER	52600 September Police Services	-4,760.96
Bill Pmt -Check	11/08/2022	29157	Hallman Asphalt & Sealing LLC	533192 - 3 Culvert Patches (1-Vinbu...	-5,628.00
Bill Pmt -Check	11/08/2022	29158	Office Depot Business Credit	51407 - Office Supplies	-484.76
Bill Pmt -Check	11/08/2022	29159	Pellitteri Waste Systems	53604 - Recycling, 53606 - Non-Rec...	-3,895.82
Bill Pmt -Check	11/08/2022	29160	US Cellular	514061 Cellular Phone	-158.88
Liability Check	11/09/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -121405...	-2,016.32
Liability Check	11/10/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/09...	-5,923.19
Liability Check	11/10/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/09...	-300.14
Liability Check	11/10/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/09...	-2,034.73
Paycheck	11/14/2022	DD2325	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	11/14/2022	DD2326	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	11/14/2022	DD2327	Ward, Dustin	Direct Deposit	0.00
Paycheck	11/14/2022	DD2328	Ward, James R	Direct Deposit	0.00
Paycheck	11/14/2022	DD2329	Winters, Michael J	Direct Deposit	0.00
Paycheck	11/14/2022	DD2330	Grove, Benjamin A	Direct Deposit	0.00
Paycheck	11/14/2022	DD2331	Derr, Gerald H	Direct Deposit	0.00
Paycheck	11/14/2022	DD2333	Willison, Brian L	Direct Deposit	0.00
Paycheck	11/14/2022	DD2332	Grove, Benjamin A	Direct Deposit	0.00
Bill Pmt -Check	11/14/2022	29161	Associated Appraisal Consulta...	51501 - 2023 Revaluation Program	-5,000.00
Bill Pmt -Check	11/14/2022	29162	BCS Inc.	51410 - Postage/Delivery 2022 Tax ...	-700.00
Bill Pmt -Check	11/14/2022	29163	CyberReef	514062 - November Town Hall Phon...	-60.90
Bill Pmt -Check	11/14/2022	29164	Horstman Networks	514062 - November It Service Char...	-65.00
Bill Pmt -Check	11/14/2022	29165	LRS		-407.00
Bill Pmt -Check	11/14/2022	29166	MG&E	51602 - Gas & Electric for Town Hall	-210.94
Bill Pmt -Check	11/14/2022	29167	Sundance BioClean Inc.	51603 - October Cleaning Services ...	-212.00
Bill Pmt -Check	11/14/2022	29168	Terminator Pest Control, LLC	51603 - October Pest Control - Tow...	-52.00
Bill Pmt -Check	11/14/2022	29169	Wingra Stone Company	53308 - Gravel/Stone/Cold Mix	-68.87
Liability Check	11/21/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -795253...	-192.88
Liability Check	11/22/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 1060155...	-1,754.52
Liability Check	11/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/21...	-6,112.36
Paycheck	11/25/2022	DD2335	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	11/25/2022	DD2336	Ward, Dustin	Direct Deposit	0.00
Paycheck	11/25/2022	DD2337	Ward, James R	Direct Deposit	0.00
Paycheck	11/25/2022	DD2338	Winters, Michael J	Direct Deposit	0.00
Paycheck	11/25/2022	DD2334	Grob, Kimberly M	Direct Deposit	0.00
Bill Pmt -Check	11/29/2022	29170	Barry Thoma	51416 - 11/8/22 Election & Hazard ...	-410.00
Bill Pmt -Check	11/29/2022	29171	Bill Weirough	51416 - 11/8/22 Election & Hazard ...	-212.50
Bill Pmt -Check	11/29/2022	29172	Bonnie Schmidt	51416 - 11/8/22 Election & Hazard ...	-328.75
Bill Pmt -Check	11/29/2022	29173	Cynthia Mestelle	51416 - 11/8/22 Election & Hazard ...	-415.00
Bill Pmt -Check	11/29/2022	29174	DANE COUNTY TREASURER	52600 - October Police Services	-3,808.79
Bill Pmt -Check	11/29/2022	29175	Dane County Treasurer's Office	41110 - PP Tax - Wingra	-3,579.53
Bill Pmt -Check	11/29/2022	29176	Dave Suchomel	51416 - 11/8/22 Election & Hazard ...	-238.75
Bill Pmt -Check	11/29/2022	29177	Dennis L. Norton P.E.	53318 - 2022 Culvert Analysis	-2,530.00
Bill Pmt -Check	11/29/2022	29178	Harold Silvester	51416 - 11/8/22 Election & Hazard ...	-197.50
Bill Pmt -Check	11/29/2022	29179	Insight FS	53302 - Fuel	-1,588.36
Bill Pmt -Check	11/29/2022	29180	Janet Storch	51416 - 11/8/22 Election & Hazard ...	-235.00
Bill Pmt -Check	11/29/2022	29181	JOHNSON BLOCK	51502 - Accounting/Auditing for peri...	-3,090.00
Bill Pmt -Check	11/29/2022	29182	Julie Malder	51416 - 11/8/22 Election & Hazard ...	-235.00
Bill Pmt -Check	11/29/2022	29183	Kay Radke	51416 - 11/8/22 Election & Hazard ...	-227.50
Bill Pmt -Check	11/29/2022	29184	Kim Grob	51411 - Travel/Education - WTA 20...	-595.40
Bill Pmt -Check	11/29/2022	29185	Lisa Rickert	51416 - 11/8/22 Election & Hazard ...	-232.50
Bill Pmt -Check	11/29/2022	29186	Louise Kubista	51416 - 11/8/22 Election & Hazard ...	-197.50
Bill Pmt -Check	11/29/2022	29187	Marcia Forbes	51416 - 11/8/22 Election & Hazard ...	-205.00
Bill Pmt -Check	11/29/2022	29188	Marilyn Silvester 1	51416 - 11/8/22 Election & Hazard ...	-287.50
Bill Pmt -Check	11/29/2022	29189	Nahn and Associates, LLC	56906 - Stormwater Permit	-800.00
Bill Pmt -Check	11/29/2022	29190	Pamela Larsen	51416 - 11/8/22 Election & Hazard ...	-197.50
Bill Pmt -Check	11/29/2022	29191	Pete Vickerman	51416 - 11/8/22 Election & Hazard ...	-197.50
Bill Pmt -Check	11/29/2022	29192	Public Health Madison & Dane ...	41110 - Local Taxes - Private Septic...	-14,910.45
Bill Pmt -Check	11/29/2022	29193	Rachel Gallagher	51416 - 11/8/22 Election & Hazard ...	-317.50
Bill Pmt -Check	11/29/2022	29194	Sam Skemp	51416 - 11/8/22 Election & Hazard ...	-238.75

12/08/22

The Town of Bristol
Account QuickReport
As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/29/2022	29195	Sandra Dulin	51416 - 11/8/22 Election & Hazard ...	-235.00
Bill Pmt -Check	11/29/2022	29196	Sue Suchomel	51416 - 11/8/22 Election & Hazard ...	-238.75
Bill Pmt -Check	11/29/2022	29197	Sue Weirough	51416 - 11/8/22 Election & Hazard ...	-212.50
Bill Pmt -Check	11/29/2022	29198	Truck Country	53307 - Truck Maintenance & Repair	-236.58
Bill Pmt -Check	11/29/2022	29199	Visa - Cardmember Service	VOID: Check jammed in printer	0.00
Bill Pmt -Check	11/29/2022	29200	Visa - Cardmember Service		-1,063.56
Total 100 - General Fund					-80,819.65
Total 1001 - Bank of SP - cash & investments					-80,819.65
TOTAL					-80,819.65

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

a.

TOWN OF BRISTOL

CONTRACT FOR LEGAL SERVICES

It is agreed between the Town of Bristol (hereinafter the "Town") and William S. Cole of Axley Brynerson, LLP (hereinafter "Cole") that the Town shall appoint Cole as its Town Attorney pursuant to paragraph 60.37(2) of the Wisconsin Statutes subject to the terms and conditions of this contract.

In consideration of the mutual covenants and restrictions contained herein, it is mutually agreed as follows:

ARTICLE I. INDEPENDENT CONTRACTOR STATUS

The parties understand and agree Cole is an independent contractor who also maintains a separate law practice; neither party shall be considered the agent of the other and absent further authorization neither party has general authority to enter into any contract, assume any obligation or make any warranties or representations on behalf of the other.

ARTICLE II. SCOPE OF WORK/COMPENSATION

- A. Services. Cole shall, at the direction of the Town Chair, provide all legal services to the Town, except bonding. These services include all duties and responsibilities of the Town Attorney as set forth in Wisconsin Statute 60.37(2); including, without limitation, general legal counseling to all Town Department Managers and Officers, ordinance and contract drafting, legal opinions, meeting attendance as requested, and legal work for the all Town committees, boards, commissions, and authorities.

The Town shall pay Cole according to the following hourly rates:

General Municipal Work	-	\$235 per hour
Litigation Matters	-	\$255 per hour
TIF/Development Work	-	\$325 per hour

Litigation shall be defined as any work pertaining to a matter pending before a court of record or administrative agency.

The above rates shall remain in effect through December 31, 2022, will increase by 8.5% effective January 1, 2023.

Cole will present itemized statements monthly for the work performed.

B. Matters Outside The Scope of Services.

1. Extraordinary Work. In the event the Town becomes involved in extraordinary litigation or projects beyond the scope of services outlined in paragraph A, Cole shall prepare a report for the Town Board stating the nature of the case/project, the issues involved, the probable range of cost exposure and the probability of success on the merits. The Town Board will then decide whether to authorize Cole to pursue the action.
2. Services To Be Performed By Outside Counsel. Instances may arise where Cole either has a conflict of interest or in his professional opinion it would be in the Town's best interest to be represented by outside counsel. In such a case, Cole will assist the Town in obtaining qualified independent counsel.

C. Miscellaneous Conditions of Representation.

1. The Town will not provide clerical or secretarial services to Cole.
2. The Town will not provide fringe benefits to Cole.
3. The Town will provide stationery letterhead to Cole for official Town business.
4. The Town will pay for all disbursements and out of pocket expenses. Disbursements as used herein shall include such items as Town related costs of litigation, photocopies, postage, deposition transcripts, witness fees, title reports, and filing fees. It does not include secretarial services or charges, attendance at seminars or conventions, office equipment or supplies, or local telephone calls, or facsimile transmissions.
5. Cole shall have the right to appoint other members of his law firm as assistant Town Attorneys.
6. Cole is a member of a law firm that is organized as a limited liability organization solely to render professional legal services under the laws of this state. Cole shall maintain professional liability coverage in amounts at least equal to those set forth in SCR 20:5.7 Upon request, Cole shall provide a Certificate of Insurance that meets or exceeds these limits to the Town. Cole shall immediately notify the Town in the event that the professional liability coverage is cancelled. Cole shall immediately notify the Town in the event that he is no longer a member of the limited liability organization.

ARTICLE III. TERM/TERMINATION

- A. Term. The contract shall commence execution of this agreement and shall continue until terminated by either party.
- B. Termination. Either party, upon written notice to the other, may terminate this Agreement without cause upon the expiration of 45 days from the delivery of such written notice to the other party. In the event of such termination, Cole will be compensated for services rendered and expenses incurred prior to such termination in accordance with the terms set forth above.

ARTICLE IV. MISCELLANEOUS

- A. Entire Agreement. This agreement supersedes any and all agreements previously made between the parties relating to the subject matter of this agreement and there are not understandings or agreements other than those incorporated in this agreement. This agreement may not be modified except by an instrument in writing duly executed by all parties.
- B. Parties Bound. This agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood Cole may not assign any rights or obligations hereunder without the prior written consent of the Town, except as set forth in section II.C.5 above.
- C. Governing Law. This agreement shall be governed by and construed and interpreted in accordance with the law of the State of Wisconsin.
- D. Headings; References. The headings used in this agreement are for convenience only and shall not constitute a part of this agreement. Unless the context clearly requires otherwise, all references to "Sections" and other subdivisions are to the sections and subdivisions of this agreement.
- E. Severability. If any provision of this agreement shall under any circumstances be deemed invalid or inoperative, this agreement shall be construed with the invalid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.
- F. Notice. Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid addressed to:

Town of Bristol
c/o Kim Grob, Town Clerk/Treasurer
7747 County Road N
Sun Prairie, WI 53590

Attorney William S. Cole
Axley Brynerson, LLP
2 East Mifflin Street, Suite 200
P.O. Box 1767
Madison, WI 53701-1767

Dated as of the last date of signature below.

AXLEY BRYNELSON, LLP

By: _____
William S. Cole

Date

TOWN OF BRISTOL

By: _____
Gerald Derr, Town Chair

Date

ATTEST: _____
Kim Grob, Town Clerk/Treasurer

Date

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

b.



Local Roads Improvement Program

LRIPWeb Application

Sunset Response Form

Step 1: Review the Project Information:

Local Roads Improvement Program (LRIP) funding indicated in **bold** on the Project Funding Detail below is scheduled to sunset on **June 30, 2023**.

Project: 15086 TRI Town of Bristol

On Route(s): Russet Rd

Project Funding Detail

Funding Biennium	Program Type	Approved LRIP Funding Amount	Sunset Date
2018 - 2019	TRI	\$14,114.46	6/30/2023

Step 2: Select one of the following options to identify your intent for this project:

- ☐ **Complete** the project and submit a reimbursement request to WisDOT by the sunset date.
- ☐ **Transfer** the funding to one or more approved projects within my municipality. The approved project(s) will be completed, and the reimbursement request(s) submitted to WisDOT by the sunset date. Discretionary (TRID, MSID, and CHID) projects cannot be transferred.
- ☐ **Substitute** the project for another location within my municipality. The substituted project will be completed, and the reimbursement request submitted to WisDOT by the sunset date. Discretionary (TRID, MSID, and CHID) projects cannot be substituted.
- ☐ **Forfeit** the funds. If applicable, this will allow my County Highway Commissioner to transfer the funds to another municipality's LRIP project within my county. Any project that receives the forfeited funds will be completed, and reimbursement request(s) submitted to WisDOT by the sunset date. Discretionary (TRID, MSID, and CHID) funds cannot be transferred.

Note: An intent to forfeit made by the undersigned, under proper authority to make such a request for the Municipality/County, and upon acceptance by the State shall cancel the agreement for the above project between the Municipality/County and the State.

Step 3: Read and Acknowledge:

- ☐ Checking this box indicates that the Preparer is authorized to conduct official business for the Municipality/County identified and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the intent indicated above.

Submit

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

C.

Town of Bristol *Comprehensive Plan* Draft Scope of Work

Planning Services to be Provide by Capital Area Regional Planning Commission

December 9, 2022

Primary Document Contents

1. Statement of goals and objectives.
2. Summary of the planning process and public outreach.
3. Discussion of historical and current Town data including demographics and presentation of demographic projections.
4. Discussion, maps, and data covering the topic areas required by the 1999 state "Smart Growth" law
 - a. Issues and Opportunities
 - b. Housing
 - c. Transportation
 - d. Utilities and Community Facilities
 - e. Agricultural, Natural, and Cultural Resources
 - f. Economic Development
 - g. Intergovernmental Cooperation
 - h. Land Use
 - i. Implementation
5. Analysis and recommendations for special issues facing the Town
 - a. Current assumptions in Comprehensive Plan to review
 - i. 2% annual growth trend
 - ii. Limiting splits to 30 per year
 - iii. Limiting housing construction to 25 units per year (Possible "banking" of units to carry over from slower growth years)
 - iv. No more than 3 CSMs per year outside designated development areas
 - b. "Hot Topic" Planning Issues to Research and Discuss
 - i. Number of allowable Animal Units (AU) by zoning
 - ii. Short-term rentals, e.g. AirBnB
 - iii. Wedding barns (see: Windsor's experience)
 - iv. Mother-in-law flats/Accessory Dwelling Units (ADUs)
 - v. Valuation of land and property
 - c. Intergovernmental Cooperation Potential
 - i. Construction of subdivisions adjacent to the Town and within joint planning areas
 - ii. Bicycle and pedestrian trails and park network access within and adjacent to the Town and its relationship to destinations like schools

iii. Cooperation with City of Sun Prairie

1. Understanding higher than expected growth rate and its effect on the Town
2. City development of curb and gutter within Extra Territorial Zoning district
3. Possible renewal of City of Sun Prairie and Town of Bristol boundary agreement

Timeline

CARPC staff intend to complete most of the work on the Comprehensive Plan rewrite during the 2023 calendar year. Public hearings and final adoption by the Town Board could extend into the early part of 2024. Start and completion dates can be flexible and tailored to the Town's schedule. However, we suggest not scheduling major public outreach, resident surveys, and important public hearings during the summer months. We would also recommend against holding public input meetings or initial hearings from mid-November through early January. Farm activities for many residents dictate specific times of year as best for direct engagement: early in the calendar year until mid-April or after mid-September. Background research and document collection, reading existing plans, demographic data gathering, and projection work can be done early in the process. The general work of document design and preparation of the draft document for public input is best done over the summer.

1. January until mid-April
 - a. Data gathering and production of background materials
 - b. Initial CARPC-Town strategy meetings
 - c. CARPC-Plan Commission meetings
 - d. Public Survey and Public meeting reporting survey feedback
2. Mid-April until mid-September
 - a. Draft document creation
 - b. Mid-summer check-in with Plan Commission members
3. Mid-September until November
 - a. Public meetings
 - b. Draft document comment period
 - c. Document revisions
4. Nov 2023 – Q1, 2024
 - a. Public hearing on document
 - b. Review of final document by Town Board
 - c. Adoption of document

Proposed Tasks (not chronological)

1. **Manage the Planning Process**—CARPC staff will familiarize themselves with the Town's relevant planning documents. They will facilitate an initial working session with the Town to discuss past planning efforts and foreseeable challenges and opportunities in the upcoming process. CARPC staff will also facilitate up to six meetings with the Plan Commission and members of the general public to solicit feedback and discuss findings at various points in the planning process. CARPC

staff will attend two Town Board meetings for a public hearing on the Comprehensive Plan and for its adoption.

2. Area Plan Review

- a. CARPC staff will review the following local plans and identify factors that Bristol should consider in its planning process
 - i. City of Sun Prairie Comp Plan
 - ii. Village of Windsor Comp Plan
 - iii. Sun Prairie School District Plans
 - b. CARPC staff will also conduct a cursory review of the following looking for possible areas of mutual interest, e.g. farmland preservation areas, Agricultural Enterprise Area designation, environmental resource protection, etc.
 - i. T Columbus Comp Plan (Columbia Co.)
 - ii. T Leeds Comp Plan (Columbia Co.)
 - iii. T Hampden Comp Plan (Columbia Co.)
 - iv. T York Comp Plan
 - v. T Medina Comp Plan
 - vi. Deansville State Wildlife Area, Deansville Fen State Natural Area, Patrick Marsh Wildlife Area plans
3. **Conduct Web-Based Survey**—CARPC staff will work with Town staff to design an online survey of residents. CARPC will host/distribute the survey with help getting the word out from the Town through methods such as attaching notices to utility bills, assembling email lists, etc.
 4. **Create Demographic and Housing Projections**—CARPC staff will develop projections to 2050 based on existing conditions (status quo) and will offer two alternatives based on their analysis of conditions that could impact the Town in the coming decades.
 5. **Generate Contextual, Supporting Data**—CARPC staff will recreate and update data in the 20 figures and 10 maps currently found in the Town Comp Plan.
 6. **Create Graphic Layout and Author Planning Document**—CARPC staff will create an attractive and professional document with graphic design based on available examples of the Town's brand. The document will be created with primarily digital (PDF) distribution in mind and print distribution optional/at Town expense. The document will include text, color graphics, maps, photos, and diagrams covering the nine Comp Plan elements.