

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
January 9, 2023, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, January 9, 2023, 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: December 12, 2022, Jt. Plan-Board Mtg
 - d. Approval of Check Register for December 2022 & Treasurer's Report

- II. Business
 - a. Discuss/Consider Capital Area Regional Planning Commission (CARPC) agreement for updating the Town's Comprehensive Plan
 - b. Discuss/Consider Rezone from B-1 (Legacy) to COM for Parcel #0911-122-8080-0, 1773 County Hwy V
 - c. Discuss/Consider C.U.P. Permit to construct a series of storage unit buildings for Parcel #0911-122-8080-0, 1773 County Hwy V
 - d. Discuss/Consider Rezone and CSM Approval to create a lot for a house in the future for Parcel #0911-074-9120-0, 7431 Norway Rd
 - e. Discuss/Consider C.U.P. Approval to construct a bathroom in an outbuilding for Parcel #0911-074-9120-0, 7431 Norway Rd

- 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 Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Town Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Planning Commission and Town Board will take formal action at the above meeting. Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

Kim Grob, Town Clerk-Treasurer

Certified Posting: 1-5-2022 Town Hall and website.

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

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:05pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: (C) Sandy Dulin, Travis Larson, Keith Arnold and Brian Willison. Sign-in sheet on file in Clerk’s office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM NOVEMBER 14, 2022, JT. PLAN-BOARD MEETING

Planning - Motioned by Larson and seconded by Willison to approve November 14, 2022, Jt. Planning-Board minutes as written. All ayes, Motion carried.

Board - Motioned by Grove and seconded by Willison to approve the November 14, 2022, Jt. Planning-Board minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER FOR NOVEMBER 2022 & TREASURER’S REPORT

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

BUSINESS

a. DISCUSSION/CONSIDER ENGAGEMENT LETTER WITH ATTORNEY BILL COLE, AXLEY LAW FIRM

Attorney Bill Cole has local government experience and represents multiple municipalities in the area. Services provided will be at an hourly rate. Motioned by Willison and seconded by Grove to approve the engagement letter with Attorney William Cole from Axley Brynson Law Firm to provide legal services for the town. All ayes, Motion carried.

b. DISCUSS/CONSIDER WI DOT LETTER OF NOTIFICATION ON PENDING TRID PROJECT

The board discussed the options of the TRID grant for Russet Rd, the grant amount awarded versus the total cost of the project. Motioned by Willison and seconded by Grove to move forward with the TRID grant project of Russet Rd, with the understanding that there is the possibility of the project and grant having to be forfeited due to the town’s financial portion of the project. All ayes, Motion carried.

c. INFORMATIONAL DISCUSSION BY CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC) ON UPDATING THE TOWN’S COMPREHENSIVE PLAN

CARPC representatives Sean Higgins and Steve Steinhoff explained their drafted scope of work and timeline for updating the town’s Comprehensive Plan.

SET FUTURE MEETINGS AND AGENDAS

Jt. Planning-Board Meeting – January 9, 2022, at 6:00 pm

ADJOURN

Motioned by Grove and seconded by Willison to adjourn at 7:07 p.m. All ayes, Motion carried.

The Town of Bristol
Account QuickReport
As of December 31, 2022

Type	Date	Num	Name	Memo	Amount
1001 · Bank of SP - cash & investments					
100 · General Fund					
Liability Check	12/07/2022	E-pay	Wisconsin Department of Reve...	39-6005805 QB Tracking # -621965918	-484.25
Liability Check	12/07/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -618279918	-1,726.34
Liability Check	12/07/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -618155918	-252.46
Liability Check	12/08/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/07/2022	-6,249.01
Paycheck	12/09/2022	DD2339	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	12/09/2022	DD2340	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	12/09/2022	DD2342	Ward, Dustin	Direct Deposit	0.00
Paycheck	12/09/2022	DD2344	Winters, Michael J	Direct Deposit	0.00
Paycheck	12/09/2022	DD2343	Ward, James R	Direct Deposit	0.00
Paycheck	12/09/2022	DD2341	Kraus, Jane L.	Direct Deposit	0.00
Bill Pmt -Check	12/12/2022	29201	Alliant Energy/WPL		-1,387.72
Bill Pmt -Check	12/12/2022	29202	APG of Southern Wisconsin	51419 - Publication; November 2022 Ele...	-22.13
Bill Pmt -Check	12/12/2022	29203	Benninger Concrete Construction	55204 - 3 Park Shelter Pads	-22,450.00
Bill Pmt -Check	12/12/2022	29204	Burke Truck & Equipment		-2,411.97
Bill Pmt -Check	12/12/2022	29205	Corex Excavation & Constructio...	533192 Culvert on Branch Rd 60"	-25,700.00
Bill Pmt -Check	12/12/2022	29206	CyberReef	514062 - Town Hall Internet	-60.00
Bill Pmt -Check	12/12/2022	29207	Dan Hannan	55204 - Park Maint; Sand	-630.70
Bill Pmt -Check	12/12/2022	29208	Decker Supply Company	53341 - Signs & Posts	-326.80
Bill Pmt -Check	12/12/2022	29209	DeGolier Printing, Inc.	53607 - Recycling Hangers ID (numbered)	-1,073.92
Bill Pmt -Check	12/12/2022	29210	Dorn True Value	53303 - shop Supplies; Inv. 601139 \$12.59	-12.59
Bill Pmt -Check	12/12/2022	29211	Frontier	514062 - Internet Town Hall	-76.53
Bill Pmt -Check	12/12/2022	29212	General Engineering Company	52403 & 56903 - October 2022 Fees	-5,218.83
Bill Pmt -Check	12/12/2022	29213	Hallman Asphalt & Sealing LLC	533192 - Culvert Patcing (2)	-3,752.00
Bill Pmt -Check	12/12/2022	29214	Horstman Networks		-310.70
Bill Pmt -Check	12/12/2022	29215	Lynnette Johnson	51411 - Travel Expense 4/26-11/30/2022	-325.03
Bill Pmt -Check	12/12/2022	29216	MG&E	51602 - November 2022 Services	-503.10
Bill Pmt -Check	12/12/2022	29217	Office Depot Business Credit	51407 - Office Supplies	-245.68
Bill Pmt -Check	12/12/2022	29218	Pellitteri Waste Systems	53604 & 53606 - November Srvcs	-3,286.90
Bill Pmt -Check	12/12/2022	29219	Scott Construction, Inc.	53321 - Road Repairs Seal Coating	-210,078.75
Bill Pmt -Check	12/12/2022	29220	Sun Prairie Lawn Care	552011 - October Park Mowing	-2,610.00
Bill Pmt -Check	12/12/2022	29221	Sundance BioClean Inc.	51603 - November Cleaning Services Bldg	-212.00
Bill Pmt -Check	12/12/2022	29222	Terminator Pest Control, LLC	51603 - November Pest Control Bldgs	-52.00
Liability Check	12/13/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/07/2022	-1,515.69
Paycheck	12/14/2022	DD2345	Derr, Gerald H	Direct Deposit	0.00
Paycheck	12/14/2022	DD2346	Grove, Benjamin A	Direct Deposit	0.00
Paycheck	12/14/2022	DD2347	Willison, Brian L	Direct Deposit	0.00
Liability Check	12/22/2022	E-pay	United States Treasury	39-6005805 QB Tracking # 2176082	-1,722.26
Liability Check	12/22/2022	E-pay	Wisconsin Department of Reve...	39-6005805 QB Tracking # 2352082	-585.91
Paycheck	12/23/2022	DD2348	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	12/23/2022	DD2349	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	12/23/2022	DD2350	Koltes, Robert J	Direct Deposit	0.00
Paycheck	12/23/2022	DD2351	Kraus, Jane L.	Direct Deposit	0.00
Paycheck	12/23/2022	DD2352	Scherbarth, Reinhart G	Direct Deposit	0.00
Paycheck	12/23/2022	29223	Schultz, Daryl A		-169.78
Paycheck	12/23/2022	DD2248	Ward, Dustin	Direct Deposit	0.00
Paycheck	12/23/2022	DD2249	Ward, James R	Direct Deposit	0.00
Paycheck	12/23/2022	DD2250	Winters, Michael J	Direct Deposit	0.00
Liability Check	12/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/22/2022	-6,203.24
Total 100 · General Fund					-299,656.29
Total 1001 · Bank of SP - cash & investments					-299,656.29
TOTAL					-299,656.29

Town of Bristol
Treasurer's Report
January 5, 2023

General Fund		
Ending Balance	\$	4,548,480.94
Money Market		
Ending Balance	\$	7,725.21
ICS Account		
Ending Balance	\$	1,852.36
LGIP Fund		
<u>General</u>		
Current Balance	\$	181,737.14
<u>Parks</u>		
Current Balance	\$	79,270.24
<u>Equipment</u>		
Current Balance	\$	<u>4.46</u>
Total Funds As January 5, 2022	\$	4,819,070.35
Parks Fund - LGIP		(79,270.24)
ARPA Funds		<u>(246,274.92)</u>
Total Funds Available	\$	<u>4,493,525.19</u>

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

a.



AGREEMENT BETWEEN THE TOWN OF BRISTOL AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR PLANNING SERVICES

Parties: This agreement ("Agreement") is by and between the Town of Bristol, 7747 County Road N, Sun Prairie, WI 53590, hereafter "Town" and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter "CARPC" (each, a "Party" and collectively, the "Parties").

Term: The term of this Agreement is January 1, 2023, through March 31, 2024. This Agreement shall only be renewed by written agreement between the Parties.

Scope of Services: CARPC staff will guide the Town through a substantial update to its Comprehensive Plan adopted in 2005. Work by CARPC staff will include meeting facilitation, community outreach via a survey, document writing, demographic projections, and production of associated maps and graphics meeting document requirements outlined in the 1999 "Smart Growth" legislation. Special attention will be paid to analysis of current assumptions and policies on residential growth, current planning challenges identified by the Town, and to coordinate planning goals with other governmental entities such as those recently adopted by CARPC in the *Regional Development Framework*. An outline of proposed plan contents, general timeline, and deliverables are included in **Attachment A**.

Payment: Total cost for the required elements to be provided by CARPC will not exceed \$24,500. CARPC will invoice the Town for the actual hourly salary plus fringe and indirect costs quarterly. Payment from the Town to CARPC will be due within 30 days of the date of the invoice. Estimated cost of services is outlined in **Attachment B**.

Non-Discrimination: During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other's jurisdiction for the determination of such matters.

Limitation of Liability: Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to the Town or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.



Severability: The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Indemnification: To the fullest extent permitted by law, the Town agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of The Town's usage of the Services provided by CARPC under this Agreement.

Independent Contractor: It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts the Town pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of the Town, nor will the Town withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

Governing Law; Jurisdiction. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

Arbitration: In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with the provisions of its Commercial Arbitration Rules. As an alternative to AAA, the Parties may elect to have the matter resolved by a single arbitrator that they mutually select. The place of arbitration shall be Madison, Wisconsin. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

Entire Agreement: This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573



ph: 608.474.6017
info@capitalarearpc.org

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below

CAPITAL AREA REGIONAL PLANNING COMMISSION

TOWN OF BRISTOL

By: _____

By: _____

Steve Steinhoff

Gerald Derr

Agency Director

Board Chairperson

Capital Area Regional Planning Commission

Town of Bristol

Date: _____

Date: _____

Attachment A:
Town of Bristol *Comprehensive Plan* Scope of Work

Proposed Deliverables (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 evaluate Town planning goals and objectives relative to the recently adopted Regional Development Framework. CARPC staff will also seek input from the Greater Madison Metropolitan Planning Organization (MPO) on potential changes in regional transportation systems that could impact town residents. For the purposes of writing the Comp Plan, CARPC staff will paint the “larger picture,” illustrating where the Town’s planning efforts can assist and be assisted by its neighbors’ to achieve a more collaborative, harmonious, and mutually beneficial future between area municipalities.
 - b. 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
 - c. 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.

Plan Contents

1. Chapters covering the following elements, as 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
2. Statement of goals and objectives for the above elements
3. Summary of the planning process and public outreach used to arrive at the conclusions in the Comprehensive Plan
4. Discussion of historical and current Town statistics including demographics and presentation of demographic projections as well as maps and other data describing the topic areas listed above

5. Analysis and recommendations for special issues facing the Town...
 - a. Verifying current assumptions in the Comprehensive Plan and the Town's 2016-2017 review of land consumption, including:
 - 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. Discussing the current issues facing many area communities, including:
 - 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
 - vi. Electrical transmission capacity to meet demand for electric vehicles
 - vii. Highspeed internet provision
 - viii. ATV/UTV regulation and paths
 - ix. Bicycle, pedestrian, and equestrian paths
 - x. Transfer of Development Rights (TDR) program
 - xi. Potential locations for solar energy generation
 - xii. Long-range transportation planning that may effect the Town
 - c. Intergovernmental Cooperation Potential
 - i. Review of Town plans in relation to the Regional Development Framework and coordination on applicable Goals, Objectives and Strategies therein.
 - ii. Construction of subdivisions adjacent to the Town and within joint planning areas
 - iii. Bicycle and pedestrian trails and park network access within and adjacent to the Town and its relationship to destinations like schools
 - iv. 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

General 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

**Attachment B:
Cost Proposal
12/21/2022**

Element	General Description of Activities	Staff	Rate	Hours	Cost
Data Collection and Analysis	Update tables and figures to 2020 Census or most recent (currently 2020) ACS 5-Year product data. Analysis of survey data. Coordination with County and State agencies for relevant data. Produce data where relevant.	Agency Director	\$151.71		\$ -
		Division Director	\$143.03		\$ -
		Senior Community Planner	\$113.96	16.0	\$ 1,823.35
		Environmental Engineer	\$98.61		\$ -
		GIS Specialist	\$91.16		\$ -
		Community Planner	\$80.17	4.0	\$ 320.68
		Environmental Planner	\$70.96	4.0	\$ 283.84
			24.0	\$ 2,427.87	
Research and Planning	Reviewing planning documents. Coordinating with neighboring municipal staff. Updating sections of old comp plan. Authoring new sections of comp plan.	Agency Director	\$151.71	6.0	\$ 910.24
		Division Director	\$143.03	6.0	\$ 858.18
		Senior Community Planner	\$113.96	30.0	\$ 3,418.79
		Environmental Engineer	\$98.61	10.0	\$ 986.12
		GIS Specialist	\$91.16		\$ -
		Community Planner	\$80.17	30.0	\$ 2,405.09
		Environmental Planner	\$70.96	30.0	\$ 2,128.77
			112.0	\$ 10,707.18	
Graphic Design	Create new comp plan document layout. Flow text from MS Word into InDesign.	Agency Director	\$151.71		\$ -
		Division Director	\$143.03		\$ -
		Senior Community Planner	\$113.96	24.0	\$ 2,735.03
		Environmental Engineer	\$98.61		\$ -
		GIS Specialist	\$91.16		\$ -
		Community Planner	\$80.17	24.0	\$ 1,924.07
		Environmental Planner	\$70.96		\$ -
			48.0	\$ 4,659.10	
Mapping	Update existing maps; create new maps as required.	Agency Director	\$151.71		\$ -
		Division Director	\$143.03		\$ -
		Senior Community Planner	\$113.96	8.0	\$ 911.68
		Environmental Engineer	\$98.61		\$ -
		GIS Specialist	\$91.16	16.0	\$ 1,458.51
		Community Planner	\$80.17		\$ -
		Environmental Planner	\$70.96		\$ -
			24.0	\$ 2,370.18	
Meetings	Conduct meetings between CARPC and Bristol staff. Facilitate public meetings.	Agency Director	\$151.71	2.0	\$ 303.41
		Division Director	\$143.03	2.0	\$ 286.06
		Senior Community Planner	\$113.96	12.0	\$ 1,367.51
		Environmental Engineer	\$98.61	2.0	\$ 197.22
		GIS Specialist	\$91.16	2.0	\$ 182.31
		Community Planner	\$80.17	12.0	\$ 962.03
		Environmental Planner	\$70.96	2.0	\$ 141.92
			34.0	\$ 3,440.48	
Administrative	Project oversight, billing, meeting material preparation, and incidental map/document printing.	Agency Director	\$151.71	2.0	\$ 303.41
		Division Director	\$143.03	1.0	\$ 143.03
		Senior Community Planner	\$113.96	4.0	\$ 455.84
		Environmental Engineer	\$98.61		\$ -
		GIS Specialist	\$91.16		\$ -
		Community Planner	\$80.17		\$ -
		Environmental Planner	\$70.96		\$ -
			7.0	\$ 902.28	
Sub-Total				7.0	\$ 902.28
TOTAL COST				249.0	\$ 24,507.08

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. 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) December 12, 2022 Plan Commission/Town Board Meeting
SUBJECT: Zoning Change/ CUP Review for Al Tameemi
Tax Parcel 0911-122-8080-0
GEC NO.: 2-0122-41L

Background Information

Owner/Applicant: Ridha Al Tameemi
2209 Cypress Way, Apt 8
Madison, WI 53713

Agent/Surveyor Burse Surveying and Engineering, Inc.
c/o Brian Beaulieu
2801 International Lane, Suite 101
Madison, WI 53704

Location: 1773 CTH V
In part of the NE ¼ of the NW ¼ of Section 12, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change / CUP Approval

Existing Zoning: Tax Parcel 0911-122-8080-0 B-1 (Legacy) Local Business 2.93 Acres
Total 2.93 Acres

Existing Land Use: The existing parcel currently is vacant, open space except for a small shed
located along the right-of-way line along CTH V to the north. There is an asphalt
driveway connecting the property to CTH V. There are no steep slopes,
wetlands, or floodplains associated within the parcel.

Adjacent Land Uses: North: CTH V, Residential
West: Residential
East: Agriculture, Residential
South: Agriculture, Residential

Proposal

Zoning Change: Tax Parcel 0911-122-8080-0 COM 2.93 Acres
Total 2.93 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-122-8080-0 from zoning B-1 Local Business District (Legacy) to COM Commercial Zoning District. The applicant would like to construct a series of storage unit buildings, which requires a Conditional Use Permit, which triggers the rezone from Legacy zoning to the newer zoning designation.

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 November 22, 2022.
2. Jurisdictional Review Form, did not receive.
3. Conditional Use Permit Application, received November 29, 2022.
4. Parcel Legal Description, received November 22, 2022.
5. Updated Preliminary Construction Plans, received November 30, 2022.
6. Office Building Elevations and Floor Plans, received November 29, 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 does not appear to be extraterritorial review authority by any jurisdiction for this property.

Town Ordinances

1. Conditional Use Permit

"Warehousing, self-storage facility, or mini-warehousing" in COM zoning requires a conditional use permit per the Town of Bristol's zoning ordinance. The secondary standards for this use in the zoning ordinance are that "all materials stored at the facility shall be indoors" and that the buildings/site meet the vegetative buffer requirements of sec. 1.0641, which is basically providing a vegetative buffer for a minimum of 30 feet in depth parallel to any area used for buildings.

In review of the office building floor plan, it appears that the applicant is planning on providing "contractor suites" that would be available for lease. This is a separate conditional use than the "warehousing, self-storage facility, or mini-warehousing." Recommend a separate conditional use permit be considered and as similar to what we have done in other Towns, deed restrict the allowable uses in the office building following the COM zoning district permitted and conditional uses.

2. Site Plan

The site plan provides a 30ft setback for the vegetative buffer requirement of zoning ordinance section 1.0642. The applicant is using this 30ft area for stormwater conveyance via swales and will provide a landscape plan to meet the planting requirements at the time of the land use permit submittal. The applicant will also need to apply to Dane County for erosion control and stormwater permits.

3. Access/Driveways

The applicant should check with Dane County to make sure the existing driveway access doesn't need to be updated to access the County road.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-122-8080-0 from zoning B-1 Local Business District (Legacy) to COM Commercial Zoning District, contingent on the following:

1. The Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.
3. The Town Board approve a Conditional Use Permit for "Warehousing, self-storage facility, or mini-warehousing" with the conditions set forth by the Town's zoning ordinance and any other conditions that may arise and that a public hearing is held for the Conditional Use Permit.
4. The Town Board approve a Conditional Use Permit and/or deed restriction for the proposed "contractor suites" with the conditions set forth by the Town's zoning ordinance and any other conditions that may arise and that a public hearing is held for the Conditional Use Permit.

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:

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 Ridha Al Tameemi	CONTACT NAME Brian Beaulieu
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) Burse Surveying and Engineering, Inc.
MAILING ADDRESS 2209 Cypress Way, Apt 8	MAILING ADDRESS 2801 International Lane, Suite 101
CITY, STATE, ZIP Madison, WI 53713	CITY, STATE, ZIP Madison, WI 53704
DAYTIME PHONE #	DAYTIME PHONE # (608) 250-9263
EMAIL	EMAIL bbeaulieu@bse-inc.net

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>012/0911-122-8080-0</u>
Section: <u>12</u>	Property Address or Location: <u>1773 County Highway V</u>
Zoning District Change (To / From / # of acres) To: <u>Commercial</u> From: <u>B-1 Local Business District (Legacy Zoning)</u> <u>2.93 acres</u>	
Soils classification of area (percentages) Class I Soils: <u>0</u> % Class II Soils: <u>100</u> % Other: <u>0</u> %	
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
The parcel is currently zoned B-1 Legacy which does not allow for the construction of mini-storage units. By rezoning to Commercial the site would then be allowed to pursue the construction of mini-storage units under an approved conditional use permit.	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u>Ridha Al Tameemi</u>	Date: <u>11/22/2022</u>

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

c.

CONDITIONAL USE PERMIT

Town of Bristol Conditional Use Permit

2022- Al Tamemmi CUP #1

The Town Board of the Town of Bristol does hereby:

GRANT Conditional Use Permit

CUP #1 for Mini-Warehousing

in accordance with the Town of Bristol Comprehensive Plan and Zoning Code.

EFFECTIVE DATE OF PERMIT:

December 12, 2022

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

Tax Parcel 0911-122-8080-0, 1773 CTH V, Sec 12-9-11 part in NE1/4 of NW1/4, Town of Bristol, Dane County, Wisconsin.

CONDITIONS:

1. This CUP will be operated during normal business hours by employees of ????. Customer access will be 24/7.
2. The mini-warehouses drives and aisles will have all-weather surface and will be lit by wall-paks on buildings. Outdoor lighting to be down shrouded or otherwise directed away from adjoining properties and public right of ways.
3. All materials stored at the facility shall be indoors. No outside storage or dumping is allowed.
4. All mini-warehousing shall meet the vegetative buffer requirements in accordance with 1.0641 of the Town Zoning Code.
5. All proposed mini-warehousing buildings shall meet the required setbacks.
6. This CUP shall be limited to the proposed mini-warehousing buildings shown in the November 2022 site plan. Future mini-warehousing buildings beyond the November 2022 plan will require an amendment to this CUP.
7. The mini-warehousing area and rest of the property shall be maintained in a clean and orderly manner.

FINDINGS OF FACT:

The Board of Supervisors, After Public Hearing and in their consideration of the Conditional Use Permit Made the Following Finding of Fact:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance, or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The conditional use shall conform to all applicable regulations of the district in which it is located.

Expiration of Permit

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

CONDITIONAL USE PERMIT APPLICATION

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

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

Items that must be submitted with your application:

- Written Legal Description of Conditional Use Permit boundaries.
- Scaled Drawing of the property showing existing/proposed buildings, setback requirements, driveway, parking areas, outside storage areas, location/type of exterior lighting, any natural features, and proposed signs.
- Scaled map showing neighboring area land uses and zoning districts.
- Written operations plan describing the items listed below (additional items needed for mineral extraction sites).
- Written statement on how the proposal meets the 6 Standards of a Conditional Use.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Ridha Al Tameemi	CONTACT NAME Brian Beaulieu
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) Burse Surveying and Engineering, Inc.
MAILING ADDRESS 2209 Cypress Way, Apt 8	MAILING ADDRESS 2801 International Lane, Suite 101
CITY, STATE, ZIP Madison, WI 53713	CITY, STATE, ZIP Madison, WI 53704
DAYTIME PHONE #	DAYTIME PHONE # 608-250-9263
EMAIL	EMAIL bbeaulieu@bse-inc.net

LAND INFORMATION	
Parcel Numbers Affected: _____	012/0911-122-8080-0
Section: <u>12</u> Property Address: _____	1773 County Highway V
Existing/Proposed Zoning District: Existing: B-1 Local Business District (Legacy Zoning) Proposed: Commercial	
Type of Activity Proposed (check and explain all that apply):	
<input type="checkbox"/> Hours of Operation 7 am - 5 pm	<input type="checkbox"/> Number of Employees 2
<input type="checkbox"/> Anticipated Customers Varies	<input type="checkbox"/> Outside Storage Not anticipated
<input type="checkbox"/> Outdoor Activities None	<input type="checkbox"/> Outdoor Lighting Minimal
<input type="checkbox"/> Outside Loudspeakers None	<input type="checkbox"/> Proposed Sign On the building
<input type="checkbox"/> Trash Removal Bi monthly	<input checked="" type="checkbox"/> Six Standards of CUP (see back)
The statements provided are true and provide an accurate depiction of the proposed land use. I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: _____ <small>DocuSigned by:</small> <i>Ridha Al Tameemi</i>	Date: <u>11/29/2022</u>

SIX STANDARDS OF A CONDITIONAL USE PERMIT

Provide an explanation on how the proposed land use will meet all six standards.

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The conditional use permit is for the proposed mini-warehousing on this site. All of the storage on site is planned to be within storage units - no outdoor storage is planned. The use of the mini-warehousing is not expected to generate significant traffic volumes, and what traffic is present is expected to be temporary for loading/unloading. The developer and future owner will also have an office on site to be aware of any maintenance items that need to be addressed.

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

The mini-warehousing is setback approximately 115-feet from the nearest residential lot to the west. The mini-warehousing is setback at least 50-feet from the nearest farming lot to the east, and over 80-feet to the nearest farming lot to the south. Part of this setback will be a vegetated buffer consisting in some areas of turf grass and others with planted landscaping. Large site lighting poles are not planned as part of this development, and no exterior speakers are planned either.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The grading extents are contained within the project parcel. The drainage along the property lines is routed to the same outlet point as it currently flows to. No easements or utilities are being routed or placed on the neighboring properties. The neighboring parcels will continue to function the same after this conditional use is approved.

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

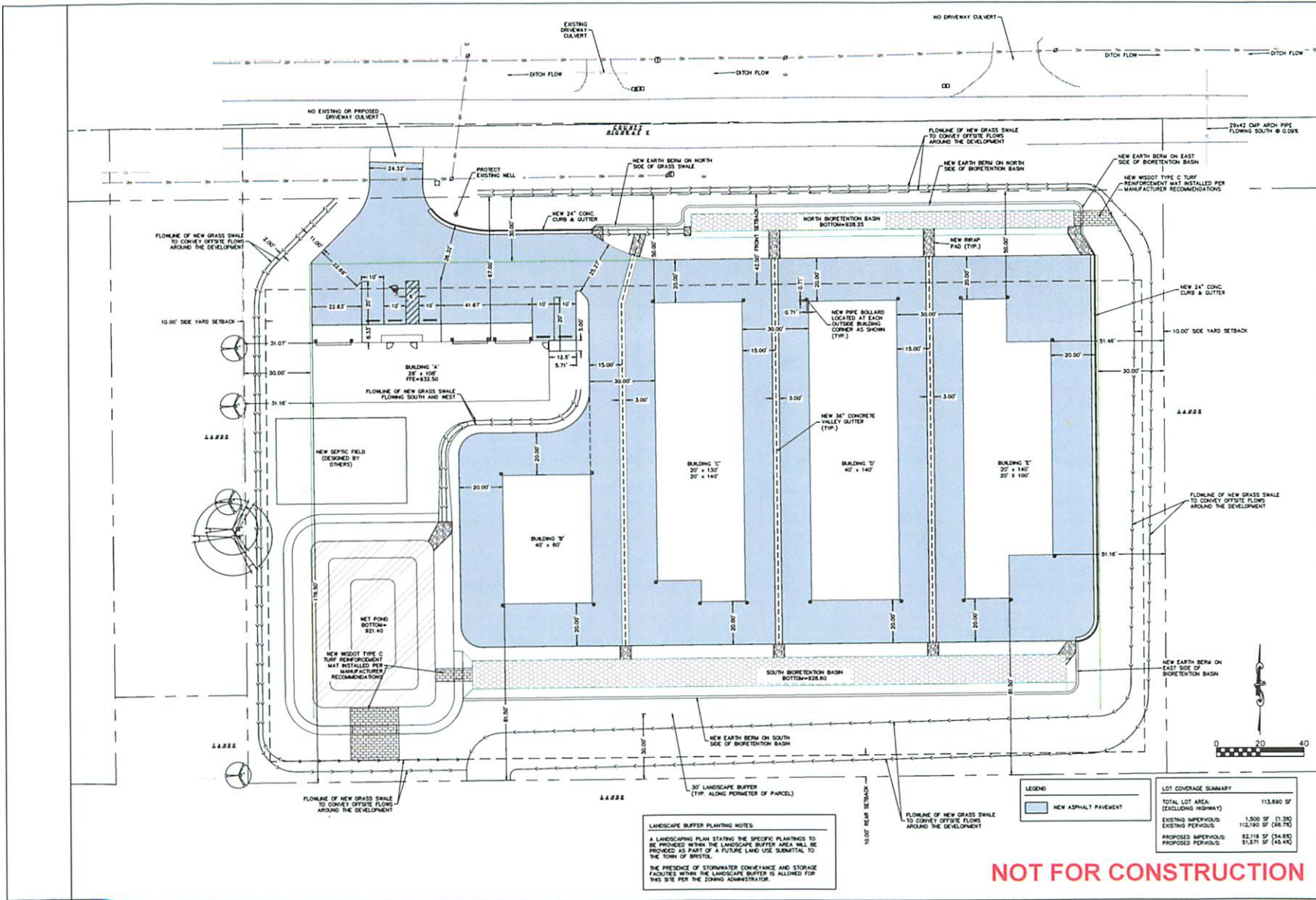
Yes. The existing well will be reused. A new septic system will be installed. Drainage is being routed around the edges of the parcel to the same outlet point as the drainage currently flows to today. A fire lane access plan is included with this submittal showing that emergency vehicles can route through the site.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The existing driveway onto CTH V is being reused with this project. No additional driveways are planned.

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

Yes. The conditional use will conform to the applicable regulations of the Commercial district. The conditional use is also conforming to the stormwater requirements of the Town, County, and DNR.



LANDSCAPE BUFFER PLANTING NOTES:
 A LANDSCAPING PLAN STATING THE SPECIFIC PLANTINGS TO BE PROVIDED WITHIN THE LANDSCAPE BUFFER AREA WILL BE PROVIDED AS PART OF A FUTURE LAND USE SUBMITTAL TO THE TOWN OF BRISTOL.
 THE PRESENCE OF STORMWATER CONVEYANCE AND STORAGE FACILITIES WITHIN THE LANDSCAPE BUFFER IS ALLOWED FOR THIS SITE PER THE ZONING ADMINISTRATOR.

LEGEND
 [Symbol] NEW ASPHALT PAVEMENT

LOT COVERAGE SUMMARY

TOTAL LOT AREA (EXCLUDING HIGHWAY)	113,890 SF
EXISTING IMPERVIOUS	1,500 SF (1.3%)
EXISTING PERVIOUS	112,390 SF (98.7%)
PROPOSED IMPERVIOUS	82,119 SF (72.1%)
PROPOSED PERVIOUS	31,271 SF (27.9%)

NOT FOR CONSTRUCTION

Purcell
 Consulting and Engineering, Inc.
 2801 International Lane, Suite 101
 Madison, WI 53704
 Phone: 608-250-2283
 Fax: 608-250-9288
 e-mail: MPurcell@Purcell-Eng.com
 www.purcelleng.com

NEW OFFICE & STORAGE UNITS
 1077A COUNTY HIGHWAY V
 TOWN OF BRISTOL, WI 53590
STEVE BURSAR

PROJECT # 1028044
PLOT DATE 11/11/2021

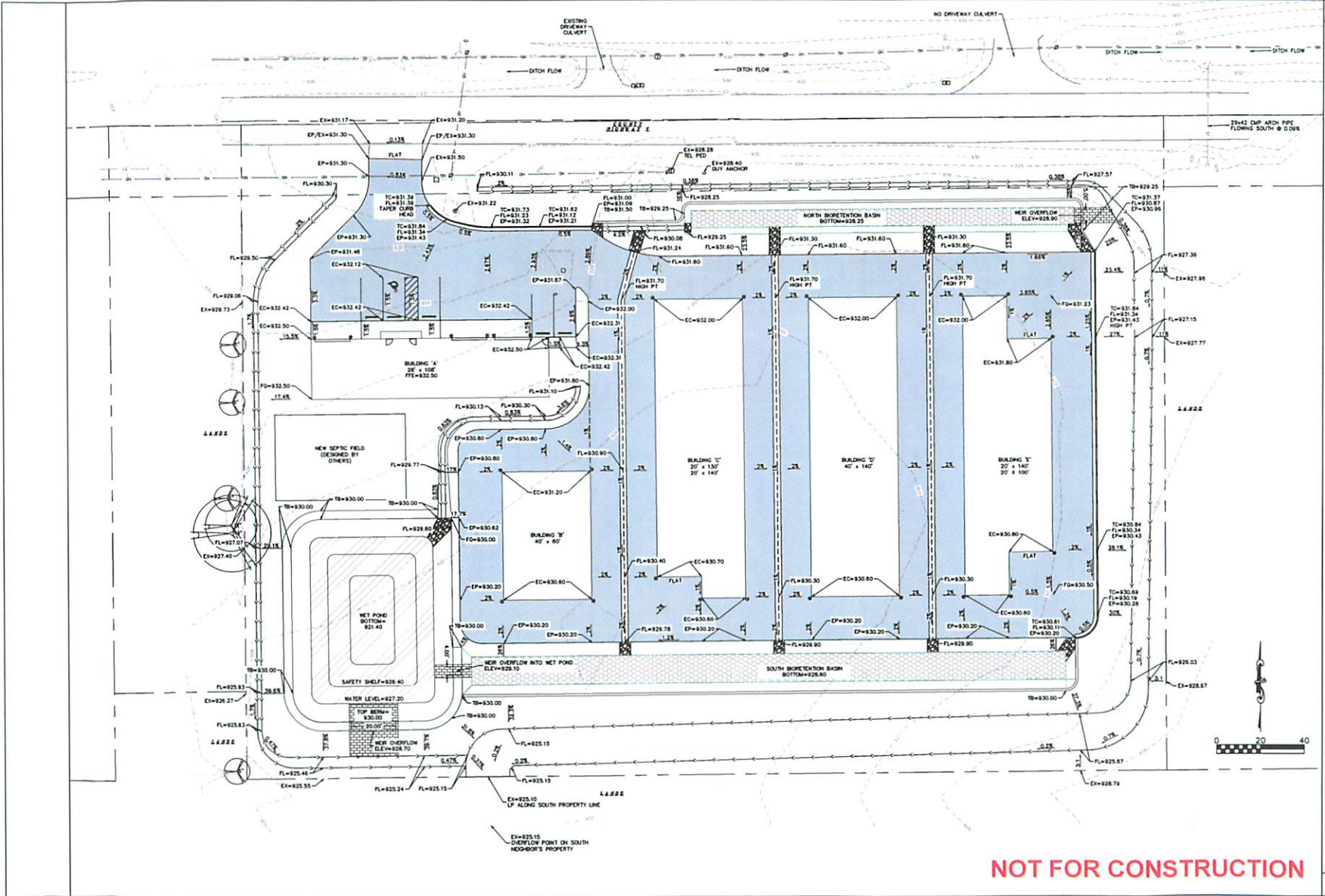
REVISION DATES

NO.	DATE	DESCRIPTION

ISSUE DATES:
 11/11/2021

SITE PLAN

DRAWING NUMBER
C-200



Bureau
 Consulting and
 Engineering, Inc.
 2801 International Lane,
 Suite 101
 Madison, WI 53714
 Phone: 608-250-9283
 Fax: 608-250-9286
 e-mail: info@bureaueng.com
www.bureaueng.com

PROJECT NO.	11/19/2022
DATE	
REVISION	
NO.	
DATE	
BY	
CHECKED	
DATE	
BY	
CHECKED	
DATE	

NEW OFFICE & STORAGE UNITS
 1774 COUNTY HIGHWAY V
 TOWN OF BRISTOL, WI 53506
STEVE BURSAR

PROJECT #	BSE/244
PLOT DATE	11/19/2022
REVISION DATES	
NO.	
DATE	
BY	
CHECKED	
DATE	
BY	
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DATE	

ISSUE DATE:	11/19/2022
NO.	
DATE	
BY	
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DATE	

GRADING PLAN
 DRAWING NUMBER
C-300

NOT FOR CONSTRUCTION

W:\2024\A\Eng\Bursar\1120244_DWG_115.dwg
 Plot Date: 11/19/2022
 Plot Size: 11.00 x 17.00
 Plot Scale: 1" = 40'

NOT FOR CONSTRUCTION

C-400

DRAWING NUMBER
This drawing is intended to be used in conjunction with the project description and specifications. It is not to be used for construction without the approval of the engineer of record.

FIRE ACCESS PLAN

REVISION DATES

REVISION DATES

REVISION DATES

REVISION DATES

REVISION DATES

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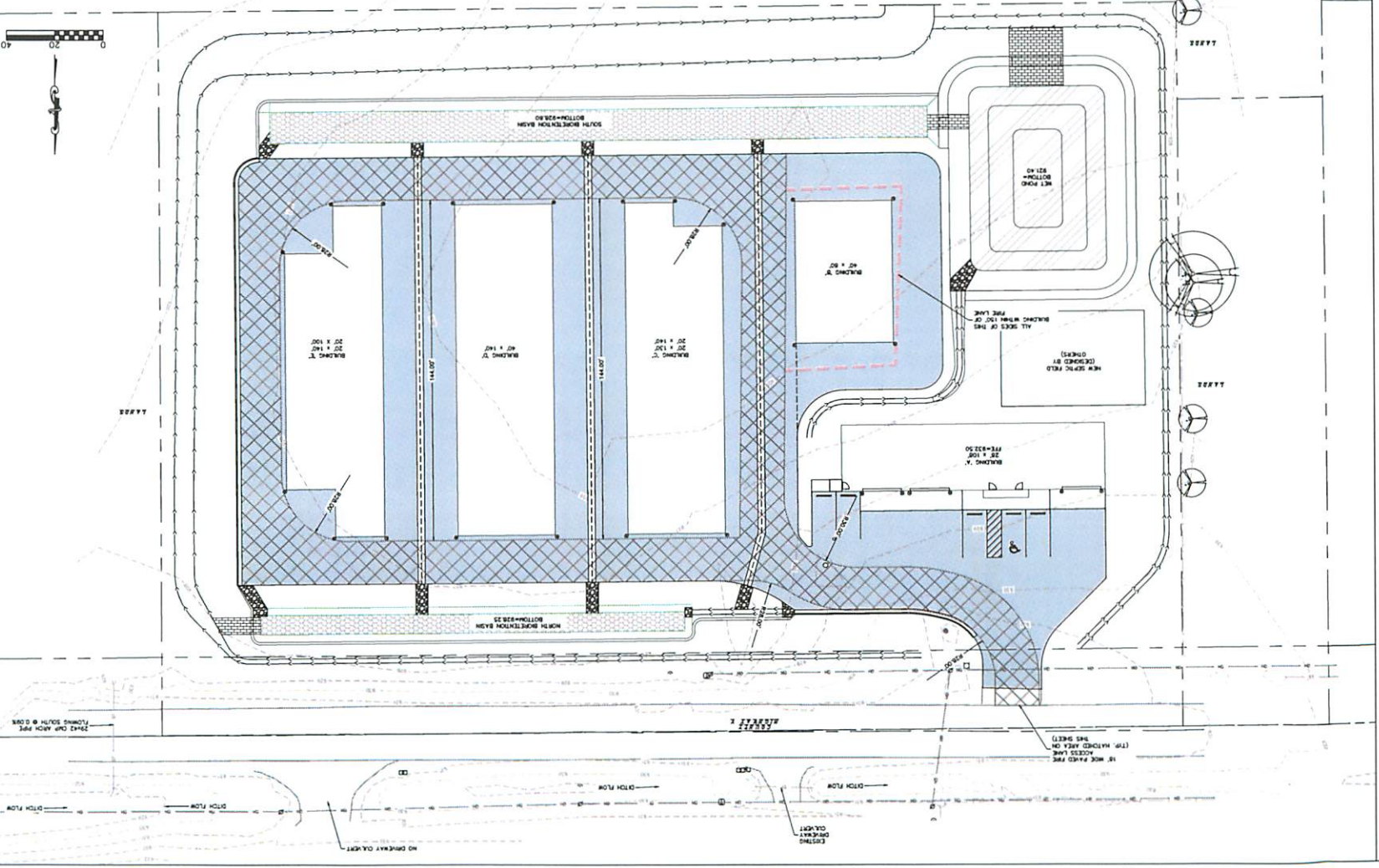
REVISION DATES

REVISION DATES

NEW OFFICE & STORAGE UNITS

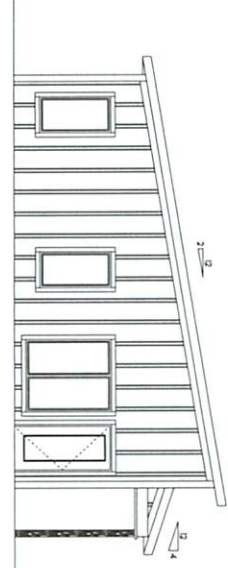
STEVE BURSAAW

Bursaw and Associates Inc.
 2801 Riverchase Lane
 Suite 101
 Atlanta, GA 30328
 Phone: 404-252-8283
 Fax: 404-252-8282
 www.bursaw.com

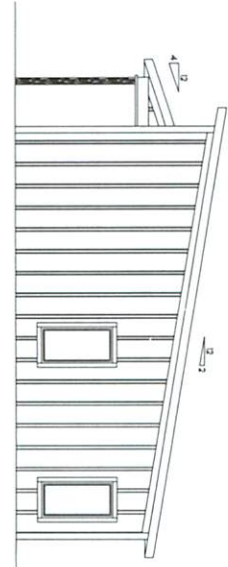


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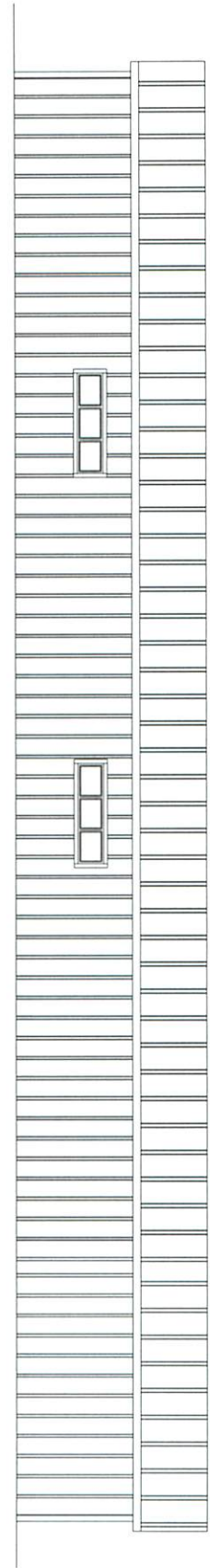
LEFT ELEVATION



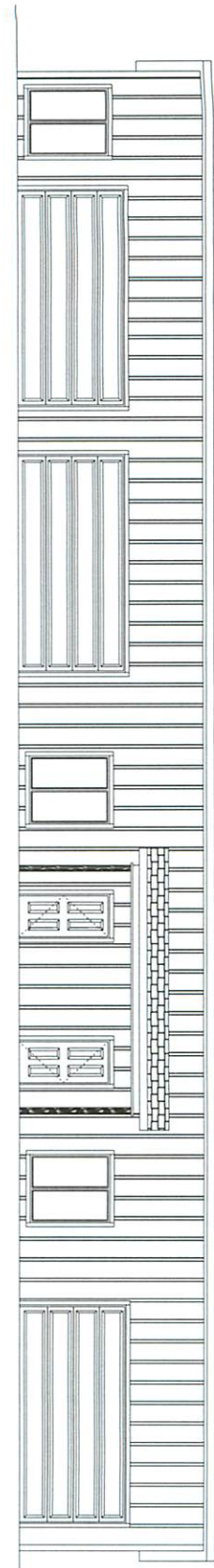
RIGHT ELEVATION



REAR ELEVATION



FRONT ELEVATION



A1

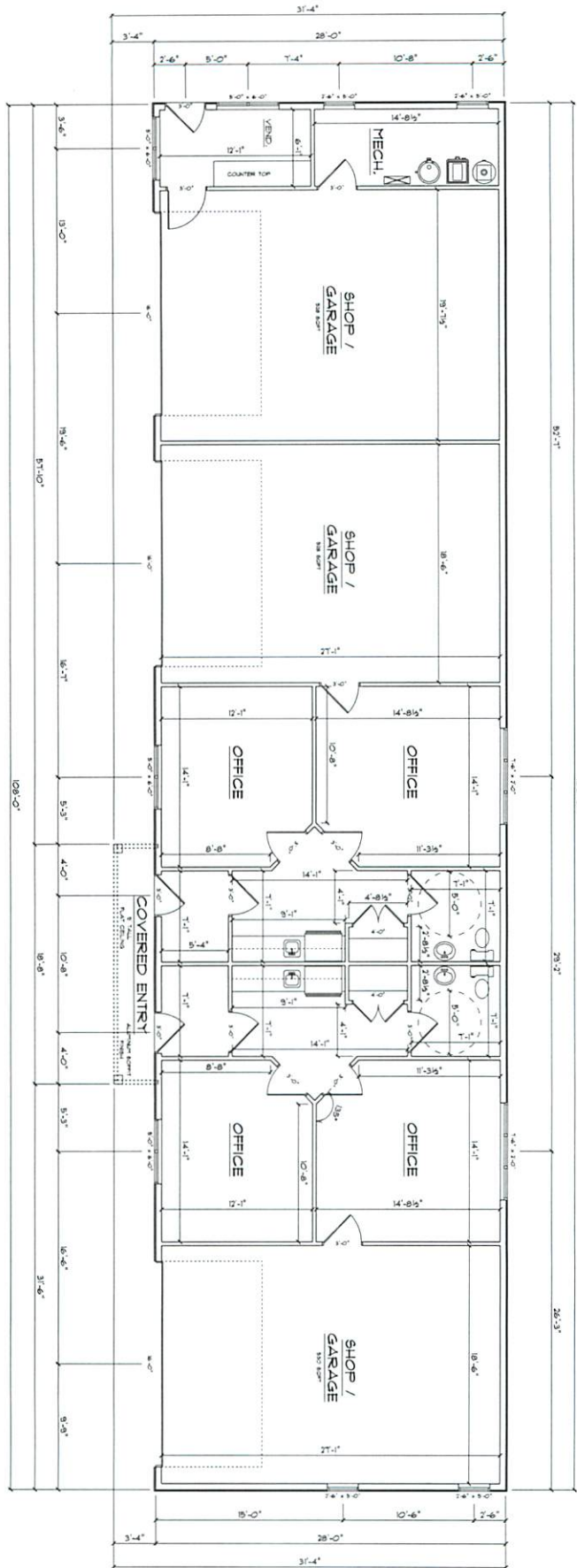
AMERICAN DESIGN CONCEPTS
 1334 APPLGATE, MADISON WI 53713 (608) 273-0710 AMERICANDSIGNCONCEPTS.COM

CLE CONSTRUCTION
 GLS CORP. - OPTION B

ELEVATIONS
 SCALE: 1/4" = 1'

PLAN START DATE 05/02	
REVISED 05/02	
REVISED 10/02	

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1ST FLOOR PLAN
3024 SQFT FINISHED AREA

AMERICAN DESIGN CONCEPTS

1334 APPLIGATE, MADISON WI 53713 (608) 273-0710 AMERICANDESIGNCONCEPTS.COM

CLE CONSTRUCTION
GLS CORP. - OPTION B

FIRST FLOOR, FLOOR PLAN
3024 SQFT FINISHED AREA
SCALE: 1/4" = 1'

PLAN START DATE 09/10	
REVISED 09/10	
REVISED 01/12	

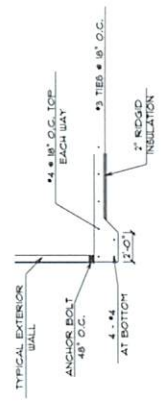
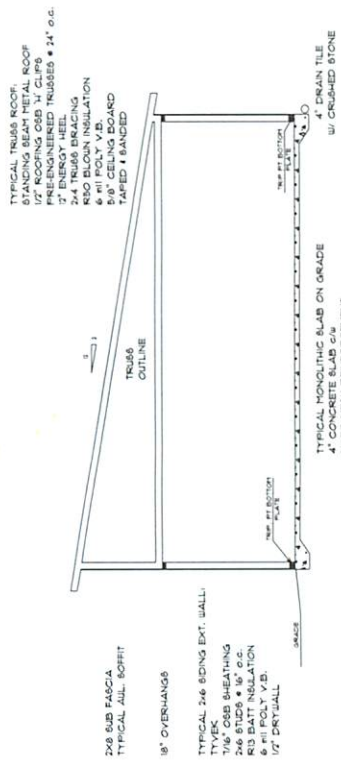
A2

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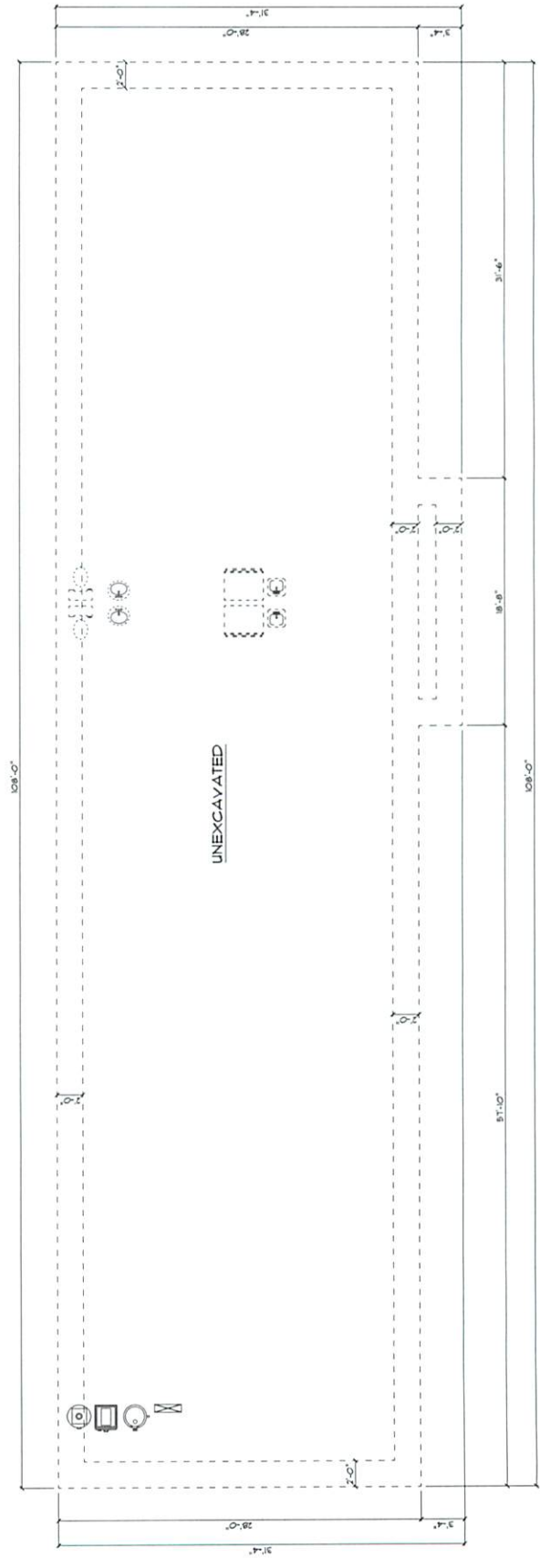
AMERICAN DESIGN CONCEPTS
 1324 AFFLEGATE MADISON W 53113 (608) 273-0770 AMERICANDSIGNCONCEPTS.COM
 GLE CONSTRUCTION
 GLE CORP. - OPTION B

FOUNDATION PLAN
 SCALE: 1/4" = 1'
 PLAN START DATE: 08/23/2022
 REVISIONS:
 REVISIONS:



FOOTING DETAIL
 TYPICAL

SECTION THROUGH
 TYPICAL



UNEXCAVATED

FOUNDATION PLAN
 10/21/2022

THIS PLAN WAS CREATED AS A SCHEMATIC SERVICE ONLY. IN ADDITION TO AND WITHIN THE ANY AGREED CONTRACT TERMS, THE DESIGNER IN NO WAY EXPRESSES OR ASSUMES ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLIANCE OF THESE PLANS IN ANY FORM OR MANNER. ALL MATERIALS SHALL BE ENGINEERED BY MATERIAL SUPPLIER.

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. 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

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT - UPDATED

TO: Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer
FROM: Kory D. Anderson, P.E., Town of Bristol Zoning Administrator
DATE: (for) January 9, 2023 Plan Commission/Town Board Meeting
SUBJECT: Zoning Change/CSM/CUP Review for Gunderson
Tax Parcel 0911-074-9120-0
GEC NO.: 2-0122-41M

Background Information

Owner/Applicant: Larry and Amy Gunderson
1864 Steven Street
Sun Prairie, WI 53590

Agent Bauer Construction
c/o Brad Bauer
2866 Agriculture Drive
Madison, WI 53718

Surveyor Paulson & Associates, LLC
c/o Dan Paulson
136 W. Holum Street
DeForest, WI 53532

Location: 7431 Norway Road
In part of the SW ¼ and NW ¼ of the SE ¼ of Section 7, all in T9N, R11E, Town of Bristol, Dane County, WI.

Request: Zoning Change / CUP Approval

Existing Zoning: Tax Parcel 0911-074-9120-0 AG 20.85 Acres
Total 20.85 Acres

Existing Land Use: The existing parcel currently contains three agricultural buildings. It appears an old farmhouse was removed from the property. There are no steep slopes or floodplains associated within the parcel but there are mapped wetlands along the southwestern property boundary and in the northwest corner of the property. There is also an intermittent stream that divides the property from northeast to southwest. There are resource protection areas associated with the mapped wetlands and the stream.

Adjacent Land Uses: North: Agriculture, Residential
West: Agriculture
East: Norway Road, Agriculture
South: Agriculture

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



Proposal

Zoning Change:	Proposed CSM Lot 1	Remain AG	18.28 Acres
	Proposed CSM Lot 2	SFR	2.57 Acres
		Total	20.85 Acres

Applicant submitted information for a zoning change of a portion of Tax Parcel 0911-074-9120-0 from zoning AG Agriculture District to SFR Single Family (Proposed CSM Lot 2) Residential Zoning District with the remnant (Proposed CSM Lot 1) to remain AG Agriculture Zoning District. The intention of this zoning change and CSM is to create a residential lot for a future home on Proposed CSM Lot 2. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas. The applicant would like to add plumbing fixtures to an existing accessory structure (barn) on Proposed CSM Lot 1 and connect the plumbing fixtures to the proposed septic for the future house on Proposed CSM Lot 2. The plumbing fixtures in an accessory structure requires a Conditional Use Permit.

Submittals/Attachments

1. Zoning Change Application, received December 27, 2022.
2. Jurisdictional Review Form, received December 27, 2022.
3. Conditional Use Permit Application, received November 28, 2022.
4. Proposed CSM, received December 27, 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 Agricultural Preservation. 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 Village of Windsor for this property.

Town Ordinances

1. **General**
There is no planned building expansion for the barn. All work would be done within the existing footprint of the barn.
The provided map does not include detail regarding information on the footprint of the proposed home on the SFR lot. When applying for the land use permits, required setbacks will need to be verified. A town driveway permit will also be needed to access the Town road.
2. **Conditional Use Permit**
The proposed plumbing fixtures in the existing barn would need a Conditional Use Permit (CUP) per the Town's zoning ordinance in the AG zoning district.
3. **Well & Septic**
Prior to issuance of a land use permit for the proposed plumbing fixtures in the existing barn, the applicant will need approval of a septic system from Dane County Public Health, who has visited the site and is in favor of the shared septic system between the barn and the new house. There will need to be an agreement between the two properties for the shared septic. Assume the well will be shared as well and will need to be part of the agreement.
4. **Preliminary CSM**
The provided preliminary CSM appears correct and meets the Town Land Division Ordinance.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of a portion of Tax Parcel 0911-074-9120-0 from zoning AG Agriculture District to SFR Single Family (Proposed CSM Lot 2) Residential Zoning District with the remnant (Proposed CSM Lot 1) to remain AG Agriculture Zoning District, contingent on the following:

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

3. After a public hearing is held, the Town Board approve a Conditional Use Permit for the "Plumbing Fixtures in Accessory Buildings" with the conditions set forth by the Town's zoning ordinance and any other conditions that may arise. A shared septic (and well) agreement should be provided prior to the Town's approval.
4. Applicant obtains a land use permit and building permit for the plumbing in an accessory building.
5. Verification from Village of Windsor of extraterritorial review.
6. 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

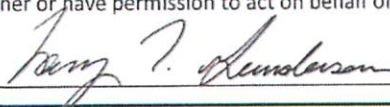
TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590
 PHONE (608) 837-6494 • FAX (608) 834-6494 • www.tn.bristol.wi.gov

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 Larry Gunderson	CONTACT NAME Dan Paulson
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Free Flow Fluids, LLC	BUSINESS NAME (if applicable) Paulson & Associates, LLC
MAILING ADDRESS 1864 Steven St	MAILING ADDRESS 136 W. Holum Street
CITY, STATE, ZIP Sun Prairie, WI 53590	CITY, STATE, ZIP DeForest, WI 53532
DAYTIME PHONE # (920) 928-2022	DAYTIME PHONE # (608) 846-2523
EMAIL Larry@jen-ter.com	EMAIL Dan@PaulsonLLC.net

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>0911-074-9120-0</u>
Section: <u>7</u>	Property Address or Location: <u>7431 Norway Road</u>
Zoning District Change (To / From / # of acres) <u>To SFR from AG 2.57 ac. 18.28 ac to remain in Ag.</u>	
Soils classification of area (percentages) Class I Soils: <u>0</u> % Class II Soils: <u>90</u> % Other: <u>10</u> %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input checked="" type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input type="checkbox"/> Other
<u>The farm house on Lot 1 was removed. Lot 2 is being created for a new residence.</u>	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u></u>	Date: <u>12/27/2022</u>

DANE COUNTY CERTIFIED SURVEY MAP NO. _____

BEING LOT 1, C.S.M. NO. 15890; LOCATED IN THE NW 1/4 OF THE SE 1/4 AND THE SW 1/4 OF THE SE 1/4, SECTION 7, T9N, R11E, TOWN OF BRISTOL, DANE COUNTY, WISCONSIN

BASIS OF BEARINGS
THE SOUTH LINE OF THE SE 1/4 IS ASSUMED TO BEAR S89°24'17"W.

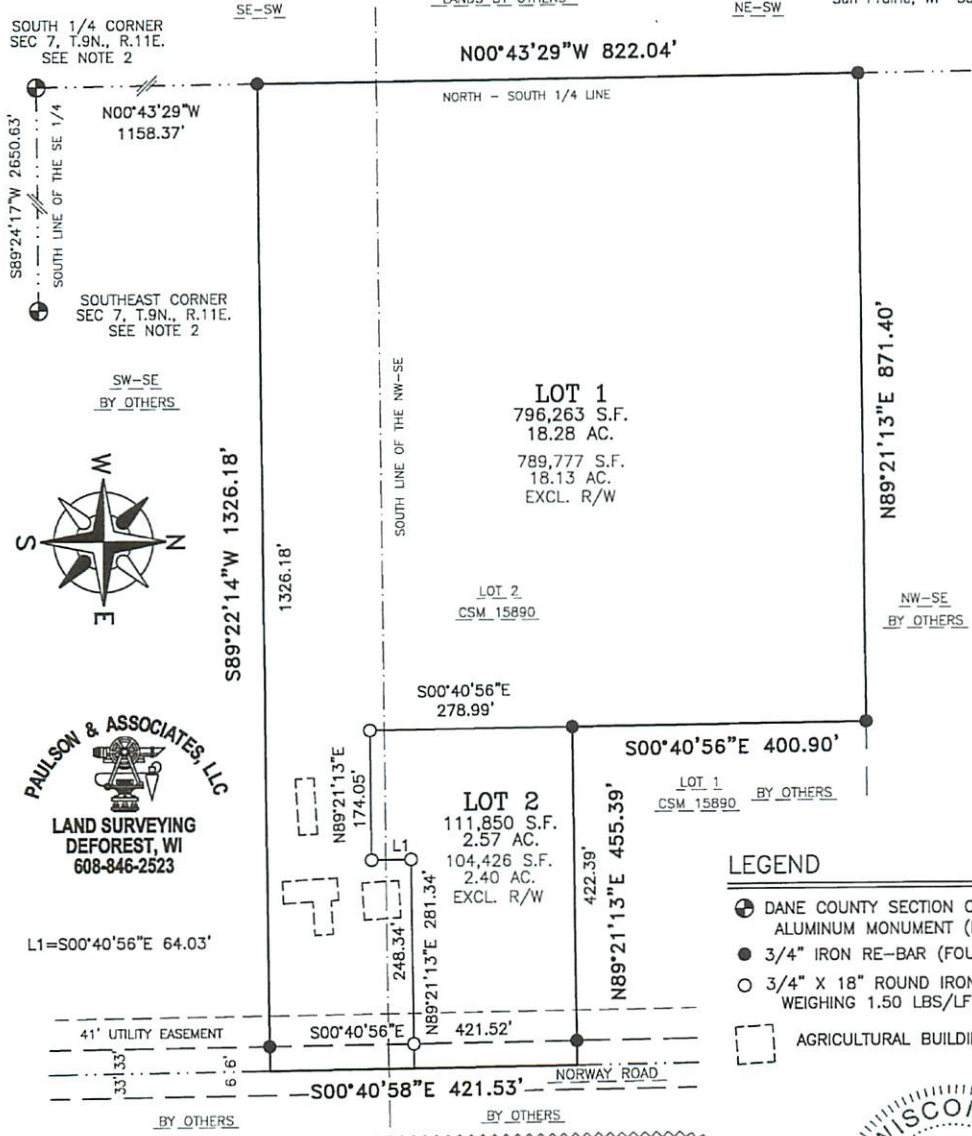
908,113 S.F. 20.85 AC.
894,203 S.F. 20.53 AC. EXCL. R/W

SURVEYOR
PAULSON & ASSOCIATES, LLC
Daniel A. Paulson
136 W. Holum Street
DeForest, WI 53532

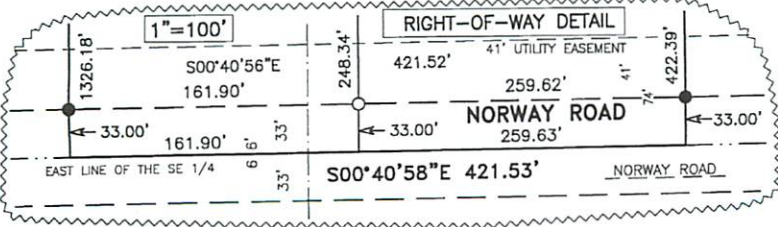
DOCUMENT NUMBER

OWNER-SUBDIVIDER
FREE FLOW FLUIDS, LLC
Lorry Gunderson
1864 Steven St.
Sun Prairie, WI 53590

SCALE
1" = 200'



PAULSON & ASSOCIATES, LLC
LAND SURVEYING
DEFOREST, WI
608-846-2523



NOTE:
1) REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.
2) WITNESS MONUMENTS FOR ALL SECTION CORNERS WERE FOUND AND VERIFIED PER LATEST MONUMENT RECORDS ON FILE.



SURVEYOR'S CERTIFICATE

I, Daniel A Paulson, Professional Land Surveyor DO HEREBY CERTIFY that by the direction of Larry Gunderson, I have surveyed, monumented and mapped Lot 2, C.S.M. No. 15890, recorded in Volume 116 of Certified Survey Maps of Dane County on Pages 130-131 as Document No. 5800390, located in the NW ¼ of the SE ¼ and the SW ¼ of the SE ¼ of Section 7, Town 9 North, Range 11 East, Town of Bristol, Dane County, Wisconsin.

- Containing 908,113 square feet (20.85 acres), 894,203 square feet (20.53 acres), excluding right-of-way.
- Subject to a Blanket Telephone Line Easement recorded in Document No. 1347563.
- Subject to a 41' foot wide Electric Line Easement recorded in Document No. 1272116 and 1272144.
- Subject to all other recorded and unrecorded easements.
- Subject to Norway Road right-of-way.

I do hereby certify that to the best of my information, knowledge and belief this survey is a correct representation of the boundaries of land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, and the Town of Bristol Code of Ordinances in surveying and mapping the same.

Daniel A. Paulson
 Daniel A. Paulson PLS-1699
 12-26-22
 Date:



TOWN OF BRISTOL APPROVAL CERTIFICATE

Approved for recording by the Bristol Town Board this ____ day of _____, 2023.

Bristol Town Board, Authorized Representative

CERTIFICATE OF THE DANE COUNTY REGISTER OF DEEDS

Received for recording this ____ day of _____, 2023, at ____ o'clock ____ M. and recorded in Volume _____ of Certified Survey Maps of Dane County, Pages _____.

DOCUMENT NO. _____
Dane County Register of Deeds

OWNER'S CERTIFICATE

I, Larry Gunderson, representative of Free Flow Fluids, LLC, as owner of the subject property, hereby certify that I caused the land described to be surveyed, divided and mapped as represented on the map.

Larry Gunderson Date

STATE OF WISCONSIN)
COUNTY) SS

Personally came before me this ____ day of _____, 2023, the above Larry Gunderson to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public _____, Wisconsin
My commission expires: _____

CONSENT OF MORTGAGEE

I, _____, as representative of _____, as mortgagee of the above-described land, do hereby consent to the surveying, dividing and mapping of the land described on this map. Dated this ____ day of _____, 2023.

STATE OF WISCONSIN)
COUNTY) SS

Personally came before me this ____ day of _____, 2023, the above _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public _____, Wisconsin
My commission expires: _____

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: Free Flow Fluids, LLC Larry Gunderson Email: _____

Address: 1864 Steven St City/State/Zip: Sun Prairie, WI 53590 Phone: (920) 928-2022

Parcel ID Number(s): 0911-074-9120-0

CSM or Plat Information, if any: Lot 2, CSM No. 15890

Proposed activity on the property: Divide existing 20.8 Ac. Lot into a 2.6 Ac. building site and 18.3 Ac Ag. Lot

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

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

JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?

No Yes

2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?

No Yes

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

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

5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?

No Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)

6. Do the maps showing wetlands, floodplains and shorelands at <https://dcimapapps.countyofdane.com/lwrvviewer/> 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: 12-26-22 By: _____

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: _____

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

II. Business

e.

CONDITIONAL USE PERMIT

Town of Bristol Conditional Use Permit

2022- Gunderson CUP #1

The Town Board of the Town of Bristol does hereby:

GRANT Conditional Use Permit

CUP #1 for Plumbing in Accessory Building

in accordance with the Town of Bristol Comprehensive Plan and Zoning Code.

EFFECTIVE DATE OF PERMIT:

December 12, 2022

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

Tax Parcel 0911-074-9120-0, 7431 Norway Road, Sec 7-9-11 part in NW1/4 of SE1/4, Town of Bristol, Dane County, Wisconsin.

CONDITIONS:

- 1) Installation of plumbing fixtures does not authorize use of an accessory structure for human habitation.
- 2) Plumbing fixtures shall drain to an approved on-site waste treatment system or sewer and shall meet all plumbing code requirements.
- 3) A building permit shall be obtained for all plumbing improvements or modifications.

FINDINGS OF FACT:

The Board of Supervisors, After Public Hearing and in their consideration of the Conditional Use Permit Made the Following Finding of Fact:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance, or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The conditional use shall conform to all applicable regulations of the district in which it is located.

Expiration of Permit

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

CONDITIONAL USE 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:

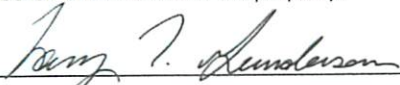
Approved By: _____

Approval Date: / /

Items that must be submitted with your application:

- Written Legal Description of Conditional Use Permit boundaries.
- Scaled Drawing of the property showing existing/proposed buildings, setback requirements, driveway, parking area, outside storage areas, location/type of exterior lighting, any natural features, and proposed signs.
- Scaled map showing neighboring area land uses and zoning districts.
- Written operations plan describing the items listed below (additional items needed for mineral extraction sites).
- Written statement on how the proposal meets the 6 standards of a Conditional Use.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Larry T. Gunderson	CONTACT NAME Brad Bauer
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Amy K. Gunderson	BUSINESS NAME (if applicable) Bauer Construction
MAILING ADDRESS 1864 Steven Street	MAILING ADDRESS 2866 Agriculture Drive
CITY, STATE, ZIP Sun Prairie, WI, 53590	CITY, STATE, ZIP Madison, WI, 53718
DAYTIME PHONE # 608-421-4466	DAYTIME PHONE # 608-222-8941
EMAIL LTGUNDER@MSN.COM	EMAIL BradBauer@bauer-raether.com

LAND INFORMATION	
Town: <u>Bristol</u>	Parcel Numbers Affected: <u>012-0911-074-9120-0</u>
Section: <u>Lot 2 of CSM 15890</u>	Property Address or Location: <u>7431 Norway Road</u>
Existing/Proposed Zoning District: <u>A1</u>	
Type of Activity Proposed: <u>Convenience Bathroom Added in Barn</u>	
<input type="checkbox"/> Hours of Operation <input type="checkbox"/> Number of Employees <input type="checkbox"/> Anticipated customers <input type="checkbox"/> Outside Storage <input type="checkbox"/> Outdoor activities <input type="checkbox"/> Outdoor Lighting <input type="checkbox"/> Outside loudspeakers <input type="checkbox"/> Proposed signs <input type="checkbox"/> Trash removal <input type="checkbox"/> Six Standards of CUP (see back)	
The statements provided are true and provide an accurate depiction of the proposed land use. I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: <u></u>	Date: <u>11/15/2022</u>

Six Standards of a Conditional Use Permit

Provide an explanation on how the proposed land use will meet all six standards.

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The bathroom will be inside the barn for our family use.

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

We are in the process of refurbishing the barn to keep it from further deterioration and/or collapse. The work we are doing should enhance the other properties in the neighborhood.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The bathroom will be inside the existing structure and will not impeded anything on the surrounding properties.

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

We are refurbishing the electrical system to the barn also. We are fixing the entire structure to keep it from deteriorating further and collapsing.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

We will utilize the existing driveway.

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

Yes, we have hired Eckmayer Excavating to perform the necessary work and we are applying for all the necessary permits.