

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:00pm by Chairman Derr. Board Members Present – Derr, Grove and Willison. Planning: Steve Schwartz, Sandy Dulin, Al Rogers, Travis Larson and Brian Willison. Zoning Administrator from General Engineering Co.: Kory Anderson. Sign-in sheet on file in Clerk’s office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM MARCH 11, 2024, BOARD MEETING**

Motioned by Grove and seconded by Willison to approve March 11, 2024, Board minutes as written. All ayes, Motion carried.

**d. APPROVAL OF CHECK REGISTER & TREASURER’S REPORT FOR MARCH 2024**

Motioned by Willison and seconded by Grove to approve March 2024 check register. All ayes, Motion carried. Motioned by Grove and seconded by Willison to approve March 2024 Treasurer’s Report with the review of the 3/1/2024 ICS deposit for accuracy. All ayes, Motion carried.

**PUBLIC COMMENT**

Gilbert Bradley inquired on the efficiency of the brine mixture used on roads for a pre-treatment and he feels it is working as it is intended to do.

**PARKS COMMITTEE REPORT**

Mulch is expected to be delivered in time for Park Clean-up Day on Saturday, April 20. The park punch card activity is in progress and is scheduled for June 1-8. June 1 the Wagner Museum, located in Bristol Gardens Park will be open from noon to 2:00pm for the public to view. Parks Committee has decided not to implement a soccer field scheduling software or a MOU for the soccer club in 2024 as there is more preparations that need to be done.

**CHAIRPERSON REPORT**

- April 22 is the tentative start date for the Twin Lane Rd project, with a 40-day window completion date. There are a couple of cross culverts that need to be replaced and during those replacements will be the only time that section of road is not accessible. Otherwise, the project will be open to local traffic. Project runs from the Maunsha River and stops at the Town of Sun Prairie line.
- Lov-It Brands are creating plans to reconstruct Russ & Mary Road and will come to the Board with an agreement.

**BUSINESS FOR PLANNING COMM. & TOWN BOARD**

**a. DISCUSSION/CONSIDER REQUEST FOR VARIANCE AT 6798 JAMAR CT., EXPANSION OF RESIDENTIAL GARAGE**

Paul Feaster explained his request to extend his garage which would encroach into the legal setback. Planning: Motioned by Rogers and seconded by Dulin to accept the Variance Application and have it move to the Board of Appeals. All ayes, Motion carried.

Board: Motioned by Grove and seconded by Willison to approve the Planning Commission’s recommendation in having the variance application move to the Board of Appeals. All ayes, Motion carried.

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

- b. DISCUSS/CONSIDER AMENDMENT TO ORDINANCE 1.075 STRUCTURES PERMITTED WITHIN SETBACKS**  
This Ordinance amendment would apply to single family lots with a two-acre minimum parcel.  
Planning: Motioned by Dulin and seconded by Rogers to approve amending Ordinance 1.075 *Structures Permitted Within Setbacks*. All ayes, Motion carried.  
Board: Motioned by Willison and seconded by Grove to accept the Planning Commission's recommendation to approve the amended Ordinance 1.075 *Structures Permitted Within Setbacks*. All ayes, Motion carried.
- c. DISCUSS CONCEPT PLAN FOR COMMERCIAL BUILDING ON PARCEL #0911-224-8370-0, CORNER OF BRANCH ROAD & ELDER LANE**  
Mike DeMinter explained his proposed project that is comparable to other properties in Bristol and that this project falls within all guidelines of the Zoning Ordinance. It would be a five bay storage building with three driveways on Branch Rd and one on Elder Ln. The property will need to be rezoned with a Conditional Use Permit.
- d. DISCUSS/CONSIDER ZONING CHANGE/CUP REIEW FOR WISCONSIN POWER & LIGHT ON PARCEL #0911-181-9510-0**  
Wisconsin Power & Light is requesting to expand its current utility substation 50ft to the east and change zoning from A-1 to AG zoning, which would require a conditional use permit for the site. Dane County Water Control permits have been applied for.  
Planning: Motioned by Willison and seconded by Rogers for approving the rezone from A-1 to AG and the stipulations of the Conditional Use Permit for Wisconsin Power & Light.  
Board: Motioned by Willison and seconded by Grove to accept the recommendation by the Planning Commission to approve the rezone from A-1 to AG and the stipulations of the Conditional Use Permit for Wisconsin Power & Light.
- e. DISCUSS/CONSIDER ZONING CHANGE TO PUD AND GDP SUBMITTAL FOR THE PRAIRIE PINES GOLF CLUB**  
Steve Parse from Vierbicher presented future plans for a clubhouse and parking lot development. A rezone request and General Development Plan (GDP) has been submitted to move 170 acres into a PUD zoning. It will be a two-phase project, first the creation of the new building and parking lot. The second phase will be the demolition of the old building.  
Planning: Motioned by Rogers and seconded by Larson to approve the rezone of 170 acres to PUD and the General Development Plan (GDP) for Prairie Pines Golf Club. All ayes, Motion carried.  
Board: Motioned by Grove and seconded by Willison to accept the Planning Commission approval of the rezoning of 170 acres to PUD and the General Development Plan (GDP) for Prairie Pines Golf Club. All ayes, Motion carried.
- f. DISCUSS INQUIRY OF RAZING OLD HOME AFTER NEW HOME COMPLETION ON SAME PARCEL**  
A resident has inquired about building a new home while living in the old home. Discussion occurred by the Board and Kory Anderson, GEC. A contract needs to be created for the razing and clean-up of the old home and rezoned out of legacy. The building inspector will be issuing the occupancy permit. Kory Anderson will coordinate with the property owner the contract with final approval by the board.

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Planning -Town Board Meeting**  
**April 8, 2024, at 6:00 pm**

**BUSINESS FOR TOWN BOARD**

- a. **DISCUSS/CONSIDER SECURITY CAMERA SYSTEM INSTALLMENT FOR TOWN HALL AND RECYCLE CENTER**  
Discussion occurred on security cameras for the Town Hall and Recycle Center. Motioned by Willison and seconded by Grove to table security camera system installation for the Town Hall and Recycle Center to obtain additional information. All ayes, Motion carried.
- b. **DISCUSS/CONSIDER APPROVAL OF BCPL LOAN APPLICATION/BORROWING RESOLUTION FOR THE TWIN LANE ROAD RECONSTRUCT PROJECT**  
The loan will cover the full cost of the Twin Lane Rd project; once the project is complete and approved by the WI DOT the town can then apply for the awarded grant funding, 70% of the project cost. It is planned for a prepayment request covering for the 70% and once paid it will leave the 30% to a three-year loan. Motioned by Willison and seconded by Grove to approve Board of Commissioners of Public Land Loan Application/Borrowing Resolution for the Twin Lane Road Reconstruct project in the amount of \$1,050,000 for three years at 6% interest with a possible prepayment up to 70% before the three-year term ends. All ayes, motion carried.

**SET FUTURE MEETINGS AND AGENDAS**

May 13, 2024 – Jt. Planning-Board Meeting

**ADJOURN**

Planning: Motioned by Dulin and seconded by Rogers to adjourn at 8:46pm. All ayes, Motion carried.  
Board: Motioned by Grove and seconded by Willison to adjourn at 8:46pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer