

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Town Board Meeting**  
**July 8 2024, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:04pm by Chairman Derr. Board Members Present – Derr, Grove and Willison. Planning: Steve Schwartzer, Al Rogers, Sandy Dulin, Travis Larson and Brian Willison. Sign-in sheet on file in Clerk’s office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM JUNE 10, 2024, BOARD MEETING**

Planning: Motioned by Dulin and seconded by Rogers to approve June 10, 2024, minutes as written. All ayes, motion carried. Board: Motioned by Grove and seconded by Derr to approve June 10, 2024, minutes as written. All ayes, motion carried.

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

Motioned by Grove and seconded by Derr to approve June 2024 check register. All ayes, Motion carried. Motioned by Grove and seconded by Derr to approve June 2024 Treasurer’s Report. All ayes, motion carried.

**PUBLIC COMMENT**

Heavy rain and drainage issues were discussed by property owner at 3049 Castleton Xing as the culvert has not been able to handle diverting the water to the retention pond fast enough. Dane Co Land & Water will be contacted to evaluate the stormwater plan and see if it needs to be modified. 6697 Twin Lane Rd and 6683 Twin Lane Rd have had flooding issues due to heavy rains and the culverts not being able to handle the large quantity of water. Jerry Derr will schedule a meeting with the property owners and Dane Co Land & water to review their stormwater plan. The farm field property owner behind the homes and Land Conservation Dept. will be contacted by the property owners for an evaluation of the waterway. 3063 Viking Pass explained a previous owner at 3057 Viking Pass installed a culvert with two different sized ends resulting in water issues at 3063 Viking Pass. Jerry Derr will discuss this with the town’s building inspector. Kolby Hirth inquired about having a Public Hearing before SIP’s are approved by the Board and the Board agreed Public Hearings could be held.

**PARKS COMMITTEE REPORT**

Tamara Sondgeroth reported the refinishing of Norway Road Park bridge is complete.

**CHAIRPERSON REPORT**

There has been lots of maintenance/repairs to roads due to the recent heavy rains. Twin Lane Road project is ready for shouldering. There will be 7.5 miles of chip sealing completed by late summer. Derr attended a meeting with the City of Sun Prairie and Groundswell Conservancy on Patrick Marsh transfer of ownership.

**BUSINESS FOR PLANNING COMMISSION & TOWN BOARD**

**a. DISCUSSION/CONSIDER RECOMMENDATION TO APPOINT PLANNING COMMISSION MEMBERS**

Jim Ringelstetter and Keith Arnold have removed themselves from their positions on the Planning Commission. Chuck Kvalo and Scott Manke have been recommended by the Planning Chair to replace the two vacant seats. Derr recommends appointing Chuck Kvalo and Scott Manke to the Planning Commission. Motioned by Willison and seconded by Grove to approve the recommendation of Planning Commission seats to Chuck Kvalo and Scott Manke. All ayes, motion carried.

**b. DISCUSS/CONSIDER ZONING CHANGE/C.U.P. REVIEW FOR PARCEL 0911-224-8370-0, CORNER OF BRANCH RD AND ELDER LANE, MIKE DE MINTER FROM C-2 (LEGACY) TO COM**

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Mike DeMinter gave a review of the site plan. A water shedding plan will be established but no retention pond is required by Dane County. Lighting will be attached to the building and have a downward direction. The C.U.P. Finding of Facts was read. Planning: Motioned by Dulin and seconded by Rogers to approve the C.U.P. and Finding of Facts for parcel 0911-224-8370-0. All ayes, motion carried. Planning: Motioned by Dulin and seconded by Kvalo to approve the zoning change from C-2 (Legacy) to COM for parcel 0911-224-8370-0. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commission's recommendation to approve the C.U.P. with Facts of Finds and rezone from C-2 (Legacy) to COM for 0911-224-8370-0. All ayes, motion carried.

**c. DISCUSS/CONSIDER C.U.P. AMENDMENT FOR PARCEL 0911-224-9510-0, 6925 ELDER LANE TO INCLUDE A FOUR CAR GARAGE**

Tom Bobek is requesting an amendment to his current C.U.P. to modify the three-stall garage size listed to a four-stall garage. The C.U.P. Finding of Facts was read. Planning: Motioned by Rogers and seconded by Kvalo to approve C.U.P. amendment with Finding of Facts to a four-stall detached garage for 6925 Elder Lane. All ayes, motion carried. Board: Motioned by Willison and seconded by Grove to accept the Planning Commission recommendation to approve the C.U.P. amendment to modify the garage size to a four-stall at 6925 Elder Lane. All ayes, motion carried.

**d. DISCUSS/CONSIDER REQUEST FOR VARIANCE AT 6659 CHEDDAR CREST DRIVE, PROPOSED ACCESSORY BUILDING**

Dave Stevens explained his request for a variance to propose an accessory building to be placed into the road right-of-way along Bird St. due to the shape of the yard, the larger setback requirement for Bird St running along his back property and by placing the building into the setback area, it would not interfere with the neighbor's garden. The pine trees along Bird St would stay in place and no driveway will be installed to the building. Planning: Motioned by Schwartzer and seconded by Dulin to approve the variance to the Board of Adjustment, pending approval of a zoning change to SFR. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commission's recommendation to approve the variance and having it move to the Board of Adjustment, pending a zoning change to SFR. All ayes, motion carried.

**BUSINESS FOR TOWN BOARD**

**a) DISCUSS/CONSIDER OPERATOR LICENSES FOR ELIZABETH MICHAELS AND LYDIA SCHUTZ FOR JULY 9, 2024, TO JUNE 30, 2025.**

Both applicants submitted the required paperwork and fees were paid. Motioned by Willison and seconded by Grove to approve the Operator's license for Elizabeth Michaels and Lydia Schutz for July 9, 2024, to June 30, 2025. All ayes, motion carried

**b) DISCUSS/CONSIDER QUOTE FROM SKALITZKY DRAINAGE LLC TO REPLACE FIVE CULVERTS ON MULLER ROAD**

Doug Tjugum expressed concern on the sizes of the culverts and their ability to handle large quantities of water. Motioned by Grove and seconded by Willison to table approving quote from Skalitzky Drainage for the replacement of the five culverts on Muller Rd to request the town's stormwater engineer, Dennis Norton, to evaluate the sizing of the culverts. All ayes, motion carried.

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**c) DISCUSS/CONSIDER ADOPTING ORDINANCE ALLOWING GOLF CARTS, ATV AND UTV ON TOWN ROADS**

Discussion occurred on what it would take for town roads to have ATV/UTV's travel within the town. The cost and placement of signage was a concern by the board. It was agreed that the board would like to see a number of signs needed (type and quality) and who is paying for and installing the signs to consider this further. Further discussion occurred to have separate ordinances for golf carts and ATV/UTV's.

**SET FUTURE MEETINGS AND AGENDAS**

July 22, 2024 – Open House for Comprehensive Plan Goals and Objective Review

August 19, 2024 – Jt. Planning-Board Meeting (Monthly meeting moved because of August Election)

**ADJOURN**

Planning: Motioned by Dulin and seconded by Rogers to adjourn at 9:18pm. All ayes, motion carried.

Board: Motioned by Willison and seconded by Grove to adjourn at 9:18pm. All ayes, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

APPROVED