

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning Commission and Town Board Meeting
October 14, 2025, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Tuesday, October 14, 2025, 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: September 9, 2025, Meetings
 - d. Approval of Check Register & Treasurer's Report for September 2025
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Business for Planning Commission & Town Board
 - a. Discuss/Consider Rezone from A-1 (Legacy) to SFR and C.U.P. for Parcel #0911-184-6456-0, 2897 Fern Drive
 - b. Discuss/Consider Rezone from A-1 (Legacy) to SFR and Variance for Accessory Structure for parcel #0911-301-6033-4, 2964 Kiltie Drive
 - c. Discuss/Consider Prairie Pines Golf Club SIP Phase I Clubhouse and Parking Lot Development – Amendment No. 1 with Developer's Agreement
- V. Set Future Meetings and Agendas
- VI. 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: 10-10-2025 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning-Town Board Meeting
September 9, 2025, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Planning: Steve Schwartzter, Sandy Dulin, Al Rogers, Travis Larson and Chuck Kvalo. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: AUGUST 12, 2025, MEETING

Motioned by Grove and seconded by Kvalo to approve August 12, 2025, minutes with the correction to section V (c) adding the missing "AA, MC" to the motion. All aye's, motion carried.

d. APPROVAL OF CHECK REGISTER AND TREASURER'S REPORT FOR AUGUST 2025

Motioned by Grove and seconded by Kvalo to approve August 2025 check register. All aye's, motion carried.
Motioned by Kvalo and seconded by Grove to approve August 2025 treasurer's report. All aye's, motion carried.

PUBLIC COMMENT

Steve Breunig requested a voice amplifier at the board table for meetings. Kolby Hirth suggested ATV/UTV speed limit signs be installed in the town.

PARKS COMMITTEE REPORT

Ben Grove reported the committee plans to apply for another Alliant Energy Tree Grant this fall.

BUSINESS FOR PLANNING & TOWN BOARD

a. DISCUSS/CONSIDER APPOINTING DAN EVERSON TO THE PLANNING COMMISSION

Steve Schwartzter recommended appointing Dan Everson to the Planning Commission. Everson will be a valuable addition because of his knowledge of zoning. Motioned by Grove and seconded by Kvalo to appoint Dan Everson to the Planning Commission. All aye's, motion carried.

b. DISCUSS/CONSIDER REZONE FROM A-1 (LEGACY) TO AG AND PRELIMINARY CSM FOR THE LERUM LIVING TRUST, PARCEL #0911-101-8000-1, 0911-101-8500-6, 0911-101-9500-4, 0911-101-9000-9

Tyler Bergstrom, Bergstrom Land Surveying explained that the Lerum family wish to create three parcels from the 160-acre family farm that runs along County Hwy V and Russet Road. All parcels will be rezoned to comply with the towns zoning of AG. An access driveway for lot one can be applied for through the county after the CSM is approved by the town. Future intended use of the land will be agricultural. Plan: Motioned by Dulin and seconded by Rogers to recommend approval for the rezone from A-1 (Legacy) to AG and CSM (creating three new parcels) for parcels #0911-101-8000-1, 0911-101-8500-6, 0911-101-9500-4 and 0911-101-9000-9 totaling 160-acres. All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo approve the rezone from A-1 (Legacy) to AG and CSM (creating three new parcels) for parcels #0911-101-8000-1, 0911-101-8500-6, 0911-101-9500-4 and 0911-101-9000-9 totaling 160-acres. All aye's, motion carried.

c. CONSIDER/CLARIFICATION OF PRELIMINARY CSM FOR PARCEL #0911-184-9001-0, 3006 VINBURN RD

Dan Badertschern, Danton Construction submitted an updated CSM description for creating a five-acre parcel from an existing 39.4 acres. Plan: Motioned by Larson and seconded by Dulin to recommend for approval the

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning-Town Board Meeting
September 9, 2025, at 6:00 pm

updated CSM description for the five-acre parcel from an existing 39.4 acres (CSM #10563) for parcel #0911-184-9001-0. All aye's, motion carried. Board: Motioned by Kvalo and seconded by Grove to approve the updated CSM description for the creation of a five-acre parcel from an existing 39.4 acres (CSM #10563) for parcel #0911-184-9001-0 and to be filed with Dane Co. Register of Deeds. All aye's, motion carried.

BUSINESS FOR TOWN BOARD

a. DISCUSS/CONSIDER LOV-IT BRANDS CAMPUS LLC DEVELOPER'S AGREEMENT AND CSM

Attorney Mike Lawton explained the developer's agreement has the changes discussed in recent meetings. Russ and Mary Court will be reconstructed and 100% maintained by the Lov-It Brands Campus; includes widening the entrance for allowing large trucks to enter and exit the court. Traffic bypass lanes can be requested by the town after phase 1. Motioned by Kvalo and seconded by Grove to approve the developer's agreement and CSM for Phase 1 of the Lov-It Brands Campus LLC. All ayes, motion carried.

b. DISCUSS/CONSIDER 2025 FALL BURN DATES

Motioned by Grove and seconded by Kvalo to approve the fall burn dates for subdivisions starting October 9 and going through November 23, following every other weekend. Dates will be listed on the town hall posting board and website. All aye's, motion carried.

c. DISCUSS/CONSIDER DANE CO. URBAN COUNTY CONSORTIUM AGREEMENT AND RESOLUTION

Discussion occurred to renew membership with the Dane Co. Urban County Consortium and found that it does not fit the Town of Bristol's future plans. Motioned by Kvalo and seconded by Grove to reject the Dane Co. Urban County Consortium agreement and resolution. All aye's, motion carried.

d. DISCUSS/CONSIDER SMALL PLANNED UNIT DEVELOPMENT ORDINANCE

Chuck Kvalo explained the Small Planned Unit Development Ordinance developed by the Six-Towns Group for parcels between 2-5 acres, which would allow a mixed-use development. Motioned by Kvalo and seconded by Grove to approve the language of the Small Planned Unit Development Ordinance. All aye's, motion carried.

e. DISCUSS/CONSIDER RURAL BASED BUSINESS ORDINANCE

The Rural Based Business and Rural Residences Ordinance is being amended to allow as an overlay district; allowing the town more preference to have the businesses fit within the community's vision. Motioned by Kvalo and seconded by Grove to approve the amended Rural Based Businesses and Rural Residences Ordinance. All aye's, motion carried.

SET FUTURE MEETINGS AND AGENDAS

October 6, 2025 - Parks Meeting
October 14, 2025 –Board Meeting

ADJOURN

Planning: Motioned by Dulin and seconded by Rogers to adjourn at 8:24pm. All aye's, motion carried.
Board: Motioned by Grove and seconded by Kvalo to adjourn at 8:24pm. All aye's, Motion carried.

10/09/25

The Town of Bristol
Account QuickReport
As of September 30, 2025

Type	Date	Num	Name	Memo	Amount
Check	09/02/2025	DEBIT	Upnet Wisconsin	Town Hall Internet	-89.99
Bill Pmt -Check	09/09/2025	30455	Alliant Energy/WPL	Twñ Hall, Recycle Cntr, Egre Pk, St. Lights, Ice Rink	-1,379.35
Bill Pmt -Check	09/09/2025	30456	Associated Appraisal Consultants, Inc.	Inv. #182025 -September Services	-1,425.53
Bill Pmt -Check	09/09/2025	30457	Dorn True Value Hardware	August 2025 Stmt - Shop Materials	-12.59
Bill Pmt -Check	09/09/2025	30458	General Engineering Company	Rezone-Porter, Zoning Services	-745.90
Bill Pmt -Check	09/09/2025	30459	GFL Environmental	August Bristol Gardens & Recycling Svcs	-458.85
Bill Pmt -Check	09/09/2025	30460	Horstman Networks	Inv. #2054168 -Sept. Monthly IT/Email Svcs	-140.00
Bill Pmt -Check	09/09/2025	30461	MG&E	August2025 Stmt	-30.39
Bill Pmt -Check	09/09/2025	30462	MSA Professional Services Inc.	Inv. #019616 - Pavement Ratings	-2,710.17
Bill Pmt -Check	09/09/2025	30463	Pellitteri Waste Systems	Inv. #6199765 -Sept Recycle & August Trash Svcs	-3,865.27
Bill Pmt -Check	09/09/2025	30464	Rhyme Business Products	Sept2025 Maint. Charge	-24.97
Bill Pmt -Check	09/09/2025	30465	Sun Prairie Lawn Care LLC	Inv. #18191 - August Svcs	-4,350.00
Bill Pmt -Check	09/09/2025	30466	Sundance BioClean Inc.	Inv. #3076 August Janitorial Svcs	-335.00
Bill Pmt -Check	09/09/2025	30467	Tri County Paving	Inv. #251171-1 - E. Branch Rd-Asphalt Patch	-4,500.00
Bill Pmt -Check	09/09/2025	30468	Wisconsin Towns Association	2025 WTA Convention - Willison	-255.00
Liability Check	09/10/2025	E-pay	United States Treasury	39-6005805 QB Tracking # 464665530	-1,627.90
Liability Check	09/11/2025		QuickBooks Payroll Service	Created by Payroll Service on 09/10/2025	-6,817.15
Liability Check	09/12/2025	DEBIT	North Shore Bank	010-7001187	-100.00
Liability Check	07/24/2025	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,628.96
Liability Check	09/24/2025	E-pay	United States Treasury	39-6005805 QB Tracking # 936690530	-1,207.84
Check	09/24/2025	DEBIT	NUSO LLC	Phone Storage	-148.22
Liability Check	09/25/2025		QuickBooks Payroll Service	Created by Payroll Service on 09/24/2025	-4,752.84
Liability Check	09/26/2025	DEBIT	North Shore Bank	010-7001187	-100.00
Liability Check	09/30/2025	DEBIT	WRS	69-036-0118-000	-1,945.56
Total 100 - General Fund					<u>-41,651.48</u>

Town of Bristol
Treasurer's Report
September 2025

General Fund

Beginning Balance 9/01/2025				\$19,583.92
Deposits	\$	10,068.50		
Transfer from LGIP Account	\$	336,000.00		
Transfer to ICS Account			\$ 225,000.00	
Withdrawals			\$ 65,103.26	
Ending Balance 9/30/2025				<u>\$75,549.16</u>

Money Market

Beginning Balance 9/01/2025				\$2,011.63
Interest	\$	1.08		
BCPL Loan Transfer	\$	100,000.00		
Transfer Fee			\$ 20.00	
Ending Balance 9/30/2025				<u>\$101,992.71</u>

ICS Account

Beginning Balance 9/01/2025				\$30,250.50
Interest	\$	538.99		
Transfer from General Fund	\$	225,000.00		
Ending Balance 9/30/2025				<u>\$255,789.49</u>

LGIP Fund

General

Beginning Balance 9/01/2025				\$336,622.23
2024 Tax Specials Payment	\$	1,272.24		
Interest	\$	405.35		
Transfer to General Fund			\$ 336,000.00	
Ending Balance 9/30/2025				<u>\$2,299.82</u>

Parks

Beginning Balance 9/01/2025				\$90,707.24
Interest Earned	\$	324.52		
Ending Balance 9/30/2025				<u>\$91,031.76</u>

Equipment

Beginning Balance 9/01/2025				\$5.12
Interest Earned	\$	0.02		
Ending Balance 9/30/2025				<u>\$5.14</u>

Total Funds As September 30, 2025 \$526,668.08

Parks Fund - LGIP **-\$91,031.76**
 ARPA Funds Expenses Outstanding **-\$4,869.68**

Total Funds \$430,766.64

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

a.

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



Engineers • Consultants • Inspectors

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

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
Mitchell Bortz, Assistant Town of Bristol Zoning Administrator

DATE: (for) October 14, 2025: Plan Commission Meeting/Town Board Meeting

SUBJECT: Zoning Change/CUP for McLaughlin
Tax Parcel 0911-184-6456-0

GEC NO.: 2-0125-41I

Background Information

Owner / Applicant: John & Shelly McLaughlin
2897 Fern Drive
Sun Prairie, WI 53590

Agent or Surveyor: N/A

Location: 2897 Fern Drive
In part of the SE ¼ of the SE ¼ of Section 18, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change Approval/ CUP Approval

Existing Zoning:	Tax Parcel 0911-184-6456-0	A-1 (Legacy)	0.99 Acres
		Total	0.99 Acres

Existing Land Use: There is an existing residential home located on the eastern side of the property with a paved driveway connecting the house to Fern Drive. There is some slight, sloping terrain on the property. There are shoreland and DNR wetland indicators in the northwestern portion of the property.

Adjacent Land Uses: North: Residential
West: Vacant Land, Wetland
East: Fern Drive, Residential
South: Vinburn Road

Proposal

Zoning Change:	Tax Parcel 0911-184-6456-0	SFR	0.99 Acres
		Total	0.99 Acres

Applicant submitted information for a zoning change and a Conditional Use Permit on Tax Parcel 0911-184-6456-0 from zoning A-1 (Legacy) Agriculture District to SFR Single Family Residential District in the newer zoning ordinance. The owner would like to build an accessory structure that will allow them the addition of plumbing and sanitary fixtures with said Conditional Use Permit.

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 September 11, 2025.
2. Jurisdictional Review Form, September 11, 2025.
3. Conditional Use Permit Application, September 11, 2025.
4. Preliminary Map/ Image Descriptions September 11, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

Comprehensive Plan

The planned land use for this parcel is Single Family Residential. It does not appear there is extraterritorial review by another municipality.

Town Ordinances

1. **General – Proposed Accessory Structure**
The application provides the location of the proposed accessory structure. Prior to issuance of a land use permit, site plans will need to be provided to verify setback requirements from property lines. The size of the proposed accessory structure would be limited to the footprint of the house.
2. **Conditional Use Permit**
"Plumbing Fixtures in Accessory Structures" require a conditional use permit per the Town of Bristol's zoning ordinance in residential zoning districts. There are no secondary standards for Plumbing Fixtures in Accessory Buildings.
3. **Well & Septic**
The homeowner will need to verify with Dane County that the existing well and septic systems can handle the new loadings.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change and Conditional Use Permit for Plumbing Fixtures in an Accessory Structure of Tax Parcel 0911-184-6456-0 from zoning A-1 (Legacy) Agriculture District to SFR Single Family Residential District in the newer zoning ordinance, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town Attorney shall be addressed.
3. Applicant obtains a land use permit and building permit for the plumbing in an accessory building.

CONDITIONAL USE PERMIT

Town of Bristol Conditional Use Permit

2025- McLaughlin 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:

October 13, 2025

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

Tax Parcel 0911-184-6456-0, Lot 34 Burnson's Ridge, Sec 18-9-11, part in SE1/4 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.

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:

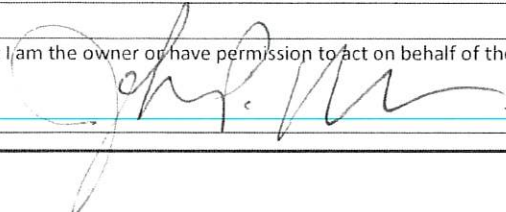
➤ **Written Legal Description of the Proposed Zoning Boundaries**

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 John McLaughlin	CONTACT NAME Same
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Shelly McLaughlin	BUSINESS NAME (if applicable)
MAILING ADDRESS 2897 Fern Drive	MAILING ADDRESS
CITY, STATE, ZIP Sun Prairie, WI, 53590	CITY, STATE, ZIP
DAYTIME PHONE # (608) 516-4210	DAYTIME PHONE #
EMAIL jmac100@charter.net	EMAIL

LAND INFORMATION	
Town: Bristol	Parcel Numbers Affected: 012/0911-184-6456-0
Section: 18	Property Address or Location: 2897 Fern Drive
Zoning District Change (To / From / # of acres) SFR / A-1 / .99	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
☐ Separation of buildings from farmland	☐ Creation of a residential lot
☐ Compliance for existing structures and/or land uses	☒ Other
Addition of 36'x24' outbuilding in backyard. Not to be used as a dwelling, but to include electric, water and toilet with connection to existing septic.	
Would like to begin excavation / construction in October 2025 with completion expected during the winter. Need to request the change in zoning to accommodate water and septic needs.	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: 	Date: 9/11/25

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: ☐

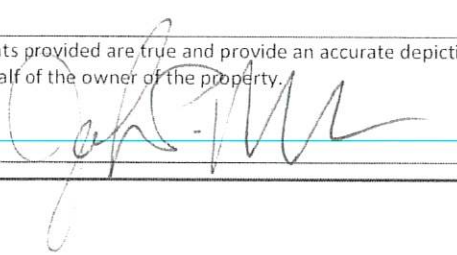
Approved By: _____

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 John McLaughlin	CONTACT NAME Same
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Shelly McLaughlin	BUSINESS NAME (if applicable)
MAILING ADDRESS 2897 Fern Drive	MAILING ADDRESS
CITY, STATE, ZIP Sun Prairie, WI, 53590	CITY, STATE, ZIP
DAYTIME PHONE # 608-516-4210	DAYTIME PHONE #
EMAIL jmac100@charter.net	EMAIL

LAND INFORMATION	
Parcel Numbers Affected: _____ 012/0911-184-6456-0	
Section: <u>18</u> Property Address: _____ 2897 Fern Drive, Sun Prairie, WI, 53590	
Existing/Proposed Zoning District: _____ A-1 / SFR	
Type of Activity Proposed (check and explain all that apply):	
☐ Hours of Operation	☐ Number of Employees
☐ Anticipated Customers	☒ Outside Storage Garden tools, mowers, utility trailer, etc.
☐ Outdoor Activities	☒ Outdoor Lighting Lighting for doorways
☐ Outside Loudspeakers	☐ Proposed Sign
☐ Trash Removal	☒ 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: 	Date: <u>9/11/25</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.

Proposed outbuilding for personal use to provide additional storage for gardening tools and supplies, lawn mowers, etc. This is to be an extension of our existing attached garage. No activities will be conducted that would endanger neighbors, wildlife, or vegetation.

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.

Proposed outbuilding will actually allow us to better store and manage our possessions allowing for further beautification of our property.

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 proposed outbuilding will be contained in our backyard, within all legal boundaries and setbacks, and will meet the requirements for building materials and size. There is no impact on anyone else.

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

Already in place. However, connection from proposed outbuilding will need to be made to septic system already existing on the lot.

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.

N/A. There will be no access for traffic. This is for storage only.

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

Yes. Am seeking a rezoning from A-1 to SFR to accommodate building size and utilities.

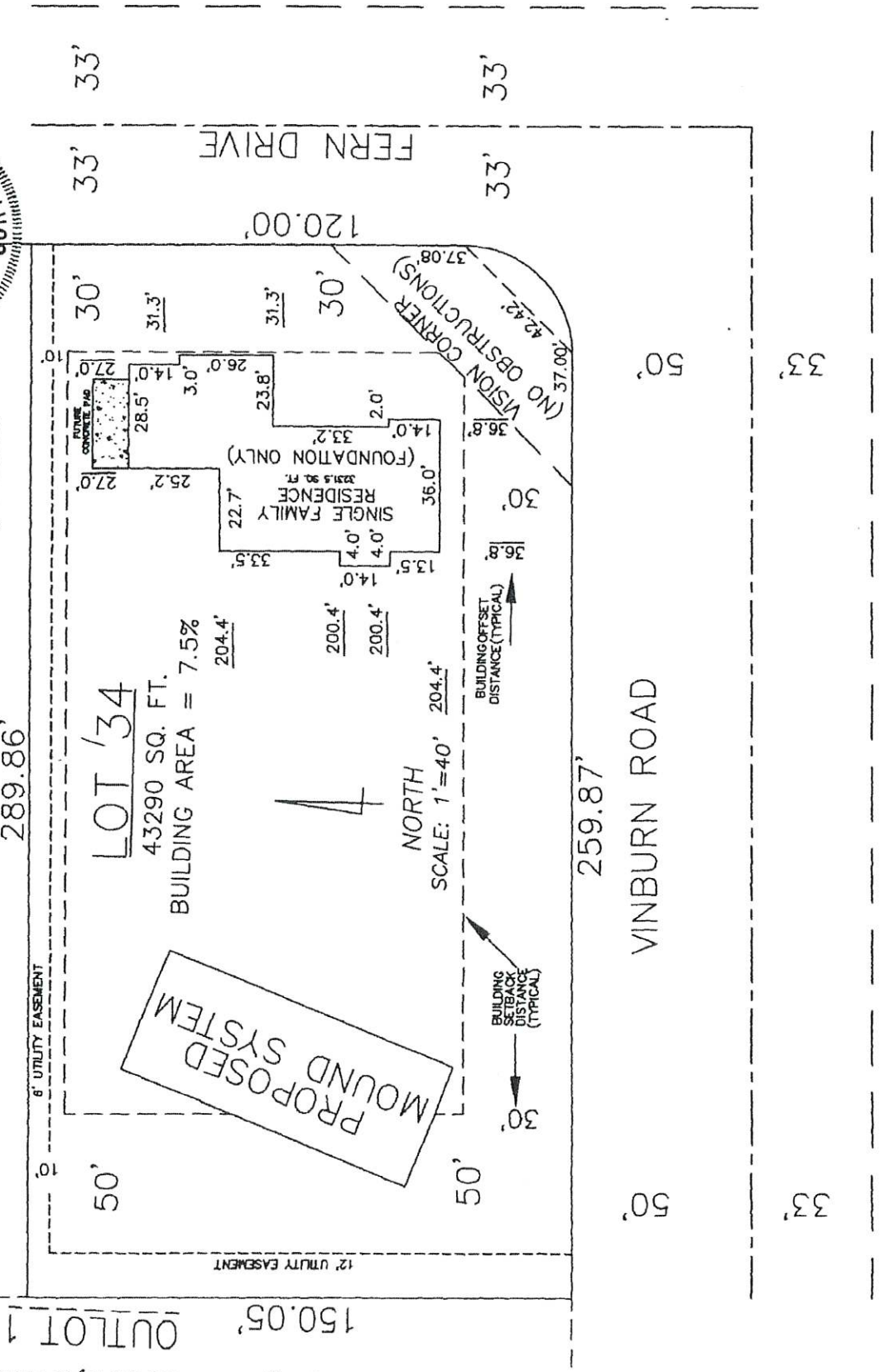
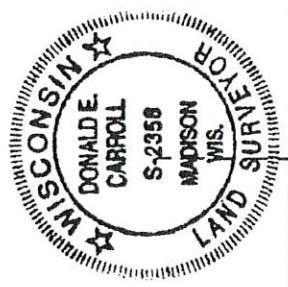
I, Donald E. Carroll, hereby certify that the measurements shown hereon are true and accurate. Dated: June 30, 2019
Donald E. Carroll
 Donald E. Carroll, Registered Land Surveyor No. S-2358

Legal Description:
 Lot 34, Burnside ridge Replat
 Town of Bristol
 Dane County, Wisconsin

LOCATION MAP

LOT 33
 289.86'

Builder:
 KSS & Company
 P.O. Box 178
 DeForest, WI 53532



BURNSON'S RIDGE REPLAT

BEING LOTS 1-6, 19-21, 23-28 AND A PART OF FERN DRIVE AND BURNSON DRIVE, BURNSON'S RIDGE
LOCATED IN THE SE 1/4 OF SECTION 18, T4N, R1E,
TOWN OF BRISTOL, DANE COUNTY, WISCONSIN

OWNER - SUBDIVIDER
WILLIAM M. & JUDITH A. BURNSON
4800 W. HOLLAND STREET
EASTWISCONSIN, WI 53522

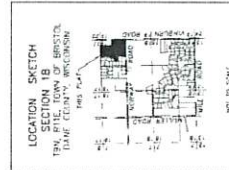
SURVEYOR
PAULSON & ASSOCIATES, LLC
DANIEL A. PAULSON
138 W. HOLLAND STREET
EASTWISCONSIN, WI 53522



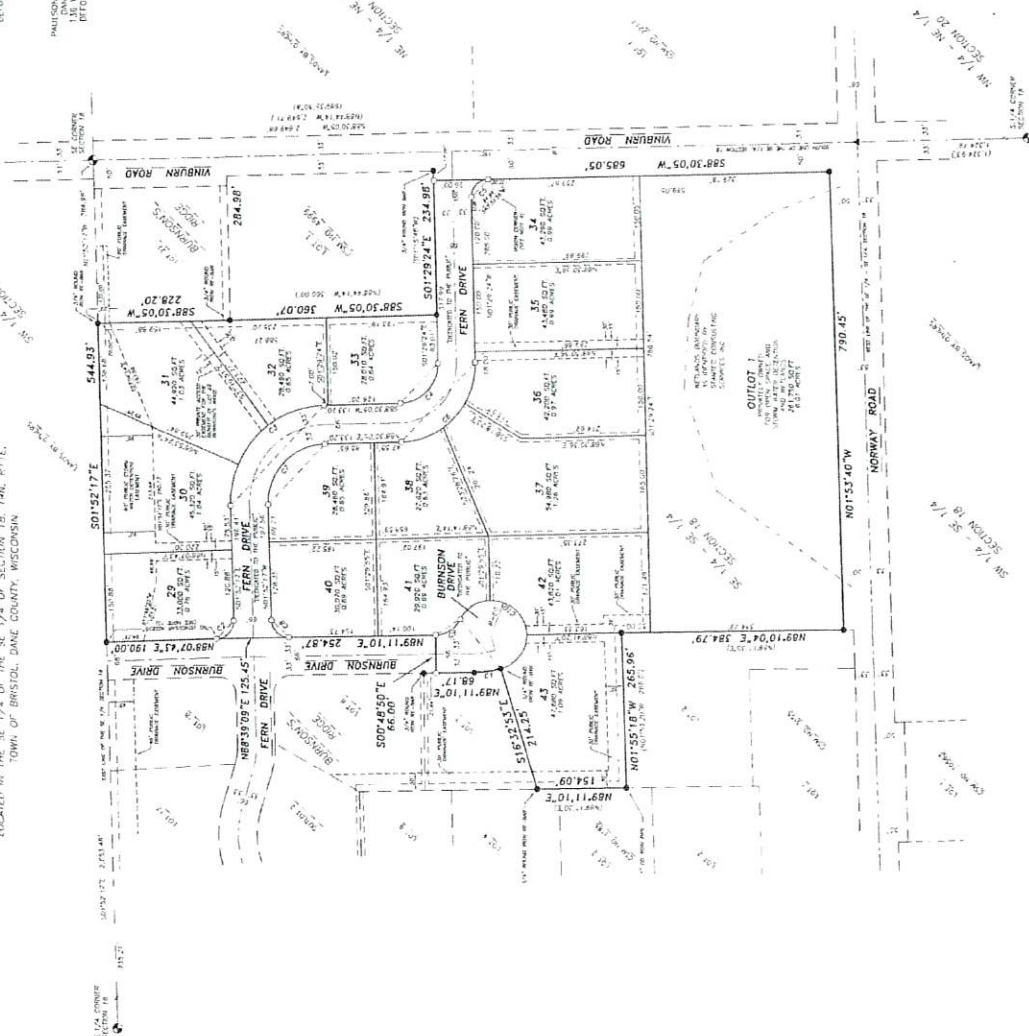
These are the original plat maps for the subdivision shown on this plat.
The plat maps are on file in the office of the Register of Deeds, Dane County, Wisconsin.
Certified
Department of Administration



BASIS OF BEARINGS
THE SOUTH LINE OF THE SE 1/4
SECTION 18, T4N, R1E, IS
BEARING S89°30'25"W, RECORDED TO
REAR S89°30'25"W

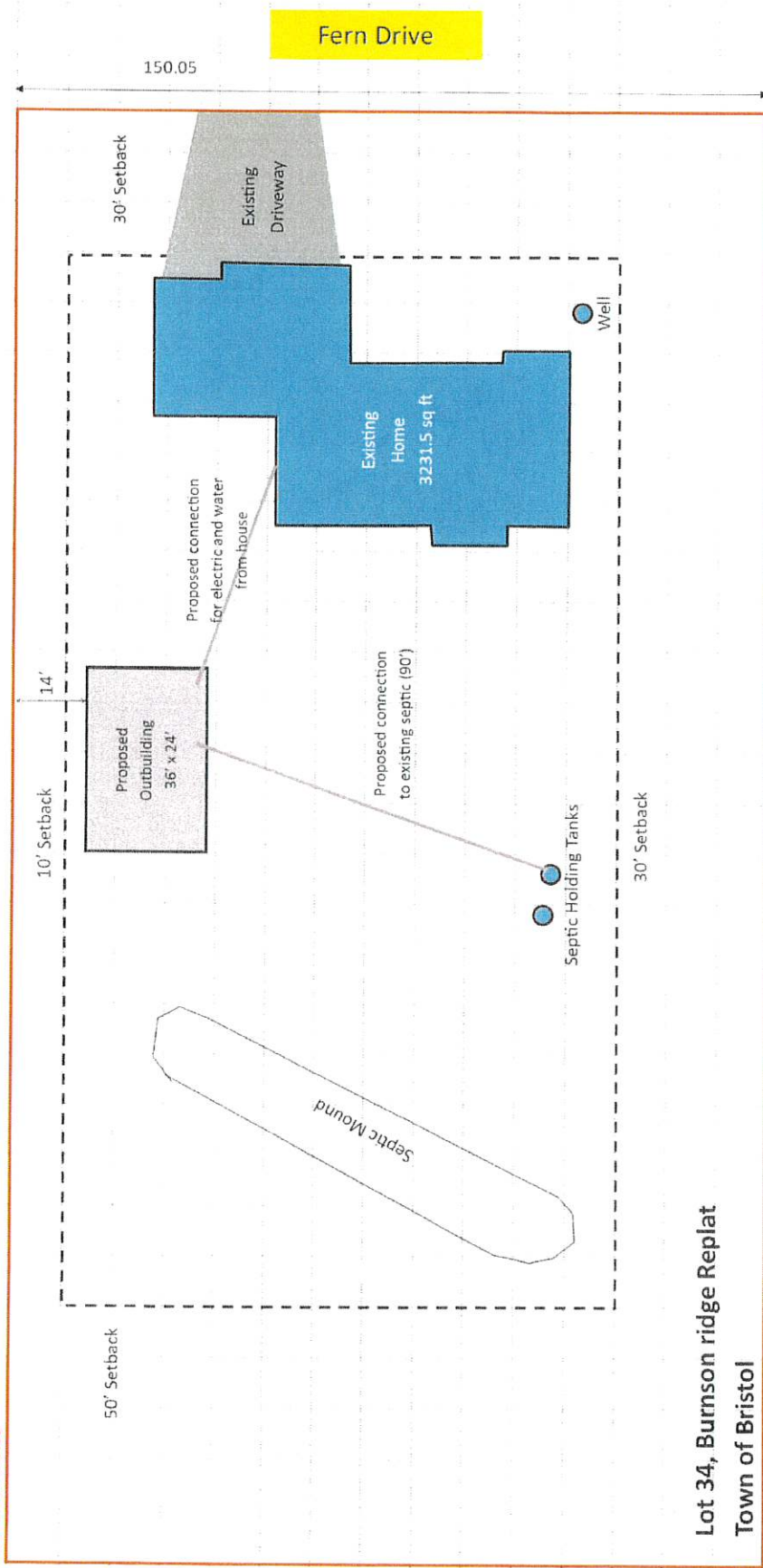


- LEGEND
- DAKE COUNTY ALUMINUM MONUMENT (FOUND)
 - 1 1/4" ROUND IRON REBAR (FOUNDED) (UNLESS NOTED)
 - P.M. (FOUND) (UNLESS NOTED)
 - 1 1/4" x 20" IRON REBAR (E.C.T.) (UNLESS NOTED)
 - 1 1/4" x 20" IRON REBAR (E.C.T.) (UNLESS NOTED)
 - WITH 24" x 24" IRON REBAR (E.C.T.) (UNLESS NOTED)
 - "RECORDED AS" INFORMATION
 - "40" UNITS
 - 12" NON-EXCLUSIVE PUBLIC UTILITY EASEMENT TO THE BENEFIT OF WI ENERGIES, PROHIBITING CONSTRUCTION OF A CHARTER SPECIFIC (UNLESS NOTED)



Lot Boundaries

289.86'



Lot 34, Burnson ridge Replat
Town of Bristol

Dane County, Wisconsin
43290 Sq. Ft.

Vinburn Road

1 Square = 10' x 10'

North

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. 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
Mitchell Bortz, Town of Bristol Assistant Zoning Administrator

DATE: (for) October 14, 2025 Plan Commission/Town Board Meeting

SUBJECT: Zoning Change for Sell
Tax Parcel 0911-301-6033-4

GEC NO.: 2-0125-41H

Background Information

Owner/Applicant: Jon & Jackie Sell
2964 Kiltie Drive
Sun Prairie, WI 53590

Agent/Contractor: Dustin English
D&E Services
Watertown WI, 53094

Location: 2964 Kiltie Drive
In part of the SE ¼ of the NE ¼ of Section 30, all in T9N, R11E, Town of Bristol,
Dane County, WI.

Request: Zoning Change Approval

Existing Zoning:

Tax Parcel 0911-301-6033-4	A-1 (Legacy)	0.727 Acres
	Total	0.727 Acres

Existing Land Use: The Subject property currently has a single-family house with a concrete driveway connecting to Kiltie Drive. There are no other improvements to the property. There are no steep slopes, wetlands, streams/lakes or floodplains associated with the lot.

Adjacent Land Uses: North: Residential
West: Scotland Parkway, Residential
East: Residential
South: Kiltie Drive, Residential

Proposal

Zoning Change:

Tax Parcel 0911-301-6033-4	SFR	0.727 Acres
	Total	0.727 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-301-6033-4 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District. The zoning change was requested by the Town to bring the parcel into compliance with current zoning as the applicant is applying for a variance to build an accessory structure that does not meet the required Town road setbacks.

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 September 10, 2025.
2. Jurisdictional Review Form, did not receive.
3. Variance Application, received September 10, 2025.
4. Land Use Permit Application, received September 10, 2025.

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. There is no extraterritorial review authority for this property that we are aware of.

Town Ordinances

1. Variance

The owner is also applying for a variance to build an accessory structure that doesn't meet the required setbacks along Scotland Parkway. A separate evaluation report for the variance request will be provided for the Dane Towns Board of Adjustment meeting.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-301-6033-4 from zoning A-1 Agriculture District (Legacy) to SFR Single Family Residential Zoning District, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.
3. The Town Plan Commission/Town Board shall make a recommendation of their approval/disapproval of the variance request to the Dane Towns Board of Adjustment.

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 <u>Jon + Jackie Sell</u>	CONTACT NAME <u>Dustin English</u>
BUSINESS NAME or CO-OWNER'S NAME (if applicable) <u>2964 Kiltie Dr.</u>	BUSINESS NAME (if applicable) <u>D+E Services</u>
MAILING ADDRESS <u>Jackiesell21@gmail.com</u>	MAILING ADDRESS
CITY, STATE, ZIP <u>Sun Prairie WI 53590</u>	CITY, STATE, ZIP <u>Watertown, WI</u>
DAYTIME PHONE # <u>815-985-2958</u>	DAYTIME PHONE # <u>262-325-8608</u>
EMAIL <u>Jackiesell21@gmail.com</u>	EMAIL <u>dandeservices1288@gmail.com</u>

LAND INFORMATION	
Town: _____	Parcel Numbers Affected: _____
Section: _____	Property Address or Location: _____
Zoning District Change (To / From / # of acres) _____	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
☐ Separation of buildings from farmland	☐ Creation of a residential lot
☐ Compliance for existing structures and/or land uses	☐ Other
_____ _____ _____ _____	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: _____	Date: _____

APPLICATION FOR VARIANCE

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: _____ / _____ / _____

GENERAL INFORMATION

APPLICANT NAME

Jackie + Jon Sell

MAILING ADDRESS

2964 Kiltie Dr. Sun Prairie, WI 53590

DAYTIME PHONE #

815-914-1769

EMAIL

jackiesell21@gmail.com

Property Address: 2964 Kiltie Dr. Sun Prairie, WI 53590

Legal Description of Property (Name of CSM, Subdivision, Block and Lot): Scottish Highlands
subdivision; corner

Section: _____

Tax Parcel Number: 0911-301-6033-4

Lot Area and Dimensions: .73 acres Dim 189 x 170

Existing/Proposed Zoning District: Bristol Township

EXISTING AND PROPOSED USES

Current Principal Use: Residential property

Accessory or Secondary Uses: outdoor storage shed

Proposed Use: storage of boat, motorcycle and lawn equipment

Ordinance section from which variance is being sought: lot line clearance

What specific departure from the ordinance is being proposed (refer to the standards of the ordinance)? outdoor
storage shed less than 30 ft. from the lot line

Have you been granted any variances in the past for this property?

☐ Yes

☒ No

If yes, describe: _____

Names of adjoining property owners, if known: _____

CRITERIA

Address each of the following criteria for granting a variance.

1. Unnecessary hardship is present because:

Presence of septic system/septic mound

2. Unique features of this property prevent compliance with the terms of the ordinance; they include:

Presence of septic mound does not allow for storage structure to be 30ft. away from property line.

3. A variance will not be contrary to the public interest because:

the additional will not impede any other structures or properties.

Additional structure is a custom made outdoor building

PLANS TO ACCOMPANY APPLICATION

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale with all dimension figures, showing accurately property lines, easements and required building setbacks, the size and exact location of all proposed new construction and its relationship to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property, within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

If relevant to the variance request, the plan should also show contour lines (2-ft interval), the ordinary high water mark, floodplain and wetland boundaries, utilities, driveways and streets (include street names), and the location of filling/grading and/or erosion control measures.

CONDITIONS

The Town of Bristol Zoning Ordinance authorizes the Board of Zoning Appeals to place conditions on approved variances. Please keep this in mind and supply ALL pertinent information. If the variance is granted, no construction shall begin until a building/zoning permit has been issued.

APPLICANT STATEMENT

I, the undersigned, do hereby make an application for a variance for work described and located as shown herein. I agree that all work shall be done in accordance with the requirements of the Town of Bristol Zoning Ordinance and with all other applicable ordinances and the laws and regulations of the State of Wisconsin. I declare that the information that I am supplying is true and accurate to the best of my knowledge and I acknowledge that this information will be relied upon for the issuance of this permit. By signing this application, I am also granting permission to the Zoning Department Staff to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

PRINTED NAME OF APPLICANT(S)

Jackie Sell Jon Sell

SIGNATURE OF APPLICANT(S)

Jackie Sell / Jon Sell

DATE

9/5/25

TO BE COMPLETED BY THE TOWN OF BRISTOL

Date Filed: _____

Date Fee Received by Town: _____

Date Set for Board or Zoning Appeals Hearing: _____

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

c.

Prairie Pines Golf Club
SIP Phase 1 – Clubhouse and Parking Lot Development -
Amendment No. 1

On account of the size of the document it can be found on
Town of Bristol's website for October 14, 2025, meeting posting
News/Notices & Minutes/Agenda