

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Public Hearing - Jt. Planning-Town Board Meeting**  
**November 18, 2025, at 6:00pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:04pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Planning: Steve Schwartzer, Travis Larson, Scott Manke, Daniel Everson and Chuck Kvalo. Sign-in sheet on file in Clerk’s office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES: October 14 & 22, 2025 MEETINGS**

Board: Motioned by Kvalo and seconded by Grove to approve October 14, 2025, minutes with amendment to section IV (a.) to remove sentence “McLaughlin checked with the HOA and there is no conflict with the HOA Covenant’s”. All aye’s, motion carried. Planning: Motioned by Everson and seconded by Manke to approve October 14, 2025, minutes with the amendment to section IV (a.) to remove sentence “*McLaughlin checked with the HOA and there is no conflict with the HOA Covenant’s*”. All aye’s, motion carried. Board: Motioned by Kvalo and seconded Grove to approve the minutes for October 22, 2025, as written. All aye’s, motioned carried.

**d. APPROVAL OF CHECK REGISTER AND TREASURER’S REPORT FOR OCTOBER 2025**

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

**PUBLIC COMMENT**

Brian Willison announced that going forward public comment will be kept to five minutes per topic.

**PARKS COMMITTEE REPORT**

Ben Grove reported that the committee is moving forward with the Alliant Energy Tree Grant. The skating rink will not have boards installed, but ice will attempt to be made, weather dependent. The committee is looking at acquiring additional members and John Sell announced he was interested in joining.

**BUSINESS FOR PLANNING & TOWN BOARD**

**a. CONCEPT DISCUSSION BY PRAIRIE PINES GOLF CLUB FOR RESIDENTIAL DEVELOPMENT ALONG HAPPY VALLEY RD, WEST OF CLUBHOUSE**

Pete Simon explained a concept plan for the creation of five residential lots, sharing a private driveway consisting of two entrances. Location is proposed for the west side of the property on Happy Valley Road. The two entrances of the private drive do meet the WI DOT site distance requirements. Willison stated the town’s zoning ordinance for shared driveways would need to be followed. The project would not encroach upon any sensitive wildlife areas.

**b. DISCUSS/CONSIDER REZONE FROM A-1 (LEGACY) TO SFR AND C.U.P. FOR PARCEL #0911-184-6456-0, 2897 FERN DRIVE**

Aaron Haas from the HOA stated that plumbing is not allowed in the covenants. John McLaughlin requested a hold on the C.U.P. approval until he can consult with the HOA. The project does meet the 75’ setback requirement. Planning: Motioned by Everson and seconded by Larson to approve the rezone from A-

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1(Legacy) to SFR and to have a hold on the C.U.P. for Parcel #0911-184-6456-0, 2897 Fern Drive. All aye's, motion carried. Board: Motioned by Kvalo and seconded by Grove to approve the rezone from A-1 (Legacy) to SFR and to have a hold on the C.U.P. for Parcel #0911-184-6456-0, 2897 Fern Drive. All aye's, motion carried.

**c. DISCUSS/CONSIDER REZONE FROM A-1 (LEGACY) TO SFR AND VARIANCE FOR ACCESSORY STRUCTURE FOR PARCEL #0911-301-6033-4, 2964 KILTIE DRIVE**

Discussion occurred, including a recourse for the Sells starting the project without permits and continuing with the project when it was given a "stop work order". Patrick Anderson speaking of his concerns with the project and was against granting the variance. Everson requested a site map be submitted by a surveyor so certified measurements can be reviewed by the Planning and Board. Once a site map is completed the owner should consult with their surveyor and GEC for an acceptable location for the building. Planning: Motioned by Everson and seconded by Larson to approve the rezone from A-1(Legacy) to SFR and deny variance for accessory structure for Parcel #0911-301-6033-4, 2964 Kiltie Drive. All aye's, motioned carried. Board: Motioned by Kvalo and seconded by Grove to approve the rezone from A-1 (Legacy) to SFR and deny the variance for accessory structure for Parcel #0911-301-6033-4, 2964 Kiltie Drive. All aye's, motion carried.

**d. DISCUSS/CONSIDER REZONE FROM R-1 (LEGACY) TO SFR AND CSM APPROVAL FOR PARCEL #0911-191-9790-6, 2945 WYNDWOOD WAY**

Residents spoke and letters were submitted of their protest of dividing the lot and their concern with the care and health of the aged oak trees in the area. Discussion continued to be exchanged of the altering to the neighborhood that this could bring. The proposed lot does meet the size requirement. Planning: Motioned by Everson and seconded by Manke to approve the rezone from R-1 (Legacy) to SFR and CSM requiring a two lot CSM to be submitted and recorded for Parcel #0911-191-9790-6, 2945 Wyndwood Way. All aye's, motion carried. Board: Motioned by Kvalo and seconded by Grove to approve the rezone from R-1 (Legacy) to SFR and CSM requiring a two lot CSM to be submitted and recorded for Parcel #0911-191-9790-6, 2945 Wyndwood Way. All aye's, motion carried.

**BUSINESS FOR TOWN BOARD**

**a. APPROVE ADJUSTMENT TO DOG LICENSE FEES AS RESULT OF DANE COUNTY INCREASE**

The County has raised 2026 fees on a couple of different dog licenses. Motioned by Kvalo and seconded by Grove to recognize the County increase and raise dog licenses for Bristol residents by the County fee increase. All aye's, motion carried.

**b. DISCUSS/CONSIDER CHANGING REGULAR TOWN BOARD MEETING DATE**

Discussion occurred about changing the regular Town Board meetings to the third Monday of each month. Motion by Kvalo and second by Grove to change the regular Town Board meeting to the 3<sup>rd</sup> Monday of each month starting in December. All aye's, motion carried.

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**SET FUTURE MEETINGS AND AGENDAS**

December 15, 2025 – Jt. Planning-Board Meeting

**ADJOURN**

Planning: Motioned by Manke and seconded by Larson to adjourn at 8:14pm. All aye's, motion carried.

Board: Motioned by Kvalo and seconded by Grove to adjourn at 8:14pm. All aye's, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

APPROVED