

TOWN OF BRISTOL
7747 County Hwy N, Sun Prairie WI 53590
Jt. Planning Commission and Town Board Meeting
January 19, 2025, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, January 19, 2026, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Hwy N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes: December 15, 2025, Meetings
 - d. Approval of Check Register & Treasurer's Report for December 2025

- II. Public Comment – Items Not on The Agenda

- III. Parks Committee Report

- IV. Business for Planning Commission & Town Board
 - a. Discuss/Consider Proposed Concept to Create a 2.5-acre Parcel from Parcel #0911-291-8022-0, Happy Valley Road and County Hwy N
 - b. Discuss/Consider Proposed Concept to Create 6-acre Parcel from Parcel #0911-094-8070-7, Wilburn Road
 - c. Discuss/Consider Proposed Concept for Single-Family Subdivision Development, Parcel #0911-193-9002-0 and #0911-193-8501-0, Frederick E. & Lois Ann Porter Living Trust

- 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: 1-15-2026 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Public Hearing - Jt. Planning-Town Board Meeting
December 15, 2025, at 6:00pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:01pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Planning: Steve Schwartzer, 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: November 18, 2025 MEETING

Board: Motioned by Grove and seconded by Kvalo to approve November 18, 2025, minutes as written. All aye's, motion carried.

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

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

PUBLIC COMMENT

Patrick Anderson inquired about a time frame to resolve the accessory building placement at 2964 Kiltie Drive. He also mentioned the bright light on the side of the building.

Jim Drunasky wanted to bring to the board's attention of a vehicle that has been parked on the corner of Northwynde Psgc for about 6 weeks causing the plows to have to go around it and not be able to clear the road effectively. He inquired about winter parking rules for the town of Bristol. Notification to remove from the road will be placed on the vehicle.

Rod Gross requested direction in dealing with neighboring property trees overhanging on his property, causing crop and equipment damage.

Todd Menzel mentioned poor plowing on Greenway Road.

PARKS COMMITTEE REPORT

Ben Grove reported that the committee did not meet in December. The skating rink ice is being made, weather permitting.

PLANNING CALLED TO ORDER

Quorum was created at 6:44pm and called to order by Steve Schwartzer. Present: Steve Schwartzer, Scott Manke, Daniel Everson and Chuck Kvalo

BUSINESS FOR PLANNING & TOWN BOARD

- a) **DISCUSS/CONSIDER REZONE FROM C2 (LEGACY) TO COM FOR PARCELS #0911-1449731-4 AND #0911-231-8001-3 ANC CONDITIONAL USE PERMIT FOR PARCEL #0911-144-9731-4 TO INSTALL A NEW LIGHTED SIGN**
Discussion occurred Regarding new replacement signage at the Diesel Truck Driver Training Facility. Applications appear to meet all requirements.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Public Hearing - Jt. Planning-Town Board Meeting
December 15, 2025, at 6:00pm

Board: Motioned by Grove seconded by Kvalo to approve rezone from C2 Legacy to COM for parcels #0911-144-9731-4 and #0911-231-8001-3. All aye's, motion carried.

Planning: Motioned by Everson seconded by Manke to approve CUP for parcel #0911-144-9731-4 to install a new lighted sign. All aye's, motion carried.

Board: Motioned by Kvalo seconded by Grove to approve CUP for parcel #0911-144-9731-4 to install a new lighted sign. All aye's, motion carried.

a. **UPDATE ON THE BOUNDARY AGREEMENT RENEWAL WITH THE CITY OF SUN PRAIRIE**

Narrative given by Willison as the discussions continue with the City. The goals working on are to preserve Bristol as Sun Prairie grows, continue to place a high value on Ag land within Bristol, and be aware of township islands being created along boundaries with the city.

SET FUTURE MEETINGS AND AGENDAS

January 19, 2025 – Jt. Planning-Board Meeting

ADJOURN

Planning: Motioned by Everson and seconded by Manke to adjourn at 7:21pm. All aye's, motion carried.

Board: Motioned by Grove and seconded by Kvalo to adjourn at 7:21pm. All aye's, Motion carried.

Submitted by Karen Weidner, Admin. Asst.

The Town of Bristol
Account QuickReport
As of December 31, 2025

Type	Date	Num	Name	Memo	Amount
Check	12/02/2025	DEBIT	Upnet Wisconsin	November Internet Services	-89.99
Bill Pmt -Check	12/03/2025	30525	Associated Appraisal Consultants, Inc.	Inv. #183526 -December Services	-1,422.57
Bill Pmt -Check	12/03/2025	30526	DeGoller Printing, Inc.	2026 Recycle Hangers Red (700 qty)	-929.01
Bill Pmt -Check	12/03/2025	30527	ES&S - Election Systems & Software	2026 Warranty&Maint (1)DS200, (1)ExpressVote	-421.12
Bill Pmt -Check	12/03/2025	30528	Horstman Networks	Monthly IT/Email Svcs & 11/6 Security Svcs	-214.50
Bill Pmt -Check	12/03/2025	30529	Rhyme Business Products	Dec2025 Maint. Charge & Qtr 3 Coverage	-73.01
Bill Pmt -Check	12/03/2025	30530	Sun Prairie, City of	Inv. #20251390 - EMS 4th Qtr 2025	-44,896.75
Bill Pmt -Check	12/03/2025	30531	Sundance BioClean Inc.	Inv. #3143 Nov.. Janitorial Svcs	-335.00
Bill Pmt -Check	12/03/2025	30532	Thunder Road LLC	Crackfill & Mastic Patch Work on 11-6-2025	-37,500.00
Bill Pmt -Check	12/03/2025	30533	Town Web Design LLC	2026 Annual Website Hosting & Maint. Fee	-2,000.00
Bill Pmt -Check	12/03/2025	30534	Visa - Elan Financial Services	Nov. 2025 Stmt-Carbonite, Office Supplies, Postage	-311.93
Bill Pmt -Check	12/03/2025	30535	Wisconsin Dept of Financial Institutions	Notary Fee for Grob	-20.00
Liability Check	12/03/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1179804962	-1,526.42
Bill Pmt -Check	12/03/2025	30536	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egre Pk, St. Lights, Ice Rink	-1,310.33
Liability Check	12/04/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/03/2025	-6,475.44
Liability Check	12/05/2025	DEBIT	North Shore Bank	010-7001187	-100.00
Bill Pmt -Check	12/12/2025	30537	General Engineering Company	Inv. #92 - Nov Bldg & Land Use Permits	-4,657.21
Bill Pmt -Check	12/12/2025	30538	MG&E	November2025 Stmt	-349.42
Bill Pmt -Check	12/12/2025	30539	Pellitteri Waste Systems	Inv. #6463041 -Dec. Recycle & Nov. Trash Svcs	-3,733.77
Bill Pmt -Check	12/12/2025	30540	Terminator Pest Control, LLC	Inv. #260800 - Nov. Svcs	-55.00
Bill Pmt -Check	12/12/2025	30541	Truck Country of Wisconsin	Inv. #R201139867:01	-5,477.19
Bill Pmt -Check	12/12/2025	30542	Weber Tires	Inv. #32941 - Rim	-518.95
Bill Pmt -Check	12/12/2025	30543	Weld Riley S.C.	November. 2025 Svcs	-162.43
Bill Pmt -Check	12/15/2025	30544	Delmore Consulting LLC	Culvert Inventory Services	-14,000.00
Liability Check	12/17/2025	E-pay	United States Treasury	39-6005805 QB Tracking # 407755234	-1,361.08
Liability Check	12/18/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/17/2025	-5,346.41
Paycheck	12/19/2025	30545	Schultz, Daryl A	Snowplower	-182.86
Liability Check	12/05/2025	DEBIT	North Shore Bank	010-7001187	-100.00
Check	12/24/2025	DEBIT	NUSOLLC	Phone Storage	-148.64
Liability Check	12/24/2025	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,973.16
Liability Check	12/29/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -635672962	-1,561.02
Liability Check	12/29/2025	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -635587962	-401.53
Liability Check	12/30/2025	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # 408006234	-425.35
Liability Check	12/31/2025		QuickBooks Payroll Service	Created by Payroll Service on 12/29/2025	-5,978.07
Total 100 - General Fund					<u>-147,058.16</u>

Town of Bristol
Treasurer's Report
December 2025

General Fund

Beginning Balance 12/01/2025		\$25,283.29
Deposits	\$ 3,176,982.23	
Transfer from ICS Account	\$ 1,000,000.00	
Withdrawals	\$ 160,171.62	
Transfer to ICS Account	\$ 3,670,000.00	
Ending Balance 12/31/2025		\$372,093.90

Money Market

Beginning Balance 12/01/2025		\$1,989.08
Transfer from ICS Account	\$ 200.00	
Interest	\$ 0.12	
Service Fee	\$ 11.00	
Ending Balance 12/31/2025		\$2,178.20

ICS Account

Beginning Balance 12/01/2025		\$763,743.59
Interest	\$ 4,361.11	
Deposit	\$ 3,670,000.00	
Transfer to Money Market	\$ 200.00	
Transfer to Checking	\$ 100,000.00	
Ending Balance 12/31/2025		\$4,337,904.70

LGIP Fund

General

Beginning Balance 12/01/2025		\$179,400.95
Interest	\$ 582.79	
Ending Balance 12/31/2025		\$179,983.74

Parks

Beginning Balance 12/01/2025		\$91,659.91
Interest Earned	\$ 297.76	
Ending Balance 12/31/2025		\$91,957.67

Equipment

Beginning Balance 12/01/2025		\$5.16
Interest Earned	\$ 0.02	
Ending Balance 12/31/2025		\$5.18

Total Funds As December 31, 2025 \$4,984,123.39

Parks Fund - LGIP **-\$91,957.67**

ARPA Funds Expenses Outstanding **-\$4,869.68**

Total Funds \$4,887,296.04

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

a.

Bristol Township Planning Commission

Proposed Concept

- **Re: Request for Approval of New 2.5-Acre Parcel via CSM –
[#091129195005/VOLLMERT REV LIVING TR, JANICE M REINEN REV LIVING TR,
JAMES A & ELIZABETH J**

Dear Members of the Bristol Township Planning Commission,

I am writing to request the Planning Commission's review and approval of a new 2.5-acre parcel to be created via a Certified Survey Map (CSM) from the existing 23.96-acre parcel located at 6844 Cty Rd N Sun Prairie – parcel #091129180220.

The proposed 2.5-acre parcel, by itself, does not meet the township's 1-to-35-acre requirement for a buildable lot. However, there is an adjacent parcel under the same ownership, located directly south of the proposed parcel -#091129195005, consisting of 39.50 acres. In consultation with the Bristol township engineer -Mitchell Bortz – Assistant Zoning Administrator, it has been indicated that the 1-to-35-acre requirement can be satisfied if a deed restriction is placed on the newly created 2.5-acre parcel, effectively tying its buildable rights to #091129195005 39-acre parcel behind it.

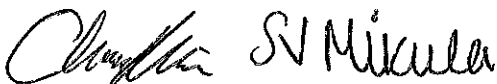
We are prepared to record the necessary deed restrictions to ensure compliance with all township regulations and respectfully request that the Commission review and approve the creation of this new buildable parcel. We are happy to provide any additional documentation, maps, CSM or engineering details needed for your consideration.

Please find attached a picture of what is being proposed to help clarify intent. We have also attached a letter from the City of Sun Prairie with their approval pending ultimate decision being made by Town of Bristol.

Thank you for your time and consideration.

Sincerely,

Chase & Sarah Mikula

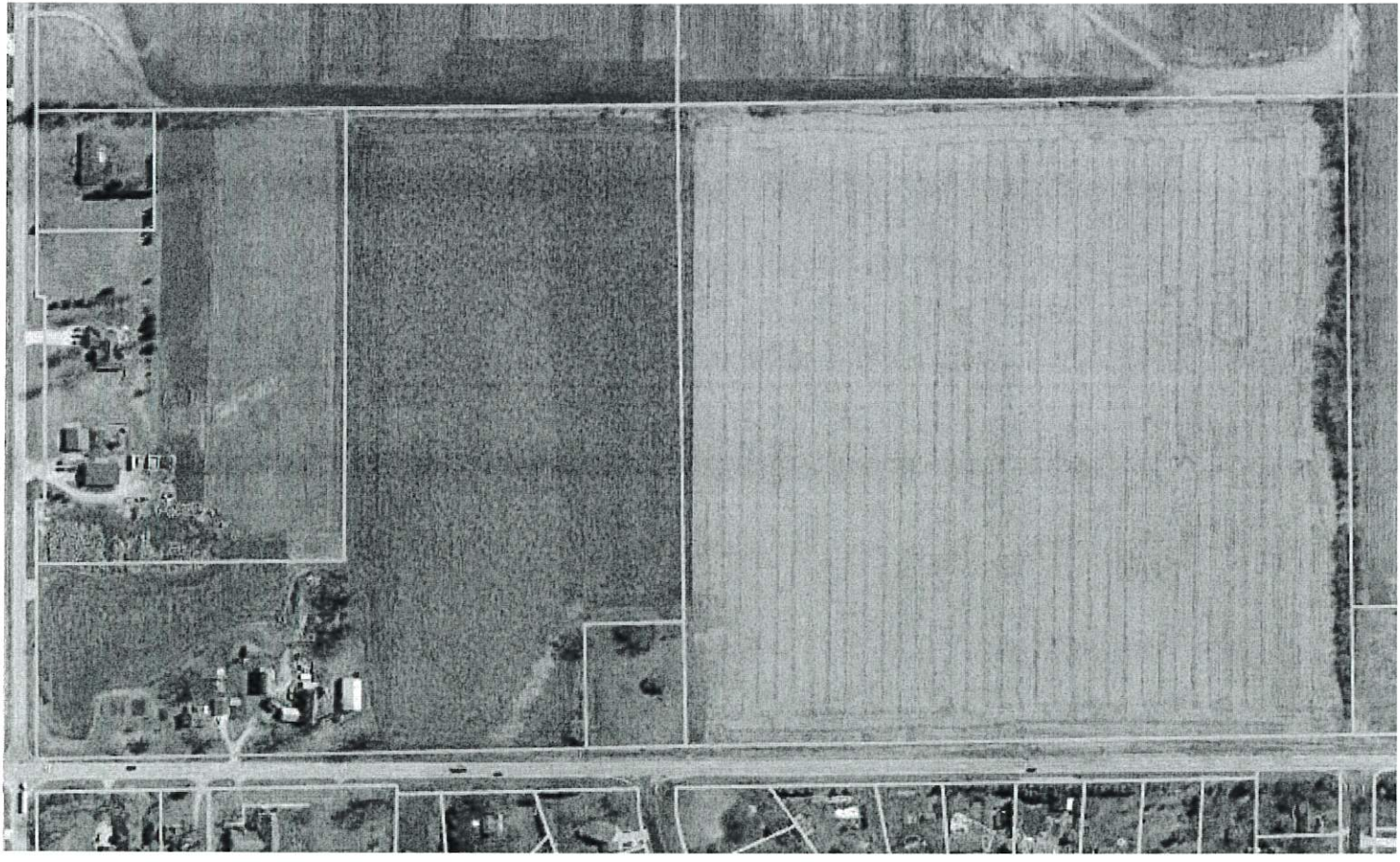


2.5 Acres
Happy Valley Road

0911-291-
8022-0



Suggested New Parcel Layout
- Mitchell Bortz



Current Parcel(s)



300 E. Main Street
Sun Prairie, WI 53590-2227
Phone: 608-825-1107
Fax: 608-825-1194
CityofSunPrairie.com

December 18, 2025

Chase Mikula
2663 Happy Valley Rd
Sun Prairie, WI 53590
Chasemikula39@gmail.com

Re: Requested Information Regarding Potential Residential Development

Dear Chase,

This letter is being provided at your request regarding property located at 2663 Happy Valley Road. Specifically, you have inquired as to the possibility of acquiring approximately one acre from the property to the west, 6844 County Highway N, in order to construct a residence.

This property is located in the Town of Bristol within the City's extraterritorial authority over land divisions that occur in this area. In addition, the City and the Town have jointly entered into an Intergovernmental Agreement that provides additional land use and development parameters for land located within a specified distance outside of the City's current corporate limits. Per this Agreement, lands east of County Highway N and south of Happy Valley Road are reserved for agricultural activities and future business park development. Limited land divisions are allowed if permitted by Town zoning, subject to Town and City review.

The City is not responsible for nor does it have jurisdiction over zoning decisions within the Town of Bristol, outside of the joint enforcement of the above-mentioned intergovernmental agreement. Please note that information regarding what current Town zoning may allow on the property under the Town's zoning regulations should come directly from the Town.

If it is determined that Town zoning would allow another residence on the property, it appears that the current intergovernmental agreement would allow the construction of one new residential home on Parcel No. 012/0911-291-8022-0. We feel it would be in everyone's best interest for such residence to be located along Happy Valley Road, west of the home and improvements at 2663 Happy Valley Road and north of the home and farm improvements at 6844 County Highway N., subject to any setbacks that may apply through the Town's zoning regulations. Such Certified Survey Map (CSM) would be subject to review and approval by both the City and the Town at the time of application.

I hope this letter meets your needs at this time. Please note that the above information represents our findings based on the information you provided to me, the current Agreement, and applicable ordinances. If you have any questions, please do not hesitate to reach me.

Sincerely,

Joshua Clements, AICP
Planning Director

Joshua Clements
Digitally signed by Joshua Clements
Date: 2025.12.18 12:07:03 -06'00'

Delivered via Email Chasemikula39@gmail.com

CC: Town of Bristol

Enclosed:

- Illustrations provided to the City on November 20, 2025 (below)



TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

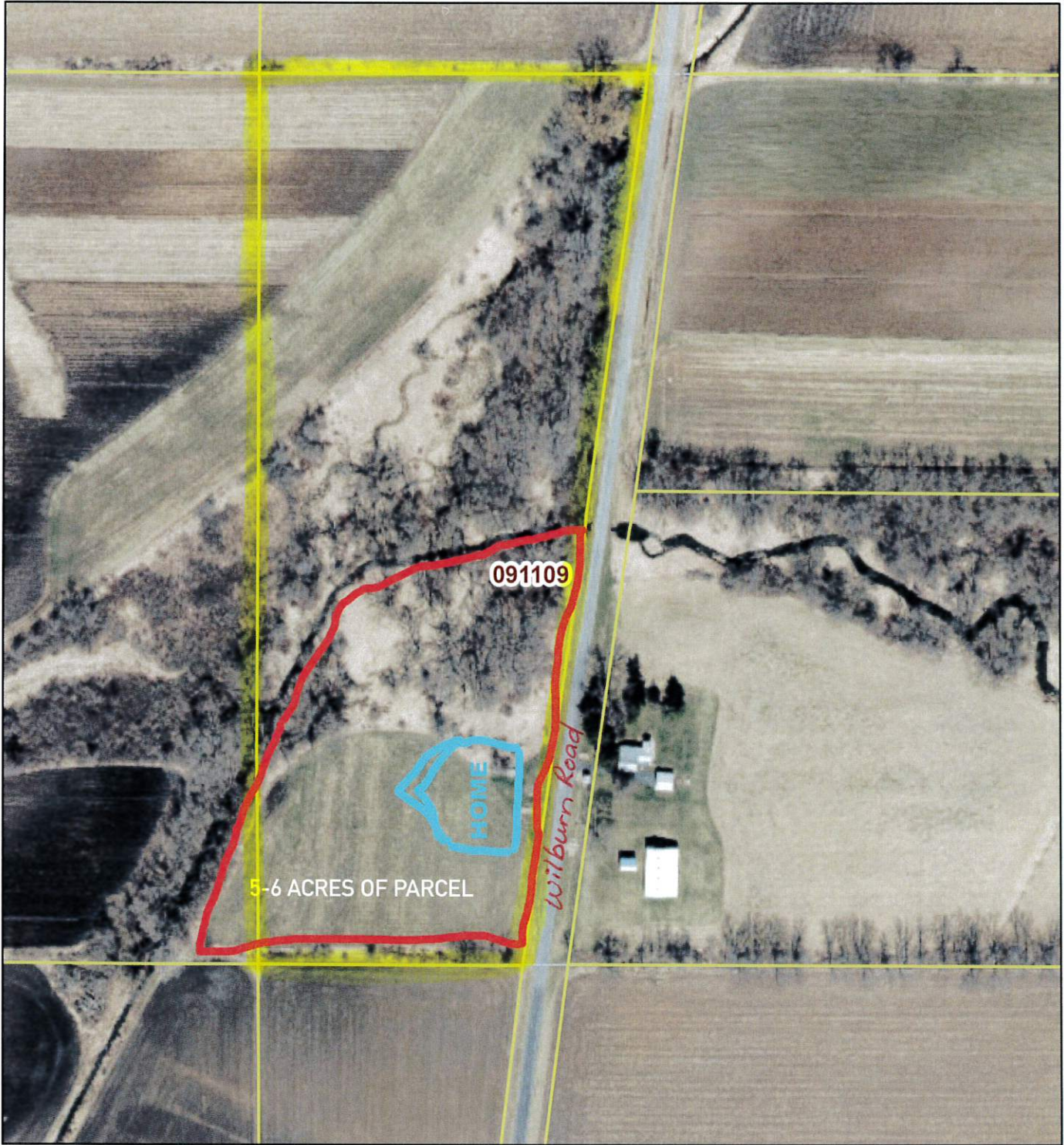
IV. Business

b.







Wilburn Road – 6-acre Parcel Creation

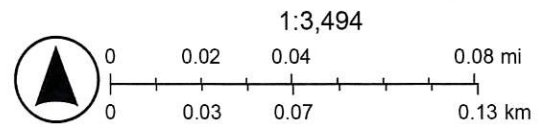
Creation of a 6-acre parcel from an existing 15-acre parcel #0911-094-8070-7 on Wilburn Road by Dennis Jesberger for Brian Jesberger.

ArcGIS Web Map



1/8/2026, 10:25:46 AM

-  Parcels
 -  Sections
 -  QQ Sections
- ColorOrtho3Inch2024Web
-  Red: Red
 -  Green: Green
 -  Blue: Blue



Dane County Land Information Office (LIO), Fly Dane Partnership, Ayres Associates, Wisconsin Regional Orthoimagery Consortium (WROC)

Parcel # 0911-094-8070-7 (15 acres)

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

c.

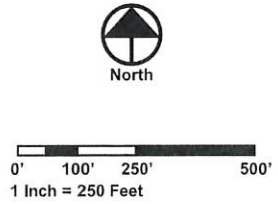
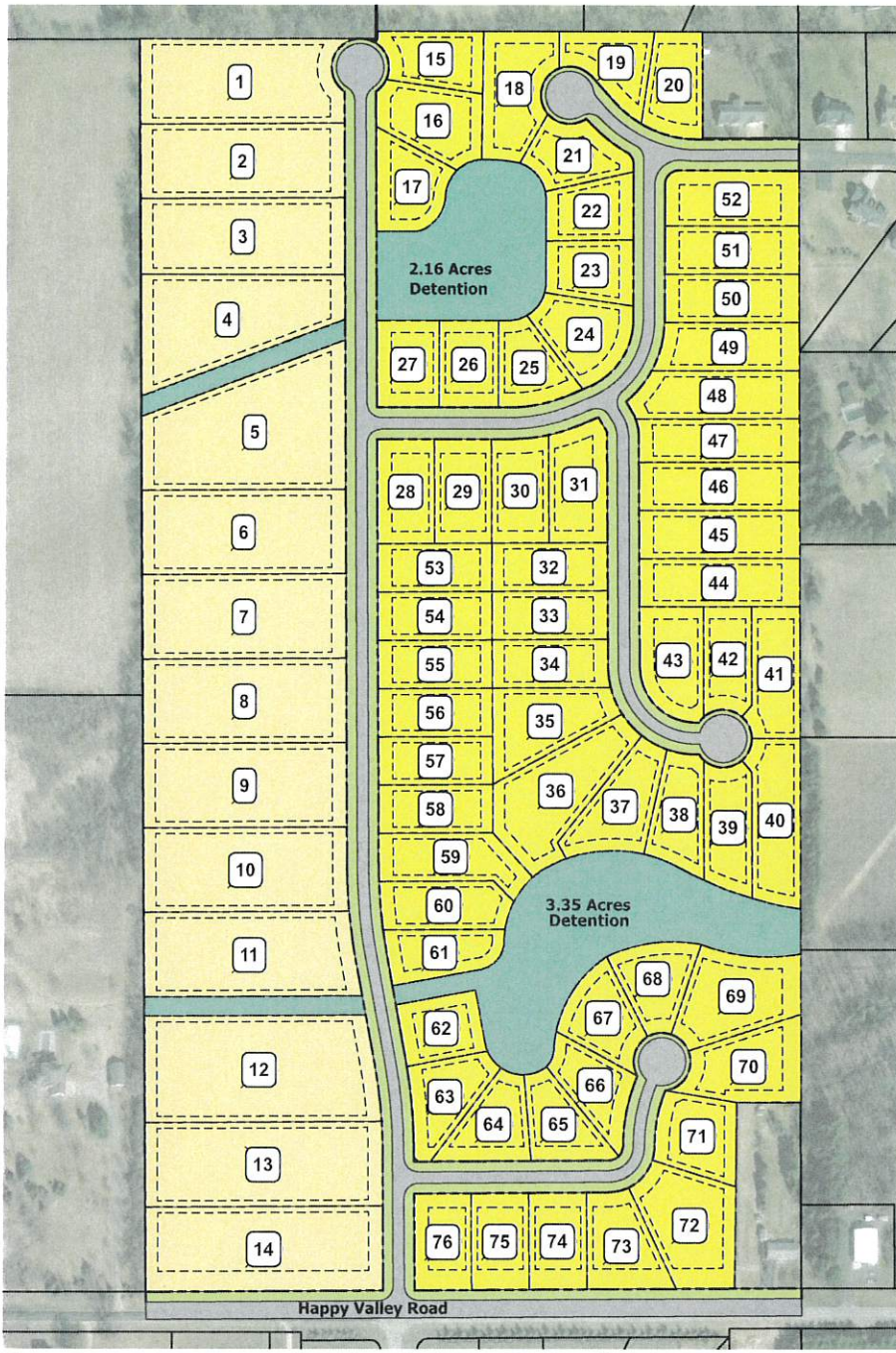
Porter Farm – Proposal Single Family Subdivision Development

- **Development Area:** 51.0± Acres (w/in Town of Bristol)
 - Additional 29.7± Acres (w/in Village of Windsor)
- **Existing Parcel Numbers**
 - Town of Bristol
 - 0911-193-9002-0 & 0911-193-8501-0
 - Village of Windsor
 - 0910-244-9500-4 & 0910-244-8000-1
- **Anticipated Number of Lots**
 - 62 Lots (0.5 – 0.8 Acre Size Lots) in Town of Bristol
 - 14 Lots (1.5-2 Acre Size Lots) in Village of Windsor which will be developed with TDR credits through the Village of Windsor

Development Concept Overview Description:

The existing parcels within Town of Bristol are currently zoned Agricultural and the development anticipates rezoning to a single-family residential use with this project. The current parcels land use includes agricultural crop land, farmstead, and outbuildings. The proposed development is bordered by Happy Valley Rd. to the south; existing undeveloped farmland with residential farmstead lots to the east; single family lots to the northeast; undeveloped agricultural land to the north and west.

The proposed development concept layout anticipates access to Happy Valley Rd. in alignment of the existing Angelica Trail intersection and an additional access connection to Parker Pass in the northeast corner of the development. The current roadway layout contemplates a future extension to the northern undeveloped lands with future development proposals of the north-south connection to Happy Valley Rd. The north-south roadway is currently aligned with most of the right-of-way within the Village of Windsor jurisdictional boundaries, except for the initial few hundred feet of roadway just north of Happy Valley Rd.



Lot Type

- 0.5 to 0.8 Acre Lot
62 Total Lots
- 1.5 to 2 Acre Lot
14 Total Lots

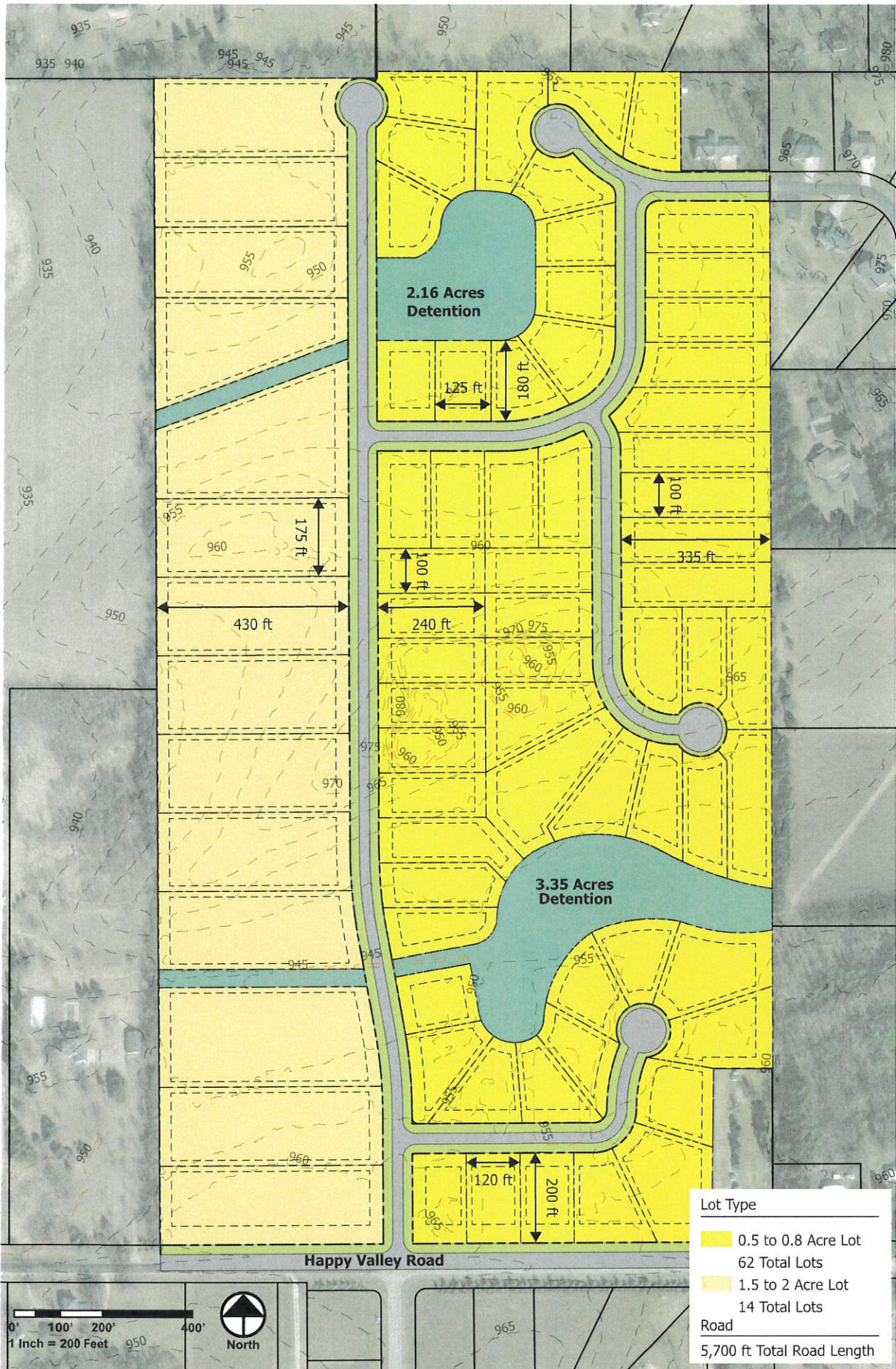
Lot #	Lot Area (SF)	Buildable Area (SF)	Lot #	Lot Area (SF)	Buildable Area (SF)	Lot #	Lot Area (SF)	Buildable Area (SF)	Lot #	Lot Area (SF)	Buildable Area (SF)
1	74,273	54,716	21	22,552	11,007	41	27,850	17,250	61	23,098	10,916
2	66,868	48,967	22	22,004	12,042	42	21,713	12,084	62	22,051	10,590
3	68,404	49,763	23	22,039	12,110	43	29,080	15,174	63	25,527	13,847
4	74,148	55,313	24	27,538	16,178	44	33,466	20,005	64	24,359	13,191
5	99,738	76,966	25	22,194	12,046	45	33,452	20,026	65	22,445	11,955
6	75,288	56,227	26	22,500	12,500	46	33,481	20,048	66	22,334	11,438
7	75,148	56,169	27	23,519	11,022	47	30,237	17,409	67	24,141	13,508
8	75,153	56,112	28	26,083	12,633	48	33,830	19,993	68	23,945	13,812
9	74,995	56,054	29	25,956	15,323	49	28,956	16,503	69	39,771	24,610
10	75,036	56,063	30	26,098	15,382	50	27,997	15,946	70	33,459	17,679
11	77,589	58,172	31	28,884	14,165	51	27,966	15,923	71	26,913	15,241
12	106,764	83,850	32	24,000	13,875	52	31,722	15,367	72	42,230	26,091
13	87,152	66,441	33	24,000	13,875	53	24,000	13,875	73	27,776	14,065
14	87,104	53,353	34	24,076	13,899	54	24,000	13,875	74	24,000	12,160
15	23,976	13,508	35	33,555	21,263	55	24,000	13,875	75	24,000	12,160
16	30,212	18,617	36	47,925	32,367	56	24,000	13,875	76	24,000	9,984
17	25,341	12,393	37	29,504	17,913	57	24,000	13,875			
18	35,119	17,862	38	24,445	14,038	58	24,000	13,875			
19	23,031	9,709	39	25,838	15,077	59	29,938	17,156			
20	24,927	14,523	40	34,923	22,565	60	26,417	16,110			

PORTER FARM - LOT SIZE CONCEPT 2

TOWN OF BRISTOL, WISCONSIN

12/17/2025





PORTER FARM - LOT PLAN CONCEPT 2

TOWN OF BRISTOL, WISCONSIN

12/17/2025

