

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning-Town Board Meeting
April 20, 2026
Immediately Following Public Hearing

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:08pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Planning: Steve Schwartzter, Daniel Everson, Travis Larson and Chuck Kvalo. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: MARCH 24, 2026, MEETING

Board: Motioned by Grove and seconded by Kvalo to table March 24, 2026, minutes. All aye's, motion carried.

d. APPROVAL OF CHECK REGISTER AND TREASURER'S REPORT FOR MARCH 2026

Motioned by Grove and seconded by Kvalo to approve March 2026 check register. All aye's, motion carried. Motioned by Kvalo and seconded by Grove to approve March 2026 treasurer's report. All aye's, motion carried.

PUBLIC COMMENT

Realtor Nick Conrad announced that James & Mary Schulenburg are planning to submit applications and CSM for creating a one-acre lot for a family member to build a home at the corner of LMor Drive and Prairie View Road.

Derek Wallenhorst inquired about the relocation of an accessory shed and the appropriate setback to the 2964 Kiltie Dr. septic mound.

Steve Schwarzter expressed the need for the town to develop an ordinance regarding data centers, solar fields and windmills to be proactive on any possible inquiries to the town. Chuck Kvalo will discuss the topic at a future Six-Towns Meeting.

PARKS COMMITTEE REPORT

Ben Grove reported that tree planting and park cleanup plans are being coordinated. There has been some activity of Baseball field rentals for the summer.

BUSINESS FOR PLANNING COMMISSION & TOWN BOARD

a. DISCUSS/CONSIDER PRELIMINARY/FINAL PLAT (VALLEY PINES) FOR THE CREATION OF FIVE SINGLE FAMILY LOTS ALONG HAPPY VALLEY ROAD, PARCELS #0911-302-8000-0 AND #0911-302-8500-3

Planning: Motioned by Everson and seconded by Larson to approve the preliminary/final plat (Valley Pines) for the creation of five lots along Happy Valley Rd with Parcels #0911-302-8000-0 and #0911-302-8500-3. All aye's, motion carried.

Board: Motioned by Grove and seconded by Kvalo to approve the preliminary/final plat (Valley Pines) for the creation of the five lots along Happy Valley Rd with Parcels #0911-302-8000-0 and #0911-302-8500-3. All aye's, motion carried.

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b. DISCUSS/CONSIDER SPECIFIC IMPLEMENTATION PLAN (SIP) FOR VALLEY PINES SINGLE FAMILY LOTS

Planning: Motioned by Everson and seconded by Larson to approve the Specific Implementation Plan (SIP) for Valley Pines with the proposal to have street lighting be downward facing. All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo to accept the Planning Committees advisement and approves the Specific Implementation Plan (SIP) for Valley Pines with the recommendation to have street lighting be downward facing. All aye's, motion carried. The board directed the engineer to ensure that all easements be recorded with the Register of Deeds.

c. DISCUSS/CONSIDER PROPOSED CONCEPT TO CREATE A 2.25-ACRE PARCEL FROM PARCEL #0911-011-8000-0, 1603 BRISTOL ROAD

Mark Schroeder explained he wishes to section the house and buildings making a 2.25-acre lot from parcel #0911-011-8000-0. There are three parcels of this farm in the Town of Bristol that total 120 acres. The proposed lot would use a split. Remaining farmland would stay agriculture and an existing field access to the land is already established. Planning: Motioned by Schwartzter and seconded by Everson to move forward with the creation of a 2.25-acre parcel from parcel #0911-011-8000-0; making sure appropriate setbacks are met with the existing buildings and work with the towns Zoning Administrator for proper zoning. All aye's, motion carried. Board: Motioned by Kvalo and seconded by Grove to accept the Planning Commission's recommendation for creating the 2.25-acre lot from parcel #0911-011-8000-0; making sure appropriate setbacks are met with the existing buildings and work with the towns Zoning Administrator for proper zoning. All aye's, motion carried.

d. DISCUSS/CONSIDER PROPOSED CONCEPT TO CREATE A 3.93-ACRE PARCEL FROM PARCEL #0911-193-8501-0

A proposed 3.93-acre lot creation from parcel #0911-193-8501-0 was presented by some of the Fred and Lois Porter family. The proposed lot would be located at the end of Parker Pass. The Planning and Town Board expressed concern about the extension of Parker Pass to the west and who would be responsible for installing this extension of road. Planning: Motioned by Schwartzter and seconded by Everson to table until further clarification can be given from all parties involved. All aye's, motion carried. Board: Motioned by Grove and seconded by Kvalo to accept the motion from Planning to table until further clarification can be given from all parties involved. All aye's, motion carried.

e. DISCUSS/CONSIDER OPERATOR LICENSE FOR SHAY LABUWI FROM APRIL 21, 2026, TO JUNE 30, 2026

Shay LaBuwi's application was submitted and fees paid. No concerns were found with the background check. Motioned by Grove and seconded by Kvalo to approve the Operator's license for Shay LaBuwi from April 21, 2026, to June 30, 2026. All aye's, motion carried.

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f. DISCUSS/CONSIDER 2026 ELECTRONIC RECYCLING COLLECTIONS BY COM2 RECYCLING SOLUTIONS

COM2 Recycling Solutions worked with the town in 2025 by holding an electronics collection event that was free to the public and collected 52.95 tons of electronics for recycling. Discussion occurred to hold the event again this year and work with COM2 Recycling Solutions. Motioned by Willison and seconded by Grove to partner with COM2 Recycling Solutions to hold an electronics collection event this fall at the town hall with date to be determined. All aye's, motion carried.

g. DISCUSS/CONSIDER RECENT STORM DAMAGE TO TOWN PROPERTY

The storms that recently came through Bristol took out the power pole in the Recycle Center. Electricity was restored and Public Works Lead Jim Tate is working with Alliant Energy to have the line into the Recycle Center placed underground in the future.

FUTURE MEETINGS AND AGENDAS

May 18, 2026 – Board Meeting
June 15, 2026 – Board Meeting
July 21, 2026 – Board Meeting
August 17, 2026 – Board Meeting

ADJOURN

Planning: Motioned by Larson and seconded by Everson to adjourn at 8:00pm. All aye's, motion carried.
Board: Motioned by Kvalo and seconded by Grove to adjourn at 8:00pm. All aye's, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer