



## Dane County Planning & Development Land Division Review

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July 7, 2016

Birrenkott Surveying, Inc.  
PO Box 237  
1677 N. Bristol St.  
Sun Prairie, WI 53590

Re: Martin Living Tr. (CSM 9893)  
Town of Sun Prairie, Section 30  
(1 lot, 3.01 acres)  
Zoning Petition #10986, A-1EX to A-2(2)

*The Dane County Board approved rezone Petition #10986 on June 2, 2016.*

Attention: Daniel Birrenkott, S-1531

The proposed CSM is hereby conditionally approved as follows:

1. The document is to be completed in accordance with S.236.34, Wisconsin State Statutes.
2. Rezone Petition #10986 is to become effective and all conditions established are to be timely satisfied.
  - *Recording of an approved CSM.*
3. The right-of-way distances each side of centerline are to be dimensioned.
4. Remove any reference to public dedications within the owner's certificate and the town approval certificate as no dedication is being shown.
5. All owners of record are to be included in the owner's certificate. A certificate of consent by all mortgagees/vendors shall be included and satisfied if relevant.  
County records indicate the following owners:
  - *MARTIN LIVING TR, GILBERT & DOROTHY*
6. The required approval certificates are to be satisfied prior to final submittal.
  - *Town of Sun Prairie*
  - *City of Sun Prairie*

7. Comments from the Dane County Surveyor are to be satisfied:
- a. *Set monuments at all appropriate corners of the CSM and add symbols to corners and the legend including the weight per lineal foot of monuments set. 236.20(2)(b)*
  - b. *Add ("recorded as") bearings and distances as appropriate per CSM 7453. 236.20(2)(c)*
  - c. *Label the right-of-way width each side of centerline. 236.20(2)(f)*
  - d. *Remove dedication language from the Owner's Certificate and Town Approval Certificate as no dedications are present. 236.34(1m)(e)*

8. The recordable document is to be submitted for review and approval.

When the above conditions have been fully satisfied, the original document along with a copy of this letter may be submitted for final review and the Dane County approving signature will be affixed. Please allow for ten (10) working days for approving signature. Any questions regarding this letter, please contact myself.

Sincerely,

Dan Everson  
Assistant Zoning Administrator  
267.1541

CC:  
Clerk, Town of Sun Prairie  
Clerk, City of Sun Prairie



# Staff Report

Zoning and Land Regulation Committee

Public Hearing: **May 24, 2016**

Petition: **Rezone 10986**

Zoning Amendment:  
**A-1EX Exclusive Agriculture District to A-2(2) Agriculture District**

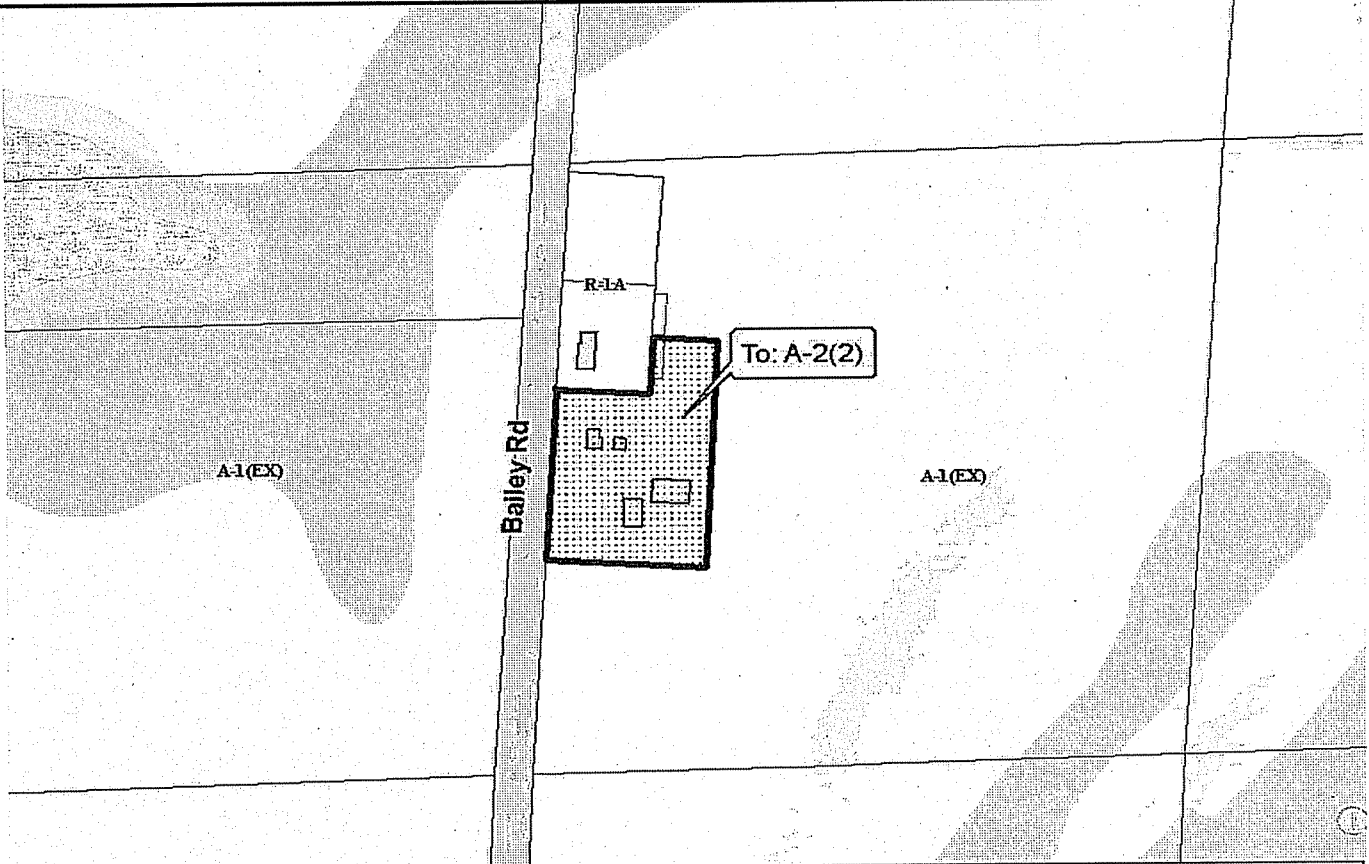
Town/sect:  
**Sun Prairie Section 30**

Acres: 3.01  
Survey Req. Yes

Applicant  
**Martin Living TR, Gilbert & Dorothy**

Reason:  
**Separation of building from farmland**

Location:  
**3727 Bailey Road**



**DESCRIPTION:** Applicant proposes to separate the existing farm residence and buildings from the farmland.

**OBSERVATIONS:** Proposed A-2(2) parcel consists of 15% Class I soils, and 85% class II soils. No sensitive environmental features observed. No new development proposed.

**TOWN PLAN:** The property is located in the town's Agricultural Preservation area.

**RESOURCE PROTECTION:** No resource protection corridors located on the property.

**STAFF:** The town of Sun Prairie places a town-wide annual limit of 1.2% on new residential development. Note that separation of existing residences does not count toward the 1.2% annual limit on new residential development. Proposal is consistent with town plan policies.

**TOWN:** Approved (Note that the town action report references a "lot 2" which was not included in the rezoning request submitted by the applicant.)

**TOWN OF SUN PRAIRIE  
TOWN BOARD OF SUPERVISORS  
Monday, March 28, 2016**

**Call to Order:** Chairperson L Updike called the regular meeting to order at 6 p.m. at the Town Hall, 5556 Twin Lane Road. Supervisors V Pogue and D Yelk, Treasurer C Yelk, Clerk J Ramsfield, Patrolman W Dorshorst, and D Strohmenger were present.

**Statement of Public Notice:** Record in the minutes that the notice of this meeting was posted on the three Town bulletin boards and website on March 24, 2016.

**Pledge of Allegiance:** V Pogue led the pledge.

**Approve Minutes from prior meetings:**

Moved by V Pogue, second by D Yelk to approve the minutes of 3/14/2016 as presented.

Voting AYE: Pogue and Yelk

Voting Nay: none

Abstain: Updike

Motion carried

**Public Comment:** None.

**Strohmenger rezone petition decision: D Strohmenger requests approval to separate and rezone 14.652 acres of farm buildings and a residence of an existing farm from A-1(Ex) Agricultural to A-2(8) Agricultural to allow sale of the remaining farmland at 1785 Strohmenger Ln, in Section 1, Town of Sun Prairie:** D Yelk explained to D Strohmenger the Hammerhead design for the turnaround at the end of Strohmenger Road to be built. Moved by D Yelk, second by V Pogue to approve the Strohmenger rezone petition and the vacation of the east end of Strohmenger Rd with the turnaround to be constructed no Later than July 2017.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Martin Living Trust rezone petition decision: Martin Living Trust, represented by Birrenkott Surveying, Inc., requests rezoning a 3.29 acre lot from A-1(Ex) Agricultural to A-2(2) Agricultural (Lot #1) to settle the Martin Living Trust Estate at 3427 Bailey Rd in Section 30, Town of Sun Prairie:** The board reviewed the Action Plan submitted by the Plan Commission. Moved by D Yelk, second by V Pogue to approve the rezone of Lot 1 following the PC recommendation.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Martin Living Trust rezone petition decision: Martin Living Trust, represented by Birrenkott Surveying, Inc., requests rezoning a 5.39 acre lot from A-1(Ex) Agricultural to RH-2 Rural Homes (Lot #2) to settle the Martin Living Trust Estate at 3427 Bailey Rd in Section 30, Town of Sun Prairie.** The board reviewed the Action Plan submitted by the Plan Commission. Moved by D Yelk, second by V Pogue to deny the rezone of Lot 2 following the PC recommendation.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

MartinTrustRezoneCSM.docx

**Committee Updates**

- a. EMS: V Pogue reported the stretchers are working out well and the director continues to work on consolidating community resources.
- b. Fire Unit: D Yelk reported that he and J Seltzner are working on budget and long term agreement between Bristol, Burke, City of Sun Prairie & Town of Sun Prairie. Northeast Fire Unit will need to replace a pumper tanker soon.
- c. Plan Commission: Next meeting is scheduled for April 18. L Updike asked the clerk to contact R Fetterly to plan a joint meeting that evening to discuss "Opting Out".

**Audit/Pay Bills:** Moved by V Pogue, second by D Yelk to approve the bills as presented.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Internal Audit:** Board members were given the 2015 financial books for the town for examination. L Updike examined the bank balances, V Pogue picked random check numbers out of the check numbers used during 2015; D Yelk located the check number in the binder; C Yelk located the corresponding expense; with the books in order it was moved by V Pogue, second by D Yelk to approve the

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Old Business:** L Updike talked about the TRIP D application for reconstruction of: Bailey Road from Townhall Dr to County N; County N to Nelson Rd. The City of Sun Prairie will be reconstructing South Bird Street this summer; it was discussed whether the town could apply for bridge-aid for the culver on Bird Street. L Updike stated that a 2" overlay will not qualify for a TRIP grant.

**New Business:** W Dorshorst request a date be set for a town road tour. The date was set for March 31, 2016 at 8 a.m. from the Town Hall.

**Items for next meeting agenda**

Set Next Meeting Date/Adjournment: The next board meeting will be April 11, 2016 at 6:00 p.m. Moved by V Pogue to adjourn the meeting at 7:15 p.m.


Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

Correctly Attested,



Jo Ann Ramsfield, Town Clerk

**TOWN OF SUN PRAIRIE  
TOWN BOARD OF SUPERVISORS  
Monday, July 11, 2016**

**Call to Order:** Chairperson L Updike called the regular meeting to order at 6 p.m. at the Town Hall, 5556 Twin Lane Road. Supervisors V Pogue and D Yelk, Treasurer C Yelk, and Clerk J Ramsfield were present.

**Statement of Public Notice:** Record in the minutes that the notice of this meeting was posted on the three Town bulletin boards and website on July 7, 2016.

**Pledge of Allegiance:** V Pogue led the pledge.

**Approve Minutes from prior meeting:** Moved by V Pogue, second by D Yelk to approve the minutes June 27, 2016.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Public Comment:** No one from the public was present.

#### **Committee Updates**

- d. EMS: With the departure of Rev. Paul, the other EMS staff has stepped up to fill the hours.
- e. Fire Unit: D Yelk will meet with the City of Sun Prairie mayor to discuss the fire service contract. Date has not been set.
- f. DCTA Zoning Committee: The committee met July 6 to review chapters 1-3 of the model zoning ordinance. The ordinance is in draft status. It is available to anyone on the DCTA website.

**Audit/Pay Bills:** Moved by D Yelk, second by V Pogue to approve the bills as presented.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none

Absent: none

Motion carried

**Old Business/New Business/Correspondence:** The clerk asked the board to approve the Martin Trust CSM and authorize her to sign the CSM for recording. The board viewed the CSM noting the typographical highlighted errors. The board asked for it to be added to the next regular meeting agenda for approval and authorize the clerk to sign.

#### **Items for next meeting agenda:**

- a) Notice of Intent
- b) Resolution to Opt Out of County Zoning
- c) Resolution "Just Fix It"
- d) Final CSM review:

Martin Living Trust, 3427 Bailey Rd

Gerald Bradley, 5142 County Road N

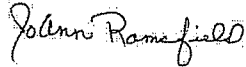
**Set Next Meeting Date/Adjournment:** The next board meeting will be July 25, 2016 at 6:00 p.m.

Moved by D Yelk to adjourn the meeting at 7:05 p.m.

Voting AYE: Updike, Pogue and Yelk

Voting Nay: none  
Absent: none  
Motion carried

Correctly Attested,



Jo Ann Ramsfield, Town Clerk

**TOWN OF SUN PRAIRIE  
TOWN BOARD OF SUPERVISORS**

**Monday, July 25, 2016**

**Location: Town Hall and Municipal Offices  
5556 Twin Lane Road**

**Time: 6:00 p.m.**

**Agenda:**

1. Call to Order.
2. Statement of Public Notice.
3. Pledge of Allegiance
4. Approve Minutes from prior meeting
5. Public Comment
6. Road Report
7. Consider/take action: Review final CSM and authorize the clerk to sign original to be recorded. Rezone petition 11001; separating existing residence from farmland creating on residential lot at 5142 County Rd N, section 28.
8. Consider/take action: Review final CSM and authorize the clerk to sign original to be recorded. Martin Living Trust rezone petition: Martin Living Trust, represented by Birrenkott Surveying, Inc., requests rezoning a 3.29 acre lot from A-1(Ex) Agricultural to A-2(2) Agricultural (Lot #1) to settle the Martin Living Trust Estate at 3427 Bailey Rd in Section 30, Town of Sun Prairie.
9. Consider/take action: Endorse "Just Fix it" Resolution to be delivered to the Governor in the fall by the Wisconsin Towns Association.
10. Consider/take action: Endorse "Notice of Intent" to Enact a Zoning Ordinance pursuant to Section 60.23(34)(b)1
11. Consider/take action: Endorse a resolution approving notice of intent to enact a zoning ordinance pursuant to Section 60.23(34)(a).
12. Committee Updates
  - a) EMS
  - b) Fire Unit
  - c) Plan Commission
  - d) Parks
  - e) DCTA Zoning Committee
13. Audit/Pay Bills.
14. Old Business/New Business/Correspondence
15. Items for next meeting agenda
16. Set Next Meeting Date/Adjournment

COMPLIANCE WITH THE OPEN MEETINGS LAW is certified. Notice was given by posting this agenda on July 21, 2016 at the following three public places: Sun Prairie Town Hall; Town Bulletin Boards at 4167 CTH TT and the intersection of CTH N & Lonely Lane; and the Town Website : [www.townofsunprairie.info](http://www.townofsunprairie.info).

The Town of Sun Prairie will accommodate qualified persons with disabilities requesting such accommodations. Please contact the Town Clerk at 608-837-6688 or at [tspclerk@gmail.com](mailto:tspclerk@gmail.com) for more information.

**All agenda items are posted for discussion and possible action by the body.**

The members of other Town boards, commissions or committees may attend this meeting. Even if a majority of another Town board, commission or committee is present, that board, commission or committee will not meet, discuss or act on any business unless a meeting has been noticed.



Jo Ann Ramsfield, Town Clerk

Posted: July 21, 2016