

**TOWN OF SUN PRAIRIE
PLAN COMMISSION MEETING MINUTES
December 16, 2024**

Call to Order: The meeting of the Town of Sun Prairie Plan Commission was called to order at 5:30 p.m. The following members were present: D Kalmerton, J Tatar, M Lydon, J Case, P Stang, A Meyer, Secretary, K Weisensel and Chairman, D Yelk via phone. **Guests:** Ted Gement, Sales Manager for Golden Oil Company, Steve Vogt, Representative from Stevens Construction, Connie Freitag, Luis & Colleen Roman, Elias, Aaron & Kim Harrison and Scott Freitag.

Pledge of Allegiance: D Kalmerton led the pledge.

Statement of Public Notice: Record in the minutes that the notice of this meeting was posted on the Town Website and the bulletin board at the Town Hall on December 12, 2024.

Approve minutes from prior meeting: Al Meyer made a motion to approve minutes as presented from planning commission meeting, 11/18/24. Jane Case seconded the motion. Motion carried.

Preliminary Hearing: Ted Gement, Sales Manager from Golden Oil Company was present. He would like to extend the hours of operation at Pub-94, located at 4711 County Highway TT.

Public Hearing: on a request from Stevens Construction Corp., to rezone Parcel #0811-334-9130-3, 6.69 acres, currently zoned A-1EX (Exclusive Agriculture), located at 4736 County Highway TT. Stevens Construction Corp., would like to rezone this parcel to COM (Commercial), and construct 2 pole sheds and a 3-sided shed for storage of equipment and product. After a brief discussion, J Case made a motion to approve the rezone of this parcel to COM (Commercial) and the building of 3 sheds on this property.

Motion by: J Case

Seconded by: D Kalmerton

Motion carried.

Public Hearing: for a Conditional Use Permit from Stevens Construction Corp., to rezone Parcel #0811-334-9130-3, 6.69 acres, located at 4736 County Highway TT.

After a short discussion, the Conditional Use Permit was approved with the following conditions:

- *Solely for outdoor storage of construction equipment and construction materials around the proposed accessory buildings and in the designated areas located on the property*
- *Hours of operation: 5:00 a.m. – 5:00 p.m., 7 days a week
20 full-time, non-family employees*
- *Minimum signage meeting the Town's zoning ordinance*
- *No outdoor loudspeakers from the county road shall be permitted*
- *Outdoor lighting shall be limited to security lighting and shall not cause a nuisance to neighboring property owners*
- *All outdoor storage of construction equipment and construction materials shall be completely screened from view of adjacent property and meet the vegetative screening requirements of section 1.0642*
- *The property shall be maintained in a clean and orderly manner*
- *This CUP shall expire upon the sale of the property to an unrelated third party*

A motion was made to approve the Conditional Use Permit with the above conditions in the new accessory building.

Motion by: J Case

Seconded by: J Tatar

Motion carried.

Public Hearing: on a design review from Stevens Construction Corp., on Parcel #0811-334-9130-3, 6.69 acres, located at 4736 County Highway TT. After a brief discussion, a motion was made to approve the design review as presented.

Motion by: P Stang
Seconded by: J Tatar
Motion carried.

Public Hearing: on a request from Aaron Harrison, 3205 Bailey Rd. Aaron would like to break off 8.67 acres to create 4 new SFR (Single Family) lots on Parcel #0811-194-9501-0, located at 2898 Burke Rd., 36.6 acres, currently zoned A1-EX (Exclusive Agriculture). After a brief discussion a motion was made to approve the 4 SFR lots to be created on this parcel. The remaining land in this parcel will be zoned EA (Exclusive Agriculture). A 20-acre conservation easement was also approved. Please see the CSM (Certified Survey Map) for the location.

Motion by: M Lydon
Seconded by: J Case
Motion carried.

Public Hearing: on a request from Luis Roman, 3111 Burke Rd. Luis would like to break off 2 acres from Parcel #0811-302-8050-0, 28.09 acres, currently zoned A1-EX (Exclusive Agriculture) and rezone it to SFR (Single Family Residence) to build a new home. A conservation easement is also required on this parcel. After a brief discussion a motion was made to approve the creation of 1 SFR (Single Family Residence) lot on this parcel. The remaining land in this parcel will be zoned EA (Exclusive Agriculture). A 4-acre conservation easement was also approved. Luis will talk with the Surveyor and have this added to the final CSM (Certified Survey Map).

Motion by: A Meyer
Seconded by: J Tatar
Motion carried.

Old or New Business: Nothing to report.

Set Next Meeting Date/Adjournment: The next meeting of the Town of Sun Prairie Planning Commission is set for Tuesday, January 21, 2024 at 5:30 p.m. P Stang moved to adjourn the meeting. Meeting adjourned at 6:42 p.m. Motion carries.

Kay Weisensel, Secretary
Town of Sun Prairie Planning Commission