

**TOWN OF SUN PRAIRIE
PLAN COMMISSION MEETING MINUTES
Followed by a Joint Meeting with the Town Board
November 17, 2025**

Call to Order: The meeting of the Town of Sun Prairie Plan Commission was called to order at 5:33 p.m. The following members were present: Chairman, D Yelk, M Lydon, J Case, A Meyer, D Kalmerton, J Tatar, P Stang and Secretary, K Weisensel. **Guests:** James Muir, Chris Janssen, JoAnn Ramsfield and Jake Smith.

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 November 13, 2025.

Approve minutes from prior meeting: Dean Kalmerton made a motion to approve minutes as presented from planning commission meeting, 10/20/25. Jane Case seconded the motion. Motion carried.

Public Hearing: On a request from Jim Muir, on Parcel #0811-181-9535-9, 4 acres, currently zoned A-1(EX) (Exclusive Agricultural District) and Parcel #0811-181-9505-5, 5.8 acres, currently zoned A-1(EX) (Exclusive Agricultural District) located at 5703 S. Bird St. Jim is rezoning the 4 acre lot to SFR (Single Family Residence) and the 5.8 acres will be rezoned to AG (Agriculture). Jim came with a different idea for splitting these 2 parcels. The Planning Commission is not in favor of the split as presented, and has asked Jim to go to Birrenkott Surveying and have a Preliminary CSM (Certified Survey Map) drawn up with the suggestions from the Planning Commission on how to split the lots and come back next month. No public hearing was held.

Public Hearing: On a request from Jake Smith, on Parcel #0811-183-8060-3, 16 acres, currently zoned A-1(EX) (Exclusive Agricultural District) located at 3090 Bailey Rd. Jake is splitting this parcel into 3 SFR (Single Family Residence) lots. The Town of Sun Prairie received a letter from the City of Sun Prairie regarding this split as it is their ETJ (Extra Territorial Jurisdiction). This City is suggesting that we postpone the approval of this split. After a lengthy discussion, a motion was made to approve the split for 3 SFR (Single Family Residence) lots with a 4-acre conservation easement for each lot. Each lot will be zoned AG (Agriculture).

Motion by: Paul Stang

Seconded by: Dean Kalmerton

Motion carried.

Consider and Take Action: On a Conditional Use permit request from Gary Ziegler, on Parcel #0811-303-9110-5, 24.88 acres, currently zoned AG (Agriculture District), located at 5048 Thorson Rd. Gary would like to add bathroom facilities in his new barn/sheds. Gary was not at the meeting. This agenda item will be held over until next month.

Preliminary Hearing: On a request from Chris & Cheri Janssen, on Parcel #0811-321-5428-7, 15.339 acres, currently zoned RH-3 (Rural Homes District), Parcel #0811-321-9000-5, 6.7 acres, currently zoned A-1(EX) (Exclusive Agricultural District) and Parcel #0811-321-8730-4, 5.46 acres, currently zoned A-1(EX) (Exclusive Agricultural District) located at 2730 Torbleau Rd. Chris & Cheri would like to rezone the 2 adjacent lots and add a driveway. After a discussion, the Planning Commission is not in favor of the proposed split. Suggestions were made and Chris is to go to a surveyor and have a preliminary CSM (Certified Survey Map) drawn up with the suggestions made by the Planning Commission if he wants to proceed with his plans. No action was taken.

Old or New Business: None

Set Next Meeting Date/Adjournment: The next meeting of the Town of Sun Prairie Planning Commission is set for Monday, December 15, 2025 at 5:30 p.m. Paul Stang moved to adjourn the meeting. Meeting adjourned at 6:38 p.m. Motion carries.

Kay Weisensel, Secretary
Town of Sun Prairie Planning Commission

**Joint Planning Commission and Town Board Meeting
Time: 6:30 P.M.**

Town Chairman, Lyle Updike called the Joint Meeting with Planning Commission members to order at 6:44 p.m. Supervisor D Yelk, Supervisor J Seltzner and Treasurer, Kay Weisensel were present along with the Planning Commission members.

Statement of Public Notice: Record in the minutes that the notice of this meeting was posted on the Town website and Town bulletin board located at 5556 Twin Lane Rd, Marshall, WI 53559 on November 13, 2025

Convene into Closed Session (ss. 19.85(e): Supervisor, J Seltzner motioned to go into closed session pursuant to Wis. Stats. Sec 19.85 (1)(e) for the purpose of discussing the proposed Boundary Agreement with the City of Sun Prairie.

J Tatar made a motion to reconvene in open session pursuant to Wis. Stats. Sec 19.85.

Consider and Take Action: On any matters discussed in closed session. The Planning Commission members would like Lyle Updike and Doug Yelk talk with the City of Sun Prairie regarding the boundary agreement in more detail and report back to them with their findings.

P. Stang made a motion to adjourn the Joint Meeting at 7:51 p.m.

Kay Weisensel, Secretary, Deputy Clerk
Town of Sun Prairie