



**Planning and Development
Committee
Minutes – March 9, 2023
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:02 am on Thursday, March 9, 2023. Chair Sweeney presided and requested a roll call. Supervisor present in person: Winter, Sweeney, Sutterlin, and Podzilni. Supervisors Absent: Stevens. QUORUM present.

Staff present: Andrew Baker (Director), Christine Munz-Pritchard (Senior Planner)
Staff present via Zoom Steve Godding (Planner III), and Jennifer Borlick (GIS Manager).

Others Present: Ryan Combs (Combs)

Adopt Agenda: Staff asked that Item 5.A. be removed because the land division has not yet been approved by the Town Board. Agenda as amended. moved by Supervisor Podzilni, Seconded by Supervisor Winter. ADOPTED

Approval of Minutes:

Meeting held February 23, 2023: Moved by Supervisor Winter, Seconded by Supervisor Sutterlin. Supervisor Sutterlin questioned if there was a way to see who left with the sign-up sheet from the February 9th meeting. Director Baker said that while the Owl was recording, when using screen share only a small window is recording the video. We could check the security camera footage, but decided it was not worth the time. ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action: Regarding LD 2023 006 (Plymouth Township) – Schyvinck (1 Lot CSM)

(This action shall be moved to the next meeting. It has yet to be presented to the Town Board)

Review and possible action regarding LD 2023 010 (Rock Township) – Harry Hauri Sr Revocable Trust (1 Lot CSM)

Number 6 from the recommendation is to be struck. Looking to separate and have some of the property registered as farmland and some residential. The current owners would like to section off due to retiring. They are looking to sell the farmland to another farmer and selling the house to a family member.

Motion for approval with conditions and omitting number 6 note on CSM (Planner's Report), already completed, by Supervisor Winter, Seconded by Supervisor Podzilni. Passed unanimously. CARRIED.

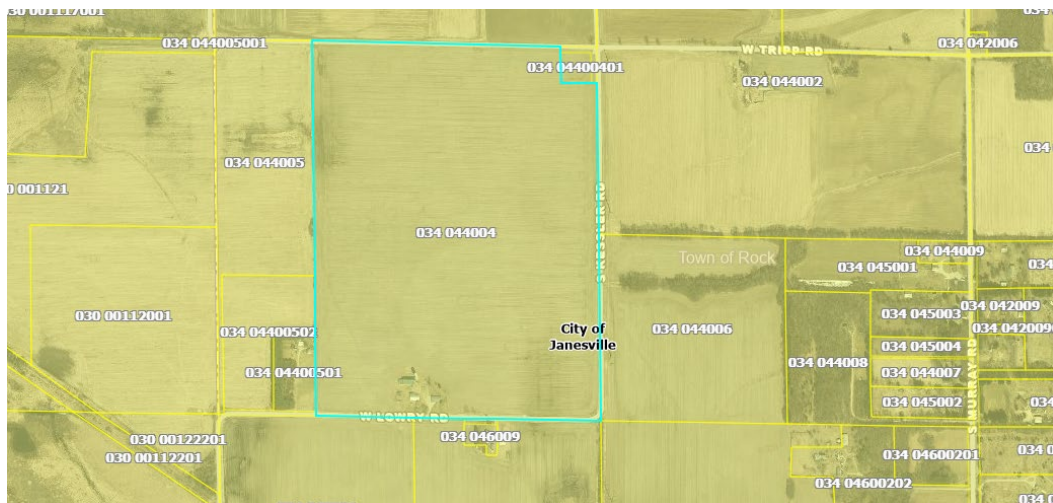
Minor Land Division #LD 2023 010

Parcel Number: 6-17-169, Tax ID: 034 044004

6306 W LOWRY RD, JANESVILLE, WI 53546

Town of Rock

1. Verify the zoning with the Town of Rock. The proposed zoning on lot 1 will go from AFP to proposed A-3. The minimum requirements of this district need to be met.
2. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. This lot falls under extraterritorial jurisdiction with the City of Janesville.



4. If land disturbance associated with the construction of a driveway exceeds 100 feet, then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department.
5. Note on Final CSM:
 - a. "The lot contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing systems." Proposed lot lines must include the system area with the building which utilizes the system.
6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
7. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

8. See requirements of 4.112 preliminary land division.

Review and possible action regarding LD 2023 013 (Fulton Township) – Backyard Properties of Rock County LLC (13 Lot Subdivision)

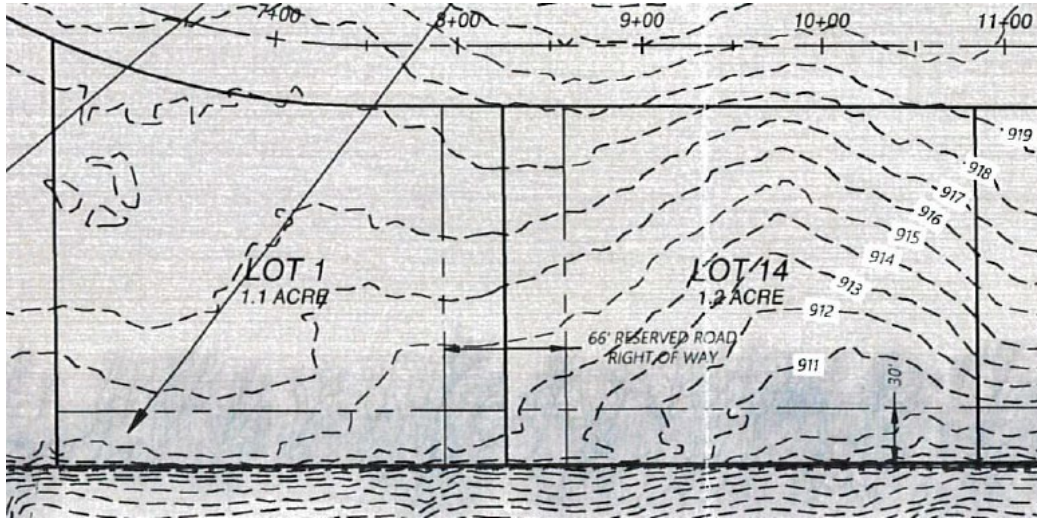
Combs confirmed that the plans have been finalized and approved by the Fulton Board after being brought before it five times prior. Number 3 note on the CSM (Planner's Report) requires and abide to a setback should town decide to put a road within the reserve road right of way. Each building would have its own septic system because the sewer system is being blocked by the cemetery nearby along with low water pressure. Number 9 on the CSM (Planner's Report) was detailed at the drainage not being as problematic as other properties in the area. Pokes/test holes are being conducted presently. The city has tabled looking at this file until the April 6, 2023, meeting.

Motion for approval with conditions and contingent on approval by Edgerton by Supervisor Winter, Seconded by Supervisor Sutterlin. Passed unanimously. CARRIED

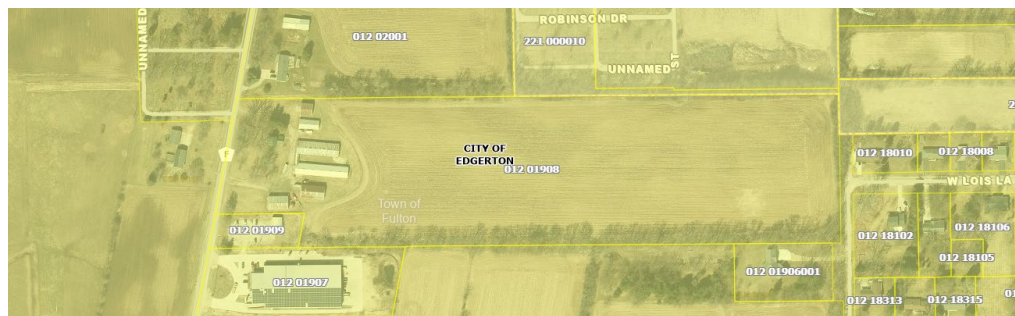
Subdivision Plat, Major Land Division #LD 2023 013
Parcel Number: 6-6-77, Tax ID: 012 01908
Town of Fulton

1. Rural residential lots shall have a minimum lot size 40,000 square feet for single family structures, and 55,000 square feet for two (2) family structures per Rock County ordinance.
 - a. This minimum requirement is established for POWTS. Some of these lots have Drainage Easement (DE) and Conservation Easements (CE) and could make placement of the building with a POWTS on the property difficult. Building site area with POWTS area should be provided and meet the minimum requirements Per 4.116 –each lot shall meet the following:
 - Each residential building shall utilize a POWTS and water well, and the lot shall contain an adequate POWTS area, to include a primary area and replacement area.
 - Each lot shall contain a building envelope of two thousand (2,000) square feet excluding front, rear, and side yards in accordance with applicable building setback lines, ESA, and cultural resources, with said building envelope not to be located closer than ten (10) feet from any part of the POWTS area.
 - Each lot shall also contain useable open space of not less than seventy percent (70%) of the gross area of the lot, entailing the gross square footage of the lot, less three thousand (3,000) square feet for potential building, driveway, or parking use, less fifty percent (50%) of the POWTS area.
 - b. The lots with double frontage have even further limitations in terms of buildable area. These lots should be verified setbacks can be meet and is buildable.

2. Each lot needs to meet the minimum requirements of the Residential-Rural Density Small (R-RS) and Commercial-Local (C-L) zoning district (provided below).
3. There is a “66 foot reserved for right of way” located between lot 1 and lot 14. These areas should act as property lines. The lots need to meet the minimum acres in this area. Additionally, it needs to be shown as “double frontage” and setbacks for road frontage needs to be applied for the buildable area.



4. Utility easements to be located on lots as requested by utility companies.
 - a. Per 4.116 (4)(a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Subdivision Plat.
5. Utilities shall be installed prior to the final approval of the subdivision plat. And exception to this requirement may be approved if evidence is provided that the utility installation has been paid or in full and there is an agreement as to which contractor is responsible for site restoration and stabilization.
6. This does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Edgerton.

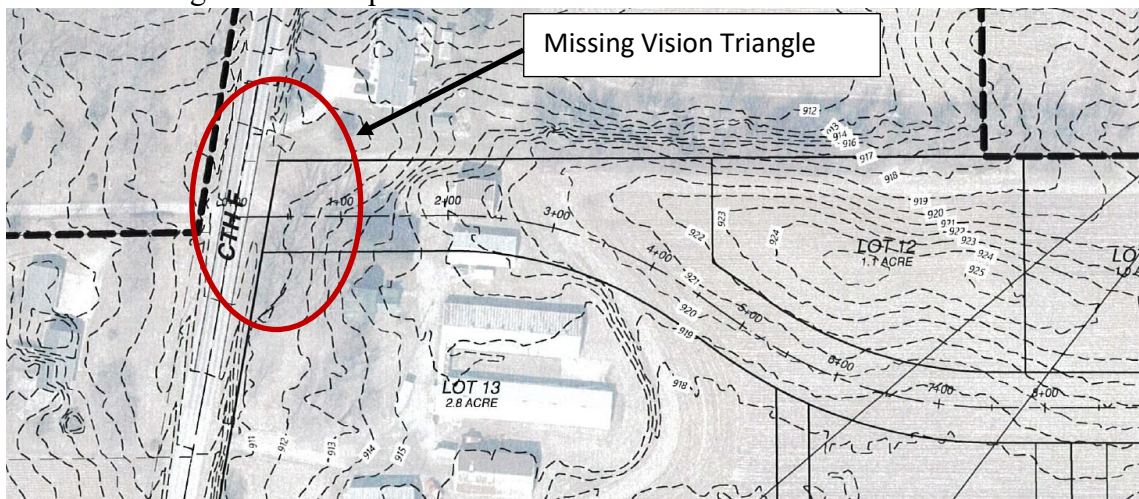


7. Construction Site Erosion Control Permit shall be obtained from the Rock County Land Conservation Department prior to the start of any clearing and grubbing activity.
8. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction. Preliminary easements shown on the preliminary plat may be revised based on the approved Storm Water Management Plan.
9. A Homeowners Association shall be responsible for maintenance of the storm water management facilities if the Developer does not retain responsibility for long term maintenance. Evidence of the documentation to establish the Homeowners Association shall be provided prior to final plat approval. In the event that homeowners' association is not recorded the Town reserves the right to maintain and special assess to the property owners. Per code: Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot. This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners. **In this case the outlot is being used for stormwater and should be deeded to all the lots in the subdivision.**

In the event of an issue the Town reserves the right to maintain and special assess to the property owner's maintenance of the storm water management.

The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document and noted on the final plat on each applicable lot. Final approval of the management and restrictions shall come as part of the Storm Water Management Permit process.

10. A note shall be included on the final plat which states "No filling or grading may occur, nor any structure built within any drainage easement delineated on this Plat. Refer to recorded storm water management agreement for required facility maintenance."
11. A vision triangle should be placed around intersections.



12. The Storm Water Management Plan shall include a driveway culvert size for each lot. Driveway culverts for the large swale planned on the east side of Forest View Drive shall be designed as part of the Storm Water Management Permit process and installed as part of the road construction process.
13. The developer shall be responsible for all costs to the Town of Fulton (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.
14. Road construction plans shall be submitted to and approved by the Town of Fulton or another entity working as the Town's agent. The design shall incorporate the most recent standard road cross-section. The road construction plans shall include a proposed schedule for asphalt pavement and gravel shoulder installation as it relates to the development of lots. The developer shall be responsible for all costs associated with road construction improvements.
15. Construction Plans for the intersections with County Hwy F shall be approved by the Rock County Public Works Department. Specifically, they shall intersect with Hwy F at a 90 degree angle unless otherwise justified in the approval process.
16. Site improvements may be necessary at the intersections to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance. Consideration of any necessary improvements should be made during the road construction plan review process. Due to it being located on a County Road, the Rock County Department of Public Works will need to review and approve the proposed Plat.
17. The developer shall reimburse the Town of Fulton for the installation of the necessary road signs as included and approved in the road construction plans.
18. A performance bond or similar financial instrument shall be provided to the Town of Fulton to provide assurance for the road construction work (e.g. final lifts of asphalt, gravel shoulders, etc) that is scheduled to be completed after the final approval of the subdivision plat. The amount and duration shall be approved by the Town of Fulton and be released only after final acceptance of the roads by the Town of Fulton.
19. Developer shall provide the Town of Fulton as-built plans documenting the construction of the public roads. The level of detail required shall be decided as part of the plan review and approval process.
20. Note on Final PLAT "No buildings which produce wastewater are allowed on Lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies".

21. Final subdivision plat to be submitted and approved by the Planning and Development Agency within thirty-six (36) months of the date of Preliminary approval by the Planning and Development Committee.

Community Development: None

Finance:

Review of Payments: February 2023

WLIA – 3 people went to this conference

Directors Report: Director Baker brought to attention the ongoing discussion of the Housing Authority Committee. The possibility of creating a presentation and bringing it before the County Board. This would also involve James Otterstein and discussion on how the economic development in the county influences housing and vice versa. There was a possibility of involving Jackie Rebel from Homelessness to give her input.

Changes within Land Conservation (3 employees leaving/retiring) within a month and a half. Director Baker mentioned spending more time in that department to better reorganize and help train the new people coming in. The overall goal will be to cross train staff on “the whole picture” and not just specific tasks given to positions in the past. Christine Munz-Pritchard may possibly be tasked with being the assistant director form both departments at this present time. Supervisor Sutterlin made mention how the Board of Adjustments (BOA) has been busy as of late. Director Baker explained how appeals to the BOA have been less due to relaxed Shoreland Zoning Standards by the legislature in the last few years. (1-2 times a year).

Committee Reports: None

Adjournment: Adjournment at 8:36 am

Moved by Supervisor Podzilni, Seconded by Supervisor Sutterlin. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.