



**Planning and Development
Committee
Minutes – May 23, 2024
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order by Chair Sutterlin at 8:01 AM on Thursday, May 23, 2024. A roll call was requested. Supervisors present in person: Chair Sutterlin, Cullen, Boehlke, and Wilson. Supervisor excused: Rashkin. QUORUM present.

Staff present: Steven Godding (Planner), Andrew Baker (Director), and Jennifer Borlick (GIS Manager).

Staff present via ZOOM: James Otterstein (Economic Development Manager) and Supervisor Tillman.

Others present via ZOOM: Sheila Williams.

Adopt Agenda: Agenda moved by Supervisor Cullen, Seconded by Supervisor Wilson. ADOPTED

Approval of Minutes:
Meeting held May 9: Moved by Supervisor Cullen, Seconded by Supervisor Wilson. ADOPTED

Citizen Participation, Communications and Announcements: None

General Education for New Committee:

Review of P&D Agency Charter

Director Baker led the discussion of all the aspects of the Planning Department and which areas are involved during the Planning and Development Committee meetings. Real Property is also under the umbrella of P&D. Michelle Schultz, Real Property Lister, will be able to give a summary of her Department when available. She was unable to make it to this meeting. This area is responsible for the tax parcels and property bills.

Rock County is unique in that we do not have county-wide zoning. Each has its own zoning ordinance. The county does have floodplain and shoreland zoning that is an overlay in terms of zoning rules and obligated by the state. Although each township does have its own ordinance, there are county wide land division regulations. James Otterstein (Economic Development Manager) provided the information with a brief introduction. He will be going over the Rock Ready Index at the next meeting, June 13, 2024. His jurisdiction encompasses the entire county included both

public and private sectors. Director Baker continued with an explanation of the Housing Authority and Community Development. We work with a third-party company called Wisconsin Partnership for Housing Development (WPHD). They process and work with the clients throughout the application process. This is primarily for the rural communities and smaller cities and villages, and not those within the city of Janesville or Beloit. The Geographic Information System (GIS) manager, Jennifer Borlick, provided information about this function. Currently, we are undergoing new aviation imagery as the pricing has come down. It is 6-inch color imagery throughout the county, except for within the city limits where it is 3-inch color. The imagery is considered survey grade making it unable to sell and keeping it as public record.

Code Enforcement:

Review and Possible Action Regarding LD 2024 025 (Union Township) – Johnson (2 Lot CSM)

Discussion about pricing and land division fees took place, namely the fact each land division requires a fee that is intended to cover staff costs. Each land division is reviewed and comments are provided to the town. The intention is to provide this review based on county and town ordinances and prior to the Town taking action. P&D Committee will only take action on land divisions, based on county ordinance, after the Town.

Motion for approval of action item with conditions by Supervisor Cullen, Seconded by Supervisor Wilson. Passed unanimously. CARRIED

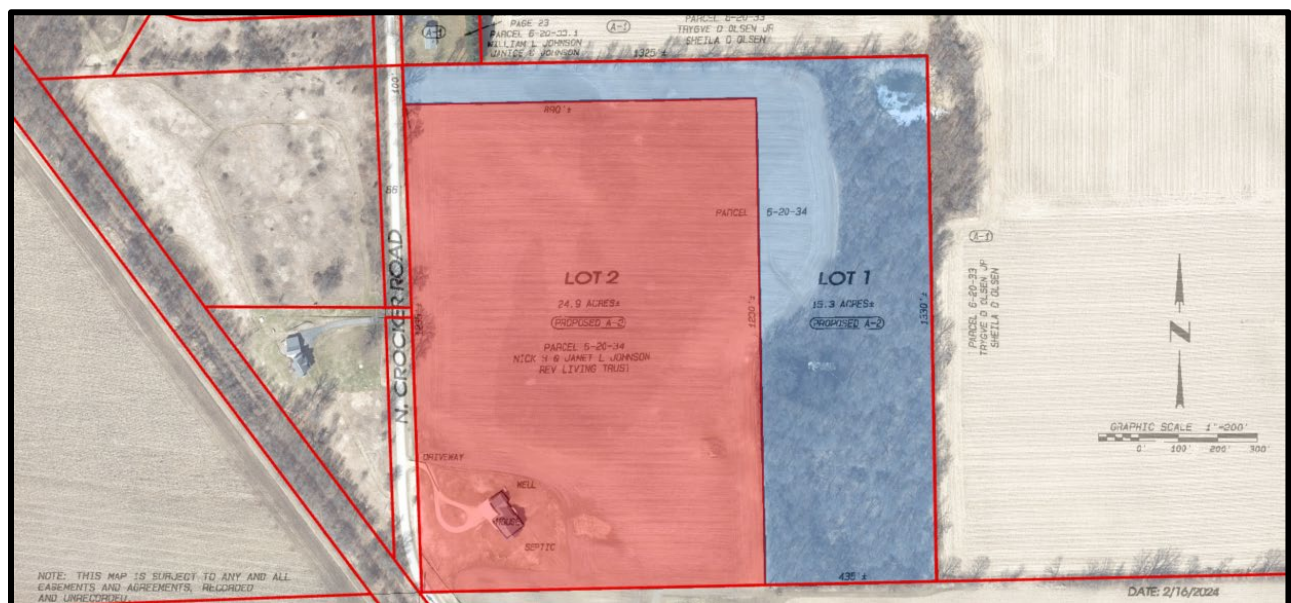
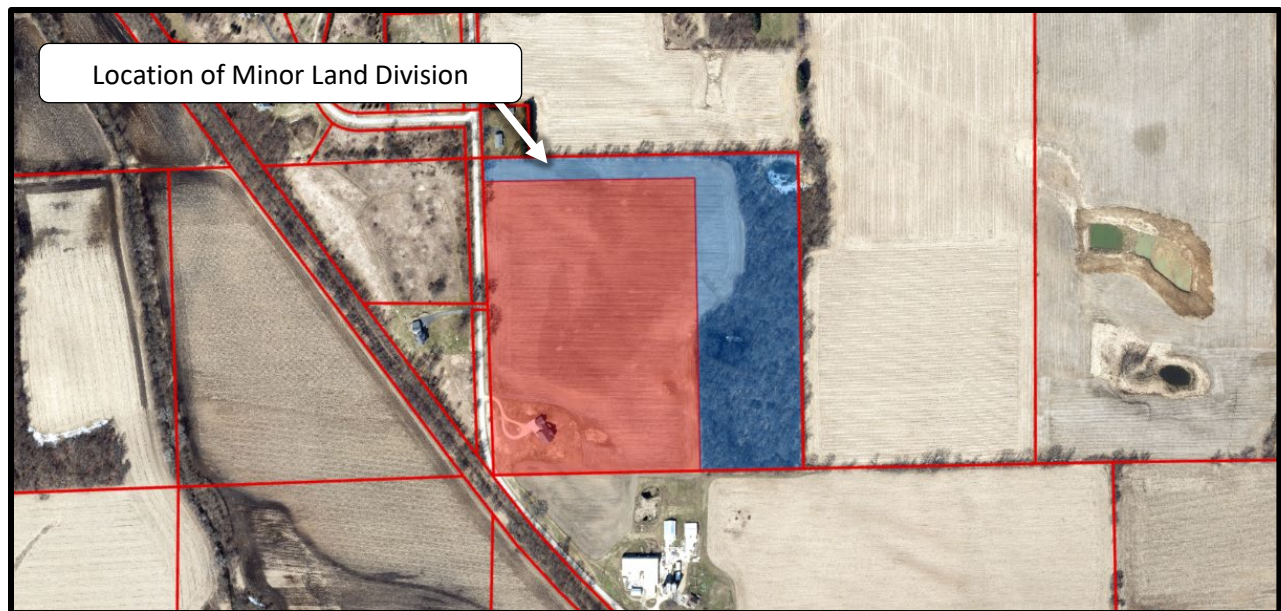
LD 2024 025

Tax ID: 040 006005; Parcel Number 6-20-34

11026 N CROCKER RD, BROOKLYN, WI 53521

Town of Union

Proposed is a 2-lot minor land division in the Town of Union. The current parcel is 40.00 acres (+/-) (6-20-34). Proposed Lot 1 is 15.3 acres (+/-) and will have 100 feet of road frontage along N. Crocker Rd. The intent of the land division is to create a buildable lot for a family member. Proposed lot 2 will have 24.9 acres. Both proposed lots are to be rezoned to A-2. The A-2 Zoning District is eligible for the Farmland Preservation Program.

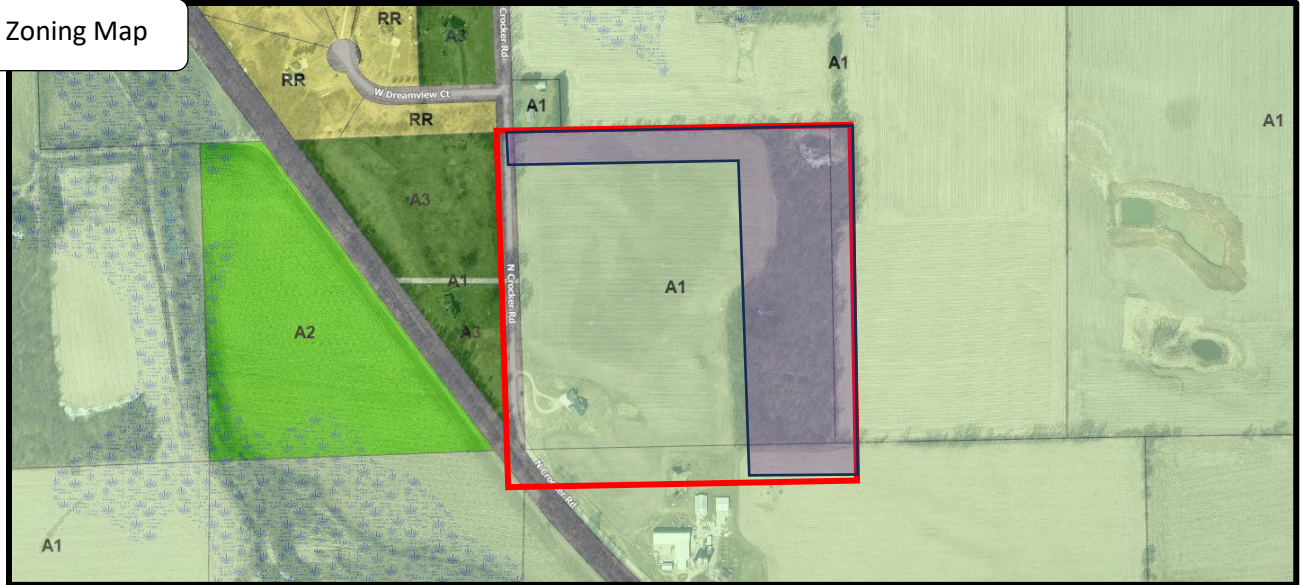


Recommendations:

The following conditions are subject to approval of the Minor Land Division in the Town of Union.

1. Zoning should be verified by the Town which includes both proposed lots.

Zoning Map



2. The Town of Union utilizes Base Farm Tract. Town of Union Zoning Ordinance Section 17.08(2)(A) states “One (1) single family dwelling per base farm tract. Additional residential dwellings require an approved Site Plan Review”.
3. This lot falls under the extraterritorial jurisdiction (ETJ) with the City of Evansville. The City may require additional approval.

Extraterritorial Jurisdiction (ETJ) Map



4. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utility companies (where applicable).

5. If land disturbance associated with the construction of a driveway that exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
6. Note on Final CSM:
 - a. “No buildings which produce wastewater are allowed on lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
 - b. Lots 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.
7. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
8. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
9. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

4.112 Preliminary Land Division	
The location of the land division by section, township, and range, approximate location and dimension of all property lines on and adjacent to the land division, to include ownership, and existing and proposed County, Town, and City/Village (if applicable) zoning designations on the land division;	Zoning should be verified by the Town.
The approximate location and dimension of all existing and/or proposed lots, outlots, units, and blocks numbered for reference, and indication of lot, outlot, unit, or block use if other than single-family residential, on the land division;	Meets minimum requirements.
The approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed buildings, accessory buildings, streets, alleys, public ways, rail lines, private water wells or public water supply systems, POWTS or public sanitary sewer systems, any other utilities, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, surface water features, drainageways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator;	Meets minimum requirements.

The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;	N/A
A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;	N/A
A preliminary concept for collecting and discharging stormwater on the land division;	N/A
Topography with two (2) foot contour interval on the land division (Subdivision Plats only)	N/A
A scale, north arrow, and date of creation;	Meets Minimum requirements.
Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes	

Town of Union – Agricultural District Two (A-2)

(4) Requirements for Permitted and Conditional Uses

Within the A-2 District the following standards shall apply:

Minimum Lot Size	10 acres
Maximum Lot Size	less than 35 acres
Maximum Building Height	35 ft.
Minimum Front Yard Setback:	
From Centerline of Local Roads	100 ft.
From Centerline of Collector Roads	110 ft.
From Centerline of Arterials	150 ft.
Refer to Section 17.23 for road classifications and other requirements.	
Minimum Rear Yard Setback	50 ft.

Minimum Side Yard Setback:

Principal Buildings 20
ft. on each side

Accessory Buildings 10
ft. on each side

Minimum Lot Width at Building

Line.....100 ft.

Review and Possible Action Regarding LD 2024 031 (Lima Township) – Leonard (1 Lot CSM)

Discussion carried out by Steven Godding (Planner).

Motion for approval of action item with conditions by Supervisor Wilson, Seconded by Supervisor Cullen. Passed unanimously. CARRIED

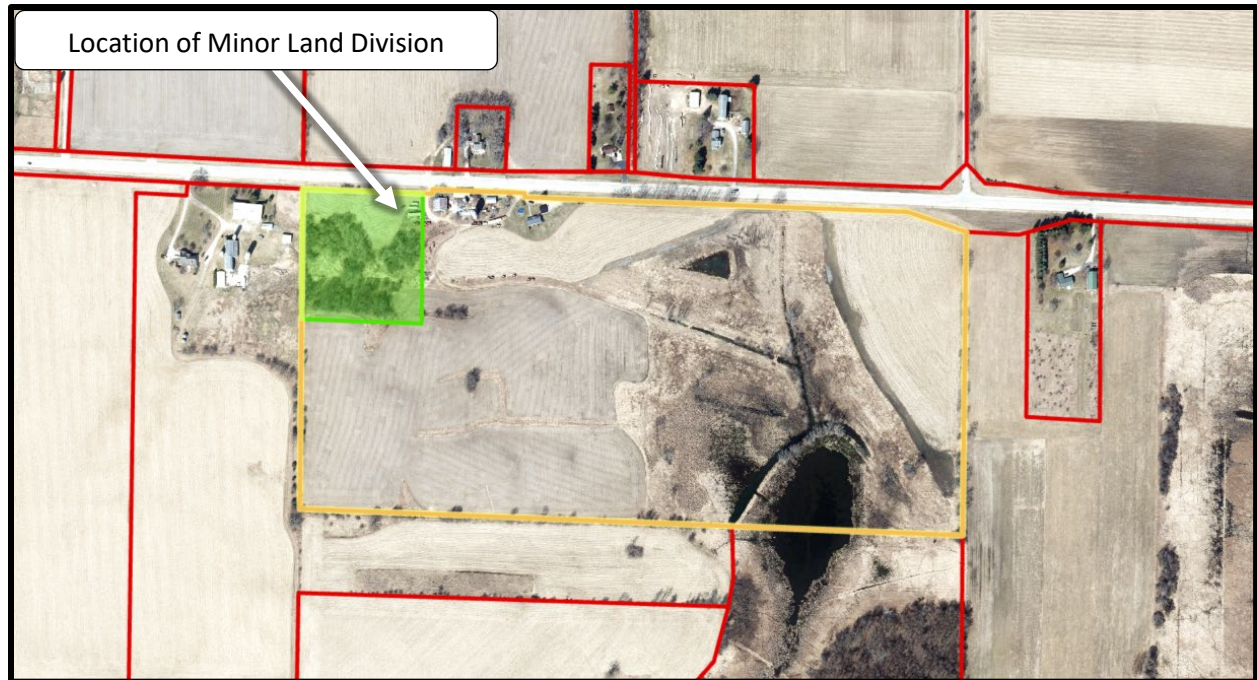
LD 2024 031

Tax ID: 022 014001; Parcel Number 6-11-62

10240 E COUNTY RD N, WHITEWATER, WI 53190

Town of Lima

Proposed is a 1-lot minor land division in the Town of Lima. The parent parcel is currently 79.00 acres (+/-) and the land division will leave the parent parcel with 73.00 acres (+/-). Proposed Lot 1 will be 5.6 acres (+/-) and is to be rezoned to A-3. The parent parcel is not included in the certified survey map (CSM) as it is over 35 acres. The intent for this minor land division is to create a buildable lot.



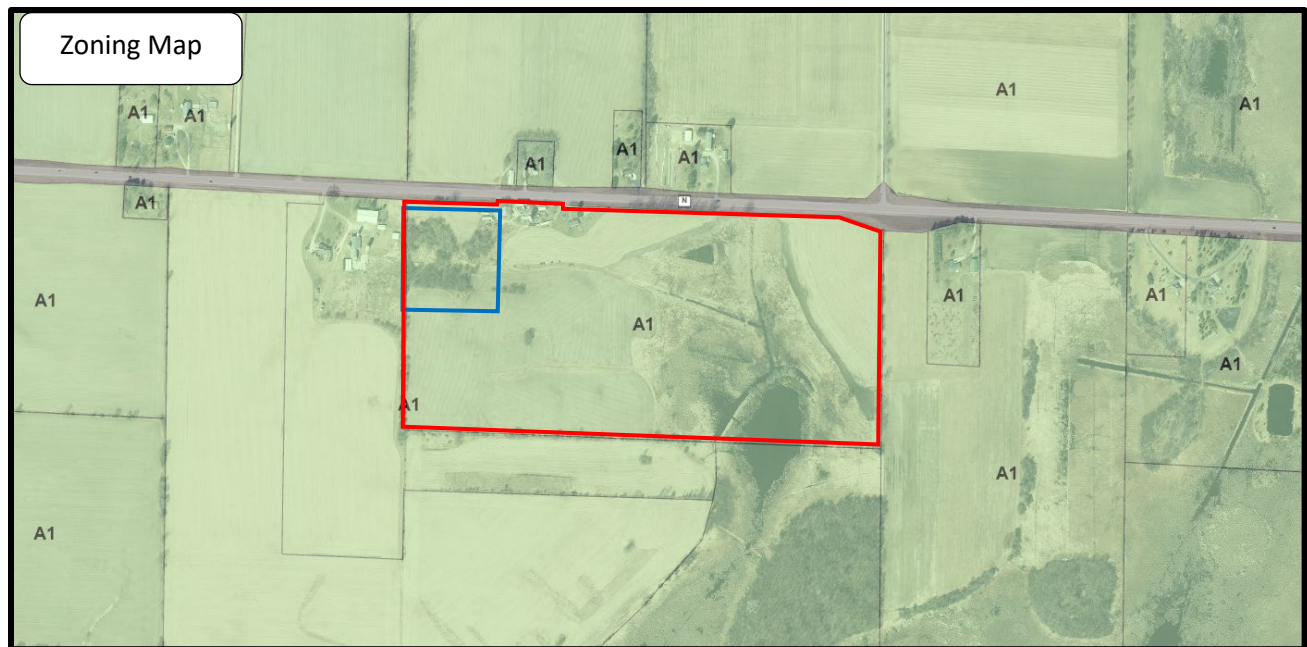
Recommendations:

The following conditions are subject to approval of the Minor Land Division in the Town of Lima .

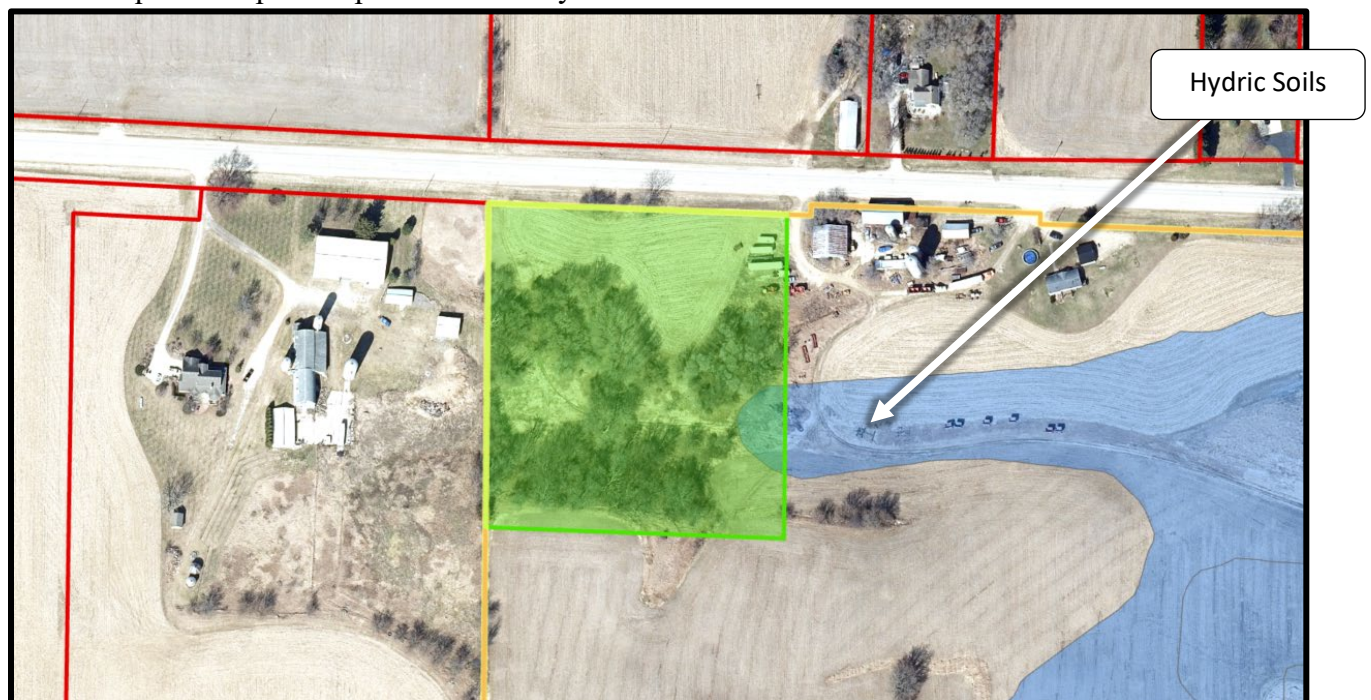
1. Zoning should be verified by the Town. This includes both the proposed lots and the parent parcel.
Per Wisconsin Statute 91.48 and the Town of Lima's ordinance, there are requirements for rezoning parcels out of a farmland preservation zoning district.

7. Rezoning Land Out of a Farmland Preservation Zoning District. Except as provided in sub. (2), the Town of Lima may not rezone land out of the farmland preservation zoning district unless the Town of Lima finds all of the following in writing, after public hearing, as part of the official record of the rezoning:

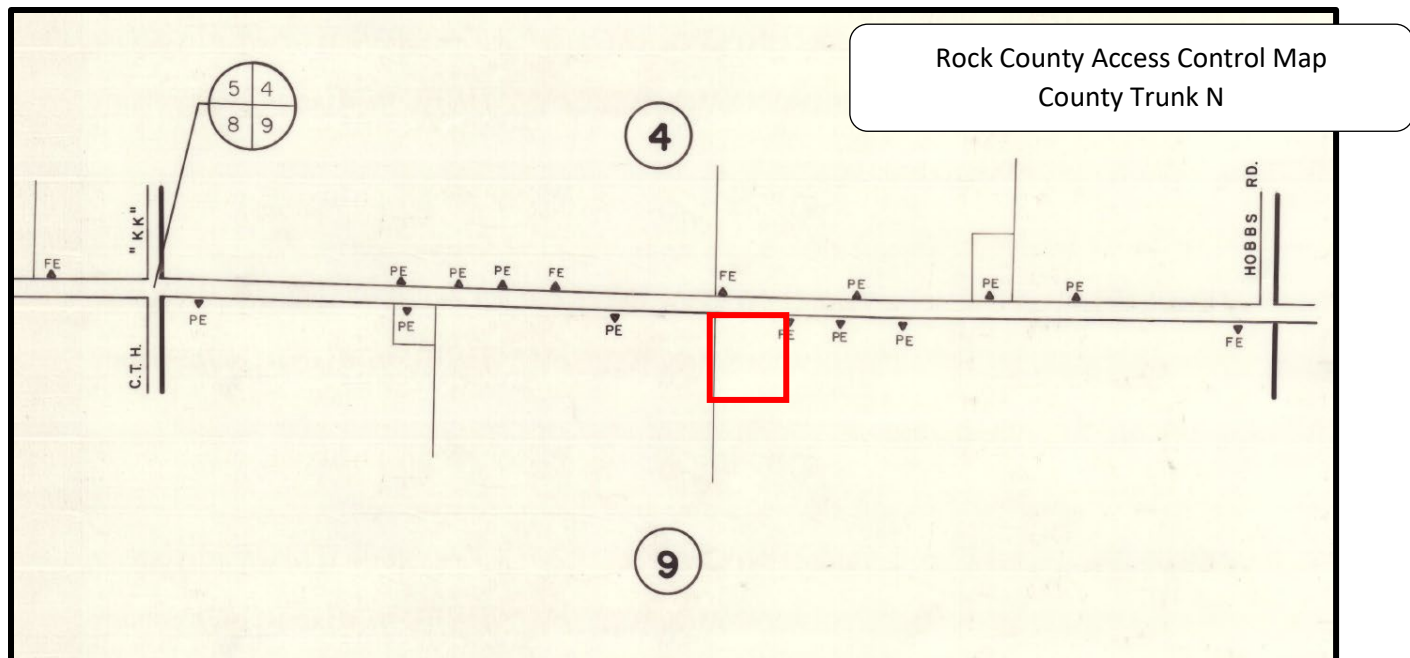
- 1) The rezoned land is better suited for a use not allowed in the farmland preservation zoning district.
- 2) The rezoning is consistent with any applicable comprehensive plan.
- 3) The rezoning is substantially consistent with the County of Rock farmland preservation plan, which is in effect at the time of the rezoning.
- 4) The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.



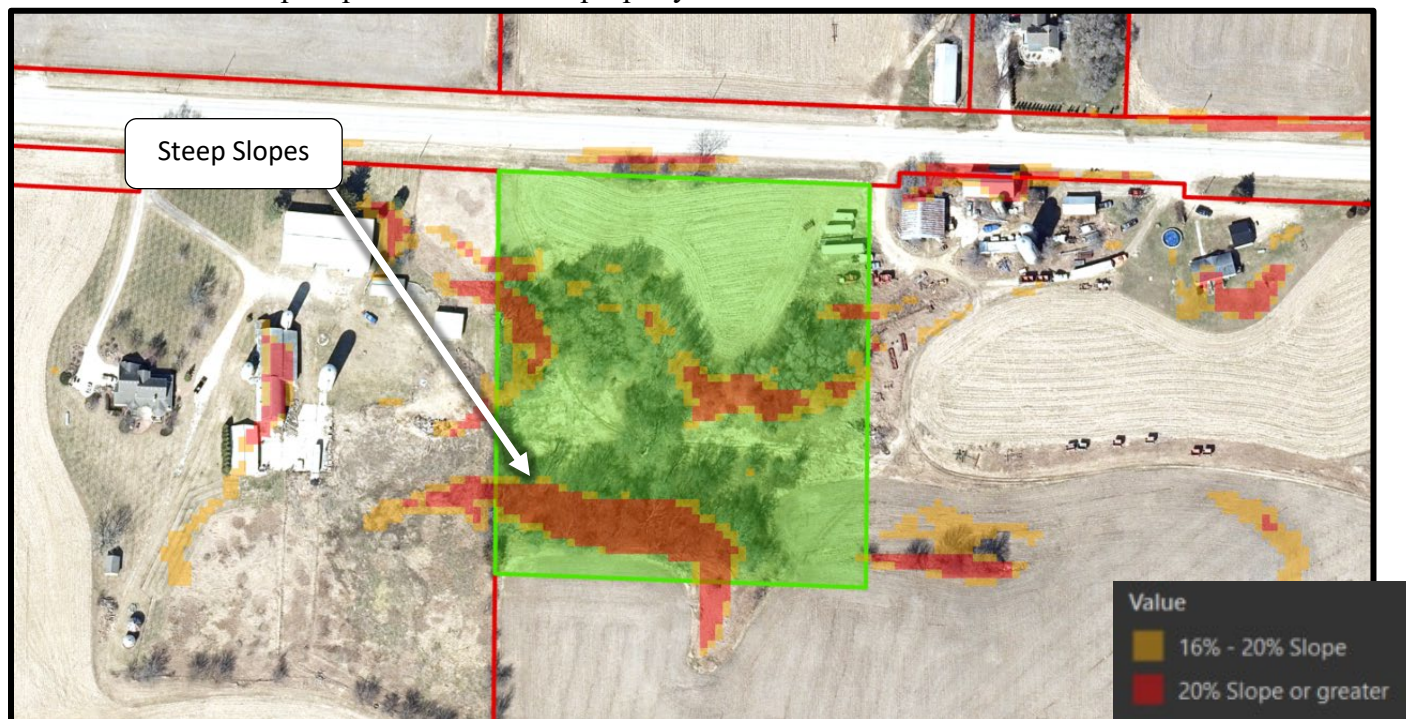
2. There are hydric soils present on the proposed lot. A note should be placed on the Certified Survey Map that reads: Prior to development, a wetland delineation may be required on parcels per Rock County Ordinance.



3. E County Rd N is an access controlled highway and will require access approval from the Rock County Department of Public Works – Highway Division.



4. There are steep slopes located on the property.



5. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utilitie companies (where applicable).

6. If land disturbance associated with the construction of a driveway that exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
7. Note on Final CSM:
 - a. “No buildings which produce wastewater are allowed on lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
 - b. Lots 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.
8. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
9. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
10. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

4.112 Preliminary Land Division	
The location of the land division by section, township, and range, approximate location and dimension of all property lines on and adjacent to the land division, to include ownership, and existing and proposed County, Town, and City/Village (if applicable) zoning designations on the land division;	Zoning should be verified by the Town.
The approximate location and dimension of all existing and/or proposed lots, outlots, units, and blocks numbered for reference, and indication of lot, outlot, unit, or block use if other than single-family residential, on the land division;	Meets minimum requirements.
The approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed buildings, accessory buildings, streets, alleys, public ways, rail lines, private water wells or public water supply systems, POWTS or public sanitary sewer systems, any other utilities, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, surface water features, drainageways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator;	There are steep slopes located on the proposed lot. These should be noted on the final CSM.
The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or	N/A

reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;	
A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;	N/A
A preliminary concept for collecting and discharging stormwater on the land division;	N/A
Topography with two (2) foot contour interval on the land division (Subdivision Plats only)	N/A
A scale, north arrow, and date of creation;	Meets Minimum requirements.
Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes	

Town of Lima – Agricultural District (A-3)

➤ Maximum Building Height	35 ft. residential structures – No maximum on other structures
➤ Minimum Side Yard:	
• Principal Buildings	20 feet on each side
• Accessory Buildings	10 feet on each side
➤ Minimum Front Yard Setback	50 feet
➤ Lot Area	3 to 9.99 acres
➤ Animal units per acres	1 animal unit per acres. Additional animals per acres will require a Conditional Use Permit
➤ All front yard setbacks are to also refer to Section 9.1 of this Ordinance for setbacks on Arterial, Collector and Local Roads	
➤ Minimum Lot Width on Public Road	100 feet
Minimum Floor Area Per Dwelling	Per Section 4.3 (17)
Minimum Dwelling Width	24 feet

Corporate Planning:

Modifying the Purpose of ARPA Funds Provided for the Community Action Twin Oaks Shelter Project to Support the Community Action Fresh Start Program

Motion to commence discussion about the proposed Resolution by Supervisor Cullen, Seconded by Supervisor Wilson.

Supervisor Wilson began the discussion by explaining the Fresh Start Initiative that aids between 40-50 kids. They can benefit from learning construction trade skills or earning their GED. Human Services and Finance Committees to review the Resolution for approval. The tracking of monies for this project and reports to be handled by Community Action. The Twin Oaks facility benefits and provides shelter to residents from both Rock and Walworth County. Sheila Williams informed the Committee that Human Services had tabled this action until the next meeting date.

Approved unanimously, 4-0.

Finance:

Review April Bills

Discussion carried out by Director Baker going over the payments for the month by Land Records, Real Property, Surveyor, Economic Development, and Planning Agencies.

Director's Report:

Discussion carried out by Director Baker. There is still a vacancy in the Planning Department with the lack of a Senior Planner. Steve Godding is currently filling in for the position and is the internal applicant. No other external candidates have applied since the position was posted four weeks ago.

Committee Reports: None

Adjournment: Adjournment at 9:23 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.