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**Planning and Development  
Committee  
Minutes – June 27, 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, June 27, 2024. Request for roll call was taken by Director Baker. Supervisors present in person: Chair Sutterlin, Cullen, Boehlke, and Wilson. Supervisor present via ZOOM: Rashkin. QUORUM present.

Staff present: Steven Godding (Planner), Andrew Baker (Director), James Otterstein (Economic Development Manager), and Michelle Schultz (Real Property Lister).

Staff present via ZOOM: Brad Heuer (County Surveyor).

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

**Approval of Minutes:**

**Meeting held June 13:** Moved by Supervisor Wilson, Seconded by Supervisor Cullen. ADOPTED

**Citizen Participation, Communications and Announcements:** None

**Code Enforcement:**

**Review and Possible Action Regarding LD 2024 010 (Fulton Township) – Witt (2 Lot CSM with additional lot combination)**

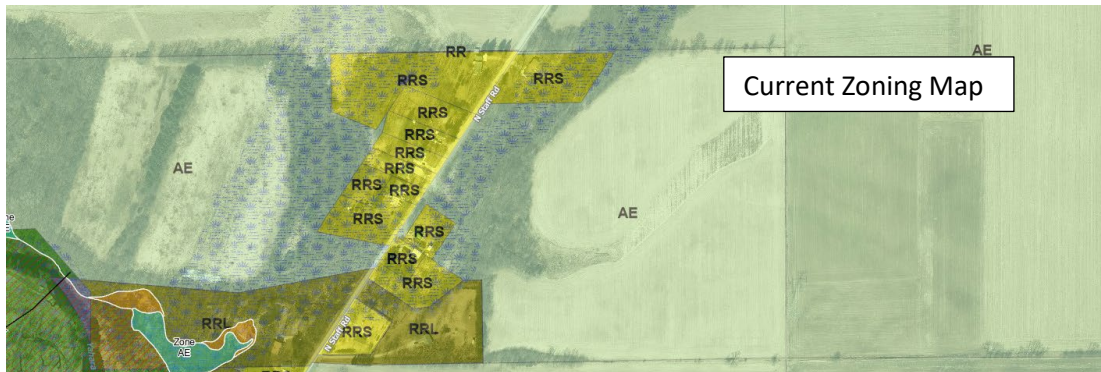
Discussion carried out by Director Baker. There is a creek that runs through the property creating limited access to both lots. This is the reason that this action item came before the committee. The two lots are preexisting.

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

**Rock County Land Division LD 2024 010  
Tax ID/Parcel #: 012 05305001/ 6-6-292A  
Town: Fulton**

**Staff recommends the following conditions subject to approval:**

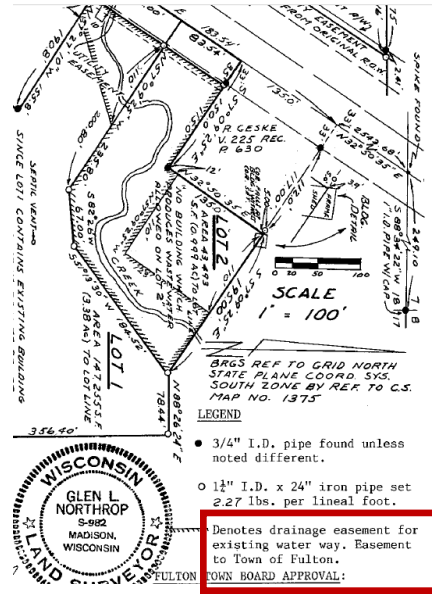
1. Verify the zoning with the Town of Fulton. The minimum requirements of the zoning district need to be met.



This property is zoned A-E. The A-E zoning district utilizes Base Farm Tract (BFT). The BFT map should be updated to include the new zoned area. The BFT Map has been included at the bottom of this report. This property only has one buildable lot, and a note should be placed on the CSM that states zoning restrictions for building.

2. 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".
3. 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.
4. Part of this lot falls under the ETJ for the City of Edgerton.
5. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).

There is a creek or stream that meanders in this location along N Staff Road. An example of this is an established drainage easement located on the CSM from 1977 (portion of proposed Lot 1 with residence) and Drainage easement in CSM from 1987.



6. Dedicate of 33-foot half road right of way along the road at the discretion of the Town. Historically the Town of Fulton dedicates the road ROW.
7. There is a small stream that is on the property and blocking the front of the lot from the rear. Currently the access point is on the proposed lot 2. This should have an access easement established onto lot 1 or a pre-established access should be granted though land conservation prior to approval.



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. Meet the minimum requirements of 4.112 Preliminary Land Division listed.

| 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;                                                                                                                                                                                                                                                                                                                 | Verify zoning with 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;                                                                                                                                                                                                                                                                                                                                                                            | This meets the 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, drainage ways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator; | POWTS, Well, ESA, outlot are missing from this 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 reservation, as well as the location of proposed utility, drainage way, and pedestrian way easements, on the land division;                                                                                                                                                                                                                         | NA                                                  |
| 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;                                                                                                                                                                                                                                                                                                                                                                                                           | NA                                                  |
| A preliminary concept for collecting and discharging stormwater on the land division;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NA                                                  |
| Topography with two (2) foot contour interval on the land division (Subdivision Plats only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NA                                                  |
| A scale, north arrow, and date of creation;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | This meets the minimum requirements.                |
| Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                     |

**Review and Possible Action Regarding LD 2024 022 (Johnstown Township) – Ludeking (2 Lot CSM)**

Discussion carried out by Steven Godding (Planner). Half of lot 2 is currently being farmed. It is possibly being purchased by a neighbor in hopes to combine the new lot with an already existing lot.

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

**Rock County Land Division LD 2024 022**

**Tax ID/Parcel #: 018 001019 / 6-9-19 & 018 00101906 / 6-9-19.6**

**Town: Johnstown**

**Recommendations:**

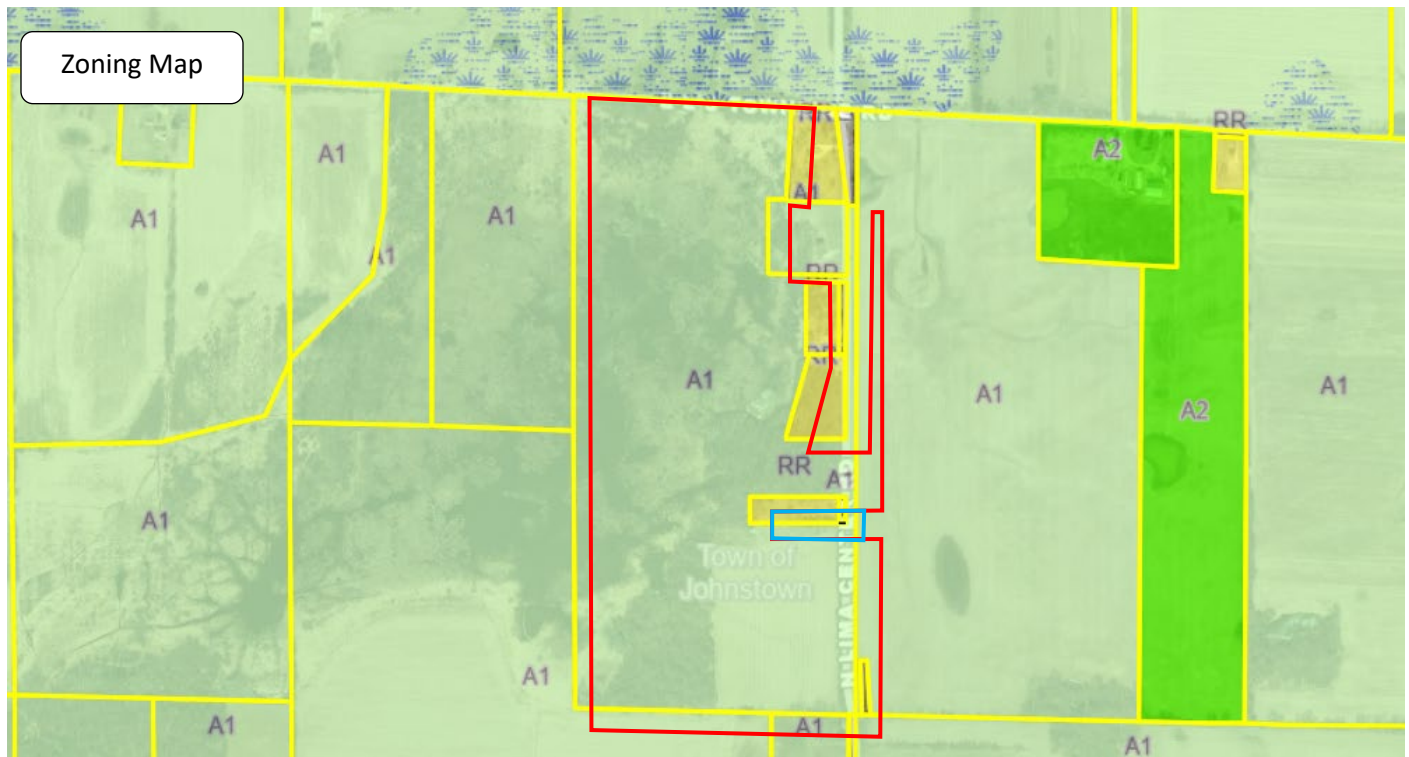
The following conditions are subject to approval of the Minor Land Division in the Town of Johnstown.

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 Johnstown's ordinance, there are requirements for rezoning parcels out of a farmland preservation zoning district.

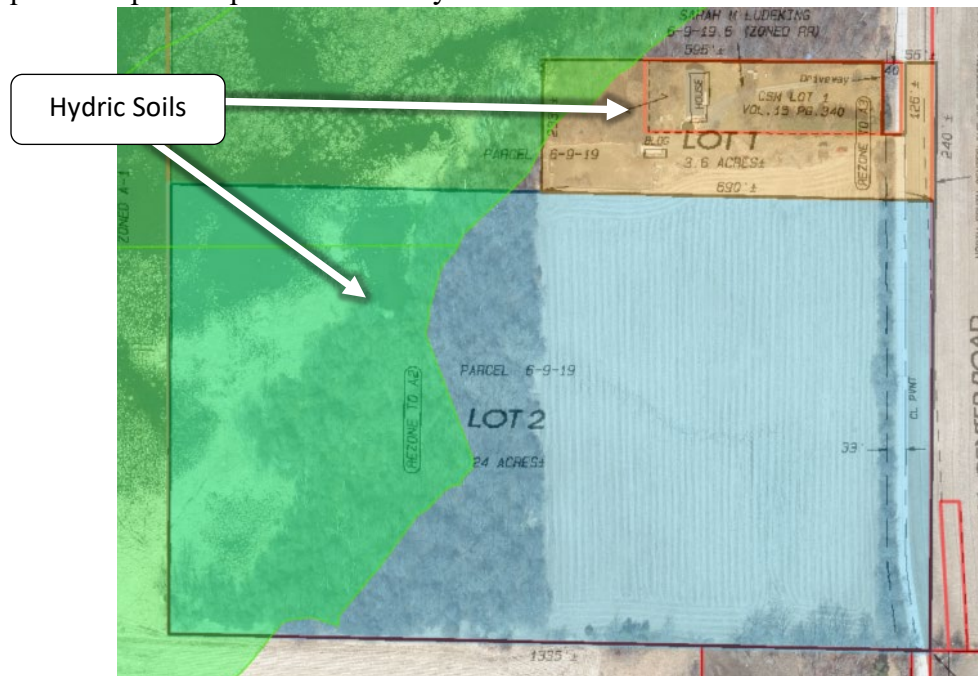
Rezoning of land out of a farmland preservation zoning district.

- (1) The Town Board may rezone land out of a farmland preservation zoning district if, after a public hearing, it makes written findings that the rezoning meets the following standards:
  - (a) The land is better suited for a use not allowed in the farmland preservation zoning district.
  - (b) The rezoning is consistent with any applicable comprehensive plan.
  - (c) The rezoning is substantially consistent with the county certified farmland preservation plan.
  - (d) The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use

- (2) The Town shall by March 1 of each year provide DATCP and the County a report of the number of acres rezoned out of an Agricultural Zoning District during the previous calendar year and a map that clearly shows the location of those acres.



2. There are hydric soils (green) present on both proposed lots. 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. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utility companies (where applicable).

4. 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.
5. 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.
6. Dedicate a 33-foot half road right-of-way along the roadway at the discretion of the Town.
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; | Lot 1 is missing existing POWTS        |

|                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 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                                                                                                                                                                                                                                                                                                    |                             |

### **Community Development:**

#### **Update Regarding ARPA Fund Affordable Housing Projects**

Director Baker began the discussion on this action point. The City of Beloit supports two of the three projects on our list for TIF funding. One of the projects has been dropped and not moving forward with our timeline for the ARPA funding. There are three projects in mind at the top of the list, but they may exceed the money needed from the money granted. It is a work in progress at this point. There are two projects that are in Beloit and one that is in Janesville, this project is further along in the approval process.

### **Finance:**

#### **Review of Payments – May 2024**

A general overview of the May 2024 expenses was provided by Director Baker, and then he asked James Otterstein (Economic Development Manager) to address a few of the larger items contained within the monthly report. Mr. Otterstein outlined the programming and vendor relationships, particularly those connections to the County's COVID-sales tax funded small business loan and the ARPA-funded grant programs. There was discussion. Since it was an information item, there was no Committee action.

### **Director's Report:**

#### **Semi-Annual Training and Conference Attendance Reports (P&D, Real Property and Land Records)**

Director Baker began discussion with an update of how there is nothing to report. There are no trainings or conferences that have exceeded the \$1,000.00 threshold.

**Consider July Meeting Schedule Consistent with County Board**

Director Baker began discussion with mention that in years prior, there tends to be on meeting scheduled per month during July and August. This keeps in line with the County Board meeting setup. For the July 11<sup>th</sup> meeting, there are hopes that the ARPA recommendation is prepared and there will more than likely be multiple resolutions needing approval. This will also be the time to decide if there will be a meeting on July 25<sup>th</sup>. At this point, the Committee decided not to hold a meeting unless necessary for business.

**Committee Reports:** None

**Adjournment:** Adjournment at 8:29 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.