



**Planning and Development
Committee
Minutes – October 24, 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, October 24, 2024. Supervisors present in person: Chair Sutterlin, Cullen, Boehlke and Wilson. Supervisor present via ZOOM: Rashkin. QUORUM present.

Staff present: Steven Godding (Senior Planner), Andrew Baker (Director), Michelle Schultz (Real Property Lister), and Rachel Sarow (Planner).

Staff present viz ZOOM: James Otterstein (Economic Development Manager).

Others present via ZOOM: David Earl (Batterman).

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

Approval of Minutes:

Meeting held October 10: Moved by Supervisor Cullen, Seconded by Supervisor Boehlke. ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2024 048 (LaPrairie Township) – Helen Sagen Estate (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. Occasionally the Towns prefer to follow the field boundaries when parceling off existing buildings which may result in an irregular shaped lot. In this case the Town is proposing a rectangular shape to the lot.

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

**Rock County Land Division LD 2024 048
Tax ID/Parcel #: 020 032005 / 6-10-146A
Town: La Prairie**

Recommendations:

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

1. Zoning should be verified by the Town. This includes both the proposed lots and the parent parcel.

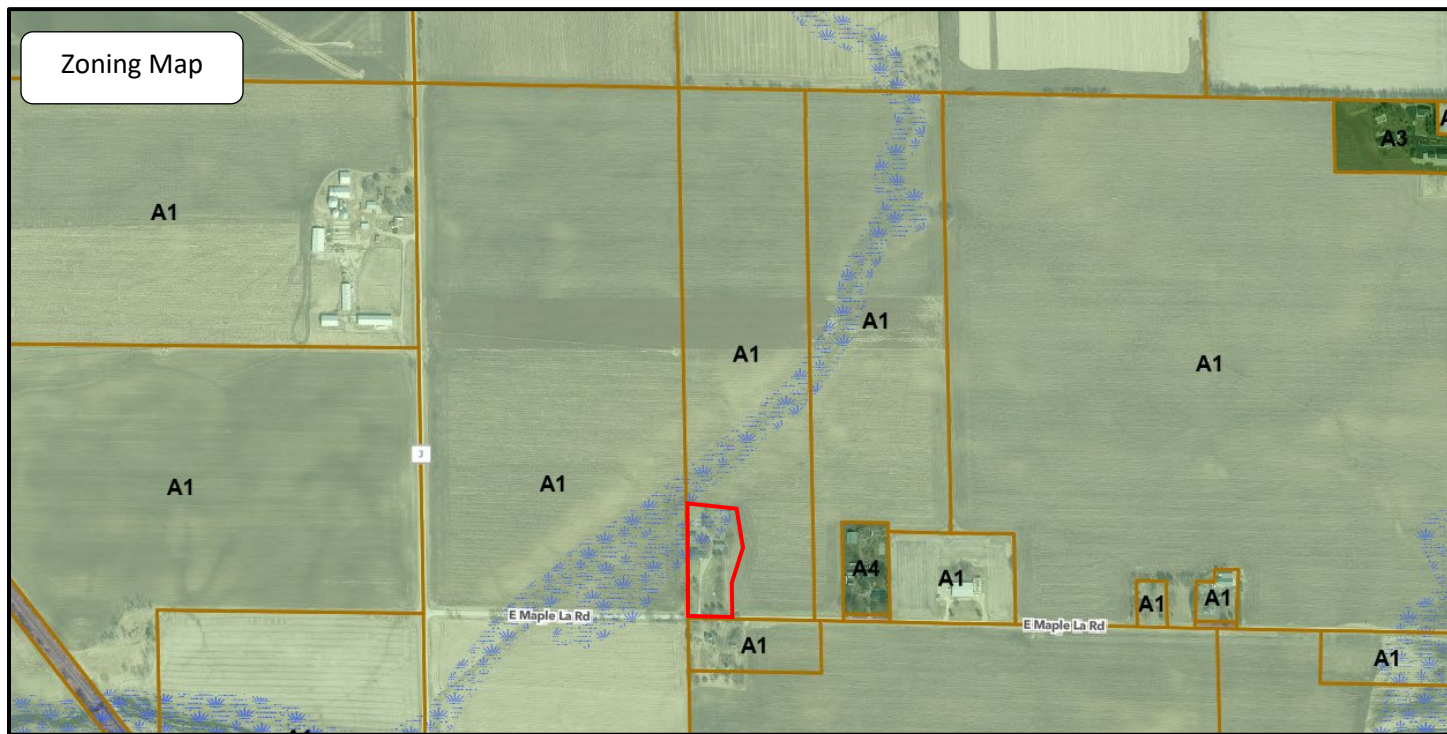
The proposed parcel will need to be rezoned to suitable zoning district in the Town of La Prairie in order to be in compliance with the Town of La Prairie's zoning ordinance.

Per Wisconsin Statute 91.48 and the Town of La Prairie's zoning ordinance, there are requirements for rezoning parcels out of a Farmland Preservation Zoning district. Findings under this section are reported to DATCP and are key to maintaining certification for the Farmland Preservation Program. Failure to maintain certification will result in other landowners being unable to claim tax credits.

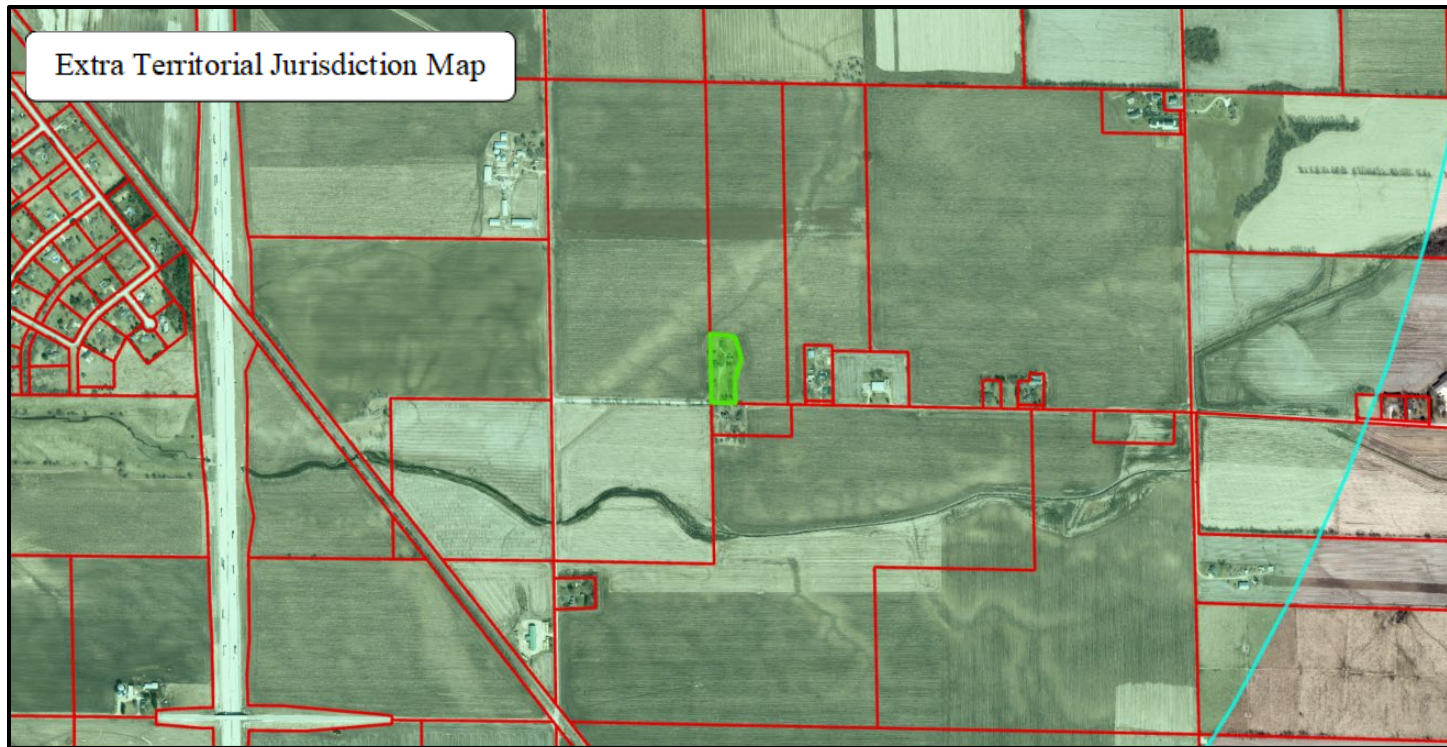
(G) Rezoning Land Out of an A-1 Districts

- (1) Policy. It is the purpose and intent of the town to retain and strengthen agricultural use of the farmlands of the Town of La Prairie while accommodating the interest of non-agricultural persons and families who wish to build homes and live in the Rural Agricultural Areas of the Town without forcing such persons to purchase the larger tracts of land to meet the minimum parcel sizes of the A-1 District. A second purpose is to have a fair mechanism to allocate the opportunity to set off residential lots from large agricultural parcels and to create economic incentive for the pace of new non-farm housing to remain moderate. **Instead of allowing nonfarm residences and nonfarm residential clusters within the A-1 District pursuant to sec. 91.46(2) and (3), Stats., the town intends that land may be rezoned from an A-1 District to an A-4 District for the purpose of such residences with the remainder of the land in the A-1 District to be deed restricted for A-1.**
- (2) Findings required. Section 91.48, Wis. Stats., provides that the Town Board may approve petitions for rezoning land zoned A-1 to another zoning district only after findings are made, based upon consideration of the following:
 - (a) The land is better suited for a use not allowed in the farmland preservation zoning district.
 - (b) The rezoning is consistent with the town 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.
- (3) Procedure

- (a) The Town Board shall document that items (2)(a) – (d) were considered.
- (b) The Town Clerk shall provide an approved copy of the zoning change approved by the Town Board, to the Rock County Planning and Development Agency (the “Agency”).
- (c) The Agency will assign the zoning change to the respective land parcel on the Official Town Zoning Map.
- (d) The town, through the Agency, shall provide the Department a report by March 1st of each year of the number of acres that the town has rezoned out of a farmland preservation district during the previous year and a map that clearly shows the location of those acres.



- 2. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Janesville.



3. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utilitie 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 location
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	

Review and Possible Action Regarding LD 2024 051 (LaPrairie Township) – Mueller (1 Lot CSM)

Discussion carried out by Steven Godding.

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

Rock County Land Division LD 2024 051

Tax ID/Parcel #: 020 035006 / 6-10-165

Town: La Prairie

Recommendations:

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

1. Zoning should be verified by the Town. This includes both the proposed lots and the parent parcel.

The proposed parcel will need to be rezoned to suitable zoning district in the Town of La Prairie in order to be in compliance with the Town of La Prairie's zoning ordinance.

Per Wisconsin Statute 91.48 and the Town of La Prairie's zoning ordinance, there are requirements for rezoning parcels out of a Farmland Preservation Zoning district. Findings under this section are reported to DATCP and are key to maintaining certification for the Farmland Preservation Program. Failure to maintain certification will result in other landowners being unable to claim tax credits.

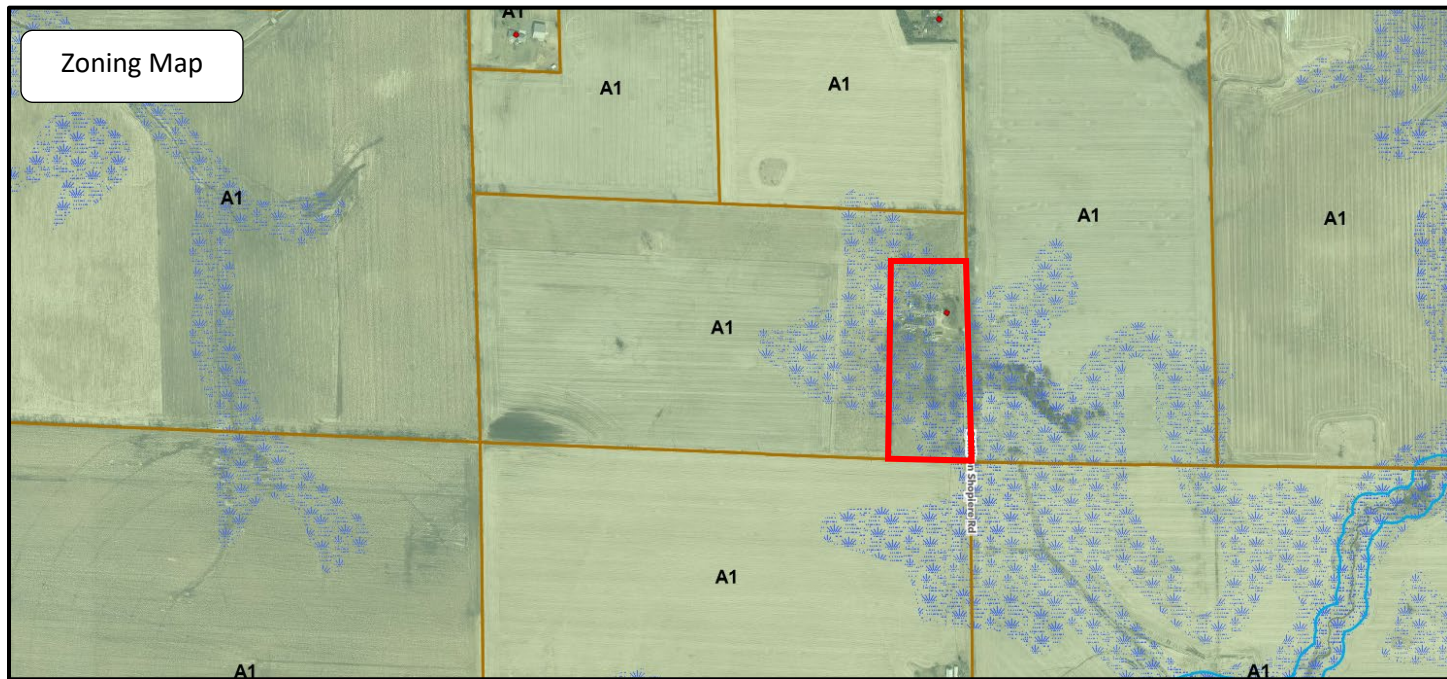
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- (2) Findings required. Section 91.48, Wis. Stats., provides that the Town Board may approve petitions for rezoning land zoned A-1 to another zoning district only after findings are made, based upon consideration of the following:
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- (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.

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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:

Action Item: Review and Possibly Action – *Analysis of Impediments to Fair Housing Choice Document*

Discussion carried out by Director Baker. The document was put together by the hired consultant, a company from out of state, along with feedback from staff. The cost was split between Rock County, City of Beloit, and City of Janesville. According to federal regulations, this report must be updated every five years. This action item will be discussed the next Housing Authority meeting. Director Baker discussed points that were previously outlined and noted regarding the applicable impediments for the county.

Motion to approve the *Analysis of Impediments to Fair Housing Choice Document* moved by Supervisor Cullen, Seconded by Supervisor Wilson. Passed unanimously. CARRIED

Corporate Planning - Resolution:

Amending The Rock County Land Information Place

Land Information Plan Document

Michelle Schultz (Real Property Lister) began discussion on this action item. The resolution document is required to be updated every 3 years by the State of Wisconsin. Chair Sutterlin questioned the difference in the original plan to the amended plan. Ms. Shultz explained that it would be amending due to the updated projects.

Motion to amend the Land Information Plan Document moved by Supervisor Wilson, Seconded by Supervisor Cullen. Passed unanimously. CARRIED

Finance:

Review, Discussion and Possible Action Related to 2025 Recommended Budget

Director Baker began discussion on this item. As of the present, there was a pending project that could have suggested an appeal to a budget item. There is no change or reason to request an appeal currently considering the final cost estimates have not been received.

Motion for approval to accept the current 2025 recommended budget moved by Supervisor Cullen, Seconded by Supervisor Wilson. Passed unanimously. CARRIED

Director's Report:

Director Baker began discussion with an update on the move of Land Conservation staff to the available office space in the Planning Department. This has been going well and a smooth move thus far, with hopes that the entire staff will be functioning by the week of November 22, 2024.

Committee Reports: None

Adjournment: Adjournment at 8:46 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.