



**Planning and Development
Committee
Minutes – November 14, 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, November 14, 2024. Supervisors present in person: Chair Sutterlin, Cullen, and Wilson. Supervisor present via ZOOM: Rashkin. QUORUM present. Supervisor excused: Boehlke

Staff present: Steven Godding (Senior Planner), Andrew Baker (Director), James Otterstein (Economic Development Manager), Randolph Terronez (Assistant to County Administrator), and Rachel Sarow (Planner).

Staff present via ZOOM: Michelle Schultz (Real Property Lister) and Jennifer Borlick (GIS Manager).

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

Approval of Minutes:

Meeting held October 24: Moved by Supervisor Wilson, Seconded by Supervisor Cullen.
ADOPTED

Citizen Participation, Communications and Announcements:

Supervisor Cullen mentioned a “Thank You” to Supervisor Wilson for bringing in donuts for the committee.

Code Enforcement:

Review and Possible Action Regarding LD 2024 070 (Harmony Township) – Meier (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. This property had previously been brought to the attention of the committee. The landowners built a second residence on the parcel. The town allowed this with a conditional use permit. Now the owners would like to divide the land around the second residence to make a stand alone lot/parcel.

Supervisor Cullen asked for more information on the condition use permit and how it works. It can be renewed annually but there are some that are permanent. They are used primarily for those residents that work on farmland. The town will review and make the decision. In this case, if the

new lot is approved, the Conditional Use Permit becomes unnecessary, i.e. the lot will be a typical residential 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 070

Tax ID/Parcel #: 014 015006 / 6-7-51

Town: Harmony

Recommendations:

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

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

Per Wisconsin Statute 91.48, 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.

91.48 Rezoning of land out of a farmland preservation zoning district.

(1) A political subdivision with a certified farmland preservation zoning ordinance may rezone land out of a farmland preservation zoning district without having the rezoning certified under s. 91.36, if the political subdivision finds all of the following, after public hearing:

(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) A political subdivision shall by March 1 of each year provide to the department a report of the number of acres that the political subdivision has rezoned out of a farmland preservation zoning district under sub. (1) during the previous year and a map that clearly shows the location of those acres.

(3) A political subdivision that is not a county shall by March 1 of each year submit a copy of the information that it reports to the department under sub. (2) to the county in which the political subdivision is located.

(4) If a political subdivision fails to comply with sub. (2), the department may withdraw the certification granted under s. 91.06, 2007 stats., or under s. 91.36 for the political subdivision's farmland preservation zoning ordinance.

2. Dead-end streets need to have a circular end or temporary turnaround easement.

Per the Town Ordinance: Cul-de-sac – A local street with a singular vehicular outlet containing an appropriate terminal for the safe and convenient reversal of traffic movement.

This is a safety and service issue and should not be permitted without a suitable turnaround. Appropriate arrangements shall be made for those parts of temporary turnarounds outside of the street right-of-way to the abutting property owners at such time as streets shall be extended. The Town should address this requirement prior to the County review and approval.

3. The proposed lot does not meet the public road frontage requirement of both Rock County and the Town of Harmony.

Frontage – The length of the front lot line of a lot abutting a street. Lot frontage on a public street shall be at least one hundred (100) feet for all lots without access to a connection to a public sanitary sewer system. Because this is a dead end, a temporary turnaround/cul-de-sac area should be placed on the lot.

A note should be added that to the CSM that reads something to the effect of: All setbacks to establish the building envelope should be measured from the temporary turnaround easement.

Additionally, prior to approval the Town needs to establish who will be responsible for construction of the roadway and turnaround. The County require something in writing prior to approval.

4. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Janesville.
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. Dedicate a 33-foot half road right-of-way along the roadway at the discretion of the Town.
9. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
10. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

11. 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	

Community Development:

Director Baker began discussion of the ARPA funds awaiting the final contracts by the Rock County Corporation Council. The plan is to distribute funds by early December 2024, with the little money left over to be reallocated to other ARPA eligible projects.

Economic Development:**Quarter Three Rock Ready Index Economic Report**

Mr. Otterstein reviewed the Q3 2024 Rock Ready Index, a quarterly dashboard report that is compiled and distributed by the Agency. Various statistical references, trends and observations were woven into his remarks. There was discussion. Since it was an information item, there was no Committee action.

Corporate Planning:**Informational Item: Broadband BEAD Update**

Randolph Terronez (Assistant to County Administrator) began discussion on the updated endorsement resolution process. The county has been reached out to by service providers in the area. The timeframe has now been extended to January 15, 2025. There are currently 3,600 sites that are underserved and qualify as BEAD eligible, and this has been narrowed down to 72 project unit. It will take 2-3 years to complete the project once the money is received.

Finance:**Review Bills Paid: October 2024**

Supervisor Cullen recommended that the bills be reviewed should it be questioned by any Supervisor in the future. The Committee agreed that it is not necessary to explain all the bills.

Director's Report:**Land Conservation Department Move Update**

Director Baker began discussion with an update on the move of Land Conservation staff to the available office space in the Planning Department. Furniture and office items are set to be moved within today and tomorrow with assistance by Facilities. The new parking space have been painted in the upper back lot.

Planning Project Update**Farmland Preservation Plan**

Rachel Sarow (Planner) began discussion on this action item. The authorization of a 2-year extension was approved to work through all three plans. The county will be working directly with the towns on these plans.

Janesville 208 Water Quality Plan

Rachel Sarow (Planner) reached out to the City of Janesville to discuss the sewer area service plan. This was to ensure accommodations to future development in the area, including the growth plan that outlines the plan and implementation.

Comprehensive Plan

Rachel Sarow (Planner) explained that this item has been placed on hold for now. It will regain focus during the winter months.

Committee Reports: None

Adjournment: Adjournment at 8:42 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.