



**Planning and Development
Committee
Minutes – December 12, 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 8:02 AM on Thursday, December 12, 2024. Roll call by Director Baker. 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), James Otterstein (Economic Development Manager), Michelle Schultz (Real Property Lister), and Rachel Sarow (Planner).

Staff present via ZOOM: Jennifer Borlick (GIS Manager).

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

Approval of Minutes:

Meeting held November 14: Moved by Supervisor Wilson, Seconded by Supervisor Cullen.
ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2024 047 (Avon Township) – Komprood (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. The preference of the owner and the Town would be to have an access easement through this new lot to serve the existing building site. However, the land division ordinance requires road frontage. Odd situation in that this is a dead end road. The compromise is that the property would not be on an easement but keeping a portion of the property saved if a road is decided to be built there in the future. It will be noted as "Reserved Road right of way".

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

Rock County Land Division LD 2024 047

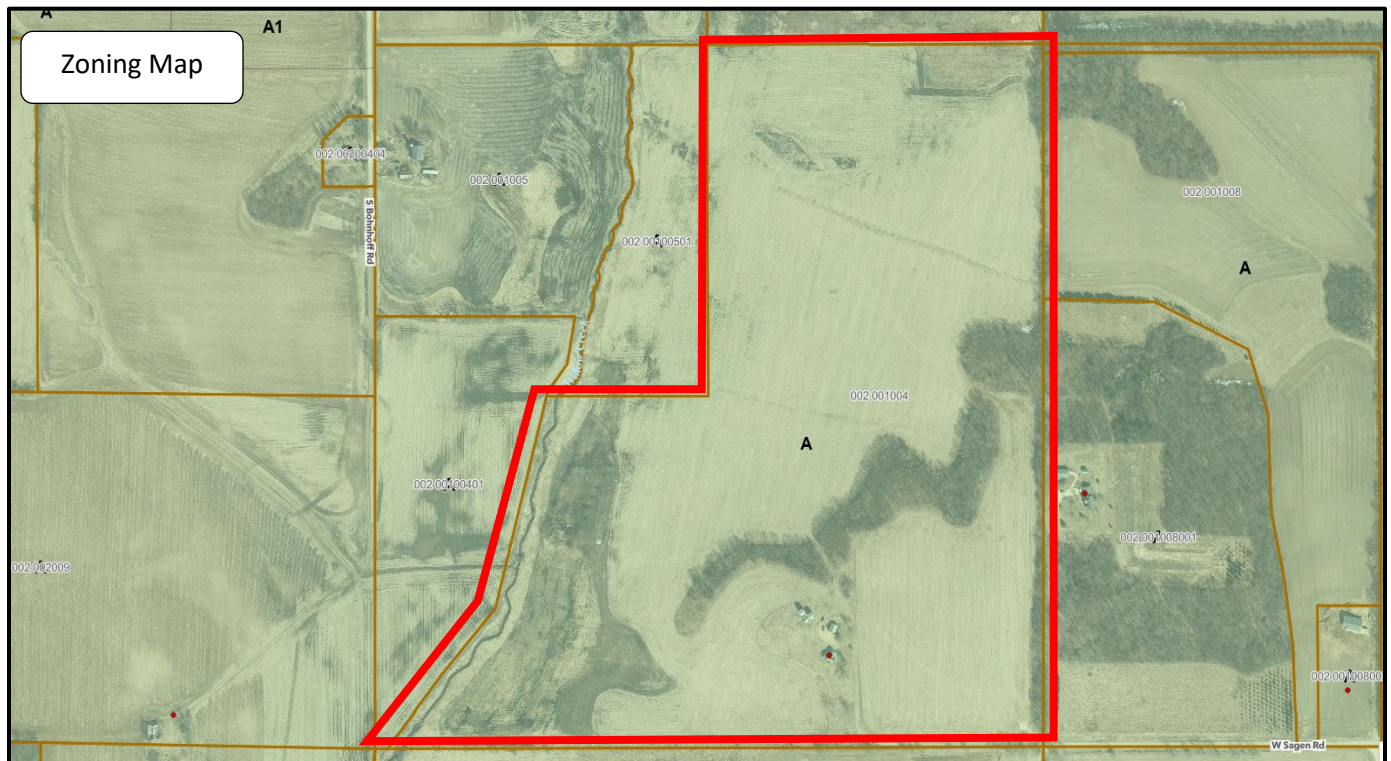
Parcel #: 6-1-5

Town: Avon

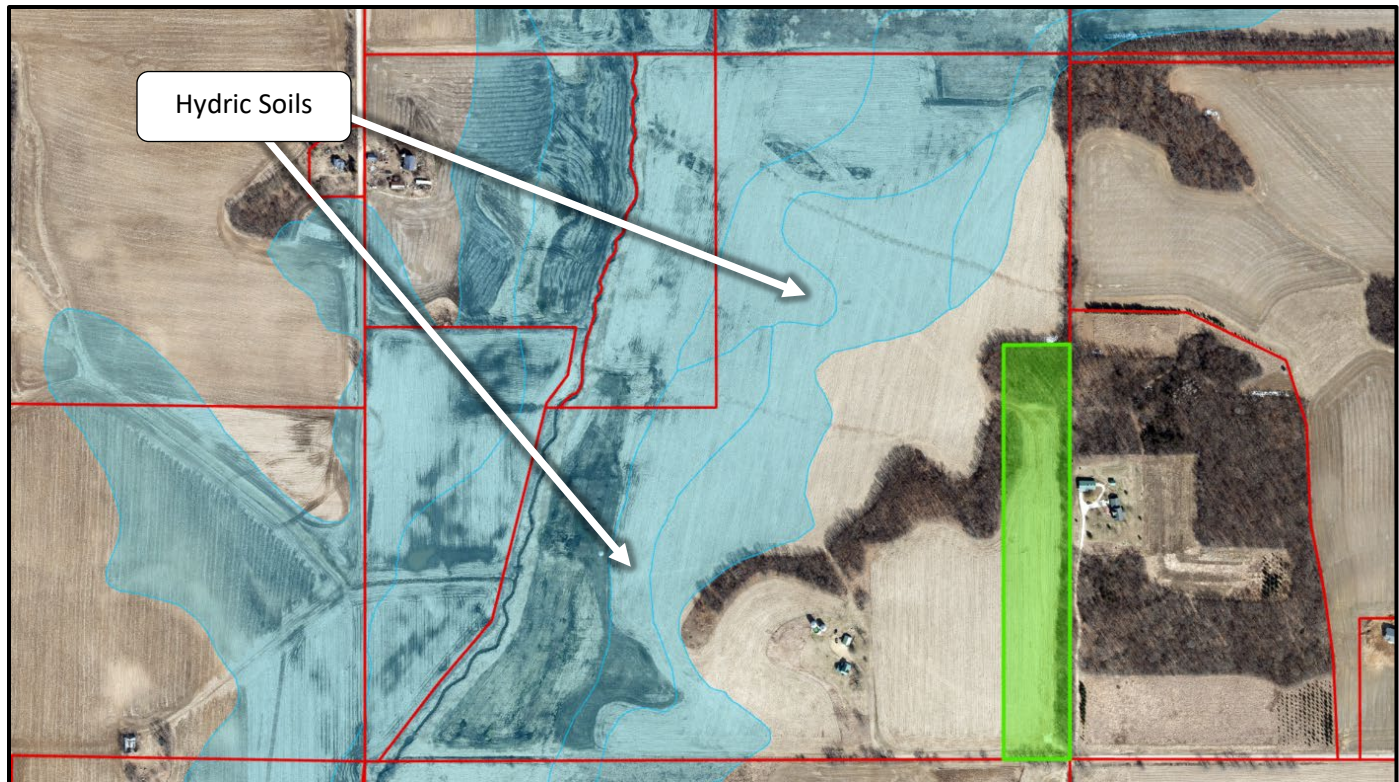
Recommendations:

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

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



2. There are hydric soils present on the parent parcel.



3. 250 feet of parent parcel 6-1-5 will need to be designated by the Town as road right-of-way to allow for the land division to be approved as the Town of Avon requires 250-feet of road frontage for new lots.
4. A new address will need to be assigned to parcel 6-1-5 as the dedicated road right-of-way is going to be extending W Sagen Rd. to the west.
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	

Review and Possible Action Regarding LD 2024 057 (Harmony Township) – Backyard properties (28 Lot Subdivision)

Discussion carried out by Steven Godding and Director Baker. One of the Supervisors requested the explanation of Extraterritorial Jurisdiction (ETJ). The approval of this subdivision will also be reviewed by the City of Janesville. Janesville has certain authority to review aspects of the subdivision because it is within three miles of the City. Janesville and Harmony are currently working toward a mutually beneficial agreement to address land use within the ETJ, which also impacts the sewer service area planning that P&D staff are involved with. The subdivision has been rezoned and approved by the Town. Because land use decisions are made at the local government level (city, village, town), based on the subdivision application, there is currently no County related policy, ordinance or other regulation that would cause P&D staff to recommend approval with conditions.

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

Rock County Land Division LD 2024 057

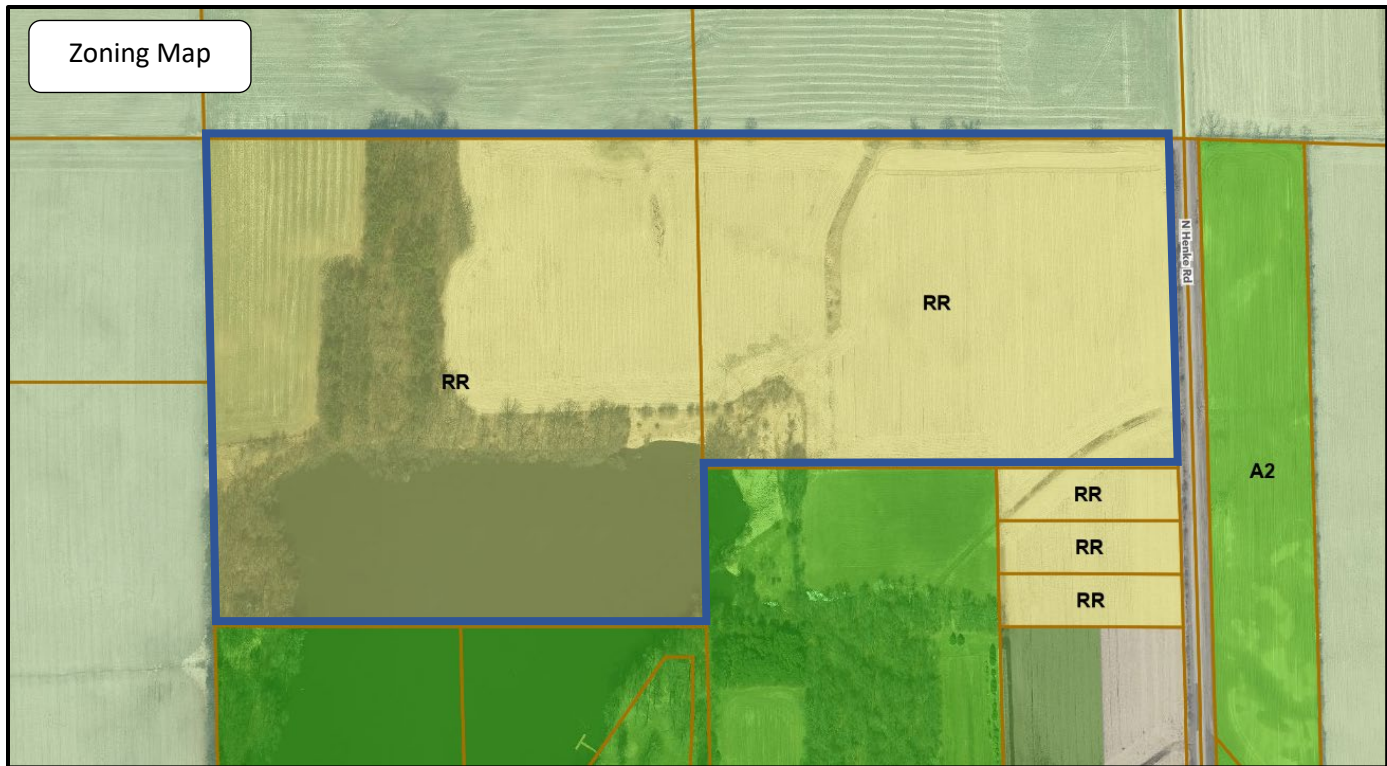
Parcel #: 6-7-93 & 6-7-93.2

Town: Harmony

Recommendations:

The following conditions are subject to approval of the Major Land Division (Subdivision) in the Town of Harmony.

1. Zoning should be verified by the Town. This includes both the proposed lots and the remaining parent parcel. Each lot needs to meet the minimum requirements of the Town's R-R zoning district and the Rock County Shoreland Zoning District.

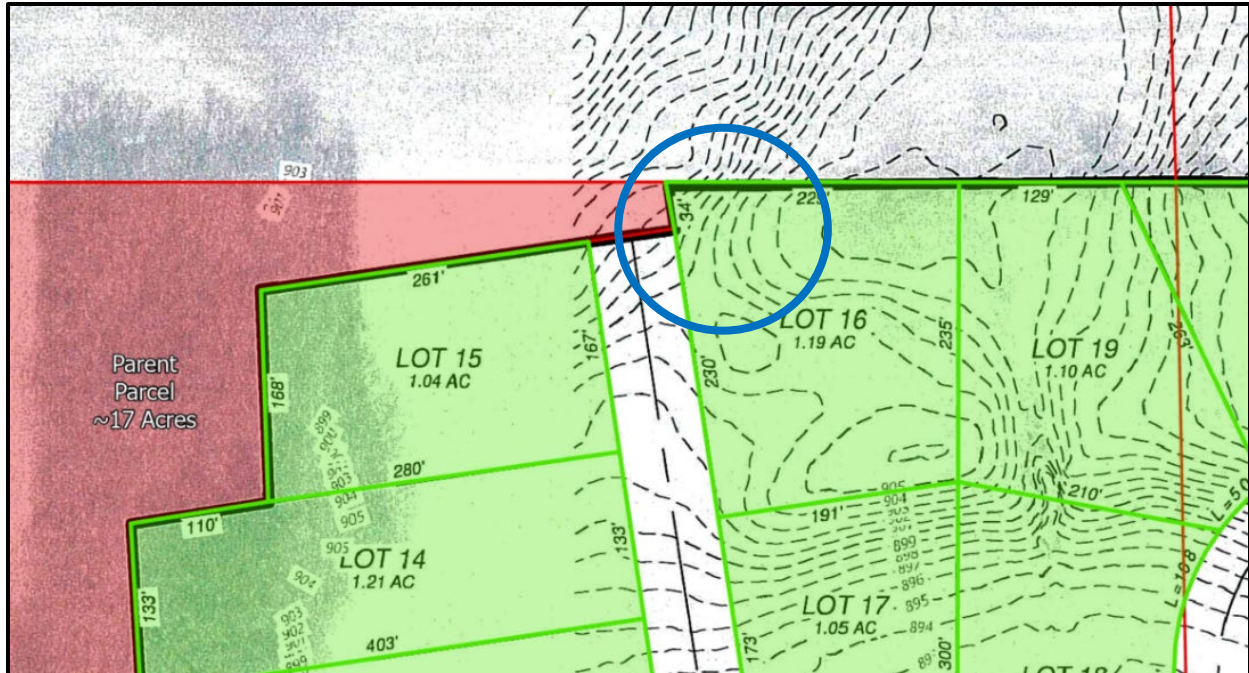


2. Currently, Lot 19 has 50 feet $\pm$ of public road frontage and does not meet the minimum amount of public road frontage required (100 feet) for both the Town of Harmony's R-R zoning district and the Rock County Shoreland Zoning Overlay District.
3. Dead-end streets need to have a circular end or temporary turnaround easement.

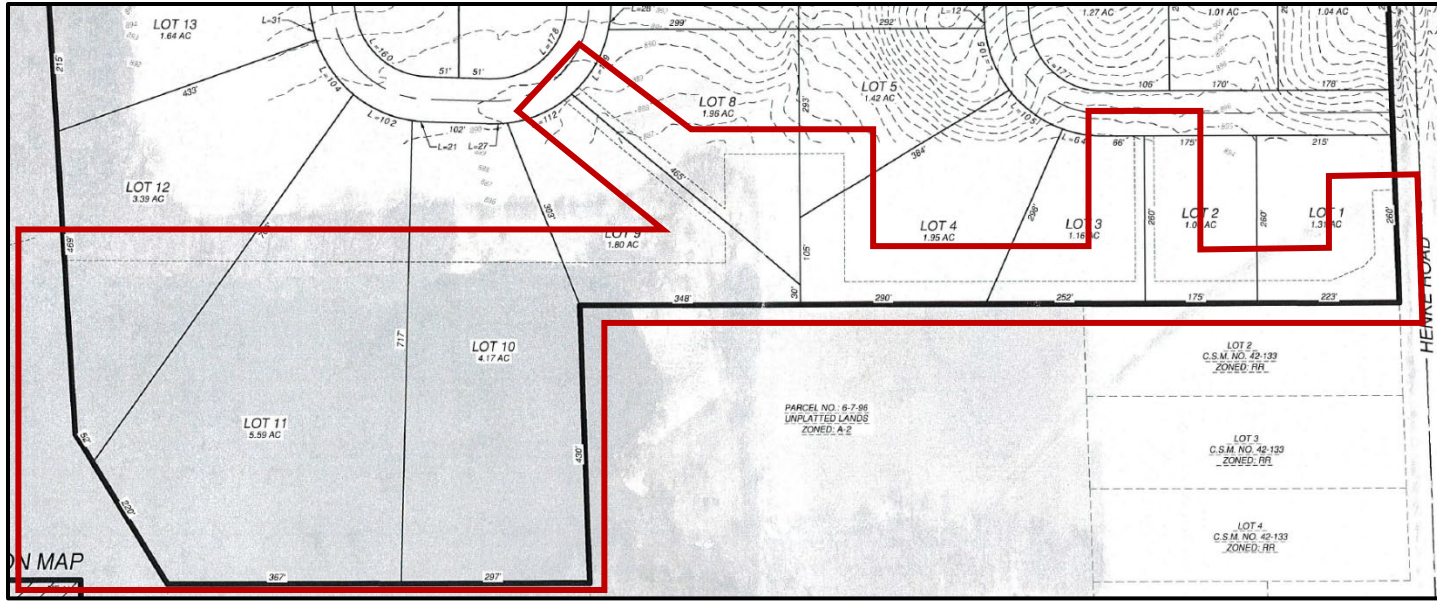
Per the Town Ordinance: Cul-de-sac – A local street with a singular vehicular outlet containing an appropriate terminal for the safe and convenient reversal of traffic movement.

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.

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

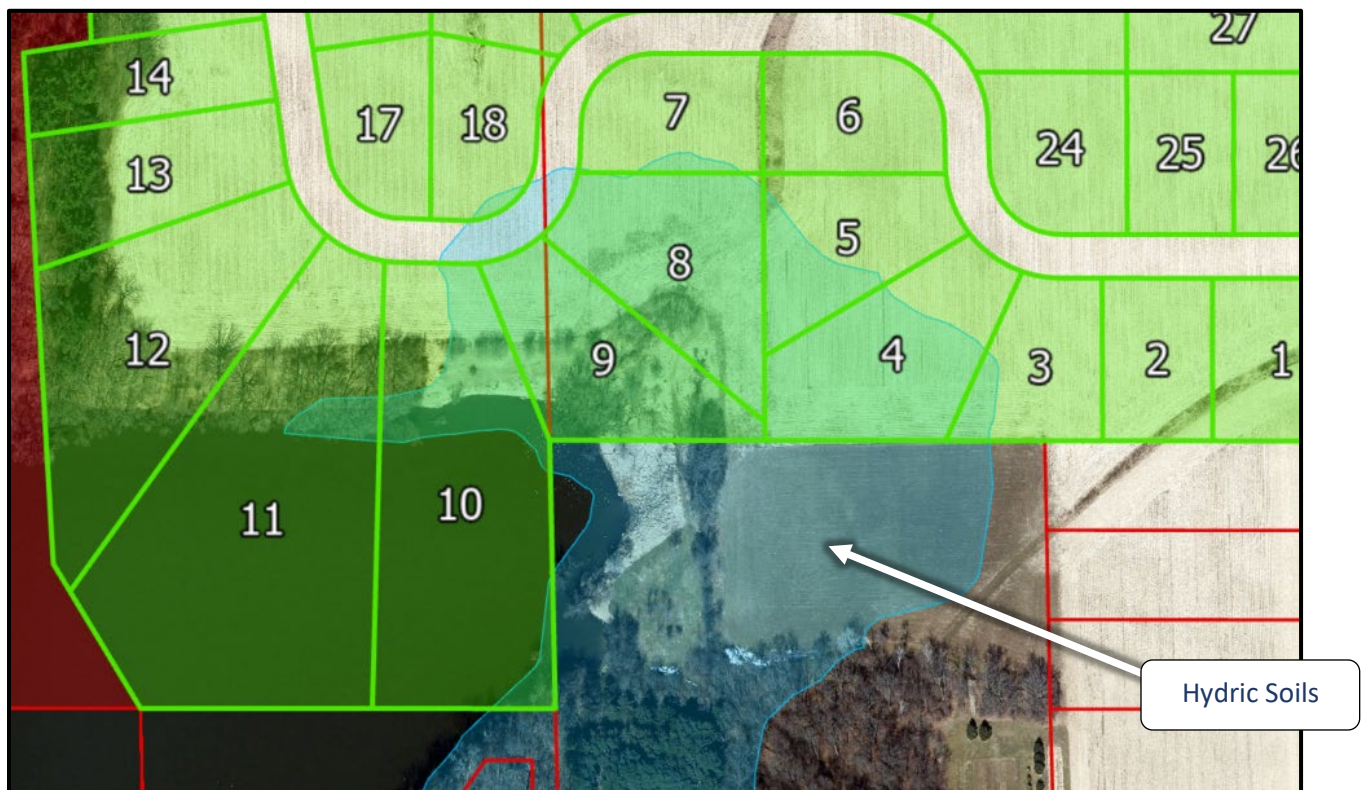


4. Frontage – The length of the front lot line of a lot abutting a street. Lot frontage on a public street shall be at least one hundred (100) feet for all lots without access to a connection to a public sanitary sewer system. Because this is a dead end, a temporary turnaround/cul-de-sac area should be placed on the lot.
5. Utility easements to be located on lots as requested by utility companies.
 - a. Per 4.116 (4)(a) of the Rock County Land Division and Management Ordinance, “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.
6. All lots shall have either the capacity for a POWTS, or access to a connection to a public sanitary sewer system, to adequately provide for treatment and disposal of sewage generated on said lots.
7. All lots shall be designed so as to ensure stormwater runoff occurring as a result of the land division, and any construction and earth-disturbing activities on the land division, shall be adequately diverted and accommodated in the downstream area and erosion and sedimentation will not increase in comparison to conditions prior to the land division.
8. There are “easements” located on the Plat that need to be labeled.



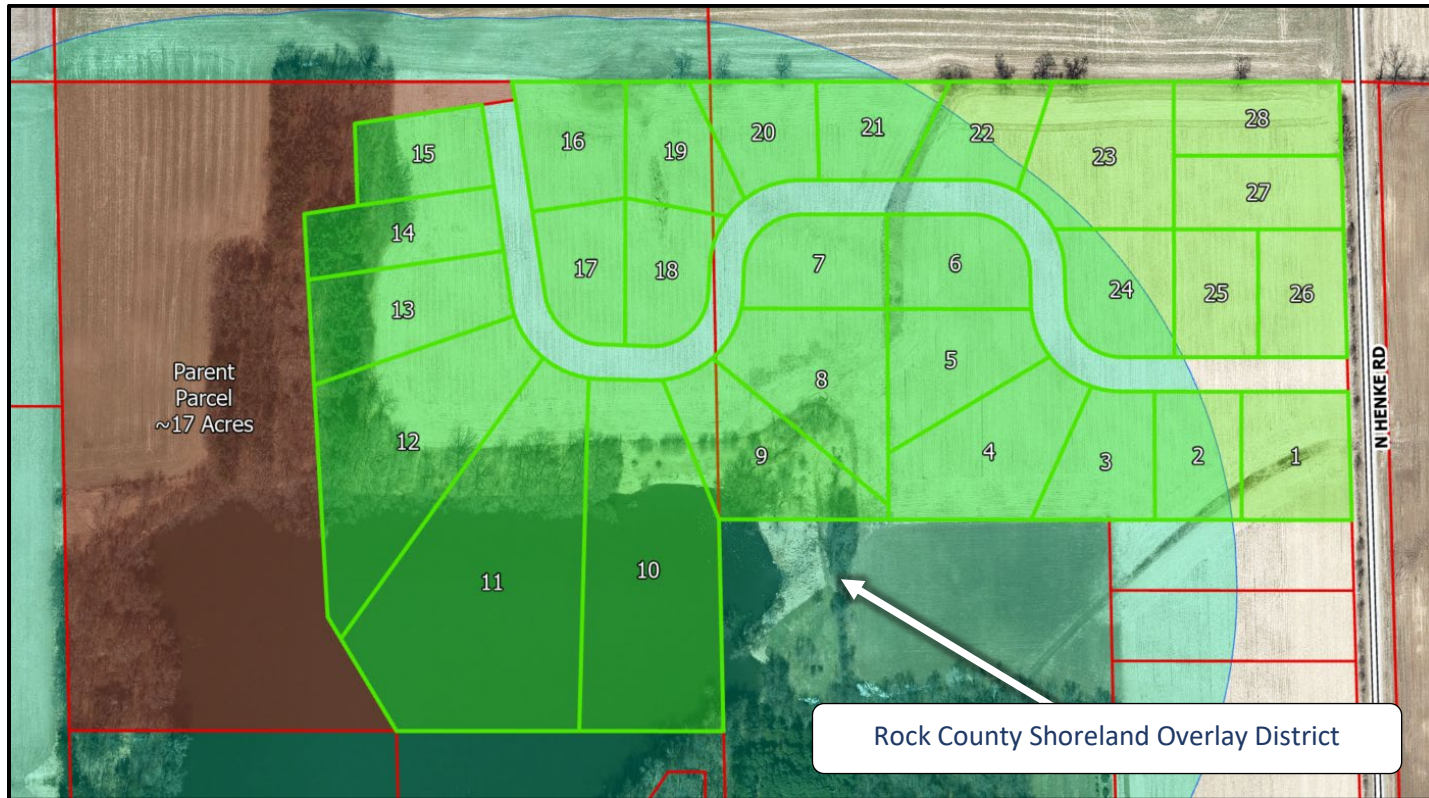
9. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Janesville and may require additional approvals.
10. Road construction plans shall be submitted to and approved by the Town of Harmony or another entity working as the Town's agent. The design 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.
11. The developer shall reimburse the Town of Harmony for the installation of the necessary road signs as included and approved in the road construction plans.
12. A Storm Water Management Permit shall be obtained prior to the start of construction. Preliminary easements shown on the preliminary plat may be revised based on the approval Storm Water Management Plan.
13. 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.

14. 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.
15. 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.
16. 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."
17. There are hydric soils present on the entirety of proposed lots 8 and 9, and on notable portions of proposed lots 4, 5 and 10.



18. 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".
19. A 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.

20. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction.
21. Any development on Proposed lots 2 – 22 and lot 24 will require a Rock County Shoreland Zoning Permit as they fall within the Rock County Shoreland Zoning Overlay District.



22. 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.
23. The Final Plat will need 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;	Needed
Topography with two (2) foot contour interval on the land division (Subdivision Plats only)	Needed
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 059 (Spring Valley Township) – Donaldson Marital Trust (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker.

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

Rock County Land Division LD 2024 059

Parcel #: 6-18-153

Town: Spring Valley

Recommendations:

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

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

Per Wisconsin Statute 91.48 and the Town of Spring Valley's 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.

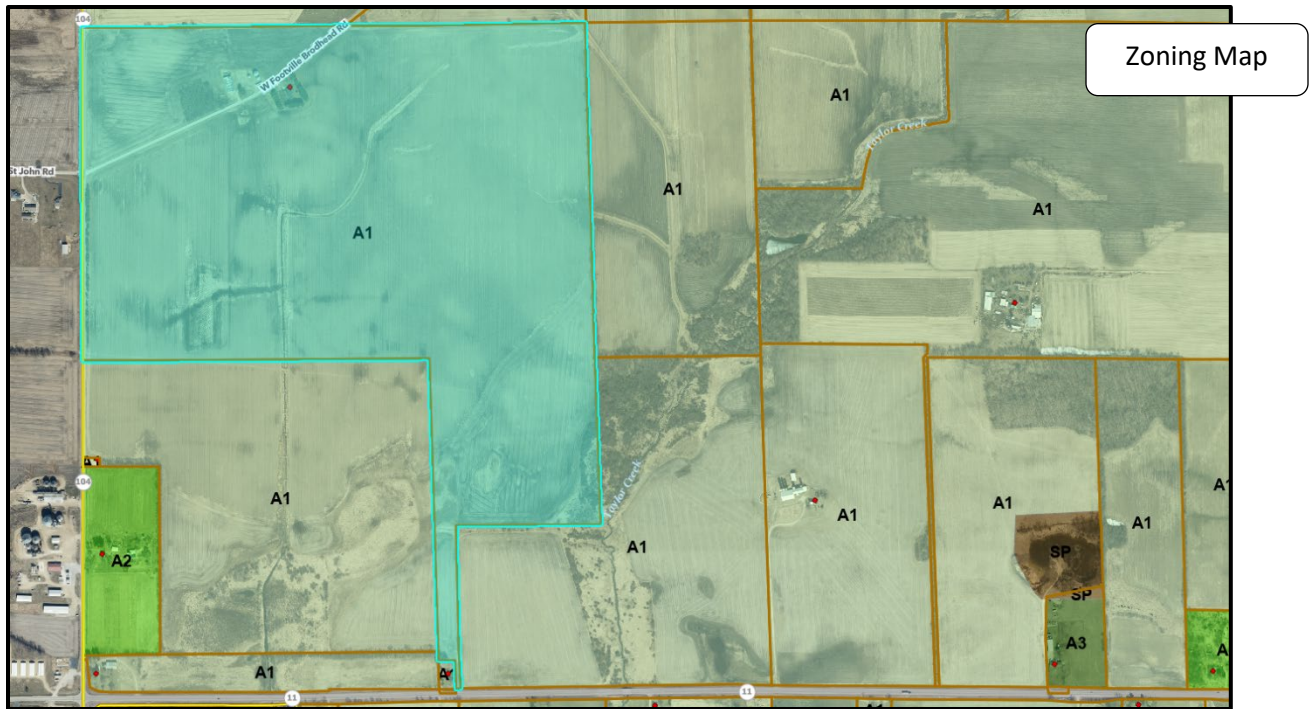
(5) Rezoning Land in the Farmland Preservation Zoning District

- (A) The Town of Spring Valley may rezone land out of the farmland preservation zoning district if it meets the following in writing, in addition to following the requirements of Section 7:

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 certified farmland preservation plan.
4. The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.

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

- (C) Farm dwellings prior to 1974 and related farm structures may be separated from the farm plot with up to five (5) acres. The remaining portion of the original parcel shall conform to the standards of the A-1 district, and the new parcel with the existing farm dwelling shall be zoned A-3 and conform to the standards of the A-3 district.



It is unclear whether or not the existing building was built prior to 1974 as aerial imagery during this time period was sparse.





2. There are hydric soils (blue) present on the proposed lot.



3. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Brodhead.
4. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utilitie 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. Dedicate a 33-foot half road right-of-way along the roadway at the discretion of the Town.
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;	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: None

Economic Development: None

Corporate Planning:

Extending Authorization of the Ad Hoc Committee on Passenger Rail Development

Discussion carried out by Chair Sutterlin and Director Baker. The Resolution is proposed to extend the Ad Hoc Committee and continue to meet as needed. There are seven members that form the committee.

Motion for approval to extend the authorization of the Ad Hoc Committee on Passenger Rail Development by Supervisor Wilson, Seconded by Supervisor Rashkin. Passed unanimously.
CARRIED

Finance:

Review of November Payments

Supervisor Cullen inquired about two of the expenses from Page 36, specifically those payments to the Forward Foundation and the University of WI System. Mr. Otterstein indicated the Forward Foundation serves as the fiscal and administrative agent for the Rock Intern/Extern program. Meanwhile, the County has a contract with the University to provide small business and entrepreneurial consulting services and programming. Both activities are supported by ARPA funding.

Director's Report:

Address Sign Contractor Update

Discussion carried out by Senior Planner Godding and Director Baker. The company we work with, Lange, used to create and install the address signs requested for the county. They provided this service in Spring 2024 but did not install any address signs that were ordered in Summer and Fall 2024. They have committed to continue to make the address signs but will no longer be installing them. There are 88 fire signs still pending for installation. At present time, the plan is to continue to work with Lange and find an alternative for the installation. Staff will also review the rural and urban ordinance verbiage on where and how the sign should be placed on the property. For example, is a traditional flag style sign necessary in a subdivision or are numbers on the mailbox and house sufficient?

Update Regarding LCD Move to Planning Office Space

Discussion carried out by Director Baker, indicating that this would be the final update. Everything was moved smoothly to the new office with assistance provided by IT and Facilities Management.

Committee Reports: None

Adjournment: Adjournment at 8:50 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.