



**Planning and Development
Committee**

**Minutes – January 23, 2025
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, January 23, 2025. Roll call by Director Baker. Supervisors present in person: Chair Sutterlin, Cullen, and Wilson. Supervisor present via ZOOM: Rashkin. Supervisor excused: Boehlke QUORUM present.

Staff present: Steven Godding (Senior Planner) and Andrew Baker (Director).

Staff present via ZOOM: Jennifer Borlick (GIS Manager) and Rachel Sarow (Planner).

Others present via ZOOM: David Earl (Batterman).

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

Approval of Minutes:

Meeting held January 9, 2025: Moved by Supervisor Rashkin, Seconded by Supervisor Boehlke.
ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2024 080 (Porter Township) – Rasmussen (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. David Earl (Batterman) mentioned that it has been approved at the town level. The orientation of the new lot in relation to the existing home will result in “stacking” meaning the new home will be between the existing home and the road. That is not a great situation because it causes confusion. In this case the town is ok with it and staff is as well based on the access. Chair Sutterlin questioned the split driveway. It was explained that there was authorization for joint driveway access to avoid lot stacking. In other words, since the existing driveway is on the south side of both properties, rather than winding through the middle, it will have the same appearance as a private road. It will be clear to responders what address is assigned to each home. There will be multiple signs set up. 911 communications or first responders tend to use the signs as a primary manner to located a property.

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

Rock County Land Division LD 2024 080

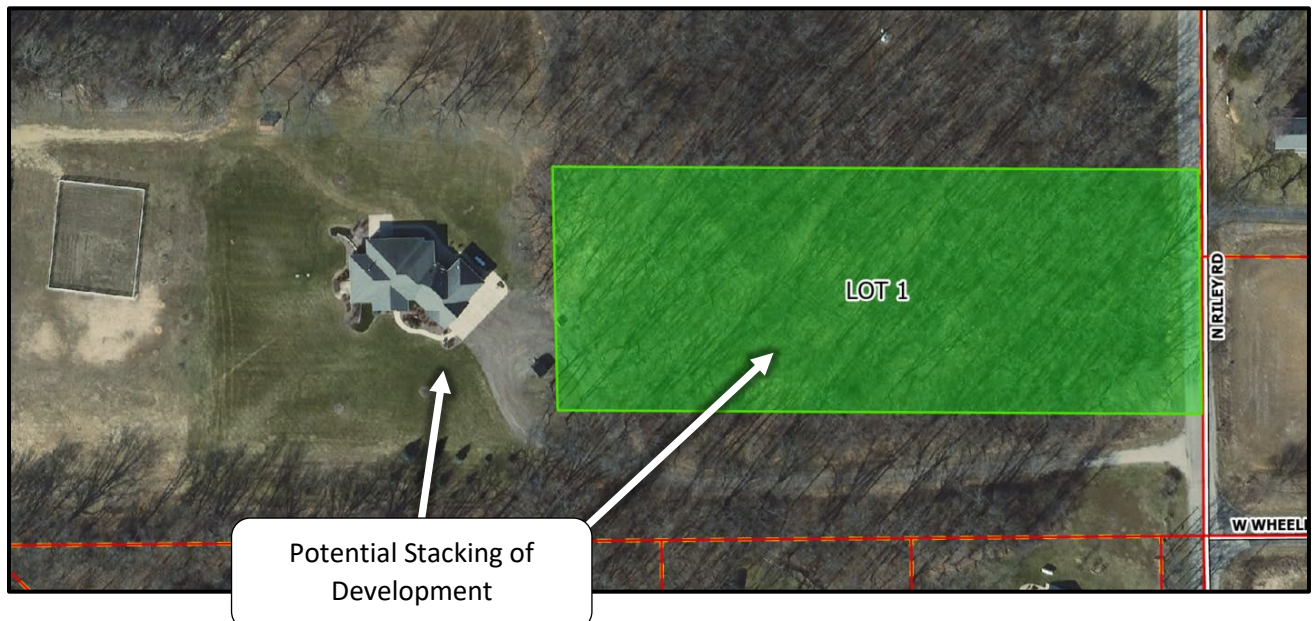
Parcel #: 6-16-258

Town: Porter

Recommendations:

The the Minor Land Division in the Town of Porter is recommended for subject to the following conditions:

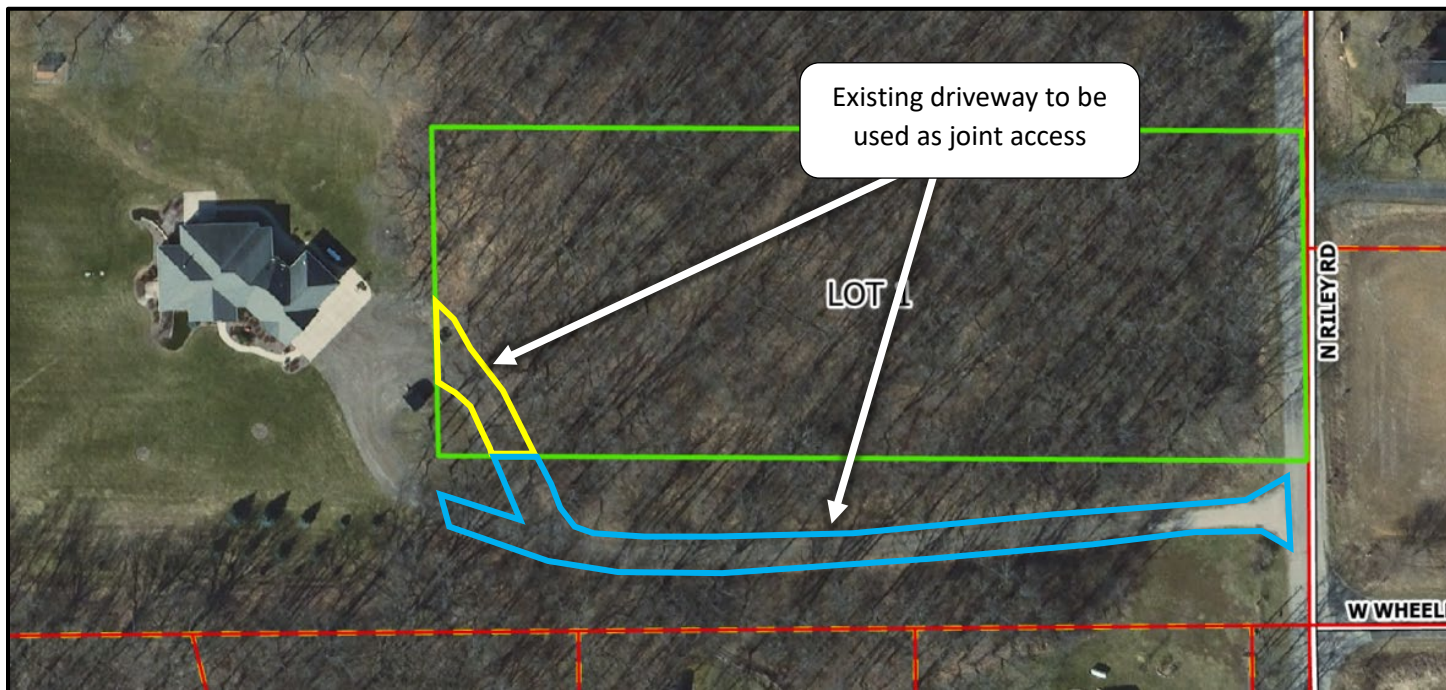
1. Proposed Lot 1 is oriented on the property in way that creates the potential for stacking of development (a structure built behind/in front of another structure with access from the same road). This can create confusion for emergency services in their ability to reach the correct residence, create land use/zoning conflicts with neighboring properties, well and septic siting, etc. However, considering a joint driveway is proposed (as noted below) the use of two address signs per residence (one each at the road and were the driveways split) will help to resolve these concerns.



2. Zoning should be verified by the Town. This includes both the proposed lot and the parent parcel.
3. Steep slopes exist on the property and should be shown on the final certified survey map. Steep slope areas may make it difficult for development.



4. There is to be a shared driveway easement to be recorded along with this certified survey map to allow joint use of the existing access point that is serving parcel 6-16-258.



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”.
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.

Review and Possible Action Regarding LD 2024 088 (Beloit Township) – Sterna (1 Lot CSM)
Discussion carried out by Steven Godding and Director Baker.

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

Rock County Land Division LD 2024 088

Parcel #: 6-2-366

Town: Beloit

Recommendations:

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

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

Zoning for the proposed lots should be verified by the Town. Proposed Lot 1 is to be rezoned to A-2 which is not a certified district for the State’s Farmland Preservation Program.

Per Wisconsin Statute 91.48 and the Town of Beloit’s zoning ordinance, there are requirements for rezoning parcels out of a certified 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.

Town of Beloit Zoning Ordinance – 10.05 (1) (n.)&(o.)

n. Rezoning Land Out of a Farmland Preservation Zoning District.

i. Except as provided in Sub. ii, the Town of Beloit may not rezone land out of the Farmland Preservation Zoning District unless the Town of Beloit finds all of the following in writing, after public hearing, as part of the official record of the rezoning:

- A. The rezoned 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 Rock County Farmland Preservation Plan, which is in effect at the time of the rezoning.
- D. The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.

ii. Subsection (i) does not apply to any of the following:

- A. A rezoning that is affirmatively certified by the Wisconsin Department of Agriculture, Trade and Consumer Protection under Chapter 91, Wis. Stats.
- B. A rezoning that makes the farmland preservation zoning ordinance map more consistent with the county farmland preservation plan map, certified under Chapter 91, Wis. Stats., which is in effect at the time of the rezoning.

o. By March 1 of each year the Town of Beloit shall provide to the Wisconsin Department of Agriculture, Trade and Consumer Protection a report of the number of acres that the Town has rezoned out of the Farmland Preservation Zoning District under Sub. A. during the previous year and a map that clearly shows the location of those acres. The Town of Beloit must also provide a copy of the information reported under this paragraph to Rock County.

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



3. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit and may require additional approval.
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. The existing septic system location should be shown on the final certified survey map.
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.

Review and Possible Action Regarding LD 2024 089 (Newark Township) – Halverson (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker.

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

Rock County Land Division LD 2024 089

Parcel #: 6-14-136

Town: Newark

Recommendations:

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

1. Zoning should be verified by the Town. This includes both the proposed lot and the parent parcel. Both are to remain zoned as A1.
2. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utility companies (where applicable).
3. Proposed Lot 1 is missing the location of the septic system. This should be shown on the final CSM.
4. Dedicate a 33-foot half road right-of-way along the roadway at the discretion of the Town.
5. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
6. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
7. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

Director's Report:

Semi Annual Conference Reports (Land Records and Real Property)

Director Baker began discussion on this item and explained the documents provided and how they applied to Land Records and Real Property. Chair Sutterlin requested if those that attended the conferences could provide a brief summary of what was discussed and learned.

Finance:

Action Item: Revised Fee Schedule to Reflect Revisions to Address Ordinance Implementation (Sign Cost)

Director Baker began discussion on the revised fee schedule for the address sign order. A recommendation to amend the ordinance to allow the landowner/contractor to install the ordered address sign, hopefully to be changed and in effect by Spring 2025. There are two new options as to whether a post would be needed or not along with the address sign. There will also be a review to if a fire sign is necessary in a condominium lot area or if a mailbox number will suffice. The Planning Department encountered that a delay in receiving the address signs was due to a lack of installation, not manufacturing. Should the landowner/contractor decide to self-install, an instructional document will be provided to indicate the recommended installation measurements regarding setbacks. There was an additional recommendation to increase the pricing slightly for the two new options.

Motion for approval of action item to revise the current fee schedule by Supervisor Cullen, Seconded by Supervisor Rashkin. Passed unanimously. CARRIED

Committee Reports: None

Adjournment: Adjournment at 8:20 AM.

Moved by Supervisor Rashkin, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.