



**Planning and Development
Committee
Minutes – February 13, 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, February 13, 2025. Roll call by Director Baker. Supervisors present in person: Chair Sutterlin, Cullen, and Wilson. Supervisor present via ZOOM: Rashkin and Boehlke. QUORUM present.

Staff present: Steven Godding (Senior Planner), Michelle Schultz (Real Property), James Otterstein (Economic Development Manager), Andrew Baker (Director), Rachel Sarow (Planner), Sandra Disrud (Register of Deeds), and Randolph Terronez (County Administrator).

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

Others present via ZOOM: Jeff Garde (Combs) and Sheila Williams.

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

Approval of Minutes:

Meeting held January 23, 2025: Moved by Supervisor Cullen, Seconded by Supervisor Wilson. ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2024 074 (Milton Township) – Fuchs (9 Lot Subdivision)

Discussion carried out by Steven Godding and Director Baker. There is a reference that it is located near the Maple Beach area. During the town meeting it was discussed that there would not be access from lots 5 and 6 to the dedicated right of way to the north.

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

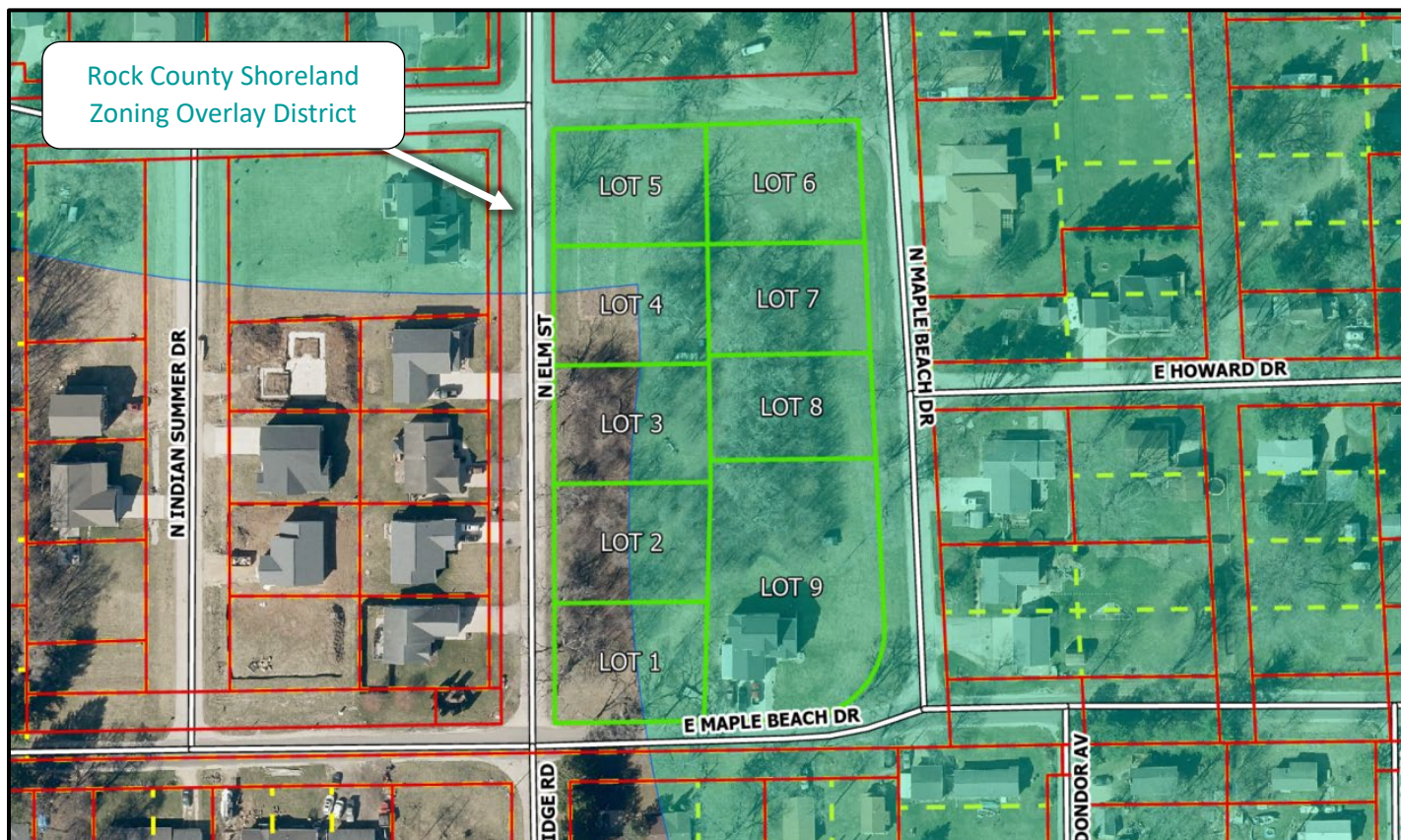
**Rock County Land Division LD 2024 074
Parcel #: 6-13-39A**

Town: Milton

Recommendations:

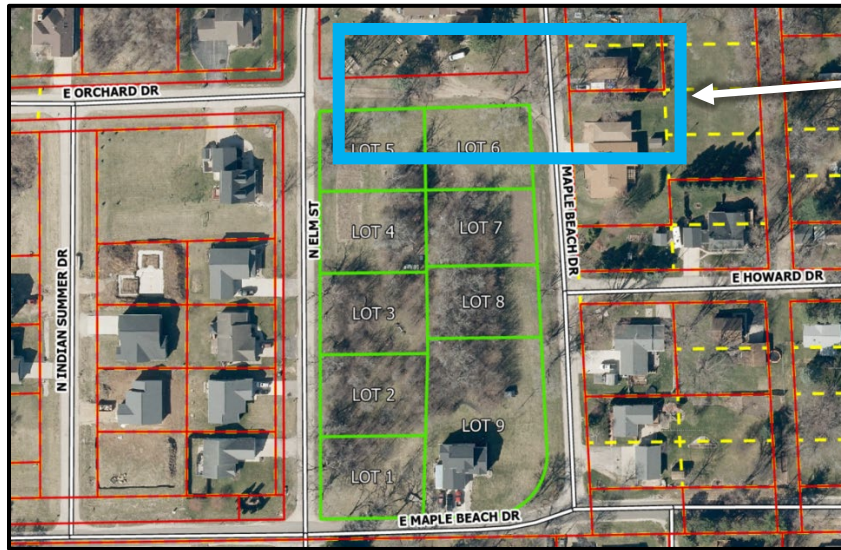
The following conditions are subject to approval of the Subdivision in the Town of Milton.

1. The proposed lots are located in the Consolidated Koshkonong Sanitary District area.
2. Each lot needs to meet the requirements of the proposed zoning district (R1). The property is currently zoned R1 and is also within the Rock County Shoreland Zoning Overlay District.



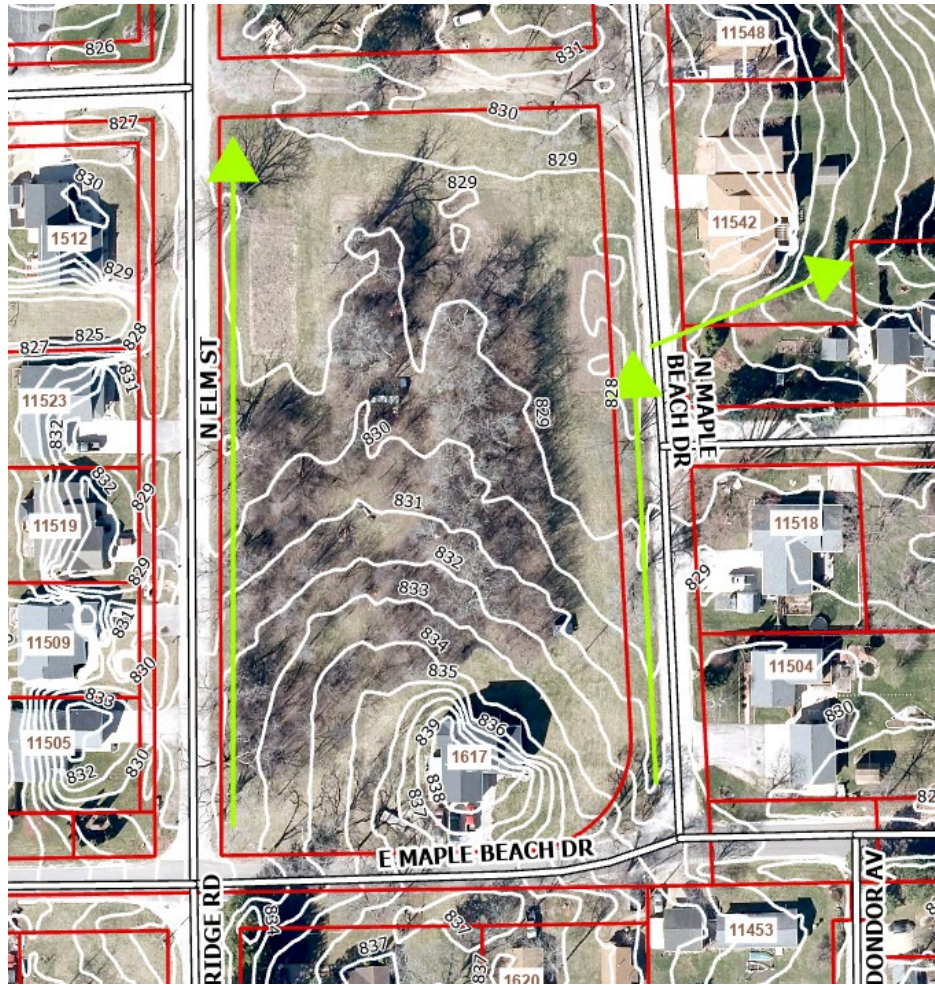
3. Utility easements are to be located on lots as requested by utility companies. Based on the provided preliminary subdivision plat there are currently no utility easements proposed.
4. Utilities shall be installed prior to the final approval of the subdivision plat. And exception to this requirement may be approved if evidence is provided that the utility installation has been paid or in full and there is an agreement as to which contractor is responsible for site restoration and stabilization.
5. The Town may consider improving the dedicated road right-of-way to the north and extending E Orchard Dr. through to N Maple Beach Dr. or vacate the dedicated road right-of-way.

Unimproved
Dedicated Right-
of-way



6.

7. A Storm Water Management Permit may be required. Currently there is no stormwater plan shown on the preliminary subdivision plat. The road ditches along Maple Beach and Elm Street are minimal at best. The general drainage path is shown below based on 1 foot interval contour lines. It is recommended that the Town of Milton require that the road ditches be improved as part of this subdivision approval. If no additional road right of way will be dedicated, particularly on Elm Street, a drainage easement shall be added along Elm Street because the half road right of way is only approximately 15 feet. The drainage shall be a width which results the combinatoin of the right of way and easement totally 33 feet (the normal half road right of way). A shall be included on the Plat prohibiting the filling of the ditches during home construction.



8. 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.

Review and Possible Action Regarding LD 2024 076 (Milton Township) – Cleasby Normington (3 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. Lot 1 is planned to be used to create storage units. Lot 3 is not in the preferred layout but will be allowed as it is working around already existing structures on the property. It is the best-case model.

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

Rock County Land Division LD 2024 076

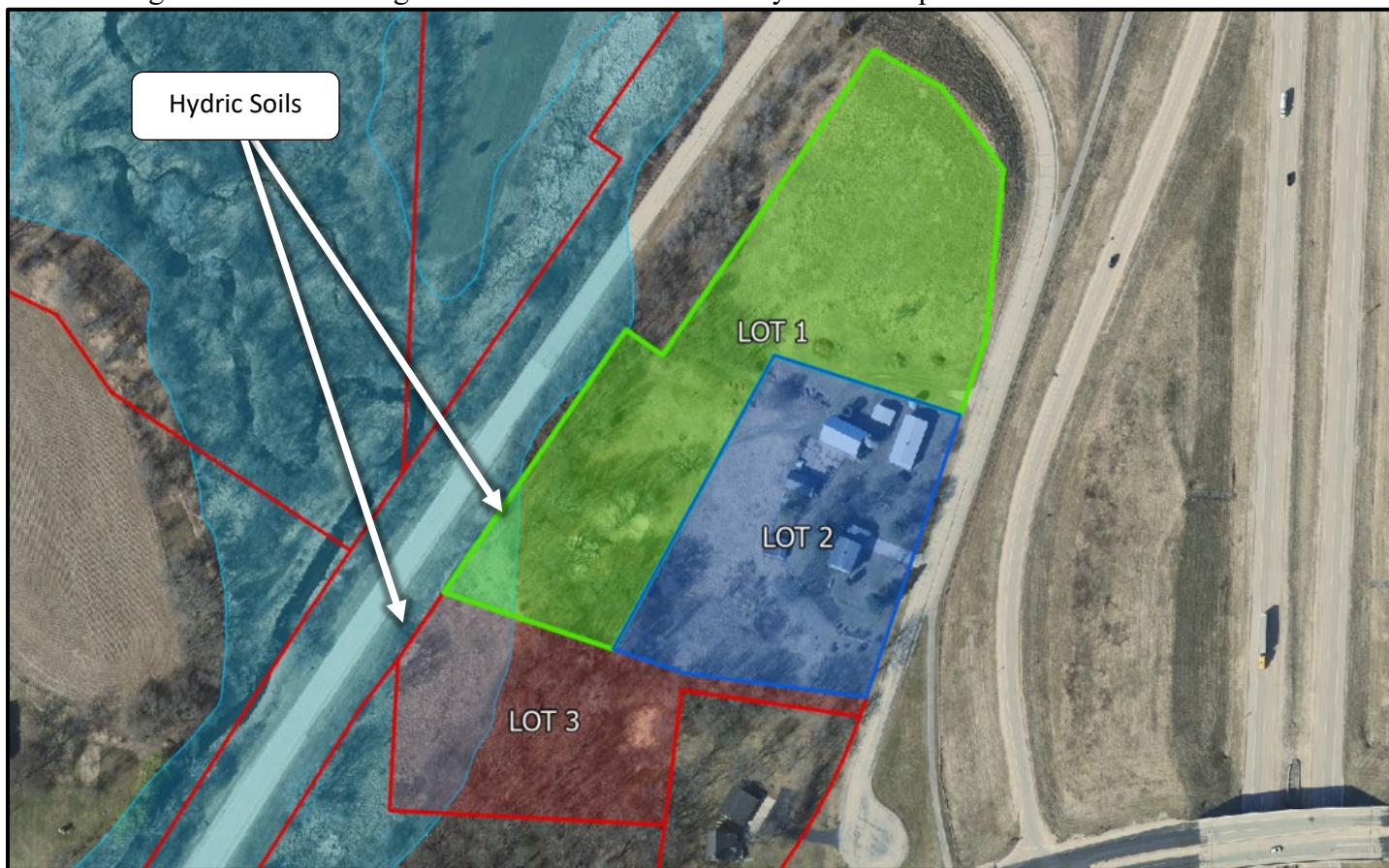
Parcel #: 6-13-87

Town: Milton

Recommendations:

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

1. Zoning should be verified by the Town.
2. There are hydric present on proposed lot 1 and 3. 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. Lot 3 is not a preferred layout based on the fact it is essentially a flag lot. The 100 foot minimum lot frontage is attained by combining the frontage on each road. However, since the soils/wetland on the west side inhibit access via N Milton Rd and the lots are designed around existing structures and lot lines the layout is acceptable in this case.



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 or 4,000 square feet total then a Rock County Construction Site Erosion Control Permit is required. 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.

Review and Possible Action Regarding LD 2024 079 (Milton Township) – Backyard Properties (2 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. On Monday, February 10, 2025, the Town of Milton approved storage unit usage on 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 079

Parcel #: 6-13-258

Town: Milton

Recommendations:

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

1. Zoning should be verified by the Town. Per the Town of Milton’s Future Land Use map, proposed Lot 1 is noted as “Potential City of Milton Development Boundary and Review Limit”. Proposed Lot 1 is also zoned as Large-Scale Agriculture on the Town’s Land Use Map in the Town’s Comprehensive Plan.

Proposed Lot 1 has not been reviewed to determine if the site is buildable at this time because the Commercial Recreational District allows for a number of permitted and conditionally permitted land uses.

2. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Milton and may require additional approval.
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.

Review and Possible Action Regarding LD 2024 083 (Newark Township) – Wolvesthree II LLC (2 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 083

Parcel #: 6-14-190.2

Town: Newark

Recommendations:

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

1. The current zoning and proposed zoning change should be verified by the Town to make sure the proposed lot and existing buildings meet ordinance standards.
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. If land disturbance associated with the construction of a driveway that exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department.
4. 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".
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.

Community Development:**Action Item: Memorandum of Understanding with City of Edgerton for Edgerton Community Outreach Project**

Director Baker began discussion on this item and why it is being brought before the Planning Committee. The Housing Authority Committee overlooks the HOME Program funds projects, and the Planning Department Committee manages the CDBG funds and projects. The reason that this action item is being brought forward to the Committee is because Rock County is requesting that the City of Edgerton share data that is collected in reference to the environmental review, which is part of a requirement to receive HOME funding. This is for the ECO project which has been in works for years due to collecting funds through efforts of fundraising and grants, was approved by the Housing Authority in the Fall 2022. The City of Edgerton has agreed to assist Rock County with this work and fulfilling the requirement. Supervisor Wilson noted that once this project is completed the key target residents are veterans.

Motion for approval of action item to enter in a memorandum of understanding (MOU) with the City of Edgerton by Supervisor Wilson, Seconded by Supervisor Cullen. Passed unanimously.
CARRIED

Economic Development:

Q4 2024 Rock Ready Index Economic Report

Mr. Otterstein reviewed the Q4 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:

Endorsement for Bertram Communications LLC BEAD Grant Application

Randolph Terronez (County Administrator) began discussion by indicating that the state deadline was moved to February 2025. There is an uncertainty if there will be changes at the Federal Level or even withholding of funds. The recommendation is to award the contract to Bertram Communications LLC. The State of Wisconsin has until July 2025 to award the grants to the recommended companies. There is a timeline of Summer 2027 for all works to be finalized, but there are hopes that it will be sooner.

Motion for approval of action item to endorse Bertram Communication LLC as the official grant applicant by Supervisor Wilson, Seconded by Supervisor Cullen. Passed unanimously. CARRIED

Finance:

Year End Budget to Actual Figures

- 1. Planning and Development**
- 2. Real Property**
- 3. Land Records**

Director Baker began the discussion with revision over the budget for Planning and Development. Michelle Schultz (Real Property) was available to review the budget items for Real Property and Land Records. There were no questions on any of the Year End Budgetary materials.

Director's Report:

Summary Reports from Conference Attendees

Sandra Disrud (Register of Deeds) and Michelle Schultz (Real Property) were available to discuss a summary of topics seen during the conferences attended.

Comprehensive Plan Update

Rachel Sarow (Planner) began the discussion with how the comprehensive plan was coming along. It is anticipated to take a little over a year before completion. The previous and current plan is about 14 years old, and it will take a little bit of time to review everything and “play catchup” in this revised update. The plan is to combine portions of the Comprehensive Plan and the Farmland Preservation Plan efforts as to not duplicate requirements, such as public participation. Assistance is being provided by the Capital Area Regional Planning Commission (CARPC) in the arena of public engagement and general guidance. There will need to be a budget amendment to cover the fee the CARPC is requesting for their services. There was discussion about how much work would be cast upon the planner to complete the update and if there is the possibility of hiring another planner to assist. Ultimately, that is a policy decision and would need further revision on it being a one-time hireable position versus it being a long-term need.

Committee Reports: None

Adjournment: Adjournment at 9:11 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.