



**Planning and Development
Committee
Minutes – March 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, March 13, 2025. 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), Michelle Schultz (Real Property), James Otterstein (Economic Development Manager), Jennifer Borlick (GIS Manager), Andrew Baker (Director), and Rachel Sarow (Planner).

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

Adopt Agenda: Request to strike action item 5G as it has not gone through the Town of Bradford yet. Agenda moved with changes by Supervisor Cullen, Seconded by Supervisor Wilson. ADOPTED

Approval of Minutes:

Meeting held February 13, 2025: Moved by Supervisor Cullen, Seconded by Supervisor Boehlke. ADOPTED

Citizen Participation, Communications and Announcements:

Citizen Sheila Williams made mention of solar projects throughout the county and if there was going to be an ordinance change to comply with these improvements. Discussion on this issue would be better suited for a public hearing at the County Board as it is a matter on the agenda for Land Conservation. Ms. Williams made specific reference to the non-metallic mining ordinance and if there would be change in the wording of the ordinance to protect the soil. Supervisor Rashkin agreed that this might not have been an appropriate policy discussion at this time. Director Baker is aware of what Ms. Williams is referring to and how it does or does not pertain to Land Conservation and the ordinance amendment on the table for the County Board.

Code Enforcement:

Review and Possible Action Regarding LD 2025 001 (Milton Township) – Roscoe Development (64 Lot Subdivision)

Discussion carried out by Steven Godding and Director Baker. There was previous consideration for this action item for a few years prior to it being presented at this meeting going back to before

2020. There has been alternate proposal for new options due to finding the best manner to slow traffic with input from the Department of Transportation (DOT) and the possibility of incorporating roundabouts. Supervisor Wilson mentioned that currently there is only one road with in and out access for the subdivision that is located at a dead-end lot and quite concerning. The plan of building additional lots would potentially require another route for exit/entrance to be created.

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

Rock County Land Division LD 2025 001

Parcel #: 6-13-49.2

Town: Milton

Recommendations:

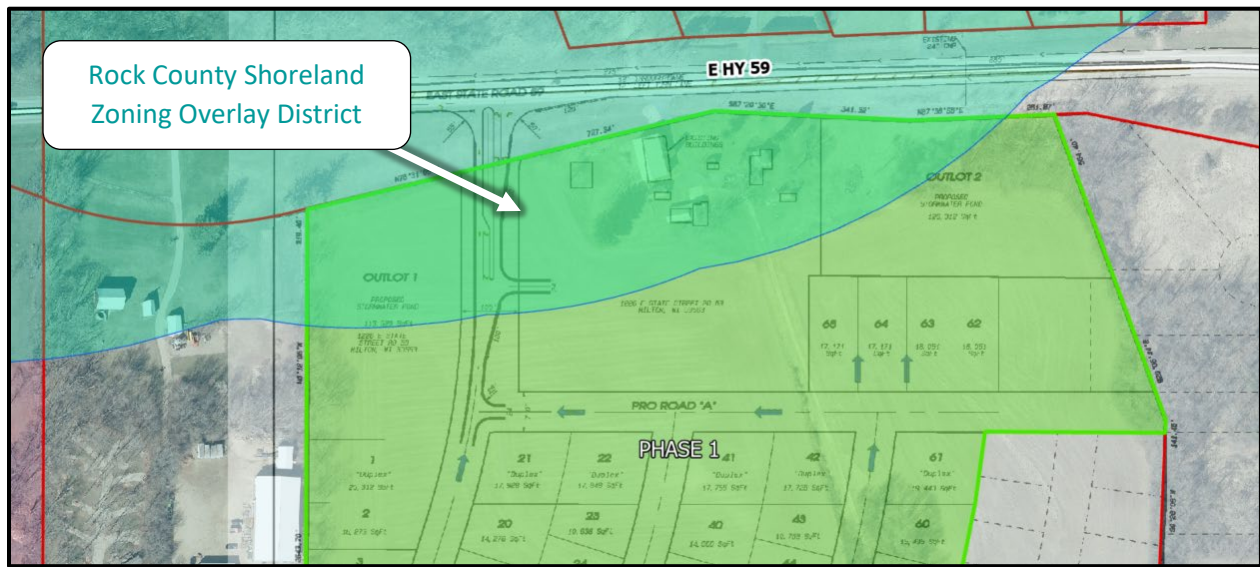
The following conditions are subject to approval of the Subdivision in the Town of Milton.

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

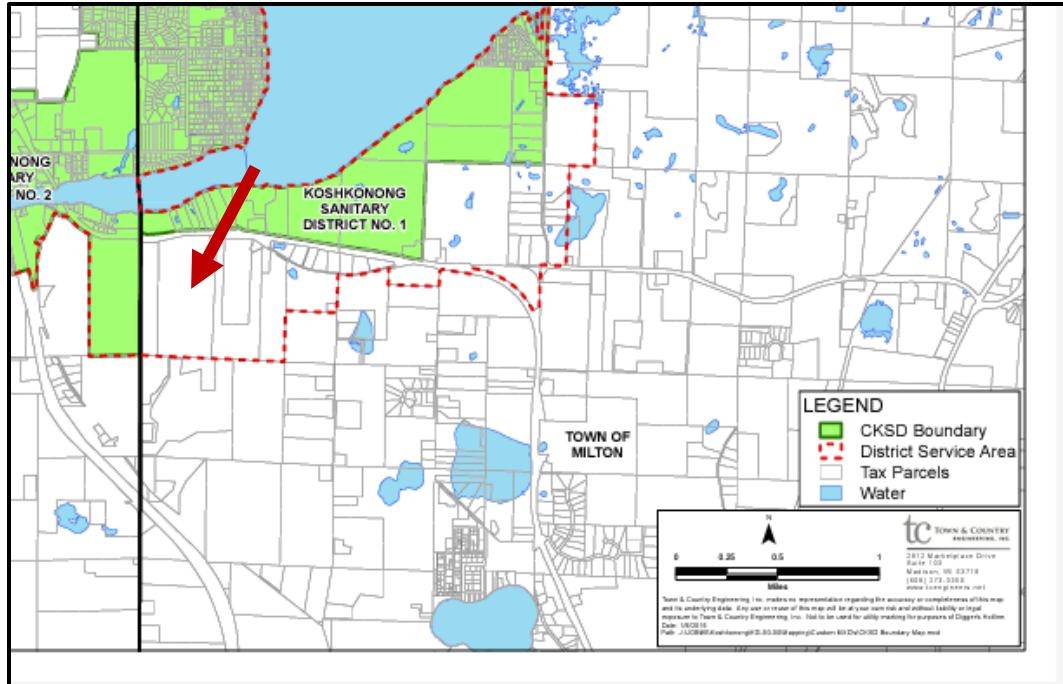
Per Wisconsin Statute 91.48 and the Town of Milton's ordinance, there are requirements for rezoning parcels out of a Farmland Preservation Zoning district. Findings under this section are reported to DATCP and are key to maintaining certification for the Farmland Preservation Program. Failure to maintain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

E. Rezoning land in the Farmland Preservation Zoning District.

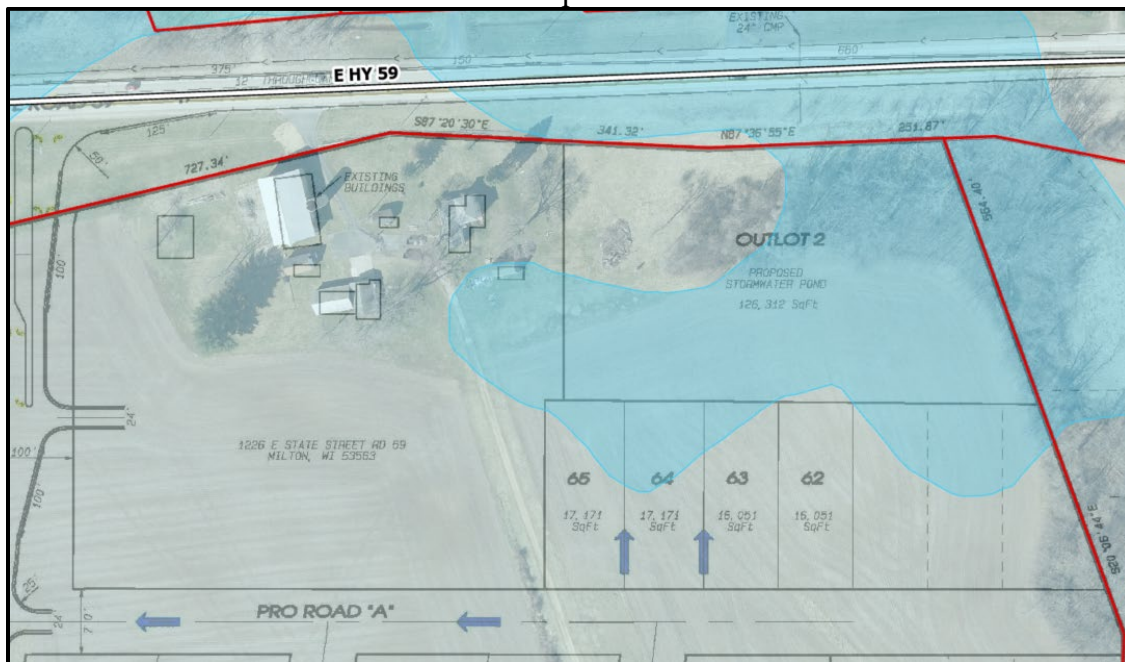
- (1) The Town of Milton may rezone land out of the farmland preservation zoning district if it meets the following, in writing, in addition to following the requirements of § 400-96:
 - (a) The rezoned land is better suited for a use not allowed in the farmland preservation zoning district.
 - (b) The rezoning is consistent with any applicable comprehensive plan.
 - (c) The rezoning is substantially consistent with the County certified farmland preservation plan.
 - (d) The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.
 - (2) The Town shall by March 1 of each year provide to 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 calendar year and a map that clearly shows the location of those acres.
2. Each lot needs to meet the requirements of the proposed zoning district (R1). The property is currently zoned A-1 and with a small portion of property located in 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. According to information on the website, the proposed site is located within the Consolidated Koshkonong Sewer District (CKSD) Service Area, but not within the Boundary (presumed to reference parcels served by sanitary sewer. All necessary approvals from CKSD shall be obtained prior to any construction.



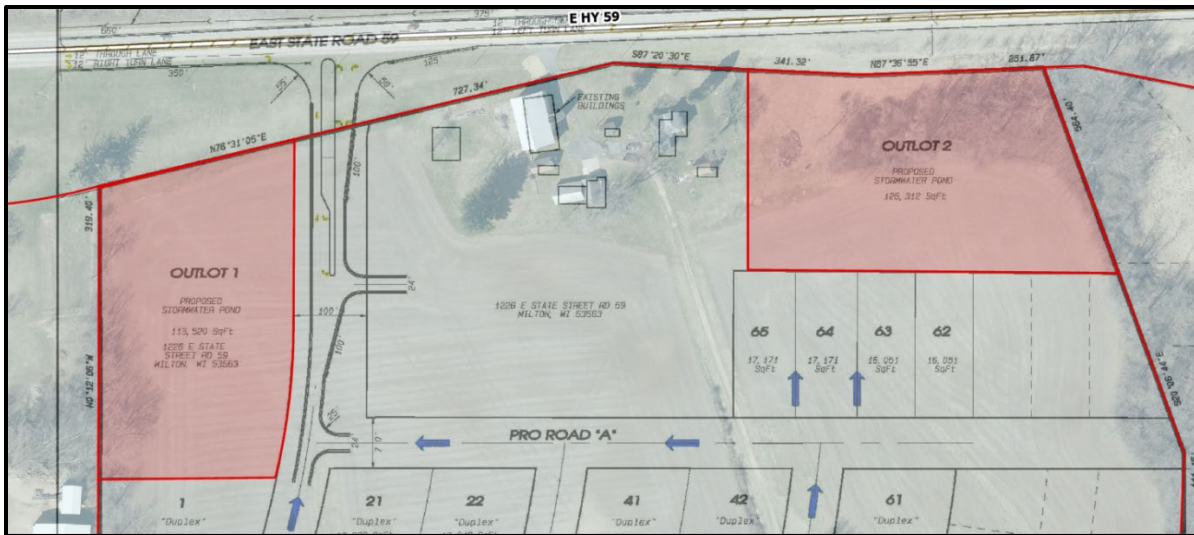
6. Hydric soils are present on the parent parcel, proposed lots 63-65 and Outlot 2 which should be noted on the final subdivision plat.



7. 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.
8. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction. Preliminary easements shown

on the preliminary plat may be revised based on the approval Storm Water Management Plan.

9. The Storm Water Management Plan shall include a driveway culvert size for each lot. Driveway culverts for large drainage areas shall be designed as part of the Storm Water Management Permit process and installed as part of the road construction process.
10. Outlots 1 and 2 are designated to stormwater ponds.



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 unless other arrangements are agreed to by the Town. 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 the property owners.

Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot.

This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners. In this case the outlot is being used for stormwater and should be deeded to all the lots in the subdivision.

In the event of an issue, the Town reserves the right to maintain and special assess the property owners for maintenance of storm water management.

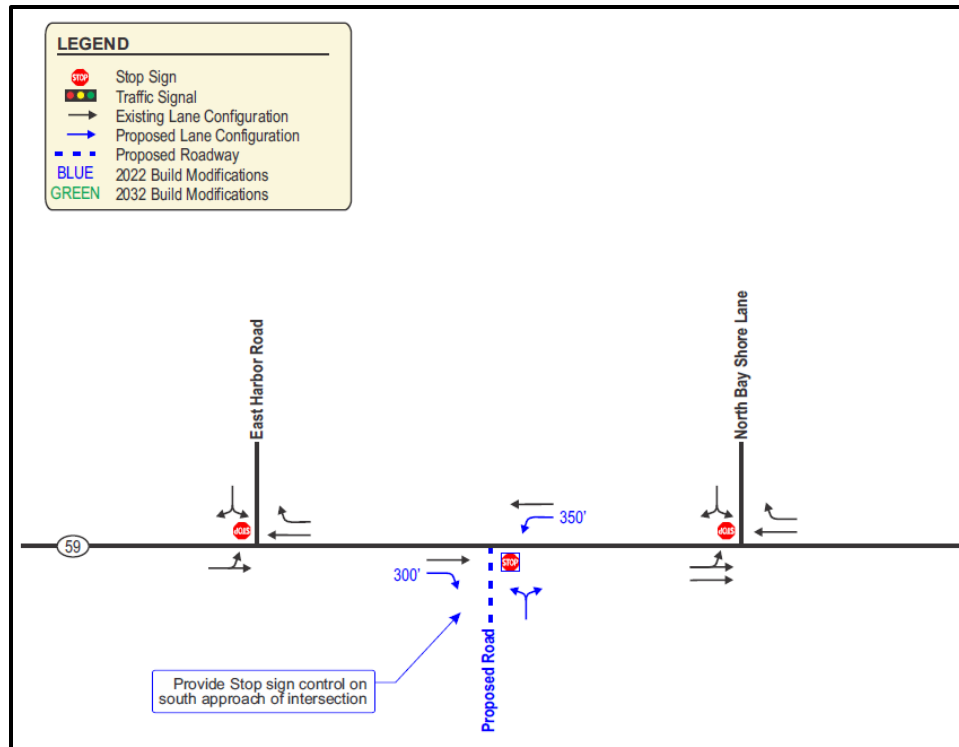
The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document and **noted on the final plat on each applicable lot.** Final approval of the management and restrictions shall come as part of the Storm Water

Management Permit process.

11. Road construction plans shall be submitted to and approved by the Town of Milton 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.
12. The developer shall reimburse the Town of Milton for the installation of the necessary road signs as included and approved in the road construction plans.
13. A performance bond or similar financial instrument shall be provided to the Town of Milton to provide assurance for the road construction work (e.g. final lifts of asphalt, gravel shoulders, etc) that is scheduled to be completed after the final approval of the subdivision plat. The amount and duration shall be approved by the Town of Milton and be released only after final acceptance of the roads by the Town of Milton.
14. Developer shall provide the Town of Milton as-built plans documenting the construction of the public roads. The level of detail required shall be decided as part of the plan review and approval process.
15. The concept of proposed access from State Trunk Highway 59 has been approved by WisDOT. A Traffic Impact Analysis (TIA) was completed by Traffic Analysis & Design, Inc. (TADI) which has been accepted by WisDOT.

The access drive onto STH 59 is to utilize a one-way stop sign control along with turn lane modifications or as otherwise approved by the DOT prior to construction.

TADI noted that their traffic impact analysis was reviewed with the assumption that there were to be 395 homes, however, the most current estimate is approximately 285 homes. Meaning TADI's geometrics for the intersection onto STH 59 are expected to operate better than the initial estimate.



16. 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 2025 002 (Turtle Township) – Dykstra (4 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 2025 002

Parcel #: 6-19-132D

Town: Turtle

Recommendations:

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

1. Zoning for both lots should be verified by the Town..

Proposed Lot 1 is to be rezoned to A-3 and Proposed Lot 2 is to be 16.7 acres (+/-) and is to be rezoned to A-2.

Per Wisconsin Statute 91.48 and the Town of Turtle's ordinance (19.08 (f)), 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.

(f) Findings Before Rezoning Parcels Out of the A-E District

The Town Board may approve petitions for rezoning areas zoned in the A-E district only after findings are made, based upon consideration of the following:

- (1) Adequate public facilities to accommodate development either exist or will be provided within a reasonable time.
 - (2) Provision of public facilities to accommodate development will not place an unreasonable burden on the affected local units of government to provide them.
 - (3) The land is suitable for development and development will not result in undue water or air pollution, cause unreasonable soil erosion, or have an unreasonably adverse effect on rare or irreplaceable natural resources.
 - (4) The land identified in the petition is better suited for a use not allowed in the A-E zoning district;
 - (5) The petition is consistent with the Comprehensive Plan and the Future Land Use Map contained therein or any similar plan or map;
 - (6) The petition is substantially consistent with the Rock County Agriculture Plan/Farmland Preservation Plan and the Rock County and Town of Turtle Agricultural Resources – Farmland Preservation Maps contained therein or any similar plan or map;
 - (7) Changing the zoning district of the land identified in the petition will not substantially impair or limit current or future agricultural use of other protected farmland;
 - (8) The Town Board shall document that items (1) – (7) were considered by providing their findings in writing and the Town Clerk shall provide an approved copy of the zoning change and findings approved by the Town Board, to the Rock County Planning, Economic and Community Development Agency.
2. There is FEMA Floodplain located on both proposed Lots 1 & 2.



3. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit.
4. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by the utility 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".
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 2025 006 (Milton Township) – Bynum (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 Wilson. Passed unanimously. CARRIED

Rock County Land Division LD 2025 006

Parcel #: 6-13-180

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. Both lots are to be rezoned to the Rural Residential District in the Town of Milton.
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 utility 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”.
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 2025 007 (Beloit Township) – Thompson (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 2025 007

Parcel #: 6-2-34

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 both the proposed lot and the parent parcel.

Per Wisconsin Statute 91.48 and the Town of Beloit'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.

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

The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

Review and Possible Action Regarding LD 2025 010 (Johnstown Township) – Blazer (1 Lot CSM)

Discussion carried out by Steven Godding and Director Baker.

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

Rock County Land Division LD 2025 010

Parcel #: 6-9-48

Town: Johnstown

Recommendations:

The following conditions are subject to approval of minor land division in the Town of Johnstown.

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

The proposed 27-acre lot does not meet the minimum acreage requirement of the A-1 zoning district (35 acres). However, the Town of Johnstown may allow a smaller lot size by issuing a conditional use permit.

Per Wisconsin Statute 91.48 and the Town of Johnstown'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 Out of A-1 Farmland Preservation District.

(A) The Town Board may rezone land out of a farmland preservation zoning district if, after a public hearing, it makes written findings that the rezoning meets the following standards:

- 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 1 of each year provide to DATCP and the County a report of the number of acres rezoned out of an Agricultural Zoning District during the previous calendar 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 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 utility companies (where applicable).

4. If land disturbance associated with the construction of a driveway exceeds 100 feet, then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department to obtain a Construction Site Erosion Control Permit.
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”.
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.

The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

Review and Possible Action Regarding LD 2025 013 (Milton Township) – Brown (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 Boehlke. Passed unanimously. CARRIED

Rock County Land Division LD 2025 013
Parcel #: 6-13-222
Town: Milton

Recommendations:

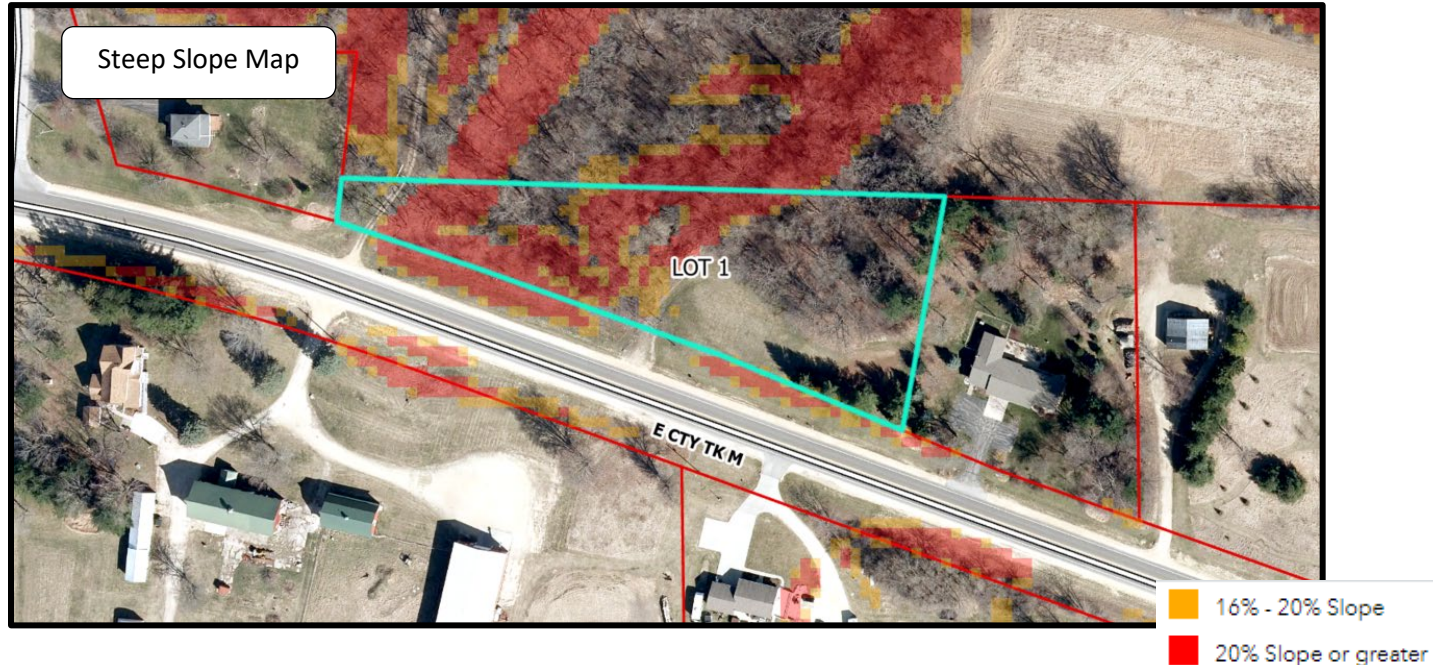
The following conditions are subject to approval of 1-Lot minor land division in the Town of Milton.

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

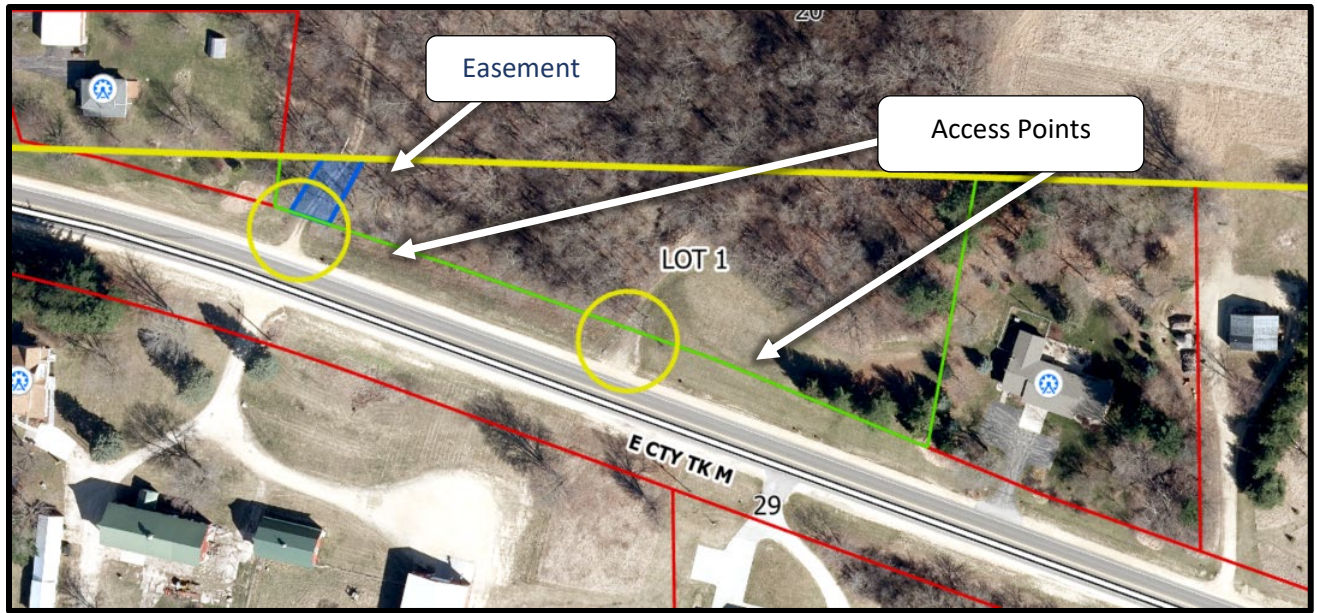
Per Wisconsin Statute 91.48 and the Town of Milton’s ordinance, there are requirements for rezoning parcels out of a Farmland Preservation Zoning district. Findings under this section are reported to DATCP and are key to maintaining certification for the Farmland Preservation Program. Failure to maintain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

E. Rezoning land in the Farmland Preservation Zoning District.

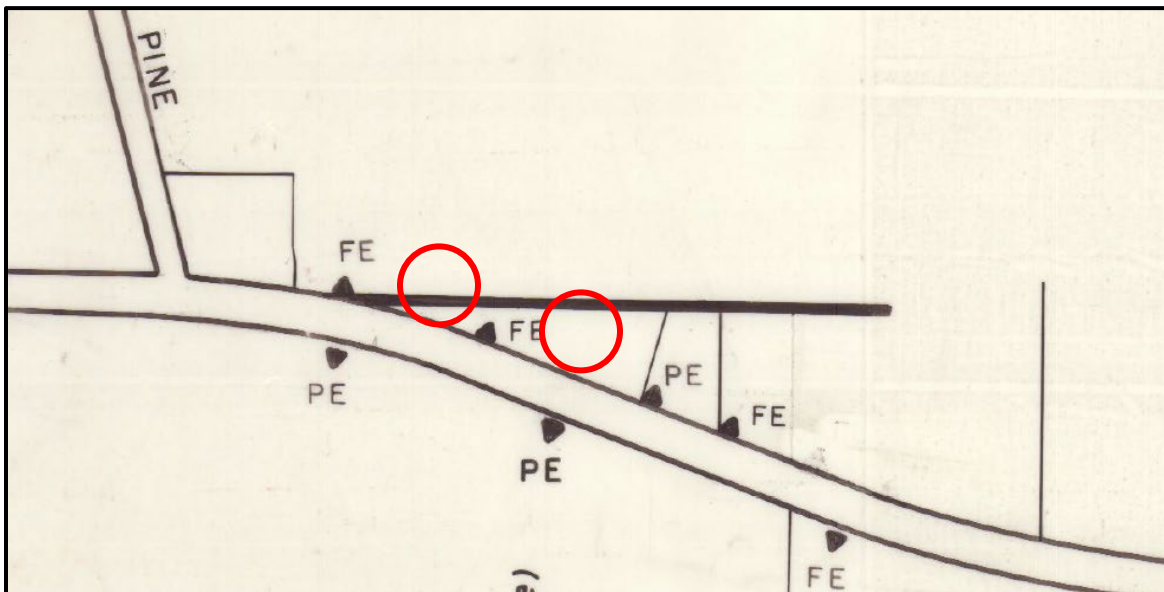
- (1) The Town of Milton may rezone land out of the farmland preservation zoning district if it meets the following, in writing, in addition to following the requirements of § 400-96:
 - (a) The rezoned land is better suited for a use not allowed in the farmland preservation zoning district.
 - (b) The rezoning is consistent with any applicable comprehensive plan.
 - (c) The rezoning is substantially consistent with the County certified farmland preservation plan.
 - (d) The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.
 - (2) The Town shall by March 1 of each year provide to 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 calendar year and a map that clearly shows the location of those acres.
2. Steep slopes are located on a majority of the property which may include other requirements/restrictions for any future development in these areas.



3. There are two (2) access points off of E County Road M on the property which should be shown on the final certified survey map. One of the access points is being used to access an adjacent parcel (parcel 6-13-161) via easement document number 1949822.



Both existing access points are documented on the Rock County Access Control Map.



4. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Milton and may require additional approval.
5. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by utility 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 required. 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. 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 2025 017 (Union Township) – Grove Partners LLC (4 Lot CSM)

Discussion carried out by Steven Godding and Director Baker. There has been quite a bit of history between the City of Evansville and the township and the ability to not come to an agreement.

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

Rock County Land Division LD 2025 017

Parcel #: 6-20-218.B

Town: Union

Recommendations:

The following conditions are subject to approval of 4-lot minor land division in the Town of Union.

1. Zoning for the proposed lots should be verified by the Town.

Currently the property is zoned Rural Residential District (R-R). The proposed lots exceed the maximum lot size allowed for this zoning district and it is recommended that the proposed lots be rezoned to an appropriate zoning district.
2. Steep slopes are located on proposed lots 1, 2 and 3 which may include other requirements/restrictions for any future development in these areas.



3. This land division does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Evansville 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 utility companies (where applicable).
5. If land disturbance associated with the construction of a driveway exceeds 100 feet, then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department to obtain a Construction Site Erosion Control Permit.
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".
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.

Finance:

Allocating Excess Sales Tax Funds for Components of the County Comprehensive Plan and Farmland Preservation Plan Update Projects and Amending the 2025 Planning and Development Agency Budget

Discussion was carried out by Rachel Sarow (Planner). The executive summary is added to the Resolution. The planned project will serve the entire county.

Motion for approval of action item to amend the 2025 Planning and Development Agency budget by Chair Sutterlin, Seconded by Supervisor Rashkin.

Line item 39 of the Resolution to be change to new increased figure of \$987,600.00. Supervisor Wilson noted that there is much growth in the county and the benefit of being provided external input is much needed.

Passed unanimously. CARRIED

Review Bills Paid – January and February 2025

Chair Sutterlin questioned if the funds allocated for the Child Care Grant Program were finishing up. James Otterstein (Economic Development Manager) confirmed that funds from this program are dwindling.

Director's Report:

Wisconsin Land Information Association (WLIA) Conference Report – Jen Borlick

Jennifer Borlick (GIS Manager) began discussion on this action item. The GIS program is funded through Land Information. She had the privilege to attend two workshops and received an award for her work.

Update regarding Federal policy changes which my impact local Planning related programs

Chair Sutterlin requested that this item be on the agenda. Director Baker noted that Land Conservation has been more affected by these Federal policy changes. There has been no such immediate impact on the Planning Department currently. The HOME Program, which is a Federally funded program, has not been affected yet, but there is a hesitance when considering taking on new projects.

March 27th Meeting

There was discussion on having a meeting should it be deemed necessary. That is yet to be decided.

Committee Reports: None

Adjournment: Adjournment at 9:09 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator