



**Planning and Development
Committee
Minutes – May 8, 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 8:00 AM on Thursday, May 8, 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), James Otterstein (Economic Development Manager), Andrew Baker (Director), Michelle Schultz (Real Property Lister), and Rachel Sarow (Planner).

Staff present via ZOOM: Jennifer Borlick (GIS Manager) and Brad Heuer (Rock County Surveyor).

Adopt Agenda: Agenda moved by Supervisor Wilson, Seconded by Supervisor Cullen. Request to strike item 7A from the agenda. Staff would like to wait until the next meeting to present to have a completed list ready. ADOPTED

Approval of Minutes:

Meeting held April 24, 2025: Moved by Supervisor Cullen, Seconded by Supervisor Boehlke. ADOPTED

Code Enforcement:

Review and possible action regarding LD 2025 024 (Harmony Township) – Hessenauer (2 Lot CSM)

Discussion was carried out by Steve Godding on this action item. It is the Town's decision to allow changes. It is ultimately up to the Town to enforce their ordinance. Rock County does not have authority and is only able to provide recommendations for town zoning related standards. Accessory buildings have been grandfathered in.

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

Rock County Land Division LD 2025 024

Parcel #: 6-7-239.1A

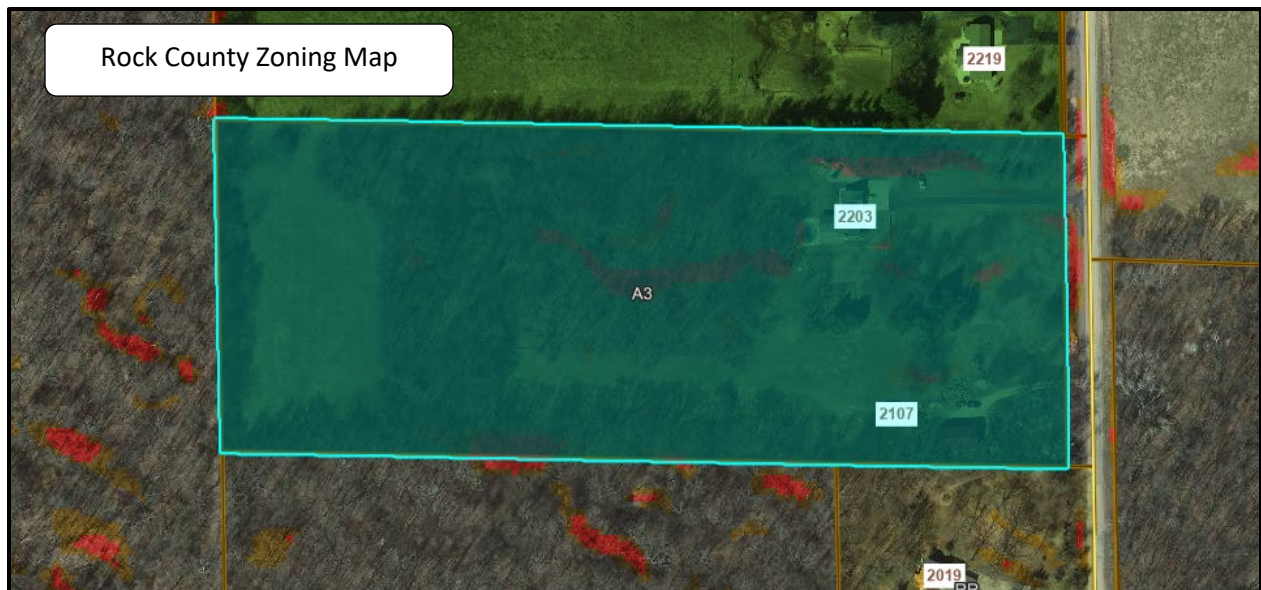
Town: Harmony

Recommendations:

The following conditions are subject to approval of 2-lot minor land division in the Town of Harmony.

1. Zoning for the proposed lot(s) should be verified by the Town.

The most current records Rock County has for the zoning of parcel is 6-7-239.1A is A-3. However, the application lists the current zoning as A-2. The Town should confirm the current and proposed zoning of the parcels and submit their findings to the Rock County Planning Department.



2. It is unclear if the existing building on proposed Lot 2 is a primary residence/suitable as a primary residence or if there is an intent to build a new residence. There is an address associated with the main building on the proposed lot.

Town of Harmony Zoning Ordinance 4.3(15):

- (15) Required Compliance of New Land Parcels. No new land parcel shall be created that is not in compliance with the requirements and standards of this Chapter.

Town of Harmony Zoning Ordinance 4.3(18):

- (18) Accessory Uses and Structures. Accessory uses and structures are permitted in any district but not until their principal structure is present or under construction. Residential accessory uses shall not involve the conduct of any business, trade, or industry.



3. Proposed Lot 2 is to be 2.00 acres $\pm$. Town of Harmony Ordinance states size restrictions for accessory buildings. For lots sized 2.0 – 2.9 acres a maximum of 2,000 square feet of accessory buildings is allowed. As proposed, there is approximately 2,900 square feet of accessory buildings (measured via aerial imagery) that exist between the 2 structures on the proposed parcel. Accessory building space should be reduced to meet ordinance standards 4.3(15) and 4.3(18).

Town of Harmony Zoning Ordinance 4.3(19):

(19) Size Restrictions for Accessory Buildings. Except as otherwise provided under this Chapter in regulations applicable to specific districts, accessory buildings which are incidental to the residential use of any parcel shall not exceed the size limits set forth below:

- a. On Parcels .01 to .99 acres, shall not exceed 1,050 square feet.
- b. On parcels 1.0 to 1.5 acres, shall not exceed 1,200 square feet.
- c. On parcels 1.51 to 1.99 acres, shall not exceed 1,400 square feet.
- d. On parcels 2.0 to 2.99 acres, shall not exceed 2,000 square feet.
- e. On parcels 3.0 to 4.99 acres, shall not exceed 3,000 square feet for on building, or may have two accessory building not exceeding 3,000

square feet in total.

f. On parcels 5 acres or more, shall not exceed 4,000 square feet for one building, or may have two accessory buildings not exceeding 4,000 square feet in total.

g. Parcels of 5.00 acres or more may apply for a Conditional Use Permit to exceed these limits.

4. The Town of Harmony's Rural Residential District allows no more than one (1) accessory building per lot (Rural Residential District (2)(F)). There are currently two accessory structures on proposed Lot 2.

(F) Accessory building clearly incidental to the residential use of the property, provided, however, that no accessory building may be used as a separate dwelling unit, **there shall be no more than one (1) accessory building per lot**, and any screening required pursuant to subsection 4.3(21) of this Chapter shall be installed within 6 months of commencement of the erection, construction and/or placement of the accessory building and shall thereafter be properly maintained. An unattached garage shall not be counted as an accessory building in this district unless the residence to which the unattached garage is an accessory also has an attached garage.

5. Steep slopes are located on the property which may include other requirements/restrictions for any future development in these areas.



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

7. Existing easements shall be shown, and proposed utility easements(s) shall be placed on the lots as requested by utility companies (where applicable). The land division that created this parent parcel (6-7-239.1) has a 10-foot utility easement that borders the entire property and shall be shown on the final CSM (Document # 1423912).
8. There is no record of a private onsite wastewater treatment system in relation to the existing building(s) on proposed Lot 2.

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”.
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 – Access Control Driveway Permit – CTHM (Conditionally Approved by Public Works Committee April 22, 2025)

Discussion was carried out by Steve Godding and Director Baker on this action item. Each summarized the purpose of the action and the Access Control Ordinance in general. Motion for approval of the action item along with recommendations by Supervisor Cullen, Seconded by Supervisor Wilson. Passed unanimously. CARRIED

Community Development:

Director Baker began discussion on this item. It was reported in the news that there were changes with the project conducted through BEAR Development group. There is not enough information at this time to see what changes need to be made as far as the stipulated and awarded ARPA funds. There is a very specific contract in place by Corporation Council and once more information is provided a shift will be presented and carried out if needed.

Economic Development:

Quarter One 2025 Rock Ready Index Economic Report

Mr. Otterstein reviewed the Q1 2025 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.

Finance:

Review of April Payments

There was a question by one of the Supervisors about a payment made to Avid Life Cycle. Michelle Schultz (Real Property Lister) explained that this is software for the Register of Deeds, and it is paid for by the Land Records retained fees.

Director's Report:

Director Baker exam discussion on this item. He explained that the 2026 Budget process plan was about to commence with guidance from the new Rock County Administration and Finance departments.

Committee Reports: None

Adjournment: Adjournment at 8:46 AM.

Moved by Supervisor Cullen, Seconded by Supervisor Wilson. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.