



## Minutes

### PLANNING & DEVELOPMENT COMMITTEE MEETING

THURSDAY, June 24th, 2021 – 8:00 A.M.

This meeting was teleconferenced.

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, June 10, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wayne Gustina, and Russ Podzilni. Absent: Supervisors: Wes Davis and Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Andrew Baker (Planning Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner III), Dana Sanwick (Office Coordinator). Jennifer Borlick (GIS Manager), Michelle Schultz (Real Property Lister), and James Otterstein (Economic Development Manager).

Other present: Ryan Combs (Combs & Associates) and Chris Isackson (2021 036).

1. Call to Order  
Roll Call

2. Adoption of Agenda

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Approved** (3-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held June 10, 2021 at 8:00 am

**Moved** by Supervisor Podzilni **Seconded** by Supervisor Gustina  
**Approved** (3-0)

4. Citizen Participation, Communications and Announcements

Supervisor Sweeney asked if it is possible to meet in person in July. Andrew Baker to poll committee members to see if they are ready to resume in person meetings.

5. Code Enforcement

A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:

1. 2021 031 (Janesville Township) – Bright (Two Lot CSM)

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Approved with Conditions** (3-0)

1. There may need to be a shared driveway with the existing driveway, due to the no access along Neville Road. Per ordinance, 4) Shared Access will have a minimum width of 12 feet. Shared access will be constructed such that at least 40% of the access is located on each of the adjoining

landowner's property with the remainder to be divided at the landowner's discretion. The length of the access that must remain shared shall be no less than 30 feet, after which the drive can be separated to serve the separate landowners.

2. Utility easements to be located on lots as requested by utility companies.
3. Utilities shall be installed prior to the final approval of the subdivision plat.
4. The developer shall reimburse the Town of Janesville for the installation of the necessary road signs as included and approved in the road construction plans.
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.

2. 2021 033 (Janesville Township) – Stark (Two Lot CSM)

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Approved with Conditions** (3-0)

1. There is a structure located on the lot that is not shown on the CSM. This should be included in the CSM. At this time it is unclear if the new lot lines will keep the structure in the "building envelope". No final approval should be granted until the structure minimum setback are shown.
2. This is not a "shed", this is the principal structure on this lot. Per the Town ordinance, a CUP should have been required. The new lot should not violate any of the conditions of the CUP.
3. The new lot does not meet the minimum requirements of the A-2 district and should be re-zoned.
4. For emergency purpose there should be a 911 address (rural address) located on the existing building.
5. Dedicate a thirty-three foot half road right-of-way along Stark Rd at the discretion of the Town.
6. Utility easements to be located on lots as requested by utility companies.
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.

3. 2021 034 (Center Township) – Knudson (One Lot CSM)

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Remove from Agenda** (3-0)

4. 2021 036 (Porter Township) – Donnelly and Dahlberg (One Lot CSM)

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Approved with Conditions** (3-0)

1. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. The zoning is A-E. The approval is conditioned on the Town of Porter approving the division as per the Zoning Ordinance and Base Farm Track requirements.
3. Dedicate a thirty-three foot half road right-of-way along adjacent roads at the discretion of the Town.
4. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
5. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

## 6. Community Development

- A. **Possible Action Item:** Revisions to Rock County Community Development Subordination Request Policy and Procedures

The new LTV (Loan to Value) ratio will be 100%. Previous LTV was 80%.

**Moved** by Supervisor Podzilni **Seconded** by Supervisor Gustina  
**Approved** (3-0)

## 7. Economic Development

James Otterstein reported that a new industrial project named Spray-Tek will be building in the Gateway Business Park in Beloit. This will create 50 jobs in a 75,000 square foot facility. Spray-Tek is a specialty ingredient processing service for the food, nutrition, pharmaceutical, beauty & personal care, household products, and soft chemical industries.

8. Corporate Planning  
None

9. Finance

A. Information Item: Committee Review of Payments  
None

B. **Action Item:** Transfers  
None

10. Director's Report

Budget process will get busy after June closes. No major changes from previous year.

11. Committee Reports  
None

12. Adjournment at 8:38AM

**Moved** by Supervisor Gustina **Seconded** by Supervisor Podzilni  
**Approved** (3-0)

**Future Meeting Dates**  
July 8, 2021 8:00 AM