

**NOTE: This is a
Teleconference**



**PLANNING & DEVELOPMENT COMMITTEE MEETING
THURSDAY, MAY 27, 2021 – 8:00 A.M.
CALL: 1-312-626-6799
MEETING ID: 837 0059 6659
PASSCODE: 463607**

Join Zoom Meeting

<https://us02web.zoom.us/j/83700596659?pwd=RytOeFNMOUNIUG9SM1ICdk4xd01kZz09>

Meeting ID: 837 0059 6659

Passcode: 463607

One tap mobile

+13126266799,,83700596659#,,,,*463607# US (Chicago)

+19292056099,,83700596659#,,,,*463607# US (New York)

Dial by your location

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Meeting ID: 837 0059 6659

Passcode: 463607

Join by Skype for Business

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Wednesday, May 26, 2021. To submit a public comment use the following email: planning@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>



Agenda

PLANNING & DEVELOPMENT COMMITTEE MEETING

THURSDAY, May 27th, 2021 – 8:00 A.M.

CALL: 1-312-626-6799

MEETING ID: 837 0059 6659

PASSCODE: 463607

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held May 13, 2021 at 8:00 am
4. Citizen Participation, Communications and Announcements
5. Code Enforcement
 - A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:
 1. 2021 030 (Milton Township) – Frederick Farms LLP (One Lot CSM)
6. Community Development
7. Economic Development
8. Corporate Planning
9. Finance
 - A. Information Item: Committee Review of Payments
 - B. **Action Item:** Transfers
10. Director's Report
11. Committee Reports
12. Adjournment

Future Meeting Dates

June 10, 2021 8:00 AM

June 24, 2021 8:00 AM



MINUTES

PLANNING & DEVELOPMENT COMMITTEE MEETING THURSDAY, MAY 13, 2021 – 8:00 A.M. Meeting was teleconferenced using Zoom

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, May 13, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wayne Gustina, Wes Davis, Russ Podzilni, 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), James Otterstein (Economic Development Manager), Michelle Schultz (Real Property Lister), and Supervisor Kathy Schulz.

1. Call to Order
Roll Call

2. Adoption of Agenda

Removed Code Enforcement item 2021 021 (Porter Township) from Agenda.

Moved by Supervisor Davis **Seconded** by Supervisor Gustina
Approved (5-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held April 22, 2021 at 8:00 am

Moved by Supervisor Potter **Seconded** by Supervisor Gustina
Approved (5-0)

4. Citizen Participation, Communications and Announcements

5. Code Enforcement

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

1. 2021 016 (Porter Township) – Udder End Farms (One Lot CSM)
Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved with conditions (5-0)

1. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).

2. Note on Final CSM: "Lot 1 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. (The POWTS and well information is missing from the survey).
3. The zoning is A-E. The approval is conditioned on the Town of Porter approving the division as per the base farm track requirements.
4. Dedicate a thirty-three foot half road right-of-way along N. Riley Rd at the discretion of 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.

B. Possible Action Item: Discuss and Consider a Policy Related to Maximum Fee for Land Division Review and Approval

Discussion occurred regarding how other Wisconsin Counties charge for land division review and approval. Examples from other counties was provided to the committee members. Committee members agreed to no action at this time and to review fees during the normal budget process.

6. Community Development

- A. **Action Item:** Approval or Denial of a Citizen Objection of a subordination request denial associated with an existing Community Development Mortgage.

Moved for denial by Supervisor Davis **Seconded** by Supervisor Podzilni
Approved (5-0)

Subordination was denied as it exceeded the 80% threshold that is stated in the Community Development Policy and Procedure manual for subordination. Committee made the decision to uphold the denial based on the Policies and Procedures.

7. Economic Development

A. Information Item: First Quarter Rock Ready Index / Rock County Economic Report

Mr. Otterstein reviewed the Q1 2021 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. He also highlighted, as well as responded to questions regarding, specific economic and workforce development projects throughout the County. There was discussion. Since it was an information item, there was no Committee action.

8. Corporate Planning

A. **Action item:** Resolution Authorizing the Creation of a Redistricting Ad-Hoc Committee

Moved by Supervisor Davis **Seconded** by Supervisor Potter
Approved (5-0)

Release of 2020 census data pushed off to August 2021 or September 2021.
Nomination papers for 2022 election due December 2021. This may mean redistricting of supervisor districts may have to be delayed. This resolutions authorizes the County Board Chair to appoint and an ad-hoc and technical advisory committee to oversee that process.

9. Finance

A. Information Item: Committee Review of Payments

B. **Action Item:** Transfers

10. Director's Report

Andrew advised that WPHD is suggesting a short-term policy for CDBG/HOME projects due to the high cost of lumber. Possibly a grant for the extra cost of lumber.

Housing Authority has met and moving forward on what aspects they would like to pursue.

11. Committee Reports

12. Adjournment at 8:50AM

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved (5-0)

Future Meeting Dates

May 27, 2021 8:00 AM

June 10, 2021 8:00 AM



AGENCY USE ONLY	
Application Number:	LD2021-030
Received By – Date (MM/DD/YYYY):	05/03/2021

PRELIMINARY LAND DIVISION APPLICATION FORM

PROPOSED LAND DIVISION CLASSIFICATION:

Major Land Division
Subdivision Plat Required

 Minor Land Division
CSM for lots 35 acres or less
Plat of Survey for lots greater than 35 acres

 Transfer to Adjoining Owner
Plat of Survey or CSM

 Lot Combination
CSM Required

- Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible: Yes No
- Land division is consistent with Town's Comprehensive Plan – Future Land Use Map: Yes No
- Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin: Yes No
If you answered **Yes**, proceed to **4**. If you answered **No**, proceed to **5**.
- Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Not Applicable Yes No
- Land division will require a zoning change: Yes No

APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	FREDRICK FARMS LLP			Telephone:			
Address:	7011 E HIGH ST	City:	MILTON	State:	WI	Zip:	53563
b. Name:				Telephone:			
Address:		City:		State:		Zip:	

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	COMBS AND ASSOCIATES, INC			Telephone:	752-0575		
Address:	109 W. MILWAUKEE ST	City:	JANESVILLE	State:	WI	Zip:	53548
b. Developer name:				Telephone:			
Address:		City:		State:		Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact: 6a. 6b. 7a. 7b.

PROPERTY INFORMATION

9. Reason for application: Sale/ownership transfer Farm consolidation Create Conforming Lot Adjust Lot Line

Include an explanation of the proposal along with any other considerations not included on the application form.

10. Land division area location:	Town of MILTON Section 25	SE 1/4 of SW 1/4 Tax parcel number(s) - 6-13-209
11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, identify: City(s)/Village of CITY OF MILTON	
12. Land division area is located adjacent to (check all that apply):	<input checked="" type="checkbox"/> Local/Town road <input type="checkbox"/> County highway <input type="checkbox"/> State highway <input type="checkbox"/> U.S. highway	
13. Landowner's contiguous property area (Square feet or acres): 50.69	14. Land division area (Square feet or acres): 6	15. Current zoning of land division area: A-1
16. Number of new/additional lots created by land division: 1	17. Future zoning of new/additional lot(s) created by land division: A-3	18. Future zoning of parent lot: A-1
19. Covenants or restrictions will be placed on the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify covenants or restrictions:		
20. A residential building is currently located in the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, the building utilizes a: <input type="checkbox"/> Private onsite wastewater treatment system <input type="checkbox"/> Public sanitary sewer system		
21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy):	22. Public improvement construction will begin on (mm/dd/yyyy):	

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <u>By M Cad</u>	DATE: <u>4-2-21</u>
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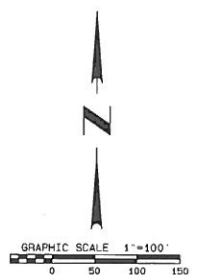
APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY, CERTIFIED SURVEY MAP OR SUBDIVISION PLAT", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Government/municipal buildings
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED , in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(4) Rail lines:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADJACENT
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(7) Any other public utilities:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE PROPOSED
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE AIR PHOTO
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(11) Productive agricultural soils, cultural resources, and woodlands:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOTHING REQUESTED
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
51 N. MAIN ST.
JANESVILLE, WI 53545

PRELIMINARY CERTIFIED SURVEY MAP/REZONING MAP

PART OF THE SE 1/4 OF THE SW 1/4 OF SECTION 25, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.



NOTES:
 THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.
 THE BASIS OF BEARINGS IS ASSUMED.

<p>109 W. Milwaukee St. Janesville, WI 53448 www.combsurvey.com</p>	LAND SURVEYING LAND PLANNING CIVIL ENGINEERING	DATE: 04/02/21 BY: sll PROJECT NO.: 121-153 CLIENT: TOWN OF MILTON
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MEMORANDUM

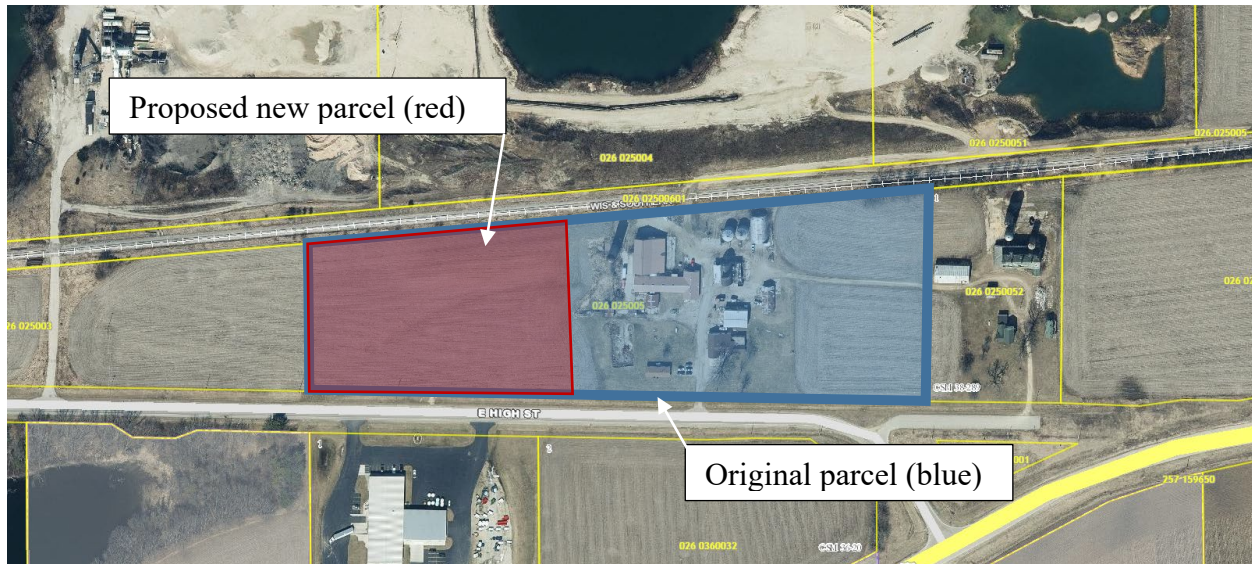
To: Marcy Granger, Town Clerk – Treasurer, Town of Milton
Andrew Baker, Planning Director Rock County

From: Chris Munz-Pritchard, Senior Planner Rock County

Date: May 18, 2021

Summary of Request	
Requested Approvals:	Minor Land Division # LD 2021 020
Location:	Tax ID: 026 025005 Parcel Number: 6-13-209
Town:	Milton
Zoned:	Residential District (R-1)
Future Land Use:	Urban Expansion

This is a minor land division located in the Town of Milton. The proposal will make two lots, from an existing 50.69 acre (+/-) and zoned A-1. The new land division will create a new 6.0 acre lot leaving the original lot with 44.69 acres.



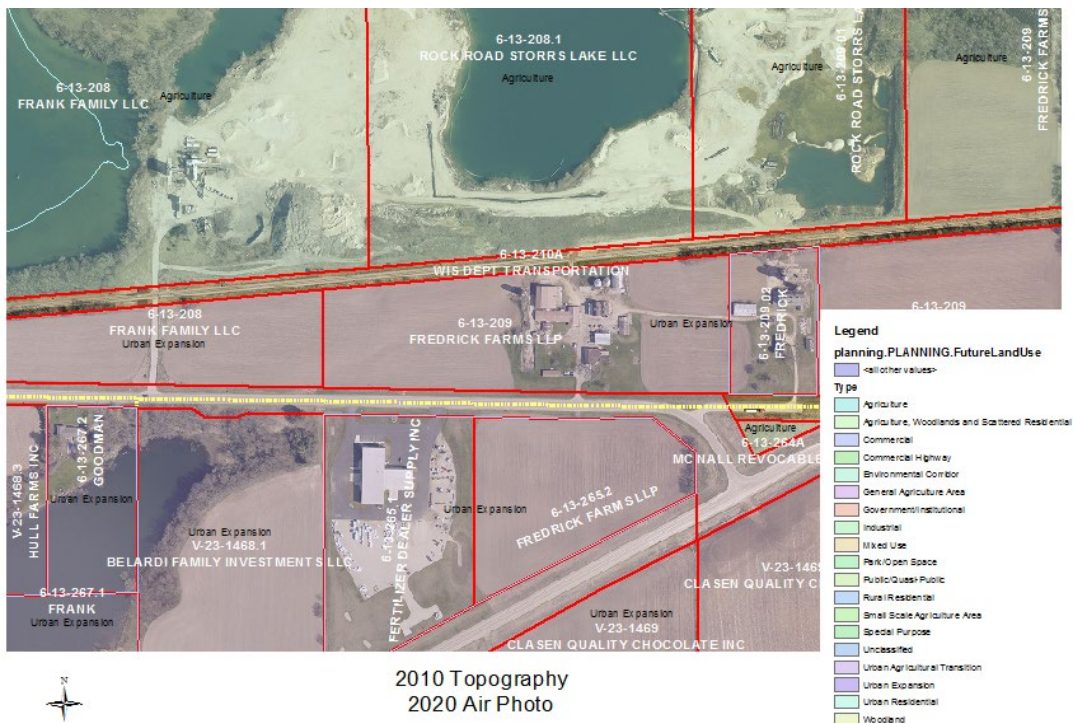
Recommendation:

I recommend approval of this minor land division # LD 2021 30 in the Town of Milton with the following conditions:

1. The new smaller lot does not meet the minimum requirements of the A-1 district and will need to be rezoned. The new zoning district should comply with the current zoning or future land use and land use.

MEMORANDUM

2. This lot may fall under extraterritorial jurisdiction with the City of Milton and may need additional approvals.
3. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
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



MEMORANDUM

4.112 Preliminary Land Division	
The location of the land division by section, township, and range, approximate location and dimension of all property lines on and adjacent to the land division, to include ownership, and existing and proposed County, Town, and City/Village (if applicable) zoning designations on the land division;	This meets the minimum requirements.
The approximate location and dimension of all existing and/or proposed lots, outlots, units, and blocks numbered for reference, and indication of lot, outlot, unit, or block use if other than single-family residential, on the land division;	This meets the minimum requirements.
The approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed buildings, accessory buildings, streets, alleys, public ways, rail lines, private water wells or public water supply systems, POWTS or public sanitary sewer systems, any other utilities, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, surface water features, drainageways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator;	This is missing the adjacent building, well and POWTS in conjunction with the lot line.
The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;	NA
A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;	It is unclear if there are utilities in this area.
A preliminary concept for collecting and discharging stormwater on the land division;	NA
Topography with two (2) foot contour interval on the land division (Subdivision Plats only)	NA
A scale, north arrow, and date of creation;	This meets the minimum requirements.
Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes	