



PLANNING & DEVELOPMENT COMMITTEE MEETING
THURSDAY, OCTOBER 26, 2017 – 8:00 A.M.
ROCK COUNTY COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held Thursday October 12, 2017
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Review and Preliminary Approval, Preliminary Approval with Conditions or Denial of Land Division
 - 2017 045 (Newark Township) – Heffel
 - 2017 054 (Johnstown Township) - Taylor
 - B. **Action Item:** Change of Use on Access Controlled Highway – Borgwardt
6. Finance
 - A. Information Item: Committee Review of Payments
 - B. **Action Item:** Transfers
7. Corporate Planning
 - A. Information Item: Review of 2018 Rock County Budget Request
 - Real Property Description
 - Surveyor
 - Planning & Development
8. Committee Reports

9. Directors Report

A. 911 Address Signs – Town of Center

10. Adjournment

Future Meetings/Work Sessions

October 26, 2017 (8:00 am)

November 16, 2017 (**9:00 am – note the time change**)

December 14, 2017 (8:00 am)



ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

FROM: Andrew Baker – P&D Agency Staff

SUBJECT: Preliminary Approval of Land Division

MEETING DATE: October 24th, 2017

Land Division Summary:

The following owners are seeking Land Division Preliminary Approval from the P&D Committee:

2017 045 (Newark Township) – Heffel

2017 054 (Johnstown Township) - Taylor

Land Division Recommendation(s) or Action(s):

P&D Agency Staff recommends Preliminary Approval the above referenced Land Division with conditions as presented.



LD2017 045 Heffel
Application Number: _____

PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

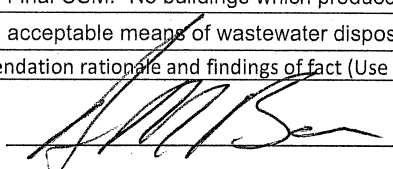
AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible: Yes No
2. Land division is consistent with Town’s Comprehensive Plan – Future Land Use Map: Yes No
3. Land division 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.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Yes No
5. Land division is in an Agricultural Resources Priority Area, per the *Rock County Farmland Preservation Plan*: Yes No
6. Land division will require a zoning change: Yes No
7. Preliminary minor land division application is complete: Yes No

If you answered **Yes** to 7., proceed to 9. If you answered **No** to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked “PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP”, identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<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 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 type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<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 type="checkbox"/>
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 type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED , in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
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"/>
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"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map 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 type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. Utility easement(s) shall be placed on lots as requested by utility companies.	
2. Note on Final CSM: "No buildings which produce wastewater are allowed on Lot 1	
3. until acceptable means of wastewater disposal is approved by the necessary governmental agencies."	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: 	DATE: 9/6/17
TITLE: Administrator - Rock County Planning, Economic & Community Development Agency	

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1. Preliminary approval granted by Town Board 9/12/17	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
 51 N. MAIN ST.
 JANESVILLE, WI 53545
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: Chair – Rock County Planning & Development Committee	

5

AGENCY RECOMMENDATION

11. If you answered Approve With Conditions to 10., list conditions:

- 3. The Town of Newark shall the rezone of the proposed lot area as determined necessary according to the Zoning Ordinance.
- 4. Dedicate road right of way as indicated on the preliminary CSM at the discretion of the Town.
- 5. A restricted area shall be delineated on the final CSM in the wetland areas included on the Wisconsin Wetland Inventory map.
- 6. A note on the Final CSM shall indicate that all building and land disturbance is prohibited in these areas
- 7. unless a Certified Wetland Delineation is completed by the owner prior to development.
- 8. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
- 9. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.
- 10.

12. Agency recommendation rationale and findings of fact:

The proposed Land Division creates one 5.0 acre lot from an existing approximately 90 acre parcel in Newark Township. Due to the size of the proposed new lot a rezone to A3 is being requested as required by the minimum lot size requirements found Town Zoning Ordinance. It is pertinent to note that when the previous owner of the subject parent parcel obtained approval from the Town in August of 2000 to divide the 5 acre parcel to the south of the proposed, the Town Board voted to make the approval conditioned on the stipulation of no further rezoning of the remaining acreage. The proposed request for a rezone as part of this Land Division application would be contrary to that decision if approved. It is County Staff's recommendation that the Town P&Z and Board base the decision on the rezone request (and essentially this land division) based on that decision by a previous Board AND with the Town regulations currently in place. For example, the Town of Newark is no longer a certified participant in the Farmland Preservation Program, which it was in 2000.

There are limitations in siting a building location and septic system on the proposed lot due to potential wetland soils. In fact, any area of the proposed Lot is included in the State' Wetland Inventory maps. The MOA with the Town of Newark authorizes the County to review and plan around these Environmentally Sensitive Areas (ESAs) and administer Conservation Easements or Building Restrictions through the Land Division process. The proposed conditions above reflect these terms.

TOWN ACTION

14. If you answered Approve With Conditions to 13., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

15. Town action rationale and findings of fact:

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION

17. If you answered Approve With Conditions to 16., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Committee action rationale and findings of fact:

RECEIVED

AUG 3 2017

ROCK CO. PLANNING, ECONOMIC AND
COMMUNITY DEVELOPMENT AGENCY

Batterman
engineers surveyors planners

R.H. Batterman and Co., Inc.
2857 Bartells Drive
Beloit, WI 53511
P 608.365.4464
F 608.365.1850

August 2, 2017

Town of Newark
9538 West Newark Road
Beloit, WI 53511

Re: Letter of Intent for Heffel

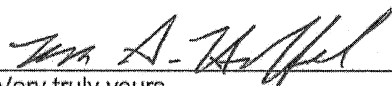
Dear Ms. Jeanette Bell:

We have created a Preliminary Certified Survey Map for Dan Heffel, brother of Mark & Pauline Heffel (Owners) of land located in part of the Northeast 1/4 of the Southeast 1/4 of Section 16 on S. Pinnow Grove Road. The map defines the boundaries of the five acre (net) lot that is to be divided off of Parcel #6-14-125B. The remaining lands are about 85 acres, more or less. The existing parcel is zoned A-1 and the new lot will be required to be zoned to A-3, this submittal also includes the rezone request. It is the opinion of the Owners that there should not be any noticeable community impact resulting from this land division.

Please place this on your next planning agenda and the subsequent Town of Newark board meeting for consideration.

Thank you for your attention to this matter, should you have any questions please call at your earliest convenience.

On behalf of Dan Heffel and
Mark & Pauline Heffel (Owners),


Very truly yours,

R. H. BATTERMAN & CO., INC.
Engineers - Surveyors - Planners

Jeff Garde

Jeff Garde, PLS
jgarde@rhbatterman.com

RECEIVED

AUG 4 2017



AGENCY USE ONLY

Application Number: LD2017 045

Received By - Date: 8-3-17
 (MM/DD/YYYY):

PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

****PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.****

1. 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
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map: Yes No
3. 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.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Yes No
5. Land division will require a zoning change: Yes No

APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	Mark S. & Pauline J. Heffel	Telephone:	
Address:	8520 W. Beloit Newark Road	City:	Beloit
		State:	WI
		Zip:	53511
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	R.H. Batterman & Co., Inc. (Jeff Garde)	Telephone:	608-365-4464
Address:	2857 Bartells Drive	City:	Beloit
		State:	WI
		Zip:	53511
b. Developer name:	Dan Heffel	Telephone:	608-751-8769
Address:	8236 W. Beloit Newark Road	City:	Beloit
		State:	WI
		Zip:	53511

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

LAND DIVISION INFORMATION

9. Reason for land division: Sale/ownership transfer Farm consolidation Refinance Other:

10. Land division area location:	Town of Newark	NE 1/4 of SE 1/4
	Section 16	Tax parcel number(s) - 6-14-125B

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:
 Yes No If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):
 Local/Town road County highway State highway U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 90.0 +/-	14. Land division area (Square feet or acres): 5.36	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 (Remain)

19. Covenants or restrictions will be placed on the land division area: Yes No
 If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area: Yes No
 If Yes, the building utilizes a: Private onsite wastewater treatment system 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 minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, 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, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <u>[Signature]</u>	DATE: <u>8/2/17</u>
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APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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(1) Buildings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(7) Any other public utilities:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(13) Drainageways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	NA
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	

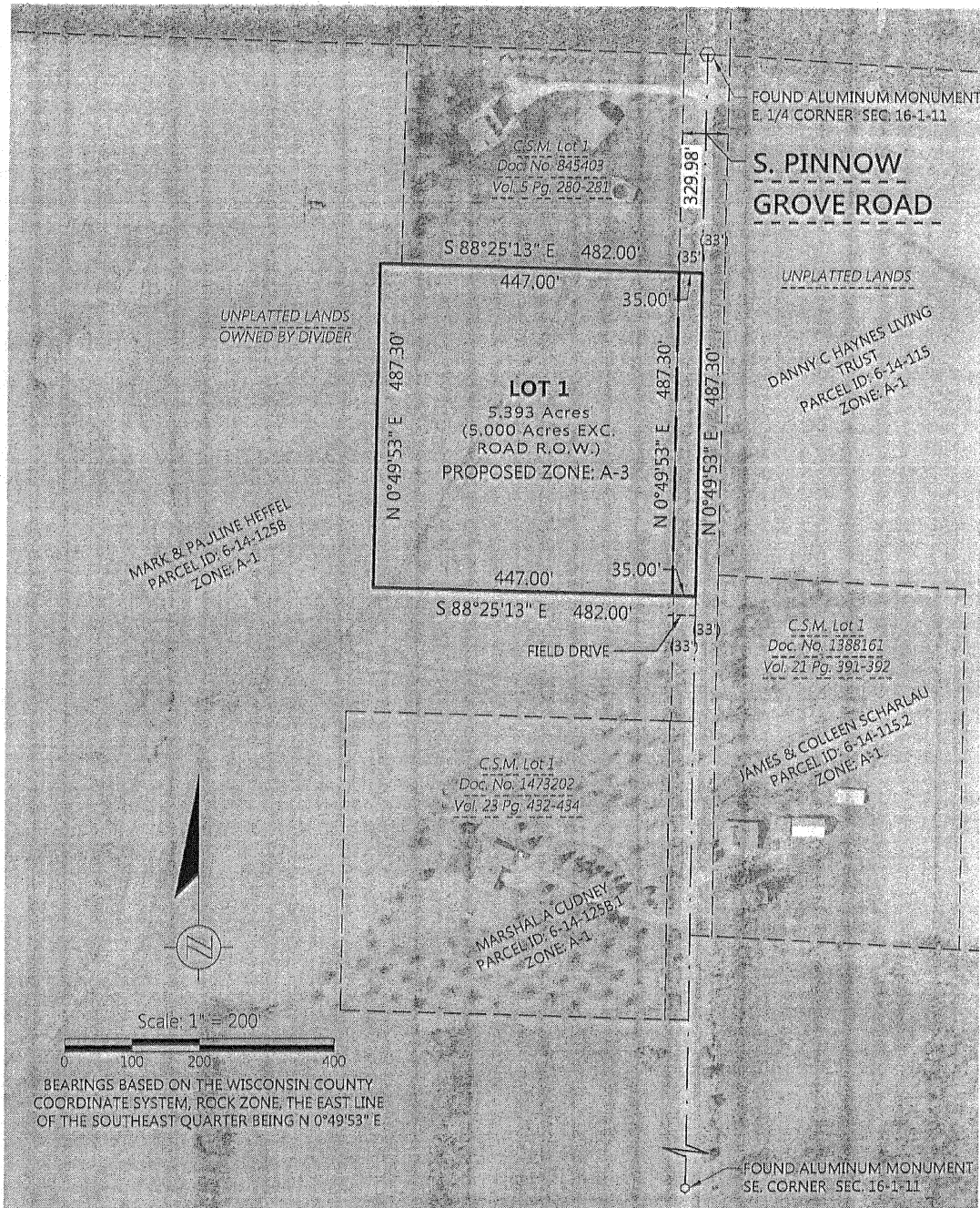
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

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

OF PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 16,
T. 1 N., R. 11 E., OF THE 4TH P.M.,
NEWARK TOWNSHIP, ROCK COUNTY, WISCONSIN.



ORDER NO: 32732 BOOK: SEE FILE FIELD CREW: XXX DRAWN BY: DGM DATE: MAY 24, 2017	FOR THE EXCLUSIVE USE OF: MARK HEFFEL 8520 W BELOIT NEWARK ROAD BELOIT, WI. 53511.	Batterman engineers surveyors planners 2857 Bartells Drive Beloit, Wisconsin 53511 608.365.4464 www.tbatterman.com	
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File Name: A32700-32799\32732 - Dan Heffel\SURVEY\RH\B DRAWING FILES\preliminary.csm



PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

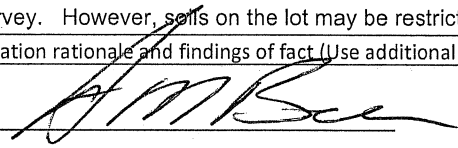
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11

AGENCY REVIEW	
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7b. Map 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 type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. Utility easement(s) shall be placed on lots as requested by utility companies.	
2. Note on Final CSM: "Lot 1 contains existing buildings which utilize an existing private sewage system at the time of	
3. this survey. However, soils on the lot may be restrictive to the replacement of the existing system."	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE:  TITLE: <u>Administrator - Rock County Planning, Economic & Community Development Agency</u>	DATE: <u>10/17/17</u>

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1. Town approved the rezone and land division on 9/18/17 with no conditions.	
2. Town approved the rezone and land division on 9/18/17 with no conditions.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____ TITLE: _____	DATE: _____

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:
 ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
 51 N. MAIN ST.
 JANESVILLE, WI 53545
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____ TITLE: <u>Chair – Rock County Planning & Development Committee</u>	DATE: _____

AGENCY RECOMMENDATION

11. If you answered Approve With Conditions to 10., list conditions:

- 3. Proposed lots lines shall included POWTS area with the buildings that utilize the system.
- 4. Dedicate 40-foot half road right of way along E Co Rd A to the County of Rock.
- 5. The parent parcel is currently Zoned A1 by the Town of Johnstown. Based on the proposed size Lot 1, a rezone to A3 has been requested and approved.
- 6. The remaining parent parcel (including 20 ft wide strip) shall be transferred to adjoining land owner to the north
- 7. and combined via deed as planned and not created as a separate lot.
- 8. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
- 9. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.
- 10.

12. Agency recommendation rationale and findings of fact:

The proposed Land Division creates one new lot from an existing 8 acre parcel in Johnstown Township, which will include approximately 3.9 acres with an existing residence and other buildings. The parent parcel is currently zoned Exclusive Agricultural District One (A1) by the Town of Johnstown and the future land use for the parcel is Agriculture. The A1 District is certified by DATCP for the Farmland Preservation Program. The proposed lot size for the new lot requires a rezone, therefore a proposed change to the Town's Small Scale Agricultural District Three (A3) has been requested from the Town and recently approved. Upon reviewing such a request, the Town should consider the standards/requirements included in the Zoning Ordinance to rezone lands in the Farmland Preservation District, where applicable.

The existing 8 acre parcel, including the 20 foot wide strip running to the north, was created by deed in 1992 when the owner sold the balance of the farm land. The 20 foot wide strip was done deliberately because owners retained the land locked 80 acres to the north. It appears that action did not go through a review and approval process at the Town nor the County at the time. The balance of the existing parcel will be transferred/"connected" to the 80 acres to the north through a separate action and therefore is not directly subject to this decision.

TOWN ACTION

14. If you answered Approve With Conditions to 13., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

15. Town action rationale and findings of fact:

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION

17. If you answered Approve With Conditions to 16., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Committee action rationale and findings of fact:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY
DEVELOPMENT AGENCY
51 SOUTH MAIN STREET
JANESVILLE, WI 53545

TELEPHONE: (608) 757-5587
FAX: (608) 757-5586
EMAIL: PLANNING@CO.ROCK.WI.US
WEB: WWW.CO.ROCK.WI.US

RECEIVED

SEP 19



ROCK CO. PLANNING, ECONOMIC AND
COMMUNITY DEVELOPMENT AGENCY

AGENCY USE ONLY

Application Number: LD2017054
Received By - Date: 9-19-17
(MM/DD/YYYY):

PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

****PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.****

1. 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
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map: Yes No
3. 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.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Yes No
5. Land division will require a zoning change: Yes No

APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	KENNETH R TAYLOR TERRANCE D TAYLOR		Telephone:	
Address:	12945 E COUNTY RD A	City:	AVALON	State: WI Zip: 53505
b. Name:			Telephone:	
Address:		City:		State: Zip:

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	COMBS AND ASSOCIATES, INC		Telephone:	
Address:	109 W MILWAUKEE STREET	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.

LAND DIVISION INFORMATION

9. Reason for land division: Sale/ownership transfer Farm consolidation Refinance Other:

10. Land division area location:

Town of JOHNSTOWN	NE&SE 1/4 of NW 1/4
Section 24	Tax parcel number(s) - 6-9-203

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village: Yes No
If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):
 Local/Town road County highway State highway U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 8 ACRES ML	14. Land division area (Square feet or acres): 4.4 ACRES	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: Yes No
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area: Yes No
If Yes, the building utilizes a: Private onsite wastewater treatment system Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NONE

22. Public improvement construction will begin on (mm/dd/yyyy):

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, 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, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: Roll Taylor DATE: 9-1-17

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", 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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(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 type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(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"/>	

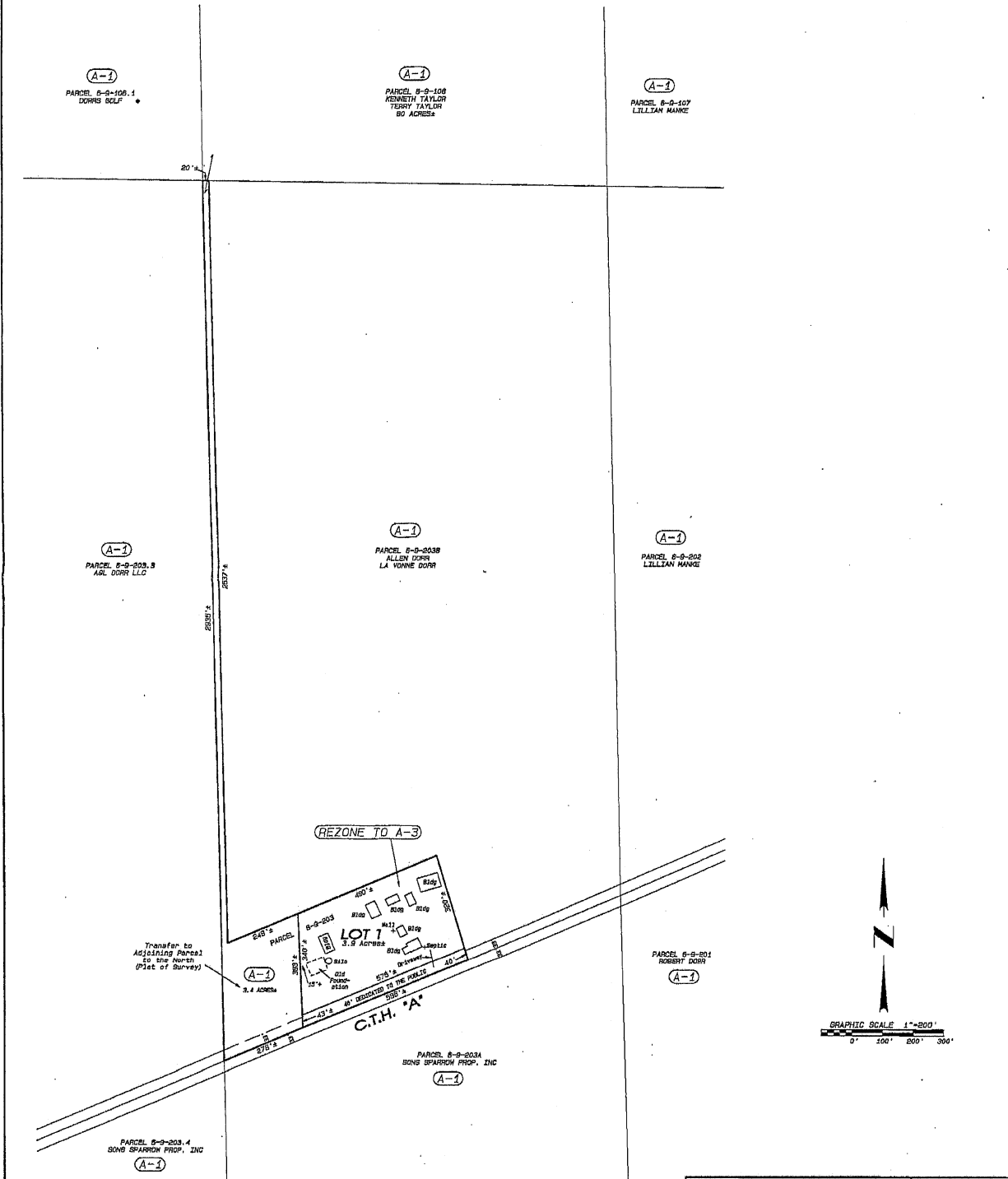
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

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/REZONE MAP

PART OF THE NE 1/4 OF THE NW 1/4 AND PART OF THE SE 1/4 OF THE NW 1/4 OF SECTION 24, T.3N., R.14E. OF THE 4TH P.M.,
TOWN OF JOHNSTOWN, 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>100 N. MILWAUKEE ST. JOHNSTOWN, WI 53548 WWW.COMBSURVEY.COM</p>	• LAND SURVEYING	DATE	02/01/17
	• LAND PLANNING	BY	sjl
	• CIVIL ENGINEERING	PROJECT NO.	117-384
		CLIENT	TAYLOR



ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

FROM: Planning & Development Agency Staff

SUBJECT: Change of Use on Access Controlled Highway – Borgwardt Property
Driveway located at 502 E County Hwy M, Fulton Township

MEETING DATE: October 26, 2017

Summary:

The County Trunk Highway Access Control Regulations, Section 4.5 of the Rock County Code of Ordinances, states that the change of a use (volume or type) of a permitted access point shall be subject to the review and approval of the Public Works Committee and the Planning and Development Committee. John and Becky Borgwardt have submitted an application to the Public Works Department to initiate this change of use review by each Committee. The request is being made to approve the change the use of a driveway which is currently being used for a single family residence. As proposed, the future use of the driveway would be as a shared driveway to serve the existing dwelling and a new lot. A two lot Certified Survey Map (CSM) has been preliminarily approved by the Committee (July 2017) to create an additional lot in this location with one of the conditions of approval being that access to Hwy M be approved by separate action. Final approval of the CSM will not be granted until all conditions have been met, including approved access.

A shared driveway is the only way that an access to the proposed new lot can be approved due to the fact that any new single driveway would not meet the Ordinance standard for spacing between driveways (600 feet). A variance of that standard was previously request by the owner and denied by the Board of Adjustment.

A copy of the application and the Issue Paper written by Public Works Department staff, which further explains the request, the ordinance standards and policy provisions to consider, is included in the packet. The Public Works Committee took action to approve this request at the October 12th Committee meeting.

Recommendation(s) or Action(s):

Considering that the existing driveway is in a safe location that meets the standards for separation distance and site distance, P&D Agency Staff recommends to follow the action by Public Works and approve the change of use as presented with the following conditions:

1. A note on the final CSM for the Land Division associated with this request (LD 2017033) shall read as follows “Shared access shall be limited to serving no more than two private residential entrances.”
2. All other conditions of approval for LD 2017 033 shall be followed.

**Rock County Department of Public Works
Division of Highways – Issue Paper**

ISSUE - Controlled access highway driveway permit approval – John & Becky Borgwardt

DISCUSSION - CTH M is a controlled access highway as defined under Rock County Ordinance Chapter 4, Part 5 – County Trunk Highway Access Control Regulations. The primary purpose for a controlled access ordinance is to protect the asset of the county highway and to promote the safe, efficient flow of traffic. Every driveway entrance or side road interferes with traffic flow. Either crashes or travel delays occur as more conflicts are permitted.

The permit request is for a change of use from private entrance to shared access. The existing parcel has a private entrance. The request is due to the property owner subdividing the existing parcel and having access to both parcels, if subdivision is approved. The final approval of the subdivision is contingent on access being available.

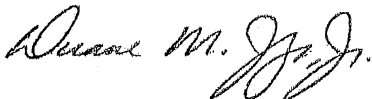
The applicants, John & Becky Borgwardt, have previously been denied a new access to CTH M, for the subdivided parcel, because the proposed access did not meet the spacing requirements as defined in Rock County Ordinance Chapter 4, Part 5 – County Trunk Highway Access Control Regulations. The ordinance also states that after designation of a controlled-access highway, no owners or occupants of parcels of land created after enactment of the ordinance will have the right or easement of access, by reason of the fact that their property abuts the controlled-access highway.

The Controlled Access Ordinance states, “Section 5.518, Change of Use, Any point of access permitted under this ordinance shall be subject to the review and approval by the Rock County Public Works Committee and the Rock County Planning and Development Committee, where these committees determine that there has been a change in use which will affect safe and efficient ingress and egress to, and use of, a controlled access highway. This determination shall be based primarily on a significant change in the volume of traffic or the type of vehicle using that point of access.”

Given the access is for residential purposes, the increase in ingress/egress are minimal and vehicle type will be consistent with existing use.

RECOMMENDATION – Approval.

Respectfully submitted by,



Duane M. Jorgenson, Jr., P.E.
Director of Public Works

**PRELIMINARY CERTIFIED SURVEY
MAP AND REZONE MAP**

LOT 2 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 6, PAGE 137 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 856271 AND LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 28, T.4N., R.12E. OF THE 4TH P.M., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.

Location of shared driveway

45 PARCEL 6-8-389
ANGIE JAMES HART AND

LOT 1
2.0 ACRES
(REZONE TO RE-3)

46 PARCEL 6-8-385
BRETT & KAY
BURKE
CSM LOT 1
VOL. 6 PG. 137
DOC. NO. 856671

48 LOT 2
40.4 ACRES
RESALE
PARCEL 6-8-384
JOHN MURPHY
BORSHARDT

CSM LOT 1
VOL. 2 PG. 127
PARCEL 6-8-383, 4
JOHN MURPHY JR

50 PARCEL 6-8-380
FRANK JACOME TRUST

49 PARCEL 6-8-382
FRANK JACOME TRUST

PARCEL 6-8-382A1
LAWN CARE

47 PARCEL 6-8-382A2
LAWN CARE

1 PARCEL 6-8-1072.80
DYLAN THOMAS

2 PARCEL 6-8-1072.81
MICHAEL & TERRI WETTER

3 PARCEL 6-8-1072.82
MICHAEL & TERRI WETTER
ESTATES

4 PARCEL 6-8-1072.83
NORMAN TALAJZIK

5 PARCEL 6-8-1072.84
WILLIAM & SHELIA GORN



NOTES:
NAMES OF OWNERS WITHIN 600 FEET ARE SHOWN HEREIN.
THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND
AGREEMENTS, RECORDED AND UNRECORDED.
THE BASIS OF BEARINGS IS ASSUMED.

Combs ASSOCIATES	LAND SURVEYING	DIV. 12/16/15
	LAND PLANNING	REVISED 9/29/17
	CREATING	611
	CHK. ENGINEERING	116-519
508 N. KILMOROCK ST. DENVILLE, IL 62526		BORSHARDT
TEL: 800.725.0554		
WWW.COMBSASSOCIATES.COM		

ROCK COUNTY, WISCONSIN



**Real Property
Description Department**
51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: October 18, 2017

TO: Planning and Development Committee

FROM: Michelle Schultz, Real Property Lister / LIO

A handwritten signature in black ink, appearing to read "MS", is written over the "FROM" line.

RE: 2018 Budget

The Real Property Description Department 2018 proposed budget is a cost to continue budget with minor reductions in Office Supplies and Legal Forms.

The Land Records 2018 proposed budget is also primarily a cost to continue budget. Minor increases from Vendors in Repair & Maintenance and Software Maintenance accounts.

Land Records is replacing the following hardware in participating Departments:

Land Conservation: Recommended replacement of Level 1 Printer (purchased in 2010)

Real Property: Recommended replacement of Large Format Plotter (purchased in 2008)

Register of Deeds: Recommended replacement of Public lookup terminals in the ROD Vault

Planning: 50% of the cost of replacing the Multi-Function Printer

Please feel free to contact me directly if you have any further questions.

757-5607

michelle.schultz@co.rock.wi.us



MEMORANDUM

Date: October 17, 2017

To: Rock County Planning & Development Committee

From: Colin Byrnes – Director Rock County Planning & Development Agency

Handwritten initials "CB" in black ink, positioned to the right of the "From:" line.

Re: 2018 Budget

The Tax Levy for the Proposed 2018 Budget for the Planning, Economic & Community Development Agency will decrease by \$9,842 or 1.5%. There are no proposed Fee increase for the Public. Additionally, the Budget includes large revenue and expenditures for the 911 Address Sign initiative. This reflects the potential invoicing for township by township installation. This was done to receive a bulk pricing rate with the County acting as an agent. Finally, current Agency Staff has stepped up to meet the present and forecasted workload. In recent Budgets (2016 & 2017) Tax Levy was included to cover the potential Staff cost for unforeseen projects. The Proposed Budget has eliminated this funding. Of note, the color copier used extensively by the Agency will be replaced with a 50% match from Land Records funding.