



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY SEPTEMBER 27, 2018 – 8:00 A.M.  
COURTHOUSE CONFERENCE ROOM Second Floor  
ROCK COUNTY COURTHOUSE  
JANESVILLE, WI

1. **CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, September 27th, 2018 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Wayne Gustina, Phil Owens, Wes Davis, and Supervisor Mawhinney – QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning and Development Director), Andrew Baker (Zoning Administrator), Kurt Wheeler Planner III, and Michelle Schultz; Real Property Lister.

Others present: Ron Combs,

2. **ADOPTION OF AGENDA**

Change of item 5C to 5A Moved by Supervisor Davis, Seconded by Supervisor Mawhinney. Adopted (5-0).

3. **MEETING MINUTES – SEPTEMBER 13, 2018**

Motion made by Supervisor Owens, Seconded by Supervisor Gustina to accept the September 13<sup>th</sup> meeting minutes. APPROVED (5-0)

4. **CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

None

5. **CODE ADMINISTRATION AND ENFORCEMENT**

A. **Action Item:** Review and Preliminary Approval, Preliminary Approval with Conditions, or Denial of Land Divisions.

- 2018 047 (Plymouth Township) – Nelson Family Farms, LLC

Moved by Supervisor Mawhinney with Conditions, Seconded by Supervisor Owens Approved (5-0)

Conditions:

1. Utility easements 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 until acceptable means of wastewater disposal is approved by the necessary governmental agencies".
3. Dedicate a 40 foot half road right of way along CTH H.
4. Due to the profile of CTH H in this area and limited sight distance, a Rock County Driveway/Access Permit application shall be submitted and reviewed by County staff prior to the final approval of the CSM.
5. Drainage easements shall be delineated on the final CSM based on the topography and shall be a minimum of 30 feet wide.
6. The final CSM shall indicate a potential building site consistent with the Town of Plymouth and Rock County Ordinances.
7. Final CSM shall be submitted to and approved by the Agency one year after the preliminary approval.
8. CSM's subject to local approval shall be recorded with the Rock County Register of Deeds within 6 months of their last approval.

- 2018 048 (Newark Township) - Pitt

Moved by Supervisor Mawhinney with Conditions, Seconded by Supervisor Davis Approved (5-0)

Conditions:

1. Utility easements 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 this survey. However, soils on the lot may be restrictive to the replacement of the existing system".
3. Proposed lot lines must include the POWTS with the building which utilizes the system.
4. Dedicate a 40 foot half road right of way along CTH H as indicated on the preliminary CSM.
5. Final CSM shall be submitted to and approved by the agency one year after preliminary approval.
6. CSM's subject to local approval shall be recorded with the Rock County Register of Deeds within 6 months of their last approval.

- 2018 049 (Fulton Township) – Lakewoods Subdivision Fifth Addition

Moved by Supervisor Mawhinney with Conditions, Seconded by Supervisor Davis Approved (5-0).

Ron Combs gave the Committee an overview of the Fifth Addition to the Committee. Discussion followed. Mr. Baker supplied additional information regarding Lots and Design as well as Storm water control.

Conditions:

1. Utility easements to be located on lots as requested by utility companies.
2. Utilities shall be installed prior to the final approval of the subdivision plat.
3. A vision easement triangle shall be located at each intersection. Vision easements at interior intersections shall extend twenty five feet in each direction measured from the edge of the right-of-way. All vision easement triangles shall be kept clear of vegetation under six inches in diameter. Trees larger than six inches, if applicable, may remain if trimmed up to eight feet above the ground.
4. Areas of slopes greater than 16% shall be delineated on the final plat on applicable lots based on existing topographic data. Based on the preliminary plat, this delineation would apply to lots 160, 161, 164 -167, 169, 179-193 and 203-213. P&D Agency staff shall have the discretion to approve the extent of the delineated boundaries on the final plat on behalf of the P&D Committee. A note on the final plat shall indicate a prohibition of buildings, accessory buildings and earth-disturbing activity within the delineated areas unless a specific site plan is approved by the Rock County Planning and Development Agency. Each site plan shall include minimal encroachment into the areas of steep slopes and a specific grading and erosion control plan.
5. Construction Site Erosion Control and Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department.
6. All storm water management facilities and designated conveyance areas outside of the dedicated road right of way shall be located on Outlots rather than drainage easements where possible based on natural topography and layout of the development. Designating the areas as Outlots is intended to reduce the conflicts associated with easements on private property.
7. All storm water conveyance facilities shall be delineated thirty feet wide at a minimum on the Final Plat unless otherwise designed based on the Storm Water Management Plan and Permit.
8. The Storm Water Management Plan shall include a driveway culvert size for each lot.
9. A Homeowners Association shall be responsible for maintenance of the storm water management facilities as previously established via the Covenants and Restrictions associated with the original subdivision plat. Documentation that steps have been taken to establish the Association, or update the Association documents to account for this Fifth Addition, shall be provided prior to approval of the final plat.
10. A note shall be included on the final plat on each Outlot which states "Refer to recorded storm water management agreement for required facility maintenance."

11. Road construction plans shall be submitted to and approved by the Town of Fulton 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 be responsible for all costs to the Town of Fulton (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.
  13. The developer shall reimburse the Town of Fulton for the installation of the necessary road signs as included and approved in the road construction plans.
  14. A performance bond or similar financial instrument shall be provided to the Town of Fulton 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 Fulton and be released only after final acceptance of the roads by the Town of Fulton.
  15. Developer shall provide the Town of Fulton 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.
  16. Developer shall provide sufficient evidence that each lot is serviced by sanitary sewer and that the sanitary sewer is installed, constructed and accepted by the Consolidated. Koshkonong Sanitary District.
  17. 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.
- 2018 050 (LaPrairie and Turtle Townships) – Radloff

Moved by Supervisor Owens with Conditions, Seconded by Supervisor Davis  
Approved (5-0)

Conditions:

1. Utility easements shall be placed on lots as requested by utility companies.
2. Note on Final CSM "Lot 2 contains 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 system".
3. Proposed lot lines must include the system area with the building which utilizes the POWTS.

4. Final CSM shall be submitted to and approved by the Agency within 1 year after preliminary approval.
5. CSM's subject to local approval shall be recorded with the Rock County Register of Deeds within 6 months of the last approval.

- 2018 059 (Fulton Township) – Anderson

Moved by Supervisor Mawhinney with Conditions, Seconded by Supervisor Davis Approved (5-0)

Conditions:

1. Utility easements 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 until acceptable means of wastewater disposal is approved by the necessary governmental agencies".
3. Dedicate a 33 foot half road right of way along N. Kidder Rd. at the discretion of the Town of Fulton.
4. Applicant shall provide an engineered plan to construct a driveway in the steep slopes adjacent to N. Kidder Rd.
5. A Permit for Construction Site Erosion Control shall be obtained from the Rock County Land Conservation Department if deemed necessary based on the slope of the driveway construction.
6. Final CSM shall be submitted to and approved by the agency within one year after preliminary approval.
7. CSM's subject to local approval shall be recorded with the Rock County Register of Deeds within 6 months of the last approval.

B. Action Item: Public Hearing Rock County Floodplain Zoning Ordinance Amendment

Supervisor Sweeney made a motion to go into Public Hearing at 8:35 am, Seconded by Supervisor Mawhinney.

No citizens were present or spoke.

Supervisor Owens made a motion to go out of Public Hearing at 8:40 am. Seconded by Supervisor Mawhinney.

C. Review and Recommendation for Approval to the Rock County Board of Supervisors: Rock County Floodplain Zoning Ordinance Amendment.

Mr. Baker explained the need for the Amendment to the Ordinance. Discussion Followed. Mr. Baker reminded all that the first reading of the Ordinance Amendment will be at tonight's County Board Meeting.

Moved by Supervisor Owens, Seconded by Supervisor Davis. Approved (5-0)

6. **FINANCE**

**Action Item:**

- A. Committee review of payments  
The Committee reviewed the Payments.
- B. Transfers  
None.

7. **COMMITTEE REPORTS**

None.

8. **DIRECTOR'S REPORT**

- A. 2<sup>nd</sup> Planning and Development meeting Date in November.  
  
The Committee agreed to look at dates on the second meeting in October.
- B. Rock County Surveyor New Equipment Review.  
The Surveyor was not present. A presentation of the new equipment will be given by the Surveyor at next meeting.

9. **ADJOURNMENT**

Supervisors Gustina and Mawhinney moved and seconded to adjourn the Committee at 8:47 a.m. All in Favor (5-0).

Respectfully Submitted – Kurt J. Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

October 11, 2018 (8:00 am)  
October 25, 2018 (8:00 am)  
November 8, 2018 (8:00 am)