



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY FERUARY 22, 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, February 22, 2018 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Alan Sweeney, Wes Davis, Wayne Gustina. Supervisors Mawhinney and Owens were excused. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning and Development Director), Andrew Baker (Zoning Administrator), Kurt Wheeler (Planner III), Brad Heuer (County Surveyor), Michelle Schultz (Real Property Lister), and Russ Podzilni (County Board Chair).

Others present: Ron Combs, Ted Meier, Lauren Downing.

2. **ADOPTION OF AGENDA**

Amended Agenda (item 7a moved to 4a) Moved by Supervisor Gustina, Seconded by Supervisor Davis to approve the adoption of the agenda. Adopted (3-0)

3. **MEETING MINUTES – JANUARY 25, 2018**

Amended Minutes (item 3, Chair Sweeney Seconded) Motion made by Supervisor Davis to approve the meeting minutes from January 25, 2018; Seconded by Supervisor Gustina. Approved (3-0)

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

NONE.

COMMUNITY DEVELOPMENT

Item 7A: Housing Rehabilitation Loan Alteration Request-Loan ID 020100D1

Moved by Supervisor Gustina, Seconded by Supervisor Davis with Staff Recommendations. Approved (3-0).

5. **CODE ADMINISTRATION AND ENFORCEMENT**

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

▪ **LD2017 076 Turtle Township - Plankey**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Gustina; **Seconded** by Supervisor Davis. Discussion followed.
APPROVED (3-0).

CONDITIONS:

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 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.
3. Proposed lot lines shall include POWTS area with the buildings that utilize the system.
4. The parent parcel is currently zoned AE by the Town of Turtle. Based on the proposed size of lot 1, a rezone is required by ordinance.
5. The recommendation to conditionally approve this land division is contingent on the Town approving the rezoning from AE.
6. Dedicate a 33 foot half road right of way along E. Colley Rd. at the discretion of the Town.
7. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
8. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.

▪ **LD2017 078 Harmony Township – Snyder Living Trust – Reserve at Stoney Ridge Plat #2**

Motion to approve the Land Division with 21 Agency recommended conditions made by Supervisor Gustina; **Seconded** by Supervisor Davis. Discussion followed
APPROVED (3-0)

CONDITIONS:

1. The property is currently Zoning A1A by the Town of Harmony, which is a certified district for the Wisconsin Farmland Preservation Program. Approval of the Land Division is conditioned on an appropriate rezone approved by the Town.
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. Lots 35, 36, 37, 43, 45 and 46 include natural depression areas based on the 2010 topographic data which could result in surface water drainage problems if not properly accounted for during the construction of houses on the Lots. These lots shall be filled and properly graded during the road construction process to ensure that storm water runoff is directed to the storm water management system.
5. Construction Site Erosion Control Permit shall be obtained from the Rock County Land Conservation Department prior to the start of any clearing and grubbing activity.
6. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction.
7. 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 on the applicable Lots (as shown on the preliminary plat). Designating the areas as Outlots is intended to reduce the conflicts associated with easements on private property and provide access to Outlots 2 and 3 from the public road system for maintenance and general use of the areas by homeowners within the subdivision.
8. Based on the recommendation above that all storm water management facilities be located on Outlots, Lot 23 shall be reconfigured to accommodate this requirement considering that a proposed drainage easement bisects the Lot on the preliminary plat. The boundary between Lot 22 and 23 may also have to be adjusted to allow for the construction of a storm water management swale in an area that is most consistent with the natural topography.
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 (Rock County Register of Deeds Document 1835250). Documentation that the Association has been established shall be provided prior to approval of the final plat.
10. A note shall be included on the final plat which states "Refer to recorded storm water management agreement for required facility maintenance."
11. The Storm Water Management Plan shall include a driveway culvert size for each lot.
12. The existing storm water facilities within proposed Outlots 2 and 3 of the subdivision may require ordinary maintenance as needed, such as removal of woody vegetation or repair of erosion and/or sedimentation. Any necessary maintenance (as determined by the Land Conservation Department) shall be completed prior to the final approval of the Phase 2.
13. The developer shall be responsible for all costs to the Town of Harmony (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.

14. Road construction plans shall be submitted to and approved by the Town of Harmony 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.
15. The road construction plans shall include elimination of the temporary turn around at the south end of N Lilly Lane.
16. The road construction plans shall include elimination of the existing cul de sac at the northeast end of N Robin Crest Drive. The plans shall include the necessary details to install the standard road cross section and rebuild the affected driveways within the platted road right of way.
17. Site improvements may be necessary at the intersection of N Lilly Lane and M-H Townline Rd to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance. Consideration of any necessary improvements should be made during the road construction plan review process.
18. The developer shall reimburse the Town of Harmony for the installation of the necessary road signs as included and approved in the road construction plans.
19. A performance bond or similar financial instrument shall be provided to the Town of Harmony 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 Harmony and be released only after final acceptance of the roads by the Town of Harmony.
20. Developer shall provide the Town of Harmony 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.
21. 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.

▪ **LD2017 079- Town of Milton – Seward Living Trust**

Motion to approve the Land Division with conditions made by Supervisor Gustina;
Seconded by Supervisor Davis. Discussion followed.
APPROVED (3-0)

CONDITIONS:

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 this survey. However, soils on the lot may be restrictive to the replacement of the existing system."
3. Proposed lot lines shall include POWTS area with the buildings that utilize the system.
4. 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.
5. Dedicate a 33 foot half road right of way along E. Vincent Rd. and N. Trescher Rd. at the discretion of the Town.
6. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
7. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.

▪ **LD2017 084 Janesville Township –Rust Revocable Trust**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Gustina; **Seconded** by Supervisor Davis. Discussion followed.
APPROVED (3-0).

CONDITIONS:

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 this survey. However, soils on this lot may be restrictive to the replacement of the existing system"
3. Proposed lot lines shall include POWTS area with the buildings that utilize the system.
4. Note on Final CSM: No buildings which produce wastewater are allowed on lot 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.
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 Co. Register of Deeds within 6 months of their last approval.

▪ **LD2018 001 Fulton Township – DYN Cannel – Lakewoods Fourth Addition**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Gustina; **Seconded** by Supervisor Davis. Discussion followed.
APPROVED (3-0)

CONDITIONS:

1. Dedicate minimum of 40' half road right of way along Maple Beach Drive and N Hillside Rd at the discretion of the Town of Fulton.

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. A vision easement triangle shall be located at each intersection. The vision easement shall extend one hundred fifty feet along the centerline in each direction from the point of intersection with E Maple Beach Dr. 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.
5. The Plat shall include a note indicating that access is restricted to interior roads only and not to E. Maple Beach Dr. or N. Hillside Rd.
6. Lots 127-131 and 148-151 include natural depression areas (based on the 2010 topographic data) which could result in surface water drainage problems if not properly accounted for during the construction of houses on the Lots. Multiple County Ordinances, Policies and/or Plans recommend or require that natural depressional topography should be maintained to the extent possible. Alternatively, in a proposed subdivision it may be reasonable to account for the natural storm water capacity of these areas when designing a designated storm water management facility for the site. Therefore, if the natural areas are not preserved in the development process the lots shall be filled and properly graded during the road construction process to ensure that storm water runoff is directed to the internal storm water management system.
7. Construction Site Erosion Control and Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department.
8. 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.
9. All storm water conveyance facilities shall be delineated thirty feet wide at a minimum on the Final Plat.
10. The Storm Water Management Plan shall include a driveway culvert size for each lot.
11. 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 Fourth Addition, shall be provided prior to approval of the final plat.
12. 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."
13. The existing storm water facilities within Outlots 3 in the First Addition to the subdivision may require ordinary maintenance, such as removal of woody vegetation or repair of erosion and/or sedimentation. Any necessary maintenance (as determined by the Land Conservation Department) shall be completed prior to the final approval of this Fourth Addition considering a portion of the runoff will be routed to the existing facility.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.

▪ **LD2018 005 Beloit Township –Inman Prairie LLC**

Motion to approve the Land Division with conditions made by Supervisor Gustina;
Seconded by Supervisor Davis. Discussion followed.

APPROVED (3-0)

CONDITIONS:

1. Utility easement(s) shall be placed on lots as requested by utility companies.
2. The Town of Beloit shall approve any zoning changes deemed necessary by the Town.
3. The final CSM shall indicate "No Access" on lot 2 along the eastern property line adjacent to CTH G.
4. The final CSM shall include a note stating "CTH G is an Access Controlled Highway in this location. No access is permitted from lot 2 and any proposed change in the use or location of the existing permitted access on lot 1 shall be reviewed and approved through the process outlined in the Rock County Access Control Regulations".
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 Co. Register of Deeds within 6 months of their last approval.

6. **FINANCE**

A. Committee Review of Payments – Payments were reviewed by Committee.

B. Transfers
None.

7. **COMMITTEE REPORTS**

None.

8. **ADJOURNMENT**

Supervisors Gustina and Davis moved and seconded to adjourn the Committee at 9:01 a.m. All in Favor (3-0).

Respectfully Submitted – Kurt Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

Future Meetings/Work Sessions