



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY DECEMBER 14, 2017 – 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, December 14, 2017 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Alan Sweeney, Wes Davis, Wayne Gustina, and Mary Mawhinney. 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), Kathy Kamp (Partnership for Housing Development), and Josh Smith (County Administrator).

Others present: Ron Combs, Marc Garlock.

2. **ADOPTION OF AGENDA**

Moved by Supervisor Davis, Seconded by Supervisor Gustina to approve the adoption of the agenda. Adopted (4-0)

3. **MEETING MINUTES – NOVEMBER 16, 2017**

Motion made by Supervisor Mawhinney to approve the meeting minutes from November 16, 2017; Seconded by Supervisor Davis. Approved (4-0)

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

Supervisor Davis mentioned that the Martin Luther King Day celebration will take place at Blackhawk Technical College on January 13th, 2018.

5. **CODE ADMINISTRATION AND ENFORCEMENT**

A. **Action Item: Public Hearing Shoreland Conditional Use Permit 2017 006 Wunderlich.**

Supervisor Mawhinney made a **Motion** to go into Public Hearing at 8:03 a.m., **Seconded** by Supervisor Gustina.

Mr. Baker explained the project and permit application.
No one else spoke.

Supervisor Davis made a **Motion** to go out of Public Hearing at 8:05 a.m., **Seconded** by Supervisor Mawhinney.

B. Action Item: Review and Denial or Approval with Conditions Conditional Use Permit 2017-006 Wunderlich.

Supervisor Gustina made a **Motion** to approve with conditions as stated in section 4.2 **Seconded** by Supervisor Mawhinney. Approved (4-0).

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

▪ **LD2017 056 (Rock Township) – Donaldson/Vivid**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Gustina; **Seconded** by Supervisor Davis. Discussion followed.
APPROVED (4-0).

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. The Town of Rock shall rezone the proposed lot area as determined necessary according to the zoning ordinance.
4. County Road G is an access controlled highway in this area, therefore the frontage along County Road G shall be labeled "No Access" other than the location of the existing driveway.
5. The regional floodplain on the south of this lot shall be delineated on the final CSM.
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 060 (Fulton Township) – Pope**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Mawhinney; **Seconded** by Supervisor Gustina. Discussion followed
APPROVED (4-0)

CONDITIONS:

1. Utility easement(s) shall be placed on lots as requested by utility companies.
 2. Note on Final CSM: "No buildings that produce wastewater allowed on lot 1 and 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.
 3. The parent parcel is currently zoned AG by the Town of Fulton. Based on the proposed size of Lot 1, a rezone is required and has been approved.
 4. Dedicate 33' half road right of way along N. River Road at the discretion of the Town.
 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.
- **LD2017 063 (Plymouth) – Britton**

Motion to approve the Land Division with conditions made by Supervisor Gustina;
Seconded by Supervisor Mawhinney. Discussion followed.
APPROVED (4-0)

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. The parent parcel is currently zoned A1 by the Town of Plymouth. Based on the proposed size of Lot 1, a rezone is required.
5. The recommendation to conditionally approve this division is contingent on the Town approving the rezone as further described below*
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.

*The proposed Land Division creates 1 new Lot from an existing 134 acre parcel in Plymouth Township. The new lot will include approximately 3.1 acres with an existing residence and outbuildings buildings. The parent parcel is currently zoned Exclusive Agricultural (A1) by the Town of Plymouth and the future land use for the parcel is Agriculture, Woodland and Scattered Residential. The proposed lot size for the new lots requires a rezone, therefore a proposed change to the Town's Agricultural Three (A3) District is being considered by the Town. Each Ag District in the Town of Plymouth is certified by DATCP for the Farmland Preservation Program.

This division is with the extra territorial review area for the Village of Footville. The Village has responded and has no objections.

▪ **LD2017 064 (Harmony Township) – Reilly**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Mawhinney; **Seconded** by Supervisor Gustina. Discussion followed.
APPROVED (4-0).

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. A 30' wide drainage easement shall be delineated on Lot 1 in the area of the existing grass lined waterway. The recommendation to conditionally approve this land division is contingent on the Town approving the rezoning from A1.
6. The parent parcels is currently zoned A2 by the Town of Harmony. Based on the proposed size of Lot 1, a rezone or CUP is required.
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 065 (Bradford Township) – Rye Farms**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Mawhinney; **Seconded** by Supervisor Gustina. Discussion followed
APPROVED (4-0)

CONDITIONS:

1. Utility easement(s) shall be placed on lots as requested by utility companies.
2. The parent parcel is currently zoned A1 by the Town of Bradford. Based on the proposed size and use of Lot1 a rezone to Natural Resource and Open Space has been requested and approved by the Town.
3. The extent of the Regional Floodplain shall be shown on the final CSM.
4. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
5. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.

▪ **LD2017 069 (Turtle) – Farwell (DeLong)**

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

Motion Amended to specify either the flag pole driveway or combine the two adjacent parcels, but not both by Supervisor Davis, **Seconded** by Supervisor Sweeney.
APPROVED (4-0)

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. The boundary of the current Regional Floodplain shall be shown on the Final CSM.
6. Dedicate a 40' foot half road right of way along CTH J as indicated on the Preliminary CSM.
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.
9. This Land Division shall either choose to develop the flag pole access or combine adjacent parcels, as to not create a land locked parcel.

▪ **LD2017 070 (Turtle Township) – DeLong**

Motion to approve the Land Division with Agency recommended conditions made by Supervisor Mawhinney; **Seconded** by Supervisor Gustina. Discussion followed.
APPROVED (4-0).

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 that produce waste water allowed on Lot 2 unless acceptable means of wastewater disposal is approved by the necessary governmental agencies".
5. The boundary of the current regional floodplain shall be shown on the final CSM.
6. The Town of Turtle shall approve any zoning changes deemed necessary by 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.

6. **ECONOMIC DEVELOPMENT**

- A. Information Item: Rock Ready Index 3rd Quarter 2017

Mr. Otterstein presented the report. Discussion and questions followed.

7. **FINANCE**

- A. Committee Review of Payments – Payments were reviewed by Committee.
- B. Transfers
None.

8. **Community Development**

- A. **Action Item:** Project ID:81 = \$12,000

Kathy Kamp explained the project. Discussion and questions followed.

Motion to approve made by Supervisor Gustina, **Seconded** by Supervisor Davis Approved (4-0.)

- B. **Action Item:** Project ID: 82 = \$8,000

Kathy Kamp explained the project. Discussion and questions followed.

Motion to approve made by Supervisor Gustina, **Seconded** by Supervisor Davis Approved (4-0).

- C. Information Item: General Ledger Reduction in Accounts Receivables.

Mr. Byrnes and Ms. Martin explained the circumstances and procedures on the Accounts Receivables for this year. Discussion and questions followed.

9. **COMMITTEE REPORTS**

None.

10. **DIRECTORS REPORT**

- A. P&D Committee Approval Process of Housing Projects.

Mr. Byrnes and Ms. Martin explained the new information on the Committee's approval of individual loans based on Federal requirements.

B. 2017 Wisconsin Act 67

Mr. Byrnes and Mr. Baker explained 2017 Wisconsin Act 67 as it pertains to Substandard Lot development within Rock County.

11. Executive Session: Per Section 19.85(1)(c) Wis.Stats. – Annual Review of Planning and Development Director.

Motion to go into Executive Session made by Supervisor Davis, Seconded by Supervisor Gustina. Time 9:40 a.m.

Motion to go out of Executive Session made by Supervisor Davis. Seconded by Supervisor Gustina. Time 10:50 a.m.

12. **ADJOURNMENT**

Supervisors Gustina and Davis moved and seconded to adjourn the Committee at 10:50 a.m.

Respectfully Submitted – Kurt Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

Future Meetings/Work Sessions

January 11, 2018 (8:00 am)

January 25, 2018 (8:00 am)

February 8, 2018 (8:00 am)

February 22, 2018 (8:00 am)