



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY APRIL 12, 2018 – 8:00 A.M.  
FIFTH FLOOR CONFERENCE ROOM N-2  
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, April 12, 2018 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Alan Sweeney, Wes Davis, Wayne Gustina, Mary Mawhinney and Phil Owens. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning and Development Director), Andrew Baker (Zoning Administrator), Kurt Wheeler (Planner III), and Cheryl Martin (Planning Office Coordinator).

Others present: Martin Newhouse and Carol Esselhower.

2. **ADOPTION OF AGENDA**

Moved by Supervisor Owens, Seconded by Supervisor Gustina to approve the adoption of the agenda. Adopted (5-0)

3. **MEETING MINUTES – MARCH 22, 2018**

Motion made by Supervisor Mawhinney to accept the amended minutes for March 22, 2018, Seconded by Supervisor Davis. 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 Division

• **2018 010 (Fulton Township) – Downing (pg.4)**

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

**Conditions:**

1. Utility easement(s) shall be placed on lots as requested by utility companies (where applicable).

2. Note on final CSM: "No buildings that produce wastewater are allowed on Lot 1 Proposed lot lines shall include the POWTS area with the buildings that utilizes the system.
3. The parcel is currently zoned AE by the Town of Fulton. Based on the proposed size of Lot 1, a rezone is required and a land use plan amendment may also be required by the Town. Therefore, a recommendation of approval to the P&D Committee is contingent on the Town approval of these changes.
4. Any necessary rezone shall be approved by the Town of Newark.
5. Dedicate a 33 foot half road right of way along W. Manogue Rd. at the discretion of the Town of Fulton.
6. Approximately the north half of the proposed Lot 1 contains kettle/depressional topography may result in seasonal flooding. Therefore the final CSM shall delineate this area and include a restriction for no buildings or filling within the area.
7. Final CSM shall be submitted to and approved by the Agency within 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.

- **2018 015 (Clinton Township) – Newhouse (pg.10)**

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

**Conditions:**

1. Utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Note on final CSM: "No buildings that produce wastewater are allowed on Lot 1 or 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.
3. Dedicate a 33 foot half road right of way along S. Larson Rd. at the discretion of the Town.
4. Final CSM shall be submitted to and approved by the Agency within 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.

- **2018 016 (Porter Township) – Shotliff (pg.16)**

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

**Conditions:**

1. Utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Note on final CSM: "No buildings that produce wastewater are allowed on Lot 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.

3. Note on final CSM: "Lot 1 contains existing buildings which utilize an existing private sewer system at the time of this survey; however, soils on this lot may be restrictive to the replacement of the existing system.
4. Dedicate a 33 foot half road right of way along W. Gibbs Lake Rd. and N. Wilder Rd. at the discretion of the Town of Porter.
5. Proposed lot lines must include the POWTS area with the building that utilizes the system.
6. County Ordinance requires the Final CSM include the remainder of the parent parcel as "Lot 2" considering that it is less than 35 acres.
7. Final CSM shall be submitted to and approved by the Agency within 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.

B. Information Item: Rock County Planning Administrative Quarterly Report

Mr. Wheeler presented the 1<sup>st</sup> quarter administrative report totals for 2018.

2. Finance

A. Information Item: Committee Review of Payments

The payments were reviewed and discussed by committee and staff.

B. **Action Item:** Transfers

No Transfers.

3. Community Development

A. **Action Item:** Resolution Proclaiming the Week of April 15 through April 21, 2018 Fair Housing Week

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

B. **Action Item:** Review and Approval of 55+ Owner Occupied Housing Rehabilitation Initiative (55-5-50 Program).

Moved by Supervisor Mawhinney, Seconded by Supervisor Gustina.  
Discussion followed covering outreach suggestions, copy and print additions, as well as target audience contact points for media coverage and mail distribution.  
Approved (5-0).

4. Committee Reports

None.

5. Directors Report

A. Lead Hazard Control and Healthy Homes Grant Closeout Letter

Mr. Byrnes presented the information on the close out letter to the committee.

B. Rural Rock County Culvert Inventory

Mr. Byrnes explained the project to the Committee. Discussion followed.

C. 911 Address Sign Update

Mr. Wheeler gave an update on the 911 Address Sign project status to the Committee.

6. Adjournment

Moved by Supervisor Gustina, Seconded by Supervisor Davis. All in Favor (5-0). Time: 9:12 am.

Minutes respectfully submitted by Kurt Wheeler Acting Secretary. Minutes are not official until approved by committee.

**Future Meetings/Work Sessions**

May 10, 2018 (8:00 am)

May 24, 2018 (TBD)

June 14, 2018 (TBD)

July 12, 2018

July 26, 2018