



MINUTES

PLANNING & DEVELOPMENT COMMITTEE MEETING THURSDAY, APRIL 8, 2021 – 8:00 A.M. Meeting was teleconferenced using Zoom

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, April 8, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wes Davis, Wayne Gustina, Russ Podzilni, and Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Andrew Baker (Planning Director), Dana Sanwick (Office Coordinator), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner III), Jennifer Borlick (GIS Manager), James Otterstein (Economic Development Manager), Michelle Schultz (Real Property Lister), Sandy Disrud (Register of Deeds).

Others Present: Debbie Davis

1. Call to Order. Roll Call.
2. Adoption of Agenda
Move 6A to 4A.
Moved by Supervisor Gustina, **Seconded** by Supervisor Potter. **Approved (5-0)**
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held March 25, 2021 at 8:00 am
Moved by Supervisor Podzilni, **Seconded** by Supervisor Potter. **Approved (5-0)**
4. Community Development
 - A. **Action Item:** Approval or Denial of a Citizen Objection of a subordination request denial associated with an existing Community Development Mortgage.

Andrew Baker explained the rationale behind the denial to subordinate as policy is written that cash out on a subordination is not allowed. Debbie Davis explained her reason to reduce a high interest home equity loan and asked the committee to approve the subordination. A motion was made by Supervisor Davis to deny the subordination.

Moved by Supervisor Davis, **Seconded** by Supervisor Gustina. **Approved (5-0)**
5. Citizen Participation, Communications and Announcements
6. Code Enforcement
 - A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:
 1. 2021 013 (Janesville Township) – Ackerman (Six Lot Subdivision)
Moved by Supervisor Gustina, **Seconded** by Supervisor Potter
Approved (5-0) with Conditions

Conditions:

1. The existing accessory building needs to be removed if the lot isn't built within one year of the plat being approved.
2. There is an existing driveway for Parcel Number: 6-8-182.1 on the proposed lot 1. This needs to either be removed or an easement for that access needs to be established with the landowner.
3. Utility easements to be located on lots as requested by utility companies.
4. Utilities shall be installed prior to the final approval of the subdivision plat.
5. Approval of Plat is conditioned on approval for the rezone by the Town of Janesville.
6. Site improvements may be necessary at the intersection of Britt Road and County Road A to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance.
7. Final Plat shall include drainage easement as shown on the preliminary.
8. Final Plat shall indicate no access along Hwy A.
9. The developer shall reimburse the Town of Janesville for the installation of the necessary road signs as included and approved in the road construction plans.
10. 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.

2. 2021 015 (Janesville Township) – Rollingwood Development (Seventeen Lot Sub.)

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

Conditions:

1. The “dead end road” located between lot 114 and 115 needs to be constructed for lot 115 to meet the minimum requirements of street frontage.
2. There is a “gap” in the plat that is dependent on the “future phase” being constructed. This should be added to the lot on the east Tax ID: 016 004005 Parcel Number: 6-8-28.
3. There is an area behind Lot 112 that does not have street frontage and needs to be added to the lot located at the North Tax ID: 016 003012 Parcel Number: 6-8-23.3.

4. Note on Final Plat: "No buildings which produce wastewater are allowed on Lots 106-122 until acceptable means of wastewater disposal is approved by the necessary governmental agencies."
5. Utility easements to be located on lots as requested by utility companies.
6. Utilities shall be installed prior to the final approval of the subdivision plat.
7. 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.
8. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction. This Phase of the subdivision does not include storm water storage. A larger facility is located in a future phase. The approval of a Storm Water Permit may dictate that temporary facilities be constructed as part of this addition or that the area planned in a future addition be constructed at this time.
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 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 developer shall be responsible for all costs to the Town of Janesville (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.
13. Road construction plans shall be submitted to and approved by the Town of Janesville 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.
14. Site improvements may be necessary at the intersection of Knollwood Drive and County Road F. 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.
15. The developer shall reimburse the Town of Janesville for the installation of the necessary road signs as included and approved in the road construction plans.
16. A performance bond or similar financial instrument shall be provided to the Town of Janesville 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 Janesville and be released only after final acceptance of the roads by the Town of Janesville.

17. Developer shall provide the Town of Janesville 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.
18. 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.

7. Economic Development
None

8. Land Information Office

Action Item: Request for Approval of Purchase Greater than \$10,000: Register of Deeds Bastion Software (Memo Attached)

Sandy Disrud presented the request for purchasing Bastion Software through Fidlar. Questions and discussion between committee occurred and resulted in approval to proceed forward for purchase of Bastion Software.

Moved by Supervisor Gustina, **Seconded** by Supervisor Potter. **Approved (5-0)**

9. Finance

A. Information Item: Committee Review of Payments

B. **Action Item:** Transfers
None

10. Director's Report

James Otterstein updated the committee on returning CDBG-ED RLF fund money to the State. The State will re-use the money in other Community Development areas and if needed Rock County can apply for funds as needed for other CDBG projects.

11. Committee Reports
None

12. Adjournment at 8:48AM

Moved by Supervisor Gustina, **Seconded** by Supervisor Potter
Approved (5-0)

Future Meeting Dates
April 22, 2021 8:00 AM
May 13, 2021 8:00 AM