



MINUTES

PLANNING & DEVELOPMENT COMMITTEE MEETING THURSDAY, APRIL 22, 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 22, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wes Davis, Russ Podzilni, and Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Andrew Baker (Planning Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner III).

Others Present: Matt Johnson, Ron Combs.

1. Call to Order
Roll Call

2. Adoption of Agenda

Moved by Supervisor Podzilni **Seconded** by Supervisor Potter
Approved 4-0

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held April 8, 2021 at 8:00 am

Moved by Supervisor Davis **Seconded** by Supervisor Potter
Approved 4-0

4. Citizen Participation, Communications and Announcements

5. **Informational Item.** Proposed Renewable Energy Projects in Rock County. Presented by Matt Johnson, Field Operations Director for the Wisconsin Land and Liberty Coalition

A lengthy question and answer session followed the presentation. Questions regarding decommission costs, road maintenance costs, the effect of battery storage, which regulations are stricter between the PSC and CUP, and are there any resources for landowners in the vicinity of proposed projects to voice support or concerns. Additional property tax charges due to improvement of adding solar should be covered by developer or owner of project, not the land owner.

6. Code Enforcement

A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:

1. 2021 012 (Fulton Township) – Schuette (Four Lot CSM)
Moved by Supervisor Potter **Seconded** by Supervisor Podzilni
Approved with conditions (4-0)
 1. Approval conditioned on the Town of Fulton approving a future land use change and zoning change from AG to Residential-Rural Density Small (R-RS).
 2. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
 3. Note on Final CSM “No buildings which produce wastewater are allowed on Lots 1, 2, 3 or 4 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
 4. Based on Town and County policy and/or ordinance, areas greater than 20% slope, based on best available topography data, shall be delineated on the final CSM and labeled with a building prohibition.
 5. Final CSM shall include a ten foot wide drainage easement along the frontage of each lot. The easement would be in addition to a road dedication (if required) or the statutory half road right of way thirty three feet.
 6. Dedicate a thirty-three foot half road right of way along N Rock River Dr at the discretion of the Town of Fulton
 7. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
 8. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

2. 2021 014 (Fulton Township) – SMZ Family Trust (One Lot CSM)
Moved by Supervisor Davis **Seconded** by Supervisor Sweeney
Approved with conditions (4-0)

Ron Combs stated that the East property line has been moved 10’ to the West to meet the setback requirement of Fulton Township.

 1. The new lot will need to re-zone to Residential-Rural Density Large (R-RL) or Residential-Rural Density Small (R-RS).
 2. Fulton has a base farm track ordinance. This is zoned AE and needs to meet the minimum requirements for § 425-4-3H(2)(d)[1] of the Fulton ordinance.

3. Both lots need to meet the minimum building setback with any new property lines that are being created. Currently there is an accessory building on the parent parcel that does not appear to meet the minimum (for either lot). In addition the side yard on the north side of the proposed plat needs to meet the side yard.

§ 425-3-3C (5)(c) Building setback line:

[1] Road-yard: See § 425-3-2G (1) of this chapter;

[2] Rear-yard: 50 feet;

[3] Side-yard:

[a] Principal building: 20 feet;

[b] Accessory building: 10 feet.

If the new lot is re-zoned to R-RL, the lot coverage needs to meet the following.

§ 425-3-3C (5)(b)[6] Maximum lot cover: 20%.

4. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
5. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
6. Road right of way may need to dedicated way along 51.

3. 2021 018 (Fulton Township) – Wileman (Two Lot CSM)
Moved by Supervisor Potter **Seconded** by Supervisor Davis
Approved with conditions (4-0)

1. The lots will need to meet the minimum requirements of the R-RL district per § 425-3-3C.
2. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. Note on Final CSM “No buildings which produce wastewater are allowed on Lots 1 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”. The 2007 CSM (lot 3) a note says: “No building which produces wastewater allowed on Lot 3 until acceptable soil and site evaluation is received”.
4. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
5. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

4. 2021 022 (Fulton Township) – JGP Land Development LCC (Sixty-two Lot Subdivision)
Moved by Supervisor Podzilni **Seconded** by Supervisor Potter
Approved with conditions (4-0)
 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. 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.
 4. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction. An approved Storm Water Management plan may cause changes to the final subdivision plat layout.
 5. A Homeowners Association shall be responsible for maintenance of the storm water management facilities as established via a Covenants and Restrictions Document associated with the subdivision plat.
 6. A note shall be included on the final plat which states “Refer to recorded storm water management agreement for required facility maintenance.”
 7. The Storm Water Management Plan shall include a driveway culvert size for each lot.
 8. 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.
 9. 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.
 10. Any lot with a double sided road should have a berms or landscaping along the road frontage without access.
 11. Note on Final Plat: As per the Town Zoning Ordinance, any fence in the road yard shall have at least 50% of its bulk in air space and shall not be more than four feet in height (425-3-2 J. (1)(a)[6]. Road yard is defined as “The area of a lot between the building setback line and the adjacent boundary of the road (street) upon which the lot abuts, in which building and other specified structure sites are prohibited. (A corner lot shall have two road yards.)

12. Final Plat shall include a note that prohibits private driveway access to N Hillside Dr. or E. Jason Dr.
13. Site improvements may be necessary at the intersection of Jason Drive and Ricky Road 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.
14. 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.
15. 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.
16. 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.
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.

*Note: Items 1-3 are on the Agenda for Action at the Town of Fulton on April 13th
All 3 items approved by Town of Fulton.*

B. Action Item: Request for consideration of fee reduction for LD 2021 022 (62 Lots)

Supervisor Podzilni moved to table a vote until the May 13, 2021 meeting to allow time for staff to research fee reductions in other counties.

Moved by Supervisor Podzilni **Seconded** by Supervisor Davis

7. Community Development

Andrew Baker reported that the Housing Authority will be fully staffed after tonight's County Board meeting. Andrew also reported that Wisconsin Partnership for Housing Development has appointed a new Executive Director, Todd Mandel. Todd has been with WPHD for a number of years and has the knowledge and experience to manage the HOME and CDBG programs.

8. Economic Development

Supervisor Podzilni reported the Small Business Loan Fund sub-committee has postponed further action until more information on regulations is available from Washington.

9. Finance

A. Information Item: Committee Review of Payments

B. **Action Item:** Transfers

10. Director's Report

A. Deputy Surveyor Position

Andrew Baker reported that Bryce Haupte resigned for a GIS position with Winnebago County in Illinois. Andrew and Brad will be meeting on the future of the Deputy Surveyor Position.

B. Memo to Towns

Chris Munz-Pritchard reported that a memo is being sent out to the towns with information on the Solar Farm Ordinance, online fillable forms for zoning and rural addressing, and that the GIS system is being updated with new servers.

11. Committee Reports

12. Adjournment at 9:45AM

Moved by Supervisor Podzilni **Seconded** by Supervisor Sweeney

Future Meeting Dates

May 13, 2021 8:00 AM

May 27, 2021 8:00 AM