



**Planning and Development
Committee
Minutes – May 26, 2022**

Call to Order: The meeting of the Rock County Planning & Development Committee was called to order at 8:03 am on Thursday, May 26, 2022. Chair Sweeney presided. Supervisors present in person: Sweeney, Podzilni, Sutterlin and Winter. Supervisors present via Zoom: Stevens.

QUORUM present.

Rock County Staff Present: Andrew Baker (Planning Director) and Christine Munz-Pritchard (Senior Planner)

Others present: Todd Mandel, WPHD

Adopt Agenda: Andrew suggested that Item 6 (A and B) be moved up prior to Item 5 to accommodate guest presented Todd Mandel. Andrew also noted that Item 5.D. (Binger LD) should be removed from the agenda because it was tabled by the Town. Agenda moved with suggested revisions by Supervisor Winters. Seconded by Supervisor Podzilni. ADOPTED

Approval of Minutes:

Meeting held May 12, 2022: Moved by Supervisor Winter. Seconded by Supervisor Podzilni. ADOPTED

Citizen Participation, Communications and Announcements: None

Community Development

Introduction to Community Development Programs: Andrew introduced Mr. Todd Mandel from WPHD, the County's contracted agent for administration of Committee Development programs. Mr. Mandel offered an introduction to the Community Development programs offered by the County. The programs primary consists of rehab work on owned and rented properties along with Down Payment Assistance. Low-to Moderate income status is the primary eligibility for the programs. Andrew noted that WPHD has been the administrator for about 7 years. Prior to that the County had staff to take applications, determine eligibility, bid projects, conduct inspections and provide final approval. Now WPHD does that, which the County only involved primarily for long term administration of the loans. Loans are 0% interest with no payments due until the property is sold or other criteria required repayment (for example, refinance with "cash out" to the landowner). The County has a strong

balance in the CDBG account due to payoffs, which must be spent before “new” funds can be utilized. Staff and WPHD are working on ways to make programs more inviting to landowners, but the recent high costs of materials along with the fact these are loans, not grants, make owners hesitant to do anything that isn’t considered an emergency. Also of note is applicants can only be approved outside the City of Beloit and City of Janesville. There was general discussion regarding how the Community Development funds can be partnered with other County initiatives, such as replacement of failing septic systems and wells impacted by high nitrates. Andrew also noted that most Community Development approvals are done via WPHD based on programs rules and eligibility requirements. Only exceptions to that’s procedures/standards come before the Committee. In other words, not every loan application is brought before the Committee for approval because a project is either eligible or it isn’t; there is not a need to vote.

Action Item: Review and Possible Action of Project that Exceeds Maximum Dollar Amount Set by Policy: Andrew explained that this loan action is before the Committee for consideration because the dollar value will exceed the maximum limit set by policy (\$35,000). Todd explained the details of the application and the work that is necessary. The amount requested, around \$68,000, includes what Todd considers a reasonable project that excludes the “want” items requested by the landowner. No further details about the owner, property location, etc, were discussed to preserve privacy. This project will also require an exception be approved by the state considering that maximum allowable load is \$45,000.

The Committee discussed the fact that if all other edibility criteria are met, there should be little hesitation to approve this exception to the maximum dollar amount. Todd confirmed that even with this higher cost project there is plenty of funds available for others.

Motion by Winter to approve the exception as requested, seconded by Supervisor Sutterlin. Motion carried on a 4-1 with Supervisor Stevens voting no.

Code Enforcement:

Minor Land Division, LD 2022 018

Tax ID: 028 001011 Parcel Number: 6-14-3

Town of Newark

Motion to approved as recommended made by Supervisor Podzilni, seconded by Supervisor Winter. Carried.

Conditions

1. Note on Final CSM
 - a. “No buildings which produce wastewater are allowed on Lots 1 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
2. Zoning should be verified by the Town. This includes both the proposed lot and the parent parcel.

3. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable). Currently the CSM does show an electrical easement.
4. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
5. Dedicate a thirty-three foot half road right-of-way along the Road at the discretion of the Town. I would recommend the dedication so there is no gap in the record.



6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
7. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

Minor Land Division, LD 2022 023

Tax ID: 040 013003 Parcel Number: 6-20-74

Tax ID: 040 0130040010 Parcel Number: 6-20-76

Town of Union

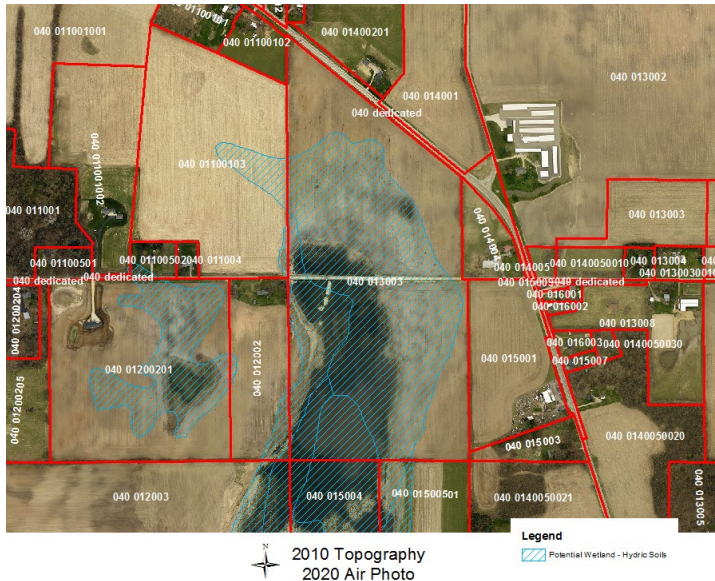
Chris explained that this land division was split into two recommendations, one division and one lot combination.

Motion to approved as recommended made by Supervisor Podzilni, seconded by Supervisor Sutterlin. Carried.

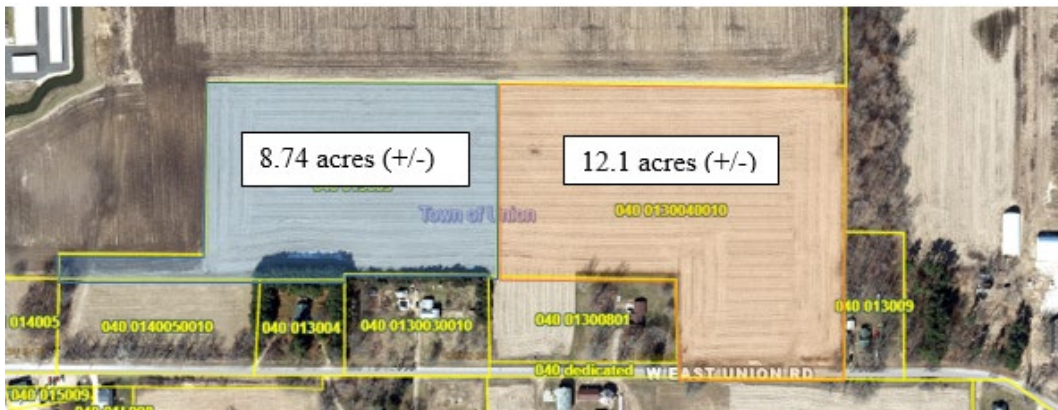
Minor Land Division



1. Note on Final CSM
 - a. "No buildings which produce wastewater are allowed on lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies".
2. Zoning should be verified by the Town.
3. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
4. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department.
5. Recommend no access along highway 14. Any access requires DOT approval.
6. Hydric soils should be shown on the final map.



7. Dedicate of 33 foot half road right of way along the road at the discretion of the Town of Union.
8. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
9. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
10. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.
 - Should show hydric soils.



1. Note on Final CSM
 - a. “No buildings which produce wastewater are allowed on lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
2. Zoning should be verified by the Town.
3. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).

4. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
5. Dedicate of 33 foot half road right of way along the road at the discretion of the Town of Union.
6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
7. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

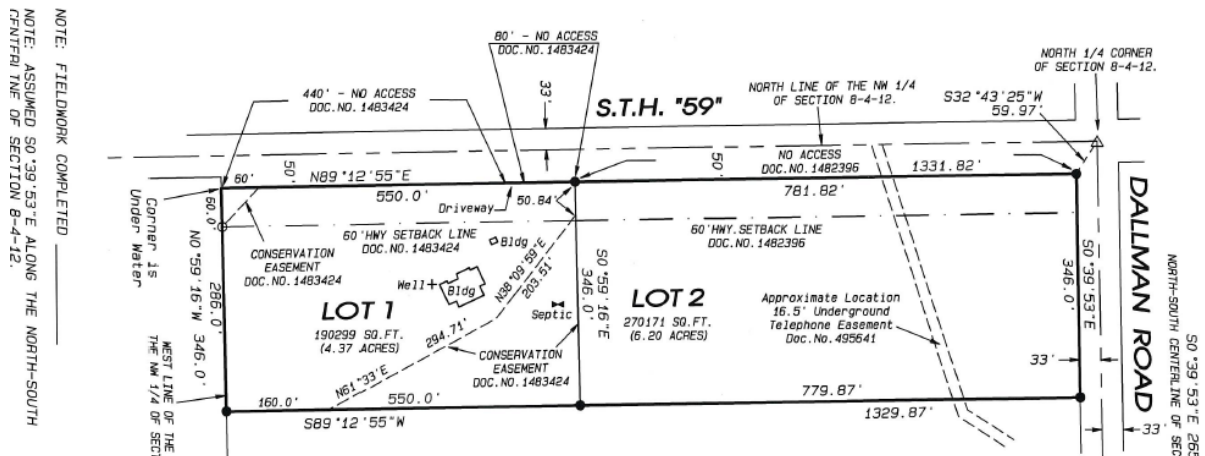
Minor Land Division, LD 2022 024

Tax ID: 012 0160501 Parcel Number: 6-6-61.1

Town of Fulton

Motion to approved as recommended made by Supervisor Winter, seconded by Supervisor Sutterlin. Carried.

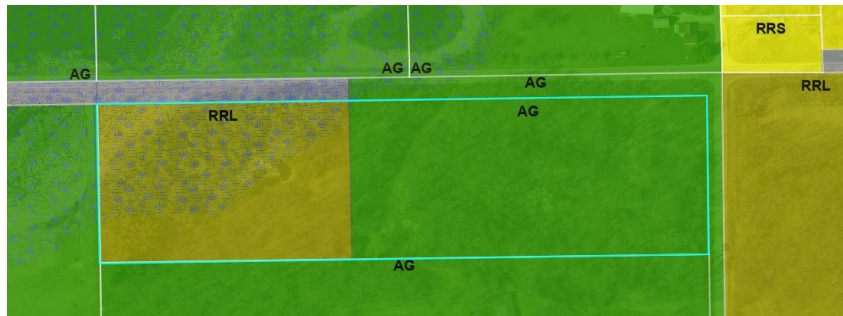
1. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
 - o Rock Energy requested a 10' Utility Easement on the North and East lot line for the width of the lot.



2. Note on Final CSM:
 - o "No buildings which produce wastewater are allowed on Lot 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies." It should also be noted that there are potential hydric soils on the location.
 - o "The lot 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 systems." Proposed lot lines must include the system area with the building which utilizes the system.
3. This falls into the Extra Territorial Jurisdiction (ETJ) for the City of Edgerton.

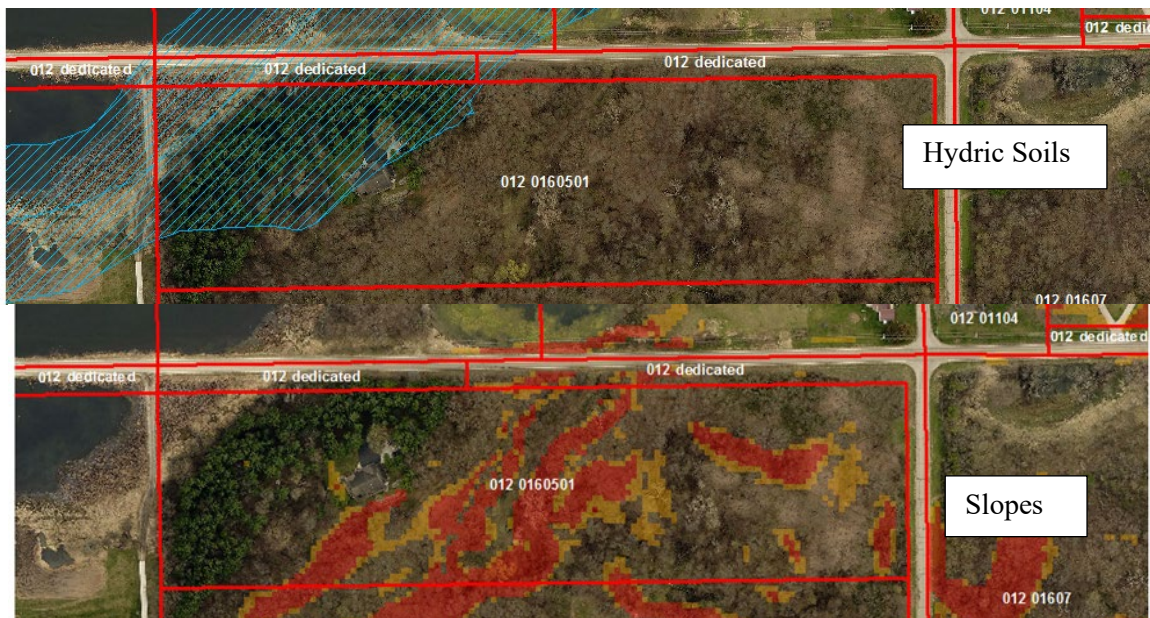


4. There are currently two different zoning districts on the lot. The difference in zoning districts most likely stems from a CSM recorded in 2001, but then was amended with the above CSM filed in 2016. The proposed lots may need to be re-zoned to meet the minimum requirements of their respective districts.

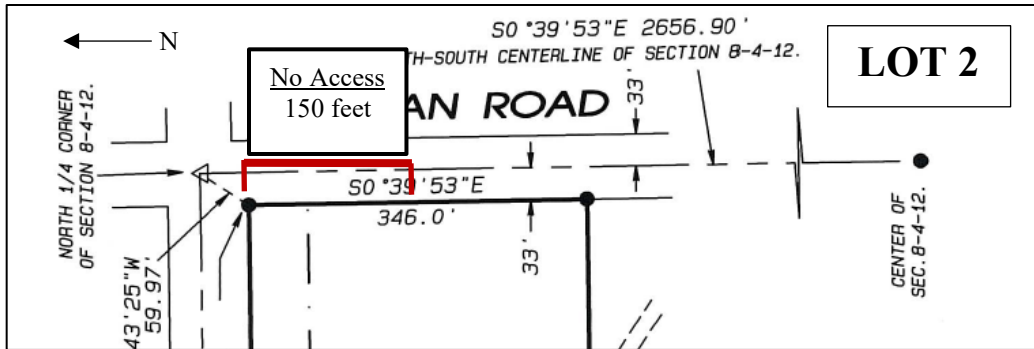


Both lots need to meet the minimum building setback with any new property lines that are being created.

5. Steep slopes and hydric soils are shown on both lots and should be added to the CSM.



6. Access should not be granted from Highway 59. Per County ordinance the centerline of a Private entrance or Field Entrance shall be located a minimum of 150 feet from the centerline of the nearest public road. The “driveway access” should be shown on the CSM.



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.

Minor Land Division, LD 2022 068

Tax ID: 002 006010 Parcel Number: 6-1-58.1 18152 W STATE RD 81

Town of Avon

Chris explained the staff recommendation and the decision by the Town on this matter. The main point that was considered by the Town was to require a rezone of the area on Lot 1 that is used for a concrete business. Staff recommended that action should be required, but the Town did not do so in their approval process. That is their decision. Staff also noted the buildings on the northeast corner of Lot 2 will have to meet Town setbacks, as also required by the Town. There was also discussion regarding the access easements to service the residence on Lot 2. Staff is recommended both these items be addressed as a condition of approval, i.e the necessary revisions or notes will be made as part of the Final approval. Discussion followed.

At this time, there was a motion to table made by Supervisor Podzilni, seconded by Supervisor Winter pending a revised map showing required setbacks and the question of access being resolved. Carried.

Minor Land Division, LD 2022 035

Tax ID: 038 00130201 Parcel Number: 6-19-382A & Tax ID: 038 00130202 Parcel Number: 6-19-382B

Town of Turtle

Motion to approved as recommended made by Supervisor Winter seconded by Supervisor Sutterlin. Carried.

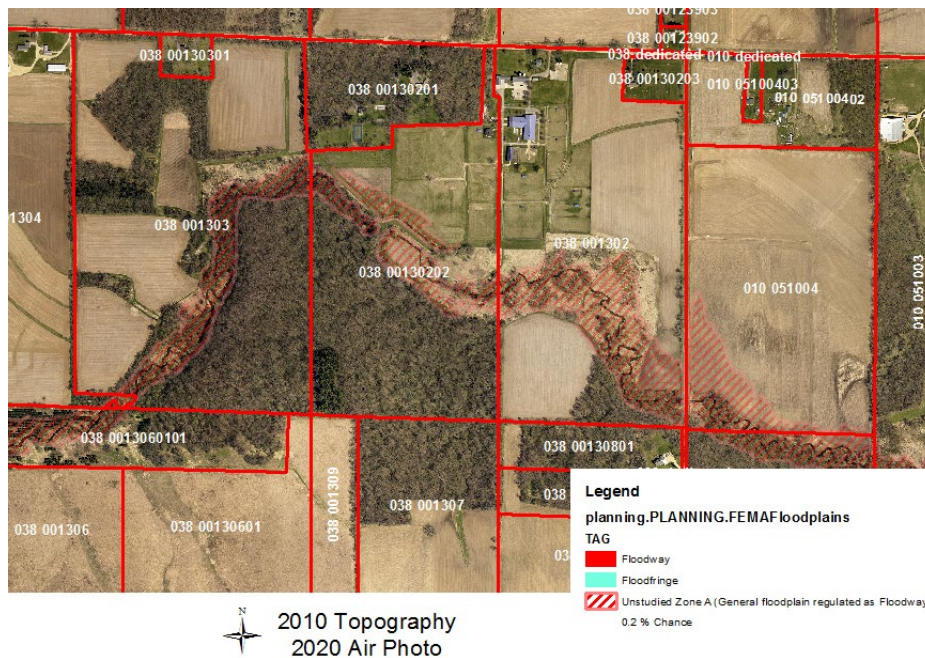
1. Zoning should be verified by the Town. This includes both the proposed lots.
2. Note on Final CSM:
 - No buildings which produce wastewater are allowed on lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
 - “The lot contains existing buildings 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 systems.” Proposed lot lines must include the system area with the building which utilizes the system.

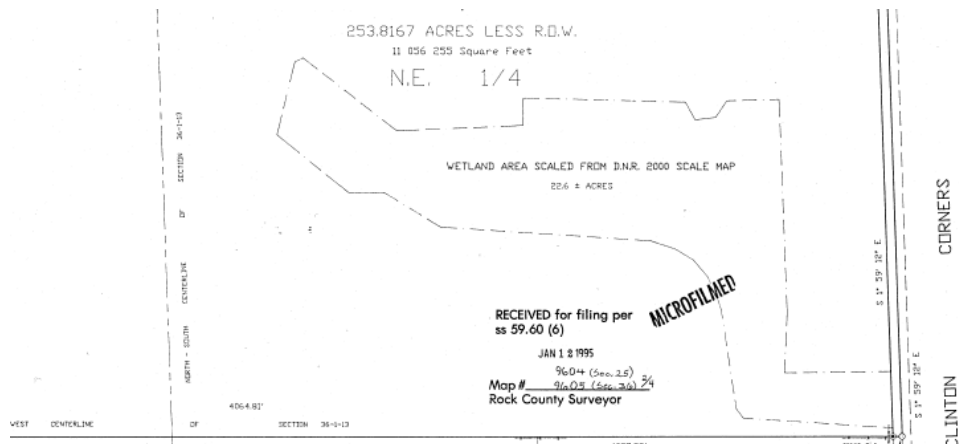
3. This falls into the extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit.



4. A joint use driveway easement shall be placed on the lot to show the back area has access.
5. There are currently two different land owners on these two parcels. Both land owners should be listed and sign CSM.
6. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department.
7. The FEMA boundaries need to be added to the CSM.



Additionally, there is a DNR wetland area on one of the original plats. This needs to be added to the CSM.



8. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
9. Dedicate of 33 foot half road right of way along the road at the discretion of the Town. It is recommended that road be dedicated. The dedication is starting to be a requirements for road improvement grants at the state/federal level.
10. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
11. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
12. Meet the minimum requirements of 4.112 Preliminary Land Division listed.
 - Preliminary CSM does not show the POWTS, Private well or ESA.

Economic Development: None

Corporate Planning:None

Finance:

Information Item: Committee Review of Payments: None

Possible Action Item: Transfers: None

Director's Report:

He noted the Office Coordinator position was readvertised after the selected candidate chose at the last minute not to accept the position. Closed last Friday and four applicants have been chosen for interviews, which will hopefully be held next week.

Also of note is that the 2023 budget process is starting. There will be no significant changes in the request.

Committee Reports:

Election of Vice Chair: Postponed until all members present (Podzilni excused at 9:25).

Adjournment: Adjournment at 9:30

Moved by Supervisor Sutterlin Seconded by Supervisor Winter. APPROVED

Respectfully submitted,
Andrew Baker - Director

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.