



**Planning and Development
Committee
Minutes – May 11, 2023
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:02 am on Thursday, May 11, 2023. Chair Sweeney presided and requested a roll call. Supervisor present in person: Sweeney, Sutterlin, Podzilni, and Winter. Supervisor present via Zoom: Stevens. QUORUM present.

Staff present: Andrew Baker (Director), Christine Munz-Pritchard (Senior Planner), Randolph Terronez (County Administrator), Michelle Schultz (Real Property), Brad Heuer (Surveyor), and Brent Sutherland (Facilities Management).

Staff present via Zoom: Jennifer Borlick (GIS Manager) and Steve Godding (Planner).

Others Present: Sheila Williams

Others Present via Zoom: Susan Johnson, Jeff Combs, and Jennifer Feyerherm (DNR)

Adopt Agenda: Agenda moved by Supervisor Sutterlin. Director Baker amended to omit items 5 A and B due to lack of approval from the towns. ADOPTED

Approval of Minutes:

Meeting held April 13 and 27, 2023: Moved by Supervisor Winter, Seconded by Supervisor Sutterlin. ADOPTED

Citizen Participation, Communications and Announcements:

Sheila Williams requested to speak on the presentation regarding the Wisconsin Green Tier Program. She requested that the Committee not vote for this program to be approved by Rock County or be provided with a committee of its own. She believes that the resolution is too vague and does not specify the authority members. She believes that Rock County already possesses too many Committee groups.

Code Enforcement:

Review and Possible Action: Regarding LD 2023 018 (Plymouth Township) – Hoerler (1 Lot CSM)

Middle portion of the land was sold, thus separating the lot into two portions. There have been additional cases such as this that may need to be circled back to. The landowners are considering constructing a duplex on the property. Plymouth only allots 2 zoning permits per calendar year.

Motion for approval with conditions by Supervisor Sutterlin, Seconded by Supervisor Podzilni. Passed unanimously. CARRIED

Certified Survey Map (CSM) LD 2023 018

Parcel Number: 6-15-34.01, Tax ID: 030 00103401

Town of Plymouth

1. Verify with the Town of Plymouth that the lots meet the minimum zoning requirements. The applicant is requesting a re-zone on lot 1. The applicant is requesting R-R zoning change.

Permitted in the R-R Zoning District: One single-family dwelling and one private attached or unattached garage.

A conditional use in the R-R District: Family Dwelling. One two-family dwelling and one private attached or unattached garage per living unit, provided that the square footage of each garage shall not exceed the lesser of the following:

1. The greater of 864 square feet or 40% of the livable floor area of the living unit; or
2. The lesser of 1,200 square feet or 100% of the livable floor area of the living unit. Livable floor area of the living unit shall not include garage, breezeway, unfinished attic, or unfinished basement.

Requirements for Permitted and Conditional Uses.

- A. Maximum Lot Size: 3 acres
- B. Lot Size: 1 acre
- C. Maximum Building Height: 35 ft.
- D. Minimum Lot Area Per Two Family Dwelling: 1 acre
- E. Minimum Front Yard Setback: 50 ft.
- F. Minimum Front Yard Setback (arterials): 100 ft. from R.O.W.
- G. Minimum Rear Yard Setback: 25 ft.
- H. Minimum Side Yard Setback: 15 ft.
- I. Accessory Buildings Side Setback: 5 ft.
- J. Minimum Lot Width at Building Line: 100 ft.
- K. Minimum Lot Frontage on Public Road: 70 ft.
- L. Off-Street Parking, Residential: 2 spaces per family
- M. Off-Street Parking, Public Gathering: 1 space per 5 seats if applicable or 1 space per 200 sq. ft. of building.

6. My understanding is there will be a joint driveway with Parcel Number: 6-15-34.01A, Tax ID: 030 00103401001. If this is the case, it needs to be added to the CSM so addresses can be issued in the future.



7. 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.
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 ordinances.
 - a. Driveway are missing.
 - b. ESA are missing.
 - c. Zoning should be verified by the Town.

Review and Possible Action: Regarding LD 2023 029 (Beloit Township) – Arcadia Homes LLC (6 Lot CSM)

This action would create an additional lot to the CSM, going from five to six. On all the state paperwork, it is described as a Resubdivision. The surrounding area is established, meaning that the potential additional lot will be connected to the public sewer system from the beginning. Item 4: Plat has been filed; verified.

Motion for approval with conditions by Supervisor Winter, Seconded by Supervisor Sutterlin.
Passed unanimously. CARRIED

Certified Survey Map (CSM) LD 2023 029

Parcel Number: 6-2-583.40, Tax ID: 004 058040

Parcel Number: 6-2-583.39, Tax ID: 004 058039

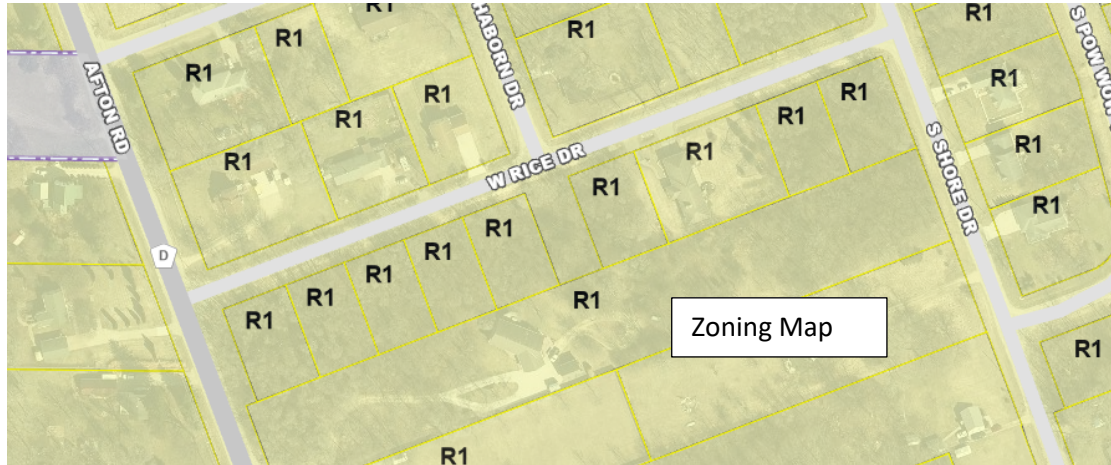
Parcel Number: 6-2-583.38, Tax ID: 004 058038

Parcel Number: 6-2-583.37, Tax ID: 004 058037

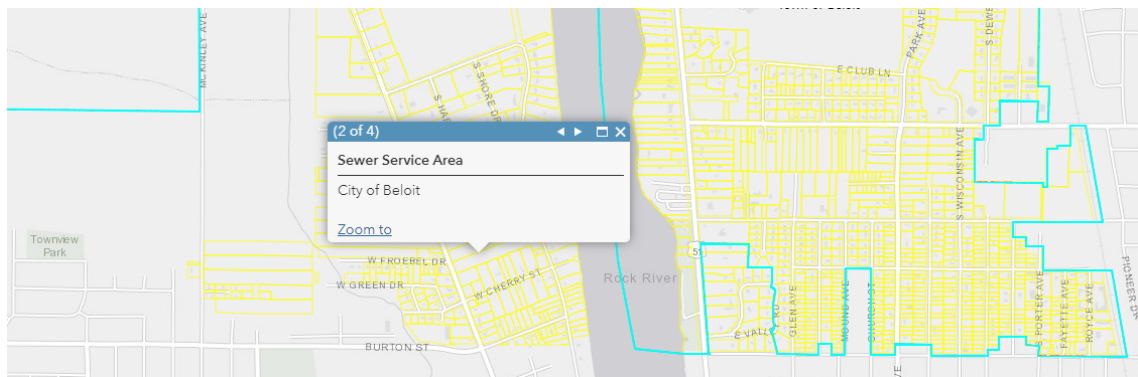
Parcel Number: 6-2-583.36, Tax ID: 004 058036

Vacated Right-of-Way (ROW)
Town of Beloit

1. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Zoning should be verified by the Town. It is currently zoned R1: Single Family Residential. The proposed lots need to meet the minimum requirements of that zoning district.



3. This area is in the Sewer Service Area for the City of Beloit. However, the homes around this location are all on POWTS. Due to this it appears that this is an unsewered lot.



Using the “Reasonable Distance” to a Public Sewer located in the Water Quality 208 should be a determining factor in approval. The following is the requirements to connect to a Wastewater Treatment Facility (WWTF):

- a. A reasonable distance for the purposes of this section shall be deemed to be not greater than 400 feet to a single-family residential property line and not greater than 1000 feet to a multi-family residential (housing with three or more units) or to a nonresidential property line.
- b. The public sewer will follow a dedicated road Right-of-Way or established sanitary sewer easement.

- c. The sewer infrastructure will be available for connection within a reasonable time period.
 - i. Reasonable time period for the purposes of this section shall be considered within six months of the initial availability inquiry.
 - ii. The six-month time period may be extended if reasonable extenuating circumstances will delay the availability.
 - iii. Additional time may be allowed if acquisition of Right-of-Way and or an easement is needed.
- 4. It is unclear if the vacated roadway on Carroll Heights Subdivision Plat has been filed. This needs to be verified.
- 5. This lot falls under the extraterritorial jurisdiction (ETJ) with the City of Beloit. The City may require additional approval.



- 6. This area has potential hydric soils. This should be reviewed prior to final approval of this 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.
9. The CSM needs to meet the minimum requirements of 4.112 of the County ordinances.
 - a. There are potential hydric soils located on two of the lots.
 - b. Zoning should be verified by the Town.

Community Development: None

Economic Development: James Otterstein (Economic Development Manager) was not available due to a conflicting meeting and will not be available at the following meeting as well. There is a pending appointment for him to be present at the June 8, 2023, meeting.

Corporate Planning:

Presentation Regarding Wisconsin Green Tier Program – Wisconsin DNR Staff

Jennifer Feyerherm gave a presentation about one of the programs that is associated with the DNR. There are three main areas of focus for support from the DNR that can be classified as sustainable, small business, and additional programs. One of these programs, is the Green Tier Legacy component. This program allows for local governments to learn from each other and share what is working for their region.

Supervisor Stevens questioned if the DNR provided any technical assistance as a part of the Green Tier program and what project examples could be given. Ms. Feyerherm explained that there are a range of forms of assistance provided to those within the network. There are companies in the network at the disposal of local government to figure out grants or grant

proposals that can provide their expertise to their partners. Some of the project examples are converting the streetlamp lights to LED, promoting the Farmer's Market, solar panels, water usage, land use, energy, etc. The purpose of these projects is to save money and create further efficiency.

Supervisor Sutterlin questioned how the networking functioned, and Chair Sweeney inquired on when the Green Tier program commenced. Ms. Feyerherm explained that the program was started in 2010 and began with the involvement of merely five communities. Since then, it has grown exponentially. Once joining the Green Tier program, a list of given with the other members in the group. These allies can be used to ask questions and to solve potential problems that the county may face. When asked when an idea becomes policy, the response was clear. The loans and grant remain separate entities from the program itself and policy is set by those areas that are providing the grants. The DNR is offering this tool in as an incentive to the counties for extra aid and networking. They are providing a single point of contact rather than being shuffled around departments when seeking a response to a problem.

Establishing a Rock County Environmental Management System Committee

Supervisor Sutterlin moved to form a committee for the environmental management system. It was noted that the only obligation of this committee would be to provide an annual data (energy usage) report and conduct quarterly meetings. Chair Sweeney suggested an amendment to the resolution requiring that members of the committee be made up of 3 County Board members and 2 members from the community. Supervisor Stevens questioned if there should be qualifications or standard for the members from the community. Perhaps the outreach for the community members should possess environmental degrees or already be a part of the Green Tier group from the City of Janesville or Beloit. Reaching out to these groups could prove fruitful as far as obtaining members with expertise in the field. It was also questioned as to who would appoint these members. Brent Sutherland (Facilities Management) has been using technology to track the energy used by Rock County. The plan is to reduce the carbon footprint by 2050. Already utilizing the tool PEER artificial intelligence to track gas, electric, and water meters are in effect. After a year and a half, tracking this data has proved to be less time consuming.

At this time there is nothing scheduled to bring this resolution to attention at the County Board meeting. This allows time to sort out any details before bringing it to the County Board. There was talk about providing the groundwork and bringing the presentation that was brought before the Planning Committee of the Green Tier and presenting it to the County Board before deciding on the committee.

A motion to amend the current the resolution. Carried unanimously.

Finance:

Review April Bills

Director Baker went through the payments that were made for the month of April. Michelle Schultz (Real Property) explained that there needed to be a repayment made to one of the companies, as it was possessing a different name (Michael Baker). There is still a switch over with IT and data migration occurring.

Directors Report:

Update on the County-Wide County Surveyor Projects – Brent Sutherland – Facilities Management

Mr. Sutherland praised the aid from Brad Heuer (County Surveyor). Brad has been helpful on a variety of project happening in multiple buildings throughout Rock County. He was helpful in facilitating changes that occurred outside of the courthouse for security reasons. By using the county surveyor, it was able to save the county money so long as it fit in with his schedule. Brad was able to work with architects efficiently and timely. Another area of issue that required surveyor guidance was the DPW sewage problem. The storm water management project may take more time to complete. Benefits of using the in-house surveyor are not having to hire outside of the county, thus costing extra. Brad has also been a great help with land conservation efficiencies.

BEAD Planning Grant Update

Randolph Terronez (County Administrator) indicated the \$18,000.00 was going to be allotted per county as part of the BEAD expansion of broadband. RFQ will help make the general public aware of the speeds and map to view cellular coverage. With the approval of the Planning and Development Committee, a consultant could be selected to research the actual usage and availability throughout the county. This would be of benefit to try and get more funding for those citizens and areas that are underserved. On May 23rd, 2023 there will be a meeting at Madison Technical College to discuss the benefits and barriers of broadband. This would be a great opportunity for residents to attend and receive information along with communicating their needs.

Committee Reports: None

Adjournment: Adjournment at 9:27 am

Moved by Supervisor Podzilni, Seconded by Supervisor Winter. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.