



**Planning and Development
Committee
Minutes – July 27, 2023
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:00 am on Thursday, July 27, 2023. Chair Sweeney presided and requested a roll call. Supervisors present in person: Sweeney, Sutterlin, Podzilni, and Winter. Supervisors excused: Stevens. QUORUM present.

Staff present: Andrew Baker (Director), Christine Munz-Pritchard (Senior Planner), Michelle Schultz (Real Property), and Jennifer Borlick (GIS Manager).

Staff present via Zoom: Steve Godding (Planner) and Brad Heuer (County Surveyor).

Others Present via Zoom: Jeff Garde (Combs).

Adopt Agenda: Agenda moved by Supervisor Podzilni, Seconded by Supervisor Sutterlin. ADOPTED

Approval of Minutes:

Meeting held July 13, 2023: Moved by Supervisor Sutterlin, Seconded by Supervisor Winter. ADOPTED

Citizen Participation, Communications and Announcements:

Christine Munz-Pritchard (Senior Planner) discussed the future Zoning Workshop that will be offered by the county. She will be sending out the fliers and information to the town clerks for them to be able to attend. It will take place on September 18, 2023, from 6-8 P.M. at the Beckman Mill Conference Room in the Daniel Hale Williams Resource Center (DWRC).

Code Enforcement:

Review and Possible Action: Regarding LD 2023 030 (Milton Township) – REMLEC Revocable Trust (4 Lot CSM)

There are two preexisting residences on the property as a whole (three parcels), that will now be subdivided into four lots. There will be a no build clause added onto the south end of Lot 1 to avoid stacking. Supervisor Winter questioned if Lot 1 is buildable. Christine Munz-Pritchard explained that if the Lot passes the Perc Test that essentially it would be buildable. The owners of the property are looking to sell Lot 1 separately. This requires fixing the lot line adjustment

and resolving the driveway issue. Lot 3 has been extended to ensure that POWTS are on the lot. The current owners are attempting to make the best situation out of what is already developed.

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

Minor Land Division # LD 2023 030

Parcel Number: 6-13-1628.5, Tax ID: 026 080035

Parcel Number: 6-13-117, Tax ID: 026 015007
9220 N SERNS RD MILTON, WI 53563-9115

Parcel Number: 6-13-117.1, Tax ID: 026 01500701
9216 N SERNS RDMILTON, WI 53563-9115
Town of Milton

1. Lot 2 is by definition a "Flag lot" per County Ordinance. The max "pole" length is 250 feet. This does not show how long the "pole" is, however lot 1 is directly located in front of the existing home and could lead to issues of stacking. The suggestion is to combine Lot 1 and Lot 2 together.

A no build has been placed on part of Lot 1 in the CSM.

2. Any existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. The property needs to meet the minimum requirements of this district.



4. Note on Final CSM:
 - a. "Lots 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.

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

Minor Land Division LD 2023 043

Tax ID: 032 021008; Parcel Number: 6-16-176

8024 N RILEY RD & 8108 N RILEY RD EVANSVILLE, WI

Town of Porter

1. Verify the zoning with the Town of Porter. This property is zoned Agricultural - Exclusive (A-E) and does fall under the base farm track. The lot should meet the minimum requirements of the zoning district.
2. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. 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.
4. Note on Final CSM:
 - a. “No buildings which produce wastewater are allowed on Lot until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
5. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
6. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
7. See requirements of 4.112 preliminary land division.

Town Request: No trees that can reach a height of 35 feet may be planted on the lot line.

Review and Possible Action: Regarding LD 2023 048 (Turtle Township) – Johnson (1 Lot CSM)

There is a joint driveway previously established and it goes underneath the railroad. There needs to be paperwork of the reference and an easement added. The shape of the lot is altered because of it.

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

Minor Land Division LD 2023 048

Tax ID: 038 001023; Parcel Number: 6-19-24

6506 E COUNTY RD J CLINTON, WI 53525-8841

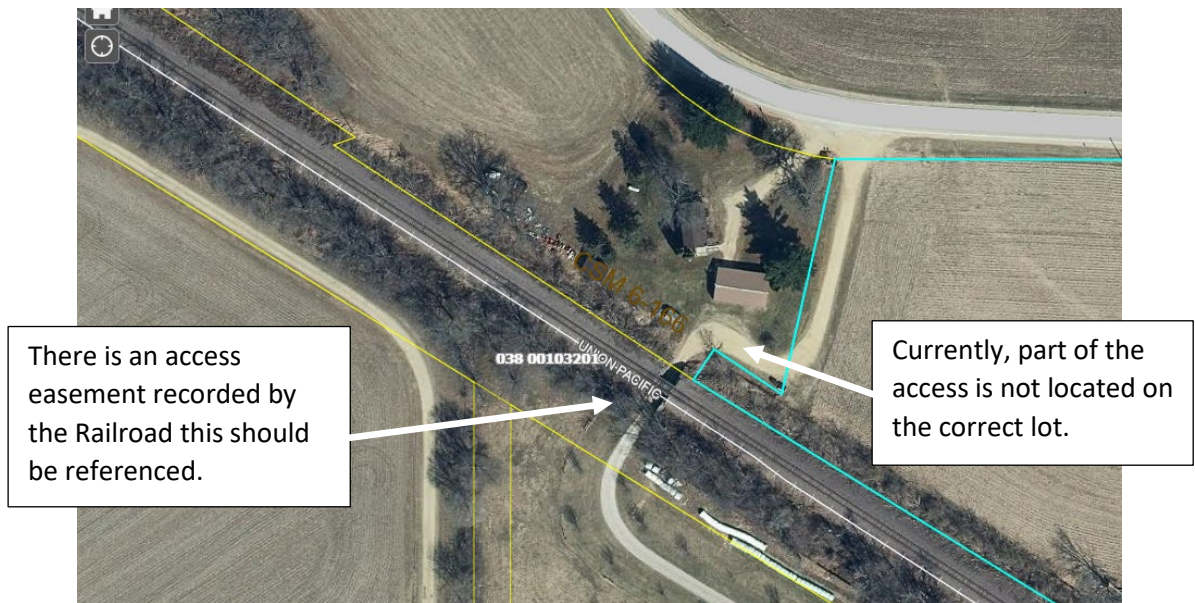
Town of Turtle

1. Per County ordinance, lots 35 acres or smaller require a CSM. The lot is currently 26.24 acres (+/-). The proposed Lot is 5 acres, this will leave the remainder of the lot under the 35-acre threshold. The County is recommending that it be shown as two lots. This should show the proposed Lot 1 (blue) and Lot 2 (orange) as both sides of the railroad tract. A “No Build” will need to be placed on the parent parcel portion of the CSM between the County Road J and the Union Pacific Railroad.



2. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. Driveway access falls under the Rock County Public Works. All access points should be established and documented on the CSM.
4. There are some access issues regarding the existing driveway. This includes the access not being located on the correct lot (see image below). The applicants currently own Tax ID: 038

00102303; Parcel Number: 6-19-24C. This should be corrected during this process, or a joint driveway easement should be recorded with the CSM.



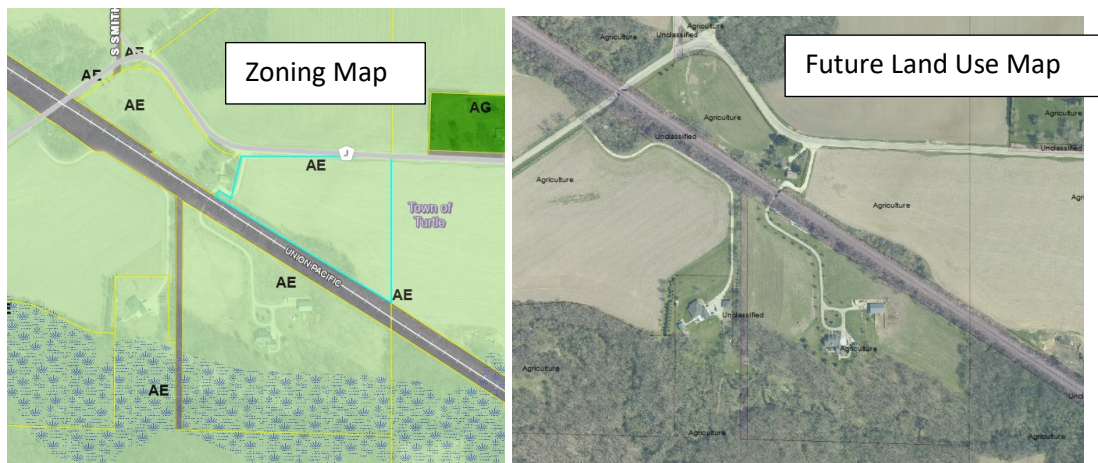
5. There is FEMA designated floodplain located on the “parent parcel”. This should be noted on the CSM.



6. There is an odd gap showing on the west side of the property. This would be a good opportunity to attempt to fix the issue.



7. Currently the property is zoned Exclusive Agricultural District (A-E) which has a minimum 35 acres. The lots in this area do not meet the current zoning standard.



8. 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”.
 - b. “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.

9. 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.
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. Requirements shown on 4.112

POWTS, Well, House, Access, ESA need to be shown.

Review and Possible Action: Regarding LD 2023 055 (Fulton Township) – Farrington (1 Lot CSM)

There needs to be a POWTS established and also a backup location. The property needs to meet the minimum town requirements for building setback. The original submittal does not, but the revised CSM presented at the meeting does. Chair Sweeney questioned if the new CSM proposed would resolve the issue, which it does. The town has already approved the recommended plans if requirements are met by moving the lot line. There is a lot line that runs in the middle of the driveway to allow for a legal joint driveway. Without it, there may not be a way to permit a new driveway across the wetland and floodplain between the building site and Highway M.

Motion for approval with conditions along with amended CSM by Supervisor Winter, Seconded by Supervisor Podzilni. Passed unanimously. CARRIED

Minor Land Division LD 2023 055

Tax ID: 012 0640203; Parcel Number: 6-6-338.3

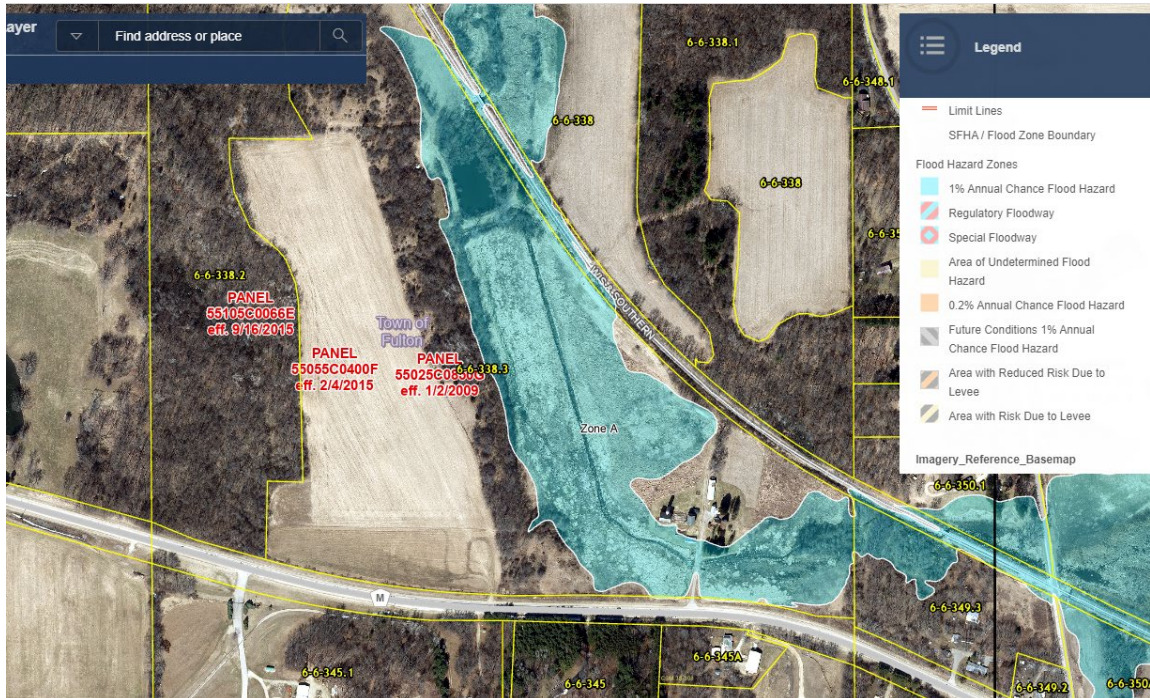
469 E COUNTY RD M EDGERTON, WI 53534-8643

Tax ID: 012 0640202; Parcel Number: 6-6-338.2 (Managed Forest Land)

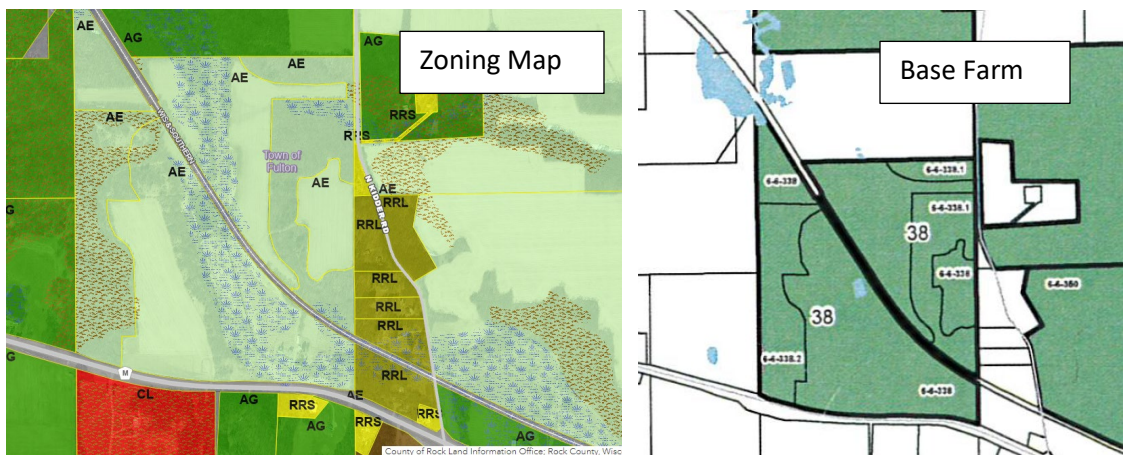
Town of Fulton

1. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Note on Final CSM: "No buildings which produce wastewater are allowed on Lot 1 until acceptable means of wastewater disposal is approved by the necessary governmental agencies." It should also be noted that area is surrounded by Floodplain. It is important that a replacement POWTS can be placed on the property. This should be established prior to approval.

3. Prior to any additions or construction on Lot 1, permits will be required from the Town and Rock County. If the intent is to develop a lot the wetland delineation should be done prior to approval of the CSM with the information provided on the CSM. Additionally, a note should be placed on the CSM that reads: **Prior to addition or construction a wetland delineation may be required on the lot per the Town and Rock County Ordinance.**



4. Verify the zoning with the Town of Fulton. The property is showing as Agricultural Exclusive (A-E) with Environmental Conservation-Lowland (EC-L) and is Base farm tract 38.



Per zoning requirements, a new residential lot may be no smaller than three acres and no larger than 10 acres and shall be rezoned to the R-RL Zoning District. Additionally, the proposed will need to meet the minimum requirements of the R-RL zoning district. The principal structure and an accessory structure are in the rear-yard setback of the R-RL Zoning district § 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.



5. This property is located on a County road and falls under the County jurisdiction for access control. This coupled with the wetland could make access in this area difficult. A joint driveway needs to be established. The easement shall reach past the Wetland/FEMA area.



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.
8. The CSM needs to meet the minimum requirements of 4.112 of the County ordinances.
 - There is an existing house, but the POWTS and well is not shown.
 - ESA – FEMA map area is missing.

Review and Possible Action: Regarding LD 2023 058 (Beloit Township) – Armstrong (2 Lot CSM)

As it is presently, the developer plans on creating a subdivision. This is the first step in that process. It would need to come back to the Committee depending on when the subdivision is planned. There is a required minimum of 40,000 sq. feet per lot and each will need its own septic system. These would be larger lots and it would come back as a subdivision plat.

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

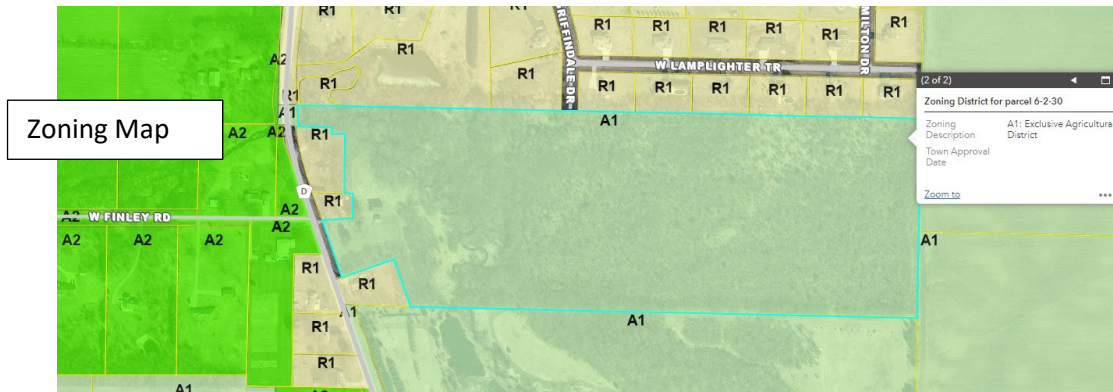
Minor Land Division LD 2023 058

Tax ID: 004 003011; Parcel Number: 6-2-30

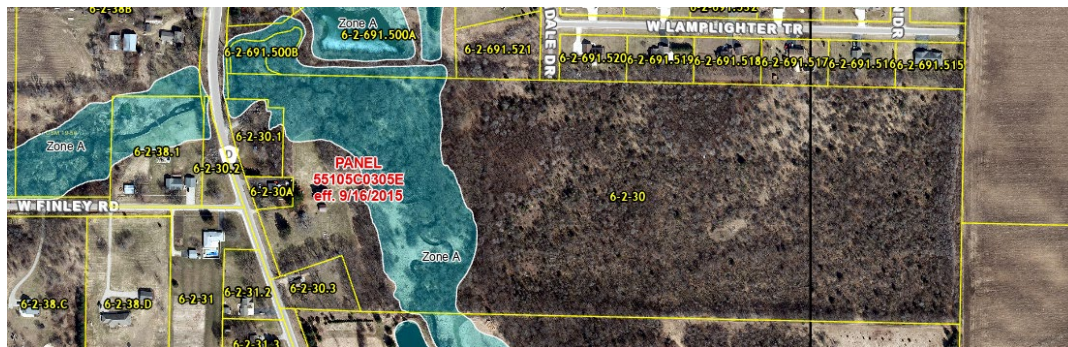
3981 S AFTON RD BELOIT, WI 53511-8755

Town of Beloit

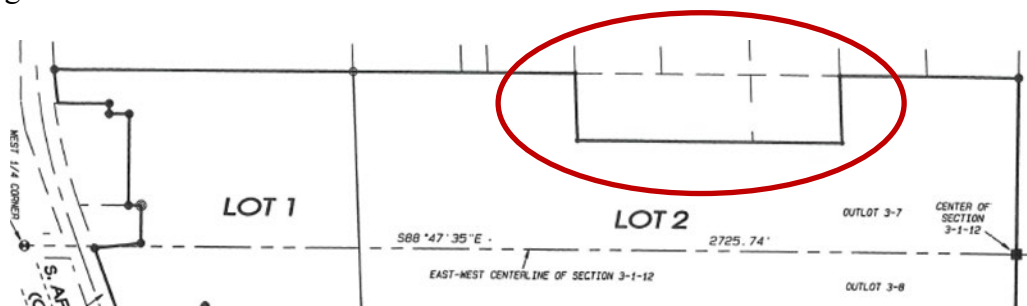
1. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Zoning should be verified by the Town. It is currently zoned A1: Exclusive Agricultural District. The proposed lot needs to meet the minimum requirements of that zoning district.



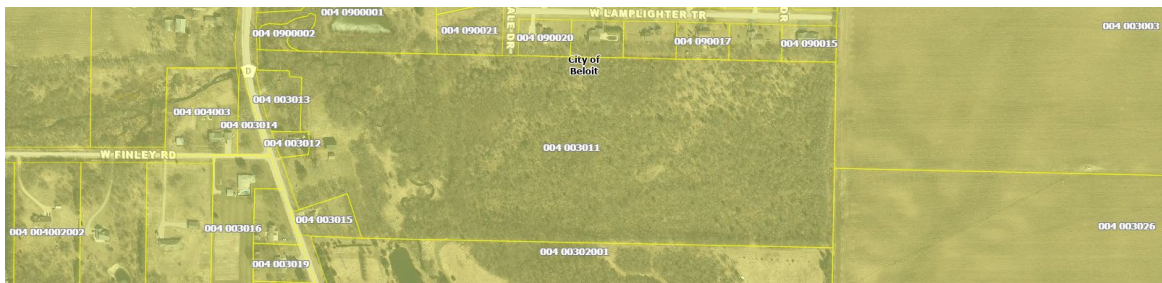
3. Prior to any construction, the developer will need to follow Chapter VII Erosion Stormwater Management for the Town of Beloit and the Shoreland Overlay district from Rock County. Additionally, a note should be placed on the CSM that reads: Prior to development a wetland delineation may be required per the Town of Beloit and Rock County Ordinance.



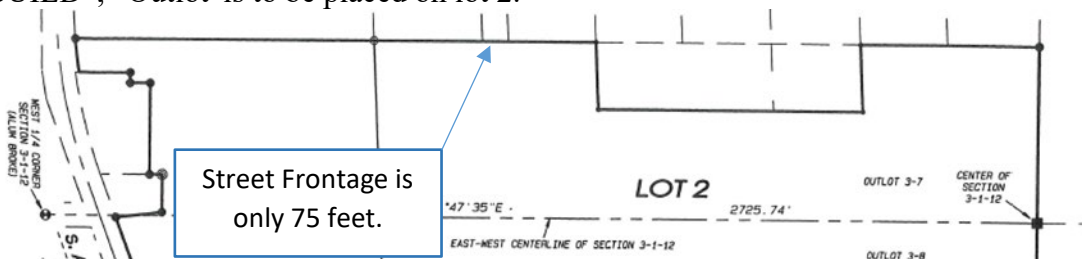
4. There is a “gap” between the proposed and existing lot. It is my understanding that this is going to be added to the lots to the north. This should be noted on the CSM.



5. Note on Final CSM:
 - a. "Lots 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.
 - b. "No buildings which produce wastewater are allowed on Lot 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies".
6. This lot falls under the extraterritorial jurisdiction (ETJ) with the City of Beloit. The City may require additional approval.



7. Lot 2 does not meet the minimum frontage requirements. It is the County understanding that the road will be "extended" into the lot. Until the roadway is dedicated a "NO BUILD", "Outlot" is to be placed on lot 2.



8. 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.
9. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
10. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
11. The CSM needs to meet the minimum requirements of 4.112 of the County ordinances.
 - a. Missing: Building, accessory, Well, POWTS, ESA and driveways.

Corporate Planning:

Approval of Bid for Planning Department Document Scanning Project

The County plans to contract with a vendor to scan with the documents related to land divisions land divisions. It would be paid through the Land Records Grant, and it is not included in the budget. It is a one-time deal that would aid in organizing and making the access to documents that go back to when the Planning Department was created in the 1970's. The hard copies will remain for the time being.

The acceptance of the bid by Bradford Systems (offsite) was moved by Supervisor Sutterlin, Seconded by Supervisor Podzilni. APPROVED

Director's Report:

Reports Regarding Out of State Conference Attendance

2024 Proposed Budget Summary

Director Baker explained that there is a 5% increase in the personnel cost for the 2024 budget. Regarding the Community Development budget, the only levy impact is for the Housing Authority per diem and the software used. Without the personnel cost increase, the overall levy increase is near zero for 2024.

Michelle Schultz (Real Property) went over the proposed budget for Real Property and explained that there is now one rate for the tax bills from the same vendor causing the budget to remain unchanged. Jennifer Borlick (GIS Manager) aided in the explanation of the Land Records budget has included the flying for next year to reduce competition and increased costs in reference to the maps. City of Beloit and Janesville pay for their own mapping and images. There was talk of working with Dane County and the towns of Edgerton and Milton, they all do 3 inches. By taking 6 inches county wide, it would help reduce the cost for the City of Beloit and Janesville by bringing the price down farther than normal. They are looking to fly 3 inches in highly monitored areas throughout the county rather than 6 inches to get a better view. The timeline would be changed as to what was previously approximated and there are \$66,000 allotted for costs not including any grant monies.

Committee Reports: None

Adjournment: Adjournment at 9:08 A.M.

Moved by Supervisor Sutterlin, Seconded by Supervisor Podzilni. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator