



**Planning and Development
Committee
Minutes – October 26, 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, October 26, 2023. Chair Sweeney presided and requested a roll call. Supervisor present in person: Sutterlin. Supervisors present via Zoom: Stevens and Winter QUORUM present.

Staff present: Andrew Baker (Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner), Michelle Schultz (Real Property), Joshua Smith (County Administrator), and Haley Lindquist (GIS Intern).

Staff present via Zoom: Jennifer Borlick (GIS Manager), Randolph Terronez (County Administrator Assistant), and Brad Heuer (Surveyor).

Others present: Ryan Combs (Combs).

Others present via Zoom: Supervisor Barb Tillman, Jeff Garde (Combs) and Kristin Belongia (Batterman).

Adopt Agenda: Agenda moved by Supervisor Sutterlin. Seconded by Chair Sweeney. ADOPTED

Approval of Minutes:

Meeting held September 28, 2023: Moved by Supervisor Sutterlin, Seconded by Supervisor Stevens. ADOPTED

Citizen Participation, Communications and Announcements:

The newest Supervisor for the Planning and Development Committee is Barbara Tillman. Her appointment will be confirmed tonight at the County Board meeting.

Code Enforcement: None

Community Development:

Discussion and Possible Action Regarding CDBG Loans with Accrued Interest

Director Baker began the discussion by going over the two programs that are available, HOME and CDBG. The CDBG loans tend to be for smaller projects, whereas the HOME loans cap out at \$35,000.00. We now have a contracted agency to administer the programs and no longer need

to run loan applications through the Planning Committee for approval. The newer loans are all 0% deferred loans that are paid off when the property is sold. In the past, there were CDBG loans the charged between 0% or 3% interest depending on the applicant's income, between low to moderate respectively. There was no monthly payment required on any of these loans, but rather to be paid off in full should there be a refinance or if the property was sold. There are other times where this loan will get paid off due to the request for subordination. There are currently nice outstanding interest earning loans. Loans that were interest earning, were re-written by other communities according to Todd Mandel (WPHD) when the rules changes and all of these types of loans became 0% interest. That wasn't done in Rock County. Normally these types of loans are second mortgages. The motive behind this meeting was the request from one of the loan holder heirs to see about waiving the interest that is due. There are eligibility requirements that would prevent the heir from taking over the loan due to the income restrictions and would also require that additional work would need to be conducted. Therefore the mortgage must be paid off before the property can be transferred. The Planning Committee has the authority waive the accrued interest. No other loan holders were aware of this request, as it only came from one holder. It could affect the loan holders that wrote off the interest payments on their taxes. Chair Sweeney felt that the fairest way to handle this situation was to leave it as is and not waive accrued interest. All of the other Supervisor agreed with this fact.

Motion to leave program as is by Supervisor Sutterlin, Seconded by Supervisor Stevens. Passed unanimously. CARRIED.

Economic Development: None

Corporate Planning:

Amending the Rock County Land Information Plan

Michelle Schultz (Real Property) explained that this plan amendment is to add new aerial photo acquisition to the plan. This is only to amend the plan, therefore does not included financing. This will not be on the agenda for tonight's County Board meeting but would be presented on November 16th, 2023.

Motion to add the Rock County Land Information Plan to the County Board plan by Supervisor Sutterlin, Seconded by Chair Sweeney. Passed unanimously. CARRIED.

Finance:

Review 2024 Recommended Budget

Joshua Smith (County Administrator) was present to go over the budget. The budget is being recommended as proposed by the department and discussed at prior meetings. There were no additional comments.

Action Item: Committee Decision to Support Recommended Budget of Suggest Revision or Appeal

Motion to support the recommended budget plan passed unanimously. CARRIED.

Review Land Division Fee Comparison

Director Baker discussed the comparison of the Rock County Land Division Fee list to those of the other communities/counties nearby. Currently there is a flat fee charged per lot versus other

counties that offer a base fee in addition to a smaller variable fee depending on the amount of lots. This fee should be accessible if there are not a lot of subdivisions or currently, they are smaller and more spread out. The Town of Beloit is presently undergoing a great deal of development. There is no targeted minimum fees that are budgeted to offset staff cost, but rather simply used to offset the levy. Christine Munz-Pritchard (Senior Planner) noted that staff often reviews a proposal ahead of formal application at the request of the Town. There is no charge per revision as is with other communities, but the prices reflect time provided by employees. Chair Sweeney questioned if there would be a review case by case and suggested that the final decision be referred to staff to review and discuss in detail the parameters. This would happen only if there was an appeal. The recommended suggestion is \$500 per lot for the first four lots (i.e. base fee of \$2000 for a subdivision) and \$200 per additional lot after the first four. This \$200 fee would also apply for future phases. Ryan Combs (Combs) mentioned how the new fee structure would create more phases and could potentially see larger subdivisions in the future.

Action Item: Review and Adopt Revised Fee Schedule (Existing Fee Schedule Will Be Provided at Meeting for Comparison)

There is proposed a rounded 5% increase of the fees since the last change in 2020. Some of the fees eliminated are the County Trunk Highway, campgrounds, building site plan review, and the engineer fee. The shoreland section has also been simplified. Regarding subdivisions, there is no timeline required for construction of a second phase or any additional phases. The fee changes are reflected in the packet.

Motion to approve the \$500 fee for the first four lots (cap at \$2000) and \$200 additional fee for lots after the first four and the rounded 5% increase for all other fees as presented in the packet by Supervisor Sutterlin, Seconded by Supervisor Winter. Passed unanimously. CARRIED

Review September Bills

Director's Report:

Set Novembers Meeting Dates

The date for the next meeting will be conducted on Thursday, November 16, 2023, at 8 AM. This will be the only meeting in November.

Committee Reports:

Update on Passenger Rail Committee

Director Baker discussed the update on the AD HOC Passenger Rail Committee having conducted its third meeting. Richard Kedzior (Head of the passenger rail division of DOT) was present during the second meeting. He discussed the alternate routes that are currently available. The state of Wisconsin has applied for federal funding to establish an additional train from Minneapolis to Chicago. There is also a proposed line to go from Milwaukee to Green Bay, not Madison. In the northwest part of the state 20 years has been spent building a consortium to and get the process moving for a line from Eau Claire to Minneapolis, which is the planned route by the DOT. There are some rails that are specifically for AMTRAK versus private rail companies. There has been much learned about the passenger rails. There may be a need to revise the resolution as far as what is available regarding the ownership of the rails. There is no guarantee for planning grants for the rail line due to the competitiveness of the \$500,000 that is

available. At the next meeting, there will be staff from SLATs and Rockford. Currently, the METRA line is only located within the state of Illinois.

Adjournment: Adjournment at 9:08 A.M.

Moved by Supervisor Sutterlin, Seconded by Supervisor Stevens. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.