



**Planning and Development
Committee
Minutes – November 16, 2023
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:01 am on Thursday, November 16, 2023. Chair Sweeney presided. Supervisor present in person: Sutterlin. Supervisors present via Zoom: Stevens, Winter, and Tillman. QUORUM present.

Staff present: Andrew Baker (Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner), Michelle Schultz (Real Property), and James Otterstein (Economic Development Manager).

Staff present via Zoom: Jennifer Borlick (GIS Manager) and Brad Heuer (Surveyor).

Others present via Zoom: Jeff Garde (Combs) and Todd Mandel (WPHD).

Adopt Agenda: Request to move point 6 to point 5 due to additional meetings from those involved. Agenda moved by Supervisor Sutterlin. Seconded by Supervisor Winter. ADOPTED

Approval of Minutes:

Meeting held October 26, 2023: Moved by Supervisor Sutterlin, Seconded by Chair Sweeney. ADOPTED

Citizen Participation, Communications and Announcements: None

Community Development:

Action Item: Review and Consider a Request to Exceed Maximum Loan Amount for CDBG Program Application – Milton Project

Todd Mendel (WPHD) explained that there are programs available to residents of Rock County for homeowner and rental rehabilitation. The maximum amount available per project is \$35,000, otherwise the Planning Committee can vote to exceed the recommended amount. The Milton Project would take care of lead paint remediation and abatement. Milton would like to request for Rock County to join in this project, as the state and county need approval of waive prior to beginning. The lead funds from Rock County would be granted. Currently, there are 12 projects that are open.

Supervisor Sutterlin asked if there was lead paint inside of the residence or if it was isolated to the exterior. There is primarily work to be done to the exterior, such as paint stripped on the

outside. There would be some interior windows and doors that would be removed and replaced, and paint scraped.

Chair Sweeney questioned if once the project is completed, there would need to be a revisit in the future as far as any additional improvements. As there would no longer be a lead hazard, they did not foresee any follow up in the future. Any traces of lead would be removed and/or painted over. Chair Sweeney also mentioned possibly checking on the water main or pipes for any lead traces. Todd Mandel explained that the pipes were not mentioned on the list for the lead risk assessment, but that the water service would be something that they would investigate.

Motion to approve waive of maximum amount for the Milton Project and a request for a review the water line by Supervisor Sutterlin, Seconded by Supervisor Tillman. Passed unanimously. CARRIED.

Action Item: Review and Consider a Request to Exceed Maximus Loan Amount for Community Development Program Application – Hwy 11 Project

Todd Mandel (WPHD) gave a summary how this project is not shared with the community but would involve the Housing Authority. This would be combined with HOME funds, as the resident qualifies for the 55+ grant program where half of the amount is forgiven after 5 years, and the other half is a 0% interest loan. There is plenty of lead on the property, which is how this project is suitable for the CDBG funds. The home has been owned for a while by the residents and they are very low income.

Motion to approve waive of maximum amount for this project by Supervisor Stevens, Seconded by Supervisor Sutterlin with a request for a review of the water main. Passed unanimously. CARRIED

Code Enforcement:

Review and Possible Action Regarding LD 2023 079 (Magnolia Township) – McCoy Revocable Trust (2 Lot CSM)

This action passed two days before the Committee meeting with the Town of Magnolia. The original farmhouse on the property may not meet the setback requirements and this would need to be noted on the CSM. The POWTS needs to be replaced every 30 years typically. It is always important to get approval from the town before an action can be brought before the Planning Committee. Christine Munz-Pritchard (Senior Planner) is the primary person working with the towns to see where each action stands. Supervisor Sutterlin had a question about the ordinance from the Town of Magnolia regarding the size of the lot. Christine is still awaiting a response in writing from the town. Jeff Garde (Combs) was at the town meeting where it was decided that the division would follow natural terrain. It does exceed the ordinance rules in terms of maximum lot size but feels that it may work with what is requested.

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

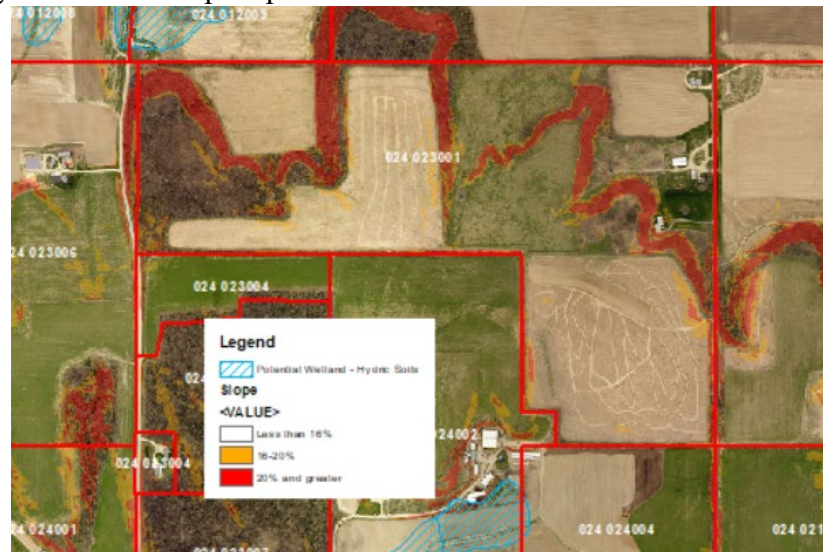
CSM - LD 2023 079

Town of Magnolia

Tax ID: 024 023001; Parcel Number: 6-12-125

3717 N KNUTSON RD & 3829 N KNUTSON RD
EVANSVILLE, WI 53536-8530

1. Verify the zoning with the Town of Magnolia. The minimum town zoning requirements can be found below. The proposed lot lines need to meet the minimum setback requirements of that 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. 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.
4. The property does have steep slopes. This should be noted on the CSM.



5. See the table below per the 4.112 Preliminary Land Division requirements.
 - a. Zoning should be verified by the Town.
 - b. ESA need to be noted on the CSM.
 - c. POWTS and water are missing.
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.

Review and Possible Action Regarding LD 2023 080 (Lima Township) – Blaser Revocable Trust (1 Lot CSM)

The front yard setback is questionable and should be noted on the CSM. There appear to be 2 driveways, yet only one is shown. Jeff Garde (Combs) noted that the additional driveway did not need to be there, and the one shown is the only one that will remain. Chair Sweeney wanted an explanation of the ordinance in reference to an existing structure, such as a farmhouse. Christine

Munz-Pritchard (Senior Planner) noted that it has to do with financing. It could vary depending on the town zoning rules when sectioning off.

Motion for approval with conditions by Supervisor Sutterlin, Seconded by Chair Sweeney.

Passed unanimously. CARRIED

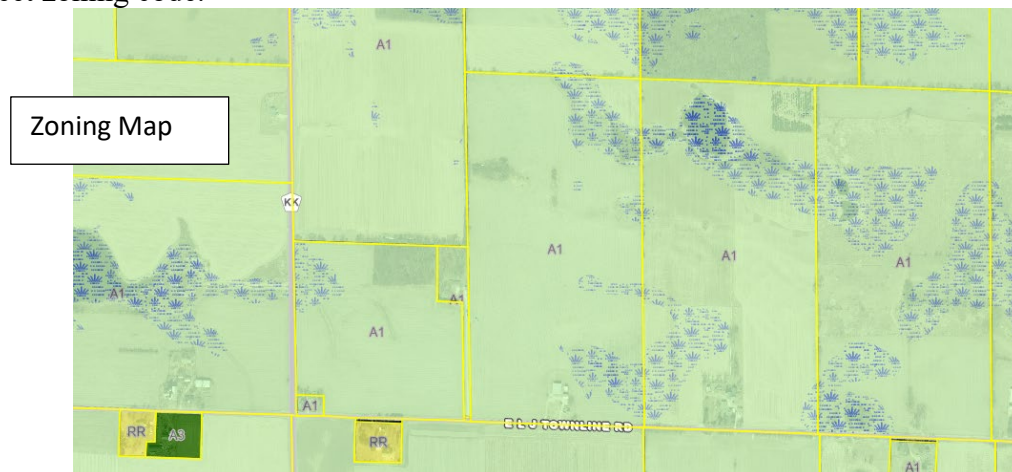
LD 2023 080

Town of Lima

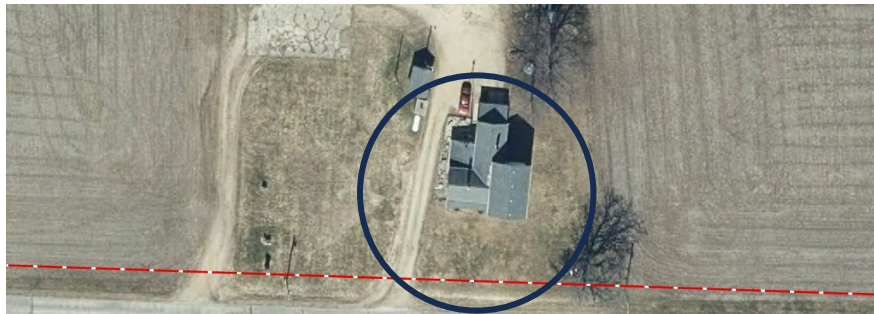
Tax ID: 022 056006; Parcel Number: 6-11-295

9941 E L J TOWNLINE RD, WHITEWATER, WI 53190

1. Per Section 4.3 of the Town of Lima zoning code, the proposed lot does not meet the minimum 35-acre requirements of the A-1 zoning. The lot will need to be rezoned to meet zoning code.



The current home is most likely an existing nonconforming structure and does not meet the front yard setback. The distance from the property line to the nonconforming structure should be shown on the CSM.



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: Note on Final CSM:
 - “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.

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. Meet the minimum requirements of 4.112 preliminary land division.
 - Verify with the Town that the lots meet the minimum zoning requirements.
 - Well and POWTS missing.
 - There is 2 driveways but only one is shown. Is the second one going away?

Economic Development:

Review Third Quarter Rock Ready Index

Mr. Otterstein reviewed the Q3 2023 Rock Ready Index, a quarterly dashboard report that is compiled and distributed by the Agency. Various statistical references, trends and observations were woven into his remarks. There was discussion. Since it was an information item, there was no Committee action.

Corporate Planning:

Modifying the American Rescue Plan Act (ARPA) Small Business and Nonprofit Grants Program

Supervisor RJ Sutterlin introduced the Resolution and provided a summary of the proposed (eligibility) change, which would increase the PPP/EIDL threshold from \$20,000 to \$50,000. Additional context regarding this change was provided by Mr. Otterstein, who noted this Resolution represents the second program amendment request. Supervisor Stevens, as one of the original drafters / supporters of the July 8, 2021 Resolution (#21-7A-283), provided a deeper historical review of the program's intent, evolution, etc. Supervisor Stevens further provided a critique of the program, expressing varying degrees of disappointment and frustration with respect to certain programmatic (application / eligibility) and related operational issues – including but not limited to the contracted engagement with the UW Small Business Development Center.

Motion to approve the Resolution made by Supervisor Sutterlin, Seconded by Supervisor Winter. Passed 3-2. CARRIED.

Finance:

Review October Bills

Michelle Schultz (Real Property) overviewed the payments for this department. Tax form paper was paid except for those paid by the City of Beloit. Fidlar maintenance charge is based on the number of documents that the Register of Deeds posts to the Cloud. Transcendent Technology software project has the soft live date pushed back to January 2024. Michael Baker payment is for the NextGen 911 program.

Director's Report:

Due to the County wide cyber event, there was GIS data lost. There is a need to possibly hire another intern to recreate any lost information. There has been a soft approval from Human Resources.

Adjournment: Adjournment at 9:03 A.M.

Moved by Supervisor Sutterlin, Seconded by Supervisor Winter. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.