



**Planning and Development
Committee
Minutes – December 14, 2023
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:03 am on Thursday, December 14, 2023. Chair Sweeney presided and requested a roll call. Supervisor present in person: Sutterlin and Winter. Supervisors present via Zoom: Stevens and Tillman. QUORUM present.

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

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

Others present via Zoom: Jeff Garde (Combs) and Kristen Belongia (Batterman).

Adopt Agenda: Agenda moved by Winter. Seconded by Supervisor Sutterlin. ADOPTED

Approval of Minutes:

Meeting held November 16, 2023: Moved by Supervisor Sutterlin, Seconded by Supervisor Winter. ADOPTED

Citizen Participation, Communications and Announcements: None

Corporate Planning:

Approving Broadband ARPA Repayment Agreement

Resolution modifications were presented by Randolph Terronez (County Administrator). The original timeline was for 2022 and this has been pushed by with a closing date of January 2024. It is based on a 30-year payment schedule. It was reviewed and approved by Broadband Committee including the minor changes, such as the commitment period becoming two years instead of three years.

Motion to approve the revised Agreement made by Supervisor Sutterlin, Seconded by Supervisor Winter. Passed unanimously. CARRIED.

Code Enforcement:

Review and Possible Action Regarding LD 2023 086 (Rock Township) – Wil-Hu Acres LLC (1 Lot CSM)

There are no future plans at this time to develop the land beyond this one lot. There was a question as to why an outlot was not created. It was explained that it was not needed due to the cul-de-sac already in existence. The recommendations are to improve the road to the edge of the property should there be emergency services or snow removal on the property. Jeff Garde (Combs) mentioned there was a developer agreement to expand the roadway and any costs associated with it between the Town of Rock and the property owners. As of now, the Town has approved the land division with no additional road improvements, i.e. the private driveway will extended from the edge of the existing cul de sac.

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

Minor Land Division #LD 2023 086

Parcel Number: 6-17-329, Tax ID: 034 102001

Town: Rock

1. Verify the zoning with the Town of Rock. The minimum requirements of the zoning district need to be met. Since there is “dedicated right of way”, a note should be added that to the CSM that reads something to the effect of: All setbacks to establish the building envelope should be measured from the dedicated right of way and treated as existing road right of way.
2. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. This lot falls under extraterritorial jurisdiction with the City of Janesville.
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. Note on Final CSM:
 - a. “Note on Final CSM “No buildings which produce wastewater are allowed on Lot until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
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. See requirements of 4.112 preliminary land division.

Review and Possible Action Regarding LD 2023 088 (Beloit Township) – Wieland and Frey (1 Lot CSM)

This is an action that has been previously seen by the committee as part of a large concept plan for the property. The Town of Beloit has already reviewed this action and has been approved.

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

Certified Survey Map (CSM) LD 2023 088, Part of the Subdivision Plat for #LD 2022 053 & LD 2021 055, Black Hawk Run North Subdivision.

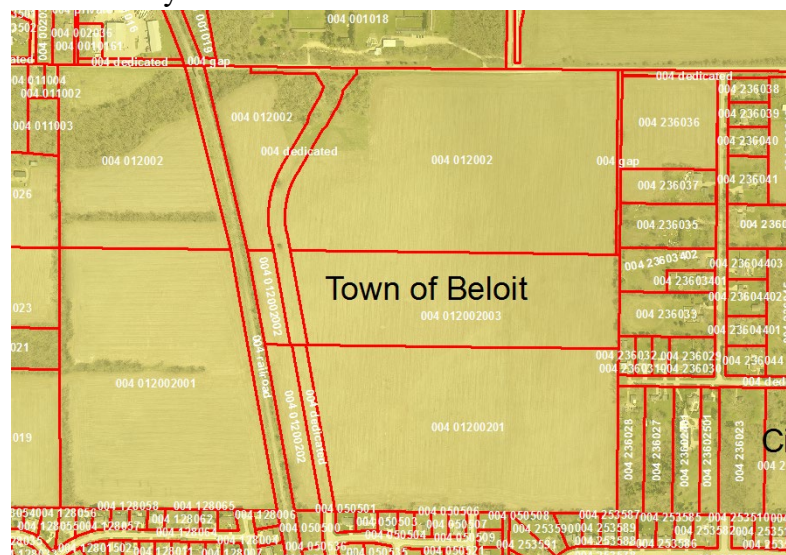
Tax ID: 004 012002 Parcel Number: 6-2-131

Town of Beloit

The proposed Certified Survey Map (CSM) is located in the Town of Beloit. The proposal is part of the Black Hawk Run North Subdivision. The current proposed Lot 1 is located north of the area divided in 2021 and is solely created for the purposes of sale from the current property for future development purposes. A subdivision plat will be submitted in the future to create the lots intended to be development.

Staff recommends the following conditions subject to approval:

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.
3. This area is in the Town of Beloit Water Quality 208. There are sanitary manholes shown on the plans in the roadway.

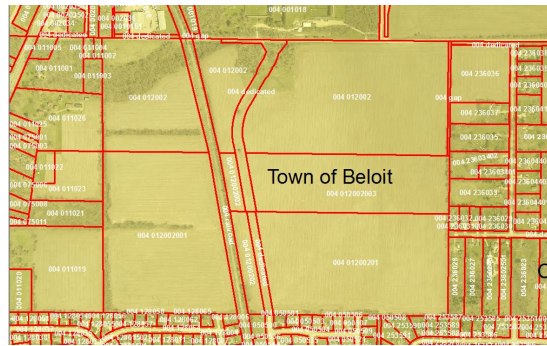


Motion for approval with conditions by Supervisor Sutterlin, Seconded by Supervisor Winter.
Passed unanimously. CARRIED

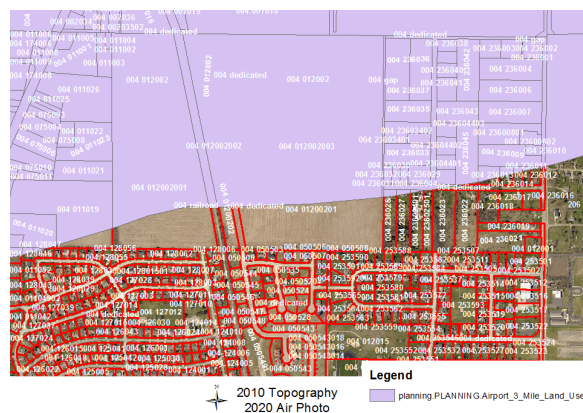
Tax ID: 004 011020; Parcel Number: 6-2-106.2 & Tax ID: 004 011019; Parcel Number: 6-2-106.1

Town of Beloit

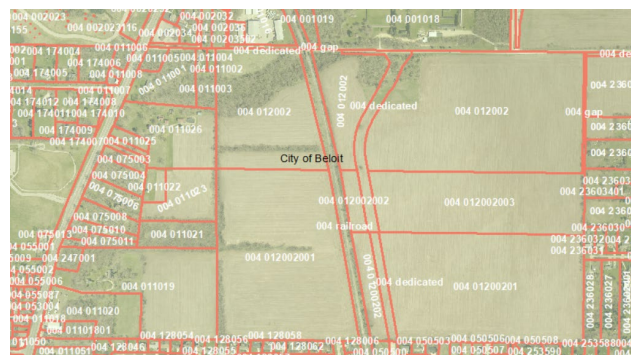
1. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Zoning should be verified by the Town.
3. This area is in the Town of Beloit Water Quality 208.



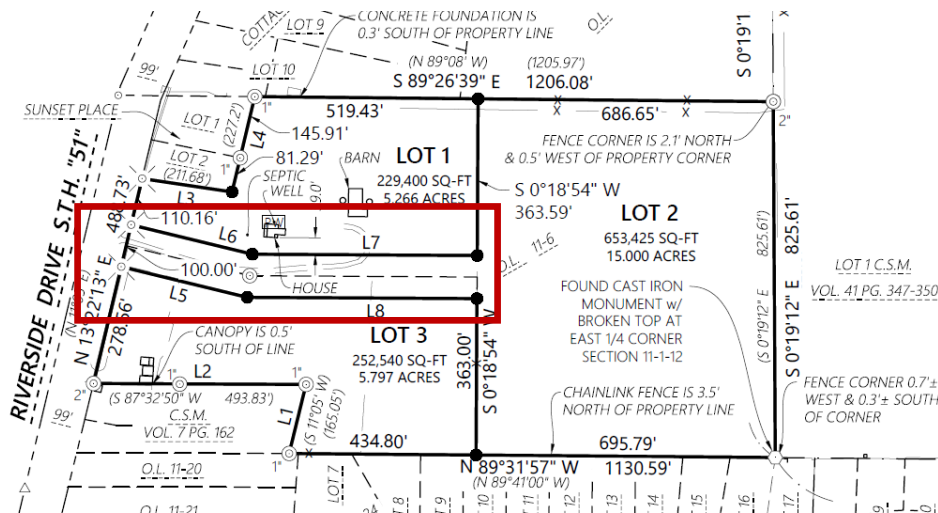
4. This falls under the Zone D –Three (3)-Mile Jurisdictional Boundary of the Rock County Airport and Airport Overlay Zoning District. Chapter 4.327 (3) E (ordinance attached below)



5. This does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit.



6. Lot 2 is by definition a "Flag lot" per County Ordinance. The max "pole" length is 250 feet. My understanding is this lot is going to become a subdivision. Until the road is built there should be a NO BUILD and the lot should be re-named to an outlot.



A "Flag lot" in County Ordinance: "A lot whose width at the building site far exceeds its street frontage, containing both a "pole", a long, narrow strip of land utilized solely to provide vehicular access to the building site, and a "flag", containing the building site"

Flag lots shall be allowed only in special circumstances when various factors render creation of a more proportionate lot, in length and width, unachievable. The "pole" of a flag lot shall not exceed two hundred fifty (250) feet in length unless additional length is needed to either avoid significant degradation or depletion of ESA, cultural resources, productive agricultural soils, and/or woodlands, or disruption of efficient agricultural operations. The "pole" shall be used exclusively for vehicular access with specified improvements including landscaping, fencing, utilities, mailboxes, and signs also permitted on the "pole". The "pole" shall maintain a minimum width of one hundred (100) feet for all lots without access to a connection to a public sanitary sewer system, and fifty (50) feet for all lots with access to a connection to said system, for the entire length of the "pole". No "pole" shall be located within two hundred (200) feet of another on the same side of the street unless said "poles" utilize a joint driveway.

Per County Ordinance: Outlot – A land area, other than a lot or block, not to be utilized as a building or accessory building site and so designated on a Plat of Survey ("POS"), Certified Survey Map ("CSM"), or Sub-division Plat.

Per the DOA: Outlots: Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot. This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners. Outlots may be of any size and shape, and do not need access to a public street. Outlots may be dedicated to the public. Outlots may be sold and/or built upon if they meet size and access requirements, and any restrictions on the outlot have been released.

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.

Community Development:

Update Regarding Edgerton Retirement Apartments Rehab Project

Director Baker explained that this project has been years, about 2 to 3 years, in the making and finally set to begin. This would utilize HOME funds or more specifically the rehabilitation funds. The original structure was built in the 1980's, and this would be a complete rehabilitation of the roof, windows, etc. The total amount of funds allocated for this project is \$2 million with various sources of funding involved. There are 24 units for low-income residents. This project is near the closing point and would be a 15-year loan agreement, meaning that the loan would be deferred until the property is in the "green" during the tax year. There are contractors already lined up to begin work. An agent is responsible for handling all the details rather than everything falling on the shoulders of WPHD. Besides the rehabilitation aspect of the project, there will additionally be modifications such as geo-thermal and solar installations included.

Finance:

Review November Bills

No questions or further explanations required on this months' bill payments.

Director's Report:

Confirmation of Cancellation of December 28th Meeting

The Committee agreed of following suit with the County Board schedule in cancelling the next meeting, December 28th. The next meeting is scheduled for January 11th, 2024.

Discussion of pending need for more Board of Adjustment members continues. There are currently 4 members and there should be a total of 7 members on this group.

Adjournment: Adjournment at 8:33 A.M.

Moved by Supervisor Sutterlin, Seconded by Supervisor Winter. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator