



**Planning and Development
Committee
Minutes – January 11, 2024
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, January 11, 2024. Chair Sweeney presided and requested a roll call. Supervisor present in person: Sutterlin and Winter. Supervisor present via Zoom: Tillman. Supervisor excused: Stevens QUORUM present.

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

Staff present via Zoom: Jennifer Borlick (GIS Manager), Steve Godding (Planner), and Josh Smith (County Administrator).

Others present via Zoom: Jeff Garde (Combs).

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

Approval of Minutes:

Meeting held December 14: Moved by Supervisor Sutterlin, Seconded by Supervisor Winter. ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2023 084 (Beloit Township) – Omega Homes – Creekside Subdivision (21 Lots)

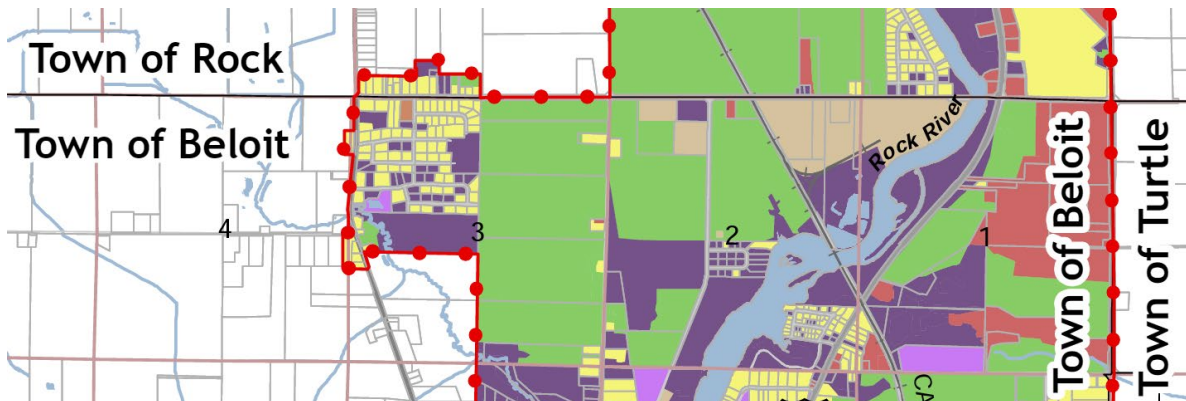
Jeff Garde (Combs) explained that the lots would have both well and septic. The roads that are dead end presently could potentially be roads that go through. The parcel to the south is a different owner. The Town of Beloit agrees with there being community ownership of the outlot.

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

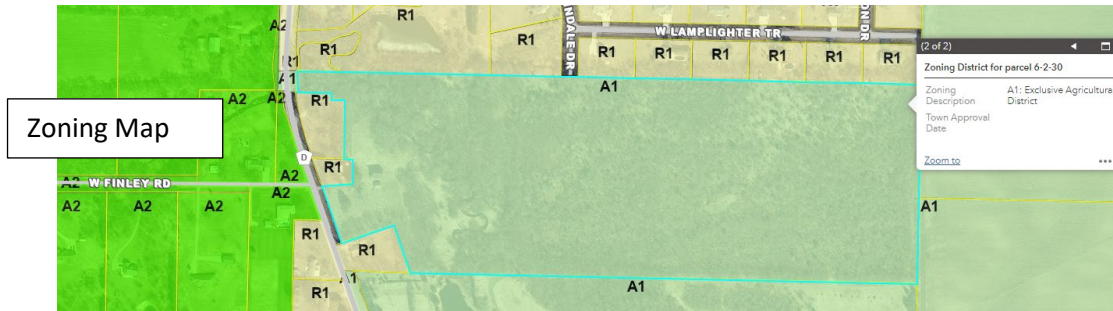
**Subdivision LD 2023 084, (previous, 2 lot CSM LD 2023 058)
Tax ID: 004 003011; Parcel Number: 6-2-30**

Town: Beloit

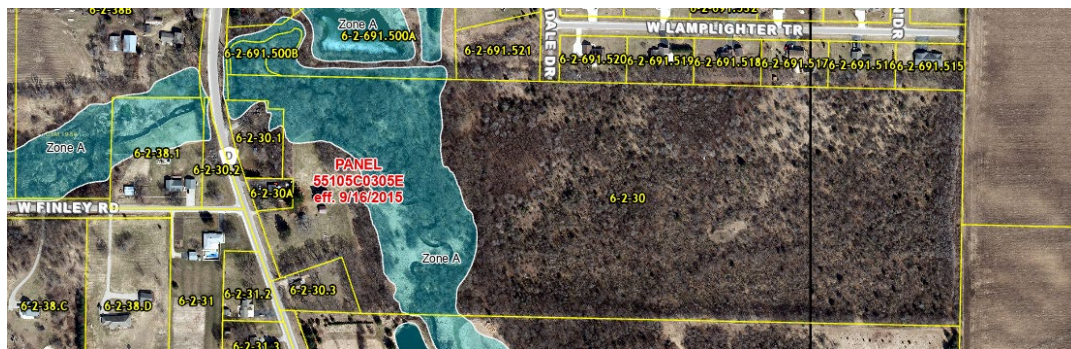
1. Per County Regulations, Rural residential lots shall have a minimum lot size 40,000 square feet for single family structures, and 55,000 square feet for two (2) family structures.
 - a. The area is in the Town of Beloit Water Quality 208 area, however it is unclear how close the sewer lines are located to the proposed development.



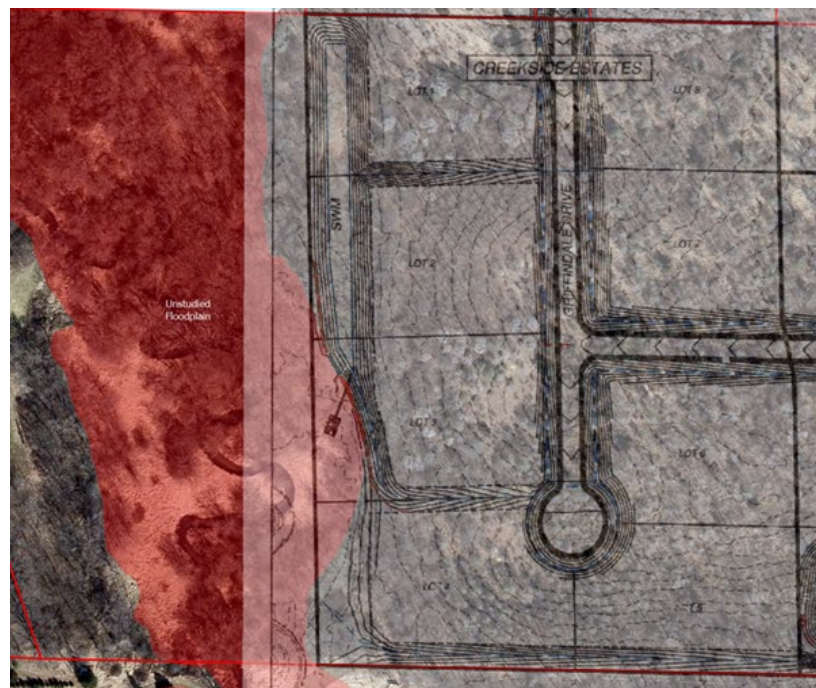
- b. In the event a sewer line isn't extended, the following need to be met and lot size will need to be increased: This minimum requirement is established for POWTS. Some of these lots have Drainage Easement (DE) and Conservation Easements (CE) and could make placement of the building with a POWTS on the property difficult. Building site area with POWTS area should be provided and meet the minimum requirements Per 4.116 –each lot shall meet the following:
 - i. Each residential building shall utilize a POWTS and water well, and the lot shall contain an adequate POWTS area, to include a primary area and replacement area.
 - ii. Each lot shall contain a building envelope of two thousand (2,000) square feet excluding front, rear, and side yards in accordance with applicable building setback lines, ESA, and cultural resources, with said building envelope not to be located closer than ten (10) feet from any part of the POWTS area.
 - iii. Each lot shall also contain useable open space of not less than seventy percent (70%) of the gross area of the lot, entailing the gross square footage of the lot, less three thousand (3,000) square feet for potential building, driveway, or parking use, less fifty percent (50%) of the POWTS area.
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. Each lot needs to meet the minimum requirements of the Town Residential zoning district.



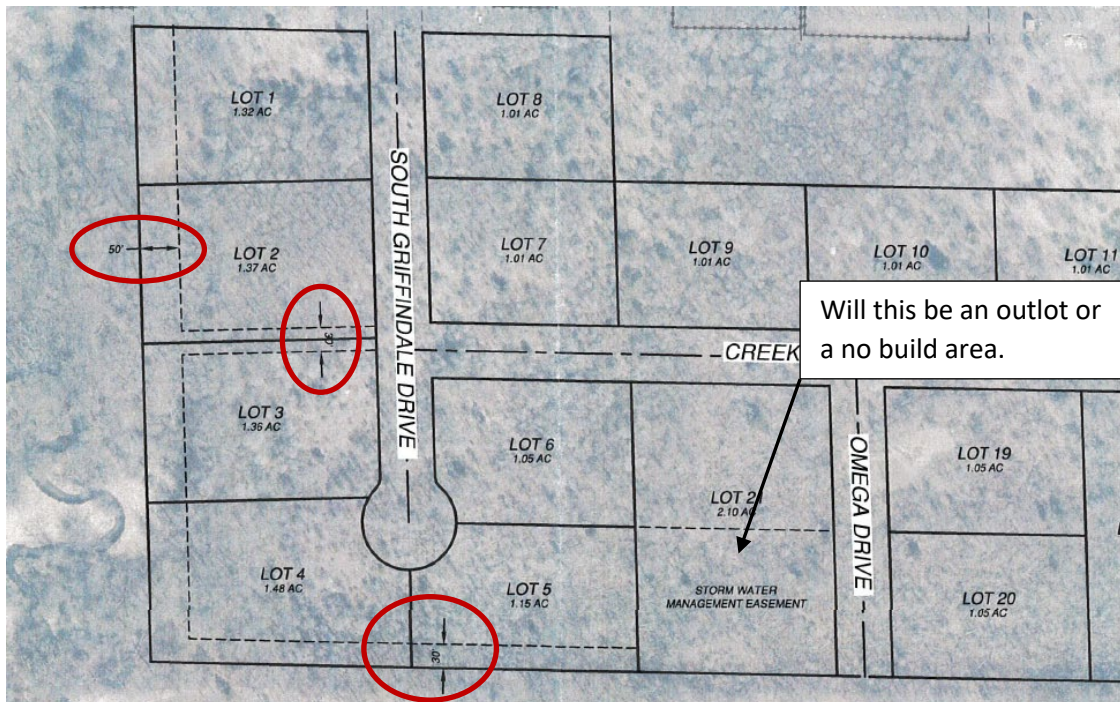
3. Prior to any construction, the developer will need to follow Chapter VII Erosion Stormwater Management for the Town of Beloit and the Shoreland Overlay district of Rock County.



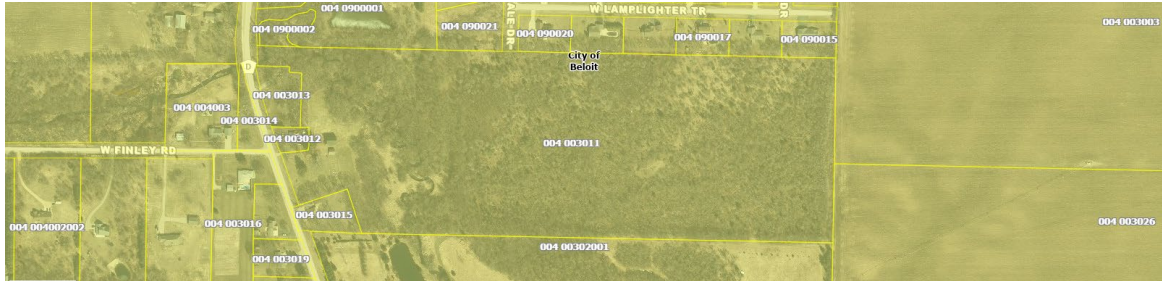
Beyond shows the Shoreland Zoning and construction plans of the portion of the western part of the Plat is in the Zone A Floodplain. The floodplain needs to remain undisturbed per ordinance or a Hydrologic and Hydraulic (H&H) Study will need to be conducted.



4. Utility easements to be located on lots as requested by utility companies.
 - a. Per 4.116 (4)(a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Subdivision Plat.
5. Utilities shall be installed prior to the final approval of the subdivision plat. And exception to this requirement may be approved if evidence is provided that the utility installation has been paid or in full and there is an agreement as to which contractor is responsible for site restoration and stabilization.
6. There are "easements" located on the Plat that need to be labeled. There is also a Stormwater management easement on the back half of lot 21. This should either be an outlot or a no build on the final plat should be placed on the area.



7. This lot falls under the extraterritorial jurisdiction (ETJ) with the City of Beloit. The City may require additional approval.



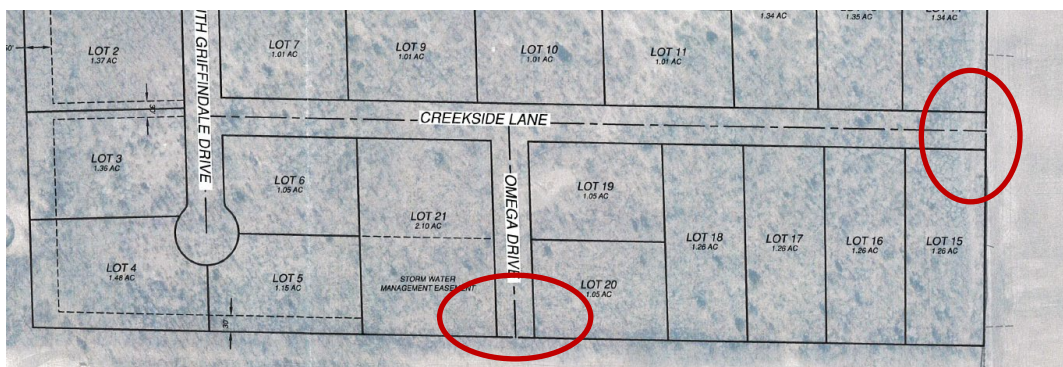
8. Construction Site Erosion Control Permit shall be obtained from the Rock County Land Conservation Department prior to the start of any clearing and grubbing activity.
9. A Storm Water Management Permit shall be obtained prior to the start of construction. Preliminary easements shown on the preliminary plat may be revised based on the approval Storm Water Management Plan. It should be noted there is a drainage line running through the property and should be taken into consideration when developing the stormwater management plan.
10. A Homeowners Association shall be responsible for maintenance of the storm water management facilities if the Developer does not retain responsibility for long term maintenance. Evidence of the documentation to establish the Homeowners Association shall be provided prior to final plat approval. In the event that homeowners' association is not recorded the Town reserves the right to maintain and special assess to the property owners. Per code: Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlier. 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. **In this case the outlier is being used for stormwater and should be deeded to all the lots in the subdivision.**

In the event of an issue the Town reserves the right to maintain and special assess to the property owner's maintenance of the storm water management.

The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document, and noted on the final plat on each applicable lot. Final approval of the management and restrictions shall come as part of the Storm Water Management Permit process.

11. A note shall be included on the final plat which states "No filling or grading may occur, nor any structure built within any drainage easement delineated on this Plat. Refer to recorded storm water management agreement for required facility maintenance."
12. The Storm Water Management Plan shall include driveway culvert size for each lot.

13. The developer shall be responsible for all costs to the Town of Beloit (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.
14. Road construction plans shall be submitted to and approved by the Town of Beloit or another entity working as the Town's agent. The design shall incorporate the most recent standard road cross-section. The road construction plans shall include a proposed schedule for asphalt pavement and gravel shoulder installation as it relates to the development of lots. The developer shall be responsible for all costs associated with road construction improvements.
15. Site improvements may be necessary at the intersections to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance. Consideration of any necessary improvements should be made during the road construction plan review process. This may include a traffic study to review traffic control at intersections, the proposed width of roadway and sidewalks.
16. The developer shall reimburse the Town of Beloit for the installation of the necessary road signs as included and approved in the road construction plans.
17. A performance bond or similar financial instrument shall be provided to the Town of Beloit to provide assurance for the road construction work (e.g. final lifts of asphalt, gravel shoulders, etc) that is scheduled to be completed after the final approval of the subdivision plat. The amount and duration shall be approved by the Town of Beloit and be released only after final acceptance of the roads by the Town of Beloit.
18. Dead-end streets need to have a circular end, either this is a cul-de-sac, temporary turnaround or looping to an existing roadway.



This is a safety and service issue and should not be permitted without a suitable turnaround. Appropriate arrangements shall be made for those parts of temporary turnarounds outside of the street right-of-way to the abutting property owners at such

time as streets shall be extended. The Town should address this requirement prior to the County review and approval.

19. Developer shall provide the Town of Beloit as-built plans documenting the construction of the public roads. The level of detail required shall be decided as part of the plan review and approval process.
20. Note on Final PLAT “No buildings which produce wastewater are allowed on Lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
21. Final subdivision plat to be submitted and approved by the Planning and Development Agency within thirty-six (36) months of the date of Preliminary approval by the Planning and Development Committee.

Review and Possible Action Regarding LD 2023 085 (Avon Township) – Nass (1 Lot CSM)

This report was sent out the Committee and to the township. Jeff Garde (Combs) referred that the zoning had been changed from Ag-Prime to A1. The owner is remote and is currently renting the buildings that are located on the lot. The owner is planning on selling the lot to the renter. Rock County does not control the jurisdiction over the access. The plan is to have a permanent access agreement for the benefit of the parent parcel through Lot 1. Item 4 should possibly be amended to show such an access easement or approved access to Hwy 81. The town requires this for the larger lot.

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

Minor Land Division LD 2023 085

Parcel Details 002 008005, Parcel Number: 6-1-74.1

17312 W STATE RD 81, Brodhead WI 53520

Town of Avon

1. Zoning should be verified by the Town. It is currently zoned A - Prime Agricultural District. The minimum acres are 1 acre. The proposed lots do not need to be rezoned; however, the lot needs to meet the minimum requirements of the zoning district.
 - a. The proposed is only 100 feet. The proposed land division does not meet the minimum requirement of 250 feet of frontage road. This needs to be amended to meet the minimum requirements of the district.

The proposed smaller lot is being rezoned to a Residential zoning district due to minimum frontage requirements.

2. 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.
3. 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.
4. The Wisconsin DOT controls the access on the roadway. Access onto Lot 2 is not guaranteed and if it an access permit (driveway) isn’t approved this would make the property landlocked. This needs to be resolved prior to approval.

An agricultural access easement is being require for access onto the larger of the two lots.

5. Utility easements to be located on lots as requested by utility companies.
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. Meet the minimum requirements of 4.112 Preliminary Land Divisions.
 - a. Zoning should be verified by the Town.

Review and Possible Action Regarding LD 2023 093 (Union Township) – Woodworth Farms Inc (1 Lot CSM)

This existing parcel crosses Hwy 14 and the intention is to only divide the land north of Hwy 14. The owners also own other properties to the south of Hwy 14. They plan on deeding the southern lot to the adjacent parcel. This action will save the landowner from surveying the property south of Hwy 14. They are currently farming the entire property as if it were one single lot.

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

LD 2023 093

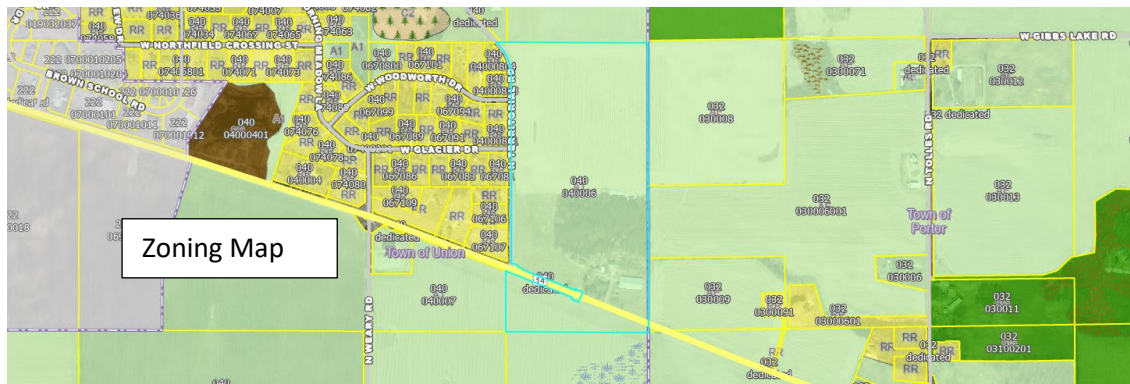
Tax ID: 040 040006; Parcel Number: 6-20-222

12638 W US HWY 14, EVANSVILLE, WI 53536-8426

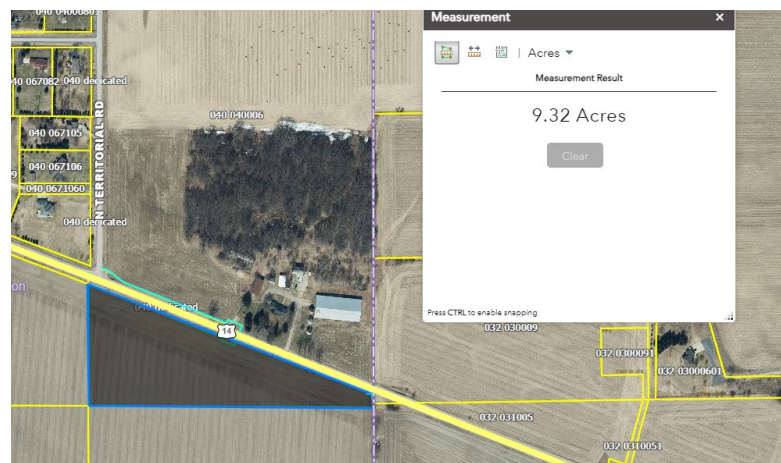
Town of Union

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 Agriculture District. The proposed lot needs to meet the minimum requirements of that zoning district.



3. Note on Final CSM:
 - a. “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. Currently this parcel is 76.59 acres and is divided by Highway 14 right-of-way. Because of the right of way, there is 9 acres (+/-) acres that is physically separated from the rest of the acreages. The review of this land division could be a good opportunity to fix this issue. of the parent parcel. The County is recommending that the land located south of Highway 14 be separated from the parent parcel in this CSM process or joined with one of the adjacent properties located on the south side of the highway.



The property will be joined by deed to the property located directly to the South Tax ID: 040 064001; Parcel Number: 6-20-314.

5. This lot falls under the extraterritorial jurisdiction (ETJ) with the City of Evansville. The City may require additional approval.

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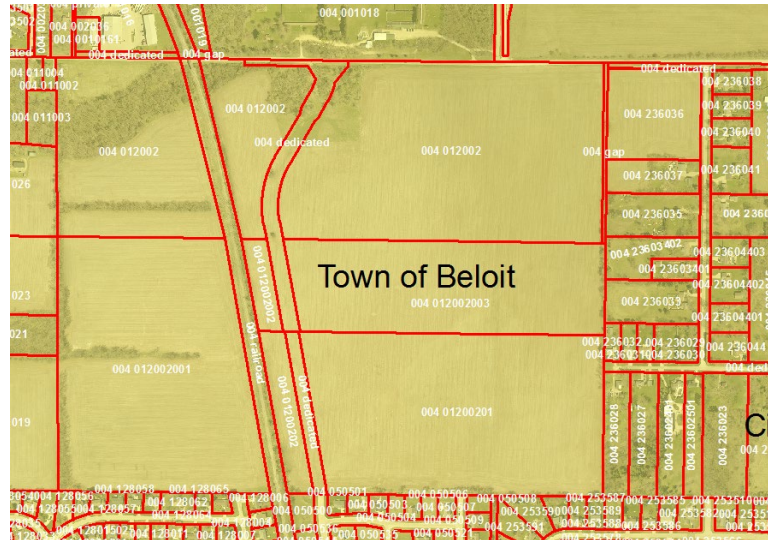
Review and Possible Action Regarding LD 2023 096 (Beloit Township) – Next Generation Construction – Garden Prairie Estates Subdivision (11 Lots)

Outlot has been created on the Plat for stormwater management. The backyard will abut an active rail line.

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

Subdivision Plat, LD 2023 096, subdivided in 2011 (LD 2011 018)
Tax ID: 004 01200202; Parcel Number: 6-2-131.2
Town of Beloit

1. This area is in the Town of Beloit Water Quality 208.

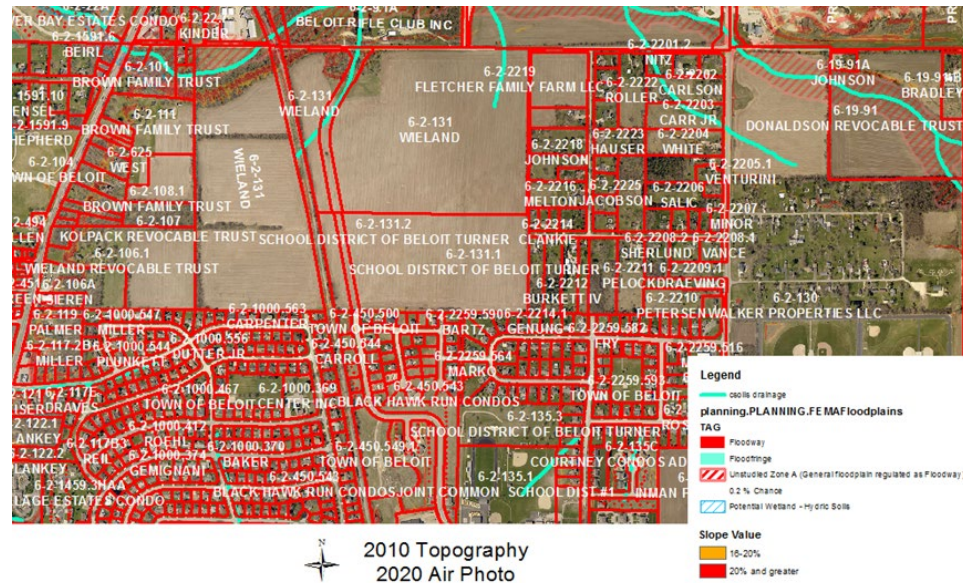


2. Each lot needs to meet the minimum requirements of the zoning district. These lots should be verified to ensure that the lot is buildable.
3. This falls under the Zone D –Three (3)-Mile Jurisdictional Boundary of the Rock County Airport and Airport Overlay Zoning District. Chapter 4.327 (3) E (ordinance attached below)



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6. A Storm Water Management Permit shall be obtained prior to the start of construction, or as otherwise required by the Town of Beloit Ordinance. Preliminary easements shown on the preliminary plat may be revised based on the approved Storm Water Management Plan. It should be noted there is a small drainage line running through the property and should be taken into consideration when developing the stormwater management plan.



7. A Homeowners Association shall be responsible for maintenance of the storm water management facilities if the Developer does not retain responsibility for long term maintenance, unless other arrangements are agreed to by the Town. Evidence of the documentation to establish the Homeowners Association shall be provided prior to final plat approval. In the event that homeowners' association is not recorded the Town reserves the right to maintain and special assess to the property owners. Per code: 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. **In this case the outlot is being used for stormwater and should be deeded to all the lots in the subdivision.**

In the event of an issue the Town reserves the right to maintain and special assess to the property owner's maintenance of the storm water management.

The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document and noted on the final plat on each applicable lot. Final approval of the management and restrictions shall come as part of the Storm Water Management Permit process.

8. A note shall be included on the final plat which states “No filling or grading may occur, nor any structure built within any drainage easement delineated on this Plat. Refer to recorded storm water management agreement for required facility maintenance.”
9. The Town of Beloit will oversee and approve the construction of any public infrastructure installed as part of this development. The cost sharing of any construction will be established in separate arrangements between the Town and future developers.
10. Final subdivision plat to be submitted and approved by the Planning and Development Agency within thirty-six (36) months of the date of Preliminary approval by the Planning and Development Committee.

Corporate Planning:

Rock County Fair Pay Transparency Ordinance

The resolution was presented to the Planning and Development Committee, but the author of the resolution was not present to the meeting. Supervisor Sutterlin motioned to table the resolution for discussion, seconded by Chair Sweeney.

The State of Wisconsin does not have this put into law yet. Supervisor Sutterlin does not support the proposed resolution. Supervisor Winter explained that Illinois will enact this into law in 2025 and New York and California already have made this part of state law. Wisconsin is looking at integrating it as well and she felt that it was unnecessary to rush this debatable issue. It was recommended to leave it at the state level rather than pass it through the county. There are proactive reporting requirements as part of the law in California, depending on the size of the business. Smaller businesses in California don't appreciate the added cost that is applicable. James Otterstein (Economic Development Manager) indicated that it would go through the state at some point but was not clear on the timeframe.

Chair Sweeney called for the vote. The motion failed on a 0-4 vote.

Finance:

Review December Payments

The scanning project has been completed; are now able to have the digital copies of permits. The information that was on the Cloud was not affected by the previous recent cyberattack. There are still hard drives with files on them as a backup. There was a final fee paid for the Intern/Extern project over the summer.

Director's Report:

Director Baker references the Ad Hoc Committee for the Passenger Rail. There have been recommendations from experts that possess experience in the planning process. The proposed points are looking to continue with this planning process until April.

Adjournment: Adjournment at 8:49 A.M.

Moved by Supervisor Winter, Seconded by Supervisor Sutterlin. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.