



**Planning and Development
Committee
Minutes – March 14, 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, March 14, 2024. Chair Sweeney presided and requested a roll call. Supervisor present in person: Sutterlin. Supervisors present via Zoom: Tillman, Stevens, and Winter. QUORUM present.

Staff present: Andrew Baker (Director), Michelle Schultz (Real Property), Steven Godding (Planner), and James Otterstein (Economic Development Manager).

Staff present via Zoom: Jennifer Borlick (GIS Manager) and Randolph Terronez (County Administrator).

Others present via Zoom: Ryan Combs (Combs), Jeff Garde (Combs), and David Earl (Batterman).

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

Approval of Minutes:

Meeting held February 22: Moved by Supervisor Sutterlin, Seconded by Chair Sweeney. ADOPTED

Citizen Participation, Communications and Announcements: None

Code Enforcement:

Review and Possible Action Regarding LD 2023 092 (Union Township) – Shotliff (1 Lot CSM, Revision of Previously Denied Land Division)

This action had originally been denied by the Committee. Combs sent over a revised plan, March 8, 2024, in the afternoon with all the requirements fulfilled for road frontage. There was discussion over this action. Rock County does not currently have an MOA with the Town of Union regarding transfers to adjoining landowners. To summarize, Union is ok with 50 feet of width on the driveway to minimize the lot size and area of land being included with the residential lot. Rock County standards require 100 feet, which is why the LD was denied previously. IF, lot is approved with 100 feet of width, the owner could do a transfer to themselves thereafter to shift the 50 feet back to the parent parcel and it would be exempt from County review based on the exemption in statute. The County can only review transfers to adjoining land owners in Towns that have a MOA. So, to make things cleaner and avoid extra transactions that could cloud the deed/land records for this property, staff is recommending approval of the CSM with a 50 foot wide driveway area as originally presented. This is only being made in consideration of the aforementioned reference to a lack of MOA and because staff

will be proposing revisions to the land division standards to treat “flag lots” for existing residences differently (like this case) than a new vacant lot proposal.

Motion for approval of action item as previously presented with conditions by Supervisor Sutterlin, Seconded by Supervisor Stevens. Passed unanimously. CARRIED

Requested Approvals:	Proposed Certified Survey Map
Location:	Tax ID: 040 029003; Parcel Number: 6-20-152 18235 W EMERY RD EVANSVILLE, WI 53536-9227
Town:	Union
Current Zoned:	A1: Exclusive Agriculture District

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. The existing residence needs to meet the minimum zoning of the districts including but not limited to: building setbacks, maximum lot coverage and so on. It is unclear if this building meets the minimum requirements for being removed from the Section 17.06 (5) of the Town ordinance.
3. The existing residence POWTS is missing and needs to be shown.
4. 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.
5. 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.
6. The CSM needs to meet the minimum requirements of 4.112 of the County ordinances.

Review and Possible Action Regarding LD 2024 007 (Newark Township) – Bennett (1 Lot CSM) Discussion carried out by Steven Godding (Planner).

Motion for approval of action item with conditions by Supervisor Sutterlin, Seconded by Supervisor Stevens. Passed unanimously. CARRIED

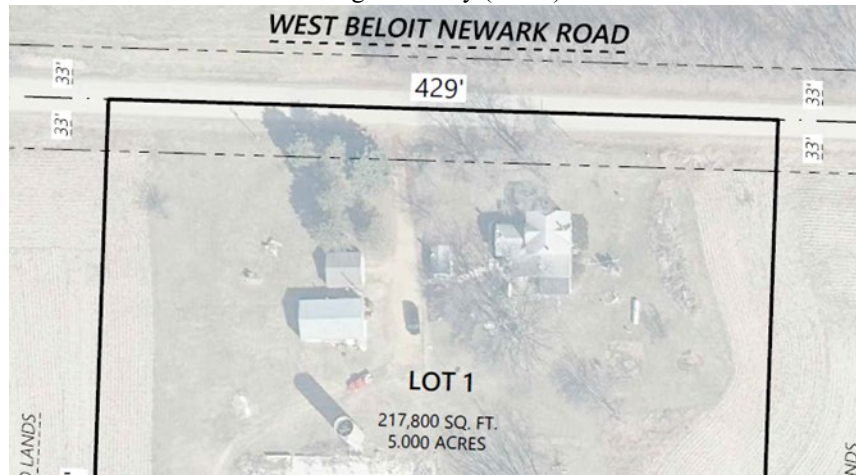
Summary of Request	
Requested Approvals:	Minor Land Division, LD 2024 007
Location:	Tax ID: 028 001269; Parcel Number: 6-14-164 9949 W BELOIT NEWARK RD, BELOIT, WI 53511-8100
Town:	Newark

1. 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”.

My understanding is the Town of Newark requires soil testing for approval of CSMs. If this is correct, the soil testing may be placed on the CSM in lieu of the above notes.

2. Zoning should be verified by the Town of Newark. Each lot should meet the minimum requirements of the zoning district.
3. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
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. Dedicate a thirty-three-foot half road right-of-way along the Road at the discretion of the Town. It is unclear if the 5 acres is with or without the Right-of-Way (ROW).



6. Note on Final CSM: 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.
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.

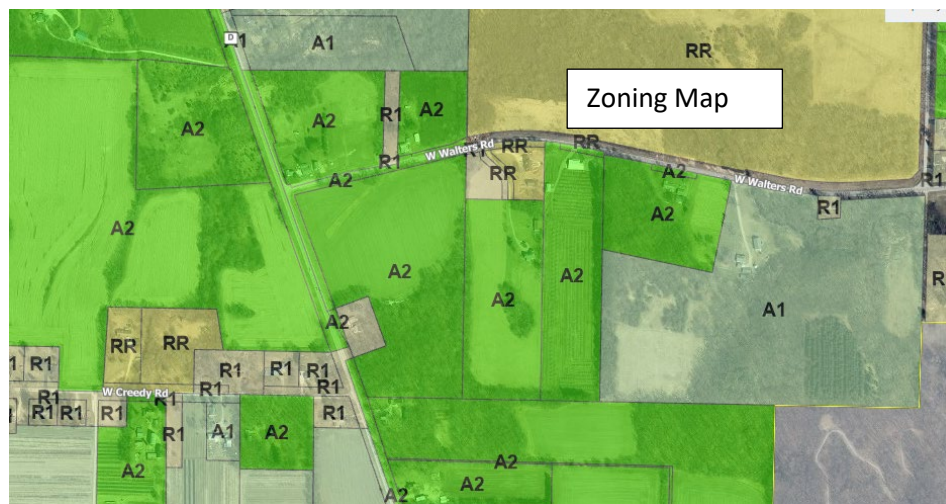
Review and Possible Action Regarding LD 2024 005 (Beloit Township) – Saunders (2 Lot CSM)

Discussion carried out by Steven Godding (Planner).

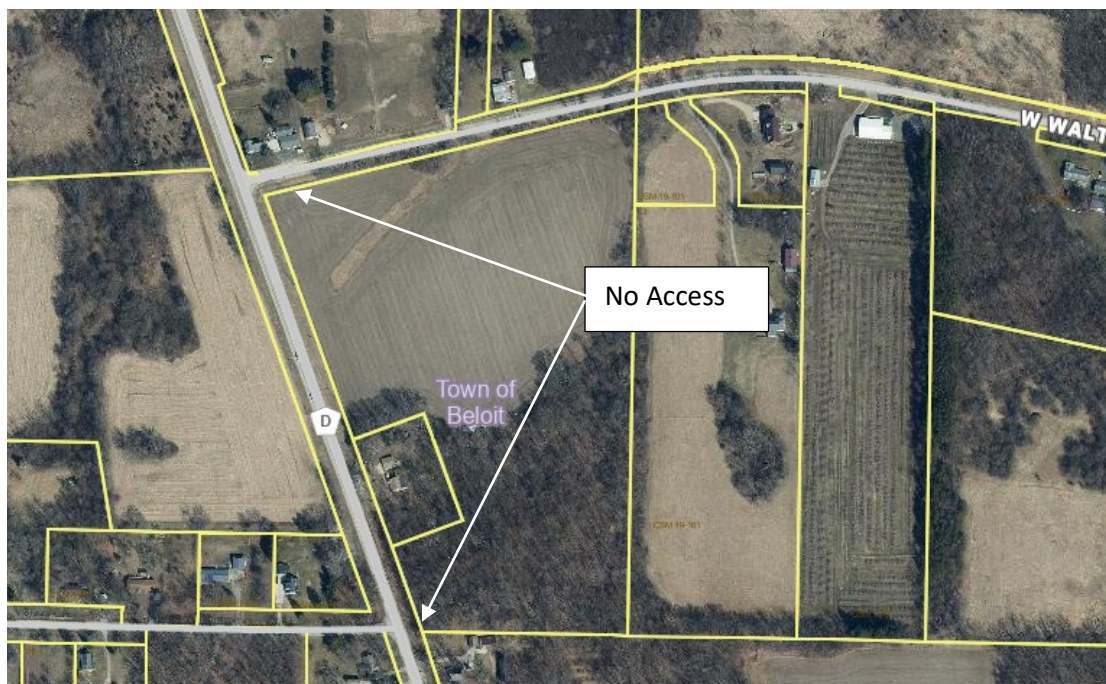
Motion for approval of action item with conditions by Supervisor Sutterlin, Seconded by Supervisor Stevens. Passed unanimously. CARRIED

Requested Approvals:	LD 2024 005
Location:	Tax ID: 004 010020; Parcel Number: 6-2-92
Town:	Beloit
Current Zoned:	A2: General Agricultural District

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 A2: General Agricultural District. The proposed lot needs to meet the minimum requirements of that zoning district.



3. A “no access” should be shown on County Road D. This should also include the vision triangle on W Walters Road.



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



6. 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.
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.
- 10.

Community Development:

Action Item: Review and Consider Modifying the Rock County Policies and Procedures Manual for HOME, CDBG and Lead Funding Grants Related to Project Cost Maximum

Director Baker began the discussion on this action item. The CDBG loan projects need to be approved by the Planning Committee and the HOME loan project needs to be approved by the Housing Authority Committee should it be over the limit that is set. The request is that the maximum be raised from \$35,000 to \$50,000. The \$50,000 limit is consisted with what is required prior to a waiver from the State DOA for the CDBG program. There is no waiver process above the County for the HOME program. This will hopefully aid in expediting funds instead of waiting up to 6-8 weeks to receive the final approval of funds if a waiver is required for both programs.. This would not include any funds that are needed to cover lead work. Lead abatement projects are granted funds, not loans. Costs for housing repairs have gone up, so this increase of the waiver limit is consistent with those cost increases. The Housing Authority approved this action item at the meeting a week before.

Motion for approval of action item with changes to increase the project cost maximum from \$35,000 to \$50,000 and clarification of load vs. grant in the Policy and Procedure Manual as presented by Supervisor Sutterlin, Seconded by Supervisor Stevens. Passed unanimously. CARRIED

Economic Development: None

Corporate Planning:

Action Item: Review and Approval of the Planning Department Components of the Rock County Strategic Plan

This planning is in the final phase. One of the main focuses has been working with the Towns. For example, the Town of Newark ordinance has been updated and was in the works before Christine Munz-Pritchard (Senior Planner) departed from working at the county. There were points in the plan that needed to be corrected to clear up misunderstandings of the Farmland Preservation Program. There is a goal to complete all the strategic plan initiatives by the end of 2025, which may be a challenge due to recent staff vacancies.

Motion for approval of action item with changes to the strategic plan by Supervisor Sutterlin, Seconded by Supervisor Tillman. Passed unanimously. CARRIED

Broadband Project

**Action Item: Proposal for Contract Extension – Redevelopment Resources
Broadband BEAD Planning**

Discussion took place on the matter.

Motion for approval of action item regarding the broadband initiative by Supervisor Sutterlin, Seconded by Chair Sweeney. Passed unanimously. CARRIED

Action Item: Strategic Plan Dept. Initiatives

Discussion started regarding this action item. 9 out of 72 counties carried out consistent speed tests and were made aware of being underserved with internet connection. This was important to bring to the state's attention.

Motion for approval of action item by Supervisor Sutterlin, Seconded by Supervisor Winter. Passed unanimously. CARRIED

Action Item: Resolution

Extending Authorization of the Ad Hoc Committee on Passenger Rail Development

Discussion started in asking for more time in hopes to lock in more funds for this venture. It is continuing in the investigation stage of this long-term project. The Ad Hoc Committee has learned that this type of initiative will take years to come to fruition. There would no longer be need for a monthly meeting of the Committee but would still need to be continually monitored and staff would be working on tasks behind the scenes. Overall, this resolution constitutes the direction that is needed from the County Board on how to proceed.

Motion for approval of action item to extend the date to December 31, 2024, by Chair Sweeney, Seconded by Supervisor Winter. Passed unanimously. CARRIED

Review and Consideration of Description of P&D Committee Included in County Board Rules

There was discussion and openness to suggestions to changes that needed to be applied to the existing rules. For example, does the the waste management ordinance need to be reviewed considering it was adopted in 1977 and is apparently no longer relevant.

Finance:

Review February 2024 Payments

Transcendent Technologies is the updated permit management payment. There was additionally the completion of the septic permit management that was charged to the grant account. There was also the mention of WECA administration childcare grant and the community development management loans as an annual subscription.

Director's Report:

Andrew noted that Jennifer Borlick (GIS Manager) let him know that the air photo flight scheduled to take place during spring 2024 is officially on the schedule. While the lack of snow over appears to make now the best time to proceed, the flight also needs to be timed with the appropriate sunlight for shadowing.

Committee Reports: None

Adjournment: Adjournment at 9:31 A.M.

Moved by Supervisor Sutterlin, Seconded by Supervisor Stevens. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.