



**Minutes**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**  
**THURSDAY, AUGUST 26, 2021 – 8:00 A.M.**  
**ROCK COUNTY COURTHOUSE N1/N2 CONFERENCE ROOM - (5<sup>th</sup> Floor)**  
**AND VIA ZOOM**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, August 26, 2021. Chair Sweeney presided. Supervisors present in person: Al Sweeney. Supervisors present via Zoom: Wes Davis, Robert Potter, Russ Podzilni. QUORUM PRESENT. Supervisor Wayne Gustina absent.

Rock County Staff Present: Andrew Baker (Planning Director), Christine Munz-Pritchard (Senior Planner), Dana Sanwick (Office Coordinator).

Rock County Staff via Zoom: Steve Godding (Planner III), Matt Wesson (Environmental Health Supervisor), Janice Baumann (Environmental Health Specialist III).

Other Supervisors present via Zoom: Kathy Schulz, Shirley Williams.

Others present in person: Jane Pettit, Gary Pettit, Jake Pettit, Bill Thompson, Peter Madden.

Others present via Zoom: Jason Heidenreich (Rock County Housing Authority), Dennis H, Doug, Pat.

1. Call to Order  
Roll Call

2. Adoption of Agenda

**Moved by** Russ Podzilni      **Seconded by** Wes Davis  
**Approved** (4-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held August 12, 2021 at 8:00 am

**Moved by** Wes Davis      **Seconded by** Russ Podzilni  
**Approved** (4-0)

4. Citizen Participation, Communications and Announcements

5. Code Enforcement

A. **Action Item: Public Hearing.** Shoreland Conditional Use Permit Application 2021 001: Pettit Campground.

Motion to enter public hearing:

**Moved by** Russ Podzilni      **Seconded by** Robert Potter  
**Approved** (4-0)

Motion to close public hearing:

**Moved by** Russ Podzilni      **Seconded by** Robert Potter  
**Approved** (4-0)

Mr. Pettit, applicant, explained the proposed project is to put in camp 26 or 27 camp site that are 30x60 with water, electric, and sewer. Privacy fence will enclose campground and there is a retention pond and a berm.

Andrew Baker added that it is a new campground that is separate from the current campground the Pettit's own. The amount of grading to install the roadway and utilities lead to today for a conditional use permit.

Bill Thompson spoke on behalf of the Bay Shore Condominiums. Concern with Milton Township not adhering to ordinance that rear setback should be 50 feet, but plans were approved with a 25-foot setback.

Andrew Baker read an e-mail from Deb Boomsma asking Rock County Planning to deny due to Milton Township not adhering to ordinance of a 50-foot rear setback.

Chris Munz-Pritchard explained that Rock County Planning does not have control over the ordinance of Milton Township. Rock County Planning can only approve or deny what is in the Rock County ordinance and cannot change what Milton Township approved.

- B. **Action Item:** Approve, Approve with Conditions or Deny Shoreland CUP 2021 001: Pettit Campground.

Motion to approve with conditions as presented, including the 9 factors of section 4.214(3)(C)

**Moved by** Robert Potter      **Seconded by** Russ Podzilni  
**Approved** (4-0)

Section 4.214(3)(C) references "Standards Applicable to All Conditional Uses." In deciding a conditional use permit application, the Committee shall evaluate the effect of the proposed use upon (ordinance language is in *italics* below and staff comments are in standard **bold** font):

1. *The maintenance of safe and healthful conditions.* **Safe and healthful conditions will be maintained based on the proposed plan.**
2. *The prevention and control of water pollution including sedimentation.* **The extent of the proposed grading does cause a short-term concern for sedimentation that doesn't existing today. An erosion and sediment control plan is in place and must be followed.**
3. *Compliance with local floodplain zoning ordinances and opportunity for damage to adjacent properties due to altered surface water drainage.* **Surface water drainage will be directed generally to the north east corner of the site where a storm water management basin and biofilter is planned. The project is not located in the Floodplain.**
4. *The erosion potential of the site based on the degree and direction of slope, soil type and vegetative cover.* **There is potential for short term erosion during construction of this project. Care must be taken to implement temporary erosion and sediment control measures. In review of all permits, Staff recommends minimize land disturbance as much as possible.**

5. *The location of the site with respect to existing or future access roads. Access road are planned.*
6. *The need of the proposed use in a shoreland location. The proposed project is the landowner's preferred option to change the land use in the Shoreland District. Approximately two thirds of the proposed campground is withing the Shoreland District. There are no alternatives to move the campground outside of the district, but if the plan is followed there will be minimal or no adverse impacts to the Shoreland area.*
7. *Its compatibility with uses on adjacent land. The use of the land will clearly change with this proposal. While the campground will not be inhabited on a year-round basis, the use can generally be deemed as residential (i.e. not commercial, industrial, etc). The compatibility with the adjacent property to the west was discussed at length during the Town of Milton approval process. Individual situations may cause conflicts in the future, just as in any neighborhood, but in the big picture the land uses are compatible.*
8. *The amount of liquid and solid wastes to be generated and the adequacy of the proposed disposal system. The sites will be served by sewer.*
9. *Location factors under which:*
  - a. *Domestic uses shall be generally preferred; This standard can generally be met.*
  - b. *Uses not inherently a source of pollution within the area shall be preferred over uses that are or may be a pollution source; This standard can generally be met.*
  - c. *Use locations within an area tending to minimize the possibility of pollution shall be preferred over a use locations tending to increase that possibility. This standard can generally be met.*

**Recommendation(s) or Action(s):**

Agency Staff recommends approval of the Shoreland Conditional Use Permit #2021 001 with the following conditions for the Committee to consider:

1. The smallest amount of bare ground shall be exposed for as short a time as feasible and re-stabilized in a timely fashion with approved Best Management Practices. Temporary BMPs shall be installed to minimize the chance of erosion and sedimentation during the duration of the project.
2. The project shall be completed according to the approved plans and conditions of approval unless minor revisions are approved in advance by Staff. Significant revisions to the plans will require additional review and action by the Committee.
3. All other necessary permits or approvals for the project shall be obtained prior to starting work on site. At the time of this recommendations, approvals have already be obtained from the Town of Milton, the Land Conservation Department for storm water and erosion control, the Health Department for Campground standards and the state for the sewer connection.
4. This permit expires one year from the date of Committee approval unless approved otherwise.

**Committee Comments and questions:**

Supervisor Davis questioned how high the retaining wall along E Vincent Rd will be. Andrew Baker responded it is an existing wall.

Matt Wesson, Rock County Public Health, approved the permit for the initial construction plan for the campground. After approvals are obtained from all other agencies and the campground is built a review will be completed before the campground license is issued.

Supervisor Davis asked what the bio-hazard treatment is for the retention pond. Chris Munz-Pritchard responded that the retention pond would fall under storm water management.

- C. **Action Item: Public Hearing** for Proposed Ordinance Titled: *AMENDING VARIOUS SECTIONS OF THE ROCK COUNTY SHORELAND ZONING ORDINANCE (CHAPTER 4 PART 2)*

Motion to enter into public hearing:

**Moved by** Wes Davis      **Seconded by** Russ Podzilni  
**Approved** (4-0)

Motion to exit public hearing:

**Moved by** Wes Davis      **Seconded by** Robert Potter  
**Approved** (4-0)

No public comments.

- D. **Action Item:** Consider for Recommendation to the Full County Board a Proposed Ordinance Titled: *AMENDING VARIOUS SECTIONS OF THE ROCK COUNTY SHORELAND ZONING ORDINANCE (CHAPTER 4 PART 2)*

**Moved by** Robert Potter      **Seconded by** Russ Podzilni  
**Approved** (4-0)

Andrew Baker provided an explanation of the changes that are being requested to the Rock County Shoreland Zoning Ordinance. Most noticeable change is the 50-foot setback changing to 25-foot setback when certain requirements are met.

Chris Munz-Pritchard explained the change was being initiated after reviewing several requests for variances regarding garages near the road.

E. Land Divisions:

1. 2021 040 (Turtle Township) – Gander (3 Lot CSM)

Motion to approve with conditions

**Moved by** Wes Davis      **Seconded by** Robert Potter

**Denied (3-1) by vote below:**

Wes Davis – No

Russ Podzilni – Yes

Robert Potter – No

Al Sweeney – No

**Specific P&D Approval is required for Lot 3 based on the “pole”.** The “pole” area is 699.86 (+/-) feet in length, however the max length per ordinance is 250 feet in length. This area needs to be reduced unless otherwise approved by the P&D Committee based on the Ordinance exceptions noted above. The lot may also be approved as proposed if a building restriction is included to limit the building area to the pole area of the lot (i.e. not the flag or behind the existing lots fronting on Clinic Rd.), however that is not the landowner’s preferred option in this case.

1. Note on Final CSM “No buildings which produce wastewater are allowed on Lots 2 or 3 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
2. Access control needs to be reviewed prior to the creation of two of these lots due the proximity of the intersection. Current there is a plan to have a joint access/driveway for Lots 2 and 3.
3. The minor land division falls under extraterritorial jurisdiction of the City of Beloit and may need additional approvals.
4. The drainage way on the parent parcel shall be documented with an easement.
5. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
6. Two of the proposed lots do not meet the minimum lot size of 35 acres in the A-E zoning district. The town will need to re-zone the lots to meet the town zoning district’s requirements.
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.

Discussion on the location of the driveway and the orientation as a flag lot. Driveway is proposed to be on Clinic Rd creating a driveway is that over ordinance length. Option is to have frontage and driveway on Minnie Lane.

6. Community Development

- A. **Action Item:** Consider for Recommendation to the Full County Board a Proposed Resolution Titled: *Authorizing Financial Support to Fund a Study of Potential Options to Expand the Services Offered By the Rock County Housing Authority*

**Moved by** Wes Davis      **Seconded by** Robert Potter

**Approved (3-1) by vote below:**

Wes Davis – Yes

Russ Podzilni – No

Robert Potter – Yes

Al Sweeney – Yes

Supervisor Kathy Schulz introduced this motion and explained why the Housing Authority is asking for the study to be done.

Andrew Baker explained a Request For Proposal is being requested to hire a consultant to explore the options available to the Housing Authority beyond the current HOME program.

Supervisor Davis asked Andrew to explain where the HOME funding comes from. Andrew explained the consortium between Rock County, Janesville, and Beloit and how funding is acquired for rehab projects.

7. Economic Development

8. Corporate Planning

9. Finance

A. Information Item: Committee Review of Payments

B. **Action Item:** Transfers

10. Director's Report

Andrew Baker reported that Jennifer Borlick is making progress on redistricting and has created a draft of the redistricting map.

Budget meeting for Planning & Development was positively received by administration.

11. Committee Reports

12. Adjournment at 9:26AM

**Moved by** Wes Davis  
**Approved (4-0)**

**Seconded by** Robert Potter

**Future Meeting Dates**

September 9, 2021

September 23, 2021