



**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY, OCTOBER 24, 2013 - 8:00 A.M.**  
**COURTHOUSE CONFERENCE ROOM**  
**SECOND FLOOR**  
**ROCK COUNTY COURTHOUSE**  
**JANESVILLE, WI**

**1. CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, October 24, 2013 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Mary Mawhinney, Phil Owens, and Wayne Gustina. Marilynn Jensen arrived at 8:03 a.m.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/County Zoning Administrator), David Somppi (Community Development Manager), Cheryl Martin (Administrator Assistant), James Otterstein (Economic Development Manager) and Steve Schraufnagel (Acting Secretary).

Others Present: Shannon Reppen, Thomas Law, Richard Woodcock (Chase Bank), Michelle Schultz (Real Property Lister), Jason Houle (County Surveyor) and Steve Lathrop (Combs & Associates).

**2. ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda; Supervisor Gustina seconded.  
**ADOPTED 4-0.**

**3. MEETING MINUTES – OCTOBER 10, 2013**

Supervisor Gustina moved the approval of the October 10, 2013 Committee minutes. Supervisor Mawhinney seconded the approval of the minutes. **APPROVED 4-0**

**4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

None at this time.

**5. CODE ADMINISTRATION & ENFORCEMENT**

**Action Item:** Preliminary Land Division Approval

Mr. Byrnes introduced the land divisions.

**LD 2013 037 (Newark Township) – Merlet Revocable Trust**

Supervisor Mawhinney made a motion to approve LD 2013 037 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. Note on Final Map: “Since Lot 1 contains existing buildings which utilize an existing private sewage system, no soil evaluation on the lot was required at the time of this survey. Soils on the lot may be restrictive to the replacement of the existing system”.
2. Show well and septic locations for existing structures on Lot 1.
3. 33 foot half road right of way (ROW) dedicated along W. Brandherm Rd. in front of Lot 1 at the discretion of the Town of Newark.
4. Existing structures shall meet setback regulations.
5. Proposed lot lines must include the system area with the building which utilizes the system.
6. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 10/24/14.
7. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

**LD 2013 041 (La Prairie Township) – Floyd Huisheere**

Supervisor Jensen made a motion to approve LD 2013 041 with conditions; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. Note on Final Map: “Since Lot 1 contains existing buildings which utilize an existing private sewage system, no soil evaluation on the lot was required at the time of this survey. Soils on the lot may be restrictive to the replacement of the existing system”.
2. Show well and septic locations for existing structures on Lot 1.
3. 33 foot half road right of way (ROW) dedicated along E. Creek Rd. in front of Lot 1 at the discretion of the Town of La Prairie.
4. Existing structures shall meet setback regulations.

5. Proposed lot lines must include the system area with the building which utilizes the system.
6. Indicate on Final Map: FEMA Floodway and Floodfringe.
7. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 10/24/14.
8. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

6. **FINANCE**

**Action Item: Department Bills/ Encumbrances/Amendments/Transfers**

Supervisor Mawhinney made a motion to approve the Bills; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

7. **COMMUNITY DEVELOPMENT**

**A. Action Item: Authorizing property purchase through Community Development Block Grant – Emergency Assistance Program.**

Mr. Byrnes stated that this property has experienced repetitive flooding and is located adjacent to Indianford County Park. The County Staff and Public Works Committees have recommended this acquisition. The existing buildings will be removed after property acquisition.

Supervisor Jensen made a motion to approve the resolution authorizing the property purchase; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

**B. Action Item: Request for Alteration of Existing Mortgage (Loan ID 095600D1)**

Mr. Somppi explained the request. The owner received a Rock County Community Development loan in October, 1995 for \$15,000. The home owner is working with a realtor/agent and is seeking to sell this property at less than what is owed the County. One spouse is deceased and the other spouse no longer lives in the home. The owner is unable to pay the taxes and utility bills.

Supervisor Owens made a motion to approve the request for alteration of an existing mortgage; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Supervisor Mawhinney amended the motion to approve the alteration request by reducing the settlement costs in half to \$1,835 and add that amount to what is owed the County; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

The Committee vote resulted in a decision that the County would then receive \$12,392 as payment for settlement of the \$15,000 loan. There was discussion regarding the payment of the request for alteration and recording fees. It was determined that these costs would be borne by the owner/realtor agent.

**C. Action Item: Request for Review of Staff/Committee Decision (Loan ID 020356D1 & 094435D1).**

Mr. Brynes stated that staff denied this request for subordination as outlined in the Housing Manual's criteria for minimum standards for loan to value ratios.

Supervisor Jensen made a motion to approve the subordination request; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

**D. Action Item: Request for Review of Staff/Committee Decision (Loan ID 020306D1)**

Staff has denied this request for subordination as outlined in the Housing Manual's criteria for minimum standards for loan to value ratios. Mr. Richard Woodcock (representing Chase Bank) spoke in favor of granting the homeowner's request.

Supervisor Mawhinney made a motion to approve the subordination request; Seconded by Supervisor Jensen. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

**E. Information Item: Amendment to Housing Procedure Manual – Subordination Policy.**

Mr. Brynes addressed the Committee concerning the Subordination policy in the Housing Manual. Does the Committee want to amend the current policy to allow staff to be more flexible in handling the subordination requests?

Supervisor Jensen stated that the Committee should continue to act on these requests and that the owner should be able to refinance their mortgage to lower their monthly payments.

The Committee on the whole believes that the policy should remain the same but would like more information to make a more informed decision.

1. 3 year payment history
2. Property taxes

3. Employment history
4. Financial exposure

8. **COMMITTEE REPORTS**

Supervisor Owens attended a meeting with the State Legislature

9. **DIRECTORS REPORT**

- **Southern Region Housing Application Day (October 14)** – Supervisor Owens attended and observed during the application day held on Monday, October 14. On this day, customers were able to submit complete applications. No decisions were made regarding an applicant's or project's CDBG program eligibility.

10. **FUTURE MEETING DATES – NOVEMBER/DECEMBER**

The November meeting will be held on Thursday, November 14<sup>th</sup> and the December meeting on Thursday, December 12<sup>th</sup>.

11. **REVIEW OF 2014 BUDGETS (PLANNING & DEVELOPMENT, REAL PROPERTY DESCRIPTION, & SURVEYOR)**

**Surveyor** – The budget is less than 2013 due to a reduction in wages. Mileage and Training portion of the budget will increase.

**Real Property Description** – This is a cost to continue budget.

**Economic Development** – This is a cost to continue budget.

**Planning & Development** – The Community Development Division indicating they are looking to create a .625 Full Time Equivalent Housing Specialist position and a .40 Planning Clerical Worker. The Planning Division projections included steady permit revenue but, a reduction in revenue from other municipalities to reflect current and near term local budgets.

12. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:44 a.m.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, November 14, 2013 at 8:00 a.m.**

Prepared by: Steve Schraufnagel – Acting Secretary