



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, MARCH 24, 2011 - 8:00 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR – EAST WING
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, March 24, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Mary Mawhinney, and Phil Owens.

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Sr. Planner, Code Administration and Enforcement), Jennifer Borlick (GIS Mgr.), David Somppi (Community Development Mgr.), James Otterstein (Economic Development Mgr.), Wade Thompson (Planner II) and Cheryl Martin (Accountant). Real Property Lister, Michelle Schultz was also in attendance.

Others present: Ron Combs (Combs & Associates, Inc.).

2. **ADOPTION OF AGENDA**

Supervisor Gustina moved to adopt the agenda, Supervisor Owens seconded. **ADOPTED** as presented.

3. **MEETING MINUTES – MARCH 10, 2011**

Supervisor Jensen moved the approval of the March 10, 2011 Committee minutes; seconded by Supervisor Owens. **APPROVED**.

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

There was no citizen participation, communication or announcements.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated:
Land Division 2011 008 and 2011 009.

➤ **Land Division 2011 008 (Clinton Township) – Alice Blue Estate**

LOCATION: 9100 Block S. Kemmerer Rd.

Supervisor Jensen moved the Conditional Approval of Land Division 2011 008; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes –5, No – 0, Absent – 0).

CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:

1. Existing structure shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along S. Kemmerer Rd.
3. Acceptable soil and site evaluation report received on lot.
4. Utility easement(s) put on lot as requested by utility companies.
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before March 24, 2012.
6. As per Section 15.23(8) of The Rock County Land Division Regulations “any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur”. Extension requests must be made in writing prior to the expiration date listed above.
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.

➤ **Land Division 2010 09 (Union Township) – Prairie Home LLC**

LOCATION: 17000 Block W. Holt Rd.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2011 009; seconded by Supervisor Gustina. All in favor – APPROVED (Yes –5, No – 0, Absent – 0).

CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along W. Holt Rd.
3. Following notation 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. However, soils on the lot may be restrictive to the replacement of the existing system.” Also proposed lot lines must include the system area with the building that utilizes the system..
4. Show septic system and well locations for existing structures on final CSM.

5. Utility easements put on lot as requested by utility companies.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before March 24, 2012.
7. As per Section 15.23(8) of The Rock County Land Division Regulations “any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur”. Extension requests must be made in writing prior to the expiration date listed above.
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.

B. Approval of Final Land Division Extension Request (1 Year) – LD 2010 010 (Janesville Township) – Paul Dettman

P&D Agency Staff recommended a 6-month extension for Final Land Division Approval, upon Committees’ sufficient findings.

Supervisor Mawhinney moved to approve a one (1) year extension request for Final Land Division Approval for LD 2010 010 (Paul Dettman) – no subsequent extension requests will be granted; second by Supervisor Gustina. The date for receiving Final Approval for Land Division 2010 010 has been extended to April 22, 2012. All Conditions of Preliminary Approval shall be met and the Certified Survey Map shall be signed by this date. All in favor – **APPROVED** (Yes –5, No – 0, Absent – 0).

6. GEOSPATIAL (MAPPING) SUPPORT SERVICES

A. Orthoimagery/LIDAR Project Update

Ms. Borlick provided the following GIS updates:

- The 6” imagery has been reflighted.
- The 12” imagery sent back for reprocessing has been received and shows considerable improvement. This data is currently being re-evaluated.
- The Wisconsin Dept. of Commerce has sent notice to Rock County of an additional award of \$108,450 to the CDBG – Emergency Assistance Grant to reimburse Rock County and its participating partners for expenses incurred for last year’s LIDAR flight. Rock County’s portion of the grant total is expected to be \$41,000 with the balance going to the flight’s participating partners.

7. **FINANCE**

A. Department Bills/Encumbrances/Pre-Approved Encumbrances/Amendments/Transfers

Supervisor Gustina moved the approval of payment of the department bills, excluding the second item in the amount of \$120.00 under Office Supplies and Expense; second by Supervisor Mawhinney. All in favor - **APPROVED** (Yes - 5, No – 0, Absent – 0).

8. **HOUSING & COMMUNITY DEVELOPMENT**

A. Community Development Block Grant – Small Cities Rehabilitation Loan (ID 020622D1) = \$18,798

Supervisor Jensen moved the approval of CDBG-Small Cities Program funds for an amount up to \$18,798 for Loan ID 020622D1; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

B. 2009-2012 Healthy Homes Lead Hazard Control Grant Update

Mr. Somppi reported that Staff anticipates meeting the required grant program benchmark of having drawn down 50% of the total grant award by April 15th.

Conflict of Interest Statement:

There were no Conflict of Interest Statements in regards to the aforementioned loan/grant requests.

Information Verification Statement:

All information required for loan approval was verified.

9. **DIRECTOR'S REPORT – PLANNING**

- The Farmland Preservation Technical Advisory Committee Meeting held its first meeting on Monday, March 14th. This introductory meeting provided the basics of the plan update and the requirements for consistency.
- Staff continues to meet and work with the County townships on Farmland Preservation Planning.
- Staff plans to hold monthly inter-departmental meetings with Health Department to collaborate on common areas of interest such as: lead hazards reduction, referrals for well and septic repairs, and sanitary permit policy.
- Staff have begun informal 2012 Budget discussions.
- Population figures for the County Redistricting process were distributed. The Ad Hoc and Technical Support Committees have their first meeting scheduled for March 28th.
- Wade Thompson will be presenting a Boundary Agreement Workshop (today, Thursday, March 24th - 2:00 PM)

- Director Benjamin will be attending a “Wetlands and Flood Hazards in the Rock River Basin” Workshop in Lake Mills, WI on May 13th and may take one additional member from the Committee.

10. COMMITTEE REPORTS

Chair Sweeney reported on a meeting with Wisconsin DATCP (Dept. of Agriculture, Trade, and Consumer Protection) Secretary Ben Brancel. The discussion centered on the status of the PACE (Purchase of Agricultural Conservation Easements) Program in the State’s Biennial Budget. Mr. Brancel suggested contacting members of the State Committee on Finance as a means of showing support to preserve the program.

11. WORK SESSION: LAND DIVISION REGULATIONS UPDATE

Colin Byrnes and Wade Thompson conducted the Committee Work Session on the Rock County Land Division Regulations Update. Mr. Thompson pointed to the PowerPoint handout to review the rationale for the updating of the regulations and the major issues that will be addressed in the revision. The review of the timeline to complete the process has included two Public Workshops/Listening Sessions and two (including today’s) Planning & Development Committee workshops held. The goal is to bring an approved Final Draft to the County Board of Supervisors for Public Hearings and adoption.

Mr. Thompson stated that the public’s response to the regulations update has been predominately positive. In order to receive as much public input as possible, notice has been sent to all Towns offering to meet and identify and address specific issues and concerns. The deadline for the Town’s response is April 15th.

Mr. Byrnes conducted the draft review discussion. Specific issues, still under review for modification, were discussed.

The Committee indicated that after today’s discussion they would like to have an amended draft to review before conducting another committee work session and prior to holding a Public Listening Session.

12. ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 10:20 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, April 14, 2011 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary