



**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY, July 28, 2011 - 8:00 A.M.**  
**COURTHOUSE CONFERENCE CENTER – (2<sup>ND</sup> FL – 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 8:01 a.m. Thursday, July 28, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilynn Jensen, Mary Mawhinney and Phil Owens.

Planning & Development Staff present: Paul Benjamin (Director), Jennifer Borlick (GIS Mgr.), Colin Byrnes (Code Admin. & Enforcement Mgr.), and Carol Jaggi (Clerk Steno).

Others present: Representative for Lakeview Campground, Michelle Schultz (Rock County Real Property Lister)

**2. ADOPTION OF AGENDA**

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

**3. MEETING MINUTES – JULY 14, 2011**

Supervisor Jensen moved the approval of the July 14, 2011 committee minutes; second by Supervisor Mawhinney. **APPROVED** with the following changes: Page 1, Line 3 should read "***Ad Hoc and Technical Committee has been...***", and Page 5, Line 2 should read "***what the problems are...***"

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

Director Benjamin reported that last week Carol Jaggi gave her retirement notice. August 19th will be her last day at Rock County. He thanked her for her 31 years of service and wished her well.

Ms. Borlick reported on the meeting of the Ad Hoc and Technical Committee for Redistricting. Governor Walker signed SB 150 (now Act 39) amending the legislation for the redistricting process. He has not signed SB 148 or 149 which creates the legislative districts. The timeline for the project has not changed and the committee cannot proceed further without direction from the State. The committee has directed Ms. Borlick to create two options for the Supervisory District Plan, one in the event the legislative district maps are signed and one in the event the maps are vetoed. She is to work with the municipalities to create a plan that is similar to the Tentative Supervisory District Plan. There are 9 municipalities affected by this legislation.

As for the status of the Ward Plans, the City of Brodhead, City of Newark and Village of Orfordville need to amend their plans as they did not meet legislative criteria.

Initial plans were for a public hearing to be held on August 11, 2011 with adoption of the final plan on September 8, 2011. Due to the uncertainty of the legislative efforts, there will be no public hearing on August 11<sup>th</sup>. It will be an informational item at the

County Board meeting. There will need to be a public hearing and adoption on September 8.

Chairman Sweeney asked if a Public Hearing could be held at a Planning and Development meeting. Director Benjamin said he would check to see if this was a possibility.

Supervisor Mawhinney announced that on August 24 there is a Tour of Homes (76 homes) for the Rock County Finance Committee beginning at 6:00 a.m. They will leave from the Rock County Highway Department.

**5. CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the staff report.

**A. Public Hearing – Shoreland Conditional Use Permit 2011 007 (Milton Township) – Pettit’s Lakeview Campground LLC**

Supervisor Owens moved to go into Public Hearing at 8:12 a.m. with a second by Supervisor Mawhinney. Roll Call was read. Present: Supervisors Gustina, Jensen, Mawhinney, Owens and Sweeney. Absent: None

Representatives from Pettit’s Lakeview Campground LLC described the nature of their proposed project. It includes constructing a new bar/restaurant with the potential of demolishing the smaller nearby structure within the Shoreland/Floodplain District of Lake Koshkonong.

Supervisor Owens moved to close the Public Hearing at 8:17 a.m. with a second by Supervisor Gustina. Roll Call was read. Present: Supervisors Gustina, Jensen, Mawhinney, Owens and Sweeney. Absent: None

**B. Approval of Shoreland Conditional Use Permit 2011 007 – Pettit’s Lakeview Campground LLC**

Supervisor Jensen moved the approval of Shoreland Conditional Use Permit 2011 007 (Milton Township) – Pettit’s Lakeview Campground LLC; second by Supervisor Mawhinney. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

**Recommendations:**

In review of the application materials, considering the criteria above, staff recommended approval of the Shoreland Conditional Use Permit 2011 007 (Milton Township) – Pettit’s Lakeview Campground LLC; subject to the following Conditions:

1. The 1% Annual Chance Flood Elevation (784.6 feet) shall be delineated on the site to ensure the structure is out of the floodplain.
2. Any project modifications or additions shall be submitted to Staff for review and approval.

3. Applicant or contractor shall contact staff prior to the start of construction for an onsite pre-construction meeting to confirm plans.
4. Obtain all other necessary permits from Federal, State, and Local Agencies for the project.
5. Install and maintain temporary erosion control measures until seeded permanent vegetative cover is established. Ground disturbance shall be kept to a minimum.
6. This permit expires one year from the date of Committee approval.

**C. Preliminary Approval of Land Divisions**

➤ **LD 2011 024 (Porter Township) - Ruth C. Bauer Trust**

Supervisor Owens moved the approval of LD 2011 024 (Porter Township) – Ruth C. Bauer Trust; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

**LOCATION: 6400 Block N. Eagle Rd.**

**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 N. Eagle 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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before July 28, 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.

**D. Land Division Regulations Update – Final Listening Session**

Mr. Byrnes reported that approximately 30 people from about 10 Townships attended the last Listening Session for the Land Division Regulations update. The concept of Memorandums Of Understanding (MOU) between Towns and the County was introduced that night. The goal is to construct a joint effort in reviewing and approving potential development in the unincorporated areas via the MOU. Supervisors Mawhinney and Owens suggested as part of that process the Agency should conduct training sessions for various topics as needed by the Towns.

Also, Mr. Byrnes discussed the future schedule for adoption of the revised regulations. This included distribution of a final draft at the August 11<sup>th</sup> P&D meeting, and Open House opportunity for the general public on August 17<sup>th</sup> and possible public hearing at the August 28<sup>th</sup> P&D meeting.

**6. SEMI-ANNUAL REPORTS – ATTENDANCE AT CONFERENCE/CONVENTIONS**

**A. Surveyor**

No one in the department attended any out of state training, conventions or conferences that cost exceeded \$1,000 per event, per employee.

**B. Real Property**

No member of Real Property Description Department attended any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

**C. Planning & Development**

There was no attendance or training at conferences or conventions that exceeded a cost of \$1,000, per event, per employee, either in-state or out-of-state.

The Economic Development Manager traveled to out of state locations for the purpose of supporting private sector interests in Rock County. While the Economic Development budget covers some of these trips, other expenses are slated to be reimbursed by the Economic Development Administration Grant and/or private sector dollars.

The Housing & Community Development Team members, David Somppi and Cheryl Martin traveled to Denver, Colorado to attend the Housing & Urban Development's Healthy Homes Training. All travel and training expenses were reimbursed through the Healthy Homes grant.

**7. FINANCE**

**A. DEPARTMENT BILLS/ENCUMBRANCES/AMENDMENTS/TRANSFERS**

Supervisor Mawhinney moved the approval of payment of the department bills, second by Supervisor Gustina. **All in favor - APPROVED** (Yes - 5, No - 0, Absent - 0).

8. **DIRECTOR'S REPORT**

Director Paul Benjamin reported on Planning Department activities:

- **Planning Director's Absence** – July 28 to August 3, 2011  
Director Benjamin reported that he will be gone from July 28 to August 3. Steve Schraufnagel will be in charge of the office during this time.
- **208 Water Quality Planning**  
The Water Quality Program has been delayed due to City of Beloit resignations. Director Benjamin will meet monthly with Duane Cherek (City of Janesville) in regard to 208 Water Quality Planning.
- **Rock River Coalition**  
There is a "Send Your Legislator Down the River" meeting on September 26 (*correction noted: the date is September 12<sup>th</sup>*). More information will be presented at the Aug. 11 P&D meeting.
- **Budget Update**  
It appears that all positions will be retained for the 2012 budget. Further information about shared employees with Land Conservation will be available at a later date.
- **Sewer Service Area Map Modification**  
One small parcel was added by the City of Janesville for the Rock Haven Overlay Ordinance. There were no problems encountered getting this completed.
- **Phosphorus Trading**  
Currently this project is on hold. Director Benjamin will meet with Dan Lynch when he returns to the office.

9. **COMMITTEE REPORTS**

None.

10. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:00 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, August 11, 2011 at 8:00 a.m.** The meeting will be held in the Courthouse Conference Center – 2<sup>nd</sup> Floor, East Wing of the Rock County Courthouse.

**Prepared by:** Carol Jaggi - Acting Secretary