



**MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 14, 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, April 14, 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), Colin Byrnes (Code Admin. & Enforcement), Jennifer Borlick (GIS Mgr.), David Somppi (Community Development Mgr.), Steve Schraufnagel (Planner III), Cheryl Martin (Accountant) and Carol Jaggi (Clerk Steno).

Others present: Michelle Schultz, Real Property Lister.

2. ADOPTION OF AGENDA

Supervisor Jensen moved to adopt the agenda, Supervisor Owens seconded. Chair Sweeney informed the committee that Item K would be removed from the Agenda. **ADOPTED As Amended.**

3. MEETING MINUTES – MARCH 24, 2011

Supervisor Jensen moved the approval of the March 24, 2011 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Jennifer Borlick (GIS Manager) updated the committee on Orthoimagery/LIDAR project.

The department has received the final deliverables for the 12" imagery and the LIDAR. The Department of Commerce has sent the contract amendment for \$108,450 for the CDBG-EAP grant to fully pay for the LIDAR.

5. CODE ADMINISTRATION & ENFORCEMENT

Mr. Byrnes presented the Staff report.

A. Resolution Authorizing Lake Management Protection Grant Application For Shoreland Zoning Ordinance Development

"NOW THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011 hereby authorizes and approves that the Rock County Planning and Development Agency may request the funds and assistance available from the Wisconsin Department of Natural

Resources under the Lake Management Protection Grant program for the Development of Local Regulations and Ordinances, authorized by Chaps 281.69 and 281.71 Wis. Stats and NR 191, Wis. Admin. Code.

BE IT FURTHER RESOLVED that the Rock County Board of Supervisors hereby authorizes that Paul Benjamin, Planning Director, may act on behalf of the Rock County Planning and Development Agency to submit an application to the State of Wisconsin for financial aid for shoreland ordinance development and sign documents related to this grant application; and,

BE IT FURTHER RESOLVED by the Rock County Board of Supervisors that the Rock County Planning and Development Agency will meet the obligations of NR 115 and meet the financial obligations under this grant including the matching commitment of \$1,667."

Supervisor Owens moved the above resolution; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0.)**

B. Administrative Quarterly Report

Mr. Byrnes presented the Administrative Quarterly Report. There was some discussion on whether or not the increase in Board of Adjustment application fees has had an impact on caseload. Staff reported that it was difficult to determine the data for this, but they would continue to monitor it.

6. REDISTRICTING

Ms. Borlick updated the staff on Redistricting. A final draft of the tentative plan is complete and maps are being distributed to the city clerks for review. The next Ad Hoc Committee meeting is scheduled for Monday, April 18 and the tentative plan map is expected to go to the County Board for Public Hearing on May 12.

Director Benjamin thanked Ms. Borlick for the excellent job she did on the redistricting project.

7. FINANCE

A. DEPARTMENT BILLS/ENCUMBRANCES/PRE-APPROVED

Encumbrances/Amendments/Transfers

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

8. HOUSING & COMMUNITY DEVELOPMENT

A. CDBG – EAP PROJECT (ID 008065D1) = \$650.00

Supervisor Owens moved the approval of CDBG – EAP Project Funds for an amount up to \$650; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. CDBG – EAP Project (ID 008066D1) = \$650.00

Supervisor Owens moved the approval of CDBG – EAP Project Funds for an amount up to \$650; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

C. CDBG – EAP Project (ID 008067D1) = \$9,501.50

Supervisor Owens moved the approval of CDBG – EAP Project Funds for an amount up to \$9, 501.50; second by Supervisor Mawhinney. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

D. HOME Rental Rehabilitation Loan (ID 097333I1) – Reduction of 2010 Interest

The Planning Agency was informed that the loan recipient received payment coupons that reflected loan payments amortized at 0% interest over 10 years. The payment coupons did not include the 3% interest. The interest would total about \$347.00. The Planning Agency will be reissuing the payment coupons with 3% interest. The Planning Agency recommends that the loan interest for the period of January through December 2010 be waived.

Supervisor Jensen moved the approval of the reduction in loan interest for HOME Rental Rehabilitation Loan (ID 097333I1) for January 2010 through December 2010; second by Supervisor Mawhinney. **All in favor - APPROVED** (Yes - 5, No – 0).

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.

E. 2009-2012 Healthy Homes Lead Hazard Control Grant Benchmark Update

Mr. Somppi reported that Staff reported the required grant program benchmark for Healthy Homes Lead Hazard will be met by April 15th. Director Benjamin thanked staff for their excellent work on the project.

F. CDBG – EAP Upcoming Project

Mr. Somppi reported that Rock County is using previously allocated funds to purchase three 2008 flood damaged properties. The work needs to be completed in this calendar year.

G. Housing Procedure Manual – Revised Update

Mr. Somppi presented the final draft of the Housing and Procedure Manual that includes the decisions made by the Planning and Development Committee and is based on the manual developed by the Department of Commerce of the State of Wisconsin.

H. Housing & Community Development Activities

Mr. Somppi said that the department is in the process of administering two grants – the CDBG Small Cities Grant and the CDBG Small Cities Grant Administration in Edgerton. Additional grant funding sources are being sought for 2012. The

department will keep the committee informed on the progress in obtaining this funding.

I. **2010 Annual Activity Presentation**

Director Benjamin gave a presentation on the funding sources that Community Development utilizes and reviewed the major events of 2010.

9. **DIRECTOR'S REPORT – PLANNING**

- Land Use and Environment Steering Committee Mtg. (Wisconsin Counties Assoc.) Stevens Pt – April 8, 2011 - Director Benjamin reported on a meeting that he and Tim Banwell (Rock County Health Dept.) attended for the purpose of discussing sewer service areas and sanitary permits.
- Farmland Policy Discussion with Scott Godfrey - (Mr. Godfrey, Iowa County Planning Director has been meeting with the Department of Agriculture, Trade & Consumer Protection concerning “conversion fees” for rezoning land out of Farmland Preservation Zoning Districts. Mr. Godfrey’s proposal entails delaying fee collection until Counties complete their updates of their Farmland Preservation Plans.
- “Wetlands and Flood Hazards in the Rock River Basin” Workshop (Lake Mills, WI) – Paul invited members of the committee to attend this workshop with him. Those committee members interested in attending were Supervisor Gustina and Supervisor Owens.

10. **COMMITTEE REPORTS**

There were no Committee Reports.

11. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:41 a.m.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, April 28, 2011 at 8:00 a.m.**

Prepared by: Carol Jaggi - Acting Secretary