



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, NOVEMBER 11, 2010 - 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, November 11, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Phil Owens, Mary Mawhinney and Wayne Gustina. Absent: None

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes, (Sr. Planner, Code Administration & Enforcement), Steve Schraufnagel (Planner III), Jennifer Borlick (GIS Mgr.), David Somppi (Community Development Mgr.), Wade Thompson (Planner II) and Cheryl Martin (Accountant).

Others present: Ron Combs (Combs & Associates, Inc.), James & Joanna Olsen and Ryan Houfe.

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda with changing Item 8.F to follow Item 11; seconded by Supervisor Gustina. **ADOPTED** with that change.

3. **MEETING MINUTES – OCTOBER 28, 2010**

Supervisor Mawhinney moved the approval of the October 28, 2010 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

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

No citizens addressed the Committee.

5. **CODE ENFORCEMENT**

Mr. Byrnes presented the staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the applications and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated: Land Division 2010 049, 2010 050, 2010 052, 2010 054, and 2010 055.

➤ **Land Division 2010 049 (Janesville Township) – J. Kenneth August Estate**

LOCATION: 4500 Block N. County Rd. F

Supervisor Owens moved the Conditional Approval of Land Division 2010 049; seconded by Supervisor Jensen. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.

2. 40-foot half road right of way dedicated along N. County Rd. F.
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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 11, 2011.
5. 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.
6. 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 050 (Harmony Township) – James & Ellie Risch**

LOCATION: 6100 Block E. Bingham Rd.

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| Supervisor Mawhinney moved the Conditional Approval of Land Division 2010 050; seconded by Supervisor Owens. All in favor – <b>APPROVED</b> (Yes – 5, No – 0, Absent – 0). |
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*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.
2. 35-foot ½ ROW to be dedicated along E. Bingham 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 November 11, 2011.
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 052 (Milton Township) – David R. Houfe Sr.**

LOCATION: East end of E. Peggy Lane

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| Supervisor Jensen moved the Conditional Approval of Land Division 2010 052; seconded by Supervisor Owens. All in favor – <b>APPROVED</b> (Yes – 5, No – 0, Absent – 0). |
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*Conditions To Be Met Before Final Approval:*

1. 35-foot ½ ROW to be dedicated along E. Peggy Lane.
2. Acceptable soil and site evaluation report received on Lot 1.
3. Show the location of the on-site soil test on the preplanned lot map.
4. Utility easements put on lot as requested by utility companies.
5. 70-foot Drainage Easement on Lot 1 to be located in natural drainage swale.
6. Require a Rock County Land Division Conservation Easement for floodplain. Prior to any land disturbing activity on the parcel, the Conservation Easement boundaries shall be marked with highly visible flagging tape. Erosion control measures are also required if the Conservation Easement is down slope from disturbance.
7. 1% Annual Chance Flood and Floodway line shall be shown on Final Land Division per Official Floodplain Zoning Map.
8. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 11, 2011.
9. 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.
10. 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 054 (Milton Township) – Don & Anna VanAltena**

LOCATION: 5600 Block E. CTH M

Supervisor Mawhinney moved the Conditional Approval of Land Division 2010 054; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

*Conditions To Be Met Before Final Approval:*

1. Acceptable soil and site evaluation report received on Lot 1.
2. Show the location of the on-site soil test on the CSM.
3. Utility easements put on lot as requested by utility companies.
4. Note on Map: "Require shared access on common property line. Each parcel shall have at least 40% of the access within the property boundaries."
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 11, 2011.
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 055(Spring Valley) James & Joanna Olsen**

LOCATION: 18300 Block W. Hafeman Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2010 055; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.
2. 33-foot ½ ROW to be dedicated along W. Hafeman 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. 1% Annual Chance Floodplain line on final CSM per Official Floodplain Zoning Map.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 11, 2011.
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.

**6. CORPORATE PLANNING**

**A. Acceptance of 911 Address Sign Vendor Bid**

Supervisor Mawhinney moved to approve the acceptance of Lange Enterprises Inc. as the successful bidder (Project Period = 2011 to 2013) for the manufacturing and installation of 911 fire number/address signage and signposts; seconded by Supervisor Owens.  
 All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

**B. Resolution Response to the Census Bureau Notice of Proposed Rulemaking for Urban Area Criteria**

Director Benjamin presented the lobbying resolution that offers the County’s comments to the United States Census Bureau concerning new definitions of urbanized area that may then impact funding assistance for mass transit in smaller urbanized area across the county, including the City of Beloit.

“NOW THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010 calls for the Census Bureau in conjunction with USDOT to establish a Task Force to identify detrimental impacts that could result from the implementation of the proposed rule and develop solutions addressing the risks to local governments and citizens; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors further calls for delaying the implementation of the proposed criteria until safeguards can be implemented to assure the health, safety, and welfare of citizens that could be detrimentally affected; and,

BE IT FURTHER RESOLVED, that the Census Bureau adopt the minimum 250,000 population threshold for splitting agglomerations of Urbanized Areas that the Census Bureau would merge; and,

BE IT FURTHER RESOLVED, that the Census Bureau when splitting the proposed merged Rockford-Beloit agglomerated Urbanized Area split it along the boundary previously employed; and,

BE IT FURTHER RESOLVED that a copy of the resolution shall be sent to the United States Census Bureau.”

Supervisor Mawhinney moved the approval of the above resolution; second by Supervisor Owens. Supervisor Mawhinney moved to amend to have the resolution sent to the state and federal delegation; seconded by Supervisor Owens. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

**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, Absent – 0).

**8. HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

**A. Resolution Amending Rock County Budget to Create Budgetary Authority to Expend Lead Paint Revolving Funds**

Staff introduced the resolution that will create the budgetary authority needed to expend the Lead Paint Revolving Loan Fund balance.

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this \_\_\_\_ day of \_\_\_\_\_, 2010 hereby approves amending the Rock County Budget to create the budgetary authority to expend the Lead Paint Revolving Loan funds; and,

BE IT FURTHER RESOLVED, that the 2010 County budget be amended as follows:

| <u>A/C Description</u>          | <u>Budget at</u> | <u>Increase</u>   | <u>Amended</u> |
|---------------------------------|------------------|-------------------|----------------|
| <u>Source of Funds:</u>         | <u>1/1/2010</u>  | <u>(Decrease)</u> | <u>Budget</u>  |
| 64-6443-0000-44902              | 900              | (900)             | - 0 -          |
| Loan Repayments                 |                  |                   |                |
| 64-6443-0000-46300              |                  |                   |                |
| Interest on Investments         | 250              | (250)             | - 0 –          |
| 64-6443-0000-46400              |                  |                   |                |
| Funds Forwarded From Prior year | - 0 -            | 11,332            | 11,332         |
| <br><u>Use of Funds:</u>        |                  |                   |                |
| 64-6443-0000-63110              | 115              | 915               | 1,030          |
| Administration Expense          |                  |                   |                |
| 64-6443-0000-64913              | 1,035            | 9,267             | 10,302         |

Home Rehab Activity

Supervisor Jensen moved to approve the above resolution with the following change: Line 25 under "Amended Budget changed to \$11,332; second by Supervisor Owens. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

**B. Resolution Authorizing Approval of "Services Contract Between the Rock County Planning, Economic & Community Development Agency and the City of Edgerton, Wisconsin**

Staff introduced the resolution that authorizes the approval of the Planning Agency to assist the City of Edgerton with the administration of its Community Development Block Grant – Small Cities Program.

"NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2010 hereby approved the "Services Contract Between the Rock County Planning, Economic & Community Development Agency and the City of Edgerton; and,

BE IT FURTHER RESOVLED, that the County Board chair is hereby authorized to sign the Contract between the Rock County Planning, Economic & Community Development Agency and the city of Edgerton, Wisconsin; and,

BE IT FURTHER RESOLVED, that authority is hereby granted to the Rock County Planning, Economic & Community Development Agency to take the necessary steps to implement the provisions of this contract in accordance with this resolution."

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

**C. Change Order – CDBG Revolving Fund (ID 020613) = \$4,250**

Supervisor Gustina moved the approval of a change order for CDBG Revolving Loan Project (ID 020613) for an increased amount of up to \$4,250; second by Supervisor Jensen. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 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.*

**9. DIRECTOR'S REPORT – PLANNING**

Director Benjamin reported on the following:

- Unanimous approval of PACE Implementation Manual was received at the last meeting of the PACE Ad Hoc Committee. The next step in the process will be the approval of ordinance.
- Rock County will be hosting an Agricultural Enterprise Area (AEA) Workshop on November 30<sup>th</sup> at 9 a.m. The workshop will be held in the Conference Center on the 2<sup>nd</sup> floor of the Rock County Courthouse.
- Rich Cannon and he will be attending a required HUD Healthy Homes Workshop in Annapolis, Maryland in December.

10. **COMMITTEE REPORTS**

There were no Committee Reports.

11. **DIVISION REPORT: LAND DIVISION REGULATIONS UPDATE**

Wade Thompson (Strategic & Comprehensive Planning) presented a draft of the updated Rock County Land Division Ordinance. He provided a summary of the contents and a tentative timeline for further committee review and final adoption with the County Board of Supervisors.

12. **HOUSING & COMMUNITY DEVELOPMENT POLICY & PROCEDURES MANUAL UPDATE**

Supervisor Mawhinney moved to table this item to a special work session scheduled for November 18<sup>th</sup> at 9:00 a.m.; second by Supervisor Owens. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

13. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 10:17 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, December 2, 2010 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary