



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, MAY 26, 2011 - 8:00 A.M.
FIFTH FLOOR – NORTH WING, ROOM N-1/N-2
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. on Thursday, May 26, 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), James Otterstein (Economic Development Mgr.), David Somppi (Community Development Mgr.), Wade Thompson (Planner II) and Carol Jaggi (Clerk Steno).

Others present: Jeff Miller (Petty Development)

2. ADOPTION OF AGENDA

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

3. MEETING MINUTES – MAY 12, 2011

Supervisor Mawhinney moved the approval of the May 12, 2011 Committee minutes; second by Supervisor Jensen. **APPROVED** with the following changes: Page 6, item 6 should read: "Ms. Borlick reported that the *Redistricting Committee* has approved the Tentative Redistricting Supervisory Plan", and page 7 item F, line 3 should read "Now therefore *be it resolved.*"

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Jeff Miller (Petty Development) was in attendance to discuss an expired Rock County Zoning/Building Site permit for an ongoing project.

Supervisor Mawhinney reported that the Clerk's Meeting with Agency Staff (Mr. Byrnes, Mr. Thompson and Ms. Gibbs) concerning updated application forms for Town and County use for various development activities went very well. Clerk input was invaluable for document revisions.

5. CODE ADMINISTRATION & ENFORCEMENT

Mr. Byrnes presented the Staff report.

A. Zoning/Building Site Permit Extension Policy

Mr. Byrnes discussed the rationale for establishing a Zoning/Building Site Permit Extension Policy. Committee member's offered suggestions about extension request timing, length of extensions and fees. Staff was directed to draft a policy for the next Committee meeting.

Supervisor Owens moved to table the establishment of a Zoning/Building Site Permit Extension Policy until June 9; second by Supervisor Gustina. All in favor – **APPROVED**.

B. Preliminary Approval of Land Divisions

- **LD 2011 017 (Union Township) – Bank of Monticello**
LOCATION: 17800 Block w. Holt Rd.

Supervisor Owens moved the approval of LD 2011 017; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and 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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before May 26, 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.

C. Land Division Regulation Update/Revision Timeline

Mr. Byrnes presented the updated review and approval timeline for the amended Land Division Regulations. The revised Regulations will be before the County Board in August possibly. Also, the new Land Division forms will be sent to the surveyors and clerks who did not attend the Clerk Meeting so they can review and provide comments.

6. **FINANCE**

A. **Department Bills / Encumbrances / Transfers**

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

7. **HOUSING & COMMUNITY DEVELOPMENT**

A. **CDBG – Small Cities Project (ID 020688D1) = \$9,846**

Supervisor Owens moved the approval of Small Cities Project funds for an amount up to \$9,846; second by Supervisor Gustina. **All in favor – APPROVED** (Yes – 5, No – 0, and Absent – 0).

B. **CDBG – Small Cities Project (ID 020689D1) = \$5,000**

Supervisor Jensen moved the approval of Small Cities Project funds for an amount up to \$5,000; second by Supervisor Gustina. **All in favor – APPROVED** (Yes – 5, No – 0, and Absent – 0).

C. **Emergency Loan Request (CDBG RLF / ID 020680D1) = \$1,804**

Mr. Somppi presented information on an Emergency Community Development Loan Request for a well pump replacement. This emergency request was approved by Planning Director Benjamin in accordance with Rock County's Housing & Community Development Policy & Procedures Manual that states the following: "The Director will be responsible for the approval and timely disbursement of an "Emergency Loan" to not exceed \$5,000."

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.

8. **DIRECTOR'S REPORT**

Director Paul Benjamin reported on Planning Department activities:

- Foreclosure of Tax Liens on City of Edgerton Project – Vicki Brown (Rock County Treasurer) reported that the title report on a Housing & Community Development Loan Project indicates that the mortgage is invalid and therefore, we have no claim on this tax foreclosure.
- Community Development Housing Procedural Changes – The Community Development Division is in the process of securing a vendor bid to prepare Real Estate Letter Reports for Housing loan projects.
- Wetlands Workshop Update – Director Benjamin attended the workshop with Supervisor Owens and Supervisor Gustina. He felt the workshop was very informative.
- Director Benjamin said Tim Banwell of Rock County Health Department has developed a health impact assessment regarding the new Rock County Dairy.

- Director Benjamin discussed potential changes to DATCP's Farmland Preservation Program (including PACE and Conversion Fees) and the effect on Rock County.
- On June 23, Jim Congdon of DNR (developer of the Total Maximum Daily Load of the Rock River) will be attending our Planning & Development meeting and later meeting with rural and urban phosphorus groups at 2:00 p.m.

9. **COMMITTEE REPORTS**

There were no Committee reports.

10. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:57 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, June 9, 2011 at 8:00 a.m. The meeting will be held in the 5th Floor Conference Room (N1/N2) of the Rock County Courthouse.**

Prepared by: Carol Jaggi - Acting Secretary