



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JUNE 14, 2012 - 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, June 14, 2012 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Mary Mawhinney, Phil Owens, and Supervisor Wayne Gustina. Marilynn Jensen arrived at 8:03 a.m.

Planning & Development Staff present: Paul Benjamin (Director), Colin Byrnes (Zoning Administrator), Andrew Baker (Planner) David Somppi (Community Development Manager), and Steve Schraufnagel (Acting Secretary). Additional County Staff present: Michelle Schultz (Real Property Lister)

Citizens present: Steve Lathrop (Combs & Associates).

2. ADOPTION OF AGENDA

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded.
ADOPTED 5-0.

3. MEETING MINUTES – MAY 24, 2012

Supervisor Mawhinney moved the approval of the May 24, 2012 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Supervisor Owens mentioned that former County Board Supervisor Robert L. Fizzel had passed away. Arrangements are pending.

5. CODE ENFORCEMENT

A. Action Item: Preliminary approval of LD 2012 018 (Janesville Township) – David Anderson. (Tabled from last meeting)

Supervisor Mawhinney moved to remove LD 2012 018 from the table; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

Supervisor Mawhinney moved to approve LD 2012 018 with conditions; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

Conditions to be met for final approval:

1. Note 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 exiting system."
2. Indicate Floodplain on Final CSM.
3. Existing structures shall meet setback regulations.
4. Show septic and well location on Final Map.
5. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before June 14, 2013.
6. CSM's that are subject to local approval must be recorded within 6 months of their last approval and 24 months of first approval in an Exclusive Agricultural District.
7. As per Section 38-12(8) of the Rock County Land Division Regulations, "Any application not receiving Administrator approval as a final land division within the aforementioned timeline shall be null and void and the applicant shall be required to submit a new application if wishing to proceed with the land division. Extension of the aforementioned timeline may be applied for by the applicant prior to expiration of effectiveness and granted by the Committee at their discretion upon findings that delays are beyond the control of the applicant and that no material exchange in the land division, as stated in the application, has occurred or is reasonably expected to occur.

Action Item: Preliminary Approval of LD 2012 022 (Union Township) – Prairie Homes LLC.

Mr. Brynes described this land division.

Supervisor Jensen moved to approve LD 2012 022 with conditions; second by Supervisor Gustina. All in favor – Approved (Yes – 5, No – 0, Absent – 0)
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Conditions to be met for final approval:

1. Acceptable soil and site evaluation report received on Lot 1
2. Existing structures shall meet setback regulations.
3. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before June 14, 2013.
4. CSM's that are subject to local approval must be recorded within 6 months of their last approval and 24 months of first approval in an Exclusive Agricultural District.

5. As per Section 38-12(8) of the Rock County Land Division Regulations, "Any application not receiving Administrator approval as a final land division within the aforementioned timeline shall be null and void and the applicant shall be required to submit a new application if wishing to proceed with the land division. Extension of the aforementioned timeline may be applied for by the applicant prior to expiration of effectiveness and granted by the Committee at their discretion upon findings that delays are beyond the control of the applicant and that no material exchange in the land division, as stated in the application, has occurred or is reasonably expected to occur.

B. Information Item: Shoreland Zoning Ordinance Update Workshop

Andrew Baker and Colin Byrnes handed out a copy of the draft ordinance and diagrams depicting different shoreland development scenarios possible under the revised ordinance. The draft was generally reviewed and Staff indicated that Impervious Surface ratios, and development mitigation were the major revisions that are being proposed. Mr. Brynes also stated that under the proposed legislation, existing lots 7,500 sq. ft. and smaller will be buildable as long as setbacks are met.

The public hearing for the proposed update will occur at the July 12, 2012 Planning and Development meeting.

C. Information Item: Proposed Fee Schedule for 2013.

Mr. Brynes presented a revised fee schedule to be included as a part of the Planning Department's 2013 budget. This fee schedule is more in line with the activity occurring in the field. Surrounding County fee schedules were utilized in gathering this information.

Supervisor Owens would like to see an analysis done to obtain a better idea as to actual costs incurred by the staff when performing these duties. Staff will select several of the fees and perform the analysis and get back to the Committee with the results.

6. Real Property Description

Ms. Schultz informed the Committee that her office has developed a process to better formalize the ability to combine lots for tax assessment and billing. This new form will make it easier for staff to track these combinations and it is also beneficial to the lot owner as it reduces the number of tax bills a person may receive.

7. FINANCE

Action Item: Department Bills/Encumbrances/Amendments/Transfers

Supervisor Gustina moved the approval of the Bills; second by Supervisor Owens. All in favor – Approved (Yes – 5, No – 0, Absent – 0)

8. COMMUNITY DEVELOPMENT

A. Action Item: Project ID 020710D1 (\$9,335)

Mr. Somppi presented the following projects to the Committee.

Supervisor Jensen moved the approval of Project ID 020710D1 (\$9,335); second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

B. Action Item: Project ID 020711D1 (\$22,930)

Supervisor Jensen moved the approval of Project ID 020711D1 (\$22,930); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

C. Action Item: Project ID 020712D1 – Small Cities Block Grant (\$13,692.67) and 07071D1 – Lead Hazard Demonstration Grant (\$16,793.33) Total Project (\$30,486)

Supervisor Jensen moved the approval of Project ID 020712D1-(\$13,692.67) and Project ID 07071D1 (\$16,793.33) – Total Project (\$30,486); second by Supervisor Gustina. All in favor – **Approved (Yes – 4, No – 1 (Supervisor Mawhinney), Absent – 0)**

D. Potential Conflict of Interest – NONE

E. Information Verification Statement - YES

F. Information Item: Use of 2008 CDBG – EAP Funds for Purchase of Qualifying Substantially Damaged Property.

Mr. Somppi informed the Committee that there is a program available that could purchase this property in its entirety. It is a buildable property. Mr. Somppi discussed the process for obtaining this property and options available after purchase.

9. DIRECTORS REPORT

Director Benjamin reported on the following:

- **Planner II Position Recruitment** – Mr. Benjamin stated that there would be interviews with 4 candidates later today.
- **DOA's Division of Housing County Housing Consortia Update** – Mr. Benjamin mentioned that there will be a resolution at the next meeting approving Rock County's participation in the Consortium.

- **Requests for Proposals (RFP) for Planning and Zoning Work** – Mr. Benjamin mentioned that 5th floor has advised that these planning services should be advertised as RFP's. Deadline is June 26th.
- **Farmland Preservation Planning** – Mr. Benjamin has had several meetings with towns continuing the process for the Farmland Preservation Plan Update.
- **Meeting with Gavalon** – Mr. Benjamin stated that Mr. Otterstein, Mr. Cannon and himself attended a meeting with the new owner of the old Avalon Feed Mill now called Gavalon. They were given a tour and discussed the proposed new alignment for Highway 14 East.
- **Wisconsin Farmland** – The Director handed out a news article stating that Wisconsin farmland value is up 13% this year in the Midwest.
- **I 39/90** – Mr. Benjamin and Rich Cannon attended a meeting in Newville on the proposed expansion of 1-39/90.

10. COMMITTEE REPORTS

None at this time.

11. ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 10:27 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, June 28, 2012 at 8:00 a.m.**

Prepared by: Steve Schraufnagel - Acting Secretary