



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, MARCH 10, 2016 - 8:00 A.M.
COURTHOUSE CONFERENCE ROOM
SECOND FLOOR
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, March 10, 2016 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Wes Davis, Wayne Gustina, and Mary Mawhinney. Absent: Jason Heidenreich – QUORUM PRESENT.

Planning & Development Staff Present: Andrew Baker (Sr. Planner/Code Enforcement), Kurt Wheeler (Planner III) and Cheryl Martin (Planning Services Coordinator).

Others Present: Salvador Sanchez and Sherry Oja (Rock County Finance Director)

2. **ADOPTION OF AGENDA**

Moved by Supervisor Gustina, seconded by Supervisor Davis. ADOPTED (4-0)

3. **MEETING MINUTES – March 10, 2016**

Motion made by Supervisor Mawhinney to accept the March 10, 2016 meeting minutes, seconded by Supervisor Gustina. APPROVED (4-0)

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

Chair Sweeney reported that he attended a meeting at the Turtle Town Hall for parties interested in the Great Lakes Basin Rail Line.

5. **CODE ADMINISTRATION & ENFORCEMENT**

- A. **Public Hearing Shoreland Conditional Use Permit 2016 002 – Salvador Sanchez**
Supervisor Gustina moved to go into Public Hearing at 8:10am; seconded by Supervisor Mawhinney. All in favor – APPROVED (4-0)

There was no public comment.

Supervisor Mawhinney moved to go out of public hearing at 8:15am; seconded by Supervisor Gustina. All in favor – APPROVED (4-0)

- B. **Shoreland Conditional Use Permit Request – Permit 2016 002 – Salvador Sanchez**

Mr. Baker presented the Staff report on the Conditional Use Permit. The after-the-fact permit request is for a Shoreland Conditional Use Permit (CUP) for land disturbing activities associated with construction of a creek crossing and future buildings on a property along a navigable tributary to the East Fork of Raccoon Creek. Photos of the project were displayed and discussed.

The homeowner spoke providing supporting information about the proposed scope and objective of the project.

Supervisor Mawhinney moved to deny the Conditional Use Permit fill request and approve the granting of a Conditional Use Permit only as a means of overseeing the removal of the existing fill and further to apply the standard Conditional Use Permit Fee rather than the double fee for an After-the-Fact Permit; seconded by Chair Sweeney. Yes – 3 (Gustina, Mawhinney, Sweeney), No -1 (Davis), – **DENIED (3-1)**

6. **FINANCE**

A. **Department Bills/Transfers/Pre-Approved Encumbrances and Amendments to Encumbrances**

Motion to approve the departmental bills made by Supervisor Mawhinney, Seconded by Supervisor Gustina. **All in favor - APPROVED (4-0)**

B. **Discussion on Proposed Board Rules changes**

Finance Director, Sherry Oja presented proposed changes to the Rock County Board Rules of Procedure as related to: 1) the process of paying county vendors and 2) increased limits for approval of bills and encumbrances. The purpose of the proposed changes is to improve efficiencies in the processing of financial transactions and also decrease the amount of time that it takes to pay county vendors.

7. **COMMUNITY DEVELOPMENT**

A. **Citizen Grievance CDBG Program - Christianson**

Motion to bring this item back to the table by Supervisor Mawhinney; Seconded by Supervisor Gustina. **All in favor – APPROVED (4-0)**

At the January 29, 2016 Planning & Development Committee meeting, the motion was made and approved to have Staff draft a letter to the customer's bank, asking them to reconsider their request to Rock County to subordinate its loan and still allow the loan customer to refinance their primary mortgage.

Staff reported that a letter was sent on February 10, 2016 and no communication had been received from either the bank or loan customer until the day preceding this meeting (March 23, 2016). An email was presented that was received from the bank providing an explanation of the customer's payment history and how the subordination would benefit the customer.

Staff continued to recommend denial of the request to subordinate based on the following:

- The Deferred Payment Mortgage Note and Borrower Certification signed by the joint loan customer, states, “We understand that the interest rate for this loan is 0%, and repayment of the loan will be made if there is an estate settlement, **the ownership of the property changes**, or the property is no longer our principal residence.”
- Rock County Policies and Procedures do not allow for home rehabilitation loans to be assumed.

While the loan does meet the loan-to-value ratio criteria for Administrative Approval, Staff and Corporation Counsel consider the refinancing of the mortgage to all intents and purposes to be a “change in ownership” and thus puts the County’s security interest at risk.

Motion to deny the request to subordinate Rock County Loan 20683D1 by Supervisor Gustina; Seconded by Supervisor Davis. **All in favor – DENIED (4-0)**

8. **COMMITTEE REPORTS**

None

9. **DIRECTOR’S REPORT**

Ms. Martin reported that a telephone call to the HUD Lead Hazard Control Grant representative on March 11, 2016 resulted in a verbal agreement for a 6-month performance period extension. An official grant amendment will follow moving the performance period end date to January 31, 2017.

10. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee at 9:15 a.m. Seconded by Supervisor Davis. ADOPTED by acclamation.

Respectfully Submitted, by Kurt Wheeler, Acting Secretary

These Minutes are not official until approved by Committee.

Future Meetings/Work Sessions

April 14, 2016 (8:00 am)
April 28, 2016 (8:00 am)
May 12, 2016
May 26, 2016