



PLANNING & DEVELOPMENT COMMITTEE MEETING
THURSDAY, MARCH 10, 2016 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Planning & Development Meeting held Thursday, February 25, 2016
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Public Hearing Shoreland Conditional Use Permit 2016 001 – Donald Handrow
 - B. Action Item: Approval/Conditional Approval/Denial of Shoreland Conditional Use Permit 2016 001 – Donald Handrow
 - C. **Action Item:** Preliminary Land Division Approval
 - LD 2016 006 (Harmony Township) – Dereck & Stacey Davis
6. Finance
 - A. **Action Item:** Department Bills/Transfers/Pre-Approved Encumbrances and Amendments to Encumbrances
7. Community Development
 - A. **Action Item:** Resolution – Authority To Increase Housing Authority Commissioner Meeting Per Diems
 - B. **Action Item:** Rock County Policies and Procedures HOME, CDBG and LEAD HAZARD CONTROL GRANTS document amendment for CDBG Emergency Policies and Procedures
 - C. **Information Item:** Change Orders Report - WPHD
 - D. **Information Item:** Program Administration Report - WPHD
8. Committee Reports
9. Directors Report
 - A. Traynor Shoreland CUP
10. Adjournment

Future Meetings/Work Sessions

March 24, 2016 (8:00 am)
April 14, 2016 (8:00 am)
April 28, 2016 (8:00 am)
May 12, 2016 (8:00 am)
May 26, 2016 (8:00 am)

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY
 DEVELOPMENT AGENCY
 51 SOUTH MAIN STREET
 JANESVILLE, WI 53545
 TEL: (608) 757-5587
 FAX: (608) 757-5586
 WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY	\$ 600
Application No.	CUP2016001
Date Received	2/15/16
Received by	AMB

SHORELAND CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

OWNER INFORMATION

(1) Name	DONALD HANDROW				Telephone	608 449 7479	
Address	5431 SUNNYSHORE LANE	City	JANESVILLE	State	WI	Zip	53545

PROPERTY INFORMATION

LOCATION

Subdivision Name	SUNNYSHORE	Lot & Block	# 7
Lot Size	32600	Present Use	RESIDENTIAL
Present Improvements on Land	FIXED RUN DOWN PROPERTY		
Proposed Use or Activity	*SEE ATTACHED RESIDENTIAL USE TO IMPROVE PROPERTY DRAINAGE		

PROJECT INFORMATION

Submit site plan (scale not less than 1" = 200') indicating: area to be filled, graded or dredged, existing and proposed structures, and erosion control measures

Amount of fill in cubic yards	TO BE DISCUSSED WITH BOJAN LIMESTONE AT CITY PLANNING
Amount of disturbed area (square feet)	MEETING ON 3/10/16
Planned Completion Date	1/1/2017

Any change in the approved permit requires review by this agency.
 Any change without prior approval violates the ordinance and will subject applicant to legal action
 (I/We) hereby request a Conditional Use Permit as authorized in Section 4.213 of the Rock County Zoning Ordinance for: Shorelands.

SIGNATURE

Property Owner *[Signature]* OR Agent/Surveyor _____

Approved by the Rock County Planning & Development Committee on _____
 Committee Designee _____ Date _____



February 22, 2016

LEGAL NOTICE

Notice is hereby given that the Rock County Planning & Development Committee will hear a request from Donald Handrow for a Conditional Use Permit for filling and grading activities associated with tearing down old structures, building new structures and addressing drainage concerns on a lot along the shoreline of the Rock River. This request is being made in compliance with Section 4.208(2)(A) and 4.213(3) of the County Shoreland Zoning Ordinance.

The properties are located in the NW1/4 of the SE1/4 of Section 5 of Janesville Township. More commonly known as 5431 Sunnysore Lane.

The Public Hearing will take place in the Courthouse Conference Center, second floor, east wing of the Rock County Courthouse, 51 S. Main Street, Janesville, WI at 8:00 AM on Thursday, March 10, 2016.

Please contact the Rock County Planning & Development Agency with any questions at 608-757-5587.

Andrew Baker
Senior Planner - Rock County Planning, Economic & Community Development

LG2016001 CUP Handrow

To whom it may concern,

My name is Don Handrow and I live at 5431 Sunnysore Lane with my property on the Rock River.

I am seeking permitting for a new garage to replace the existing garage that is in disrepair. The majority of the garage would be over the existing garage with the additional sq. feet going towards the river as shown on the attached site plan.

In order to do this, I would am seeking to fill in a portion of the ditch on the north end of the property. The area that I would like to fill is east of the river and far from the high water mark. The ditch attached to the property has been used as a land fill by the previous property owners with tires, a stove, glass and wooden framework as well as various other debris. I have spent the last two years cleaning and removing as much of the debris as I can. I would like to use this ditch for use as some of the fill that would be removed to build the new garage. I would be staying very far from the high water mark.

In addition to the garage build, at the same time I would like to improve the drainage of the property. Currently the land slopes directly to the house. This has caused rain water to come into the house on several occasions over the last two years. While building the garage, we can change the drainage of the property and improve the drainage away from the house.

I would also like to seek permit approval to build a retaining wall on the township land that is along the road. Please see the attached drawing. There is a substantial amount of land owned by the township between the road and my property line. The addition of the retaining wall would allow for the road drainage to be diverted away from the land area in front of my house. I am hiring a professional excavation company to assure we do the correct land pitching as to not cause erosion damage to any other property.

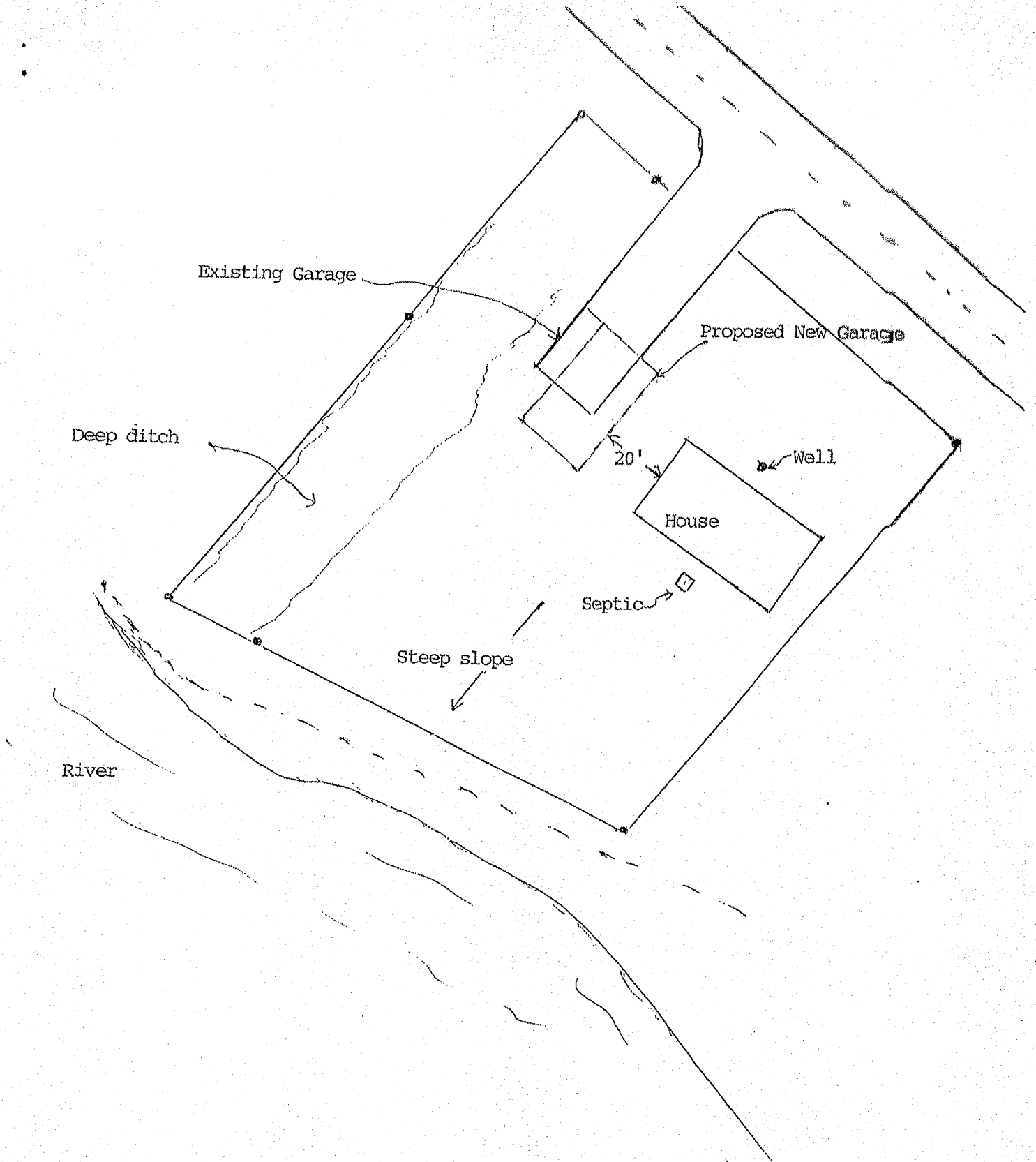
Lastly, I am seeking permitting approval to put an addition to the house replacing the current existing screen porch. Please see renderings and proposed addition. The current screen porch has a cement slab that is sagging in two directions. It was not put onto the house appropriately and is structurally not done well.

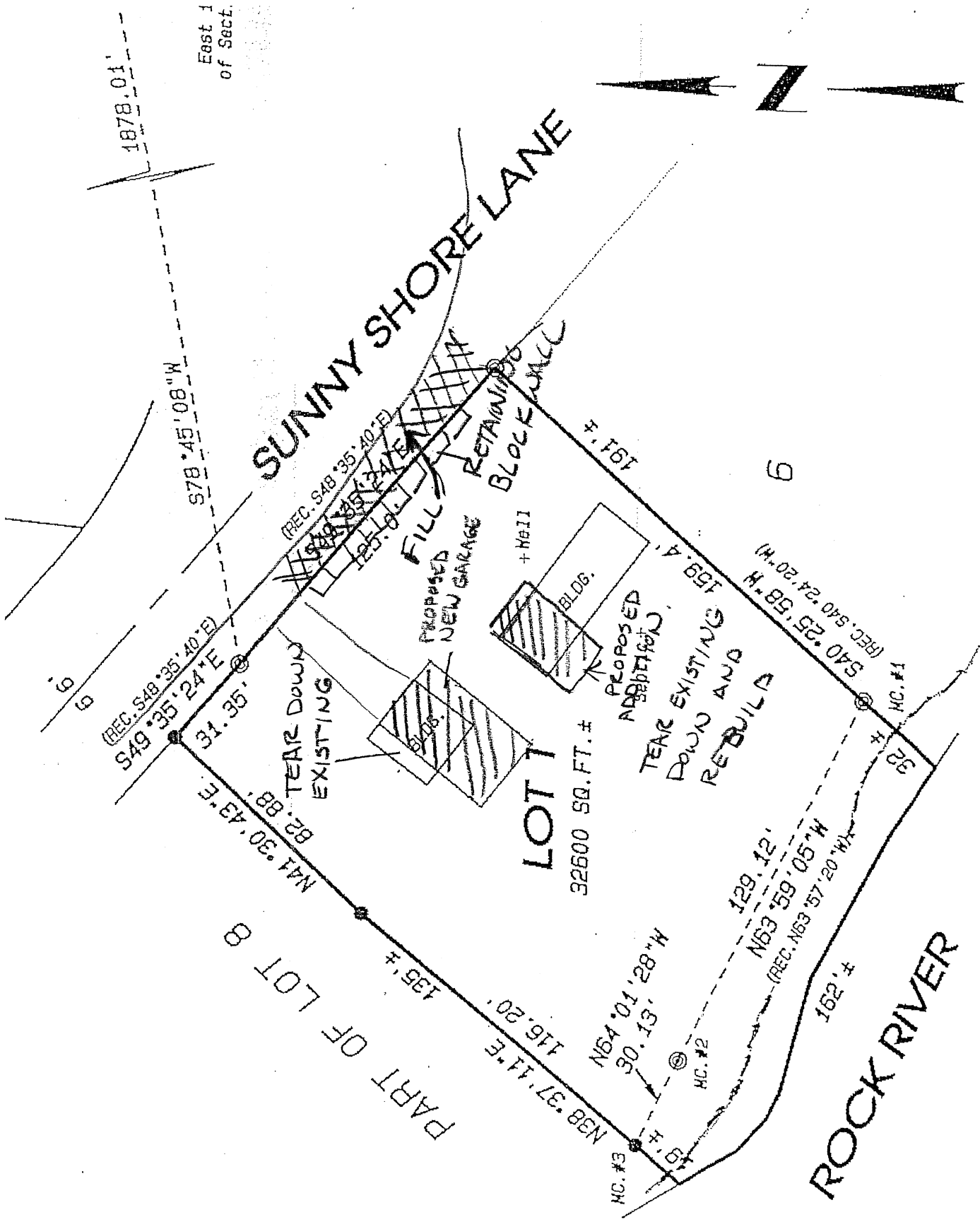
The addition to the house in the screen porch location, is to improve the house and the property.

All permit requests I am asking for is to improve the property for residential living. The drainage is a large concern as there have been several incidents that I have had rain water come into the house. Without excavation to the property there will continue to be water damage to the house and improvements to the property would not be possible. I look forward to bringing the opportunity to the board and discuss the options that I am proposing.

Thank you,

Don Handrow
5431 Sunnysore Lane
Janesville WI, 53545





East 1
of Sect.

1878.01'

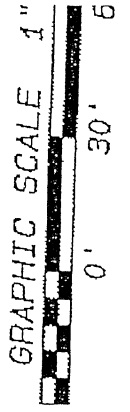
S78°45'08"W

SUNNY SHORE LANE

LOT 1
32600 SQ. FT. ±

PART OF LOT 8

ROCK RIVER





ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

FROM: Planning & Development Agency Staff

SUBJECT: Shoreland Conditional Use Permit #2016 001 – Donald Handrow

DATE: March 1, 2016

Summary:

The Rock County P&D Staff has received a request from Donald Handrow for a Shoreland Conditional Use Permit (CUP) for land disturbing activities associated with tearing down structures, building new structures and addressing drainage concerns on a property along the Rock River located at 5431 N Sunnyside Lane, Janesville (part of the NW ¼ of the SE ¼ of Section 5, Janesville Township). The project will involve filling and grading on various locations on the lot. The applicant's narrative (included in the agenda packet) provides a detailed description of the request.

Per Section 4.213(3)(B) of Shoreland Zoning Ordinance, the Planning & Development Committee shall state in writing the grounds for granting or denying a conditional use permit. This memo and recommended Conditions of Approval are intended to provide a basis for the decision.

Section 4.213(3)(C) references "Standards Applicable to All Conditional Uses." In deciding a conditional use permit application, the Committee shall evaluate the effect of the proposed use upon (ordinance language is in *italics* below and staff comments are in standard **bold** font):

1. *The maintenance of safe and healthful conditions.* **This standard can generally be met.**
2. *The prevention and control of water pollution including sedimentation.* **Erosion control measures should be established during construction to minimize runoff. The greatest concern is disturbance in the drainage way along the proposed new garage area. According to the topographic data, the area directly adjacent to the proposed garage is approximately 70% slope (14 feet of drop in 20 lateral feet). The applicant proposes to fill a portion of this area as part construction of the garage. It is the recommendation of Staff, as outlined in the proposed Conditions of Approval, that the garage be located in a manner that does not require disturbance and/or filling of the steep slopes.**
3. *Compliance with local floodplain zoning ordinances and opportunity for damage to adjacent properties due to altered surface water drainage.* **The project area is not within the Floodplain Zoning District. In regard to altering surface water drainage, the applicant proposes to do so to reduce the chances of surface water runoff from entering the house. The proposed Conditions of Approval (below) address this evaluation factor.**
4. *The erosion potential of the site based on the degree and direction of slope, soil type and vegetative cover.* **As noted above, the area adjacent to the proposed new garage is approximately 70%**

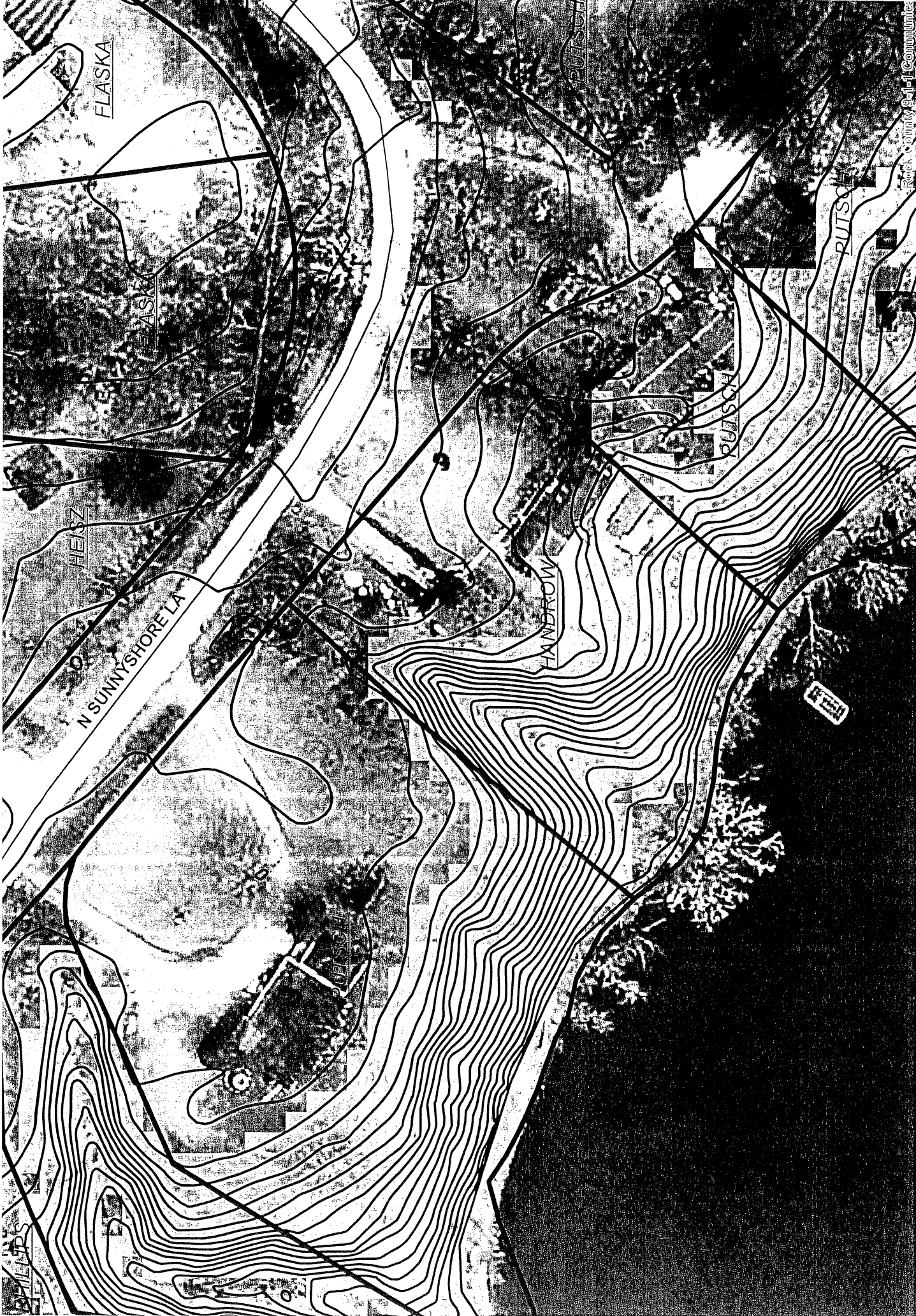
slope. The most practical erosion control measure in this degree of slope is to avoid land disturbance created by filling and grading.

5. *The location of the site with respect to existing or future access roads. Not Applicable.*
6. *The need of the proposed use for a shoreland location. The entire lot is within the Shoreland Zoning District and the proposed reconstruction of buildings and minor lot grading to redirect storm water runoff are acceptable uses within the Shoreland area. However, it may not be considered necessary to conduct the filling and grading in the steep slope area as proposed by the applicant.*
7. *Its compatibility with uses on adjacent land. This factor is addressed through the proposed Conditions of Approval. If the filling and grading work is restricted to that necessary to construct the new buildings and address a surface water runoff concern, the proposed project is generally compatible with adjacent land.*
8. *The amount of liquid and solid wastes to be generated and the adequacy of the proposed disposal system. Not Applicable. There will be no liquid or solid wastes generated by the project.*
9. *Location factors under which:*
 - a. *Domestic uses shall be generally preferred;*
 - b. *Uses not inherently a source of pollution within the area shall be preferred over uses that are or may be a pollution source;*
 - c. *Use locations within an area tending to minimize the possibility of pollution shall be preferred over a use locations tending to increase that possibility.*

Recommendation(s) or Action(s):

Agency Staff recommends approval of the Shoreland Conditional Use Permit #2016 001 with the following conditions:

1. Any alteration of surface water drainage must adequately address any potential for impact on adjacent properties or surface waters. Due to the fact that a detailed design for site grading was not developed for this project, all grading work shall be coordinated with P&D Agency Staff on site for approval prior to and during construction.
2. To minimize erosion and sedimentation concerns, the proposed new garage shall be located away from the steep slopes associated with the natural drainage area so that no areas with greater than 16% slopes are disturbed as part of this project. This can be accomplished by placing the structure closer to the house and to the setback line from the road. The slopes within the natural drainage area are approximately 70% and therefore not a suitable location for an accessory structure nor the associated filling and land disturbance.
3. Any work in the public right of way along Sunny Shore Lane Construction shall be coordinated with Town of Janesville officials or the designated agent. Formal permits to work within the right of way may be required.
4. The smallest amount of bare ground shall be exposed for as short a time as feasible and re-stabilized in a timely fashion with approved Best Management Practices.
5. A Construction Site Erosion Control Permit shall be applied for and received from the Rock County Land Conservation Department if determined necessary by that Department.
6. All other necessary permits, including those required for the building construction from the Town of Janesville, shall be obtained prior to starting construction.
7. This permit expires one year from the date of Committee approval.



1 inch = 60 feet
 Airphoto: Spring 2015

Legend
 [Symbol] Tax Parcels
 [Symbol] 2' Contour Intervals

Handrow Shoreland CUP
 Areas of Slope >20%



Rock County 9-1-1-Community



ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

FROM: Andrew Baker – P&D Agency Staff

SUBJECT: Preliminary Approval of Land Division

DATE: February 29, 2016

Summary:

The following Land Divisions are seeking Preliminary approval from the P&D Committee:

2016 006 (Harmony Township) – Derek and Stacey Davis

Recommendation(s) or Action(s):

P&D Agency Staff recommends Preliminary Approval of each of the above referenced Land Division with conditions as presented.

RECEIVED

FEB 16 2016



ROCK CO. PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY

AGENCY USE ONLY

Application Number: LD2016-006

Received By - Date (MM/DD/YYYY): FEB 16 - 2016

PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

****PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.****

- Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible: Yes No
- Land division is consistent with Town's Comprehensive Plan – Future Land Use Map: Yes No
- Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin: Yes No
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
- Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Yes No
- Land division will require a zoning change: Yes No

APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	DEREK DAVIS & STACEY DAVIS			Telephone:	
Address:	2220 HAWTHORNE AVE	City:	JANESVILLE	State:	WI Zip: 53545
b. Name:				Telephone:	
Address:		City:		State:	Zip:

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	COMBS AND ASSOCIATES, INC			Telephone:	752-0575
Address:	109 W MILWAUKEE ST	City:		State:	Zip:
b. Developer name:				Telephone:	
Address:		City:		State:	Zip:

8. Identify the individual from 6. or 7. that will serve as the primary contact: 6a. 6b. 7a. 7b.

LAND DIVISION INFORMATION

9. Reason for land division: Sale/ownership transfer Farm consolidation Refinance Other:

10. Land division area location:	Town of HARMONY	SECTION 1/4 of NE 1/4
	Section 23	Tax parcel number(s) - 6-7-233B

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:
 Yes No If Yes, identify: City(s)/Village of CITY OF JANESVILLE

12. Land division area is located adjacent to (check all that apply):
 Local/Town road County highway State highway U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 9.21 ACRES	14. Land division area (Square feet or acres): 9.21 ACRES	15. Current zoning of land division area: A-1
16. Number of new/additional lots created by land division: 0	17. Future zoning of new/additional lot(s) created by land division: A-1 (CUP)	18. Future zoning of parent lot: A-1 (CUP)

19. Covenants or restrictions will be placed on the land division area: Yes No
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area: Yes No
If Yes, the building utilizes a: Private onsite wastewater treatment system Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy):

22. Public improvement construction will begin on (mm/dd/yyyy):

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: *Ball J. [Signature]* DATE: 2-17-16

11

APPLICATION CHECKLIST

	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(7) Any other public utilities:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE AIR PHOTO
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOTHING REQUESTED
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

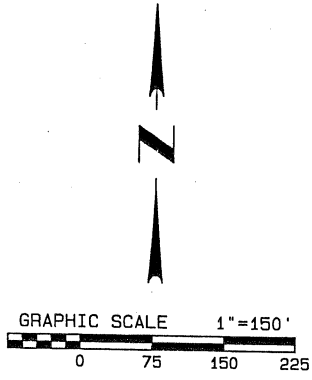
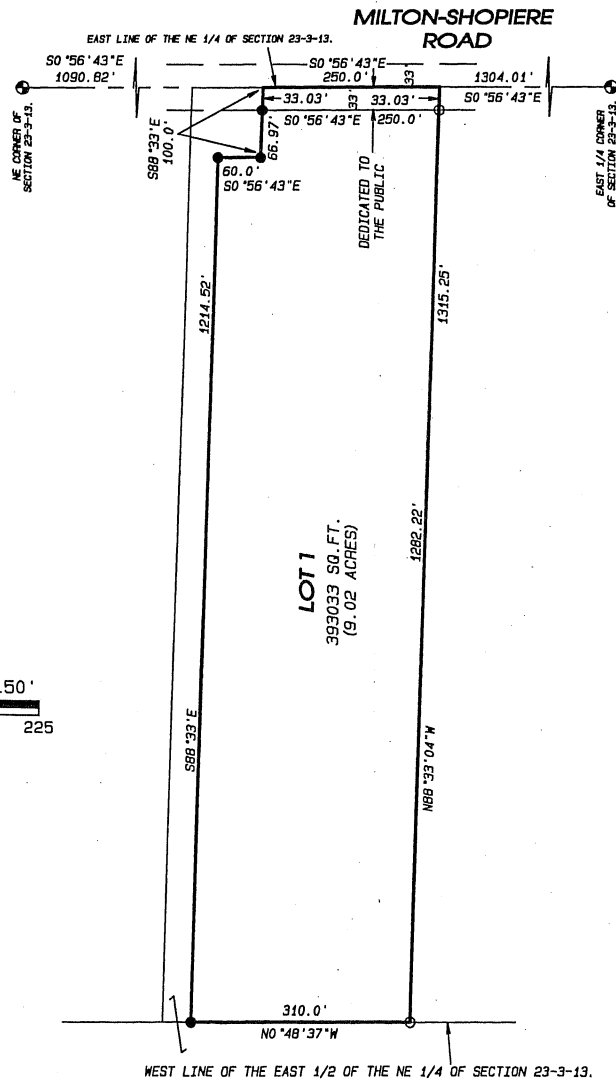
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
51 N. MAIN ST.
JANESVILLE, WI 53545

CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NE 1/4 AND PART OF THE SE 1/4 OF THE NE 1/4 OF SECTION 23, T.3N., R.13E. OF THE 4TH P.M., TOWN OF HARMONY, ROCK COUNTY, WISCONSIN.



LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- FOUND IRON PIN
- ⊙ FOUND ALUMINUM MONUMENT

NOTE: ASSUMED SO 56°43'E ALONG THE EAST LINE OF THE NE 1/4 OF SECTION 23-3-13.

Project No. 115 - 049 For: DAVIS

SHEET 1 OF ___ SHEETS

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534

Clerk's Office.....5818 N Kennedy Rd
608-868-6065 Milton, WI 53563

Town Hall.....440 N US Hwy 14
Janesville, WI 53546

**TOWN OF
HARMONY**

ROCK COUNTY

TOWN USE ONLY

Application Number: 2016-0001 COP

Received By - Date
(MM/DD/YYYY) 1-3-16

**ZONING/LAND USE CHANGE
APPLICATION FORM**

****PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE TOWN OF HARMONY ZONING/
LAND USE CHANGE - APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM
AND INCLUDE A MAP, CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.****

1. Zoning/land use change type (please check only one): Re-zone Conditional use permit Variance
2. Zoning/land use change is consistent with Town's Comprehensive Plan - Future Land Use Map: Yes No
3. Zoning/land use change area is in a State-certified Farmland Preservation zoning district: Yes No
4. Zoning/land use change meets all Town Base Farm Tract requirements: Yes No
5. A land division will be required as a component of the zoning/land use change: Yes No
If you answered **Yes**, you will need to complete the Rock County Land Division process. Please contact the Rock County Planning, Economic & Community Development Agency before completing and submitting this form. The Agency can be reached at 608.757.5587, planning@co.rock.wi.us, or 51 S. Main St., Janesville, WI 53545.
6. The zoning/land use change area is adjacent to a Rock County highway, or in the Rock County Floodplain, Shoreland Overlay, or Airport Overlay zoning district: Yes No Unsure
If you answered **Yes** or **Unsure** and you plan to undertake any development activity (building construction/location or earth-moving activities) in the zoning/land use change area, you will/may need to obtain a Rock County Building Site Permit. Please contact the Rock County Planning, Economic & Community Development Agency before completing and submitting this form to the Town. The Agency can be reached at 608.757.5587, planning@co.rock.wi.us, or 51 S. Main

APPLICANT INFORMATION

7. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	Derek & Stacey DAVIS			Telephone:	608-290-7186		
Address:	2220 Hawthorn Ave	City:	Janesville	State:	WI	Zip:	53545
b. Name:				Telephone:			
Address:		City:		State:		Zip:	

8. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	Ron Combs			Telephone:			
Address:	109 West Milwaukee St	City:	Janesville	State:	WI	Zip:	53548
b. Developer name:				Telephone:			
Address:		City:		State:		Zip:	

9. Please identify the individual from 7. or 8. that will serve as the primary contact: 7a. 7b. 8a. 8b.

ZONING/LAND USE CHANGE INFORMATION

10. Reason for zoning/land use change: Sale/ownership transfer Farm consolidation Refinance Other:

To make the 9.21 acres a separate parcel to build a home.

11. Zoning/land use change area location:	Town of Harmony	NE 1/4 of NE 1/4 + part of SE 1/4 of NE 1/4
	Section 23, T. 3 N., R. 13 E	Tax parcel number(s) - 6-7-231 014 06000 3

12. Zoning/land use change area is located adjacent to (check all that apply):
 Local/Town road Rock County highway State highway U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 9.21 acres	14. Zoning/land use change area (Square feet or acres): 9.21 acres
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15. If you answered Re-zone to 1., indicate current zoning of zoning/land use change area:	16. If you answered Re-zone to 1., indicate future zoning of zoning/land use change area:
--	---

17. Landowners within four hundred (400) feet of zoning/land use change area (Attach separate sheet if necessary):

a. Name:	Dan Pregont			Telephone:	608-449-0371		
Address:	Milton Shopiere Rd	City:	Milton	State:	WI	Zip:	53563
b. Name:	Duane Johnson			Telephone:			
Address:	Milton Shopiere	City:	Milton	State:	WI	Zip:	53563
c. Name:				Telephone:			
Address:		City:		State:		Zip:	
d. Name:				Telephone:			
Address:		City:		State:		Zip:	
e. Name:				Telephone:			
Address:		City:		State:		Zip:	
f. Name:				Telephone:			
Address:		City:		State:		Zip:	

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a zoning/land use change in the Town of Harmony, in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the TOWN OF HARMONY ZONING/LAND USE CHANGE – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of the Town of Harmony, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE:	DATE: 1-3-16
--------------------------------------	--------------

APPLICATION CHECKLIST

	Yes	No	Comment
1. Have you included a map clearly marked "ZONING/LAND USE CHANGE", identifying the zoning/land use change area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Should have an file from previous conditional permit
a. Location of the zoning/land use change area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of EXISTING/PROPOSED property lines, including ownership, in the zoning/land use change area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Approximate location and dimension of all EXISTING/PROPOSED streets, including name, in and adjacent to the zoning/land use change area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all EXISTING property lines, including ownership name and zoning designation, within four hundred (400) feet of the zoning/land use change area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Approximate location and property line setback dimensions of all EXISTING buildings in the zoning/land use change area:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
f. Approximate location of any septic systems, wells and/or utility/drainage easements	<input type="checkbox"/>	<input type="checkbox"/>	N/A
g. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Have you provided all required application form information and has the required party signed the application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you included four (4) hard copies of this application form, four (4) hard copies of the map, and the application fee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

THANK YOU FOR COMPLETING THE TOWN OF HARMONY ZONING/LAND USE CHANGE – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, FOUR (4) COPIES OF THIS APPLICATION FORM, FOUR (4) COPIES OF THE ZONING/LAND USE CHANGE MAP, AND THE APPLICATION FEE OF \$350.00 TO:

TOWN OF HARMONY
 % TIM TOLLEFSON, CLERK
 5818 N KENNEDY RD
 MILTON, WI 53563

* Map and deed included

**TOWN OF HARMONY, ROCK COUNTY, WISCONSIN
CONDITIONAL USE PERMIT**

Applicant: Derek and Stacey Davis
2220 Hawthorne Ave.
Janesville, WI 53545

Description of Land: Part of the NE ¼ of NE ¼ and part of the SE ¼ of the NE ¼ of Section 23, T.3N., R.13E., of the 4th P.M., Town of Harmony, Rock County, Wisconsin, described as follows:

Commencing at an aluminum monument at the NE corner of said Section; thence S.0°56'43"E. along the East line of the NE ¼ of said Section, 1090.82 feet to the place of beginning for the land to be herein described; thence S.0°56'43"E. continuing along said East line, 250.00 feet; thence N.88°33'04"W. 1315.25 feet to an iron pin on the West line of the East ½ of the NE ¼ of said West line of the East ½ of the NE ¼ of said Section; thence N.0°48'37"W. along said West line 310.00 feet to an iron pin; thence S.88°33'E. 1214.52 feet to an iron pin; thence S.0°56'43"E. 60.00 feet to an iron pin; thence S.88°33'E. 100.00 feet to the place of beginning.

Current Zoning of Land: Agricultural District One (A-1)

Description of Permit: To create a separate 9.21 acre parcel as described above, as reflected in a deed from Daniel S. Pregont Jr. and Erin N. Pregont to the applicants dated November 10, 2015 and recorded on November 11, 2015 as doc. No. 2039877.

Conditions Imposed:

1. This permit is contingent upon the recording of a Certified Survey Map encompassing the above-described property and approved by Rock County within 90 days of the date of this permit.

2. This permit is contingent upon the use of all but the westerly 2 acres of the property for agricultural use only, as defined in Wis. Stat. section 91.01 (2). The westerly 2 acres may be used for a single family dwelling occupied as required under the regulations for the A-1 District. This condition shall not preclude the installation of a lane or driveway sufficient to provide access to the dwelling and the agricultural area.

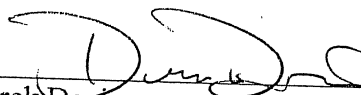
DATED this 15th day of Feb, 2016.

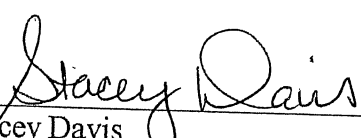
Town of Harmony Planning and Zoning Committee

By: _____

Don Quarterman, Chair

The Applicants, Derek and Stacey Davis, hereby accept the terms of this Conditional Use Permit as set forth above and agree to abide by these terms.


Derek Davis


Stacey Davis

G:\mtdocs\11234\0144\Davis CUP-582207.doc



2039877

RANDAL LEVES
REGISTER OF DEEDS
ROCK COUNTY, WI
RECORDED ON
11/11/2015 12:34:43PM

REC FEE: 30.00
TRANSFER FEE: 165.60
EXEMPT #:
EXCLUSION CODE: W-7
PAGES: 1

RETURN TO:
Derek Davis and Stacey Davis
2220 Hawthorne Ave
Janesville WI 53545

Handwritten notes: 1-30, PPC, 014

Tax Key No. 6-7-231
Tax ID No. 014 060003

DANIEL S. PREGONT JR. and ERIN N. PREGONT, husband and wife as tenants in common

conveys and warrants to DEREK DAVIS and STACEY DAVIS, husband and wife, as survivorship marital property

the following described real estate in Rock County, State of Wisconsin:

Part of the NE 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 of Section 23, T.3N., R.13E., of the 4th P.M., Town of Harmony, Rock County, Wisconsin. Described as follows:
Commencing at an aluminum monument at the NE corner of said Section; thence S.0°56'43"E. along the East line of the NE 1/4 of said Section, 1090.82 feet to the place of beginning for the land to be herein described; thence S.0°56'43"E. continuing along said East line, 250.00 feet; thence N.88°33'04"W. 1315.25 feet to an iron pin on the West line of the East 1/2 of the NE 1/4 of said West line of the East 1/2 of the NE 1/4 of said Section; thence N.0°48'37"W. along said West line 310.00 feet to an iron pin; thence S.88°33'E. 1214.52 feet to an iron pin; thence S.0°56'43"E. 60.00 feet to an iron pin; thence S.88°33'E. 100.00 feet to the place of beginning.

This is not homestead property.

Exceptions to warranties: Township zoning ordinances and easements and/or restrictions of record.

Dated this 10 day of ~~September~~ ^{NOV.} 2015.

Daniel S. Pregont Jr.
Daniel S. Pregont Jr.

(SEAL)

Erin N. Pregont
Erin N. Pregont

(SEAL)

AUTHENTICATION

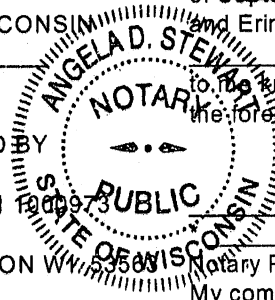
ACKNOWLEDGMENT

Signatures authenticated this ___ day of September, 2015.

STATE OF WISCONSIN)
) ss.
ROCK COUNTY)

Personally came before me, this 10 day of ~~September~~ 2015, the above named Daniel S. Pregont Jr and Erin N. Pregont

TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____ to be known to be the persons who executed the foregoing instrument and acknowledge the same.)
authorized by §706.06, Wis. Stats.)



Angela D. Stewart
Notary Public, Rock County, Wisconsin

THIS INSTRUMENT WAS DRAFTED BY
ATTORNEY MARK E. ROBINSON, SBN 1900973
ROETHE POPE ROETHE LLP
508 CAMPUS STREET, STE 101, MILTON WISCONSIN 53551

(Signatures may be authenticated or or acknowledged. Both are not necessary.)

My commission is permanent (If not, state expiration date: 9-6, 2019)

*Names of persons signing in any capacity should be typed or printed below their signatures.



Application Number: LD2016 006 Davis

PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible: Yes No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map: Yes No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin: Yes No
If you answered **Yes**, proceed to **4**. If you answered **No**, proceed to **5**.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement: Yes No
5. Land division is in an Agricultural Resources Priority Area, per the *Rock County Farmland Preservation Plan*: Yes No
6. Land division will require a zoning change: Yes No
7. Preliminary minor land division application is complete: Yes No

If you answered **Yes** to **7.**, proceed to **9**. If you answered **No** to **7.**, indicate the missing information below, **7a. – 7e**. After all missing information is supplied, proceed to **8**. An Agency recommendation (**10.**) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked " <i>PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP</i> ", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED , in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. Dedicate 33' Half Road Right of Way to the Town of Harmony at their discretion.	
2. Acceptable soil and site evaluation is received on Lot 1 from the Rock Co. Health Department.	
3. Indicate utility easements on Lot 1 as requested by utility companies.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <i>Colin M. Brynes</i> TITLE: <u>Administrator - Rock County Planning, Economic & Community Development Agency</u>	DATE: <u>3/1/16</u>

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____ TITLE: _____	DATE: _____

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
 51 N. MAIN ST.
 JANESVILLE, WI 53545
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____ TITLE: <u>Chair – Rock County Planning & Development Committee</u>	DATE: _____

AGENCY RECOMMENDATION

11. If you answered **Approve With Conditions to 10.**, list conditions:

- 3. Final CSM shall be submitted to and approved by the Agency within one year of the date of Preliminary Approval.
- 4. CSM's that are subject to local approval shall be recorded within 6 months of their last approval and 24 months
- 5. of first approval in an Agricultural Zoning District certified for Farmland Preservation Tax Credits.
- 6.
- 7.
- 8.
- 9.
- 10.

12. Agency recommendation rationale and findings of fact:

This is an after the fact Land Division Application. A Deed was recorded on 11/11/15 creating the approximately 9 plus acre lot. Subsequently, the Applicant has applied for and received a Town of Harmony A-1 CUP for the lot and applied for a Certified Survey Map through the Rock Co. Land Division Regulations. Town of Harmony CUP conditions include allowing the construction of a residential structure on the western 2 acres of proposed Lot 1. Sight Distance for access along the 250' of road frontage for proposed Lot 1 is sufficient.

TOWN ACTION

14. If you answered **Approve With Conditions to 13.**, list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

15. Town action rationale and findings of fact:

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION

17. If you answered **Approve With Conditions to 16.**, list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Committee action rationale and findings of fact:

22

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
64-6400-0000-63100	OFC SUPP & EXP	P1600688	02/02/2016	STAPLES ADVANTAGE	62.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00	136.88	0.00	62.90	2,300.22
64-6400-0000-64200	TRAINING EXP	P1601126	01/14/2016	CENTER FOR LAND USE EDUCATION	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,700.00	0.00	0.00	75.00	2,625.00
PLANNING PROG TOTAL				137.90	
64-6900-0000-62100	CONTRACTED SERV	P1601124	02/09/2016	VON BRIESEN PURTELL AND ROPER	946.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,745.00	0.00	0.00	946.00	2,799.00
BOARD OF ADJUSTMENT PROG TOTAL				946.00	

I have examined the preceding bills and encumbrances in the total amount of **\$1,083.90**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 10 2016**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Colin Byrnes
INITIATED BY



Colin Byrnes
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

February 22, 2016
DATE DRAFTED

Authority to Increase the Housing Authority Commissioner Meeting Per Diem

- 1 **WHEREAS**, the Rock County Housing Authority was created by the Rock County Board of Supervisors
- 2 as a separate body politic at its meeting on June 23, 2004; and,
- 3
- 4 **WHEREAS**, due to the Housing Authority having no mechanism to obtain start-up administrative funds,
- 5 in August 2005, the Rock County Board approved the creation of a budgetary appropriation for the Rock
- 6 County Housing Authority; and,
- 7
- 8 **WHEREAS**, at the time the budgetary appropriation was established in 2005, the authorized amount of
- 9 the meeting Per Diem expense was \$25 per member and the current maximum Per Diem for County
- 10 Board Supervisor meeting attendance is \$50; and,
- 11
- 12 **WHEREAS**, an increase in meeting per diem would assist in encouraging participation, attendance and
- 13 member development and also to assist the commissioners with meeting-related expenses; and,
- 14
- 15 **WHEREAS**, there is sufficient flexibility in the Agency's budget to support the funding for this increase
- 16 in meeting Per Diem without additional County levy.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2016 that the Rock County Housing Authority meeting Per Diem
- 20 be increased to \$50 (Fifty Dollars).

Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wes Davis

Wayne Gustina

Jason Heidenreich

FISCAL NOTE:

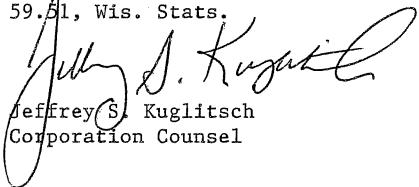
There appears to be sufficient funding in the 2016 Housing Authority budget for the increase in per diem amount. If there is an increase in the average number of meetings held per year, a line item transfer within the Housing Authority budget may be needed.



Sherry Oja
Finance Director

LEGAL NOTE:

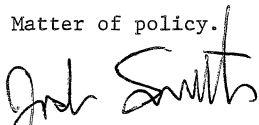
The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

At its June 23, 2004 meeting, the Rock County Board of Supervisors established the Rock County Housing Authority as a separate body politic to help address unsafe and unsanitary housing conditions for low to moderately low income households in Rock County.

The mission of the Housing Authority is to administer the Rock County HOME Consortium Program in cooperation with the Cities of Beloit and Janesville.

Pursuant to Sec. 66.1201(5), Wisconsin Statutes, the Rock County Housing Authority is a 5-person Commission whose members serve 5-year appointments. Members are appointed by the Chair of the Rock County Board and confirmed by the Rock County Board. No commissioner may be connected in any official capacity to a political party, cannot have an ownership or interest in a housing project or property owned or developed by the Housing Authority, and no more than 2 of the commissioners may be officers (Supervisors) of the County in which the Housing Authority is created.

In August of 2005, the Rock County Board approved the creation of a budgetary appropriation for the Rock County Housing Authority in order to provide for the expenses of the commission. One of the expenses included in the line item appropriation is meeting Per Diems. At the time of the budgetary appropriation creation in August 2005, the estimated cost of meeting Per Diems for the Housing Authority was set at \$25.00 per member. Because the Housing Authority Commission is not a "Standing Committee" of County Board Supervisors, meeting per diems have not increased at the same corresponding rate as Supervisory permanent committees (currently \$50 per meeting).

In an effort to encourage participation, attendance and member development and also to assist members with meeting-related expenses, the Planning & Development Department is requesting authority to increase the Housing Authority Commissioner meeting Per Diem to \$50 (Fifty Dollars).



MEMO

TO: Rock County Planning and Development Committee

FROM: Wisconsin Partnership for Housing Development, Program Administrator

RE: Emergency Repair Programs

CDBG funds may be used to make emergency repairs to homes without the need for a Housing Quality Standards Inspection or without the need to bring the entire home up to code. Homeowners need not have equity in the home for emergency repairs to be provided (see attached guidance).

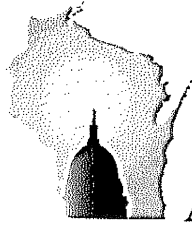
Emergency repairs are limited to items which directly impact health and safety of the individuals living in the home. A list of eligible activities must be defined in advance by the authorizing committee.

In our recent homeowner applications, we have noted that emergency repairs are a common issue. We are recommending that Rock County adopt an emergency repair program to cover, at the least, the following situations:

- No heat—furnace replacements or repairs necessary when no heat is available to the household
- No water—well repairs or other plumbing repairs required to restore sufficient water to the home or to ensure that hot water is present in the home
- Lack of adequate cover—roof repairs when signs of water are noted in the interior of the home
- Hazardous conditions present in home—as a result of sewer back-up, mold or other similar issues that create unsafe conditions in the home.

Note that while no equity is required in the home, a mortgage is still placed on the property so that repayment occurs if sufficient funds are available at the time of sale or transfer of the property.

Policies and procedures for this program would need to be added to the manual and would be reviewed by the committee prior to implementation.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
MIKE HUEBSCH
SECRETARY

Division of Housing
101 E. Wilson Street, Floor 5
P.O. Box 7970
Madison, WI 53707-7970

POLICY: CDBG HSG 05-2014

TITLE: EMERGENCY SITUATIONS

EFFECTIVE DATE: OCTOBER 1, 2014

OVERVIEW:

Description: This policy replaces the Emergency Situations for CDBG Housing

Purpose:

The purpose of this bulletin is to update the policies and procedures of the CDBG Loan Program as it relates to Emergency Situations. The general requirements of Emergency projects are outlined in Chapter IV of the *2012 CDBG Housing Implementation Handbook*.

Policy:

Current Policy – The emergency situations may be treated ahead of any other applications, however, the homeowner must agree in writing to participate in the housing rehabilitation program, and correct all existing hazards, as determined by the Housing Quality Standards (HQS) Inspector.

Under the new policy, when there is an emergency situation:

1. Homeowners will not be required to have an HQS inspection performed on their property. The homeowner now will have the option of reapplying to the CDBG Rehabilitation program at a later date to remedy any additional concerns.
2. Homeowner will not be required to have equity in their property. In addition, property liens, judgments and unpaid taxes do not preclude a homeowner from receiving assistance as it relates to emergency situations.

This ensures that the imminent threat to health and safety is addressed in a timely and efficient manner.

Emergency situations must be clearly documented to show the imminent threat to health and safety.

The maximum limit on emergency project cost has been raised to \$15,000.00; however, Housing Committees may allow exceptions.

All other CDBG program requirements apply to emergencies situations and must be followed.

Questions concerning this bulletin should be directed to CDBG Housing at 608.261.6535 or email: DOAAffordableHousing@wisconsin.gov

For more information, please visit the DOH website at: <http://www.doa.state.wi.us/Divisions/Housing>

MEMO

TO: Rock County Planning and Development Committee

FROM: WPHD, Program Administrator

SUBJECT: Change Order--Informational

LOAN NUMBER: 20675-D-1

This is one of the projects that we have been working on related to the clean-up of CDBG projects. This project continues to have issues related to work performed under the original loan that was made to the homeowner. The committee previously approved a \$1,900 allocation of program income to make corrections, which included two items: (1) replacement of bathroom pipe that had been leaking with new PVC pipe, and (2) correction of electrical issues.

The change order that was approved relates to the electrical work. The electrician made some repairs, but found the need for additional repairs to ensure that the electrical is up to current code. The amount of the change order is \$375.

The homeowner has refused to sign off on previous work that was done related to corrective action (in the amount of \$1.850) until this is corrected. The same contractor has agreed to make additional electrical repairs.

COMMITTEE ACKNOWLEDGEMENT

CHANGE ORDER ACKNOWLEDGED	Allocation of additional \$375 to loan referenced above.
	3/10/2016
Signature-Committee Chair	Date

FEBRUARY 2016 ROCK COUNTY ACTIVITY REPORT

HOME FUNDS	
Program Income	\$ 256,893
Available Grant Funds	\$ 140,605
Program Income 2015	\$ 71,792
TOTAL	\$ 469,290
Projects Completed	\$ 148,091.10
Projects Underway	\$ 127,293.50
Projects Approved	\$ 45,798.75
February, 2015 Requests for Approval	\$ -
TOTAL HOME FUNDS REMAINING FOR ALLOCATION	\$ 148,106.83
Loans Closed	12
Approved, waiting for loan closings	3
Awaiting Inspection Reports	0
Projects Completed	6

LEAD HAZARD GRANT FUNDS	
Lead Hazard Grant Funds	\$ 759,483
Eligible Applications Received (Units)	5
Inspections Completed	3
Loans Closed	2
Projects Completed	1
Funds Obligated	\$ 38,770
Funds Spent	\$ 19,595
Funds Remaining	\$ 720,713

CDBG REVOLVING LOAN FUNDS	
Project Funds Available	\$ 260,834.79

CONTRACT FUNDS	
AUGUST 1, 2015-DECEMBER 31, 2016	\$ 146,065.75
Aug-15	\$ 10,625.44
Sep-15	\$ 10,575.92
Oct-15	\$ 11,918.56
Nov-15	\$ 13,115.76
Dec-15	\$ 11,126.84
Jan-16	\$ 17,126.97
Contract Balance	\$ 71,576.26