

**NOTE: This is a  
Teleconference**



UPDATED 6/2/2021

**PLANNING & DEVELOPMENT COMMITTEE MEETING  
THURSDAY, JUNE 10, 2021 – 8:00 A.M.  
CALL: 1-312-626-6799  
MEETING ID: 894 2244 4409  
PASSCODE: 295670**

Join Zoom Meeting

<https://us02web.zoom.us/j/89422444409?pwd=OHZQbStSYk42cFhjdzVHeIJ6Wk40QT09>

Meeting ID: 894 2244 4409

Passcode: 295670

One tap mobile

+13126266799,,89422444409#,,,,\*295670# US (Chicago)

+19292056099,,89422444409#,,,,\*295670# US (New York)

### Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 837 0059 6659

Passcode: 463607

Join by Skype for Business

<https://us02web.zoom.us/skype/85628752608>

If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Wednesday, June 9, 2021. To submit a public comment use the following email: [planning@co.rock.wi.us](mailto:planning@co.rock.wi.us).

#### Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>



## Agenda

### PLANNING & DEVELOPMENT COMMITTEE MEETING

THURSDAY, June 10th, 2021 – 8:00 A.M.

CALL: 1-312-626-6799

MEETING ID: 894 2244 4409

PASSCODE: 295670

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held May 27, 2021 at 8:00 am
4. Citizen Participation, Communications and Announcements
5. Code Enforcement
  - A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:
    1. 2021 029 (Beloit Township) – Green Valley Farms Inc (One Lot CSM)
6. Community Development
  - A. **Possible Action Item:** Consideration of a Community Development Policy to address the current high material cost (information to be provided prior to the meeting)
  - B. Discussion regarding proposed modifications to Community Development policies and procedures to encourage greater use of the programs
  - C. Initial discussion regarding how American Rescue Plan Act Funds may be utilized for Community Development activities
7. Economic Development
8. Corporate Planning
9. Finance
  - A. Information Item: **Committee Review of Payments (Attachment added 6/2/2021)**
  - B. **Action Item:** Transfers
10. Director's Report
11. Committee Reports
12. Adjournment

#### Future Meeting Dates

June 24, 2021 8:00 AM

July 8, 2021 8:00 AM



## Minutes

### PLANNING & DEVELOPMENT COMMITTEE MEETING

THURSDAY, May 27th, 2021 – 8:00 A.M.

CALL: 1-312-626-6799

MEETING ID: 837 0059 6659

PASSCODE: 463607

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, May 27, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wayne Gustina, Wes Davis, Russ Podzilni, and Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Andrew Baker (Planning Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner III), Dana Sanwick (Office Coordinator), Jennifer Borlick (GIS Manager), and Michelle Schultz (Real Property Lister).

1. Call to Order

2. Adoption of Agenda

**Moved** by Supervisor Gustina **Seconded** by Supervisor Potter  
**Approved** (5-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held May 13, 2021 at 8:00 am

**Moved** by Supervisor Potter **Seconded** by Supervisor Podzilni  
**Approved** (5-0)

4. Citizen Participation, Communications and Announcements

5. Code Enforcement

A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Division:

1. 2021 030 (Milton Township) – Frederick Farms LLP (One Lot CSM)

**Moved** by Supervisor Gustina **Seconded** by Supervisor Potter  
**Approved with Conditions** (5-0)

1. The new smaller lot does not meet the minimum requirements of the A-1 district and will need to be rezoned. The new zoning district should comply with the current zoning or future land use and land use.

2. This lot may fall under extraterritorial jurisdiction with the City of Milton and may need additional approvals.

3. Existing easements shall be shown, and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).

4. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.

5. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

6. Community Development

A. **Possible Action Item:** Consideration of a Community Development Policy to address the current high lumber cost.

**No Action At This Time**

7. Economic Development

8. Corporate Planning

9. Finance

A. Information Item: Committee Review of Payments

B. **Action Item:** Transfers

10. Director's Report

11. Committee Reports

12. Adjournment at 8:16AM

**Moved** by Supervisor Davis **Seconded** by Supervisor Gustina  
**Approved** (5-0)

**Future Meeting Dates**

June 10, 2021 8:00 AM

June 24, 2021 8:00 AM



**ROCK COUNTY**  
*Planning & Development Agency*

**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**FROM:** Andrew Baker – Director

**SUBJECT:** Preliminary Approval of Land Divisions

**DATE:** June 1, 2021

**REGARDING MEETING DATE:** June 10, 2021

**Land Division Summary:**

The following owners are seeking Land Division Preliminary Approval from the P&D Committee:

1. 2021 029 (Beloit Township) – Green Valley Farms Inc (One Lot CSM)

**Land Division Recommendation(s) or Action(s):**

P&D Agency Staff recommends Preliminary Approval the above referenced land division(s) with conditions as presented.

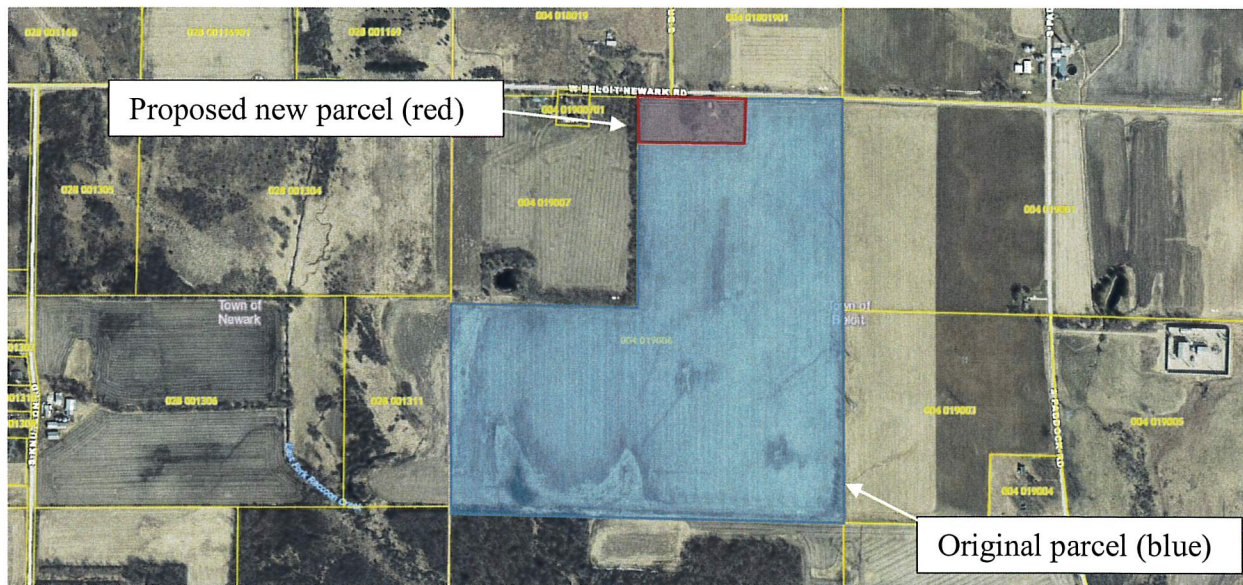
MEMORANDUM

To: Town Clerk – Treasurer, Town of Beloit  
Rock County Planning and Development Committee  
Andrew Baker, Planning Director Rock County  
From: Chris Munz-Pritchard, Senior Planner Rock County

Date: June 1, 2021

Summary of Request	
<b>Requested Approvals:</b>	Minor Land Division # LD 2021 029
<b>Location:</b>	Tax ID: 004 019006 Parcel Number: 6-2-218 6208 W Beloit Newark Rd
<b>Town:</b>	Beloit
<b>Zoned:</b>	A1: Exclusive Agricultural District
<b>Future Land Use:</b>	Agricultural

This is a minor land division located in the Town of Beloit. The proposal will make two lots, from an existing 118 acre (+/-) lot zoned A-1. The smaller lot is separating the existing farm building from the farm land. The new land division will create a smaller 4.35 acre lot leaving the original lot with 113.68 acres.



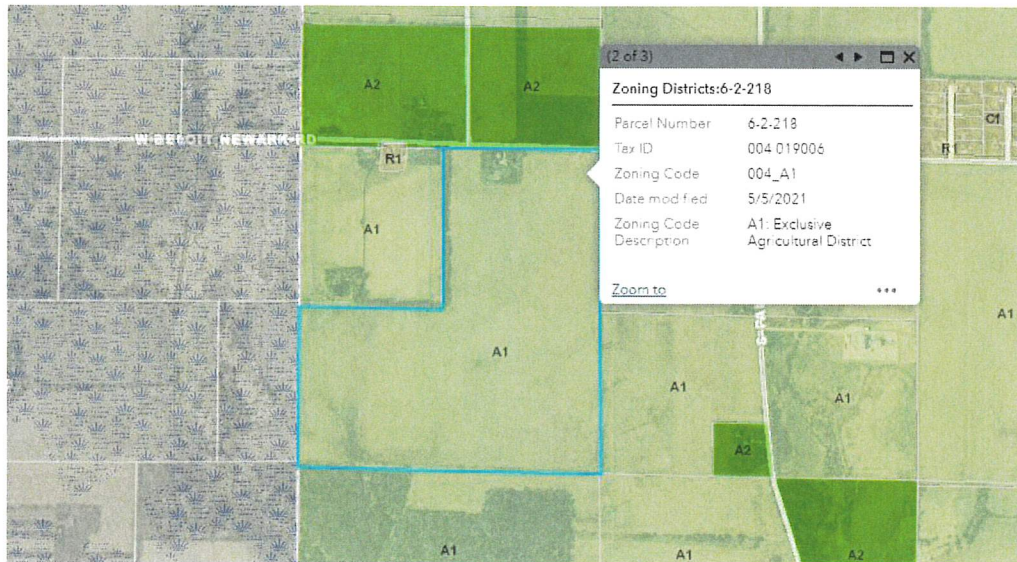
**Recommendation:**

I recommend approval of this minor land division # LD 2021 029 in the Town of Beloit with the following conditions:

MEMORANDUM

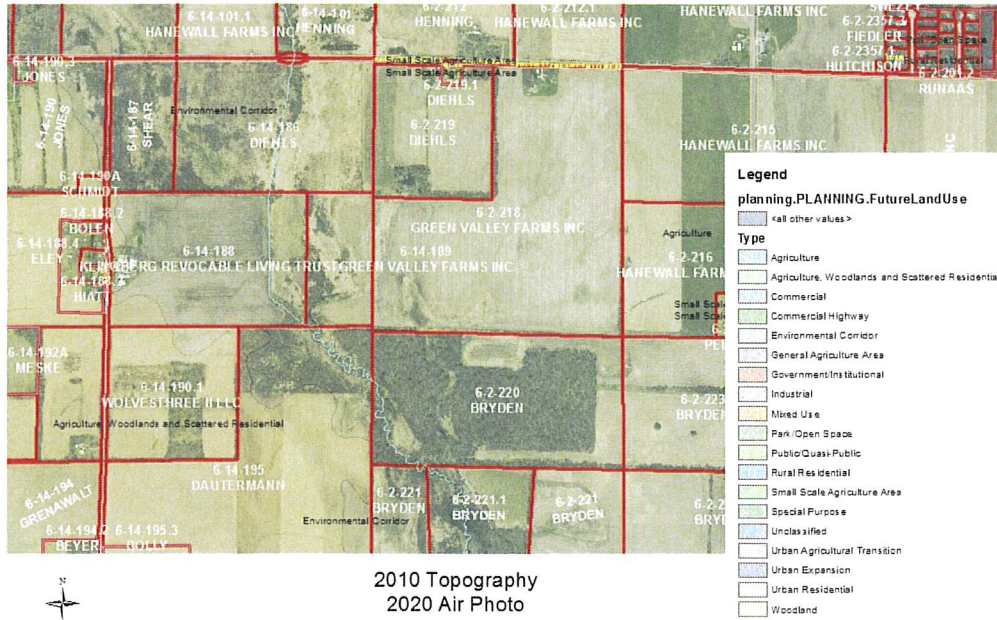
LD 2024 029

1. The new, smaller lot does not meet the minimum requirements of the A-1 district and will need to be rezoned. Both lots need to meet the minimum zoning requirements of the district that it is currently in or proposed in.
2. Note on Final CSM: “Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing systems.” Proposed lot lines must include the system area with the building which utilizes the system.
3. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
4. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval



MEMORANDUM

LD 2021 029



4.112 Preliminary Land Division	
<p>The location of the land division by section, township, and range, approximate location and dimension of all property lines on and adjacent to the land division, to include ownership, and existing and proposed County, Town, and City/Village (if applicable) zoning designations on the land division;</p>	<p>This meets the minimum requirements.</p>
<p>The approximate location and dimension of all existing and/or proposed lots, outlots, units, and blocks numbered for reference, and indication of lot, outlot, unit, or block use if other than single-family residential, on the land division;</p>	<p>This meets the minimum requirements.</p>
<p>The approximate location, dimension (if applicable), and name (if applicable) of all existing and/or proposed buildings, accessory buildings, streets, alleys, public ways, rail lines, private water wells or public water supply systems, POWTS or public sanitary sewer systems, any other utilities, easements, vegetative land cover types, ESA, cultural resources, productive agricultural soils, woodlands, surface water features, drainageways, detention or retention areas, cemeteries, bridges/culverts, and rock outcroppings on the land division, and any other information required by the Administrator;</p>	<p>This is missing the POWTS and well location. It also looks like there is a small shed that is not on the CSM.</p>



MEMORANDUM

LD 2021 029

<p>The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;</p>	<p>NA</p>
<p>A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;</p>	<p>NA</p>
<p>A preliminary concept for collecting and discharging stormwater on the land division;</p>	<p>NA</p>
<p>Topography with two (2) foot contour interval on the land division (Subdivision Plats only)</p>	<p>NA</p>
<p>A scale, north arrow, and date of creation;</p>	<p>This meets the minimum requirements.</p>
<p>Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes</p>	

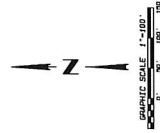
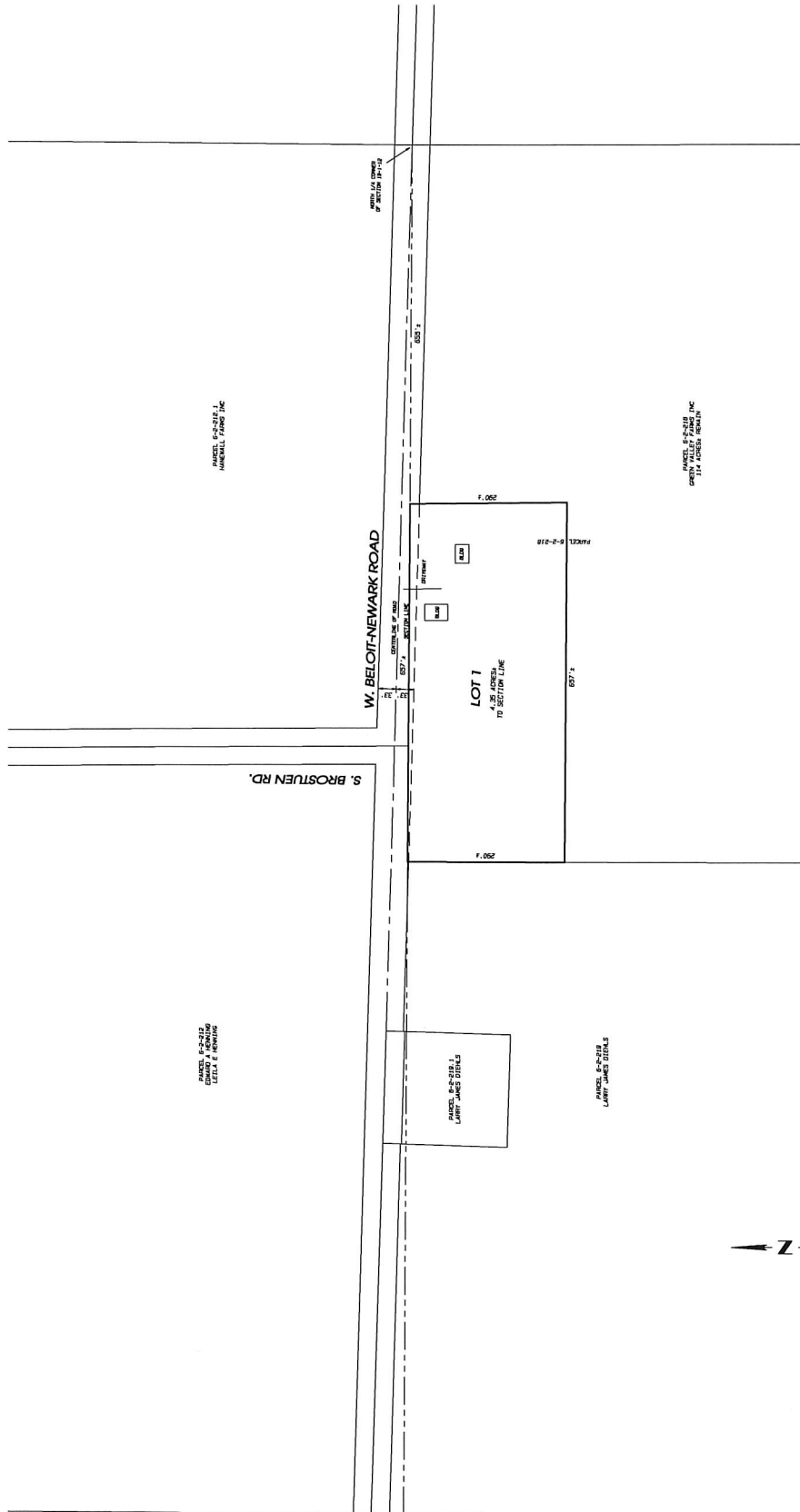
MEMORANDUM

LID 2021 029

<p>The approximate location, dimension, and name (if applicable) of all proposed dedicated public parks or outdoor recreation lands, or other public or private dedication or reservation, with designation of the purpose thereof and any conditions of the dedication or reservation, as well as the location of proposed utility, drainageway, and pedestrian way easements, on the land division;</p>	<p>NA</p>
<p>A preliminary concept for connection with an existing public sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage and water supply, on the land division;</p>	<p>NA</p>
<p>A preliminary concept for collecting and discharging stormwater on the land division;</p>	<p>NA</p>
<p>Topography with two (2) foot contour interval on the land division (Subdivision Plats only)</p>	<p>NA</p>
<p>A scale, north arrow, and date of creation;</p>	<p>This meets the minimum requirements.</p>
<p>Any other information as required in accordance with Sec. 236.34 and 236.11, Wisconsin Statutes</p>	

# PRELIMINARY CERTIFIED SURVEY MAP

PART OF THE NW 1/4 OF THE NW 1/4 AND PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 18, T. 34N., R. 18E., OF THE 4TH P.M., TOWN OF BELLOIT, ROCK COUNTY, WISCONSIN.



NOTES:  
THIS MAP IS PREPARED BY ME AND ALL EASEMENTS  
AND INTERESTS ARE SHOWN AS THEY APPEAR.  
THE BASIS OF BEARINGS IS ASSUMED.

**COMBS**  
SURVEYORS

100 N. Milwaukee St.  
Wausau, WI 54980  
Tel: 715.839.2727  
Fax: 715.839.2724

DATE: 03/24/21  
BY: SLL  
PROJECT: 21-095  
SITE: GREEN VALLEY  
PLANS

LD2021029



AGENCY USE ONLY	
Application Number:	LD-2021-029
Received By - Date (MM/DD/YYYY):	4-21-21

## PRELIMINARY LAND DIVISION APPLICATION FORM

### PROPOSED LAND DIVISION CLASSIFICATION:

Major Land Division  
Subdivision Plat Required
  Minor Land Division  
CSM for lots 35 acres or less  
Plat of Survey for lots greater than 35 acres
  Transfer to Adjoining Owner  
Plat of Survey or CSM
  Lot Combination  
CSM Required

- 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:  Not Applicable  Yes  No
- Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	GREEN VALLEY FARMS INC			Telephone:			
Address:	39 PINEROCK DR	City:	TRAVELERS REST	State:	SC	Zip:	29690
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:	JANESVILLE	State:	WI	Zip:	53548
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.

### PROPERTY INFORMATION

9. Reason for application:  Sale/ownership transfer  Farm consolidation  Create Conforming Lot  Adjust Lot Line

10. Land division area location:	Town of BELOIT	1/4 of	1/4
	Section 19	Tax parcel number(s) - 6-2-218	

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 BELOIT

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): 118 ACRES	14. Land division area (Square feet or acres): 4.3	15. Current zoning of land division area:
16. Number of new/additional lots created by land division: 1	17. Future zoning of new/additional lot(s) created by land division:	18. Future zoning of parent lot:

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): NONE

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

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have 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.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <i>Roll of Coal</i>	DATE: 4-12-2021
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APPLICATION CHECKLIST			
	Yes	No	Comment
<b>1.</b> Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY, CERTIFIED SURVEY MAP OR SUBDIVISION PLAT", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>a.</b> Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>b.</b> Approximate location and dimension of all <b>EXISTING</b> 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"/>	
<b>c.</b> <b>EXISTING/PROPOSED</b> County, Town, and City/Village (if applicable) zoning designations of all <b>EXISTING/PROPOSED</b> lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>d.</b> Approximate location and dimension of all <b>PROPOSED</b> lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>e.</b> Indication of all <b>PROPOSED</b> lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>f.</b> Distance from all <b>PROPOSED</b> 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"/>	
<b>g.</b> Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether <b>EXISTING</b> or <b>PROPOSED</b> , in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(1)</b> Buildings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>(2)</b> Streets, alleys, and public ways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>(3)</b> Driveways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>(4)</b> Rail lines:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NONE
<b>(5)</b> Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(6)</b> Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(7)</b> Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(8)</b> Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE PROPOSED
<b>(9)</b> Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE AIR PHOTO
<b>(10)</b> Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(11)</b> Productive agricultural soils, cultural resources, and woodlands:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(12)</b> Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(13)</b> Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(14)</b> Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(15)</b> Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(16)</b> Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>(17)</b> Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>h.</b> 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
<b>i.</b> 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
<b>j.</b> Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
<b>k.</b> Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>l.</b> Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOTHING REQUESTED
<b>2.</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>3.</b> Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>4.</b> Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>5.</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	

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

Memo

5/21/2021

To: Andrew Baker, Rock County

From: Todd Mandel, WPHD

Subj: Recommendations for increasing usage of the HOME & CDBG Owner-Occupied Rehab Programs

As we had previously discussed, WPHD has undertaken a comprehensive review regarding the marketing and information dissemination surrounding the HOME & CDBG Owner-Occupied Rehab Program that we administer for the county. The goal of this review was to:

- Identify current practices that may be contributing to people not utilizing the program.
- Identify strategies and practices that are not being done that could increase program utilization.
- Identify strategies for increasing usage of the program by homeowners who come from marginalized populations.
- Identify internal programmatic changes that may improve the customer experience or may provide information on improving the customer experience.

Coming out of this review, the team identified several strategies that we will be implementing over the next 90 days which will hopefully result in increased interest and utilization of the program. The purpose of this memo is to outline those items that are outside WPHD's ability to control or where we would value the county's input in how to make sure we are reaching as many people as we can in a cost-effective and efficient manner.

**Items for Rock County Staff Consideration:**

**Item #1. Request Rock County alter subordination policy.**

The current subordination policy requires an 80% LTV. This is a high burden for homeowners who may want to refinance to save money, shorten their mortgage, or lower monthly payments. Rock County's current LTV limit is one of the more aggressive limits for a program such as this. It is more common to see LTV limits that are 100% or even 120% of FMV. In essence, a homeowner who has work done and goes up to a combined LTV of 95% is locked out of refinancing for many years to come.

**Item #2. Consider increasing the forgiveness of funds and combining funds in a project.**

The use of HOME funds along with CDBG funds provides maximum flexibility for a project. Sometimes this is not possible due to income or home value constraints, but where possible it allows flexibility. The program for those over 55 is relatively popular and developing a program of similar scope may increase usage. This would need to be balanced against the desire to have a revolving loan fund that keeps generating returns so work can continue in the future. With the expected receipt of funds from the American Rescue Plan Act, this might be a good time to create a special program tied to those funds as those funds were specifically created to help create economic opportunity and activity. A few different approaches to consider:

- Identify specific types of work where the cost will be forgiven or partially forgiven. This might relate to work such as energy efficiency improvements. This allows low-income families to

*Item 6B*

conduct capital-intensive upgrades (furnaces, boilers, insulation, etc) that will reduce their energy consumption and thus increase their financial security over the long run.

- Create a program where some fixed percentage is forgiven after a fixed period of time (i.e. 25% after five years or 50% or whatever the county wishes to make it). This could also be constructed so it is something like 5% a year for five years to a maximum of 25% (or some other maximum). This would reduce the incentive to rehab/improve and sell. However, we would want to avoid making it too complex so that it is confusing for the homeowner, difficult to track, or expensive to service.
- Create a system where forgiveness is set based upon income levels at the time of loan closing so that the lowest income homeowners receive the greatest benefit. This could be paired with timed forgiveness or forgiveness over time as outlined above.
- Note that targeting forgiveness based on any protected class is potentially a Fair Housing Act violation and thus we do not recommend this type of approach.

### **Item #3. Central Point of Service.**

Potential clients come in from a variety of sources and methods. We recommend that all inquiries be forwarded to WPHD staff for follow up, application, and income qualification.

We also recommend that the application be available for download on the WPHD website. We hope to streamline the information gathering part by directing more people to our website where they can review information, download materials, and conduct other tasks via self-service before they connect with a WPHD staff member. This will help manage the caseload and ensure the costs of increased applications are covered by existing administrative dollars.

### **Item #4. Identify aligned groups.**

The WPHD staff will be conducting a review of groups that align with assisting marginalized communities in Rock County and then reaching out to those groups to educate them about these programs. However, we want to cast our net as wide as we can so any information that the Housing Authority members or county staff can provide on groups that should be contacted would be appreciated.

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The above actions are items we have identified that are within the purview of the county. For information purposes, here are other items that we will be working on internally:

- Notifying municipalities of the program and encouraging them to direct homeowners seeking assistance to WPHD for review.
- Providing information to lenders regarding the program.
- Conducting virtual trainings for lenders and real estate agents regarding the DPA program.
- Connecting with the South Central Wisconsin Builders Association to provide information and potentially education for its members regarding providing contractor services.
- Actively encourage clients to identify contractors and bring them in to the bidding process.
- In conjunction with the American Rescue Plan funds, issue a press release regarding the program and any changes.
- Put together a paid social media ad campaign targeted at residents outside of Janesville and Beloit.

Item 6B

- Reach out to select trades contractors (electricians, plumbers, roofers) who may be contacted by people in need of emergency assistance but do not have the funds to pay for the help.
- Connect with Community Action Inc. and explore being able to do more partnering with the Weatherization Assistance Program.
- (long-term action) Pursue applications for Affordable Housing Program funds from the Federal Home Loan Bank of Chicago to provide additional rehab funds that are fully granted after a 60-month period.
- Connect with organizations that represent and assist marginalized communities in Rock County to educate them about the program and provide them contact information.
- Connect with the ADRC to educate staff about the program.

Item 6B



COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
10-1720-0000-63100	Office&Misc Exp	P2100721	05/13/2021	US BANK	2021 ASSESSMENT ROLL SUPPLIES	315.91
<b>Real Property Descripton PROG TOTAL</b>						<b>315.91</b>
10-1721-0000-64200	Training	P2100721	05/13/2021	US BANK	WLIA SPRING VIR REG JB KP SD M	160.00
<b>Land Records PROG TOTAL</b>						<b>160.00</b>

I have reviewed the preceding payments in the total amount of **\$475.91**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

*Planning & Dev. - 6/10/2021*

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
64-6400-0000-63100	Office&Misc Exp	P2100296	05/13/2021	US BANK	OFFICE SUPPLIES	205.90
<b>Planning PROG TOTAL</b>						<b>205.90</b>
64-6451-0000-64904	Sundry Expense	P2100292	05/06/2021	LANGE ENTERPRISES INC	911 SIGN HWY 81	94.02
<b>Address Signs PROG TOTAL</b>						<b>94.02</b>
64-6470-0000-63110	Admin Expense	P2100295	05/13/2021	RSM US LLP	ACCTG SVCS FOR SBLF	488.25
		P2100296	05/13/2021	US BANK	BILL.COM AND QUICKBOOKS	104.40
<b>Small Business Loan Program PROG TOTAL</b>						<b>592.65</b>
64-6730-0000-63200	Pubs/Subs/Dues	P2100296	05/13/2021	US BANK	WSLS ANNUAL DUES	180.00
<b>Surveyor PROG TOTAL</b>						<b>180.00</b>

I have reviewed the preceding payments in the total amount of **\$1,072.57**

Date: Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_