

**NOTE: This is a  
Teleconference**



**PLANNING & DEVELOPMENT COMMITTEE MEETING  
THURSDAY, APRIL 9, 2020 – 8:00 A.M.  
CALL: 1=312-626-6799  
MEETING CODE: 167 499 832**

Topic: Planning & Development Committee  
Time: April 9, 2020 08:00 AM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/167499832>

Meeting ID: 167 499 832

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Thursday, April 9, 2020. To submit a public comment use the following email: [publiccomment@co.rock.wi.us](mailto:publiccomment@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

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held Thursday, March 12, 2020 at 8:00 am.
4. Citizen Participation, Communications and Announcements
5. Community Development
  - A. **Action Item:** Citizen Grievance Subordination Request Determination – Loan# 000004D1
6. Economic Development:
  - A. **Action Item:** Review and Recommendation to the County Board a Resolution: Establishing the Rock County COVID-19 Emergency Small Business Loan Fund
7. Finance
  - A. Information Item: Committee Review of Payments
  - B. **Action Item:** Transfers
8. Committee Reports
9. Adjournment

### Future Meetings/Work Sessions

April 23, 2020 (8:00 am)  
May 14, 2020 (8:00 am)  
May 28, 2020 (8:00 am)  
June 11, 2020 (8:00 am)



**MINUTES  
PLANNING & DEVELOPMENT COMMITTEE MEETING  
THURSDAY, MARCH 12, 2020 – 8:00 A.M.  
ROCK COUNTY COURTHOUSE CONFERENCE CENTER – 2<sup>ND</sup> FLOOR RM 250  
JANESVILLE, WI**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, March 12, 2020 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Al Sweeney, Wes Davis, Wayne Gustina, Phil Owens and Supervisor Mawhinney. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning Director), Kurt Wheeler; (Planner III), Andrew Baker (Senior Planner), Dana Sandwick; Rock County Planning Office Coordinator and Michelle Schultz; Real Property Lister.

Others Present: Ron Combs

1. Call To Order. 8:00 am
2. Adoption of Agenda

Moved by Supervisor Owens, Seconded by Supervisor Davis. Adopted (5-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held Thursday February 27th, 2020 at 8:00 am.

**Moved** by Supervisor Mawhinney, **Seconded** by Supervisor Owens.  
Approved (5-0)

4. Citizen Participation, Communications and Announcements

Supervisor Davis mentioned that there will be a Wisconsin Towns Association meeting March 19<sup>th</sup> at the LaPrairie Town Hall.

5. Code Enforcement

A.

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

LD2020\_004 (Milton Township) – Lakeside Leisure Corp.

**Moved** by Supervisor Gustina, **Seconded** by Supervisor Mawhinney.  
**Approved (5-0)** with Conditions.

- 1). Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies where applicable.
- 2). Note on Final CSM “Lot 2 contains existing buildings which utilize and existing private sewage system at the time of this survey, However, soils on the lot may be restrictive to the replacement of the existing system”.
- 3). Proposed lot lines must include the POWTS area with the building which utilizes the system.
- 4). Dedicate a 33 foot half road right of way along N. Clear Lake Rd. at the discretion of the Town.
- 5). Final CSM shall be submitted to and approved by the Agency within 1 year after preliminary approval.
- 6). Final CSM shall be recorded with the Rock County Register of Deeds within 6 months of the final approval.

LD2020\_009 (Milton Township) – Van Altena

**Moved** by Supervisor Mawhinney, **Seconded** by Supervisor Davis.  
**Approved (5-0)** with Conditions.

- 1). Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies where applicable.
- 2). Note on Final CSM “Lot 1 contains existing buildings which utilize and existing private sewage system at the time of this survey, However, soils on the lot may be restrictive to the replacement of the existing system”.
- 4). Proposed lot lines must include the POWTS with the building which utilizes the system.
- 5). Final CSM shall be submitted to and approved by the Agency within 1 year after preliminary approval.
- 6). Final CSM shall be recorded with the Rock County Register of Deeds within 6 months of the final approval.

6. Finance

- A. Information Item: Committee Review of Payments Reviewed.
- B. **Action Item:** Transfers  
None.

7. Committee Reports

Chair Sweeney informed the Committee that he and Supervisor Mawhinney attended the Public Hearing on the Town of Fulton 440 acre Solar Project, and asked for information relating to the review and permitting of such projects. Discussion followed.

8. Directors Report

- A. Ms. Sanwick and Mr. Byrnes explained the issues related to trying to find alternative software for the Housing program. Discussion followed.
- B. Mr. Byrnes updated the Committee on the newly released Rock County Parks Plan and the review and public hearing scheduling as well as the final adoption by the Rock County Board.

9. Adjournment

**Moved** by Supervisor Gustina, **Seconded** By Supervisor Owens. All in Favor  
Time: 8:40 am.

Respectfully Submitted – Kurt J. Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

March 26, 2020 (8:00 am)  
April 9, 2020 (8:00 am)  
April 23, 2020 (8:00 am)  
May 14, 2020 (8:00 am)

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee  
INITIATED BY



James Otterstein  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY

April 2, 2020  
DATE DRAFTED

**ESTABLISHING THE ROCK COUNTY COVID-19 EMERGENCY SMALL BUSINESS LOAN FUND**

1 **WHEREAS**, the COVID-19 global pandemic has created severe economic hardships on the local, state  
2 and national economies; and  
3

4 **WHEREAS**, the State of Wisconsin and its counterparts throughout the nation have imposed mandated  
5 social distancing and safer at home policies as measures to protect the public's health by containing or  
6 curtailing the spread of the Coronavirus; and  
7

8 **WHEREAS**, the implementation of these necessary policies has disrupted the economic repositioning,  
9 revitalization and resurgence that Rock County has experienced since recovering from the Great  
10 Recession; and  
11

12 **WHEREAS**, these mandated public health policies are negatively impacting Rock County small  
13 businesses; and  
14

15 **WHEREAS**, nearly 85% of the more than 3,370 businesses in Rock County are small businesses with less  
16 than 20 employees; and  
17

18 **WHEREAS**, these small businesses need access to affordable and flexible capital to stabilize, sustain,  
19 strengthen or restart those operations impacted by COVID-19, and that said capital may serve as a bridge  
20 or conduit to secure longer-term, permanent sources of capital; and  
21

22 **WHEREAS**, the County of Rock has a responsibility, as well as an opportunity, to assist the County's  
23 business community's recovery efforts during these extraordinary times; and  
24

25 **WHEREAS**, the County Board of Supervisors has reviewed the need for a Rock County COVID-19  
26 Emergency Small Business Loan Fund and the countywide economic benefits gained therefrom.  
27

28 **NOW THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this  
29 \_\_\_\_\_ day of \_\_\_\_\_, 2020, authorizes and approves the formation of the Rock County COVID-19  
30 Emergency Small Business Loan Fund, in an amount of \$1,000,000 (One Million Dollars), and an  
31 administrative fund in the amount of \$50,000 that will be used to procure an administrative platform on  
32 which to apply for loans, to secure the services of experts who may be needed to provide supporting  
33 services, and other functions as approved.  
34

35 **BE IT FURTHER RESOLVED** that the County Board Chair delegates the administrative, fiscal and  
36 program management of this Rock County COVID-19 Emergency Small Business Loan Fund to the  
37 County's Planning, Economic and Community Development Department.  
38

39 **BE IT FURTHER RESOLVED** that program oversight, policy, and loan decision making authority be  
40 granted to a seven-member Rock County COVID-19 Emergency Small Business Loan Fund Committee,  
41 consisting of four County Board Supervisors and three members of the public, all appointed by the Chair  
42 of the Rock County Board of Supervisors for a period of time deemed necessary to address, respond or  
43 recover from the impacts of the COVID-19 pandemic.  
44

45 **BE IT FURTHER RESOLVED** that the Emergency Small Business Loan Fund Committee is  
46 empowered to direct and approve expenditures from the Administrative Fund and, at its discretion, direct  
47 staff to develop an agreement with a third-party(s) to administer these funds on the County's behalf or  
48 for other services as needed.  
49

50 **BE IT FURTHER RESOLVED** that the 2020 Planning and Development Department Budget be  
51 amended as follows:

20-4A-441

ESTABLISHING THE ROCK COUNTY COVID-19 EMERGENCY SMALL BUSINESS LOAN FUND

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12.A.1.(2)

	<u>Account/Description</u>	<u>Budget at 1/1/2020</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
52				
53				
54	64-6446-0000-47500	-0-	\$1,050,000	\$1,050,000
55	Prior Year Sales Tax Revenue			
56				
57	64-6446-0000-63110	-0-	\$50,000	\$50,000
58	Administrative Expense			
59				
60	64-6446-0000-64914	-0-	\$1,000,000	\$1,000,000
61	Small Business Loans			

Respectfully submitted,

PLANING & DEVELOPMENT COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

\_\_\_\_\_  
Alan Sweeney, Chair

Reviewed and Approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Phillip Owens

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

This resolution authorizes the transfer in of \$1,050,000 in excess sales tax revenue collected in prior years. The current balance of excess sales tax revenue collected in prior years is \$1,095,213. Loan repayments will be used to replenish the sales tax revenue fund balance.

/s/ Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01, 59.51 and 59.57, Wis. Stats., as well as Rule IV-C of the County Board Rules. As an amendment to the adopted 2020 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

/s/ Richard Greenlee

Richard Greenlee  
Corporation Counsel

### EXECUTIVE SUMMARY

In response to the COVID-19 pandemic, social distancing and safer at home policies have negatively impacted the local, state and national economies. Consequently, communities across the nation are aggressively developing, replicating or reallocating funds to aid small businesses when and where appropriate. Therefore, the purpose of the Rock County COVID-19 Emergency Small Business Loan Fund is to assist small businesses in Rock County that are experiencing documented financial difficulties that are directly attributed to the global COVID-19 pandemic.

While the program is open to all for-profit, private-sector businesses that are considered in good standing and not operating as home-based businesses, funding will be prioritized for service producing businesses – particularly those that are independent (i.e. non-franchise) and businesses that support the hospitality and business services sectors, respectively. Additional priority will be weighted toward businesses that are seeking bridge financing to help stabilize, sustain, strengthen or restart their operations.

Funding will be capped at \$20,000 per applicant; and it will be structured as a low-interest (i.e. one-percent), working capital loan. An appointed, seven member Rock County COVID-19 Emergency Small Business Loan Fund Committee will have program oversight, policy and loan decision making authority. Meanwhile, the County's Planning, Economic and Community Development Department will be responsible for providing administrative, fiscal and program management support.



ROCK COUNTY

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**

03/26/2020

FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
10-1721-0000-63407	Computer Supply	P2000479	03/19/2020	US BANK	CYAN INK FOR PLANNING PLOTTER	162.90
10-1721-0000-64200	Training	P2000479	03/19/2020	US BANK	WLIA CONF REG KP TH ROOM JB MS	803.00
<b>Land Records PROG TOTAL</b>						<b>965.90</b>

I have reviewed the preceding payments in the total amount of **\$965.90**

Date:

Dept Head \_\_\_\_\_

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

ROCK COUNTY

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**

FOR THE MONTH OF MARCH 2020

03/26/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
64-6400-0000-63100	Office&Misc Exp					
		P2000559	03/19/2020	US BANK	STAPLES & MID CITY OFFICE PROD	208.94
		P2000765	03/05/2020	HENRICKSEN	HIEH3-A-HU-UR96-T-SB CHAIR	1,554.24
					<b>Planning PROG TOTAL</b>	<b>1,763.18</b>
64-6420-0000-64918	Marketing					
		P2001098	03/19/2020	FORWARD FOUNDATION INC	2019-2020 ROCK COUNTY DEVELOPM	1,000.00
					<b>Economic Development Program PROG TOTAL</b>	<b>1,000.00</b>
64-6451-0000-64901	Tax Deed Expense					
		P2000556	03/05/2020	LANGE ENTERPRISES INC	911/ADDRESS SIGNS (6)	195.55
					<b>Address Signs PROG TOTAL</b>	<b>195.55</b>

I have reviewed the preceding payments in the total amount of \$2,958.73

Date:

Dept Head \_\_\_\_\_

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