



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY OCTOBER 27, 2016 - 8:00 A.M.  
COURTHOUSE CONFERENCE ROOM  
SECOND FLOOR  
ROCK COUNTY COURTHOUSE  
JANESVILLE, WI

**1. CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, October 13, 2016 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Wayne Gustina, Jason Heidenreich, Wes Davis and Mary Mawhinney. Supervisors Absent: None. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning & Development Director), Andrew Baker (Sr. Planner/Zoning Administrator), Kurt Wheeler (Planner III/Acting Secretary), Brad Heuer (Rock County Surveyor) and Michelle Schultz (Real Property Lister).

Others present: Andy Gleichauf, Richard Knilans, Deb Clark, Dan Clark, and Caroline Robb.

**2. ADOPTION OF AGENDA**

Adoption of the agenda moved by Supervisor Davis, seconded by Supervisor Gustina. Director Byrnes asked to *remove Item 5.D. Land Division 2016 041 (Spring Valley Township) – Thayer/Shank*. Agenda ADOPTED as amended (5 - 0).

**3. MEETING MINUTES – OCTOBER 13, 2016**

Motion made by Supervisor Mawhinney to accept the October 13, 2016 meeting minutes, Seconded by Supervisor Davis. APPROVED (5-0)

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

None at this time.

**5. CODE ADMINISTRATION & ENFORCEMENT**

**A. Public Hearing – Rock County Shoreland Conditional Use Permit 2016 005 – Andrew Gleichauf**

Supervisor Gustina moved to go into Public Hearing at 8:03 am; seconded by Supervisor Heidenreich and the roll call was read. Present: Supervisors Davis, Gustina, Heidenreich, Mawhinney and Sweeney. Absent: None.

Mr. Baker provided a summary of the project and the history of the property. He also discussed current floodproofing requirements.

Neighbor Dan Clark presented slide show pictures showing water runoff on his property from the applicant's property and the deposited fill placed there. He asked that the excess fill be required to be removed in order to be consistent in its decision to grant permits for that area. He cited a previous after-the-fact permit application to the south of this applicant that was denied and required to remove excess fill.

Neighbor Caroline Robb asked that the County take action to enforce the applicant's removal of the fill material. She also stated that there has not been any evidence of the type of flooding from the rains of 2008 and that the current runoff that she has seen on Mr. Clark's property appears to be from the fill placed by Mr. Gleichauf.

Applicant Andy Gleichauf stated that nothing had been done to the property since 2008. He indicated that he had brought in a foot and a half of fill.

Supervisor Mawhinney moved to close the Public Hearing at 8:17 am with a second by Supervisor Davis.

#### **B. Review and Approval, Approval with Conditions or Denial of Shoreland Conditional Use Permit 2016 005 – Andrew Gleichauf**

Supervisor Heidenreich moved the approval of Shoreland Conditional Use Permit 2016 005 with staff recommended conditions; seconded by Supervisor Gustina. Discussion followed.

Supervisor Mawhinney moved to amend the motion by adding to condition #3 that the project must meet all FEMA Floodplain requirements prior to obtaining the Building Permit for a garage. All in favor of approving the amendment– **APPROVED (5-0)**.

Vote on the original motion to approve the Shoreland Conditional Use Permit 2016 005 with the amended condition – All in favor – **APPROVED (5-0)**

#### Conditions of Approval:

1. Any alteration of surface water drainage must adequately address any potential for impact on adjacent properties or surface waters. For that reason, any fill material that was deposited beyond the extent required to flood proof the residence per Ordinance standards shall be removed from the property. All grading work shall be coordinated with P&D Agency Staff on site for approval prior to and during construction. The permit holder shall ensure that the drainage way in the rear yard remain open to the extent which existed prior to the fill placement.
2. The owner is proposing to construct a new detached garage on the property south of the residence. By Ordinance, accessory structures may be placed at the regional flood elevation and do not require the fill fifteen feet around the perimeter as is needed for a principal structure. As an exception to requirement to remove excess fill outlined in Condition #1 above, a new garage may be constructed on fill provided

that the garage is constructed in a location reasonably as close to the existing residence as building code will allow and not setback any further from the road than the residence.

3. The project shall meet all FEMA Floodplain regulations which are administered through the Rock County Floodplain Zoning Ordinance. This includes properly elevating the structure and filing a Letter of Map Revision based on Fill with FEMA (LOMR-F) to document the floodproofing work. **The must project meet all FEMA Floodplain requirements prior to obtaining the Building Permit for a garage.**

4. The permit holder shall provide information collected by a surveyor or engineer that documents that the elevations and other flood proofing measures are in compliance with the Floodplain Ordinance requirements. Any deficiencies in elevation requirements or general flood proofing standards shall be remedied by the permit holder. The property shall be certified as meeting Floodplain Ordinance Requirements by P&D Staff prior to occupancy.

5. Downspouts from existing and proposed structures shall be directed generally to the south and east side of property to allow for the maximum infiltration on the property.

6. 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.

7. All other necessary permits shall be obtained prior to starting construction.

8. This permit expires one year from the date of Committee approval.

**C. Application Fee Reduction Request Shoreland Conditional Use Permit 2016 005 – Andrew Gleichauf**

Supervisor Gustina moved to deny the reduction in after-the-fact Shoreland Conditional Use Permit 2016 055; seconded by Supervisor Heidenreich. All in favor – **APPROVED** (5-0)

**D. Land Division Review**

• **LD2016 040 (Plymouth Township) – Schmitt Trust**

Moved by Supervisor Mawhinney, Seconded by Supervisor Heidenreich with conditions. All in favor – **APPROVED** (5-0)

Conditions of Approval:

1) Utility easements to be located on lots as requested by utility companies.

- 2) A note on the final CSM shall state, "*No buildings which produce wastewater are allowed on Lot 1 until acceptable means of wastewater disposal is approved by the necessary government agencies.*"
- 3) Access Permit form Wisconsin DOT shall be approved for access to State Hwy. 213.
- 4) Final CSM to be submitted and approved by the Planning and Development Agency within one year of the date of Preliminary Approval by the Planning and Development Committee.
- 5) CSMs subject to local approval shall be recorded with the Register of Deeds within 6 months of the last approval.

- **LD2016 042 (Janesville Township) – Ruiz**

Moved by Supervisor Gustina, Seconded by Supervisor Davis with conditions. All in favor – <b>APPROVED</b> (5-0).
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Conditions of Approval:

- 1) Utility easement(s) shall be placed on lots as requested by utility companies (if applicable)
- 2) A note on Final CSM shall state: "*No buildings which produce wastewater allowed on Lot 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies.*"
- 3) A note on Final CSM shall state: "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 system."
- 4) Proposed lot lines shall include the POWTS area with the building that utilizes the system.
- 5) Indicate all known existing easement boundaries on the Final CSM.
- 6) Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
- 7) CSM's subject to local approval shall be recorded with the Rock County Register of Deeds within 6 months of their last approval.

6. **FINANCE**

**A. Committee Review of payments**

None at this time.

**B. Transfers**

None at this time.

7. **2017 BUDGET REVIEW**

**A. Real Property**

Ms. Schultz indicated a cost-to-continue budget for 2017.

**B. Planning & Development / Surveyor**

Mr. Byrnes indicated that the Planning & Development budget incurred a slight increase from last year's budget.

8. **COMMITTEE REPORTS**

Supervisor Mawhinney asked that the Surveyor give a presentation to the Planning and Development Committee at some point in the future. Mr. Byrnes and Mr. Heuer agreed.

Supervisor Mawhinney reported that she had recently attended a tour and presentation of the Enbridge facility.

9. **DIRECTORS REPORT**

Mr. Baker and Mr. Wheeler spoke about the Wisconsin County Code Administrator's Fall Conference they recently attended in Appleton, Wisconsin.

10. **EXECUTIVE SESSION: ANNUAL REVIEW OF PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR**

Supervisors Mawhinney and Heidenreich moved to go into Executive Session at 9:23 am. Approved on the following roll call vote. Supervisors Mawhinney, Heidenreich, Davis, Gustina, and Sweeney – All in favor-**APPROVED** (5-0)

Supervisors Gustina and Davis moved to come out of Executive Session at 9:42 am. Approved by acclamation.

11. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee at 9:42am; second by Supervisor Davis. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee is scheduled for Thursday, November 10, 2016.

Respectfully submitted by Kurt Wheeler, Acting Secretary P&D Committee.

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

**Future Meetings/Work Sessions**

November 10, 2016 (8:00 am) as needed

December 15, 2016 (9:00 am) as needed (NOTE THE TIME CHANGE)