



**MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 22, 2015 - 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 8:04 a.m. on Thursday, January 22, 2015 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Wes Davis, Jason Heidenreich, Wayne Gustina, and Mary Mawhinney.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/Zoning Administrator), Kurt Wheeler (Acting Secretary), Cheryl Martin (Accountant), Kathy Kamp and Scott Gussick (The Wisconsin Partnership for Housing Development).

Other County Staff: Michelle Schultz; Real Property Lister.

Citizens Present: Rob Baller, Elaine Kreiger, Jeff Myers, Steve Leppla, JoAnn Leppla, Dennis Leppla, Mary Duvall, Lynn Grover, Steve Schruafnagel.

2. ADOPTION OF AGENDA

Colin Byrnes presented the addition of a 2014 Budget Transfer to the agenda. Supervisor Davis moved to adopt the agenda with the addition; Supervisor Gustina seconded the motion. **Approved 5-0.**

3. PLANNING & DEVELOPMENT MEETING MINUTES – DECEMBER 11, 2014

Supervisor Mawhinney moved the approval of the December 11, 2014 minutes. Supervisor Heidenreich seconded the approval of the minutes. **APPROVED 5-0**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

None

5. SEMI ANNUAL REPORT ATTENDANCE AT CONFERENCES/CONVENTION

- A. Planning and Development (None)
- B. Real Property (None)
- C. Surveyor (Memo submitted) The County Surveyor's office submitted documentation showing that no member of the Surveyor's Department attended

any training, conference, or convention that exceeded the cost of \$1,000 in the last six months.

6. **CODE ADMINISTRATION & ENFORCEMENT**

A. Action Item: Preliminary Land Division Approvals

Mr. Byrnes and Mr. Baller discussed the following land division with the Committee.

LD2014 046 (Avon Township) - Hall Living Trust

Supervisor Gustina made a motion to approve LD 2014 046 with conditions;
Seconded by Supervisor Heidenreich. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Applicant records a deed restriction for future development of the property at the time of Certified Survey Map recordation.
2. Deed restriction document coordinated with and is approved and signed by Agency staff and Town of Avon.
3. Note on final map 'No building which produces wastewater allowed on lot'.

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2014 054 (Beloit Township) Petersdorf Trust No.1

Supervisor Gustina made a motion to approve LD 2014 054 with conditions;
Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. 33' half road right of way (ROW) dedicated along W. Spring Creek Rd. at the discretion of the Town of Beloit.
2. Show well and septic locations for existing structures on proposed lot 1.
3. Existing structures shall meet setback requirements.

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2014 056 (Janesville Township) - Kelm

Supervisor Mawhinney made a motion to approve LD 2014 056, Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2014 058 (Plymouth Township) –Daun/Videgar

Supervisor Gustina made a motion to approve LD 2014 058 with conditions; Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Existing structures shall meet setback regulations for Lot 3.
2. 40' Road right of way (ROW) along CTH H shall be dedicated to the public Lot 1.
3. Note on final map "Since lot 2 contains existing buildings which utilize an existing private sewage system, no soil evaluation".

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2014 064 (Turtle Township) – Lathers Trust

Supervisor Mawhinney made a motion to approve LD 2014 064 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Note: "No buildings which produce wastewater allowed on lots until acceptable soil and site evaluation reports received on lots 1 and 2 for septic systems".
2. Utility easements put on lots as requested by utility companies.
3. 30' wide drainage easement to be located on lot 1 in the natural drainage swale.

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2015 001 (Newark Township) – Veneman

Supervisor Gustina made an initial motion to approve LD 2015 001 with conditions; Seconded by Supervisor Mawhinney. The motion was amended to include approval of egress prior to final as an additional condition of approval. Moved by Supervisor Mawhinney, and Seconded by Chair Sweeney with conditions.
All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Approval of egress by Town prior to finalization of Land Division.
2. Existing structures shall meet setback requirements.
3. 40 foot ½ road right of way (ROW) dedicated along CTH H.
4. Acceptable soil and site evaluation report received on lot 1.

Action Item: Preliminary Land Division Approval

Mr. Byrnes discussed the following land division with the Committee.

LD2015 002 (Johnstown Township) – Schmekel

Supervisor Mawhinney made a motion to approve LD 2015 002 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Acceptable Soil and Evaluation Report received on Lot 1.
2. Utility Easements put on Lot 1 as required by Utility Companies.
3. 33 foot ½ road right of way (ROW) dedicated to the Town of Johnstown at their discretion.
4. Include Town action to approve with Town conditions.

B. Action Item: Request to revise Certified Survey Note on Lot 1 of CSM Volume 26, page 178 concerning onsite sanitary system –Grover

Supervisor Mawhinney made a motion to Approve; Seconded by Supervisor Gustina with conditions. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Revise CSM with Affidavit

C. Information Item: Administrative Quarterly Report.

Mr. Byrnes presented the report statistics to the Committee.

7. FINANCE

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

Supervisor Mawhinney made a motion to approve the bills; Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

8. COMMUNITY DEVELOPMENT

- A. Action Item:** CDBG Monitoring Remediation Project Correction (Loan ID 020675D1)

- B. Action Item:** Request for Alteration of an Existing Rock County Mortgage (Loan ID 006070D1)

Mr. Byrnes explained to the Committee the menu of choices of outcomes to the Committee. Jeff Myers (Century 21 Realtor) explained the history of this loan. Supervisor Mawhinney inquired as to the possibility of the realtor taking a reduced commission.

Supervisor Heidenreich made an initial motion, Seconded by Supervisor Gustina. An amended motion was made by Supervisor Mawhinney, and Seconded by Supervisor Gustina after discussion to accept \$3500.00 as an alternate settlement amount, and to direct staff to satisfy an additional \$605.00 item included in the loan. All in Favor – **Approved (Yes – 5, No - 0)**

- C. Information Item:** Housing & Community Development Policy and Procedure Manual Revisions (Wisconsin Partnership for Housing Development).

Kathy Kamp explained the Policies and Procedure Manual as well as Home, Renter, CDBG and Lead Hazard reduction Grants. Chair Sweeney asked if in the future Kathy could provide a way to differentiate the past procedures from new proposed procedures. Kathy suggested to the Committee to review pages 18-19, pages 29-30, and page 32 of the Manual.

9. **COMMITTEE REPORTS**

None.

10. **DIRECTORS REPORT**

Mr. Byrnes advised the Committee that at the next Planning and Development Committee Meeting the topic of the Traynor Gravel Pit will be on the agenda and to expect the possibility of a large audience.

Supervisor Gustina moved to adjourn at 9:58 am, Seconded by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, February 12, 2015 at 8:00 a.m.**

Prepared by: Kurt J. Wheeler – Acting Secretary