



**MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, DECEMBER 11, 2014 - 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, December 11, 2014 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Wes Davis and Jason Heidenreich. Supervisor Gustina and Mawhinney were not in attendance.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/Zoning Administrator), Steve Schraufnagel (Acting Secretary), James Otterstein (Economic Manager), Cheryl Martin (Administrative Assistant), Kurt Wheeler (Planner II), and Scott Gussick (The Wisconsin Partnership for Housing Development).

2. ADOPTION OF AGENDA

Supervisor Heidenreich moved to adopt the agenda; Supervisor Davis seconded the motion to approve the agenda. **Approved 3-0.**

3. JOINT PLANNING & PUBLIC WORKS COMMITTEE MEETING MINUTES – November 13, 2014

Supervisor Heidenreich moved the approval of the November 13, 2014 Joint Committee minutes. Supervisor Davis seconded the approval of the minutes. **APPROVED 3-0.**

4. PLANNING & DEVELOPMENT MEETING MINUTES – November 13, 2014

Supervisor Heidenreich moved the approval of the November 13, 2014 minutes. Supervisor Davis seconded the approval of the minutes. **APPROVED 3-0**

5. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Mr. Brynes introduced Kurt Wheeler as the new Planner II. Mr. Wheeler expressed his appreciation and anticipation to be a part of the Rock County Planning Agency.

Mr. Otterstein handed out to the Committee an announcement of a new business relocating in the Gateway Business Park. Chicago Fittings will be constructing a new building and anticipating startup in 2016.

6. **CODE ADMINISTRATION & ENFORCEMENT**

A. **Action Item:** Preliminary Land Division Approval

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

LD 2014 052 (Lima Township) – Majorie Christian

Supervisor Davis made a motion to approve LD 2014 052 with conditions; Seconded by Supervisor Heidenreich. All in favor – **Approved (Yes –3 No- 0, Absent – 2)**

Conditions

1. Note on Final CSM: “Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system.”
2. Existing structure shall meet setback regulations.
3. Show septic and well locations for existing structures on lot 1.
4. Acceptable soil and site evaluation received on Lot 2.
5. Vision easement shall be located at the intersection of CTH KK and STH 59 extending 200 feet along KK and 300 feet along STH 59 and vision easement shall be cleared of brush and trees under 6 inches in diameter. Trees larger than 6 inches may remain subject to evaluation in the design phase, but trimmed up to 8-feet above the ground if they remain. Easement parameters shall be noted on Final CSM.
6. Final CSM submitted and approved by the Planning & Development Agency 1 year after Committee approval.
7. CSM's that are subject to local approval must be recorded within 6-months of their last approval and 24 months of first approval in an Exclusive Agricultural District.
8. Utility easements put on lots as requested by utility companies.

7. **FINANCE**

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

Supervisor Heidenreich made a motion to approve the bills; Seconded by Supervisor Davis. All in favor – **Approved (Yes –3 No- 0, Absent – 2)**

8. COMMUNITY DEVELOPMENT

A. Action Item: CDBG Monitoring Remediation (Projects IDs – 020622D1, 020675D1, 020716D1, and 020717D1)

Scott Gussick explained to the Committee the above projects.

Supervisor Heidenreich made a motion to approve the Remediation projects; Seconded by Supervisor Davis. All in favor – **Approved (Yes –3 No- 0, Absent – 2)**

B. Action Item: Amending the Housing & Community Development Policy and Procedure Manual to Facilitate Single Payor Checks.

Mr. Byrnes explained the reason for the amendment. Two-party checks can be difficult to cash.

Supervisor Heidenreich made a motion to approve the amendment; Seconded by Supervisor Davis. All in favor – **Approved (Yes –3 No- 0, Absent – 2)**

C. Action Item: Request for Review of Administrative Subordination Decision – Loan ID 020344D1.

Mr. Brynes explained that there will be further discussion on Subordinations in January.

Supervisor Davis made a motion to approve the subordination; Seconded by Supervisor Heidenreich. All in favor – **Approved (Yes –3 No- 0, Absent – 2)**

D. Action Item: Request to Waive Subordination Processing Fee for Loan ID 00600611

Supervisor Davis made a motion to approve the fee waiver; Seconded by Supervisor Heidenreich. **Motion Failed – Denied (Yes –0 No- 3, Absent – 2)**

9. COMMITTEE REPORTS

Mr. Byrnes mentioned that the Shoreland Ordinance amendment is on tonight's County Board agenda.

10. **ADJOURNMENT**

Supervisor Heidenreich moved to adjourn the committee at 8:59 a.m.; second by Supervisor Davis. **ADOPTED** by acclamation.

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

Prepared by: Steve Schraufnagel – Acting Secretary