



**MINUTES  
PLANNING & DEVELOPMENT COMMITTEE MEETING  
THURSDAY, SEPTEMBER 24, 2020 – 8:00 A.M.  
Meeting was teleconferenced using Zoom**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, September 24, 2020. Chair Sweeney presided. Supervisors present: Al Sweeney, Wes Davis, Wayne Gustina, Russ Podzilni, and Supervisor Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Kurt Wheeler; (Planner III), Andrew Baker (Interim Planning Director), and Dana Sandwick; Rock County Planning Office Coordinator.

Others in Attendance: Ron Combs, Nicole Solheim WPHD.

1. Call to Order:
2. Adoption of Agenda  
**Moved** by Supervisor Gustina, **Seconded** by Supervisor Davis. **Adopted (5-0)**
3. Approval of Minutes of the Planning & Development Meeting held Thursday, September 10, 2020 at 8:00 am.  
**Moved** by Supervisor Podzilni, **Seconded** by Supervisor Potter. **Approved (5-0)**
4. Citizen Participation, Communications and Announcements.  
**None**
5. Code Enforcement
  - A. **Action Item:** Approve, Approve with Conditions or Deny Preliminary Land Divisions:
    - 2020 039 (Milton Township) – Jones (3 Lot CSM)  
**Moved** by Supervisor Davis with Conditions, **Seconded** by Supervisor Gustina.  
**Approved with Conditions (5-0)**  
**Conditions:**
      - 1). Existing easements shall be shown and proposed utility easements shall be placed on lots as requested by utility companies (where applicable).

2). Note on Final CSM “No buildings which produce wastewater are allowed on Lot 1 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.

3).Approval is conditioned on the Town of Milton approval of requested zoning change

4). Due to the terrain of Vogel Rd. a suitable driveway location for each lot shall be approved in advance, and indicated on the Final CSM.

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 Register of Deeds within 6 months of final approval.

- 2020 048 (Milton Township) – Coats Trust/ Hall (3 Lot CSM)

**Moved** by Supervisor Podzilni with Conditions, **Seconded** by Supervisor Potter (amended to include Condition #6 regarding FEMA Zone A CSM note)

**Approved with Conditions (5-0)**

**Conditions:**

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

2). Note on Final CSM “No buildings which produce wastewater are allowed until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.

3).Dedicate a 33 foot half road right of way along N. Kennedy Rd. at the Discretion of the Town.

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 Register of Deeds within 6 months of final approval.

6). Note on Final CSM (all lots) “This lot contains FEMA Zone A, Unstudied Floodplains”.

6. Community Development

- A. **Possible Action Item:** Initial Review of Proposed Changes to the Rock County Policies and Procedures Manual.

**Moved** by Supervisor Davis, **Seconded** by Supervisor Potter.

- 1). CDBG Program will add Down Payment Assistance as an eligible project cost for houses that go over the HOME value limit. HOME 2020 limit is \$156,000.
  - 2). Homeowner rehab program per project limit amount increased to \$35,000 from \$24,999. Projects over \$35,000 will go to either the Rock County Housing Authority (RCHA) or the Planning and Development Committee (PDC) for approval.
  - 3). Bankruptcy within the past three years will remain as a check point on the determination of initial eligibility.
7. Finance
- A. Information Item: Committee Review of Payments  
**None**
  - B. **Action Item:** Transfers  
**No Transfers.**
8. Directors Report.  
Mr. Baker communicated that HR and the Department have received 9 applicants for the open Senior Planner position. HR and Mr. Baker will be reviewing the applications this week.
9. Committee Reports  
None.
10. Adjournment: **Moved** by Supervisor Podzilni, **Seconded** by Supervisor Gustina, **All in Favor, Time: 8:48 am.**

Respectfully Submitted – Kurt J. Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

October 8, 2020 (8:00 am)  
October 27 2020 (8:00 am)  
November 12, 2020 (8:00 am)