



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, FEBRUARY 24, 2011 - 8:00 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR – EAST WING
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, February 24, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, and Phil Owens. Absent: Mary Mawhinney

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Senior Planner, Code Administration and Enforcement), Jennifer Borlick (GIS Manager), David Somppi (Community Development Mgr.), and Cheryl Martin (Accountant). Surveyor, Don Barnes and Real Property Lister, Michelle Schultz were also in attendance.

Others present: Steve Lathrop (Combs & Associates)

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded. **ADOPTED** as presented.

3. **MEETING MINUTES – FEBRUARY 10, 2010**

Supervisor Jensen moved the approval of the February 10, 2011 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

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

There was no citizen participation, communication or announcements.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 003.

➤ **Land Division 2011 003 (Plymouth Township) – Norman Willing Revocable Trust**

LOCATION: 9100 Block W. Footville Hanover Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2011 003; seconded by Supervisor Gustina. **APPROVED (Yes – 4, No – 0, Absent – 1).**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along W. Footville Hanover Rd.
3. Following notation on final map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system." Also proposed lot lines must include the system area with the building that utilizes the system.
4. Show septic system and well locations for existing structures on final CSM.
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before February 24, 2012.
6. As per Section 15.23(8) of The Rock County Land Division Regulations "any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur". Extension requests must be made in writing prior to the expiration date listed above.
7. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

B. Information Item: Land Division & Development Code of Ordinances

Mr. Byrnes reported on the Land Division Regulations Update Listening Session that was held February 15, 2011. Approximately 25 elected and appointed officials and other citizens were in attendance. A memo will be sent to the townships inquiring as to whether or not they would like Planning and Development to meet with them individually to address any questions.

6. GEOSPATIAL (MAPPING SUPPORT SERVICES)

A. 2010 Orthoimagery Update

Ms. Borlick presented an update to the Committee on the status of the orthophotography project. County representatives continue to work with the contractor on specific deliverables.

7. SURVEYOR

Don Barnes (Surveyor) presented the committee with draft correspondence to be sent to the Towns of Porter and Union regarding remonumentation completed in 2010.

8. **FINANCE**

A. **Department Bills/Encumbrances/Pre-Approved Encumbrances/Amendments/Transfers**

Supervisor Owens moved the approval of payment of the department bills; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 4, No - 0, Absent -1)

9. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

A. **OHHLHC Lead Hazard Control & 2010-2012 CDBG Small Cities Rehab. Loan Project (ID 007042D1 / 020667D1) = \$46,400**

Supervisor Jensen moved the approval of Lead Hazard Control and CDBG-Small Cities Program funds for an amount up to \$46,400; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent - 1).

B. **OHHLHC Lead Hazard Control (ID 007043D1) = \$16,019**

Supervisor Jensen moved the approval of Lead Hazard Control funds for an amount up to \$16,019; second by Supervisor Owens. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent -1).

C. **OHHLHC Lead Hazard Control & 2010-2012 CDBG Small Cities Rehab. Loan Project (ID 007044D1 / 020677D1) = \$14,185**

Supervisor Owens moved the approval of Lead Hazard Control and CDBG-Small Cities Program funds for an amount up to \$14,185; second by Supervisor Jensen. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent - 1).

D. **OHHLHC Lead Hazard Control & Community Development Block Grant - Emergency Assistance Program Project (ID 007045D1 / 008055D1) = \$12,978**

Supervisor Gustina moved the approval of Lead Hazard Control and CDBG-Emergency Assistance Program funds for an amount up to \$12,978; second by Supervisor Jensen. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent - 1).

E. **Community Development Block Grant - Small Cities Rehab. Loan Project (ID 020676D1) = \$29,957**

Supervisor Owens moved the approval of CDBG-Small Cities Program funds for an amount up to \$29,957; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent - 1).

F. **(Change Order) CDBG Small Cities Rehab. Loan Project (ID 020675D1) = + \$935**

Supervisor Owens moved the approval of an increase for CDBG-Small Cities Program funds for an amount up to \$935; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 4, No - 0, and Absent - 1).

G. Housing & Community Development Policy & Procedures Manual Update

The State of Wisconsin Department of Commerce has reviewed the Policy and Procedures manual and Staff will complete the recommended changes. Director Benjamin reported that Joanna Schuman (from Commerce) performed the review and provided the assistance necessary to complete the manual update. Supervisor Owens recommended a note be sent to Ms. Schuman to express appreciation for her help. Director Benjamin will be responsible for this.

Conflict of Interest Statement:

There were no Conflict of Interest Statements in regards to the aforementioned loan/grant requests.

Information Verification Statement:

All information required for loan approval was verified.

10. DIRECTOR'S REPORT – PLANNING

Director Paul Benjamin reported on:

- Farmland Preservation Planning – Staff continues to meet and work with the County townships on Farmland Preservation Planning.
- 2010 Housing & Community Development Activity Report – Staff will present the 2010 Housing & Community Development Activity Report presentation to the Planning & Development Committee prior to viewing at the County Board level.

11. COMMITTEE REPORTS

There were no Committee Reports.

12. ADJOURNMENT

Supervisor Gustina moved to adjourn the committee at 9:40 a.m.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, March 10, 2011 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary