



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JULY 8, 2010 - 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, July 8, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Paul Benjamin (Director), Steve Schraufnagel (Planner III), Colin Byrnes, (Code Administrator), David Somppi (Community Development Mgr.), Jennifer Borlick (GIS Manager) and Cheryl Martin, (Accountant).

Others present: Bob Leuenberger (R.H. Batterman Co. Inc.)

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – JUNE 24, 2010**

Supervisor Jensen moved the approval of the June 24, 2010 Committee minutes; seconded by Supervisor Mawhinney. **APPROVED as presented.**

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

There was no citizen participation, communication or announcements.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Code Administrator, Colin Byrnes, presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the applications and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated: Land Division 2010 021 and 2010 023.

➤ **Land Division 2010 021 (Beloit Township) – Ken Paulson**

LOCATION: 800 Block E. Philhower Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2010 021; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along E. Philhower Rd.

3. Show septic system and well locations for existing structures on final CSM.
4. One hundred-year floodplain line on Final Land Division as per Official Floodplain Zoning Map.
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before June 24, 2011.
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.

➤ **Land Division 2010 023 (Beloit Township) – Phyllis Merlet Trust**

LOCATION: 1400 Block Ridgeway St.

Supervisor Jensen moved the Conditional Approval of Land Division 2010 023; second by Supervisor Owens.

Supervisor Owens then moved to table the Land Division to allow Town of Beloit time to take action; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

6. **FINANCE**

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

Supervisor Mawhinney moved the approval of payment of the department bills; second by Supervisor Owens. **All in favor - APPROVED (Yes - 5, No - 0, Absent - 0).**

7. **ECONOMIC DEVELOPMENT**

A. **Resolution Authorizing Amending 2010 Revolving Loan Fund Program Budget**

Mr. Otterstein presented the resolution to amend the 2010 Revolving Loan Fund Program Budget to provide financing for an economic development project.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2010 does hereby authorize that RLF loans be made upon approval of the Planning & Development Committee, and the release of funds by the Finance Director and County Administrator.

Supervisor Jensen moved the above resolution; second by Supervisor Owens. **All in favor - APPROVED (Yes - 5, No - 0, Absent - 0).**

8. HOUSING AND COMMUNITY DEVELOPMENT

A. CDBG Down Payment Assistance (ID 020640) = \$3,490

Supervisor Mawhinney moved the approval of CDBG Down Payment Assistance (ID 020640) for an amount up to \$3,490; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. Resolution Authorizing Submission of the 2010 Community Development Block Grant – Small Cities Final Application

Mr. Somppi presented the resolution that would authorize the submission of the 2010 Community Development Block Grant – Small Cities Final Application. If successful, low and 0% interest loans will continue to be made available to low-to-moderate, low income, and elderly-headed households to conduct needed housing rehabilitation work, including handicapped accessibility improvements. Loan funds can also be used to assist these households with purchasing a house.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2010, hereby approves and authorizes the preparation and filing of an applications for the 2010 Community Development Block Grant – Small Cities program through the Wisconsin Department of Commerce, Division of Housing and Community Development; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

BE IT FUTHER RESOLVED, that authority is hereby granted to the Rock County Planning and Development Committee to take the necessary steps to prepare and file an appropriate application for funds under this program in accordance with this application.

Supervisor Owens moved the above resolution; second by Supervisor Gustina. **All in favor - APPROVED (Yes - 5, No - 0, Absent - 0).**

C. Work Session: Housing Policy & Procedure Manual Update

A review was conducted on the following sections of the Housing Policy and Procedure Manual. Issues requiring further consideration are as listed:

IV. APPLICATION PROCEDURES

- Clarify the description of work necessary to bring the property to decent, safe and sanitary levels or compliance (pg. 21)
- Restore original language regarding item D – Priority System (pg. 21)
- Clarify language regarding item F – Complaint Procedure/Review of Administrative or Committee Decisions and move this item to become Section VIII (pg. 23)

These outstanding issues will be addressed by Mr. Somppi and then reviewed at the next work session on July 22, 2010. The next work session will review **Section V – CONTRACTING AND BIDDING.**

ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 9:08 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, August 12, 2010 at 8:00 AM.**

Prepared by: Cheryl Martin - Acting Secretary