



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, JUNE 10, 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 8:03 a.m. on Thursday, June 10, 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), David Somppi (Community Development Mgr.), Neale Thompson (Community Development Housing Specialist), Jennifer Borlick (GIS Mgr.) and Cheryl Martin, (Accountant).

Others present: Bob Leuenberger (R.H. Batterman), Ron Combs (Combs & Associates, Inc.), Amanda Rabe-Carter, Ken Lemke and Ralph Johnson. Also in attendance: Eugene Dumas, Deputy Corporation Counsel.

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – MAY 27, 2010**

Supervisor Jensen moved the approval of the May 27, 2010 Committee minutes; seconded by Supervisor Owens. **APPROVED**

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

Rich Cannon announced that the staff is updating the Rock County Access Highway Control regulations in cooperation with the Public Works Department.

Paul Benjamin (Director) announced that on June 11<sup>th</sup> Dr. Ed Montgomery, the Executive Director of the White House Council of Automotive Communities and Workers will be coming to Janesville to attend a community forum at the UAW Hall. Topic of discussion will be the downturn of the auto industry in smaller cities. The offices of Senators Kohl and Feingold, Representatives Ryan and Baldwin, State Assembly Leader Mike Sheridan along with collaborative organizations expect to be in attendance. James Otterstein (Economic Development Mgr.) has been working to coordinate this opportunity for the community.

Cheryl Martin (Accountant) wanted to know if the Planning and Development Committee wanted to adopt the same summer meeting schedule as the County Board. This means meeting once in July (July 15) and once in August (August 12). Supervisor Mawhinney brought up the review of the Housing Procedure Manual schedule. Chair Al Sweeney

felt the procedure manual should be addressed. After a brief discussion, it was decided that there would be no change in the committee meeting schedule.

5. **CODE ADMINISTRATION AND ENFORCEMENT**

Mr. Schraufnagel 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 2010 020.

➤ **Land Division 2010 020 (Town of Plymouth) – Doug & Shirley Rabe**

LOCATION: 6900 Block W. Butler Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2010 020; seconded by Supervisor Mawhinney. <b>APPROVED (Yes – 5, No – 0, Absent – 0).</b>
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*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along W. Butler Rd.
3. Acceptable soil and site evaluation report received on Lot 1.
4. Following notation on final map: "Since Lot 2 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.
5. Show septic system and well locations for existing structures on final CSM.
6. Utility easements put on lots as requested by utility companies.
7. Require a Rock County Land division conservation Easement for Hydric Soils. Prior to any land disturbing activity on the parcel, the Conservation Easement boundaries shall be marked with highly visible flagging tape. Erosion control measures are also required if the Conservation Easement is down slope from disturbance.
8. Lot 1 to be pre-planned due to being in an environmentally significant area. Lot drawing to utility easements, hydric soils, access location, conservation easement, soil test area and building envelope. No Conservation Easement Area shall be contained within the Building Envelope as depicted on the pre-planned lot. A copy of the lot layout to be placed on file with the committee designee. Submit for approval ten (10) days prior to submitting final map.

9. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before June 10, 2011.
10. 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 any 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 it reasonably expected to occur”. Extension requests must be made in writing prior to the expiration date listed above.
11. 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 Fee Reduction Request – Land Division 2010 020 (Town of Plymouth) – Doug & Shirley Rabe**

Amanda Rabe-Carter (6915 W. Butler Road), the applicant’s daughter, stated she was present to request a fee reduction for the Land Division Application.

Bob Leuenberger (R.H. Batterman) asked that the Committee reduce the fee by 1 lot (\$350) because one of the parent parcels is the same as previously indicated in withdrawn application LD 2010 018.

Supervisor Jensen moved for no reduction in the Land Division Application Fee due to this being a 2 lot Certified Survey and the extensive amount of staff time involved. Motion failed for lack of a second.

Supervisor Owens then moved to reduce the Land Division Application fee to \$500. Supervisor Gustina seconded the motion. **APPROVED (Yes – 4 [Gustina, Mawhinney, Owens, Sweeney], No – 1 [Jensen], Absent – 0)**

**B. Request for Change of Use of Private Entrance on Access Controlled County Highway N (6936 E. CTH N) – Ken Lemke**

P&D Agency Staff recommended the P&D Committee approve the request to split off the westerly driveway at 6936 E. CTH N for another farmstead/residential use with the following conditions:

Supervisor Owens moved to Conditionally Approve the Change of Use Request for an existing Controlled Access point along CTH N in Milton Township. Supervisor Gustina seconded the motion. **All in Favor – APPROVED (Yes – 5, No – 0, Absent – 0)**

*Conditions of Approval:*

1. The Rock County Public Works Committee approves the action.
2. The Public Works Department approves the design of the access.

3. An appropriate amount of the westerly driveway at 6936 E. County Trunk N is removed to prevent joint use.
4. An Affidavit is recorded in the Rock County Register of Deeds Office for the property located at 6936 E. County Trunk N stating "At such time as a Building Permit is issued using the westerly Private Entrance, as indicated on the Rock County Access Control Map for 6936 E. County Trunk N, the portion of this driveway leading to the existing homestead must be removed".
5. The non-permitted driveway west of the westerly driveway at 6936 E. County Trunk N shall be removed immediately.

6. **FINANCE**

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

Supervisor Mawhinney moved. Supervisor Gustina seconded. APPROVED (Yes – 5, No – 0, Absent – 0)

7. **CORPORATE PLANNING**

A. **Access Control Regulations Update**

County engineer, Rich Cannon reported on this item under Citizen Participation, Communications and Announcements, first paragraph.

8. **HOUSING AND COMMUNITY DEVELOPMENT**

A. **HUD Lead Hazard Control Grant and CDBG Housing Rehab Loan (Project ID 007033 and 020621) = \$19,363.50**

Supervisor Jensen moved the approval of Lead Hazard Control Grant and CDBG Housing Rehab Loan (Project ID 007033 and 020621) for an amount up to \$19,363.50; second by Supervisor Gustina. APPROVED (Yes – 5, No – 0 and Absent – 0).

B. **Resolution Authorizing Receipt of Additional Community Development Block Grant – Emergency Assistance Funds, Authorization to Enter Into Grant Agreements, and Amending the 2010 Planning & Development Agency Budget**

Mr. Somppi presented the resolution that would authorize the County's receipt of an additional allocation of Community Development Block Grant – Emergency Assistance Program Funds from the State of Wisconsin. The purpose of these funds is to provide assistance to local governments and lower income households that were affected by the flood event of June-July, 2008.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2010 hereby accepts the amendment to the Community Development Block Grant (CDBG) Emergency Assistance Program Grant Agreement for \$1,612,020 from the Wisconsin Department of Commerce – Division of Housing & Community Development, and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair to sign, on behalf of Rock County, the respective Grant Agreement amendment with the State of Wisconsin and the Cooperative Agreement with the Town of Beloit, the Town of Fulton, and the Consolidated Koshkonong Sanitary District Grant Agreement; and,

BE IT FURTHER RESOLVED, that the 2010 County Budget be amended as follows:

Account Number Description <u>Source of Funds:</u>	Budget at <u>6/1/2010</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
64-6411-0000-42200 State Aid	\$644,271	\$1,612,020	\$2,256,291
<u>Use of Funds:</u>			
64-6411-0000-63110 Administration Expense	\$ 58,115	\$ 76,330	\$ 134,445
64-6411-0000-64913 Project Expense	\$455,000	\$1,535,690	\$1,990,690

Supervisor Mawhinney moved the above resolution; seconded by Supervisor Gustina. **APPROVED (Yes – 5, No – 0, Absent – 0).**

**C. CDBG-EAP Grant Amendment for Additional Funds for Rock County**

Mr. Somppi reported on the list of proposed projects to be included in the 2009 CDBG-EAP amendment.

**D. Lead Hazard Control Grant – National Conference**

Mr. Somppi reported on the Community Development Staff's attendance at the HUD Office of Healthy Homes Lead Hazard Control Program Manager's School held in Memphis, Tennessee on June 2-4, 2010.

**E. CDBG Rehabilitation Loans – Interest Rates**

Mr. Somppi presented a follow-up to Supervisor Jensen's request to review the Community Development's policy regarding the provision of loans to Low-to-Moderate Income (LMI) Households at 3% interest with monthly installment payments. Joanna Schumann, Community Development Block Grant – Small Cities Program Administrator for the State of Wisconsin, provided Mr. Somppi with communication that the Rock County Housing Program's interest policies: 1) were officially permissible in that all customers provided with service were treated in a uniform manner, 2) should apply any changes when a comprehensive manual update is conducted and then uniformly apply that provision to all future loans, and 3) that any existing loans maintain their current terms.

**F. Update to Housing Procedure Manual**

Mr. Somppi reported that the Committee would be reviewing the first two chapters of the Procedure Manual at the June 24<sup>th</sup> meeting.

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

9. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:34 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, June 24, 2010 at 8:00 AM.**

Prepared by: Cheryl Martin - Acting Secretary