



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, APRIL 12, 2012 – 8:00 A.M.  
COURTHOUSE CONFERENCE CENTER - (2<sup>nd</sup> FL – EAST WING)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI  
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, March 22, 2012
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Preliminary Approval of Land Divisions
    - LD 2012 003 (Turtle Township) – Kutz Family Trust
    - LD 2012 009 (Lima Township) – Leota Larsen
  - B. Informational Item: Update on Proposed Gravel Pit Milton Township
  - C. Informational Item: Administrative Quarterly Report
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Corporate Planning
  - A. **Action Item:** Resolution Authorizing Acceptance of Grant for Beloit Area Sewer Service Area Planning
8. Community Development
  - A. **Action Item:** Public Hearing – Authorizing Application for 2011-12 Community Development Block Grant (CDBG) Public Facilities Grant
  - B. **Action Item:** Project ID 020702D1 (\$11,172)
  - C. **Action Item:** Project ID 020703D1 (\$5,000)
  - D. **Action Item:** Project ID 020698CO1: Change Order (+ \$4,282)

E. **Action Item:** Resolution Authorizing Application for 2011-12 Community Block Grant (CDBG) Public Facilities Grant

F. Potential Conflict of Interest – Yes,

G. Information Verification Statement

9. Planning Director's Report

- DOA's Division of Housing Workshop on County Housing Consortia on April 11, 2012 at 2:00 PM in CCC
- DOT's options for the Racine Avenue Overpass on I-39/90
- Next Beloit Area Water Quality Planning TAC meeting on April 25, 2012

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

April 26, 2012 (8:00 AM)

May 10, 2012 (8:00 AM)

May 24, 2012 (8:00 AM)

June 14, 2012 (8:00 AM)

June 28, 2012 (8:00 AM)



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Preliminary Approval of Land Division

**DATE:** April 2, 2012

**Summary:**

The following Land Division is seeking Preliminary approval from the P&D Committee:

- 2012 003 (Turtle Township) – Kutz Family Trust
- 2012 009 (Lima Township) – Leota Larsen

**Recommendation or Action:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2012 003 and 2012 009 with conditions as presented.



Application Number: 2012 003

## PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

### AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin: If you answered Yes, proceed to 4. If you answered No, proceed to 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Land division will require a zoning change:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.	

	Missing Information
<b>7a.</b> A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
<b>a.</b> Location of the land division area by section, township, and range:	<input type="checkbox"/>
<b>b.</b> Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
<b>c.</b> EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
<b>d.</b> Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
<b>e.</b> Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
<b>f.</b> Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
<b>g.</b> Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
<b>h.</b> Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
<b>i.</b> Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
<b>j.</b> Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation:	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 33-foot 1/2 ROW to be dedicated along E. L-T Townline Rd.	
2. Existing structures shall meet setback regulations.	
3. Show septic system and well locations for existing structures on Final CSM.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>2/21/12</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
 51 N. MAIN ST.  
 JANESVILLE, WI 53545  
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action:	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

**11. If you answered Approve With Conditions to 10., list conditions:**

- 3. Following notation on final map: "Since Lot 1 contains existing buildings which utilize an existing private
- 4. sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the
- 5. may be restrictive to the replacement of the existing system.
- 6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before
- 7. Month Day Yr.
- 8. CSM subject to local approval must be recorded within 6 months of their last approval and 24 months of
- 9. first approval.
- 10.

**12. Agency recommendation rationale and findings of fact:**

**TOWN ACTION**

**14. If you answered Approve With Conditions to 13., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**15. Town action rationale and findings of fact:**

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

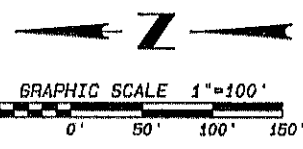
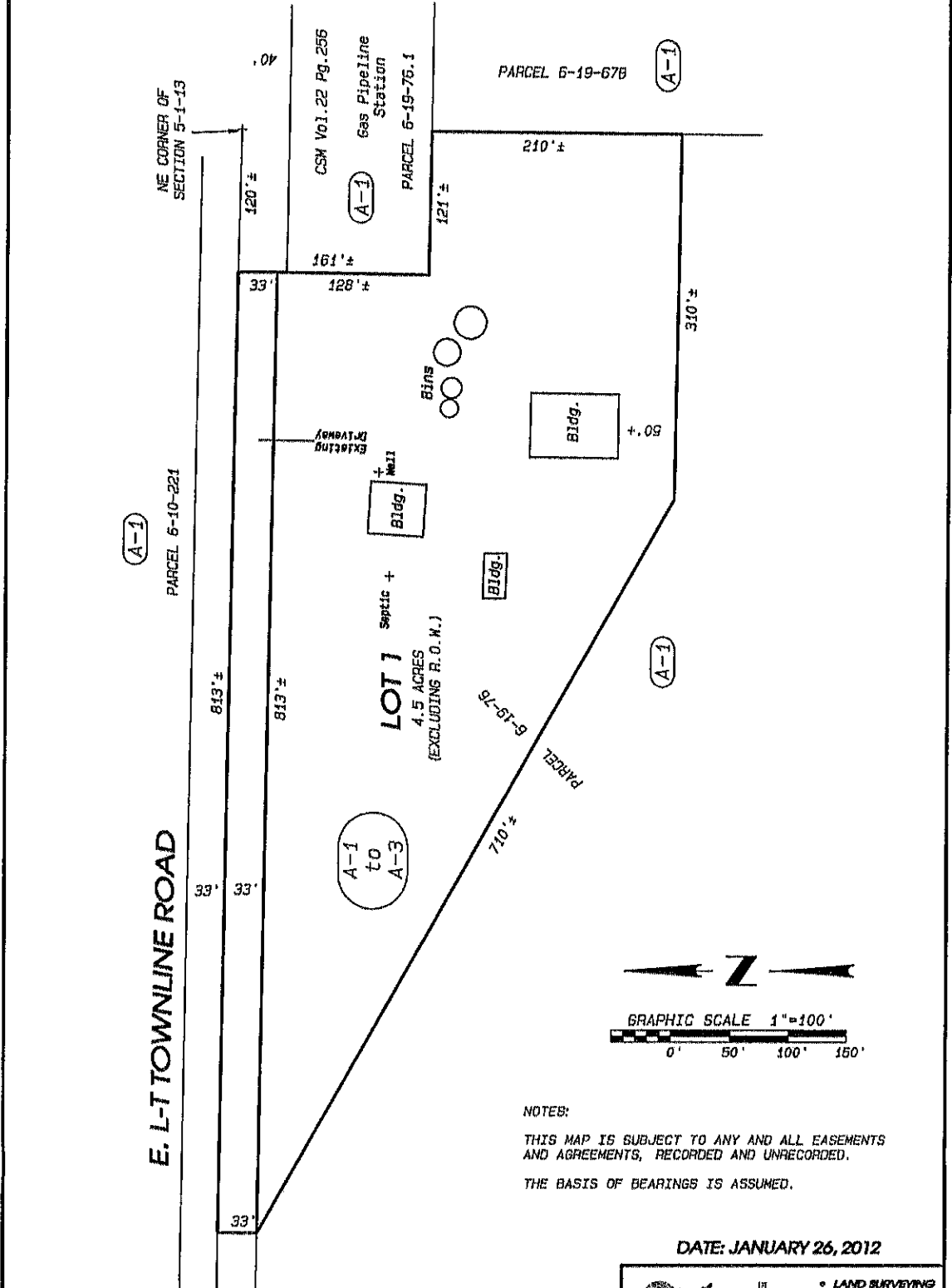
**17. If you answered Approve With Conditions to 16., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**18. Committee action rationale and findings of fact:**

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE NE 1/4 OF THE NE 1/4 OF SECTION 5, T.1N., R.13E, OF THE 4TH P.M., TOWN OF TURTLE, ROCK COUNTY, WISCONSIN.



NOTES:  
 THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
 THE BASIS OF BEARINGS IS ASSUMED.

DATE: JANUARY 26, 2012

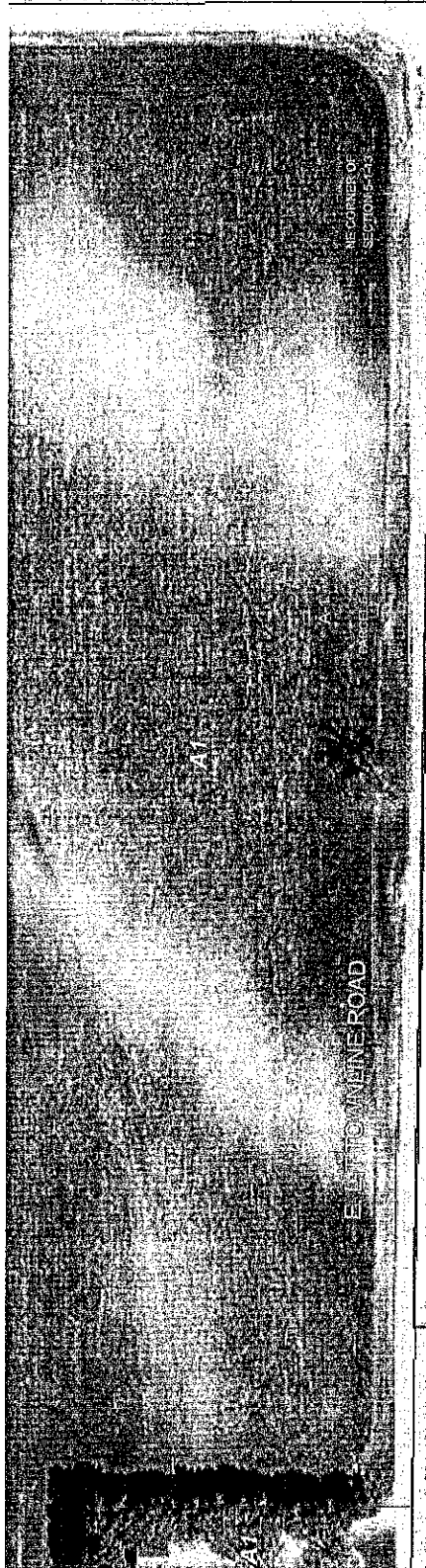
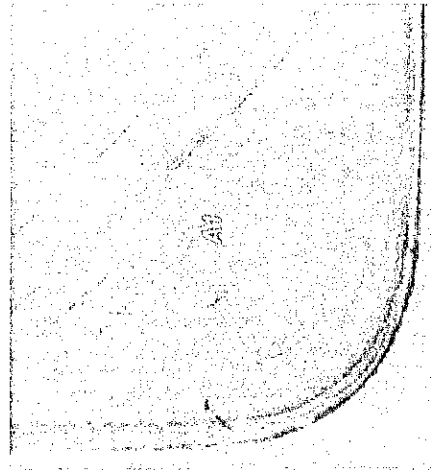
**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.  
 Janesville, WI 53548  
 www.combsurveyor.com

tel: 608 752-0575  
 fax: 608 752-0534

Project No. 112-012 For: KUTZ



Parcel = 409 feet  
ED2012 003  
Kerry  
Town of Turley  
Airtphoto March 2010





# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the *Rock County Farmland Preservation Plan*:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. Note 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."	
2. Existing structures shall meet setback regulations	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Celia M. Brynes</u>	DATE: <u>3/29/2012</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1. 3.76 acres zoned off by Cert. Survey Map	
2. 20.68 acres adjoined to adjoining land owner & deed restrictions	
3. 3.76 acre lot is subject to A-3 restrictions	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

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ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
 51 N. MAIN ST.  
 JANESVILLE, WI 53545  
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

11. If you answered **Approve With Conditions** to 10., list conditions:

- 3. Show septic and well location on Final Map.
- 4. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before April 12, 2013.
- 5. 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.
- 6. Note on Final Map: "Since Lot 1 contains existing buildings which use utilize an existing private sewage system no
- 7. soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive
- 8. to the replacement of the existing system."
- 9.
- 10.

12. Agency recommendation rationale and findings of fact:

**TOWN ACTION**

14. If you answered **Approve With Conditions** to 13., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

15. Town action rationale and findings of fact:

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

17. If you answered **Approve With Conditions** to 16., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Committee action rationale and findings of fact:

**CHARLES R. & CATHY D. NABER**  
 101.41 ACRES  
**TAX ID 022 003001**

NORTH LINE OF SE 1/4 & SW 1/4 OF THE NE 1/4 SEC. 2-4-14

S 88°20'45" E 1836.43'

FENCE CORNER IS 9.1' SOUTH & 9' EAST OF SET IRON ROD

S 88°20'45" E 800.31'

FENCE CORNER IS 7' SOUTH & 2.3' EAST OF SET IRON ROD

**LOTLINE ADJUSTMENT PARCEL TO BE ADDED TO TAX ID 022 003001**

LEOTA I. LARSON TO CHARLES R. & CATHY D. NABER

**20.68 ACRES**

" This lot is being attached to an existing lot and cannot be sold as a separate building site. Also no building, which produces wastewater allowed on this lot."

800'

ZONED A-2

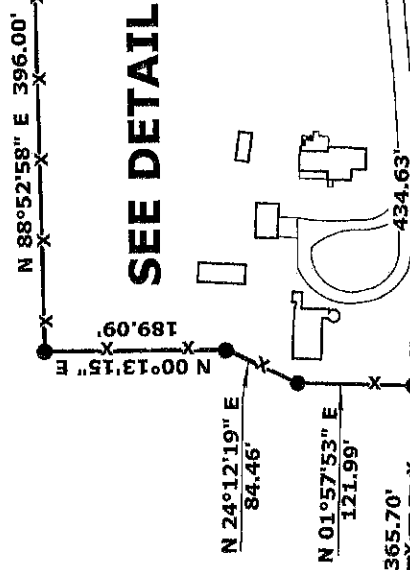
S 00°08'40" W 1331.07'

922.36'

1330.34'

3009.26'

NORTH-SOUTH 1/4 SECTION LINE



**SEE DETAIL**

BRADLEY ROAD

66' WIDE

1844.29'

2278.92'

EAST-WEST 1/4 SECTION LINE

FENCE CORNER IS 1.1' SOUTH & 0.8' EAST OF SET IRON ROD

BEGINNING AND  
OF LAND, MORE OR LESS.

SE CORNER SECTION 35-5-14  
IS S 88°21'13" E 9.24' FROM  
NE CORNER SECTION 2-4-14

NE CORNER  
SECTION 2-4-14

1679.57'

S 00°11'31" E 3012.56'

1332.99'

FENCE CORNER IS 1.5' SOUTH  
& 2.2' EAST OF SET IRON ROD

FENCE CORNER IS 1.4' SOUTH  
& 1.9' EAST OF SET IRON ROD

# PROPOSED CERTIFIED SURVEY MAP

## LEOTA I. LARSON

3.76 ACRES  
ZONED A-2

+

WELL

SUBJECT TO THE CONDITIONS OF A-3 ZONING

FENCE 2.5' EAST OF LINE

168.4'

30.4' SHED  
14.4'

50.3' SHED  
20.2'

36.2' GARAGE  
24.2'

BARN  
40.3'  
30.9'  
43'  
28.8'  
1.2'  
6.3'  
10.3'  
16.5'

FENCE 1.4' EAST OF LINE

21.5'

25.2'

CONC.

CELLAR ENTRANCE  
8.2'  
11.1'  
21.1'  
21.9'  
0.9'  
24.9'  
4.7'  
30.1'  
30'  
21'  
DECK  
2 LEVEL  
OLD SEPTIC TANK UNDER DECK  
SEPTIC TANKS ☆ ☆  
SEPTIC VENTS ☆ ☆

FENCE ON LINE

EXISTING BLACKTOP DRIVE

FENCE 1.1' SOUTH OF LINE

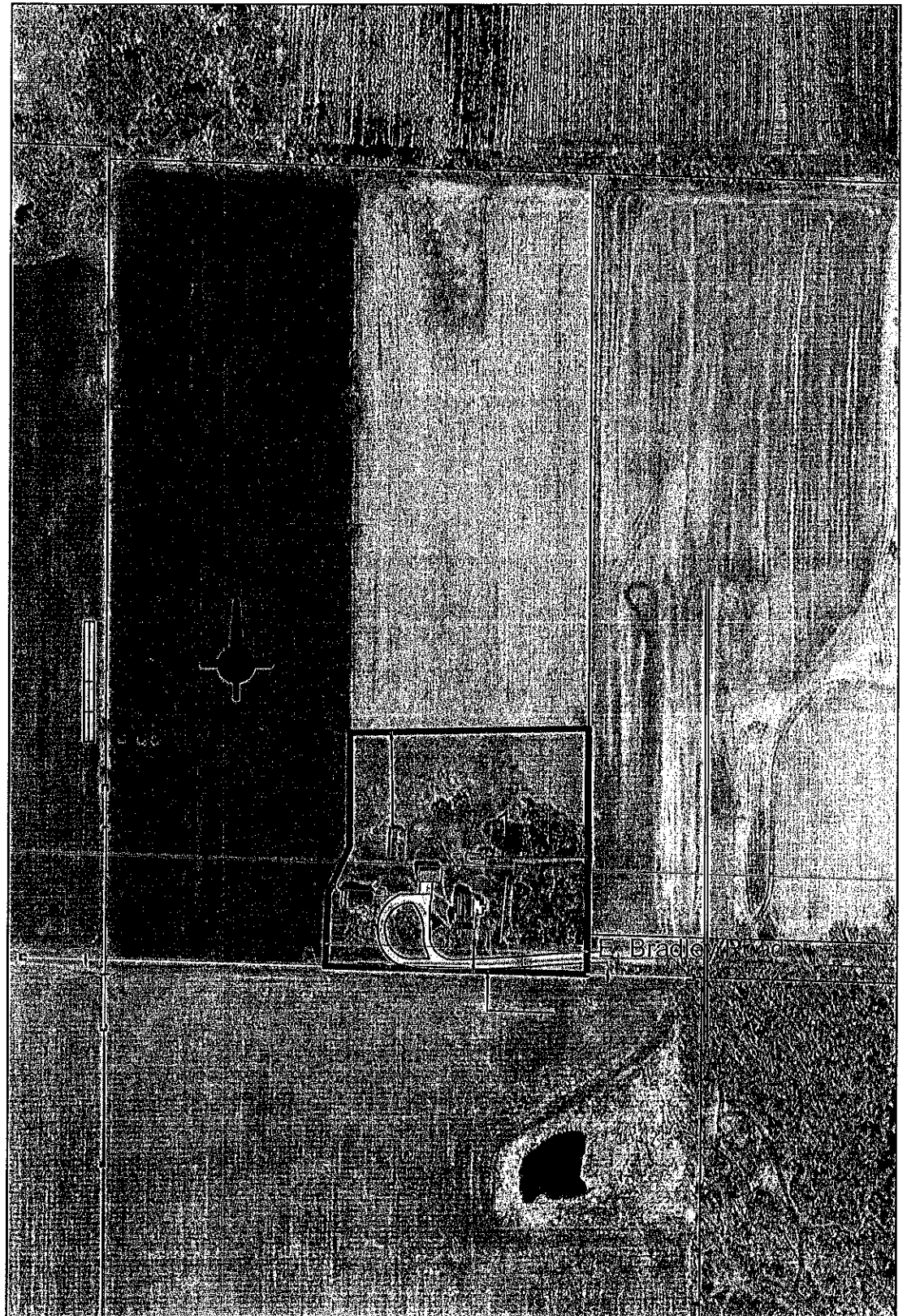
FENCE 1' SOUTH OF LINE

EASEMENT OVER  
THE SOUTHERLY 38'  
FOR INGRESS & EGRESS  
OF FARM EQUIPMENT

WAS  
M WITH  
E ROCK

### DETAIL SCALE: 1 INCH = 60 FEET

LD 12009



1 inch = 200 feet





Account Number	Name	Yearly Prct. Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1317300000-62420	MACH & EQUIP RM	80.00	0.0%	0.00	0.00	80.00		
	P1200660-PO# 04/01/12 -VN#018251				HARRIS ACE HARDWARE		10.79	
	P1201285-PO# 04/01/12 -VN#021136				FORESTRY SUPPLIERS INC		74.85	
*** OVERDRAFT *** <b>TRANSFER REQUIRED</b>				CLOSING BALANCE		-5.64		85.64
	SURVEYOR			PROG-TOTAL-PO			85.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$85.64 INCURRED BY SURVEYOR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**APR 1 2 2012**

DATE \_\_\_\_\_ CHAIR



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning & Development Agency  
SUBMITTED BY

March 30, 2012  
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF GRANT FOR BELOIT AREA SEWER  
SERVICE AREA PLANNING**

1 **WHEREAS**, The Wisconsin Department of Natural Resources (DNR) makes funding available to  
2 regional planning councils and county planning agencies throughout the state for Metropolitan Sewer  
3 Service Area planning; and,  
4

5 **WHEREAS**, On March 26, 2012, the Rock County Planning, Economic & Community Development  
6 Agency received a letter from DNR that contained an agreement to provide \$10,000 for sewer service  
7 area planning in the Beloit area in 2012, and,  
8

9 **WHEREAS**, the grant agreement shall commence upon its signing by both parties and continue until  
10 December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between  
11 January 1, 2012 and the end of the grant agreement, and  
12

13 **WHEREAS**, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not  
14 serve current planning needs, and  
15

16 **WHEREAS**, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have  
17 agreed to send representatives to a Technical Advisory Committee that will oversee the planning process,  
18

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
20 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize Rock County Planning  
21 and Development Agency to accept the 2012 DNR funding for Beloit Area Sewer Service Area  
22 planning, and  
23

24 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the Planning  
25 Director to sign, on behalf of Rock County, the respective Grant Agreement with the State of Wisconsin  
26 Department of Natural Resources, and  
27

28 **BE IT FURTHER RESOLVED**, that the 2012 County Budget be amended as follows:

Account Description	Budget At 1/1/2012	Increase (Decrease)	Amended Budget
<u>Source of Funds:</u>			
64-6407-2012-42100 Federal Aid	\$0	\$5,000	\$5,000
64-6407-2012-42200 State Revenue	\$0	\$5,000	\$5,000
<u>Use of Funds</u>			
64-6407-2012-63110 Administrative Expense	\$0	\$10,000	\$10,000

**AUTHORIZING ACCEPTANCE OF GRANT FOR BELOIT AREA SEWER SERVICE AREA  
PLANNING**

Page 2

Respectfully Submitted,

**Planning & Development Committee**

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice-Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Phillip Owens


**Finance Committee Endorsement**

Reviewed and approved on a vote of 4-0

  
\_\_\_\_\_  
Mary Mawhinney, Chair

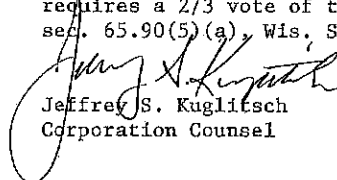
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$10,000 in Federal and State Aid for the Beloit Area Sewer Service Area planning project. No County matching funds are required.

  
Sherry Oja  
Finance Director

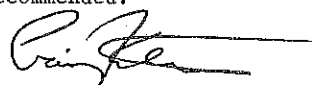
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On March 26, 2012, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit \$10,000 for the first year's planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.



## ROCK COUNTY GOVERNMENT

*Planning & Development Agency*

### INTEROFFICE MEMORANDUM

**TO:** Rock County Planning & Development Committee  
**THROUGH:** Paul Benjamin, Director, Planning & Development Agency  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Actions for P&D Agenda  
**DATE:** April 3, 2012

1. PUBLIC HEARING: Authorizing Application for 2011-12 Community Development Block Grant (CDBG) Public Facilities Grant

#### ACTION ITEMS:

1. Project ID: # 020702D-1  
Funding Source: CDBG – Small Cities  
Recommend Total Amount: \$ 11,172
2. Project ID: # 020703D-1  
Funding Source: CDBG – Small Cities  
Recommend Total Amount: \$ 5,000
3. Project ID: # 020698-CO1 (Change Order)  
Funding Source: CDBG – Small Cities  
Recommend Total Amount: + \$ 4,282
4. Resolution Authorizing Application for 2011-12 Community Development Block Grant (CDBG) Public Facilities Grant

**Staff Recommendation:** Staff recommends approval of the above noted requests.

## **PUBLIC HEARING CANCELLED**

**The Public Hearing for the Rock County Planning & Development Committee meeting scheduled for March 22, 2012 at 8:00 A.M. has been canceled**

## **PUBLIC HEARING NOTICE**

**The Rock County Planning & Development Committee will hold a Public Hearing on April 12, 2012 at the Rock County Courthouse Conference Center 51 South Main Street Janesville, Wisconsin at 8:00 A.M. Thursday, April 12, 2012 regarding a Community Development Block Grant – Public Facilities Application**

The County of Rock will conduct a public hearing regarding its proposed application for Community Development Block Grant (CDBG) – Public Facilities Program funds. The public is invited to attend to learn about the CDBG program, to help identify additional local housing and community development needs, and to comment on the activities proposed to be included in the CDBG application.

The Agenda for the Public Hearing is:

1. Identification of Total Potential Funds
2. Eligible CDBG Activities
  - a. Economic Development
  - b. Public Facilities
  - c. Housing
3. Presentation of Identified Housing and Community Development Needs
4. Identification of Housing and Community Development Needs by Public
5. Presentation of Activities Proposed for the CDBG Application, including Potential Residential Displacement
6. Citizen Input Regarding the Proposed and Other CDBG Activities

### **Potential Uses:**

Rock County has received a request from Edgerton Community Outreach, Edgerton, WI to apply for Community Development Block Grant – Public Facilities funds from the State of Wisconsin. If obtained, these funds would be used to conduct a building renovation project for Edgerton Community Outreach in Edgerton, WI.

The plans include the following:

Replacing / Upgrading the Electrical Service, Replacing windows,  
Upgrading the Heating and Cooling Systems,  
Construct new stairways – front and rear, constructing an Elevator,  
Handicapped Accessibility Improvements: Constructing Handicapped-Accessible Restrooms and Handicapped-Accessible Ramp

Programs provided by this organization are primarily to serve lower-income households in the City of Edgerton and northern Rock County.

Residents of the County of Rock are encouraged to attend, especially residents with low- to moderate-incomes.

The meeting room is handicapped accessible.

Persons needing additional accessibility accommodations should contact the Rock County Planning & Development Agency at (608) 757-5587.

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



Date: April 12, 2012

Project ID(s) 020702-D-1

Project Recommended By Neale Thompson

Funding Source(s) CDBG-Small Cities for Rock County

HOUSEHOLD INFORMATION

Household Size: 2 Annual Income: \$26,498 Location: Town of Beloit

ASSESSED VALUE INFORMATION

Land	\$ 9,000	Appraised Value	\$ 38,500
Buildings	\$ 26,300	When Appraised	2011
Total	\$ 35,300	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 10,870	4. \$	TOTAL MORTGAGE(S) \$ 10,870
2. \$	5. \$	
3. \$	6. \$	

Available Equity \$27,630 Is there 5% owner equity in the property? Yes  No

VERIFICATIONS

Income  Insurance  Taxes  Title and Mortgage  Ownership  
Disclosure of Potential Conflict of Interest Yes  None

SUMMARY OF PROPOSED WORK

This one-story house is in need of repair and improvements. Upon HQS inspection, work required includes a new furnace, new central air conditioning for medical reasons, two replacement windows, new exterior storm/screen door, kitchen ceiling repair and drop soffit for HVAC duct, kitchen remodeling, and new kitchen flooring work. To gain another contractor who offered an additional stove vent hood at their bid price as well as more detailed plans for the kitchen remodel, owners used \$567 of the 10% discretionary amount of \$1,017 to select this contractor. Loan will be a 0% deferred loan payable when the house is sold. Completion of the work will solve health and safety issues and secure the durability, livability, and reliability of their home.

TYPE OF PROJECT CDBG-SC Rehab Loan

RECOMMEND TOTAL PROJECT BID OF \$ 11,172.00

COMMITTEE ACTION

APPROVE  DENY Committee Approved Bid Total \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair

Date

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



DATE: April 3, 2012

Project ID(s) 020703-D 1

Project Recommended By Dave Somppi

Funding Source(s) CDBG – Small Cities Rock County

**HOUSEHOLD INFORMATION**

Household Size: 3 Annual Income: \$ 44,890 Location: Town of Janesville

**ASSESSED VALUE INFORMATION**

Land	\$ 22,000	Fair Market Value	\$ 141,800
Buildings	\$ 118,000	When Appraised	
Total	\$ 140,000	Type of Appraisal	

**MORTGAGES OR LIENS**

1. \$ 100,000	4. \$	<b>TOTAL MORTGAGE(S)</b> \$ 100,000
2. \$	5. \$	
3. \$	6. \$	

Available Equity \$ 41,800 Is there 5% owner equity in the property? Yes  No

**VERIFICATIONS**

Income     Insurance     Taxes     Title and Mortgage     Ownership

Disclosure of Potential Conflict of Interest Yes  None

**SUMMARY OF PROPOSED WORK**

The buyers are purchasing the house for \$ 110,000, with an additional \$ 3,800 to cover closing and prepaid costs. They are obtaining a \$100,000 mortgage and have \$ 8,800 for down payment and to cover closing costs. Making this loan will make it possible for the buyers to purchase the house. The loan is proposed for 0% interest to be repaid at upon sale of the property.

TYPE OF PROJECT CDBG-SC Down Payment Assistance Loan  
RECOMMEND TOTAL PROJECT BID OF \$ 5,000.00

<b>PLANNING &amp; DEVELOPMENT AGENCY ACTION</b>			
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY	Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair		Date	

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WISCONSIN 53545  
CDBG SMALL CITIES REHAB LOAN PROGRAM (CDBG SC)**

**CHANGE ORDER # 1**

Meeting Date: April 12, 2012

Project Number: 20698-CO1

Property Location: Town of Center

Assessed Value: 190,600

Total Pre-Rehab 71,812

Mortgages

Contractors: Top Notch Construction - \$4,282.00

\*\*\*\*\*

**CHANGE ORDERED:** Additional amount for major roof structural repair of this 1962 house. Proceeding with roofing work, it was discovered the decking is non-code (too thin) and that the soffit overhangs have been ruined by carpenter ants. This situation was only detected after work has been done. Change Order puts this project cost over the usual limit, but the greater cost and the necessity of a change order has been approved by the Wisconsin State CDBG headquarters. The structural work is a necessity for the durability and safety of the house.

**REASON for CHANGE ORDER:** The roof plywood decking is too thin and will not support the weight of a new roof and the soffit areas have major damage from extensive carpenter ant activity. The hidden structural damage was unknown until the project started. Work needed is rather major and costly to accomplish. Corrective price is reasonable, customary, and a worthwhile addition to his project.

\*\*\*\*\*

Original Contract Amount	\$	<u>27,722.00</u>
Previous Change Orders	\$	<u>0.00</u>
Change Order Addition	\$	<u>4,282.00</u>
Change Order Deduction	\$	<u>0.00</u>
Revised Contract Amount	\$	<u>32,004.00</u>

\*\*\*\*\*

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Top Notch Construction  
Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Chair - Rock County Planning and Development Committee



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Agency  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning and Development Agency  
SUBMITTED BY

March 30, 2012  
DATE DRAFTED

**Authorizing Application for 2011-12 Community Development Block Grant  
(CDBG) Public Facilities Grant**

- 1 **WHEREAS**, The Wisconsin Economic Development Corporation (WEDC) offers Community  
2 Development Block Grant (CDBG) capital expenditure funding for the purpose of constructing physical  
3 facilities that will add or prevent the loss of basic services that benefit low-and moderate income persons  
4 and are perceived to enhance a community's quality of life. This funding is made available only to local  
5 units of government in non-entitlement areas of the State of Wisconsin, and  
6
- 7 **WHEREAS**, Edgerton Community Outreach (ECO) provides programs and services to low income  
8 families in northern Rock County and works to improve funding and services for all human service  
9 agencies in Rock County and,  
10
- 11 **WHEREAS**, the City of Edgerton, through the adoption of the Downtown Master plan and the creation  
12 of the Downtown Redevelopment District, a Redevelopment Authority and a TIF district, has invested  
13 significant time and resources into downtown redevelopment. Two stated objectives of the City of  
14 Edgerton Downtown Master Plan are, to preserve the historic tobacco warehouses, and to retain  
15 institutional uses in the downtown. Edgerton Community Outreach, located in a tobacco warehouse  
16 which was donated to them by the City, is an invaluable local institution providing services to northern  
17 Rock County citizens and vibrancy to Edgerton's downtown, and,  
18
- 19 **WHEREAS**, on February 10, 2012 the Rock County Planning and Development Agency received a  
20 request by the City of Edgerton and Edgerton Community Outreach, Inc. to submit a CDBG Public  
21 Facilities grant application as part of ECO's process to renovate the building at 106 South Main Street,  
22 and,  
23
- 24 **WHEREAS**, CDBG funds will be utilized to renovate the historic tobacco warehouse into usable space  
25 to expand the Food Pantry, Client Service offices, and Thrift Store as well as to make the building  
26 accessible according to the Americans with Disabilities Act, and,  
27
- 28 **WHEREAS**, ECO has partnered with Cedar Corporation, an agency with extensive knowledge of the  
29 CDBG Program, to write the grant application and to assist with all aspects of the grant administration to  
30 minimize expenses incurred by Rock County. ECO will compensate Cedar Corporation for their work,  
31 including pre-application work. Rock County will not be held responsible for compensating Cedar  
32 Corporation in the event the application for funding is denied.  
33
- 34 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
35 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorized Rock County Planning and  
36 Development Agency to submit a grant application for up to \$500,000 of funding from the Wisconsin  
37 Economic Development Corporation for a Community Development Block Grant – Public Facilities  
38 grant.

**Authorizing Application for 2011-12 Community Development Block Grant  
(CDBG) Public Facilities Grant**

Page 2

Respectfully submitted,

**Planning & Development Committee**

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Phillip Owens

FISCAL NOTE:

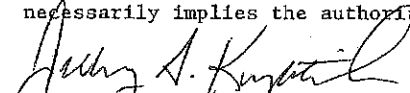
This resolution only authorizes an application for a grant and, therefore, has no fiscal impact at this time. If a grant is awarded, a subsequent resolution would be required to accept the grant and amend the budget.



Sherry Oja  
Finance Director

LEGAL NOTE:

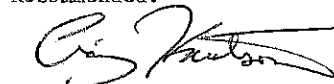
The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **Executive Summary**

Edgerton Community Outreach, Inc. (ECO), a non-profit community service organization, provides programs and services that help low to moderate-income people. ECO is requesting the Rock County Planning and Development Agency to submit a Community Development Block Grant Public Facilities application to the Wisconsin Economic Development Corporation to partially fund ECO's renovation of their current office, a three-story historic tobacco warehouse in downtown Edgerton at 106 South Main Street. ECO has grown significantly over the last 10 years and the 6,000 square feet currently available is no longer sufficient for their needs. The lower and upper levels are not occupied at this time, as they are neither accessible nor finished. When renovation is complete, their facility will have an additional 18,000 square feet of usable space.

ECO's current programs include the Food Pantry, Emergency Motel Vouchers, the Lawton Street 2-Unit Transitional Living Home, Rental Assistance to Prevent Homelessness, Energy Bill Payment Assistance, seasonal programs for Edgerton area youth, and many other seasonal programs that benefit the community of Edgerton. The ECO service territory includes Evansville and Milton and the smaller communities that are in the northern Rock County area. The population that ECO serves is 100% low to moderate income households. ECO staff is active in the Rock County Homeless Intervention Task Force and other county coalitions that are striving to end homelessness in Rock County.

The City of Edgerton, through the adoption of the Downtown Master plan and the creation of the Downtown Redevelopment District, a Redevelopment Authority and a TIF district, has invested significant time and resources into downtown redevelopment. Two stated objectives of the City of Edgerton Downtown Master Plan are, to preserve the historic tobacco warehouses, and to retain institutional uses in the downtown. Edgerton Community Outreach, located in a tobacco warehouse which was donated to them by the City, is an invaluable local institution providing services to northern Rock County citizens and vibrancy to Edgerton's downtown.

The application to the Economic Development Corporation will include a request for \$500,000, which will fund 63% of the total cost of the renovation project. ECO has privately raised \$200,000 for this project and will secure private financing if the additional \$100,000 is not raised over the course of the next 12 months.

The City of Edgerton and ECO requests that Rock County enter into a cooperative agreement with Edgerton Community Outreach, Inc. and Cedar Corporation. ECO has contracted with Cedar Corporation to complete all the application materials for the grant; Rock County will not be responsible for application expenses. Cedar Corporation has extensive experience in CDBG grant administration, including the writing of successful proposals through the closeout of the project in compliance with all applicable state, federal and local regulations.