



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

**AMENDED**

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, June 28, 2012
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Public Hearing:** Rock County Shoreland Zoning Ordinance Revision (Draft Ordinance can be found at [www.co.rock.wi.us/departments/departments-m-z/planning](http://www.co.rock.wi.us/departments/departments-m-z/planning) and the Planning & Development Agency Office in the Courthouse at 51 S. Main St. Janesville)
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
  - A. **Action Item:** Project ID 020706D1 – (Change Order + \$1,105)
  - B. **Action Item:** Project ID: 020715D1 – (Change Order + \$1,505)
  - C. **Action Item:** Project ID: 020713D1 – (Change Order + \$8,261)
  - D. Potential Conflict of Interest – Yes,
  - E. Information Verification Statement
  - F. Information Item: Discussion concerning project decision criteria.
  - G. **Action Item:** Resolution Authorizing Rock County To Agree To Participate In The Southern Housing Consortium of Counties With Columbia County As The Lead County For The Community Development Block Grant (CDBG) Program

8. Strategic & Comprehensive Planning

- A. **Action Item:** Resolution Authorizing A Contract For Consulting Services For Water Quality Planning, Farmland Planning, And Production Of Town Zoning Ordinances

9. Planning Director's Report

- Planner II recruitment
- Farmland Preservation

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

July 26, 2012 (8:00 AM)  
August 9, 2012 (8:00 AM)  
August 23, 2012 (8:00 AM)  
September 13, 2012 (8:00 AM)  
September 27, 2012 (8:00 AM)



## **Public Notice**

### ROCK COUNTY SHORELAND ZONING ORDINANCE REVISION

On February 1, 2010, revised Shoreland Zoning rules went into effect in Wisconsin through the amendment of Chapter NR 115 Wisconsin Administrative Code. These revisions are a result of a multi-year process of public comments, hearings and modifications conducted in an effort to balance the public purpose of shoreland zoning with property rights of landowners. Notable revisions pertain to regulation of nonconforming structures, limits on amounts of impervious surface permitted in the Shoreland Zone and mitigation of the adverse impact of construction activity in the Shoreland Zone.

Wisconsin counties are required to adopt and enforce Shoreland Zoning regulations to “further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses and reserve shore cover and natural beauty.” Rock County has enforced a shoreland zoning ordinance in the unincorporated areas of the county, with amendments, since 1983. The revision to the state code requires counties to adopt the amendments to local ordinances.

The Rock County Planning and Development Agency has drafted revisions to the Rock County Shoreland Zoning Ordinance consistent with NR 115 and based on the model ordinance developed by the State of Wisconsin Department of Natural Resources. The draft ordinance is available at the P&D Agency offices at the Courthouse or at the Agency’s webpage, <http://www.co.rock.wi.us/departments/departments-m-z/planning> .

A Public Hearing will take place in the Courthouse Conference Center, second floor, east wing of the Rock County Courthouse, 51 S. Main Street, Janesville, WI at 8:00 AM on Thursday, July 12, 2012 at the regular meeting of the Rock County Planning and Development Committee. Interested parties are welcome to attend and/or submit comments prior to the meeting.

Please contact the Rock County Planning & Development Agency with any questions at 608-757-5587.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN.EXPENSE	49,895.00 25.4%	12,925.95	-244.02	37,213.07		
	P1200190-PO# 07/02/12 -VN#012615			FEDERAL EXPRESS CORP		47.18	
			CLOSING BALANCE		37,165.89		47.18
	HG CLRING A/C		PROG-TOTAL -PO			47.18	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$47.18 INCURRED BY HOUSING GRANT CLEARING ACCOUNT, 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

**JUL 1 2 2012** DATE \_\_\_\_\_ CHAIR

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WISCONSIN 53545**

**CHANGE ORDER # 1**

Date: July 12, 2012

Project Number: 20706-CO1

Property Location: \_\_\_\_\_

Loan Type: 0% Deferred

Assessed Value: 73,400

Total Pre-Rehab Mortgages: 56,626

Contractors: Above the Peak Construction - \$1,105.00

\*\*\*\*\*

**CHANGE ORDERED:** Additional amount for low slope roof structure that was found to be failing during roofing work.

**REASON for CHANGE ORDER:** Work in progress found that the low slope roof structure was falling away from its poor attachment to garage and house. This results in additional cost (\$1,105) but will also make a better stable and durable low slope roof for this household. Corrected price is reasonable and customary.

\*\*\*\*\*

Original Contract Amount	\$ <u>10,920.00</u>
Previous Change Orders	\$ <u>0.00</u>

Change Order Addition	\$ <u>1,105.00</u>
Change Order Deduction	\$ <u>0.00</u>
Revised Contract Amount	\$ <u>12,025.00</u>

\*\*\*\*\*

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

Above the Peak Construction

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by: \_\_\_\_\_  
Al Sweeney - Chair - Rock Housing Planning and Development Committee

ROCK COUNTY PLANNING & DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WISCONSIN 53545

CHANGE ORDER # 1

Date: July 12, 2012

Project Number: 20715-CO1

Property Location: \_\_\_\_\_

Loan Type: 0% Deferred

Assessed Value: 127,500

Total Pre-Rehab 66,626

Mortgages

Contractors: R&W Heating, Inc. - \$1,505.00

\*\*\*\*\*

CHANGE ORDERED: Additional amount for loan amount following 6/28/12 approval.

REASON for CHANGE ORDER: Unseen clerical error in excel spreadsheet did not correctly add up construction work for this project, excluding some needed HVAC costs. This results in additional cost (\$1,505) but will complete the project work for this household. Corrected price is reasonable and customary and not the fault of the contractors.

\*\*\*\*\*

Original Contract Amount	\$	<u>12,213.00</u>
Previous Change Orders	\$	<u>0.00</u>

Change Order Addition	\$	<u>1,505.00</u>
Change Order Deduction	\$	<u>0.00</u>
Revised Contract Amount	\$	<u>13,718.00</u>

\*\*\*\*\*

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

R&W Heating, Inc.  
Signature of Contractor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Al Sweeney - Chair - Rock Housing Planning and Development Committee

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WISCONSIN 53545**

**CHANGE ORDER # 1 Corrected**

Date: July 12, 2012

Project Number: 20713-CO1

Property Location: \_\_\_\_\_

Loan Type: 0% Deferred

Assessed Value: 231,850

Total Pre-Rehab 108,319

Mortgages

Contractors: Hovland Heating and Cooling, City Glass - \$8,261.00

\*\*\*\*\*

**CHANGE ORDERED:** Additional amount for loan amount following 6/28/12 approval.

**REASON for CHANGE ORDER:** This specialized one-pipe steam boiler and gas piping work is required to enable the residents to receive the comprehensive weatherization from Community Action of Rock/Walworth. Qualified contractors recently located. This results in additional cost (\$8,261) but will complete the project work for this household. Corrected price is reasonable and customary, given the specialized work required. In addition, unseen clerical error in excel spreadsheet did not correctly add up construction work for this project, excluding some needed costs.

\*\*\*\*\*

Original Contract Amount      \$ 8,694.00

Previous Change Orders        \$ 0.00

Change Order Addition        \$ 8,261.00

Change Order Deduction       \$ 0.00

Revised Contract Amount      \$ 16,955.00

\*\*\*\*\*

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

Hovland Heating and Cooling

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by: \_\_\_\_\_  
Al Sweeney - Chair - Rock Housing Planning and Development Committee

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

INITIATED BY  
Paul Benjamin



DRAFTED BY  
Paul Benjamin

SUBMITTED BY  
Planning and Development  
Committee

DATE DRAFTED  
June 15, 2012

**AUTHORIZING AGREEMENT WITH COLUMBIA COUNTY AS THE LEAD  
COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM AND PARTICIPATION IN THE SOUTHERN HOUSING  
CONSORTIUM**

- 1 **WHEREAS**, the State has reorganized the allocation of Community Development Block Grant
- 2 program housing funds from a competitive based method to a regional housing consortium method,
- 3 and,
- 4
- 5 **WHEREAS**, Rock County has an identified need in the ten county Southern Housing Consortium to
- 6 provide decent housing; and,
- 7
- 8 **WHEREAS**, Rock County contemplates submitting jointly, with Columbia County and the Southern
- 9 Housing Consortium, an application for funds under the Community Development Block Grant –
- 10 (CDBG) housing program of the Wisconsin Division of Housing (DOH) for the purpose of meeting
- 11 those needs; and,
- 12
- 13 **WHEREAS**, Rock County and Columbia County desire to and are required to, enter into a written
- 14 cooperative agreement with each other to participate in such CDBG program; and,
- 15
- 16 **WHEREAS**, Rock County and the Southern Consortium understand that Columbia County will act as
- 17 the applicant and will have the ultimate responsibility to assume all obligations under the terms of the
- 18 grant including assuring compliance with all applicable laws and program regulations and performance
- 19 of all work in accordance with the grant contract; and,
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 22 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, pursuant to Wisconsin Statutes 66.0301, agree to
- 23 cooperate with Columbia County and the Southern Consortium in the submission of an application for
- 24 such funds, and agree to cooperate in the implementation of the submitted CDBG program, as
- 25 approved by the Department of Administration.
- 26
- 27 **BE IT FURTHER RESOLVED**, that it is understood that nothing contained in this agreement shall
- 28 deprive any municipality of any power or zoning, development control or other lawful authority, which
- 29 it presently possesses.
- 30
- 31 **AND BE IT FURTHER RESOLVED**, that a representative from Rock County shall be appointed to
- 32 serve on the regional housing consortia board in order to assist in allocating CDBG housing funds.
- 33

12-7A-077



AUTHORIZING AGREEMENT WITH COLUMBIA COUNTY AS THE LEAD COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND PARTICIPATION IN THE SOUTHERN HOUSING CONSORTIUM  
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Respectfully submitted,

**Planning and Development Committee**

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

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


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

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

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

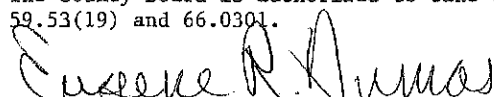
FISCAL NOTE:

This resolution authorizes the County to join the Southern Consortium for purposes of CDBG housing activities. Columbia County would be the housing agent for Rock County applicants. New CDBG program funding would no longer be administered by Rock County staff.

  
Sherry Oja  
Finance Director

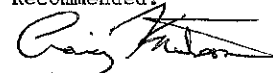
LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes 59.01, 59.51, 59.53(19) and 66.0301.

  
Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

### **AUTHORIZING AGREEMENT WITH COLUMBIA COUNTY AS THE LEAD COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND PARTICIPATION IN THE SOUTHERN HOUSING CONSORTIUM**

Due to cuts in federal Community Development Block Grant (CDBG) housing funds, the State is in the process of establishing seven regional housing consortia that will act as the lead agency for non-entitlement CDBG housing activities. At present, CDBG housing funds are allocated on a competitive basis throughout the state. (Note -- CDBG entitlement communities such as the cities of Janesville, Beloit, etc. would not be affected by the state's initiative.)

In order to be eligible for future housing program funds through the state's Community Development Block Grant (CDBG) program, all counties are being required to participate in a regional housing entity.

Rock County has been placed in the southern region along with the following counties: Sauk, Columbia, Dodge, Washington, Ozaukee, Jefferson, Kenosha, Racine and Walworth.

The lead county for the southern region is Columbia County and this resolution would authorize an agreement between Rock and Columbia to serve as the housing agent for eligible Rock County applicants.

Additionally, an advisory committee consisting of representatives from the 10 counties in the southern region will make recommendations on awarding of CDBG housing funds and Rock County would appoint a representative.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Paul Benjamin  
INITIATED BY



Paul Benjamin, Director,  
Planning and Development Dept.  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY

June 27, 2012  
DATE DRAFTED

**AUTHORIZATION OF A CONTRACT FOR CONSULTING SERVICES FOR  
WATER QUALITY PLANNING, FARMLAND PRESERVATION, AND  
PRODUCTION OF TOWN ZONING ORDINANCES**

1 **WHEREAS**, on May 27, 2010, the Rock County Board of Supervisors voted to adopt a resolution to  
2 accept a Farmland Preservation Planning grant from the Department of Agriculture, Trade, and Consumer  
3 Protection for the development of the Rock County Farmland Preservation Plan; and,  
4

5 **WHEREAS**, on April 12, 2012, the Rock County Board of Supervisors voted to adopt a resolution to  
6 accept a Planning Grant from the Department of Natural Resources for the preparation of the Beloit Area  
7 Water Quality Plan; and,  
8

9 **WHEREAS**, the Farmland Preservation Program under the revised ch. 91, Wisconsin Statutes, has  
10 established deadlines for the "recertification" of town zoning ordinances in 16 Rock County towns, and  
11 the agency is contracting with many of these towns to insure that they meet the standards included in Ch.  
12 91; and,  
13

14 **WHEREAS**, the Rock County Planning and Development has had staff turn-over in three positions and  
15 requires assistance in the completion of the Rock County Farmland Preservation Plan by December 31,  
16 2012, the Beloit Area Water Quality Plan by the fall of 2013, and town zoning ordinances by December  
17 of 2013; and,  
18

19 **WHEREAS**, Requests for Qualifications and Cost Proposals were solicited from qualified firms to  
20 provide these services with two firms responding (results attached); and,  
21

22 **WHEREAS**, Wade Thompson of North Is Up Mapping Solutions (NIUMS) has lengthy, intimate, and  
23 successful planning experience in Rock County including the development of the Rock County  
24 Comprehensive Plan, the Rock County PACE program, in the initial work on the Beloit Area Water  
25 Quality Plan and the Farmland Preservation Plan.  
26

27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
28 this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby authorize a contract with North is Up Mapping  
29 Solutions in the amount of \$22,400 to provide services to the Rock County Planning and Development  
30 Agency for the completion of the Rock County Farmland Preservation Plan, the completion of Phase I of  
31 the Beloit Area Water Quality Plan, and four town (Porter, Magnolia, Center, and Milton) zoning  
32 ordinances.

Respectfully submitted,

Planning and Development Committee

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

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

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


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

\_\_\_\_\_  
Philip Owens

**AUTHORIZATION OF A CONTRACT FOR CONSULTING SERVICES FOR  
WATER QUALITY PLANNING, FARMLAND PRESERVATION, AND  
PRODUCTION OF TOWN ZONING ORDINANCES**

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Purchasing Procedural Endorsement



Mary Mawhinney, Chair

4-0

Vote

7-5-12

Date

FISCAL NOTE :

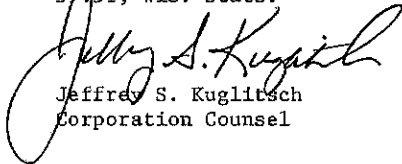
This resolution authorizes a contract with North is Up Mapping Solutions for the completion of the Farmland Preservation Plan, Phase 1 of the Beloit Area Water Quality Plan and four town zoning ordinances. Funding for this contract is available from the Farmland Preservation grant, the Beloit Sewer Service Planning grant and service contract fees from the four towns (Porter, Magnolia, Center and Milton).



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **EXECUTIVE SUMMARY**

### **AUTHORIZATION OF A CONTRACT FOR CONSULTING SERVICES FOR WATER QUALITY PLANNING, FARMLAND PRESERVATION, AND PRODUCTION OF TOWN ZONING ORDINANCES**

In May of 2010, the Rock County Board of Supervisors voted to accept a Farmland Preservation Planning grant from the Department of Agriculture, Trade, and Consumer Protection. In April of 2012, the Rock County Board of Supervisors voted to accept a Planning Grant to develop the Beloit Area Water Quality Plan. Legislation in 2009 made substantial changes in Ch. 91, Wisconsin Statutes, so that not only is Rock County required to update its Farmland Preservation Plan, but 16 of Rock County's towns must update and recertify their zoning ordinances to meet new standards incorporated in the revised Ch. 91. Rock County is contracting with many of the Rock County towns to update their zoning ordinances.

Due to some staff turnover, the Rock County Planning and Development Agency needs some assistance in completing these tasks. Requests for Qualifications and Cost Proposals were solicited from qualified firms with two firms responding.

The firm who rated the highest, North Is Up Mapping Solutions, has intimate and extensive knowledge with the planning tasks identified in a Request for Proposals issued on June 7, 2012. The attached resolution requests authority to enter into a contract with North Is Up Mapping Solutions in the amount of \$22,400 for completion of this work.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



PROJECT NUMBER: #2012-57  
 PROJECT NAME: CONTRACT SERVICES-PLAN UPDATES & REVISIONS  
 PROPOSALS DUE DATE: JUNE 26, 2012 – 12:00 NOON  
 DEPARTMENT: PLANNING

	NORTH IS UP MAPPING SERVICES WAUNAKEE WI	CIVITEK CONSULTING LAKE MILLS WI
<b>TOTAL COST</b>	<b>\$22,400.00</b>	<b>\$24,650.00</b>
RATER 1	95	65
RATER 2	95	90
<b>TOTAL SCORE</b>	<b>190</b>	<b>155</b>

Request for Qualifications and Cost Proposal was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: \_\_\_\_\_ PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: NORTH IS UP MAPPING, WAUNAKEE WI

Paul Benjamin \_\_\_\_\_ June 28, 2012  
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

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

PURCHASING PROCEDURAL ENDORSEMENT:

Mary Anderson \_\_\_\_\_ 4-0 7-5-12  
 CHAIR VOTE DATE