



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, MARCH 22, 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 8, 2012
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Preliminary Approval of Land Divisions
    - LD 2012 005 (Johnstown Township) – James Cullen
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
  - A. **Action Item:** Project ID 020701D1 (\$17,923)
  - B. **Action Item:** Resolution Authorizing Approval of "Services Contract Between the Rock County Planning, Economic & Community Development Agency and the Village of Orfordville"
  - C. **Action Item:** Request for Change to Housing & Community Development Policy & Procedure Manual
  - D. Information Item: Emergency Loan Request – Project ID 020700D1 (\$3,239)
  - E. Information Item: Cancellation and Rescheduling of Public Hearing Originally Scheduled for Planning & Development Committee Meeting on March 22, 2012
  - F. Potential Conflict of Interest – Yes,
  - G. Information Verification Statement

8. Planning Director's Report

- First Technical Advisory Meeting, Water Quality Planning
- DOA's Division of Housing Workshop on County Housing Consortia now set for April 11, 2012 at 2:00 PM in Courthouse Conference Center
- Director's Thanks for Two Years here at the Rock County Planning & Development Agency

9. Committee Reports

10. Adjournment

**Future Meetings/Work Sessions**

April 12, 2012 (8:00 AM)

April 26, 2012 (8:00 AM)

May 10, 2012

May 24, 2012



**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:** March 14, 2012

**Summary:**

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

- 2012 005 (Johnstown Township) – James Cullen

**Recommendation or Action:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2012 005 with conditions as presented.



AGENCY USE ONLY	
Application Number:	12005
Received By - Date (MM/DD/YYYY):	2-23-12

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) 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 area 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 will require a zoning change:  Yes  No

### APPLICANT INFORMATION

#### 6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name: JAMES CULLEN		Telephone:	
Address: 5541 N. COUNTY RD KK	City: MILTON	State: WI	Zip: 53563
b. Name:		Telephone:	
Address:	City:	State:	Zip:

#### 7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name: COMBS AND ASSOCIATES, INC.		Telephone: 752-0575	
Address: 109 W. Milwaukee Street	City: Janesville	State: WI	Zip: 53548
b. Developer name:		Telephone:	
Address:	City:	State:	Zip:

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division: <input type="checkbox"/> Sale/ownership transfer <input checked="" type="checkbox"/> Farm consolidation <input type="checkbox"/> Refinance <input type="checkbox"/> Other:			
10. Land division area location:		Town of JOHNSTOWN	
Section 5		SE 1/4 of NE 1/4	
		Tax parcel number(s) - 6-6-45.1A	
11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify: City(s)/Village of			
12. Land division area is located adjacent to (check all that apply): <input type="checkbox"/> Local/Town road <input checked="" type="checkbox"/> County highway <input type="checkbox"/> State highway <input type="checkbox"/> U.S. highway			
13. Landowner's contiguous property area (Square feet or acres): 145 ACRES	14. Land division area (Square feet or acres): 5.6 ACRES	15. Current zoning of land division area: A-1	
16. Number of new/additional lots created by land division: 11	17. Future zoning of new/additional lot(s) created by land division: A-1 (dup)	18. Future zoning of parent lot: A-1	
19. Covenants or restrictions will be placed on the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify covenants or restrictions:			
20. A residential building is currently located in the land division area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, the building utilizes a: <input checked="" type="checkbox"/> Private onsite wastewater treatment system <input type="checkbox"/> Public sanitary sewer system			
21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy):		22. Public improvement construction will begin on (mm/dd/yyyy):	

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE:	DATE: 2/22/12
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APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None Proposed
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see air photo
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KETTLE
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
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"/>	<input checked="" type="checkbox"/>	None
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"/>	<input checked="" type="checkbox"/>	PRIVATE SEPTIC
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nothing Requested
2. Has the map been 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

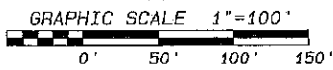
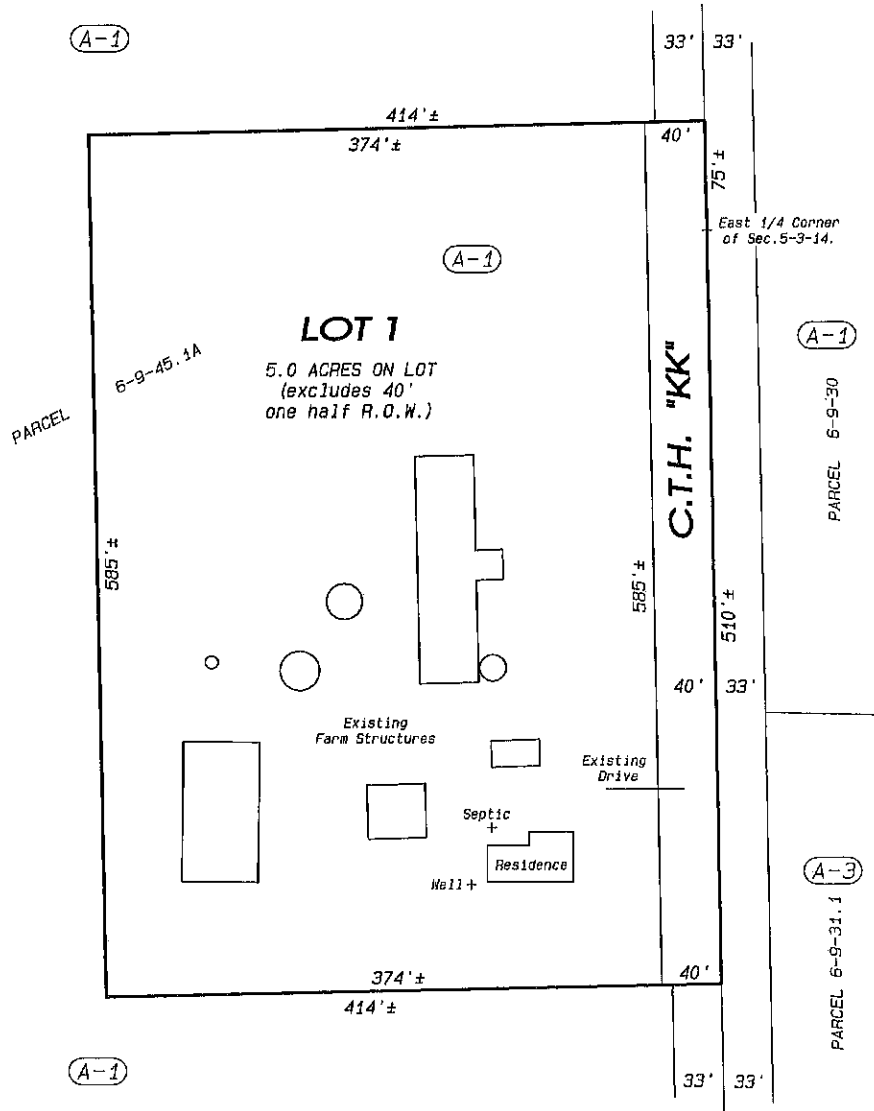
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SE 1/4 OF THE NE 1/4 AND IN THE NE 1/4 OF THE SE 1/4 OF SECTION 5, T3N., R.14E. OF THE 4TH P.M., TOWN OF JOHNSTOWN, ROCK COUNTY, WISCONSIN.



DATE: FEBRUARY 15, 2011

NOTES:

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112 - 022 For: CULLEN



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

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

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



# 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. 40-foot 1/2 ROW to be dedicated along N. CTH KK.	
2. 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."	
3.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>3/12/2012</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. 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 March 22, 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.

7.

8.

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:

**703.115 Local review of condominium instruments.**

**(1)**A county may adopt an ordinance to require the review of condominium instruments before recording by persons employed by the county of recording or by a city, village or town that is located in whole or in part in the county of recording if the ordinance does all of the following:

**(a)** Requires the review to be completed within 10 working days after submission of the condominium instrument and provides that, if the review is not completed within this period, the condominium instrument is approved for recording.

**(b)** Provides that a condominium instrument may be rejected only if it fails to comply with the applicable requirements of ss. 703.095, 703.11 (2) (a), (c) and (d) and (3), 703.275 (5) and 703.28 (1m) or if the surveyor's certificate under s. 703.11 (4) is not attached to or included in the condominium plat.

**(c)** If the person performing the review approves the condominium instrument, requires the person to certify approval in writing, accompanied by his or her signature and title.

**(2)**An ordinance adopted under this section may authorize the county to charge a fee that reflects the actual cost of performing the review.

**History:** 1997 a. 333.

**703.275 Merger or consolidation of condominiums.**

**(1)** AGREEMENT; LEGAL EFFECT. Any 2 or more condominiums, including 2 or more small condominiums or any combination of small condominiums

and other condominiums, by agreement of the unit owners as provided in this section, may be merged or consolidated into a single condominium. Unless the agreement otherwise provides, the condominium resulting from a merger or consolidation is, for all purposes, the legal successor of all of the preexisting condominiums and the operations and activities of all associations of the preexisting condominiums shall be merged or consolidated into a single association which shall hold all powers, rights, obligations, assets and liabilities of the preexisting associations. The resultant condominium must bear the name of one of the preexisting condominiums.

**(2) REALLOCATION OF INTERESTS.**

**(ac)** In this subsection, "allocated interests" means the undivided percentage interest in the common elements, the liability for common expenses, and the number of votes at meetings of the association appurtenant to each unit.

**(bc)** The merger or consolidation agreement shall provide for the reallocation of the allocated interests among the units of the resultant condominium. The agreement may not change the ratio that exists before the merger or consolidation between the allocated interests of any unit and the allocated interests of any other unit in the same preexisting condominium. The agreement shall state one of the following:

1. The reallocations or the formulas upon which they are based.
2. The percentage of the total of allocated interests of the new condominium which are allocated to all of the units comprising each of the preexisting condominiums.

**(3) AGREEMENT; OTHER PROVISIONS.** The merger or consolidation agreement may contain any provisions consistent with this chapter in addition to those specified in sub. (2).

**(4) VOTES.** The merger or consolidation agreement is effective if the agreement is approved by the unit owners of units to which at least 75% of the votes in each preexisting association are allocated. If the declaration of a preexisting association specifies that a percentage greater than 75% of the votes in that association is required to approve a merger or consolidation agreement, the greater percentage applies to the vote of that association. A declaration of a preexisting association may specify a smaller percentage and the smaller percentage applies to the vote of that association only if all of the units in the preexisting coRECORDING. Both a restatement of the declaration of the resultant condominium that includes the merger agreement and an addendum to the condominium plat of the resultant condominium shall be recorded as provided in s. 703.07. The register of deeds shall reference the document number, volume and page of the plat of the resultant condominium on the plat of the preexisting condominium and shall note that the preexisting condominium has been merged.

RECORDING. Both a restatement of the declaration of the resultant condominium that includes the merger agreement and an addendum to the condominium plat of the resultant condominium shall be recorded as provided in s. 703.07. The register of deeds shall reference the document number, volume and page of the plat of the resultant condominium on the plat of the preexisting condominium and shall note that the preexisting condominium has been merged.

**History:** 1985 a. 188; 1997 a. 333; 2003 a. 283.

**NOTE:** 2003 Wis. Act 283, which affected this section, contains extensive explanatory notes.



## **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:** March 14, 2012

#### **ACTION ITEMS:**

1. Project ID: # 020701D-1  
Funding Source: CDBG – Small Cities  
Recommend Total Amount: CDBG-Small Cities - \$ 17,923
2. Resolution Authorizing Approval of “Services Contract Between the Rock County Planning, Economic & Community Development Agency and the Village of Orfordville”.
3. Request for Change to the Housing Procedure Manual.

**Staff Recommendation:** Staff recommends approval of the above noted request and project.

#### **INFORMATION ITEMS:**

1. Information on CDBG-Small Cities Project ID #020700D-1  
Project approved as an Emergency Loan Request.
2. Public Hearing Scheduled for P&D Committee Meeting on March 22, 2012:  
Cancellation and Rescheduling.

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE

REQUEST FOR COMMITTEE ACTION



Date: **March 22, 2012**

Project ID(s) **20701-D-1**

Project Recommended By **Neale Thompson\_**

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

**HOUSEHOLD INFORMATION**

Household Size: **4** Annual Income: **\$30,944** Location: **Village of Clinton**

**ASSESSED VALUE INFORMATION**

Land	\$ 31,400	Appraised Value	\$ 113,800
Buildings	\$ 83,800	When Appraised	2011
Total	\$ 115,200	Type of Appraisal	FMV

**MORTGAGES OR LIENS**

1. \$ 95,039	4. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$18,766	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**VERIFICATIONS**

Income     Insurance     Taxes     Title and Mortgage     Ownership

Disclosure of Potential Conflict of Interest    Yes     None

**SUMMARY OF PROPOSED WORK**

This two-story house is in need of repair and improvements. Upon HQS inspection, work required includes a new roof, ceiling repair from roof leakage, minor electrical work, a new furnace, new water heater, window replacement for five windows, repair of central A/C unit, minor plumbing, new exterior rear entry porch, sidewall insulation, and attic insulation work. To gain a local HVAC provider who offered additional services at their bid price, owners used \$1,097 of the 10% discretionary amount of \$1,683 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 and reliability of their home.

TYPE OF PROJECT

CDBG-SC Rehab Loan

RECOMMEND TOTAL PROJECT BID OF

**\$ 17,923**

**COMMITTEE ACTION**

APPROVE     DENY

Committee Approved Bid Total    \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair

Date

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Planning & Development Committee  
INITIATED BY

David Somppi  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY

March 12, 2012  
DATE DRAFTED



### Authorizing Approval of "Services Contract Between the Rock County Planning, Economic & Community Development Agency and the Village of Orfordville, Wisconsin"

1. **WHEREAS**, the Village of Orfordville has received Community Development Block Grant – Small Cities
2. funds administered by State of Wisconsin – Department of Administration, to conduct approved housing
3. rehabilitation and home purchase assistance projects within the Village of Orfordville; and,
- 4.
5. **WHEREAS**, the Rock County Planning, Economic & Community Development Agency (Planning Agency),
6. an agency of the County of Rock, Wisconsin, has the experience and expertise required to administer
7. the Community Development Block Grant – Small Cities program in accordance with program guidelines
8. from the U.S. Department of Housing and Urban Development (HUD) and the State of Wisconsin; and,
- 9.
10. **WHEREAS**, the Village has sought to contract with the Planning Agency to administer this program.
- 11.
12. **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors on this
13. \_\_\_\_\_ day of \_\_\_\_\_, 2012, hereby approves the "Services Contract Between the Rock County
14. Planning, Economic & Community Development Agency and the Village of Orfordville"; and
- 15.
16. **BE IT FURTHER RESOLVED**, that the County Board Chair is hereby authorized to sign the Contract
17. between the Rock County Planning, Economic & Community Development Agency and the Village of
18. Orfordville, Wisconsin; and,
- 19.
20. **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Rock County Planning,
21. Economic & Community Development Agency to take the necessary steps to implement the provisions of
22. this Contract in accordance with this resolution.

Respectfully Submitted,

LEGAL NOTE:

\_\_\_\_\_  
Al Sweeney - Chair

The County Board is authorized to take this action pursuant to Sections 59.01, 59.51 and 66.0301, Wis. Stats.

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

Jeffrey S. Kuglitsch  
Corporation Counsel

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

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

\_\_\_\_\_  
Phil Owens

FISCAL NOTE:

Sufficient funding is included in Planning's Housing Grant, A/C 64-6460-0000-68000, for administering this grant program for the Village of Orfordville.

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

**Authorizing Approval of "Services Contract Between the Rock County Planning, Economic & Community Development Agency and the Village of Orfordville, Wisconsin"**

**EXECUTIVE SUMMARY**

The Village of Orfordville has received a \$ 298,701 grant from the State of Wisconsin for administration of Community Development Block Grant – Small Cities funds. The grant period is from April 1, 2012 – March 31, 2014.

The Community Development Block Grant – Small Cities program is used to fund programs that provide 0% interest deferred payment loans to assist lower income households with purchasing and rehabilitating affordable housing, develop other programs that improve or expand housing opportunities, and provide for program administration expenses.

The Village of Orfordville has requested that the Rock County Planning, Economic & Community Development Agency provide services to assist the Village of Orfordville with administering this program, including administering individual loan applications.

The Village of Orfordville will provide the Rock County Planning, Economic & Community Development Agency with administrative funds equal to 11% of the value of payments to contractors for conducting housing rehabilitation and/or down payment assistance projects. This will total \$28,571.40. The Village of Orfordville will be responsible for financial and program administrative management for this program.

Rock County is advised and does believe that it is in the interest of Rock County to have the Rock County Planning, Economic & Community Development Agency to provide administrative assistance and individual project administration services for the Village of Orfordville Community Development Block Grant – Small Cities program.





## **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:** Request Change to the Housing Procedures Manual  
**DATE:** March 14, 2012

Staff requests the following change to the Housing Procedures Manual.

Section I. B. 1, page 2

The Director will be responsible for the approval and timely disbursement of an "Emergency Loan" to not exceed \$5,000. An "Emergency Loan" would only be made in the event a critical condition exists and the constraints are such that the Planning & Development Committee loan approval cannot routinely be made. Such loan approvals shall be stated at PLACED ON THE AGENDA FOR the next Planning & Development Committee Meeting for informational purposes only.

**EXPLANATION:** Placing the item on the agenda will include the loan request in the official record of project administration for the Planning & Development Agency.

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Date: March 22, 2012

Project ID(s) 020700-D-1

Project Recommended By Neale Thompson

Funding Source(s) CDBG-SC

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: 11,862 Location: Town of Turtle

ASSESSED VALUE INFORMATION

Land	\$ 27,100	Appraised Value	\$ 118,600
Buildings	\$ 94,500	When Appraised	2011
Total	\$ 121,600	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 18,115	3. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	4. \$	<b>\$ 18,115</b>
Available Equity \$ 100,485	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

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

SUMMARY OF PROPOSED WORK

This project is a "no heat" emergency for a suburban home after the furnace stopped working. Upon HQS inspection, the leaking water heater needs replacement and some electrical work is needed for GFCI protection and code required work for the laundry that was moved upstairs. Three bids were solicited for a water heater and the electrical work. The lowest qualified contractor was selected. The loan also includes the usual CDBG Loan Processing Fee of \$375. This emergency action is brought to the Board after the Director has authorized the needed furnace and other work. Loan will be 0% interest deferred until sale or transfer of the property.

Funding Source: CDBG – Small Cities Fund (0% Interest Payment Deferred) \$ 3,239.00  
 Recommend Total Project Amount of: \$ 3,239.00

P&D AGENCY ACTION

APPROVE     DENY    Director Approved Bid Total \$ 3,239.00

*Paul Benjamin*  
 Signature of Planning & Development Agency Director

*3/9/12*  
 Date

## **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.