



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, May 26, 2011 – 8:00 A.M.
CONFERENCE ROOM N-1/N-2 (FIFTH FLOOR – EAST)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI
AGENDA

**NOTE
LOCATION
CHANGE**

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, May 12, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Zoning/Building Site Permit Extension Requests Policy
 - B. **Action Item:** Preliminary Approval of Land Divisions
 - LD 2011 017 (Union Township) – Bank of Monticello
6. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Housing & Community Development
 - A. **Action Item:** CDBG – Small Cities Project (ID 020688D1) = \$9,846
 - B. **Action Item:** CDBG – Small Cities Project (ID 020689D1) = \$5,000
 - C. Information Item: Emergency Loan Request (CDBG – RLF/ID 020680D1) = \$1,804
 - D. Potential Conflict of Interest – Yes, None
 - E. Information Verification Statement
8. Director's Report
 - Foreclosure of Tax Liens on City of Edgerton Project
 - Community Development Housing Procedural Changes
 - Wetlands Workshop Update

9. Committee Reports

10. Adjournment

Future Meetings/Work Sessions

June 9, 2011 (8:00 AM)
June 23, 2011 (8:00 AM)
July 14, 2011 (8:00 AM)
July 28, 2011 (8:00 AM)

Non-Committee Future Meetings

June 9, 2011 (2:00 PM) – Jim Congdon (DNR Basin Mgr.)

June 13, 2011 Boundary Agreement Meeting / Town of Union & City of Evansville
(Wade Thompson)



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: Zoning/Building Site Permit Extension Policy

DATE: May 18, 2011

Summary:

Currently, a Zoning/Building Site Permit issued by the Rock County Planning & Development Agency expires after one year. A builder holds a number of permits (10) issued on April 15, 2010. A few of the houses have been constructed, some foundations have been placed and some framing has been completed. The builder has requested an extension for the unfinished houses rather than submit another Zoning/Site Permit Application fee. The Agency has not in the past provided an avenue for extension but required new permits. But, currently there is a provision for extending the life of a Preliminarily Approved Land Division seeking Final Approval as follows:

Section 15.23(8) of the Rock County Land Division Regulations states, "Extensions may be applied for and granted at the discretion of the Committee upon findings that delays are beyond the control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur."

The applicant shall provide information regarding the cause of the delay that is beyond their control. The Committee then must deliberate as to the nature of the delays to determine if the applicant could not reasonably receive final approval due to these factors.

Additionally, the Committee must also consider whether or not the length of the extension request will not cause the final approved land division to be inconsistent with any material changes in development standards. For example, minimum requirements for road construction, stormwater management, lot size or other standards in current or future ordinances may change during the course of the extension.

Currently, the fee is \$100 per lot and the request for the extension shall be made prior to Land Division expiration.

Another example of permit extensions involves Erosion Control Permits issued by the Rock County Land Conservation Department. It includes the following:

Section 27.08(11) Permit Duration. Permits issued under this ordinance shall be valid for a maximum of one year.

- (A) The LCC may extend the permit duration for a maximum of 6 months, if the site construction schedule warrants longer permit duration. This request must be submitted with the initial permit application. The permit holder may request an extension to a permit's duration. The LCC may extend the permit duration for a maximum of 6 months due to unforeseen circumstances.
- (B) A permit holder may request a permit to be re-issued. All conditions of a new permit set forth in this ordinance are applicable to the re-issued permit.
- (C) The LCC will consider requests during their regularly scheduled monthly LCC meeting.
- (D) In all cases, the final site stabilization notification letter from the LCD will expire permit.
- (E) The permit holder agrees to pay additional fees identified in the adopted fee schedule as reference in sec. 27.09 for all granted extensions and re-issued permits.

The current fee schedule requires \$25 per each month of permit extension.

Recommendation:

P&D Agency Staff recommends establishing an extension process similar to the existing avenues available as mention above. This would include a similar fee schedule as found in the Land Conservation Ordinance.



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: May 18, 2011

Summary:

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

- LD 2011 017 (Union Township) – Bank of Monticello

Recommendation:

P&D Agency Staff recommends Preliminary Approval of Land Division 2011 017 with the conditions presented.

Town Status: LD 2011 017

- Town Board Approved
- Town Planning & Zoning Approved
- Scheduled

PLANNING & DEVELOPMENT COMMITTEE LAND DIVISION
CONDITIONS OF APPROVAL

OWNER:	Bank of Monticello P.O. Box 388 Monticello, WI 53570	LAND DIVISION NO:	LD#2011 017
		DATE SUBMITTED:	May 6, 2011
LOCATION:	SE ¼ NE ¼ SW ¼ NE ¼ Section 6	E.T. JURISDICTION:	Village of Brooklyn
		SURVEYOR:	Combs & Associates, Inc.
ORIGINAL AREA:	114 Acres ±	TOWNSHIP:	Union
FINAL AREA:	7 Acres ±	NUMBER OF LOTS:	1
PRESENT ZONING:	A-1	PROPOSED FUTURE ZONING:	A-3

A copy of these recommendations is sent to the surveyor and to the owner.

NOTE: The owner/developer and agent shall read and fully understand these conditions of approval prior to being acted upon by the Planning and Development Committee. Any questions or comments on these conditions shall be addressed to the P&D Committee/Staff prior to or while the Land Division is on the table for discussion.

NOTE: Reason for dividing land: Splitting off buildings.

NOTE: Consistent with the Rock County Agricultural Preservation Plan when splitting off existing ag buildings but, rezone to A-3 rather is not. A-1 CUP is preferable.

RECOMMEND

APPROVAL

CONDITIONAL APPROVAL

DENIAL

LOCATION: 17800 Block W Holt Rd

CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along W. Holt Rd.
3. Following notation 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." Also proposed lot lines must include the system area with the building that utilizes the system.
4. Show septic system and well locations for existing structures on final CSM.
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before May 26, 2012.

- 6. As per Section 15.23(8) of The Rock County Land Division Regulations "any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur". Extension requests must be made in writing prior to the expiration date listed above.
- 7. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

Signed Colin M. Burns DATE: 5/12/11
Dept. of Planning, Economic & Community Development

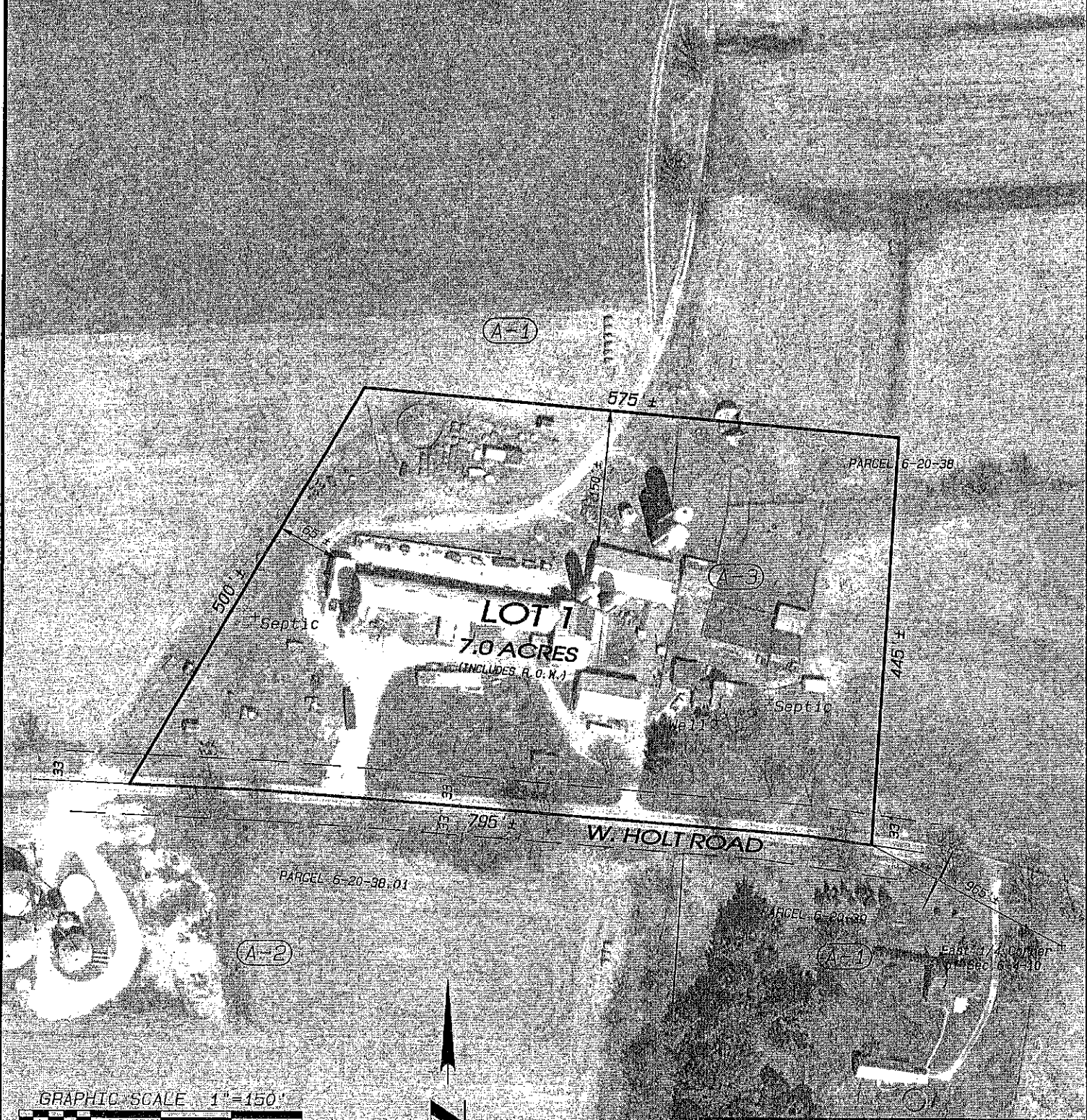
NOTE: THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE **ON MAY 26, 2011 AT 8:00 A.M.** AT THE ROCK COUNTY COURTHOUSE.

NOTE: FINAL SURVEY SHALL COMPLY WITH ALL STATE, COUNTY, & LOCAL REGULATIONS.

<u>COMMITTEE ACTION</u>			
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> CONDITIONAL APPROVAL	<input type="checkbox"/> DENIAL	<input type="checkbox"/> TABLED
Initials _____		Date _____	

PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE NE 1/4 AND THE SE 1/4 OF THE NE 1/4 OF SECTION 6-4-10,
TOWN OF UNION, ROCK COUNTY, WISCONSIN.



GRAPHIC SCALE 1"=150'



DATE: MARCH 8, 2011
REVISED MARCH 25, 2011
REVISED MAY 4TH, 2011

Project No. 111 - 045F

Combs
& ASSOCIATES

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

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

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

6

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
646400000-63200	PUBL/SUBCR/DUES	1,650.00	35.6%	589.00	0.01	1,060.99	
	P1102090-PO# 05/18/11 -VN#040779			WISCONSIN STATE JOURNAL		123.50	
	P1102092-PO# 05/18/11 -VN#037159			REPORTER CO INC		46.00	
				CLOSING BALANCE		891.49	169.50
	PLANNING		PROG-TOTAL-PO			169.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$169.50 INCURRED BY PLANNING. 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

MAY 26 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464180000-63110	ADMIN. EXPENSE	492,750.00	36.2%	152,566.80	26,000.00	314,183.20	
ENC	R1102299-PO# 05/10/11 -VN#033020			FORWARD JANESVILLE INC		75,000.00	
ENC	R1102300-PO# 05/10/11 -VN#048697			FORWARD FOUNDATION		10,000.00	
				CLOSING BALANCE		229,183.20	85,000.00
	2008-11 EDA ECON		PROG-TOTAL-PO			85,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$85,000.00 INCURRED BY 2008-11 EDA ECON ASSIST GRANT. 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

MAY 26 2011

DATE _____ CHAIR



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: May 26, 2011

ACTION ITEMS:

1. CDBG-Small Cities – Project ID # 20688D-1
Staff Recommends Approval
2. CDBG-Small Cities – Project ID # 20689D-1
Staff Recommends Approval

INFORMATIONAL ITEM:

3. CDBG-Small Cities – Information on Emergency Loan Request ID # 20680D-1

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION



Project ID(s) 20688

Project Recommended By Dave Somppi
Funding Source(s) CDBG-Small Cities Program

HOUSEHOLD INFORMATION

Household Size:	4	Annual Income:	\$ 51,868	Location:	Town of Rock
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ASSESSED VALUE INFORMATION

Land	\$ 24,500	Appraised Value	\$ N/A
Buildings	\$ 40,400	When Appraised	
Total	\$ 64,900	Type of Appraisal	

MORTGAGES OR LIENS

1. \$ 38,965	4. \$	TOTAL MORTGAGE(S) \$ 38,965
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 25,935	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

SUMMARY OF PROPOSED WORK

The on-site sewerage system is original to the house and was constructed before current septic system regulations were enacted. The tank is undersized. Sewage from the tank has backed up into the house. The drainfield is saturated, and effluent has flowed to the surface several times. The system has to be pumped regularly. A septic system in compliance with current system regulations needs to be installed.

The project proposes to have new Code-Compliant septic system installed. Conducting this project will correct a major health and safety hazard. The loan will be at 0% interest with payment deferred until the property is sold.

FUNDING SOURCE: CDBG Small Cities (0% Interest Deferred)

CDBG - Small Cities Program

RECOMMEND TOTAL PROJECT BID OF

\$ 9,846.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Amount Total \$

Signature of Planning & Development Committee Chair

Date



Project ID(s) 20689D-1

Project Recommended By David Somppi

Funding Source(s) CDBG-Small Cities - Down Payment Assistance

HOUSEHOLD INFORMATION

Household Size: 5 Annual Income: \$ 27,948 Location: Town of Johnstown

ASSESSED VALUE INFORMATION

Land	\$ 35,700	Appraised Value	\$ N.A.
Buildings	\$ 95,800	When Appraised	
Total	\$ 131,500	Type of Appraisal	

MORTGAGES OR LIENS

1. \$ 57,000	4. \$	TOTAL MORTGAGE(S) \$ 57,000
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 57,000	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 LOAN REQUEST

Home Purchase Amount:	67,000	Mortgage Amt.:	57,000
Closing Costs:	2,650	Owner Down Pmt.:	7,650
TOTAL FOR CLOSING:	69,650	Rock Co. Down Pmt Ass't:	2,350
		Rock Co. Closing Cost Ass't:	2,650
		TOTAL OWNER	69,650

CDBG Down Payment Asst. Amount: Down Pmt. Ass't (2,350) + Closing Cost Ass't (2,650) = \$ 5,000

Comments: The house is a foreclosed property, built in 1978. It is in very good condition. Only small repair items were found on the Housing Quality Standards (HQS) inspection. The buyer is purchasing the house for \$ 67,000, with an additional \$ 2,650 to cover closing and prepaid costs. He is obtaining a \$57,000 mortgage and has \$ 7,650 for down payment. Making this loan will make it possible for the buyer to purchase the house. The loan is proposed for 0% interest to be repaid upon sale or change of ownership of the house. The sale is contingent on obtaining a satisfactory appraisal and approval of financing at the terms stated in the "Good Faith Estimate".

Funding Source: CDBG Small Cities (0% Interest Deferred) \$ 5,000.00
Recommended Total Project Amount - \$ 5,000.00
 Contingent on satisfactory appraisal and approval of financing terms

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 28, 2011

Project ID(s) 020680-D-1

Project Recommended By Neale Thompson

Funding Source(s) CDBG-RLF

HOUSEHOLD INFORMATION

Household Size: 4	Annual Income: 19,755	Location: Town of Turtle
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ASSESSED VALUE INFORMATION

Land	\$ 38,200	Appraised Value	\$ 138,600
Buildings	\$ 103,900	When Appraised	2011
Total	\$ 142,100	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 80,289	3. \$	TOTAL MORTGAGE(S)
2. \$	4. \$	
Available Equity \$ 58,311	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

SUMMARY OF PROPOSED WORK

This project is a "no water" emergency for a rural suburban home after the well pump stopped working. The home meets all HQS standards, except for this emergency well pump replacement. Three bids were solicited for a new well pump. 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 repair work. Loan will be 0% interest deferred until sale or transfer of the property.

Funding Source: CDBG – Revolving Loan Fund (0% Interest Payment Deferred) \$ 1,804.00
 Recommend Total Project Amount of: \$ 1,804.00

P&D AGENCY ACTION

APPROVE DENY Director Approved Bid Total \$ 1,804.00

Paul Benjamin April 13, 2011

Signature of Planning & Development Agency Director Date

9. To incorporate the above program objectives within a targeted area of the County where the needs are documented and show the most potential for maximizing benefit.

The purpose of this program is to conserve, rehabilitate and improve residential property owned and/or occupied by Low Income (LI) and Low-to-Moderate Income (LMI) residents of Rock County.

The Rock County Planning and Development Agency will be responsible for administering this program.

B. Program Roles

1. The governing policy body for this program is the Planning & Development Committee of the Rock County Board of Supervisors. The Planning & Development Committee is responsible for reviewing and approving individual Housing Rehabilitation Loan program applications.

The Rock County Board of Supervisors will receive progress reports on this program from the Planning & Development Committee through the Planning & Development Agency's Annual Report.

2. The Director of the Planning & Development Agency (Director), or their designee, will be designated to publicize the Program, receive applications, verify applications, and make funding recommendations to the Planning & Development Committee. The Director will have the authority to delegate day-to-day activities associated with administering this program. To help in a timely disbursement of loan funds, the Director will have the responsibility of authorizing and routing the necessary loan payments.

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 the next Planning & Development Committee Meeting for informational purposes only.

Examples of critical conditions needing an "Emergency Loan" are a badly leaking roof, or a furnace or well ceasing to operate at a critical time to a Low-to-Moderate Income (LMI) or Low Income (LI) Family.

3. The Director is authorized and responsible to approve timely disbursements of "One-Time Rent Payment Assistance" as per the requirements of the HCRI grant received by Rock County. Such assistance approvals shall be presented at the next regular Planning & Development Committee Meeting for informational purposes only.