



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, MARCH 8, 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, February 23, 2012
4. Minutes of Special Meeting held Thursday, February 23, 2012
5. Citizen Participation, Communications and Announcements
6. Code Administration & Enforcement
  - A. **Action Item:** Resolution authorizing a Rock County Planning, Economic & Community Development Agency products and services contract with the Town of Rock updating and revising the Town's zoning ordinance.
  - B. **Action Item:** Preliminary Approval of Land Divisions
    - LD 2012 004 (Porter Township) – William Berry
7. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
8. Planning Director's Report
  - Community Development Block Grant (CDBG)-Small Cities Grant for the Village of Orfordville
  - Public Facilities Grant for Edgerton Community Outreach
  - Beloit Area Water Quality Planning
9. Committee Reports
10. Adjournment

**Future Meetings/Work Sessions**

March 22, 2012 (8:00 AM)  
April 12, 2012 (8:00 AM)  
April 26, 2012 (8:00 AM)  
May 10, 2012  
May 24, 2012

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT  
COMMITTEE  
INITIATED BY



COLIN BYRNES  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

FEBRUARY 24, 2012  
DATE DRAFTED

*AUTHORIZING A ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT  
AGENCY PRODUCTS AND SERVICES CONTRACT WITH THE TOWN OF ROCK:  
TOWN ZONING ORDINANCE UPDATE AND REVISION*

- 1 **WHEREAS**, the Town of Rock ("Town") desires the services of the Rock County Planning, Economic
- 2 & Community Development Agency ("Agency") to update and revise the Town's Zoning Ordinance,
- 3 including re-certification of the Town's Farmland Preservation Zoning Ordinance with the State of
- 4 Wisconsin Department of Agriculture, Trade & Consumer Protection ("DATCP"); and,
- 5
- 6 **WHEREAS**, the Agency is able and willing to provide these services to the Town, and providing of
- 7 these services is allowable pursuant to Sec. 66.0301, Wisconsin Statutes; and,
- 8
- 9 **WHEREAS**, the Town and Agency have agreed upon all terms and conditions of these services, and
- 10 the products resultant, both as delineated in the Agency's *PRODUCTS AND SERVICES CONTRACT*
- 11 *WITH THE TOWN OF ROCK: TOWN ZONING ORDINANCE UPDATE AND REVISION*
- 12 ("Contract"); and,
- 13
- 14 **WHEREAS**, the Contract is mutually exclusive with and distinguished from all previous agreements
- 15 between the Town and the Agency, and is complete and effective upon the execution of the Contract by
- 16 both parties.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 19 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize the Rock County Planning,
- 20 Economic & Community Development Agency's *PRODUCTS AND SERVICES CONTRACT WITH*
- 21 *THE TOWN OF ROCK: TOWN ZONING ORDINANCE UPDATE AND REVISION* and approve the
- 22 terms and conditions stated therein.

Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

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

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

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

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

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

AUTHORIZING A ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY  
DEVELOPMENT AGENCY PRODUCTS AND SERVICES CONTRACT WITH THE  
TOWN OF ROCK: TOWN ZONING ORDINANCE UPDATE AND REVISION

Page 2

FISCAL NOTE:

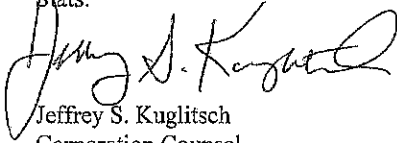
The contract fees from the Town of Rock (\$2,750) are to be credited to Planning and Development's budget.



Sherry Oja  
Finance Director

LEGAL NOTE:

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



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

EXECUTIVE SUMMARY:

This resolution proposes authorization of the Rock County Planning, Economic & Community Development Agency's PRODUCTS AND SERVICES CONTRACT WITH THE TOWN OF ROCK: TOWN ZONING ORDINANCE UPDATE AND REVISION. The contract states the Rock County Planning, Economic & Community Development Agency ("Agency") will update and revise the Town of Rock Zoning Ordinance, including re-certification of the Town's Farmland Preservation Zoning Ordinances with the State of Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP), subject to the terms and conditions stated therein. The contracts also state the Town of Rock shall compensate the Agency in the amount of \$2,750, for products and services rendered.



**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:** February 29, 2012

**Summary:**

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

- 2012 003 (Porter Township) – William Berry

**Recommendation or Action:**

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



AGENCY USE ONLY

Application Number: 12004

Received By - Date (MM/DD/YYYY): 2-21-12

## 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:	WILLIAM BERIZY	Telephone:	cell 334-1553
Address:	2398 W. STEBBINSVILLE RD	City:	STOUGHTON
		State:	WI
		Zip:	53538
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

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

a. Surveyor name:	GLEN L. NORTHRUP, ABEX SURVEY CO	Telephone:	608-423-3331
Address:	P.O. BOX 369	City:	CAMBRIDGE
		State:	WI
		Zip:	53523
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:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location:

Town of PORTER	NE 1/4 of NE 1/4
Section 4	Tax parcel number(s) - 032 004001

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  Yes  No  
If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):

Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 76.125 AC

14. Land division area (Square feet or acres): 35.0 AC

15. Current zoning of land division area: A-1

16. Number of new/additional lots created by land division: 1

17. Future zoning of new/additional lot(s) created by land division: A-1

18. Future zoning of parent lot: A-1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions: USDA CONSERVATION EASEMENT

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  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):

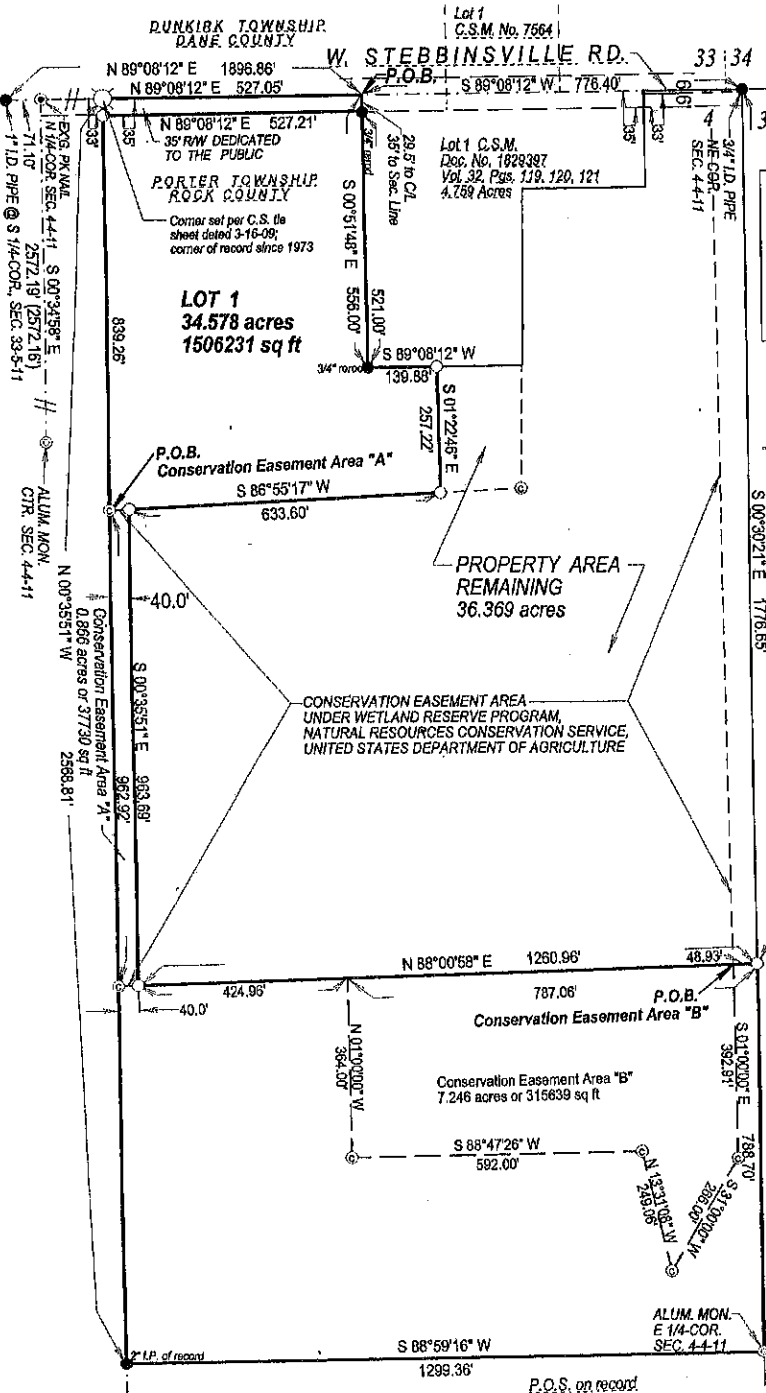
### APPLICANT STATEMENT AND SIGNATURE

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: William Berizy DATE: 2-21-12

# CERTIFIED SURVEY MAP

FOR A 35-ACRE LOT LOCATED IN THE  
E 1/2 OF THE NE 1/4 OF SECTION 4, T4N, R11E,  
TOWN OF PORTER, ROCK COUNTY, WISCONSIN

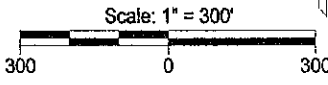


Rock County Land Division  
regulations have been waived  
for Land Division No. \_\_\_\_\_  
x  
Colin M. Byrnes, Secretary

- Notes:**
- 1) Prepared for William Berry, 2398 W. Stebbinsville Rd., Stoughton, WI 53538, an owner of record.
  - 2) Owners of record are William J. Berry and Cinnamon L. Berry, per deed in Doc. No. 1615512.
  - 3) Bearings are referenced to the north line of Sec. 4-4-11 having a bearing of N89°08'12"E on assumed datum.
  - 4) Property is part of existing tax parcel No. 6-12-27.
  - 5) The purpose of this survey is to divide and prepare a description for the sale of 35 acres out of the E 1/2 of the SE 1/4 of Section 4 hereon.

**LEGEND**

- 3/4" dia rodd set.
- Iron pipe found unless noted different.
- ⊗ Gearhead spike set.
- ⊙ Conservation easement marker, 1/2" dia rodd
- - - Conservation easement boundary
- ( ) Recorded data.



ORDER NO. AB 3819-12  
Drafted at ABEX Survey Company  
101 E. Main St. P.O. Box 369  
Cambridge, WI 53523  
608-423-3331  
DRG. NO. 3819



Application Number: 2012 004

# 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 <b>No</b> , 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 <b>Approve With Conditions</b> to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 33-foot 1/2 ROW to be dedicated along W. Stebbinsville Rd.	
2. Note on Final CSM along western 40' strip (farm lane) connecting the two farm fields: "Access through Conservation Easement limited	
3. to agricultural equipment and casual use. Development for driveway is prohibited."	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>2/29/12</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 <b>Approve With Conditions</b> to 13., list conditions (Use additional sheet (2a) if necessary):	
1. No action required by Town of Porter	
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 <b>Approve With Conditions</b> 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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on
- 4. or before March 8, 2013.
- 5.
- 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:

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63107	PUBL & LEGAL	825.00 0.0%	0.00	0.00	825.00		
	P1200191-PO# 03/01/12 -VN#013607			JANESVILLE GAZETTE INC		26.60	
			CLOSING BALANCE		798.40		26.60
6464000000-63200	PUBL/SUBCR/DUES	1,507.00 15.5%	234.00	0.00	1,273.00		
	P1201039-PO# 03/01/12 -VN#035277			AMERICAN PLANNING ASSOCIATION		225.00	
			CLOSING BALANCE		1,048.00		225.00
	PLANNING		PROG-TOTAL-PO			251.60	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$251.60 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

**MAR 08 2012**

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464200000-64200	TRAINING EXP	575.00	0.0%	0.00	0.00	575.00	
		03/01/12	-VN#029132	OTTERSTEIN, JAMES		176.25	
				CLOSING BALANCE	398.75		176.25
				ECONOMIC DEVELOP		176.25	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$176.25 INCURRED BY ECONOMIC DEVELOPMENT. 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

**MAR 08 2012**

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
646460000-63110	ADMIN.EXPENSE	49,895.00 2.7%	1,391.92	0.02	48,503.06		
	P1200190-PO# 03/01/12 -VN#012615					100.25	
ENC	R1201320-PO# 02/24/12 -VN#036201			AMAZON.COM		166.19	
				CLOSING BALANCE	48,236.62		266.44
646460000-63116	HA ADMIN.EXPENSE	2,250.00 9.5%	214.97	0.01	2,035.02		
	P1201038-PO# 03/01/12 -VN#043452			WISCONSIN ASSOCIATION OF HOUSI		50.00	
				CLOSING BALANCE	1,985.02		50.00
	HG CLRING A/C		PROG-TOTAL-PO			316.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$316.44 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

MAR 08 2012

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

