



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JUNE 24, 2010 - 8:00 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR - EAST WING
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

1. **CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, June 24, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilynn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes, (Code Administrator), James Otterstein (Economic Development Mgr.), David Somppi (Community Development Mgr.), and Cheryl Martin, (Accountant).

Others present: None

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda as presented; seconded by Supervisor Gustina. Chair Sweeney informed the Committee that Agenda Item 10A. be moved up and taken after Item 4. **ADOPTED as amended.**

3. **MEETING MINUTES – JUNE 10, 2010**

Supervisor Jensen moved the approval of the June 10, 2010 Committee minutes; seconded by Supervisor Gustina. **APPROVED as presented.**

4. **CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

Mr. Byrnes provided an update on the Shoreland Conditional Use Permit for the Parks Department's Beckman Mill Boardwalk project. Parks Director, Lori Williams informed Planning Staff that a project extension was received from the Department of Natural Resources.

5. **ECONOMIC DEVELOPMENT**

A. **Executive Session: per S.19.85(1)(f) Consideration of Financial Data of Specific Persons**

Supervisor Mawhinney moved to go into Executive Session at 8:10 AM; second by Supervisor Owens. **ADOPTED** on the following roll call vote: Supervisors Gustina, Jensen, Mawhinney, Owens, and Sweeney. (Yes – 5, No – 0, Absent – 0).

Supervisor Gustina moved to go out of closed session at 8:30 AM; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

Mr. Otterstein provided a brief report on the June 11th community forum held at the UAW Hall with speaker Dr. Ed Montgomery.

6. **FINANCE**

A. **Department Bills/Encumbrances/Pre-Approved Encumbrances/Amendments/Transfers**

Supervisor Mawhinney moved the approval of payment of the department bills; second by Supervisor Gustina. **All in favor - APPROVED (Yes - 5, No - 0, Absent - 0).**

7. **CORPORATE PLANNING**

A. **Resolution to Support and Promote Eco-Friendly Practices**

Director Benjamin presented the resolution that endorses a conservation ethic through various department initiatives designed to protect our valuable and vulnerable environmental resources.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2010 does hereby support and promote eco-friendly practices in the county which preserve or improve the quality of water and soil for future generations, and affirm the work of these departments, and the county board requests annual progress reports by these departments on activities that preserve and protect soil and water quality.

Supervisor Jensen moved the above resolution; second by Supervisor Gustina. All in favor - APPROVED (Yes - 5, No - 0, Absent - 0).

8. **HOUSING AND COMMUNITY DEVELOPMENT**

A. **Work Session: Housing Policy & Procedure Manual Update**

A review was conducted on the following sections of the Housing Policy and Procedure Manual. Issues requiring further consideration are as listed:

I. **PROGRAM ADMINISTRATION**

- Provide the policy title on the cover
- Provide a department description and governing authority (pg. 1)
- Provide statements describing the structure, role, and responsibilities of the Planning & Development Committee and the Housing Authority (pg. 1)
- Clarification on loan applications and floodplains (pg. 5)

II. **TYPES OF PROGRAMS AVAILABLE**

- Restore original language regarding Lead-Based Paint (pg. 6)
- Clarify terms for Rental Unit Rehabilitation Loans (pg. 9)
- Clarify distinction between Housing Cost Reduction Initiative (HCRI) Programs and Rent Assistance statements (pg. 11)

III. ELIGIBILITY REQUIREMENTS

- Clarify the circumstances where Rock County has the ability to work in entitlement cities (pg. 16)
- Clarify whether an applicant's citizenship is an eligibility criteria (pgs. 13-14)

These outstanding issues will be addressed by Mr. Somppi and then reviewed at the next work session on July 8, 2010. The next work session review **Section IV - APPLICATION PROCEDURES**.

Discussion followed regarding the date and time for the Planning & Development Committee meeting where the Public Hearing for the CDBG - Small Cities Grant would need to be held. It was agreed that the second committee meeting in the month of July would be held on **Thursday, July 22, 2010 at 6:00 PM** and that the Public Hearing for the Small Cities Grant would be placed near the beginning of the agenda.

ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 9:55 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, July 8, 2010 at 8:00 AM**.

Prepared by: Cheryl Martin - Acting Secretary