



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, FEBRUARY 14, 2013 – 8:00 A.M.
CONFERENCE ROOM N-1 & N-2 (5TH FLOOR)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, January 24, 2013
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Preliminary Land Division Approval
 - 2013 002 (Janesville Township) - Gary Peters
 - B. Information Item: Future P&D Meeting Topics
 - Zoning of County Owned Property
 - Land Division Regulations One Year Review
6. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
 - A. Information Item: Emergency Repair Assistance – Loan ID 020727D1
 - B. Information Item: Community Development Activity Update
8. Economic Development
 - A. Information Item: Annual Report
9. Planning Director's Report
 - Farmland Preservation Plan Update
 - WisDOT Southwest Region Park-and-Ride System Study Meeting, February 20, 2013 at City of Janesville
 - Water Quality Planning

- Towns' Workshops:
 - February 5, 2013 on Ag Enterprise Areas
 - To Be Scheduled on March 19, 2013
- Edgerton Community Outreach Public Facilities Grant

10. Committee Reports

11. Adjournment

Future Meetings/Work Sessions

February 28 2013, 2013 (8:00 AM)
March 14, 2013 (8:00 AM)
March 28, 2013 (8:00 AM)
April 11, 2013 (8:00 AM)
April 25, 2013 (8:00 AM)



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 6, 2013

Summary:

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

- 2013 002 (Janesville Township) – Gary Peters

Recommendation or Action:

P&D Agency Staff recommends Preliminary Approval of Land Division 2013 0002 with conditions as presented.



AGENCY USE ONLY

Application Number: 2013-002

Received By - Date
(MM/DD/YYYY): 1-10-13

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:	GARY PETERS	Telephone:	774-4708
Address:	2640 N. BRITT ROAD	City:	JANESVILLE
		State:	WI
		Zip:	53548
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 ST.	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: Sale/ownership transfer Farm consolidation Refinance Other:

10. Land division area location: SW 1/4 of NE 1/4
Section 21 Tax parcel number(s) - 6-8-185

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 OF JANESVILLE**

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): 79 ACRES ML	14. Land division area (Square feet or acres): 3.1 ACRES ML	15. Current zoning of land division area: A-1 (cup)
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 (cup)	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:

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): none

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: Steven Lally DATE: 1-8-13

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 checked="" 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"/>	BUILDINGS HAVE UTILITY SERVICES
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SEPTIC EASEMENT 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 type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(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"/>	NONE
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"/>	

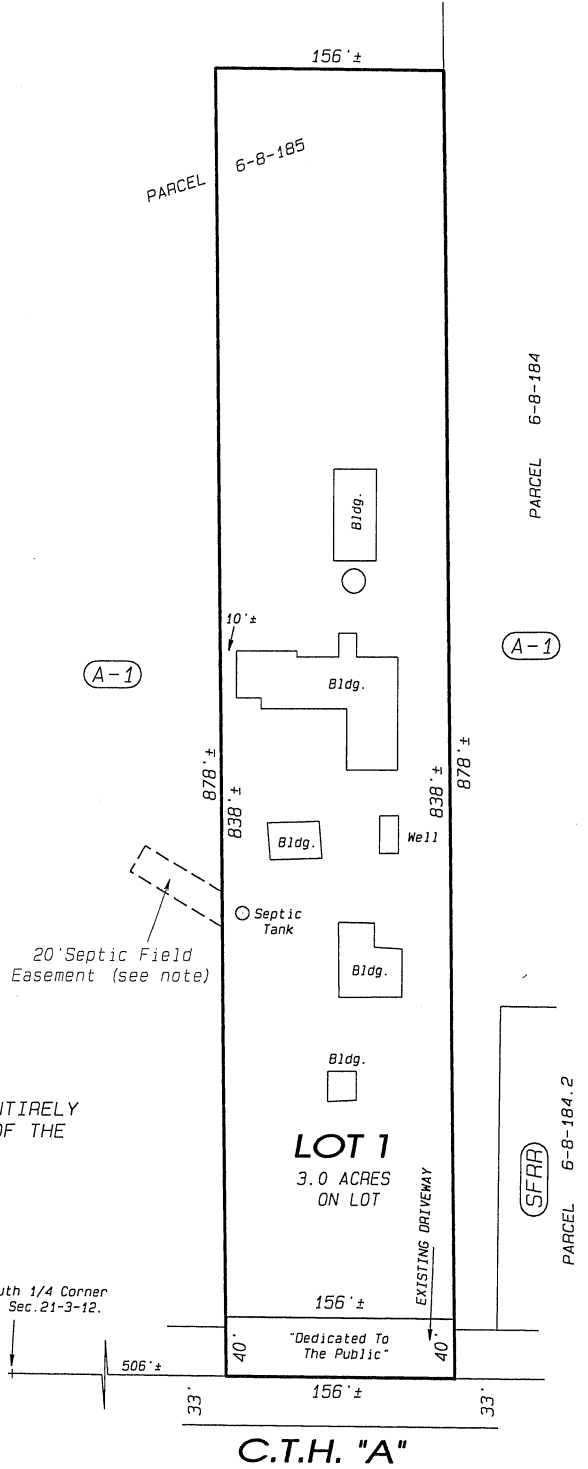
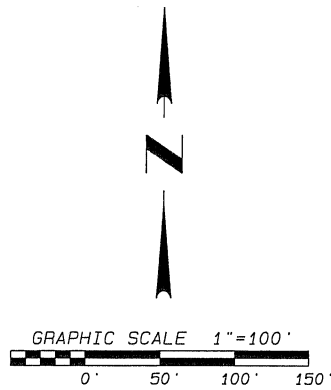
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

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 SW 1/4 OF THE SE 1/4 OF SECTION 21, T.3N., R.12E. OF THE 4TH P.M.,
TOWN OF JANESVILLE, ROCK COUNTY, WISCONSIN.



NOTE: SEPTIC FIELD TO BE RELOCATED ENTIRELY ON LOT 1 AT THE TIME OF REPLACEMENT OF THE EXISTING SYSTEM.

South 1/4 Corner of Sec. 21-3-12.

DATE: NOV. 2, 2010
REVISED: JAN. 7, 2013

NOTES:

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.
THE BASIS OF BEARINGS IS ASSUMED.

Project No. 110 - 307 For: GARY PETERS

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

Town of Janesville



1628 North Little Court ♦ Janesville, WI 53548 ♦ Phone 608-754-1468 ♦ Fax 608-754-2515

January 17, 2013

Planning and Economic & Community Development
So. 51 Main Street
Janesville, WI 53548

Land Division # 2010-057 for Gary Peters was approved by the Planning and Zoning and Town Board on December 6, 2010. There is no need for it to be brought back to the Board. I checked with Chairman Marshall and he said that it was done so it is final.

Linda Fewell, clerk

A handwritten signature in cursive script that reads "Linda Fewell".

Town of Janesville



Application Number: LD 2013 002 Peters

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 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' half road right-of-way (ROW) dedicated along West CTH A in front of Lot 1.	
2. Show well and septic locations for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>1/21/2013</u>
TITLE: <u>Administrator - Rock County Planning, Economic & Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input checked="" 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 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 & Development Committee</u>	

AGENCY RECOMMENDATION

11. If you answered Approve With Conditions to 10., list conditions:

- 3. Note on Final Map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system
- 4. 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."
- 5. Document septic system easement and Note on Final Map; "Septic field to be located entirely on Lot 1 at the time of replacement of existing system."
- 6. 10' utility easement across front of lot
- 7. Final CSM to be submitted to and approved by the Planning and Development Agency on or before Mo./Day/Yr., 2014.
- 8. 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.
- 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:

2012. . .

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN.EXPENSE	49,895.00	82.5%	42,205.74	-996.87	8,686.13	
	P1203863-PO# 12/31/12 -VN#041831			CITY OF JANESVILLE		1,167.27	
				CLOSING BALANCE	7,518.86		1,167.27
	HG CLRING A/C			PROG-TOTAL-PO		1,167.27	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,167.27 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

FEB 14 2013

DATE _____ CHAIR

2013...

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017200000-63200	PUBL/SUBCR/DUES P1300897-PO# 02/04/13 -VN#030586	60.00 0.0%	0.00	0.00	60.00	60.00	60.00
						WISCONSIN REAL PROPERTY LISTER	
						CLOSING BALANCE	60.00
						REAL PROPERTY	60.00
						PROG-TOTAL-PO	60.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$60.00 INCURRED BY REAL PROPERTY DESCRIPTION. 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
FEB 14 2013 DATE _____ CHAIR

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 02/07/13
 Requested By PLANNING & DEVELOPMENT
Department

Transfer No. 12-99
PAUL BENJAMIN
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 64-6400-0000-63101 Description: PLANNING - POSTAGE Current Balance: \$1,187 SO 2/7/13	\$1,000.00	Account #: 64-6400-0000-62210 Description: PLANNING - TELEPHONE	\$1,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

There were fewer public/legal notice mailings sent out than anticipated.


REASON TRANSFER IS NECESSARY - BE SPECIFIC

Increased cost for cell phone and land line usage.

FISCAL NOTE:

Sufficient funding is available for transfer.

ADMINISTRATIVE NOTE:

Recommended


REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
 INFORMATIONAL ITEM: CDBG PROGRAM INCOME



Date: January 28, 2012

Project ID(s) 20727D-1

Project Recommended By David Somppi_

Funding Source(s) CDBG-Revolving Funds

HOUSEHOLD INFORMATION

Household Size: 7	Annual Income: 36,505	Location: Town of Milton
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PROPERTY VALUE INFORMATION

Land	\$ 37,700	Fair Market Value	\$ 177,600
Buildings	\$ 145,900	When Determined	2012
Total	\$ 183,600		

MORTGAGES OR LIENS

1. \$ 164,165	3. \$	TOTAL MORTGAGE(S)
2. \$	4. \$	
Available Equity \$ 13,435	Is there 5% owner equity in the property? Yes <input type="checkbox"/> No <input checked="" 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

For informational purposes: Emergency Furnace Repair: On January 23rd, Rock County received an application and verification materials from the applicant. Upon verification, the income and property information of this applicant qualified for Community Development Block Grant assistance. The household furnace required replacement of the draft inducer. The furnace would not function. Upon receipt of project information, staff recommended and the Director determined that this met the requirements for emergency replacement as stated in the Housing Procedures Manual. Conducting this project addressed an immediate and serious health and safety hazard. The funds were provided in the form of a 0% interest loan to be repaid upon sale of the house.

Funding Source: CDBG – Program Income

\$ 409.34

Recommend Total Project Amount of: \$ 409.34

DIRECTOR ACTION

APPROVE DENY

Approved Bid Total \$ 409.34

Paul Benjamin
 Signature of Planning & Development Director

February 6, 2013
 Date: