



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 28, 2011 – 8:00 A.M.
CONFERENCE ROOM N-1/N-2 (FIFTH FLOOR – EAST)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, April 14, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Public Hearing – Shoreland Conditional Use Permit 2011 002 (Rock Township) – Stephen Wilpolt
 - B. **Action Item:** Approval of Shoreland Conditional Use Permit 2011 002 – Stephan Wilpolt
 - C. **Action Item:** Preliminary Approval of Land Divisions
 - LD 2011 011 (Center Township) – Lois Guth
 - D. Information Item: Draft of Minor Land Division Application
6. Redistricting
 - A. Information Item: Ad Hoc and Technical Support Committee Update
7. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
8. Housing & Community Development
 - A. **Action Item:** CDBG – Small Cities Project (ID 020681D1) = \$10,000
 - B. **Action Item:** Lead Hazard Control and CDBG – Small Cities Project (ID's 007046D1 and 020684D1) = \$4,585

- C. **Action Item:** Lead Hazard Control / CDBG – Small Cities / and Rental Rehab. Program Income Project (ID's 007047D1 and 020685D1 and 09733611) = \$13,580
- D. **Action Item:** Change Order for Lead Hazard Control and CDBG – Small Cities Project (ID's 007042D1 and 020667D1) = + 4,800
- E. **Action Item:** Change Order for Lead Hazard Control and CDBG – Small Cities Project (ID's 007044D1 and 020676D1) = + \$2,110
- F. Potential Conflict of Interest – Yes,
- G. Information Verification Statement

9. Committee Reports

10. Adjournment

Future Meetings/Work Sessions

May 12, 2011 (8:00 AM)
May 26, 2011 (8:00 AM)
June 9, 2011 (8:00 AM)
June 23, 2011 (8:00 AM)

Non-Committee Future Meetings



April 13, 2011

LEGAL NOTICE

Notice is hereby given that the Rock County Planning and Development Committee will hear the request of Stephen and DeAnn Wilpolt for an after-the-fact Conditional Use Permit related to the removal of fill that was deposited in the Shoreland and Floodplain Zoning Districts of Fisher Creek. All fill will be removed from the Floodplain Zoning District, however a portion of the fill will remain within the Shoreland Zoning District as part of the restoration project.

The project is located at 3529 Rockport Rd, Janesville, WI (parcel 6-17-2E, part of the NW 1/4, Section 3, Rock Township)

The Public Hearing will take place in the Courthouse Conference Center, second floor, east wing of the Rock County Courthouse, 51 S. Main Street, Janesville, WI at 8:00 am on Thursday, April 28th, 2011.

Paul Benjamin
Director of Planning, Economic & Community Development



ROCK COUNTY GOVERNMENT
Planning & Development Agency

MEMORANDUM

TO: Rock County Planning and Development Committee

THROUGH: Paul Benjamin, Director, Planning & Development Agency

FROM: Planning & Development Agency Staff

SUBJECT: Shoreland Conditional Use Permit #2011002 – Stephen and De Ann Wilpolt
3529 Rockport Rd, part of NW 1/4, Sec. 3, Rock Township

DATE: April 18, 2011

Summary:

The Rock County Shoreland Zoning Ordinance (Chapter 16 of the Rock County Code of Ordinances) has jurisdiction within 1,000 ft of the ordinary high-water mark of lakes, ponds and flowages and within 300 ft of the ordinary high-water mark of navigable rivers or streams or to the landward side of the floodplain, which ever is greater. In addition to provisions for Shoreland Permits (which are issued by staff), the Ordinance also has provisions for Shoreland Conditional Use Permits. These types of permits require a public hearing and review and action (either deny, approve or approve with conditions) by the P&D Committee.

As per sec. 16.23, in part, a Conditional Use Permit in the Shoreland District shall be issued only upon satisfaction of the following requirements:

- (A) The maintenance of safe and healthful conditions
- (B) The prevention and control of water pollution, flood water inundation, and sedimentation
- (C) The need of the proposed use for a shoreland location
- (D) The erosion potential of the site based on the degree and direction of slope, soil type and vegetative cover
- (E) The amount of liquid wastes to be generated and the adequacy of the proposed disposal system

A Conditional Use Permit in the Shoreland District is based on the amount of land disturbance created by the use. Section 16.34(3) outlines the threshold for a Conditional Use Permit as any filling, grading, or excavating of an area where there is either a single area of more than 1,000 square feet exposed or the cumulative exposed area exceeds 1,000 square feet or more than 40 cubic yards of fill is deposited.

Rock County P&D Staff has received the request of Stephen and De Ann Wilpolt for an after-the-fact Conditional Use Permit to fill over 40 cubic yards and grade over 1,000 square feet in the Shoreland and Floodplain Zoning Districts of Fisher Creek. This request comes as part of a resolution of a violation that began in 2008. The Wilpolts made a request before the P&D Committee in August 2008 to allow the unpermitted fill that was placed on their property to remain. The request was denied by the Committee (meeting minutes are attached). The Wilpolts were ordered to remove the fill, a process that has begun but,

for various reasons, has not been completed. On October 22, 2010, the County of Rock filed suit against the Wilpolts seeking resolution of this violation. Trial has been scheduled by Judge Michael Fitzpatrick for July 21, 2011. Subsequent to that scheduling, the Wilpolts and P&D Staff have verbally finalized a written stipulation agreement to resolve this matter without going to trial. At the time of writing this staff report, the agreement has been drafted and sent to the Wilpolts for signature. Once an agreement is reached, the Judge will also approve the document as resolution of the case. The agreement includes removal of a majority of the fill by November 30, 2011, with restoration possibly carrying over to spring 2012. The removal will result in all material excavated from the floodplain and a small amount of fill to remain immediately around the house and garage to ensure positive drainage around the structures. The amount of remaining fill (and any incidental fill as part of the site restoration) requires approval from the P&D Committee. Overall, a vast majority of the unpermitted fill brought to staff's attention in 2008 will be removed as part of this process.

Recommendation(s) or Action(s):

Staff recommends approval of this plan for violation remediation subject to the following conditions:

1. Complete the project based on schedule approved in Stipulation Agreement, including restoring the property substantially to the pre-existing condition by November 30, 2011.
2. The soil material remaining on site must be adequate in terms of fertility and structure to allow for consistent vegetative cover. The slope of the site may require erosion control mat and or other temporary soil cover (e.g. soil polymers and/or tackifiers) while grass is becoming established. This will be determined based on restoration timeframe and estimated growing season. The use of hydroseeding may be a good option for this project due to the resulting steep slope.
3. Restoration of the portion of the site owned by the City of Janesville should be coordinated with the City of Janesville Parks Department and incorporate their specific requests.
4. Install and maintain temporary erosion control measures until the seeded permanent vegetative cover is established.
5. This permit expires one year from the date of Committee approval. However, the agreed schedule for completion includes a spring 2012 final restoration date. Inspection and approval by Planning and Development Agency staff will constitute project completion.

4. Obtain all permits or approvals for your project from the US Army Corps of Engineers, Wisconsin Department of Natural Resources, or other local government agencies before starting your project.
5. This permit expires one year from the date of Committee approval, however, all earthwork and grading must be completed and the disturbed areas must be seeded or otherwise stabilized prior to September 15, 2008.

Supervisor Owens moved the Conditional Approval of CUP 2008004 with Staff recommended conditions; second by Supervisor Thomas.

Discussion followed regarding the necessity to conduct a Phase I Environmental Assessment.

Supervisor Jensen moved to amend the motion to include a condition that requires conducting a Phase I Environmental Assessment on the proposed project and if necessary, a subsequent Phase II Environmental Assessment; second by Supervisor Mawhinney. All in favor of approving the amendment – **APPROVED**.

The Committee then voted on the original motion. All in favor – **APPROVED**.

E. Public Hearing: After the Fact Shoreland Conditional Use Permit for Stephen Wilpolt – CUP 2008005

Mr. Baker presented a summary of applicant Stephen Wilpolt's request for an after-the-fact Conditional Use Permit to reduce the angle of natural slope to allow for mowing and maintenance as a yard. The fill was placed in the Shoreland and Floodplain Zoning district of Fisher Creek without necessary permits.

Supervisor Mawhinney moved and Supervisor Owens seconded to go into a Public Hearing at 9:45 a.m. and the roll call was read: Present: Supervisors Jensen, Mawhinney, Owens, Thomas, and Sweeney. Absent: None

Applicant, Stephen Wilpolt, stated that he would like the permit to straighten out his back yard for mowing.

Mr. Byrnes read into record an e-mail received from neighbor Maxine Austin stating that she was not in favor of granting the permit, that Mr. Wilpolt should be made to return the land back to its original condition, and that the property owner should be fined.

There was no other public comment.

Supervisor Jensen moved to close the Public Hearing at 9:50 a.m. with a second by Supervisor Owens and the roll call was read. Present: Supervisors Jensen, Mawhinney, Owens, Thomas and Sweeney. Absent: None.

F. Approval of After the Fact Shoreland Conditional Use Permit for Stephen Wilpolt – CUP 2008005

Mr. Baker presented the Staff report. He explained that a Shoreland Ordinance Conditional Use Permit requires the applicant to prove a necessary use for fill for their location. Typically, fill in the Floodplain district is limited to that which is necessary for flood proofing a structure, which is not the case for this application. Staff therefore recommends denial of the permit, unless the applicant convinces the Committee that there is a necessary use. Due to the Planning Agency's

concerns about the location, necessity, type and the amount of fill with the potential for sediment runoff into the Fisher Creek and the excess fill in the Floodplain, the following are alternatives for Committee consideration:

1. Staff recommends removal of the fill (thus denial of the permit application) and refunding of \$400 of the after the fact application fee when the site is restored and compliance is obtained unless the applicant proves to the Committee that this fill to create a mowable yard is a necessary use in the Shoreland and Floodplain Zoning District.

--OR--

2. If the Committee approves the Shoreland Conditional Use Permit, Staff recommends the following conditions of approval:

- a. Locate and delineate the common property line with the City of Janesville. All fill must be removed from the City's property (and the area revegetated), unless the City applies as a co-applicant for this fill work. This Agency cannot permit someone to place fill on a neighbor's property without his or her consent.
- b. The revegetation plan shall be submitted and include a number of trees along the slope to re-establish the wooded landscape that was present prior to the fill and is evident on the neighboring properties.
- c. Apply for and obtain a Rock County Erosion Control Permit from the Rock County Land Conservation Department. Install and maintain temporary erosion control measures until the seeded permanent vegetative cover is established.
- d. This permit expires one year from the date of Committee approval, however, all earthwork and grading must be completed and the disturbed areas must be seeded or otherwise stabilized prior to October 15, 2008.

Discussion followed and Supervisor Mawhinney made the motion to follow Staff's recommendation to remove the fill (thus denial of the permit application) and refund \$400 of the after the fact application fee when the site is restored and compliance is obtained; second by Supervisor Jensen. All in favor -- APPROVED.

G. Consideration of Fee Reduction for After the Fact Shoreland Conditional Use Permit for Stephen Wilpolt

Due to Committee action on the previous agenda item, Supervisor Mawhinney moved to cancel action on this agenda item; second by Supervisor Owens. All In favor -- APPROVED.

H. Land Division Extension Request for Thomas & Susan Busfield - LD2007049
Mr. Byrnes presented the staff report.

Ron Combs (Combs & Associates, Inc.) stated that the applicant is requesting a 1-year extension in order for road construction to be completed.

Supervisor Mawhinney moved to grant a 1-year extension for Land Division 2007 049; second by Supervisor Jensen. All in favor -- APPROVED.



May 2008 Photo

Shoreland Zones
District



1 inch = 200 feet

ROCK COUNTY PLANNING, ECONOMIC, & COMMUNITY
 DEVELOPMENT AGENCY
 51 SOUTH MAIN STREET
 JANESVILLE, WI 53545
 TEL: (608) 757-5587
 FAX: (608) 757-5586
 WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY	
Application No.	2011 002
Date Received	4/19/11
Received by	CB

SHORELAND CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

OWNER INFORMATION					
(1) Name	Steve Wilpoff			Telephone	608 758 1335
Address	3529 Rockport Rd	City	Janesville	State	WI Zip 53546

PROPERTY INFORMATION

LOCATION			
Subdivision Name	Rock Township	Parcel #	6-17-2E
Lot Size	35,060 sq. ft.	Present Use	Residential
Present Improvements on Land	Single family house & detached garage		
Proposed Use or Activity	Remove fill and add around house behind garage		

PROJECT INFORMATION

Submit site plan (scale not less than 1" = 200') indicating: area to be filled, graded or dredged, existing and proposed structures, and erosion control measures

Amount of fill in cubic yards	
Amount of disturbed area (square feet)	
Planned Completion Date	FALL (November)

Any change in the approved permit requires review by this agency.
 Any change without prior approval violates the ordinance and will subject applicant to legal action
 (I/We) hereby request a Conditional Use Permit as authorized in Section 16.23 of the Rock County Zoning Ordinance for: Shoreland and County Property.

SIGNATURE

Property Owner Steve Wilpoff OR Agent/Surveyor _____

Approved by the Rock County Planning & Development Committee on _____
 Committee Designee _____ Date _____

This Request I am asking for is to add fill behind the garage
about 10' to 15' out from the garage so I could put pallets of firewood
for winter that we would burn. Add fill around the house because
there is a 2' exposure from the original ground up to the house.

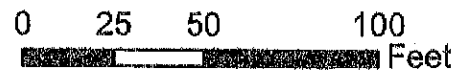


* Areas for fill to remain

Approx. Floodplain Boundary



2010 Air Photo



1 inch = 50 feet



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: April 19, 2011

Summary:

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

- LD 2011 011 (Center Township) – Lois Guth

Recommendation:

P&D Agency Staff recommends Preliminary Approval of Land Divisions 2011 011 with the conditions presented.

Town Status: LD 2011 011

Town Board Approved

Town Planning & Zoning Approved

Scheduled

PLANNING & DEVELOPMENT COMMITTEE LAND DIVISION
CONDITIONS OF APPROVAL

OWNER:	Lois M. Guth 4211 Tuttle Road Evansville, WI 53536	LAND DIVISION NO:	LD#2011 011
		DATE SUBMITTED:	April 6, 2011
LOCATION:	SE ¼ SE ¼ Section 8	E.T. JURISDICTION:	N/A
		SURVEYOR:	Steve Oftedahl
ORIGINAL AREA:	162.58 acres	TOWNSHIP:	Center
FINAL AREA:	3.030 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: Selling to family member.

NOTE: Not Consistent with the Rock County Agricultural Preservation Plan.

RECOMMEND

APPROVAL

CONDITIONAL APPROVAL

DENIAL

LOCATION: 4100 Block N. Tuttle 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 N. Tuttle 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 April 29, 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. Byrnes DATE: 4/14/11
Dept. of Planning, Economic & Community Development

NOTE: THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE ON APRIL 28, 2011 AT 8:00 A.M. AT THE ROCK COUNTY COURTHOUSE.

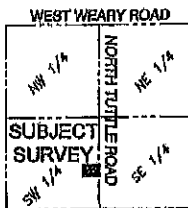
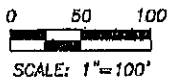
NOTE: FINAL SURVEY SHALL COMPLY WITH ALL STATE, COUNTY, & LOCAL REGULATIONS.

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

PRELIMINARY

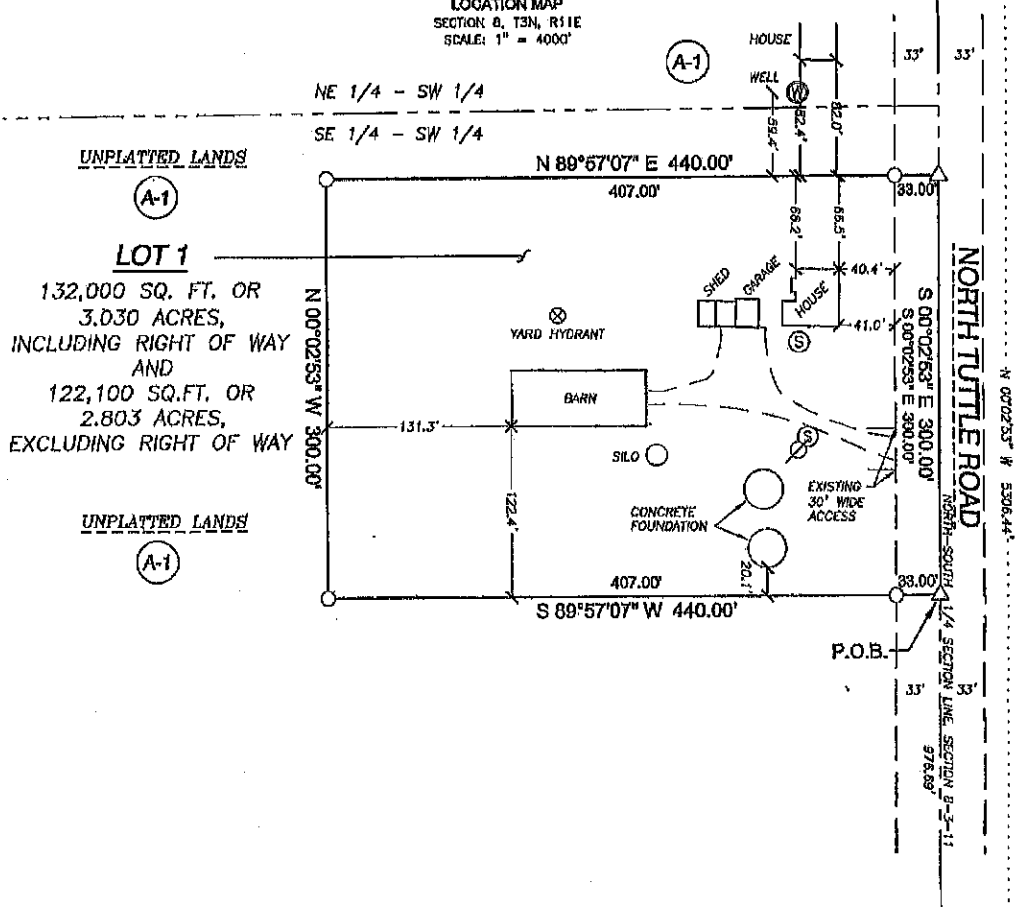
CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, T03N, R11E, CENTER TOWNSHIP, ROCK COUNTY, WISCONSIN.



LOCATION MAP
SECTION 8, T3N, R11E
SCALE: 1" = 4000'

NORTH 1/4 CORNER
SECTION 8, T03N, R11E
FOUND ALUMINUM MONUMENT
ROCK COUNTY COORDINATES:
N: 281786.760
E: 440222.171



LEGEND

- 3/4"x18" REBAR SET WEIGHING 1.60 Lbs/Lf
- MAG NAIL SET
- SECTION CORNER MONUMENT, FOUND AS NOTED
- UTILITY POLE
- SEPTIC TANK ACCESS LID
- LOT LINE
- RIGHT OF WAY LINE CENTERLINE
- SECTION LINE
- CURRENT ZONING CLASSIFICATION

NOTES

1. BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, ROCK COUNTY ZONE. COORDINATES WERE OBTAINED FROM THE ROCK COUNTY SURVEYOR'S WEBSITE. THE NORTH-SOUTH QUARTER SECTION LINE OF SECTION 8, T3N, R11E BEARS N 00°02'53" W.
2. FIELD WORK WAS COMPLETED THE WEEK OF JANUARY 10, 2010.
3. REFER TO THE ROCK COUNTY SOIL SURVEY FOR BUILDING SITE INFORMATION.
4. THE POTABLE WELL IS LOCATED INSIDE OF HOUSE.
5. PROPOSED LOT LIES IN ZONE "X". AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FEMA FLOOD INSURANCE RATE MAP PANEL NO. 55103C0155D, EFFECTIVE DATE, AUGUST 19, 2008.

SOUTH 1/4 CORNER
SECTION 8, T03N, R11E
FOUND ALUMINUM MONUMENT
ROCK COUNTY COORDINATES:
N: 286479.317
E: 440226.614

SURVEYOR:
STEVEN L. OFTEDAHL, S-2684
414 ALMERON STREET
EVANSVILLE, WI 53536

OWNER:
LOIS M. GUTH RESERVED LIFE ESTATE
4211 TUTTLE ROAD
EVANSVILLE, WI 53538

JOB NO.: 2011-001-CS
SURVEYED: 50
F.B./P.G.: 1/64
DRAWN: 50



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: Draft Land Division Application

DATE: April 19, 2011

Summary:

The Land Division Application requires revamping with the Update of the Land Division Regulations. Included for your review is a Draft of the Application for a "Minor Land Division" as an example of the new form for applicants, surveyors and reviewing parties. Staff is looking for your input as to format, ease of completion, clarity and functionality for reviewing parties.



PRELIMINARY MINOR LAND DIVISION – APPLICATION INFORMATION

IMPORTANT:

****PLEASE READ ALL INFORMATION CONTAINED HEREIN THOROUGHLY BEFORE COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION.**

****PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, SIX (6) COMPLETE AND ACCURATE COPIES OF THE APPLICATION (INCLUDING BOTH APPLICATION PAGES AND A MAP (PLAT OF SURVEY (POS) OR CERTIFIED SURVEY MAP (CSM) PREPARED TO SPECIFICATIONS AS CONTAINED IN SEC. 38-13 OF CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE) TO THE ADDRESS ON THE LETTERHEAD.**

****FAILURE TO COMPLY WITH ANY OF THE AFOREMENTIONED WILL DISQUALIFY AN APPLICATION FROM CONSIDERATION.**

****THE AGENCY MAY REQUIRE ADDITIONAL INFORMATION NOT IDENTIFIED IN THE APPLICATION TO ENSURE CONSISTENCY WITH ANY APPLICABLE ORDINANCE, STATUTE, OR OTHER PROVISION OF LAW.**

****THE APPLICATION CAN BE FILLED OUT ONLINE AT: ????**

****IF YOU HAVE ANY QUESTIONS REGARDING THE ROCK COUNTY MINOR LAND DIVISION APPLICATION PROCESS, PLEASE CONTACT THE ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY.**

ROCK COUNTY MINOR LAND DIVISION PROCESS

THE FOLLOWING PROVIDES A GENERAL OVERVIEW OF THE ROCK COUNTY MINOR LAND DIVISION PROCESS.

1. Landowner contacts agent (land surveyor/developer) to prepare conceptual sketch of land division. Landowner and/or agent meet with Town, Rock County Planning & Development Agency (Agency) and City/Village officials (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) to determine feasibility of land division.
2. If land division is deemed feasible, landowner/agent prepare *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION* to include a map (POS or CSM) to specifications, and submit copies to the Agency along with the application fee.
3. Agency provides application to other reviewing parties, including Town, for review and comment.
4. Agency reviews application and makes recommendation, either "APPROVE", "APPROVE WITH CONDITIONS", or "DENY" and provides recommendation to other reviewing parties, including Town.
5. The Town and City/Village (if applicable) review application, take action at their discretion (either "APPROVE", "APPROVE WITH CONDITIONS", or "DENY") and provide action to Agency.
6. Agency provides application and recommendation, along with Town and City/Village (if applicable) actions, to Rock County Planning and Development Committee (Committee).
7. Committee reviews and takes action on application, either "APPROVE", "APPROVE WITH CONDITIONS", or "DENY." (Committee will not review nor take any action on an application until it has received actions from Town and City/Village (if applicable).)
8. Agency notifies landowner/agent of application status, including all actions. (A "DENY" action by the Town, City/Village (if applicable), or Committee will not allow for submission of the final land division map, nor recordation of the map with the Register of Deeds. The landowner/agent has the right to appeal any "DENY" action.)
9. Landowner/agent work with Agency to ensure all conditions of approval (if applicable) are met.
10. Agent prepares final land division map, and submits to Town, City/Village (if applicable), and Agency for review and approval.
11. Landowner/agent continue to work with Agency, Agency signs final land division map, and map is recorded by landowner/agent with Register of Deeds. (Agency will sign final land division map only after all other approving parties have signed.)

APPLICATION REQUIREMENTS, TERMS, AND CONCEPTS

THE FOLLOWING PROVIDES INFORMATION ON *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION REQUIREMENTS, TERMS, AND CONCEPTS*. PLEASE REFER TO *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR FURTHER CLARIFICATION OR INFORMATION.

A **MINOR LAND DIVISION** is a land division requiring either a **PLAT OF SURVEY (POS)** or **CERTIFIED SURVEY MAP (CSM)**, creating any of the following:

- a. One (1) to four (4) lots, with each lot forty (40) acres, or a quarter of a quarter-section, or larger, created concurrently – **REQUIRES A POS**
- b. One (1) to four (4) lots, with each lot forty (40) acres, or a quarter of a quarter-section, or larger, created by successive land division within five (5) years of the recordation date of the first lot created – **REQUIRES A POS**
- c. One (1) to four (4) lots, with each lot forty (40) acres, or a quarter of a quarter-section, or smaller, created concurrently – **REQUIRES A CSM**
- d. One (1) to four (4) lots, with each lot forty (40) acres, or a quarter of a quarter-section, or smaller, created by successive land division within five (5) years of the recordation date of the first lot created – **REQUIRES A CSM**

PLEASE REFER TO SEC. 38-13. OF THE *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR POS OR CSM REQUIREMENTS.

THE NUMBERS BELOW CORRESPOND TO THOSE QUESTION NUMBERS IN THE APPLICATION.

2. All local government units (including Towns) in the State of Wisconsin are required to prepare and adopt **Comprehensive Plans**, covering all aspects of planning and development. All land use activities in a local government unit, including land divisions, must be consistent with the **Future Land Use Map** as contained in their **Comprehensive Plan**. Please consult with relevant Town officials to ensure a proposed land division is consistent.
3. All Towns in Rock County have farmland preservation (A-1) zoning districts certified by the State of Wisconsin. Creation of new lots in **Base Farm Tracts** within these and other zoning districts are subject to certain restrictions. Please consult with relevant Town officials to ensure a proposed land division meets all Town **Base Farm Tract** requirements.
9. **Extra-Territorial Plat Approval Jurisdiction (ETPA) Area** are any lands within one and one half (1 ½) miles of the boundaries of a Village or City with a population under 10,000, or within three (3) miles of the boundaries of a City with a population over 10,000, in which said Cities and Villages may review and approve or object to land divisions.
12. **Land division area** is the area of a lot(s), in square feet or acres, being created through the land division process.
16. A **parent lot** is an existing lot from which a new lot is created through the land division process.
17. A **Public Improvement Construction Plan** is a document prepared by a land division applicant detailing construction and maintenance of all public improvements on the land division, with all costs of construction to be borne by the applicant. **Public improvements** are any building or construction activity or product on a lot, created through a land division, which would likely increase the value of the lot and which a unit of government may ultimately assume operation and maintenance responsibility.

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY
 DEVELOPMENT AGENCY
 51 SOUTH MAIN STREET
 JANESVILLE, WI 53545
 TEL: (608) 757-5587
 FAX: (608) 757-5586
 WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY
 Application Number: _____
 Received By - Date
 (M/D/YYYY): _____

PRELIMINARY MINOR LAND DIVISION - APPLICATION

****PLEASE DO NOT PROCEED WITH COMPLETING THIS APPLICATION UNTIL YOU HAVE
 READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION - APPLICATION INFORMATION.****

1. Landowner/agent has met with Town, Rock County Planning and Development Agency, and City/Village (if land division is within a City/Village Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined the 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 meets all Town Base Farm Tract requirements for new lots: Yes No

APPLICANT INFORMATION

4. LANDOWNER

a. Name: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip: _____

b. Name: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip: _____

5. AGENT

a. Surveyor name: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip: _____

b. Developer name: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip: _____

6. Please identify the individual from 4. or 5. that will serve as the primary contact: 4a. 4b. 5a. 5b.

LAND DIVISION INFORMATION

7. Reason for land division: For sale/ownership transfer Farm consolidation Refinance Other

8. Land division is located in: Town of _____ 1/4 of the _____ 1/4 Section

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

10. Land division is located adjacent to (check all that apply): U.S. Highway State Highway County Highway

11. Landowner's contiguous property area (Square feet or acres): _____

12. Land division area (Square feet or acres): _____

13. Number of new lots created by land division: _____

14. Present zoning of land division area: _____

15. Future zoning of new lot(s) created by land division: _____

16. Future zoning of parent lot: _____

17. Public Improvement Construction Plan will be submitted by (mm/dd/yyyy): _____

18. Public Improvement construction will begin on (mm/dd/yyyy): _____

19. If there is currently a residential dwelling in the land division area, the dwelling utilizes a:
 Private Onsite Wastewater Treatment System Public Sewer System No residential dwelling

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned landowner only, am applying for a land division in unincorporated Rock County. I, as the undersigned landowner or primary contact (if applicable), do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY LAND DIVISION - APPLICATION INFORMATION, reviewed and completed this application, 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 SIGNATURE _____ OR PRIMARY CONTACT SIGNATURE _____ (if different than landowner)	DATE _____
---	------------

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a Plat of Survey (POS) or Certified Survey Map (CSM) clearly marked "PRELIMINARY", identifying the land division area and containing all of the following information?	<input type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>	<input type="checkbox"/>	
b. Location and dimension of all EXISTING streets and property lines adjacent to the land division, including name and ownership:	<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 type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s) and outlot(s), numbered for reference:	<input type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential:	<input type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner	<input type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Driveway:	<input type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
(9) Vegetative land cover type:	<input type="checkbox"/>	<input type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, slope, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input type="checkbox"/>	
(13) Drainageways:	<input type="checkbox"/>	<input type="checkbox"/>	
(14) Detention or retention areas:	<input type="checkbox"/>	<input type="checkbox"/>	
(15) Cemeteries:	<input type="checkbox"/>	<input type="checkbox"/>	
(16) Bridges/culverts:	<input type="checkbox"/>	<input type="checkbox"/>	
(17) Rock outcroppings:	<input type="checkbox"/>	<input type="checkbox"/>	
h. Approximate location, dimension and name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions:	<input type="checkbox"/>	<input type="checkbox"/>	
i. Preliminary concept for connection with existing sanitary sewer and water supply system or an alternative means of providing treatment and disposal of sewage, and water supply:	<input type="checkbox"/>	<input type="checkbox"/>	
j. Preliminary concept for collecting and discharging stormwater:	<input type="checkbox"/>	<input type="checkbox"/>	
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the POS or CSM been prepared at a convenient scale not to exceed two (200) hundred feet to the inch, with the plat pages numbered in sequence if more than one (1) page is required?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has the POS or CSM been prepared by a land surveyor licensed in Wisconsin?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application information and have all required parties signed this application?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you included six (6) hard copies of this application, including six (6) hard copies of the POS or CSM and one (1) electronic copy of the POS or CSM in a format compatible with the Agency's Geographic Information System (GIS)?	<input type="checkbox"/>	<input type="checkbox"/>	

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

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, SIX (6) COPIES OF THIS APPLICATION (INCLUDING SIX (6) HARD COPIES AND ONE (1) ELECTRONIC COPY OF THE POS OR CSM) TO:

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



Application Number: _____
 Received By - Date (M/D/YYYY): _____

PRELIMINARY MINOR LAND DIVISION – APPLICATION: STAFF REVIEW AND RECOMMENDATION FORM

STAFF REVIEW

1. Landowner/agent has met with Town, Rock County Planning and Development Agency and City/Village officials (if applicable) and these parties have determined the 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 meets all Town Base Farm Tract requirements for new lots: Yes No
4. ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION is complete: Yes No

If you answered Yes to 4., please proceed to the RECOMMENDATION section of this form. If you answered No to 4. please indicate the missing information below. All missing information must be supplied by the applicant before any other sections of this form are completed. After all missing information is supplied, please proceed to 5.

	Missing Information
4a. A Plat of Survey (POS) or Certified Survey Map (CSM) clearly marked "PRELIMINARY", 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. Location and dimension of all EXISTING streets and property lines adjacent to the land division, including name and ownership:	<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) and outlot(s), numbered for reference:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED:	<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 waste water 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, 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 and name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions:	<input type="checkbox"/>
i. Preliminary concept for connection with existing sanitary sewer and water supply or an alternative means of providing treatment and disposal of sewage, and water supply:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater:	<input type="checkbox"/>
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>

	Missing Information
4b. POS or CSM has been prepared at a convenient scale not to exceed two (200) feet to the inch, with the plat pages numbered in sequence if more than one page is required:	<input type="checkbox"/>
4c. POS or CSM has been prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
4d. All required application information has been provided and all required parties have signed this application:	<input type="checkbox"/>
4e. Applicant has included six (6) hard copies of the application, including six (6) hard copies of the POS or CSM and one (1) electronic copy of the POS or CSM in a format compatible with the Agency's Geographic Information System (GIS):	<input type="checkbox"/>

5. ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION is complete: Yes No

STAFF RECOMMENDATION

6. Staff recommendation: Approve Approve With Conditions Deny

7. If you answered Approve With Conditions to 6., please list conditions:

- 1.
- 2.
- 3.
- 4.

8. Initial staff recommendation rationale and findings of fact:

9.

SIGNATURE: _____ DATE: _____

TITLE: Zoning Administrator - Rock County Planning, Economic & Community Development Agency

DRAFT: 4/14/2011

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
646400000-63107	PUBL & LEGAL	675.00 5.5%	107.90	-70.75	637.85		
	P1100520-PO# 04/15/11 -VN#011191		BELOIT DAILY NEWS			29.64	
			CLOSING BALANCE		608.21		29.64
	PLANNING		PROG-TOTAL-PO			29.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$29.64 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

APR 28 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464670000-64913	HOME REHAB ACTIV	981,439.00	87.5%	446,286.68	413,220.39	121,931.93		
	P1101679-PO# 04/15/11 -VN#027012			MMPR			4,558.50	
				CLOSING BALANCE		117,373.43		4,558.50
	2009-12 HH/LHC			PROG-TOTAL-PO			4,558.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,558.50 INCURRED BY 2009-12 HEALTHY HOMES/LEAD HAZ. 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

APR 28 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: April 28, 2011

ACTION ITEMS:

1. CDBG-Small Cities Project ID# 20681D-1
Staff Recommends Approval
2. Lead Hazard Control -- Project ID# 07046D-1
CDBG-Small Cities -- Project ID # 20684D-1
Staff Recommends Approval
3. Lead Hazard Control -- Project ID# 07047D-1
CDBG-Small Cities -- Project ID # 20685D-1
Rental Rehab. Program Income - Project ID# 97336I-1
Staff Recommends Approval
4. Change Order:
Lead Hazard Control -- Project ID# 07042D-1
CDBG-Small Cities -- Project ID # 20667D-1
Staff Recommends Approval
5. Change Order:
Lead Hazard Control -- Project ID# 07044D-1
CDBG-Small Cities -- Project ID # 20676D-1
Staff Recommends Approval

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION



Date: April 28, 2011

Project ID(s) 20681-D-1

Project Recommended By Neale Thompson

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

HOUSEHOLD INFORMATION

Household Size: 2	Annual Income: 38,892	Location: Town of Beloit
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ASSESSED VALUE INFORMATION

Land	\$ 70,000	Appraised Value	\$ 271,600
Buildings	\$ 172,800	When Appraised	2010
Total	\$ 242,800	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 180,000	3. \$	TOTAL MORTGAGE(S)
2. \$ 10,000	4. \$	
Available Equity \$ 81,600	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 HOME PURCHASE ASSISTANCE

This foreclosed house was new in 2006 on 15 acres. The owner is purchasing the house for \$225,000 and has approx. \$45,000 for down payment plus \$6,118 closing costs. Applicants have a positive cash position after contractor work assignment abroad. The home meets all HUD and State of Wisconsin requirements. The applicant must provide at least \$1,000, the Rock County loan cannot be for more than 10% of the purchase price or for more than 50% of the required down payment, and the property must meet HUD's Section 8 Minimum Housing Quality Standards upon occupancy or shortly after. Application maxes out program limit for down payment assistance. Staff has been informed that the loan closing will occur before May 15th.
The loan is proposed for 0% interest with payment deferred until the property is sold.

Funding Source: CDBG – Small Cities (0% Interest Payment Deferred) **loan to not exceed \$10,000 – contingent on approval of bank financing at approved terms.**

Recommend Total Project Amount of: **\$ 10,000**

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) 7046-D-1 and 20684-D-1

Project Recommended By Neale Thompson

Funding Source(s) LHC2 and CDBG-Small Cities

HOUSEHOLD INFORMATION

Household Size: Vacant	Annual Income: \$ LMI	Location: Town of Beloit
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ASSESSED VALUE INFORMATION

Land	\$ 6,500	Appraised Value	\$ 56,495
Buildings	\$ 45,300	When Appraised	2010
Total	\$ 51,800	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 30,000	3. \$	TOTAL MORTGAGE(S) \$ 30,000
2. \$	4. \$	
Available Equity \$ 26,495	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 rental house is a 1-1/2-story house, about 70 years old. The house is in very good shape inside. Lead testing found lead in the basement windows, basement stairs and walls, two small sections of exterior siding, the painted frame of the front window, the garage door, and the garage siding, trim, window frames, and side entry door. This project and the proposed terms are in conformance with the approved HUD LHC2 Grant and the 'Housing Procedures Manual'. Project will remove identified lead hazards and correct the housing deficiencies from this residence. The portion of the LHC project from the CDBG-Small Cities fund will be a 0% interest loan and would not require repayment until the owners sell the house.

Funding Source: LHC2 \$ 3,316.67
 Funding Source: CDBG – Small Cities (0% Interest Payment Deferred with conditions) \$ 1,268.33
 Recommend Total Project Amount of: \$ 4,585.00

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) 7047-D-1, 20685-D-1,
97336-I-1

Project Recommended By Neale Thompson

Funding Source(s) LHC2 and CDBG-Small Cities, Rental Rehab RLF

HOUSEHOLD INFORMATION

Household Size: Vacant	Annual Income: \$ LMI	Location: Town of Beloit
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ASSESSED VALUE INFORMATION

Land	\$ 7,100	Appraised Value	\$ 24,330
Buildings	\$ 15,200	When Appraised	2010
Total	\$ 22,300	Type of Appraisal	FMV

MORTGAGES OR LIENS

1. \$ 20,000	3. \$	TOTAL MORTGAGE(S) \$ 20,000
2. \$	4. \$	
Available Equity \$ 4,030	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 rental house is a 1-story house, about 90 years old. The house is in good shape inside. Lead testing found lead in the soffits, fascia, and roof overhangs, the ceiling of the front porch, and unwrapped exterior trim of several windows. This project and the proposed terms are in conformance with the approved HUD LHC2 Grant and the 'Housing Procedures Manual'. Project will remove identified lead hazards and correct the housing deficiencies from this residence. The portion of the LHC project from the CDBG-Small Cities fund will be a 0% interest loan and would not require repayment until the owners sell the house. Using a 3% interest loan from the Rental Rehab Revolving Loan Fund, the roof will be replaced after one section is raised to match the main roof level; windows will be replaced; and gutters with downspouts will be added. All work will ensure that the house will be secure, durable, and safe for future LMI tenants.

Funding Source:	LHC2	\$ 3,316.67
Funding Source:	CDBG – Small Cities (0% Interest Payment Deferred with conditions)	\$ 1,268.33
Funding Source:	Rental Rehab RLF (3% Interest Payment Deferred with restrictive covenant)	\$ 9,650.00
Recommend Total Project Amount of:		\$13,580.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair Date

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY
51 SOUTH MAIN STREET
JANESVILLE, WISCONSIN 53545
LEAD HAZARD CONTROL (LHC) GRANT (LHC-CDBG SC)**

CHANGE ORDER # 1

Meeting Date: April 28, 2011

Project Number: 07042 and 20667-CO1

Property Location: City of Milton

Assessed Value: 120,500

Total Pre-Rehab: 60,008

Mortgages

Contractors: Artistic Remodeling - \$4,800.00

CHANGE ORDERED: Additional amount for major structural repair of this 1895 house. Proceeding with lead hazard work, it was discovered at three corners of the complex house that post-and-beam-constructed upright and foundation timbers were rotted away. In addition, the exterior doors to steps down into the basement have basically fallen apart. The lower half of the double "Bilco" type doors were covered with snow piles earlier in the year. This section is called out for lead hazard improvements. The structural work is a necessity for the durability and safety of the house. The "Bilco" doors are historical and will have to be replaced, not just receive lead-safe surface treatments.

REASON for CHANGE ORDER: The outside trim and siding and this basement entrance had a high lead content that is being stabilized for the current lead hazard control project. After the snow melted and work began, these areas were discovered. The hidden structural damage was unknown until the project started. Work needed is rather major and difficult to accomplish. Corrective price is reasonable, customary, and a worthwhile addition to his project.

Original Contract Amount	\$	<u>46,400.00</u>
Previous Change Orders	\$	<u>0.00</u>

Change Order Addition	\$	<u>4,800.00</u>
Change Order Deduction	\$	<u>0.00</u>
Revised Contract Amount	\$	<u>51,200.00</u>

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Artistic Remodeling

Signature of Contractor _____ Date _____

Signature of Owner _____ Date _____

Approved by: _____
Signature of Chair - Rock County Planning and Development Committee

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY
51 SOUTH MAIN STREET
JANESVILLE, WISCONSIN 53545
LEAD HAZARD CONTROL (LHC) GRANT (LHC-CDBG SC)**

CHANGE ORDER # 1

Meeting Date: April 28, 2011

Project Number: 07044 and 20876-CO1

Property Location: Town of Beloit

Assessed Value: 69,365

Total Pre-Rehab 40,721

Mortgages

Contractors: JD Environmental LLC, - \$2,110.00

CHANGE ORDERED: Additional amount for three rear porch window replacement to ensure lead hazard control on this entry porch that will have more usage. Other additional work is additional basement window that was missed at January inspection because of snow piles and front door overhang that was missed by staff and all contractor inspections previously. These painted wood windows and overhang have levels of lead readings when tested that are a hazard.

REASON for CHANGE ORDER: The outside storm/screen door and the walls and floors of the rear porch had a high lead content that is stabilized for the current lead hazard control project. With the porch cleared out and with warmer weather, the porch windows were revealed to be in worse shape than the rather intact painted surface. The basement window and the front door overhang were overlooked until the project started. Corrective price is reasonable, customary, and a worthwhile addition to his project.

Original Contract Amount	\$	<u>14,845.00</u>
Previous Change Orders	\$	<u>0.00</u>
Change Order Addition	\$	<u>2,110.00</u>
Change Order Deduction	\$	<u>0.00</u>
Revised Contract Amount	\$	<u>16,955.00</u>

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

JD Environmental LLC, _____
Signature of Contractor Date

Signature of Owner Date

Approved by: _____
Signature of Chair - Rock County Planning and Development Committee