



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, NOVEMBER 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, October 25, 2012
4. Citizen Participation, Communications and Announcements
5. Surveyor
  - A. **Action Item:** Resolution – Recognizing Don Barnes for His Service to Rock County
6. Code Administration & Enforcement
  - A. **Action Item:** LD2012 037 (Center Township) Richard Howell
  - B. Information Item: Board of Adjustment Case for October 31, 2012
7. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
8. Community Development
  - A. **Action Item:** Loan ID 020725D1 (\$5,000)
  - B. **Action Item:** Consideration of Request to Waive Subordination Fee (Loan ID 020710D1)
9. Strategic & Comprehensive Planning
  - A. **Action Item:** Resolution Authorizing Receipt of Additional Funding For The Wisconsin Department of Natural Resources Grant For Beloit Area Sewer Service Area Planning, And Amending The 2012 Planning And Development Agency Budget *(To Be Handed Out At Committee Meeting)*

10. Planning Director's Report

- Farmland Preservation Planning
- County Engineer
- Village of Orfordville – CDBG Grant
- Contracting for Housing Inspections

11. Committee Reports

12. **POSSIBLE EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats., to Confer with Legal Counsel Regarding Pending Litigation

13. Adjournment

**Future Meetings/Work Sessions**

December 13, 2012 (8:00 AM)  
January 10, 2013 (8:00 AM)  
January 24, 2013 (8:00 AM)  
February 14, 2013 (8:00 AM)  
February 28 2013, 2013 (8:00 AM)

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Craig Knutson  
INITIATED BY

Planning & Development Committee  
SUBMITTED BY



Nick Osborne, Assistant to County  
Administrator

DRAFTED BY

November 2, 2012

DATE DRAFTED

**Recognizing Don Barnes for His Service to Rock County**

- 1 **WHEREAS**, Don Barnes has served the citizens of Rock County for the past 37 years as a dedicated  
2 and valued Rock County employee in the position of Surveyor; and,  
3  
4 **WHEREAS**, in an office that extends back to 1837, Don is the longest tenured Surveyor; and,  
5  
6 **WHEREAS**, Don has diligently worked on the remonumentation process, replacing old land markers  
7 with new ones throughout Rock County; and,  
8  
9 **WHEREAS**, Don has successfully integrated new surveying tools in Rock County such as Global  
10 Positioning and Geographic Information System networks; and,  
11  
12 **WHEREAS**, Don has been a member of the American Congress on Surveying and Mapping, the  
13 Wisconsin Society of Land Surveyors, and has served on the executive board for the Wisconsin County  
14 Surveyors Association; and,  
15  
16 **WHEREAS**, Don's dedication to the profession, with eyes on both the past and future, has been  
17 appreciated by the land surveying community and Rock County residents; and,  
18  
19 **WHEREAS**, Don's institutional knowledge of surveying in Rock County will be sorely missed as he  
20 begins his retirement on December 3, 2012.  
21  
22 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
23 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby recognize Don Barnes for his 37 years  
24 of service to the citizens of Rock County and extends its best wishes to him in his future endeavors.  
25  
26 **BE IT FINALLY RESOLVED** that the County Clerk be authorized and directed to furnish a copy of  
27 this resolution to Don Barnes.

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

\_\_\_\_\_  
Alan Sweeny, Chair

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

\_\_\_\_\_  
Mary Mawhinney Vice Chair

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

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

**Recognizing Don Barnes for His Service to Rock County**

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**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

---

Sandra Kraft, Vice Chair

---

Eva Arnold

---

Henry Brill

---

Betty Jo Bussie

---

Marilynn Jensen

---

Mary Mawhinney

---

Louis Peer

---

Kurtis L. Yankee



**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:** October 31, 2012

**Summary:**

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

- 2012 037 (Center Township) – Richard Howell

**Recommendation or Action:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2012 037 with conditions as presented.



AGENCY USE ONLY

Application Number: 2012-037

Received By - Date (MM/DD/YYYY): 10-4-12

## 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:	RICHARD HOWELL - DEANNA J HOUSE TRUST	Telephone:	214-244-8860
Address:	10811 BRANCH OAKS CIRCLE	City:	DALLAS
		State:	TX
		Zip:	75230
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

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

a. Surveyor name:	COMBS AND ASSOCIATES, INC.	Telephone:	608-752-0575
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: Town of CENTER  
SE 1/4 of SW 1/4  
Section 20  
Tax parcel number(s) - 6-4-156

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): 199 ACRES ML	14. Land division area (Square feet or acres): 25 TO 3.3 ACRES ANL	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 (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: \_\_\_\_\_ DATE: \_\_\_\_\_



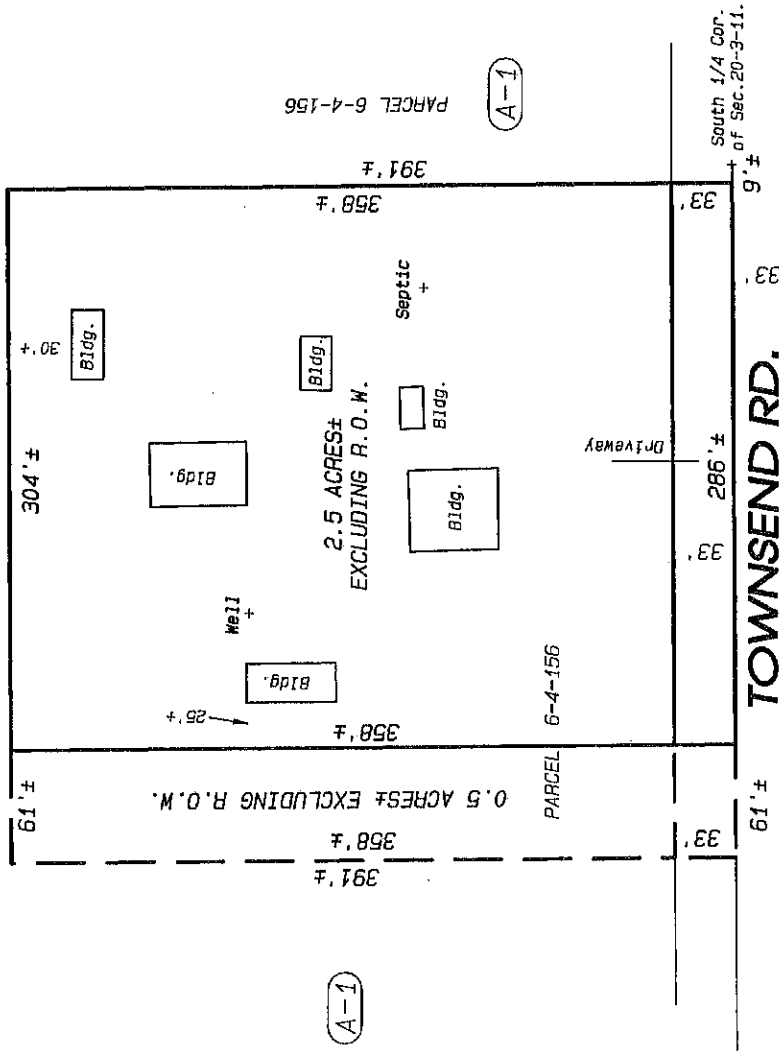
APPLICATION CHECKLIST			Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
a. Location of the 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"/>			None 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

2



PARCEL 6-4-227  
CSM LOT 1 VOL. 27 PGS. 129-131  
DOC. NO. 1662500  
PARCEL 6-4-227.001

DATE: SEPTEMBER 25, 2012  
REVISED OCTOBER 2, 2012  
REVISED OCTOBER 4, 2012

**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

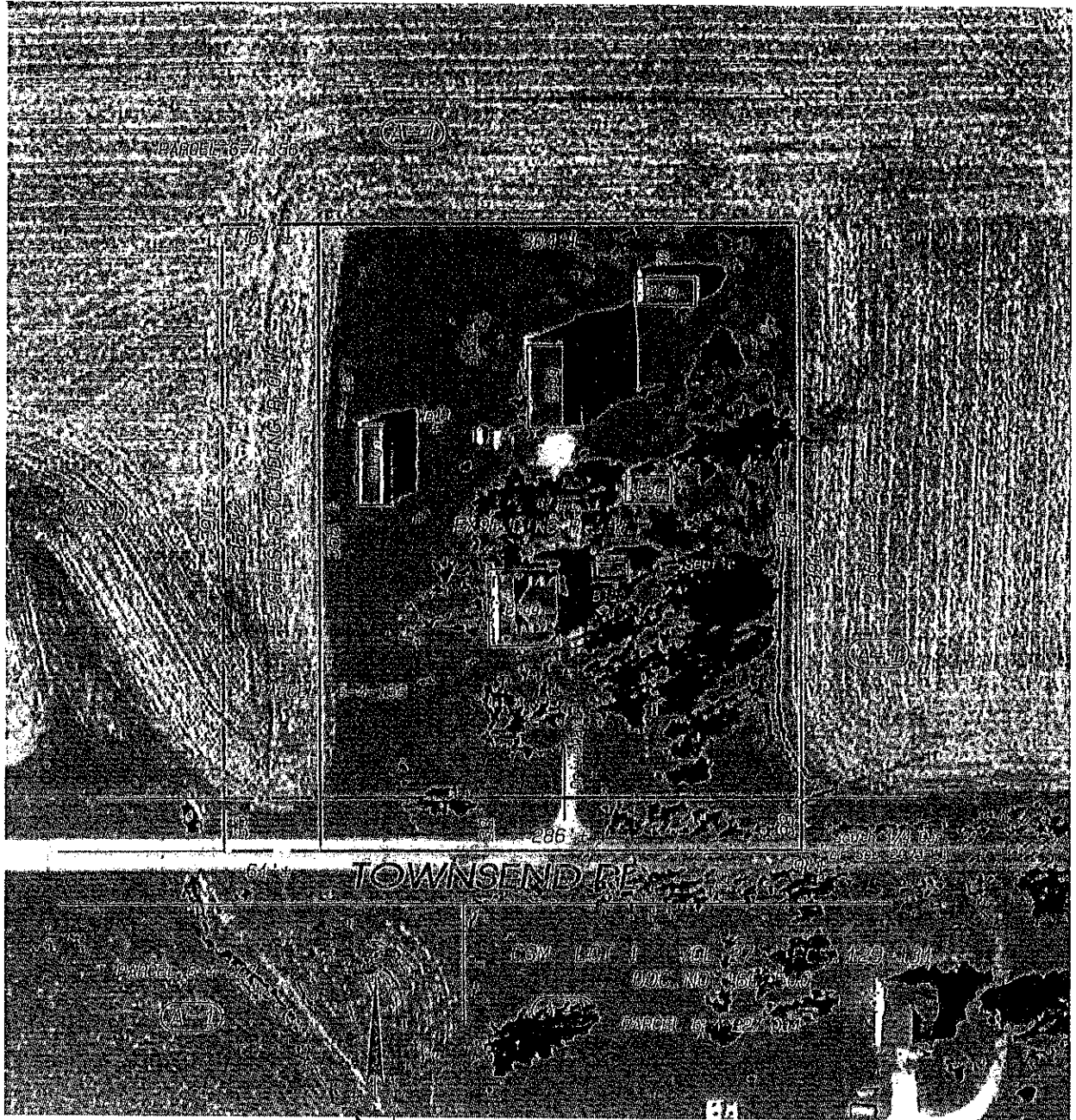


Project No. 112 - 268 For: HOWELL

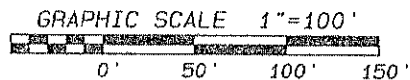


# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 20, T.3N., R.11E. OF THE 4TH P.M.,  
TOWN OF CENTER, ROCK COUNTY, WISCONSIN.



DATE: SEPTEMBER 25, 2012  
REVISED OCTOBER 2, 2012  
REVISED OCTOBER 4, 2012



**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

Project No. 112 - 268 For: HOWELL



## 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: A-1 CUP with A-3 Restrictions or RR  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: If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AGENCY RECOMMENDATION	
10. Agency recommendation:	<input type="checkbox"/> Approve <input checked="" 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. 33' 1/2 ROW along W. Tarrant Rd. at the discretion of the Town of Center.	
2. Show septic and well location 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><i>Edwin M. Brynes</i></u>	DATE: <u>10/11/2012</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 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 checked="" 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 &amp; Development Committee</u>	

6

**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 use an existing private sewage system no soil evaluation on the lot
  - 4. was required at the time of this survey. However, soils on the lot maybe restrictive to the replacement of the existing system."
  - 5. Final CSM to be submitted to and approved by the Planning and Development Agency on or before \_\_\_\_\_, 2013.
  - 6. 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.
  - 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:

7

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017230000-62119	OTHER SERVICES	12,500.00	75.0% 9,375.00	0.00	3,125.00		
	P1201828-PO# 11/01/12 -VN#025672		AYRES ASSOCIATES INC			3,125.00	
			CLOSING BALANCE		0.00		3,125.00
	LAND REC-MAPPING		PROG-TOTAL-PO			3,125.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,125.00 INCURRED BY LAND RECORDS-ORTHO MAPPING. 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

**NOV 08 2012**

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN. EXPENSE	49,895.00	65.8%	32,830.97	0.00	17,064.03	
	P1200190-PO#	11/01/12	-VN#012615	FEDERAL EXPRESS CORP		49.96	
	P1200191-PO#	11/01/12	-VN#013607	JANESVILLE GAZETTE INC		52.45	
				CLOSING BALANCE		16,961.62	102.41
				HG CLRING A/C			102.41
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$102.41 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

NOV 08 2012

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63107	PUBL & LEGAL	825.00	0.0%	123.43	-123.42	824.99	
	P1200191-PO# 11/01/12 -VN#013607			JANESVILLE GAZETTE INC		52.04	
				CLOSING BALANCE	772.95		52.04
	PLANNING			PROG-TOTAL-PO		52.04	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$52.04 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

NOV 08 2012

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:** Community Development Division  
**DATE:** November 1, 2012

**ACTION ITEMS:**

- A. Project ID: # 020725D-1 Funding Source: CDBG-Program Income  
Proposed Project Total Amount = \$ 5,000

<b>Staff Recommendation:</b> Staff recommends approval of the above noted request.
--



ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



DATE: November 8, 2012

Project ID(s) 020725-D 1

Project Recommended By Dave Somppi

Funding Source(s) CDBG – Program Income

**HOUSEHOLD INFORMATION**

Household Size: 3 Annual Income: \$ 21,676 Location: Town of Beloit

**ASSESSED VALUE INFORMATION**

Land	\$ 13,200	Fair Market Value	\$ 91,100
Buildings	\$ 74,700	Appraisal Amount	\$ 78,000
Total	\$ 87,900	When appraised	October, 2012

**MORTGAGES OR LIENS**

1. \$ 71,000	4. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 20,100	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
		\$ 71,000

**VERIFICATIONS**

Income     Insurance     Taxes     Title and Mortgage     Ownership

Disclosure of Potential Conflict of Interest    Yes     None

**SUMMARY OF PROPOSED WORK**

The house is a foreclosure. The buyer is purchasing the house for \$ 76,000, with an additional \$ 5,253 to cover closing and prepaid costs. They are obtaining a \$71,000 mortgage and have \$ 6,253 for down payment and to cover closing costs. Making this loan will make it possible for the buyers to purchase the house. The loan is proposed for 0% interest to be repaid at upon sale of the property.

TYPE OF PROJECT *CDBG - Down Payment*

RECOMMEND TOTAL PROJECT BID OF **\$ 5,000.00**

<b>COMMITTEE ACTION</b>	
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY
Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair	Date



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*  
**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning & Development Committee  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Loan #20710D-1 - Request to Waive Subordination Fee  
**DATE:** November 1, 2012

The following is a request to waive Section XI of the Rock County Subordination – Alteration – Reduction Policy.

The applicant is requesting the waiving of the \$100 subordination processing fee. Their financial institution will not approve a refinance of their existing home line of credit if they are assessed a subordination processing fee. The owner is requesting a subordination to increase a line of credit from \$25,000 to \$30,000. The additional funds will be used to conduct additional housing rehabilitation work.

The owner and financial institution have stated that this appears to be a unique bank policy. Staff has never received a similar request. The policy does not appear to require a review.

Staff recommends approval of the request.



**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY**  
 51 S. MAIN STREET  
 JANESVILLE, WI 53545  
 (608) 757-5587  
 WWW.CO.ROCK.WI.US

**RECEIVED**

OCT 29 2012

**REQUEST FOR SUBORDINATION - ALTERATION OF EXISTING MORTGAGE**  
 PLANNING, ECONOMIC AND  
 COMMUNITY DEVELOPMENT AGENCY

**Submitting false or incomplete information may result in this request being summarily rejected**

Date:	10/26/2012		
Name of Person Filling Out Form:	JEAN SPADE	Phone No.:	608-884-1183
Title, Organization:	PERSONAL BANKER, BMO HARRIS BANK	Fax No.:	608-884-9300
Name of Person(s) Requesting Subordination:	MARJORIE L ALMOND		
Property Address:	4211 W RIVERSIDE DR EDGERTON WI 53534		
Is the Property the Applicant's Primary Residence?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Current Payment History of Existing Mortgage: Is Loan Current?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
(If Applicable) Number of Late Payments in the Last 12 Months	N/A		

LOAN	TYPE Fixed, ARM, Balloon	TERM (Years)	INTEREST RATE	MONTHLY PAYMENT	AMOUNT DUE
EXISTING	HOME EQUITY LINE	10	4.00	100.00	100.00
2 <sup>ND</sup> EXISTING					
REQUESTED					
ROCK CO LOAN					
DIFFERENCE					

Property Value:	93,300	Based on: (Appraisal, Market Assessment, etc.)	TAX BILL
Assessed Value of Property:		Will the new Mortgage Include a Property Tax Escrow? (Required by Rock County to Approve a subordination Request)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reason for Subordination - Alteration Request (Continue on attached sheet if necessary):  
 Request to Increase Existing (First) Home Equity Line from \$25,000 to \$30,000 for home improvement.

List **ALL** Amounts and Uses for Proposed Mortgage Below (Attach Documentation For Uses To This Sheet):


FOR OFFICE USE ONLY			
APPLICANT LOAN NO.:	02071001	MORTGAGE DATE:	
ORIGINAL LOAN AMOUNT:	\$9,335.00	CURRENT LOAN AMOUNT:	\$9,335.00
LOAN STATUS		RECOMMENDATION	
NOTES:			



10/26/2012

Rock County Courthouse  
Planning & Development Agency  
Attn: Cheryl Martin  
Attn: Dave Somppi  
51 S. Main St.  
Janesville, WI 53545

RECEIVED  
OCT 29 2012  
ROCK CO. PLANNING, ECONOMIC AND  
COMMUNITY DEVELOPMENT AGENCY

To Whom It May Concern:

This letter is to inform you that our customer, Marjorie L. Almond, of 4211 W. Riverside Drive Edgerton, WI 53534, has requested to increase her Home Equity Line of Credit from \$25,000 to \$30,000. If there is any form of fee assessed to the customer to subordinate the loan, we will not be able to proceed with the request.

Ms. Almond is requesting the Agency to waive the fee for this loan subordination to be able to process the request to increase the Home Equity Line of Credit.

Please call me if you have any questions.

Sincerely,

Jean Spade  
Personal Banker  
BMO Harris Bank  
1015 N. Main St.  
Edgerton, WI 53534  
Ph: 608-884-1183  
Fax: 608-884-9300



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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning & Development Agency  
SUBMITTED BY

October 31, 2012  
DATE DRAFTED

**AUHZORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES GRANT FOR BELOIT AREA  
SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING  
AND DEVELOPMENT AGENCY BUDGET**

1 **WHEREAS**, the Wisconsin Department of Natural Resources (DNR) makes funding available to  
2 regional planning councils and county planning agencies throughout the state for Metropolitan Sewer  
3 Service Area planning; and,  
4

5 **WHEREAS**, on March 26, 2012, the Rock County Planning, Economic & Community Development  
6 Agency received a letter from DNR that contained an agreement to provide \$10,000 for sewer service  
7 area planning in the Beloit area in 2012; and,  
8

9 **WHEREAS**, the grant agreement shall commence upon its signing by both parties and continue until  
10 December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between  
11 January 1, 2012 and the end of the grant agreement; and,  
12

13 **WHEREAS**, DNR has recently offered an additional \$5,000 in an amendment to the contract with Rock  
14 County; and,  
15

16 **WHEREAS**, the last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not  
17 serve current planning needs; and,  
18

19 **WHEREAS**, representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have  
20 agreed to send representatives to a Technical Advisory Committee that will oversee the planning process,  
21

22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
23 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize Rock County Planning  
24 and Development Agency to accept the 2012 amended DNR funding for Beloit Area Sewer Service  
25 Area planning; and,  
26

27 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County  
28 Board Chair to sign, on behalf of Rock County, the respective Grant Agreement with the State of  
29 Wisconsin Department of Natural Resources; and,  
30

31 **BE IT FURTHER RESOLVED**, that the 2012 County Budget be amended as follows:  
32

<u>Account Description</u>	<u>Budget at</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/2012</u>	<u>Decrease</u>	<u>Budget</u>
64-6407-2012-42100 Federal Aid	\$ 5,000	\$ 0	\$ 5,000
64-6407-2012-42200 State Aid	\$ 5,000	\$ 5,000	\$ 10,000
<u>Use of Funds</u>			
64-6407-2012-63100 Administrative Expense	\$ 10,000	\$ 5,000	\$ 15,000

AUHORIZING RECEIPT OF ADDITIONAL FUNDING FOR THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES GRANT FOR БЕLOIT AREA SEWER SERVICE AREA PLANNING, AND AMENDING THE 2012 PLANNING AND DEVELOPMENT AGENCY BUDGET

Page 2

**Planning & Development Committee**

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

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

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

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

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

**Finance Committee Endorsement**

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

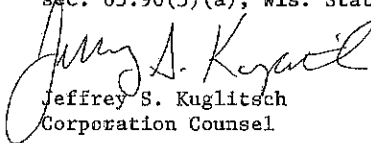
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$5,000 in State Aid for the Beloit Sewer Service Planning project. No County matching funds are required.

  
Sherry Oja  
Finance Director


LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

In the Federal Water Pollution Control Act Amendments of 1972, federal law created a process to establish locally developed area-wide water quality management plans. Area-wide water quality management planning was codified at the state-level through the development of Wisconsin Administrative Code NR121, which specifies that Area-wide water quality management plans include components that deal specifically with metropolitan sewer service areas and their projected needs for 20 years into the future.

The Wisconsin Department of Natural Resources (DNR) makes funding available to regional planning councils and county planning agencies throughout the state for sewer service area planning as it relates to ground water quality and environmentally sensitive areas.

On March 26, 2012, the Rock County Planning and Development Agency received a letter from DNR that contained an agreement to commit \$10,000 for the first year's planning for water quality in the Beloit area. The grant agreement shall commence upon its signing by both parties and continue until December 30, 2012 and grantee may claim eligible costs for reimbursement for work conducted between January 1, 2012 and the end of the grant agreement, and

DNR has made an additional \$5,000 available for work on the Beloit Area Water Quality Plan, and

The last update of the Beloit Area Sewer Service Area Plan was in 1998, and it does not serve current planning needs. Representatives from the Towns of Turtle, Beloit, and Rock, and the City of Beloit have agreed to provide representatives to a Technical Advisory Committee that will oversee the planning process.