



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, NOVEMBER 11, 2010 - 9:00 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR – EAST WING
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

1. CALL TO ORDER

The meeting of the Rock County Planning & Development Committee was called to order at 9:00 a.m. on Thursday, November 18, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Phil Owens, Mary Mawhinney and Wayne Gustina. Absent: None

Planning & Development staff present: Paul Benjamin (Director), David Somppi (Community Development Mgr.), and Cheryl Martin (Accountant).

Others present: Ron Combs (Combs & Associates, Inc.)

2. ADOPTION OF AGENDA

Supervisor Owens moved to adopt the agenda with the following change: move Item 3 to follow Item 4; seconded by Supervisor Gustina. **ADOPTED** with that change.

3. WORK SESSION: HOUSING & COMMUNITY DEVELOPMENT POLICY & PROCEDURE MANUAL UPDATE

Planning Staff and the Committee reviewed and addressed the following topics in the updating of the Housing & Community Development Policy & Procedure Manual:

Section VI – Distribution of Funds

Loan Signing Procedure
Progress Payments
Termination of Rehabilitation Contract
Close Out Procedures
Subordination Requests

Section VII – Re-use of CDBG, HRRP, and HCRI/HOME Funds

Active CDBG Contract
HRRP and HCRI/HOME Programs
Inactive CDBG Funds
Discontinued Housing Rehabilitation Program

Appendix A – Definition of Income
Appendix B – Income Eligibility Limits
Appendix C – Rent Limits
Appendix D – Conflict of Interest
Appendix E – Policy Concerning Foreclosed Community Development Mortgages
Appendix F – County of Rock – Affirmative Marketing Policy
Appendix G – Policy Concerning Stop Payment & Check Deliver
Appendix H – Policy Concerning Verification of Amounts in Community Development Checking Accounts

Appendix I – Information Concerning Request for Subordination – Alteration of Existing Rock County Community Development Mortgage

Appendix J – Delinquent Loans

Appendix K – Request for Review of Staff/Committee Decision

After discussion of these topics, Staff were directed to make noted changes and bring updates to the December 2, 2010 Committee meeting.

4. **WORK SESSION: LAND DIVISION REGULATIONS ORDINANCE UPDATE**

Supervisor Owens moved to table this item; second by Supervisor Mawhinney. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0).

Supervisor Mawhinney left the meeting at 11:10 a.m.

Supervisor Owens left the meeting at 11:20 a.m.

5. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee at 11:25 a.m.; second by Supervisor Jensen. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, December 2, 2010 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary