



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, OCTOBER 13, 2011 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, September 22, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Preliminary Approval of Land Divisions
 - LD 2010 0 (Porter Township) – Jeske Living Trust
 - B. Information Item: Resolution to Adopt Rock County Land Division and Development Ordinance
 - C. Information Item: Administrative Quarterly Report
6. Real Property
 - A. Discussion Item: Revised Real Property Tax Levy Worksheet Policy
7. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
8. Housing & Community Development
 - A. **Action Item:** Project ID 020691D1 (\$11,775)
 - B. **Action Item:** Project 020692D1 (\$14,600)
9. Planning Director's Report
 - Phosphorus Trading
 - Freight Rail Discussion at Janesville MPO

- I-90/39 Project
- Disposition of Six Properties Acquired with Emergency Assistance Program Funding
- Additional Criteria for Housing Applications

10. Committee Reports

11. Adjournment

Future Meetings/Work Sessions

October 27, 2011 (8:00 AM)
November 10, 2011 (8:00 AM)
December 8, 2011 (8:00 AM)

Non-Committee Future Meetings



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 6, 2011

Summary:

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

2011 041 (Porter Township) – Jeske Living trust

Recommendation(s) or Action(s):

P&D Agency Staff recommends Preliminary Approval of Land Division 2011 041 with conditions as presented.

PLANNING & DEVELOPMENT COMMITTEE LAND DIVISION
CONDITIONS OF APPROVAL

OWNER:	Jeske Living Trust 7409 N. Tolles Road Evansville, WI 53536	LAND DIVISION NO:	LD#2011 041
		DATE SUBMITTED:	September 22, 2011
LOCATION:	NE ¼ SW ¼ Sec. 30	E.T. JURISDICTION:	City of Evansville
		SURVEYOR:	Combs & Associates, Inc.
ORIGINAL AREA:	16 Acres	TOWNSHIP:	Porter
FINAL AREA:	16 Acres +	NUMBER OF LOTS:	2
PRESENT ZONING:	A-1	PROPOSED FUTURE ZONING:	A-1 CUP

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: Splitting off buildings onto 1.7 acre + lot.

NOTE: Consistent with the Rock County Agricultural Preservation Plan.

RECOMMEND

APPROVAL

CONDITIONAL APPROVAL

DENIAL

LOCATION: 7400 Block N. Tolles 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. Tolles Rd.
3. Following notation on final map: "Since Lots 1&2 contain existing buildings which utilize an existing private sewage system no soil evaluation on the lots was required at the time of this survey. However, soils on the lots may be restrictive to the replacement of the existing systems." 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 October 13, 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. Boyer
Dept. of Planning, Economic & Community Development

DATE: 9/28/11

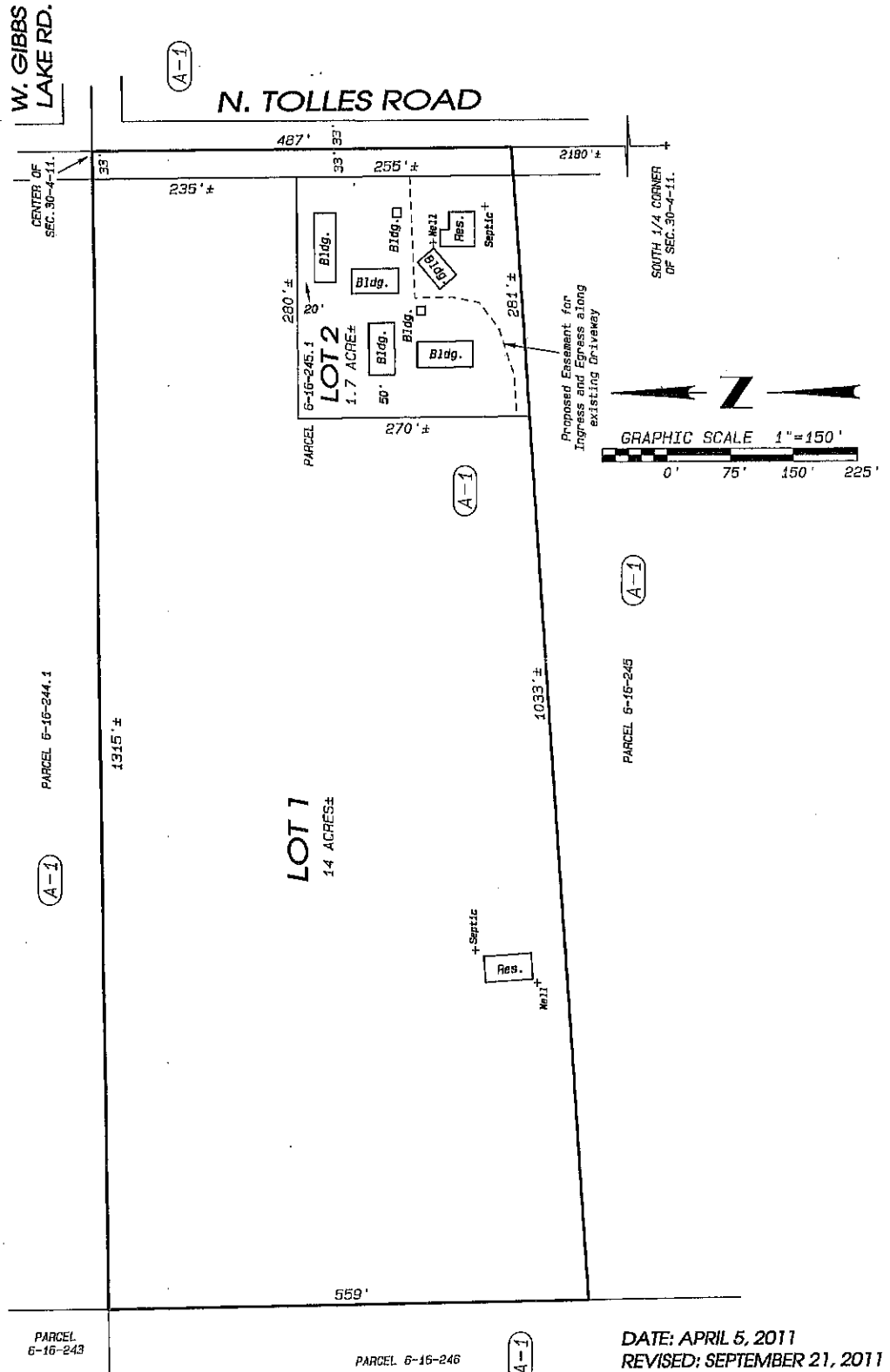
NOTE: THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE ON OCTOBER 13, 2010 AT 8:00 A.M. AT THE ROCK COUNTY COURTHOUSE.

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

LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 30, T.4N., R.11E. OF THE 4TH P.M., TOWN OF PORTER, ROCK COUNTY, WISCONSIN.



NOTES:

AN EASEMENT FOR INGRESS AND EGRESS ACROSS LOT 2 FOR THE BENEFIT OF LOT 1 OVER THE EXISTING DRIVEWAY WILL BE RESERVED.

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

THE BASIS OF BEARINGS IS ASSUMED.

Project No. 111 - 091 For: JESKE

DATE: APRIL 5, 2011
REVISED: SEPTEMBER 21, 2011

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT
COMMITTEE
INITIATED BY



WADE THOMPSON
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

OCTOBER 3, 2011
DATE DRAFTED

*ORDINANCE REVISION - ROCK COUNTY LAND DIVISION REGULATIONS
(CHAPTER 15, CODE OF ORDINANCES, ROCK COUNTY)*

1 **WHEREAS**, pursuant to Sections 59.69 (4), 59.692, 87.30, 236.45, 281.31, and 703.115, Wisconsin
2 Statutes, the Rock County Board of Supervisors adopted the *Rock County Land Division Regulations (Chapter 15,*
3 *Code of Ordinances, Rock County)* on August 1, 1969, and;
4

5 **WHEREAS**, the Rock County Planning, Economic & Community Development Agency ("Agency")
6 utilizes said Rock County Land Division Regulations ("Ordinance") to guide the land division and development
7 process in unincorporated areas of the County, ensuring land division and development occur in an orderly,
8 economical, and environmentally responsible manner, and;
9

10 **WHEREAS**, the Ordinance was last revised on April 8, 1982, and to ensure consistency with the *Rock*
11 *County Comprehensive Plan 2035*, promotion of inter-governmental cooperation, and land division and
12 development continuing to occur in the aforementioned manner, the Agency initiated and coordinated the process
13 to revise the Ordinance and in said process have proposed the Ordinance be re-titled and re-codified as the *Rock*
14 *County Land Division and Development Ordinance (Chapter 38, Code of Ordinances, Rock County)*; and,
15

16 **WHEREAS**, the Agency notified parties interested in and affected by the Ordinance revision, via written
17 correspondence in April of 2010, of the rationale for Ordinance revision, major issues to be addressed in the
18 revision, and a general timeline for completion of the revision; and,
19

20 **WHEREAS**, the Agency held three Public Listening Sessions in April of 2010 and February and July of
21 2011, and a Town Clerks Workshop in May of 2011, in which the Agency informed all interested and affected
22 parties of the rationale for Ordinance revision, major issues to be addressed in the revision, and a general
23 timeline for completion of the revision, and also presented a draft of the Ordinance revision for review and
24 comment; and,
25

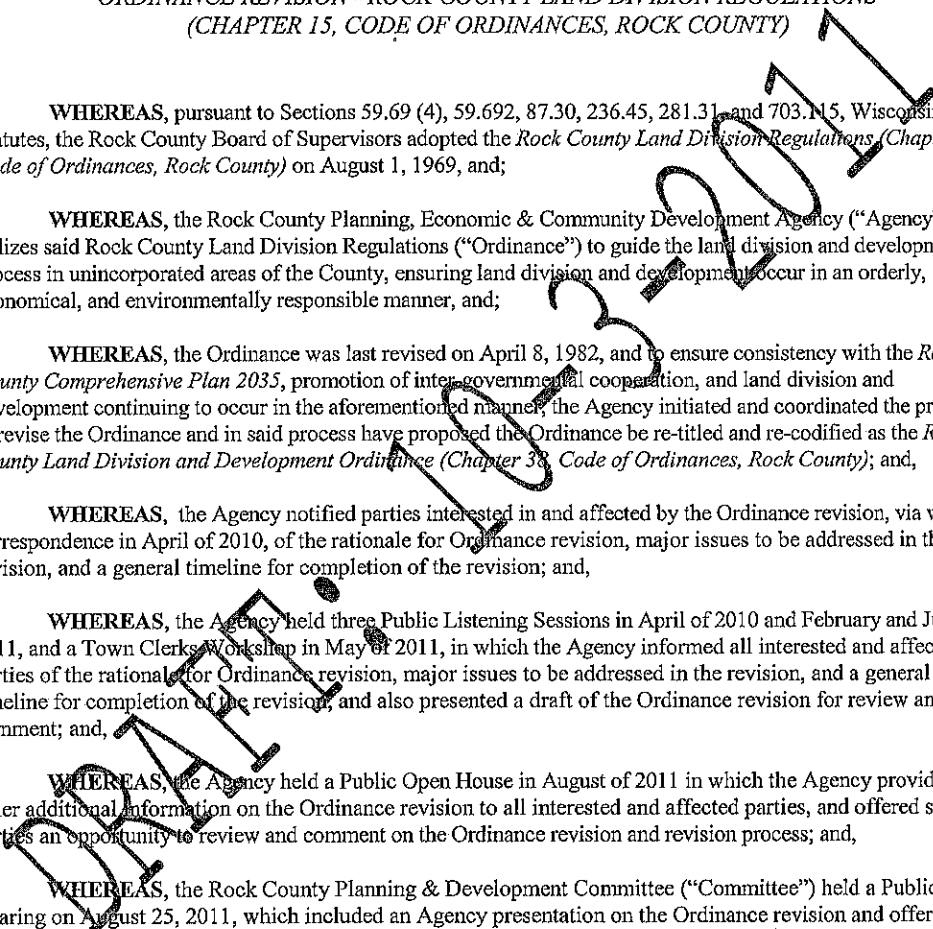
26 **WHEREAS**, the Agency held a Public Open House in August of 2011 in which the Agency provided
27 other additional information on the Ordinance revision to all interested and affected parties, and offered said
28 parties an opportunity to review and comment on the Ordinance revision and revision process; and,
29

30 **WHEREAS**, the Rock County Planning & Development Committee ("Committee") held a Public
31 Hearing on August 25, 2011, which included an Agency presentation on the Ordinance revision and offered an
32 opportunity for interested and affected parties to review and comment on the Ordinance revision and revision
33 process, with the Committee subsequently taking action at the Hearing to recommend the draft of the Ordinance
34 revision to the Rock County Board of Supervisors for adoption; and,
35

36 **WHEREAS**, the aforementioned Public Listening Sessions, Town Clerks Workshop, Public Open House,
37 and Public Hearing were noticed appropriately and in accordance with legal requirements in media outlets
38 throughout Rock County, including newspapers and the Rock County Government website, with all interested and
39 affected parties also notified by the Agency of these events via written correspondence; and,
40

41 **WHEREAS**, comments and input received from Town governments and other interested and affected
42 parties, including business/non-profit interests and residents of Rock County, as gathered through the
43 aforementioned Public Listening Sessions, Town Clerks Workshop, Public Open House, and Public Hearing, have
44 been considered and, when appropriate, incorporated into the Ordinance revision; and,
45

46 **WHEREAS**, the Rock County Board of Supervisors held a Public Hearing on November 17, 2011,
47 which included an Agency presentation on the Ordinance revision and offered an opportunity for interested and
48 affected parties to review and comment on the Ordinance revision and revision process,



ORDINANCE REVISION – ROCK COUNTY LAND DIVISION REGULATIONS

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49 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this
50 _____ day of _____, 2011, do ordain as follows:

51

52 I. The Rock County Board of Supervisors, do, by enactment of this Resolution, formally adopt the
53 above-described revision of the Ordinance, entitled and codified as the *Rock County Land Division and*
54 *Development Ordinance (Chapter 38, Code of Ordinances, Rock County)* and all Articles, Sections, and Sub-
55 sections contained therein, as previously placed on file with the Rock County Clerk.

56

57 II. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this
58 Resolution unconstitutional or invalid, the remainder of this Resolution shall not be affected thereby.

59

60 III. The Ordinance shall be effective upon publication.

47

Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice-Chair

Wayne Gustina

Marilynn Jensen

Philip Ownes

DRAFT: 10-3-2011

EXECUTIVE SUMMARY:

This resolution proposes adoption of revision of the *Rock County Land Division Regulations (Chapter 15 - Code of Ordinances, County of Rock)*, including re-titling and re-codifying the Ordinance as the *Rock County Land Division and Development Ordinance (Chapter 38 – Code of Ordinances, County of Rock)*. The Ordinance guides the process for creation of new, buildable lots (land division) and associated development in unincorporated areas of the County, ensuring land division and associated development occur in an orderly, economical, and environmentally responsible manner. The Ordinance is administered and enforced by the Rock County Planning, Economic & Community Development Agency (“Agency”) and was last substantially revised in 1982. The Agency, with input and assistance from the public and Town governments in Rock County, has coordinated the Ordinance revision process over approximately the past year and a half.

ADMINISTRATIVE QUARTERLY REPORT

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals		
	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals
2007															
Brd. of Adjustment	5	1	4	5	3	2	2	3	2	1	2	2	15	6	9
Land Divisions	23	-	27	23	-	24	22	27	12	14	14	80	-	92	
Bldg. Permits	23	-	23	36	-	36	17	17	-	20	20	96	-	96	
Farmland Pres.	21	-	21	5	-	5	23	23	11	11	11	60	-	60	
Access Control	-	-	-	-	-	-	1	1	-	1	-	1	-	1	
2008															
Brd. of Adjustment	2	-	2	1	1	-	2	2	-	-	2	2	7	3	4
Land Divisions	17	-	16	16	-	13	18	9	15	15	15	64	-	48	
Bldg. Permits	14	-	14	25	-	25	16	16	16	16	10	65	-	65	
Farmland Pres.	19	-	19	7	-	7	15	15	-	15	9	50	-	50	
Access Control	-	-	-	2	-	2	-	-	-	-	-	2	-	2	
2009															
Brd. of Adjustment	1	-	1	2	-	2	4	4	-	4	1	9	-	8	
Land Divisions	16	-	12	21	-	18	15	15	15	15	20	66	-	65	
Bldg. Permits	3	-	3	16	-	16	12	12	12	12	9	40	-	40	
Farmland Pres.	18	-	18	6	-	6	6	6	6	6	19	49	-	49	
Access Control	-	-	-	-	-	-	1	1	-	1	-	1	-	1	
2010															
Brd. of Adjustment	2	1	1	-	-	-	2	2	2	-	1	5	3	2	
Land Divisions	11	-	8	15	-	10	21	16	24	24	24	67	-	58	
Bldg. Permits	4	-	4	21	-	21	6	6	6	6	9	40	-	40	
Access Control	-	-	-	-	-	-	-	-	-	-	1	1	-	1	
2011															
Brd. of Adjustment	-	-	-	2	-	2	1	1	-	-	-	3	1	2	
Land Divisions	9	-	12	17	-	9	17	14	14	14	14	43	-	49	
Bldg. Permits	6	-	6	4	-	4	10	10	10	10	10	20	-	20	
Access Control	-	-	-	-	-	-	1	1	-	-	-	1	-	1	

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63101	POSTAGE	1,750.00 63.0%	1,120.99	-18.05	647.06		
	P1100517-PO# 10/04/11 -VN#012615		FEDERAL EXPRESS CORP			17.33	
			CLOSING BALANCE		629.73		17.33
6464000000-63107	PUBL & LEGAL	675.00 60.1%	464.74	-58.91	269.17		
	P1103251-PO# 10/04/11 -VN#013607		JANESVILLE GAZETTE INC			143.73	
			CLOSING BALANCE		125.44		143.73
6464000000-63200	PUBL/SUBCR/DUES	1,650.00 70.2%	1,159.42	0.01	490.57		
	P1103349-PO# 10/04/11 -VN#035277		AMERICAN PLANNING ASSOCIATION			365.00	
			CLOSING BALANCE		125.57		365.00
	PLANNING		PROG-TOTAL-PO			526.06	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$526.06 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

OCT 13 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN.EXPENSE	109,871.00	47.2%	52,616.25	-675.66	57,930.41	
	P1100517-PO# 10/04/11 -VN#012615			FEDERAL EXPRESS CORP		24.50	
				CLOSING BALANCE	57,905.91		24.50
	HG CLRING A/C			PROG-TOTAL-PO		24.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$24.50 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

OCT 13 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: October 13, 2011

PROJECT(S) SUMMARY:

1. Project ID: # 20691D-1 Funding Source: CDBG Small Cities or Program Income
 - Recommend Total Project Amount of: \$ 11,775
2. Project ID: # 20692D-1 Funding Source: CDBG Small Cities or Program Income
 - Recommend Total Project Amount of: \$ 14,600

STAFF RECOMMENDATION:

Housing & Community Development staff recommends approval of the above noted projects.

INFORMATION ITEMS:



Project ID(s) 20691 D-1

Project Recommended By David Somppi
 Funding Source(s) CDBG-Small Cities or Program Income

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 28,381 Location: Town of Plymouth

ASSESSED VALUE INFORMATION

Land	\$ 33,800	Fair Market Value (FMV)	\$ 147,700
Buildings	\$ 93,300	FMV Determined	2011
Total	\$ 127,100		

MORTGAGES OR LIENS

1. \$ 119,861	4. \$	TOTAL MORTGAGE(S)
2. \$	5. \$	
3. \$	6. \$	
		\$ 119,861

Available Equity \$ 27,839 Is there 5% owner equity in the property? Yes No

VERIFICATIONS

Income Insurance Taxes Title and Mortgage Ownership
 Disclosure of Potential Conflict of Interest Yes None

SUMMARY OF PROPOSED WORK

The 2-story wood frame house is about 100 years old. HQS inspections found that the septic system needs to be replaced with a mound septic system. The existing system is at least 50 years old and largely serves as a holding tank. The system has been pumped several times this year. The project proposes to have a mound septic system installed.

The project proposes to have the septic system replaced with a mound septic system per State requirements and approved soil evaluation. Final grading will be conducted – weather permitting. Conducting this project will address a serious health and safety issue with this property.

The project includes \$375 for the loan administration fee. The CDBG Loan will be for 0% interest to be repaid upon sale of the house.

Funding Source: CDBG Small Cities or Program Income (0% Interest Deferred) \$ 11,775.00

Funding Source:

Recommended Total Project Amount \$ 11,775.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair _____

Date _____



Project ID(s) 20692 D-1

Project Recommended By David Somppi_
Funding Source(s) CDBG-Small Cities or Program Income

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 13,250 Location: Town of Fulton

ASSESSED VALUE INFORMATION

Land	\$ 29,700	Fair Market Value (FMV)	\$ 144,300
Buildings	\$ 109,000	FMV Determined	2011
Total	\$ 138,700		

MORTGAGES OR LIENS

1. \$ None	4. \$	TOTAL MORTGAGE(S)
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 144,300	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

Income Insurance Taxes Title and Mortgage Ownership
 Disclosure of Potential Conflict of Interest Yes None

SUMMARY OF PROPOSED WORK

The 1-story wood frame house is about 50 years old. HQS inspections and the recommendations from the Health Dept. and State of Wisconsin are that the septic system be replaced with a conventional pressurized septic system. The existing system is likely original to the house and largely serves as a holding tank. The system has been pumped several times this year. The project proposes to have the septic system replaced with a conventional pressurized septic system per State requirements and approved soil evaluation. Final grading will be conducted – weather permitting. Conducting this project will address a serious health and safety issue with this property. The project includes \$375 for the loan administration fee. The CDBG Loan will be for 0% interest to be repaid upon sale of the house.

Funding Source: CDBG Small Cities or Program Income (0% Interest Deferred) \$ 14,600.00

Funding Source:

Recommended Total Project Amount \$ 14,600.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$

Signature of Planning & Development Committee Chair Date