



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, MAY 27, 2010 - 8:00 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 8:00 a.m. on Thursday, May 27, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Code Administrator), and Cheryl Martin, (Accountant). Phil Boutwell (Asst. to Administrator) and Vicki Brown (Treasurer) were also in attendance.

Others present: Ron Combs (Combs & Assoc.), Amanda Rabe-Carter, Dave Pawlisch (Vierbicher Assoc.), Mark Gunn (Chair-Town of Rock), Wayne Udulutch (Chair-Town of Center), Bryan Meyer (Chair-Town of Milton) and Larry Harding (Chair-Town of Plymouth).

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda as presented; second by Supervisor Gustina. **ADOPTED**

3. **MEETING MINUTES – MAY 13, 2010**

Supervisor Jensen moved the approval of the May 13, 2010 Committee minutes; seconded by Supervisor Gustina. A correction was noted by Supervisor Jensen on page 6 under Housing & Community Development, Item B, paragraph 2, line 2. The sentence should read "Sub-grantees were the City of Beloit and City of Janesville, Rock County, Wisconsin." **APPROVED as amended.**

4. **ELECTION OF VICE CHAIR**

Supervisor Owens nominated Mary Mawhinney for Vice Chair. Supervisor Gustina seconded. **All in favor** Mary Mawhinney as Vice Chair – **APPROVED** (Yes – 5, No – 0, Absent – 0).

5. **CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

Director Benjamin announced that the Farmland Plan Grant would be presented before Committee today and to the County Board this evening as a resolution. Carrie Houston (Planner II) will lead that effort with Director Benjamin.

6. **CODE ADMINISTRATION AND ENFORCEMENT**

Mr. Byrnes presented the staff report.

A. Preliminary Approval of Land Divisions

➤ **Land Division 2010 018 (Town of Plymouth) – Doug & Shirley Rabe**

LOCATION: 6900 Block Butler Rd.

Mr. Byrnes reported a staff review was done, the land division application was sent to the township, agent and applicant, and since that time the agent had contacted the Agency with reconsideration of the split. The daughter of the applicant stated that, due to difficulties with driveway placement, she would like the current application withdrawn and fees be reduced or eliminated for the second application. Mr. Byrnes reported that a second application had already been submitted and reviewed by department staff. Chair Sweeney stated that the new application could be brought to the Committee at the June 10th meeting and a discussion regarding application fees may take place at that time. It was agreed that the Land Division 2010 018 was to be withdrawn and no action would be taken.

➤ **Land Division 2010 019 (Town of Milton) – Patrick & Valerie Kelly**

LOCATION: 8700 Block N. Serns Rd.

Mr. Byrnes and Mr. Combs provided a summary of the application request and subdivision project, respectively.

Supervisor Owens moved to table this item until Town of Milton has reviewed the Land Division and taken action. The motion was then withdrawn. Supervisor Owens then moved to approve the Land Division pending the Town of Milton's approval; seconded by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. 35-foot 1/2 ROW to be dedicated along N. Serns Rd.
2. Access for the proposed lot is via an existing driveway servicing the parent parcel. Show location of existing driveway with Note on Face of CSM: "Joint Access for Lot 1, Tax Parcel 6-13-166 and Lot 1 CSM Vol. 31 Pg. 215-217 no further access allowed."
3. Require a Rock County Land Division Conservation Easement for Steep Slopes (16% or greater), Kettle and Depression Area. Prior to any land disturbing activity on the parcel, the Conservation Easement boundaries shall be marked with highly visible flagging tape. Erosion control measures are also required if the Conservation Easement is down slope from disturbance.
4. Lot to be pre-planned due to being in an environmentally significant area. Lot drawing to include slopes over 16% and greater, utility easements, access location, conservation easement, soil test area and building envelope. No Conservation Easement Area shall be contained within the Building Envelope as depicted on the pre-planned lot. A copy of the lot layout to be placed on file with the committee designee. Submit for approval ten (10) days prior to submitting final map.

5. Acceptable soil and site evaluation report received on lot.
6. Show the location of the on-site soil test on the pre-planned lot map.
7. Utility easements put on lot as requested by utility companies.
8. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before May 27, 2011.
9. 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.
10. 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.

B. Land Division Order of Approval

Colin Byrnes (Code Admin. Mgr.) presented a preliminary conceptual process of the Land Division Application approval. Mr. Combs provided a summary of the discussion that was held with the Town Clerks at a recent Treasurer’s meeting. Department staff is considering the possibility of having the County Planning office serve as the first, single point of entry for the application process for all approving bodies (Town, City & Village Extraterritorial Area and County).

Town Chairs – Larry Harding, Mark Gunn, Wayne Udulutch, and Bryan Meyer – provided information regarding how Land Divisions are processed in their respective municipalities.

Mr. Byrnes reported that a 1st draft of the update to the Land Division Regulations/Ordinance would be completed soon and that he would like to have the Town’s participation on the draft before bringing it back the Committee.

7. FINANCE

A. Department Bills/Encumbrances/Pre-Approved Encumbrance Amendments/Transfers

No bills etc. were submitted.

8. CORPORATE PLANNING

A. Public Hearing: Rock County Hazard Mitigation Plan

Supervisor Owens moved and Supervisor Gustina seconded to go into Public Hearing at 9:10 a.m. and the roll call was read: Present: Supervisors Gustina, Jensen, Mawhinney, Owens, and Sweeney. Absent: None

Shirley Conners of Rock County Emergency Management presented the purpose of the Public Hearing as a means of gaining additional public input on the updating of the Rock County Hazard Mitigation Plan. Dave Pawlisch (Vierbicher Assoc.) provided a summary of the changes to the existing Plan via a PowerPoint presentation and answered questions from the audience.

Supervisor Owens moved to close the Public Hearing at 9:17 a.m. with a second by Supervisor Mawhinney and the roll call was read. Present: Supervisors Gustina, Jensen, Mawhinney, Owens and Sweeney. Absent: None

B. Resolution Authorizing the 2010 Farmland Preservation Program Planning Grant

Director Benjamin presented the resolution that would authorize the County's participation in the 2010 Farmland Preservation Program Planning Grant. Though Rock County's Agricultural Preservation Plan was certified in 2005 for ten years, the County has the option to remain certified until 2015 or take a Farmland Preservation Planning Grant for certification by December 31, 2011. Staff recommended taking advantage of the planning grant from the Wisconsin Department of Agriculture, Trade, and Consumer Protection in order to take advantage of new features in the law.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2010 does hereby accept the 2010 Farmland Preservation Program Planning Grant agreement for \$30,000 from the Department of Agriculture, Trade and Consumer Protection and authorizes the County Board Chair to sign the respective grant agreement on behalf of the County of Rock.

BE IT FURTHER RESOLVED, that the 2010 Planning & Development Department Budget be amended as follows:

<u>Source of Funds:</u>	<u>Budget at 5/1/10</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
64-6405-0000-42200 State Aid	- 0 -	\$ 30,000	\$ 30,000
<u>Use of Funds:</u>			
64-6405-0000-63110 Administration Expense	- 0 -	\$ 25,650	\$ 25,650
64-6405-0000-63104 Printing & Duplicating	- 0 -	\$ 2,750	\$ 2,750
64-6405-0000-63107 Public & Legal Notices	- 0 -	\$ 150	\$ 150
64-6405-0000-63300 Sundry Expense	- 0 -	\$ 1,450	\$ 1,450

Supervisor Owens moved the above resolution; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

9. **HOUSING AND COMMUNITY DEVELOPMENT**

A. HUD Lead Hazard Control Grant and CDBG Housing Rehab Loan (Project ID 007032 and 020616) = \$26,205.50

Supervisor Jensen moved the approval of Lead Hazard Control Grant and CDBG Housing Rehab Loan (Project ID 007032 and 020616) for an amount up to \$26,205.50; second by Supervisor Owens. **APPROVED (Yes – 4 [Gustina, Jensen, Owens, Sweeney], No – 1 [Mawhinney], and Absent – 0).**

B. CDBG Down Payment Assistance (Project ID 020634) = \$7,850

Supervisor Jensen moved the approval of CDBG Down Payment Assistance (Project ID 020634) for an amount up to \$7,850; second by Supervisor Gustina. **DENIED (Yes – 2 [Jensen, Sweeney], No – 3 [Gustina, Mawhinney, Owens], and Absent – 0).**

C. CDBG Down Payment Assistance (Project ID 020636) = \$6,455

Supervisor Jensen moved the approval of CDBG Down Payment Assistance (Project ID 020636) for an amount up to \$6,454; second by Supervisor Owens. **All in favor - APPROVED (Yes – 5, No – 0, and Absent – 0).**

There were no Conflict of Interest Statements in regards to the aforementioned loan/grant requests.

D. CDBG – EAP Grant Amendment for Additional Funds for Rock County

Mr. Somppi reported that Rock County was notified that it would receive an additional \$1,620,020.00 in funding for the Community Development Block Grant (CDBG) – Emergency Assistance Program (EAP) for the flooding that occurred in 2008. The application included nine projects or funding requests and seven were fulfilled by the state. The main categories of funding were: reimbursement to Towns and local governments for expenses incurred from the flooding, funding for new projects, and funding for existing project purposes. The Planning and Development staff will work with grant sub-recipients to ensure they meet all necessary grant requirements.

E. OHHLHC – Lead Hazard Control Grant – Monitoring Visit and Grant Status

Mr. Somppi reported on the one-day monitoring visit from United States Housing and Urban Development specific to the OHHLHC – Lead Hazard Control Grant. Official notifications of Findings have not been received as yet, but the monitoring staff conveyed that the program is progressing satisfactorily. Mr. Somppi thanked all staff members who had worked on this project.

F. Properties with Rock County – Community Development Loans that have Delinquent Property Taxes

Rock County Treasurer Vicki Brown reported that there are 6 properties with Housing and Community Development mortgages that are being foreclosed on by

the County due to delinquent property taxes. There was also discussion regarding an inter-departmental cooperation for notification of properties with delinquent taxes.

G. Update to Housing Procedure Manual

Director Benjamin informed the Committee that the timeline for completing the updates to the Housing Policy manual would need to be moved back to the end of July due to competing project priority. He recommended the following schedule for document review:

June 24th Committee Mtg. – Review Sections 1 – 3

July 8th Committee Mtg. – Review Sections 4 – 6

July 22nd Committee Mtg. – Review Section 7

July 30th – Submit Final Draft to Department of Commerce

August 12th Committee Mtg. – Committee Approval of Policy Manual

ADJOURNMENT

Supervisor Jensen moved to adjourn the committee at 10:20 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, June 10, 2010 at 8:00 AM.**

Prepared by: Cheryl Martin - Acting Secretary