



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JUNE 26, 2014 – 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, June 12, 2014
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Request for Change of Use on Rock Co. Controlled Access Highway.
 - Field Entrance changed to Public Street Use on S CTH G – City of Janesville
 - B. **Action Item:** Preliminary Land Division Approval
 - LD2014 021 (Clinton Township) – Del Berg
 - LD2014 026 (Avon Township) – David Nuttall
 - C. **Information Item:** Real Property Description Tax Parcel Split Policy
6. Corporate Planning
 - A. **Information Item:** Updating the Parks, Outdoor Recreation & Open Space Plan (POROS Plan) an element of the Rock County Comprehensive Plan 2035.
7. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
8. Community Development
 - A. **Action Item:** Project ID 020734D1 = \$24,875
 - B. **Action Item:** Request For Review of Staff/Committee Decision (Loan ID 020155D1)
 - C. **Action Item:** Resolution Authorizing Housing Services Contract with Wisconsin Partnership for Housing Development.

9. Committee Reports

10. Directors Report

A. Beloit 208 Water Quality Plan

B. Provision of Planning Services to local units of government

11. Adjournment

Future Meetings/Work Sessions

July 10, 2014 (8:00 am)

July 24, 2014 (8:00 am)

August 14, 2014 (8:00 am)

August 28, 2014 (8:00 am)

DRIVEWAY ACCESS PERMIT REQUEST

RECEIVED
MAY 3 2014
JUN 3 2014
ROCK COUNTY PUBLIC WORKS

Date: October 4, 2013

Name: City of Janesville (C/O TIM WHITTAKER)
(Husband & Wife, Corporation or Business Name, or Governmental Body)

18 N Jackson Street Janesville WI 53547
Current Mailing Address City State Zip

Telephone - Where can you be contacted between 7:00 am and 4:00 pm:

Home: 608-755-3169 OR Work: 608-755-3169

PLEASE PLACE TWO STAKES, ONE AT EITHER END OF THE PROPOSED CULVERT
Check should be made payable to the Rock County Treasurer. 538

- Intersecting Public Road - \$500.00
- Private Entrance - \$150.00
- Commercial Entrance - \$1,000.00
- Field Entrance - \$100.00
- Shared Access. \$150.00 per property Owner
- Park Access or access to Public Lands - No Fee Required for other governmental bodies.

Location of Proposed Driveway

Subdivision: City TIF Property Lot Number Unplatted
Road Name CTH G Side of Road West
Distance +/- 1400' Feet or Miles - south of Avalon Road - STH 11 Bypass
Town Rock Section 13
Direction Nearest Cross Street

Driveway Construction: Gravel Asphalt Concrete (See 11, Page 5)
(Circle Surface Type)
General Location: Proposed new roadway (Knilians Road) to serve TIF property at the southwest corner of CTH G & STH 11 bypass - Avalon Road. Centerline is approx. 1400' south of STH 11 Bypass.

Recommendations:

Culvert Required: Size +/-24" Length +/- 120' Feet
Innovation Drive BQE

Reviewed By: Steve Schraufjager Date: 6-2-14
Planning and Development Department

Comments: Denial - FE on access control map is within 300' of new road intersection. FE must be removed or variance required.

Inspected By: James Balogh Date: 6/3/14
Public Works Department

**Rock County Department of Public Works
Division of Highways – Issue Paper**

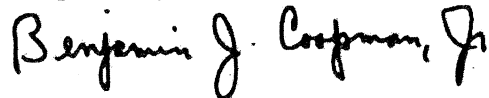
ISSUE - Approve Controlled Access Permit- Innovation Drive from CTH G

DISCUSSION - CTH G in the vicinity of STH 11 is designated as a controlled access highway in Rock County Ordinances. On the southwest quadrant of that intersection, three existing field accesses were identified in the first 4,000 feet when the route was designated controlled access in 1979. The land was being used for agricultural purposes.

The City of Janesville has purchased some of the property immediately adjacent to this intersection and intends to develop the land into a business park. The City is requesting that they be given permission to construct a new street, Innovation Drive, at the location of one of these three accesses approximately 3,000 feet south of STH 11. They are willing to abandon the other two field entrances. Location of the street has been coordinated with the road reconstruction of the CTH G Mega Project in 2015.

RECOMMENDATION - Approval of upgrading one field entrance at approximately 3,000 feet south of STH 11 to a public street and abandonment of the other two field entrances on the parcel.

Respectfully submitted by,



Benjamin J. Coopman, Jr., P.E.
Public Works Director



Approve Controlled Access Permit for Innovation Drive onto CTH G, City of Janesville. Supervisors Arnold and Bussie moved the recommendation to approve upgrading one field entrance 3,000' south of STH 11 and abandonment of the other two field entrances on the parcel. MOTION CARRIED.

Discussion and Possible Action on Renewal or Revisions of 2015 Rock County Local Road Maintenance Contract. Ben discussed the request from the Towns Association Subcommittee made of up the Chairs from the Towns of Avon, Newark, and Plymouth. They have asked that the 2015 Rock County Local Road Maintenance Contract have new language that would charge the urban towns of Fulton, Harmony, Janesville and Milton one and one-half times more than the other towns for winter maintenance. Discussion. Ben will send a copy of the suggested language to the Towns Committee.

Discussion on the Town of Clinton not meeting last year's contract was discussed. Ben requested the Town of Clinton let him know before July 1 what their plan is to meet the 2014 contract. Lengthy discussion took place.

Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments & Transfers. Supervisors Arnold and Fox moved the vouchers plus payment to Van Brocklin Electric for \$18,300. MOTION CARRIED.

COMMISSIONER'S REPORT.

Ben discussed salt sheds and outlying locations throughout the County.

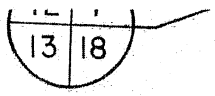
The new Assistant to the Public Works Director will be Duane Jorgenson. His first day of work will be Monday, July 7.

Next Meeting Date. Thursday, July 10 will be the next Highway Meeting. Ben stated the Parks and Highway meetings may be combined if there is not enough business to warrant a separate meeting. The combined meeting would be held on Tuesday, July 8.

Adjournment. Supervisors Arnold and Richard moved to adjourn at 9:45 a.m. MOTION CARRIED.

Respectfully submitted,

Debra A. Lawton
Secretary II

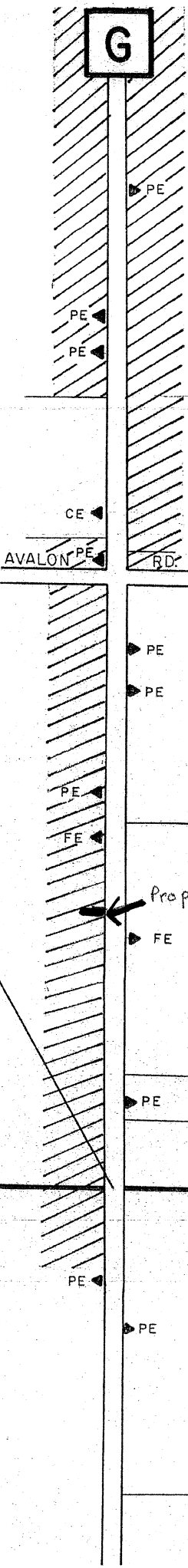


G

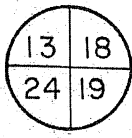
13

18

Sec. 12, 13, 24, 25
& 36
T. 2N R. 12E
ROCK TWP, WI.



STH 11



1" = 400'
5.14-14

TWP.

ROCK

LA PRAIRIE

T



MIS 11

DETROIT AVE.

* Innovation Drive
Proposed



ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

FROM: Planning & Development Agency Staff

SUBJECT: Preliminary Approval of Land Division

DATE: June 18, 2014

Summary:

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

- LD2014 021 (Clinton Township) – Del Berg
- LD2014 026 (Avon Township) – David Nuttall

Recommendation:

P&D Agency Staff recommends Preliminary Approval of LD2014 021 and LD2014 026 with conditions as indicated.



AGENCY USE ONLY	
Application Number:	2014 021
Received By - Date (MM/DD/YYYY):	4-21-14

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:	DELANO R. & CLAIRE R. BERG			Telephone:	660-332-1359
Address:	ROUTE 2, P.O. BOX 123	City:	LA PLATA	State:	MO Zip: 63549
b. Name:				Telephone:	
Address:		City:		State:	Zip:
7. AGENT (SURVEYOR AND DEVELOPER)					
a. Surveyor name:	TODD E. HASSE			Telephone:	608-325-5321
Address:	W5820 ILIFF ROAD	City:	MONROE	State:	WI Zip: 53566
b. Developer name:	AMERICAN TRANSMISSION COMPANY, c/o JIM OLSON			Telephone:	608-877-3622
Address:	5303 FEN OAK DRIVE	City:	MADISON	State:	WI Zip: 53718
8. Identify the individual from 6. or 7. that will serve as the primary contact: <input type="checkbox"/> 6a. <input type="checkbox"/> 6b. <input checked="" type="checkbox"/> 7a. <input type="checkbox"/> 7b.					

LAND DIVISION INFORMATION

9. Reason for land division: <input checked="" type="checkbox"/> Sale/ownership transfer <input type="checkbox"/> Farm consolidation <input type="checkbox"/> Refinance <input type="checkbox"/> Other:					
10. Land division area location:	Town of CLINTON		SW 1/4 of SE 1/4		
	Section 20		Tax parcel number(s) - 6-5-209.2		
11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify: City(s)/Village of CLINTON					
12. Land division area is located adjacent to (check all that apply): <input checked="" type="checkbox"/> Local/Town road <input type="checkbox"/> County highway <input checked="" type="checkbox"/> State highway <input type="checkbox"/> U.S. highway					
13. Landowner's contiguous property area (Square feet or acres): 50.35 ACRES	14. Land division area (Square feet or acres): 10.20 ACRES		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		18. Future zoning of parent lot: A-1		
19. Covenants or restrictions will be placed on the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify covenants or restrictions:					
20. A residential building is currently located in the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, the building utilizes a: <input type="checkbox"/> Private onsite wastewater treatment system <input type="checkbox"/> Public sanitary sewer system					
21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): 4-18-2014			22. Public improvement construction will begin on (mm/dd/yyyy): 2016		

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: <u>Todd E. Hasse</u>	DATE: <u>4-18-2014</u>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) Private water wells or water supply systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(9) Vegetative land cover type:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(13) Drainageways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
(14) Detention or retention areas:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" 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"/>	<input checked="" 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"/>	<input checked="" type="checkbox"/>	
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE PROPOSED SITE PLAN
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:

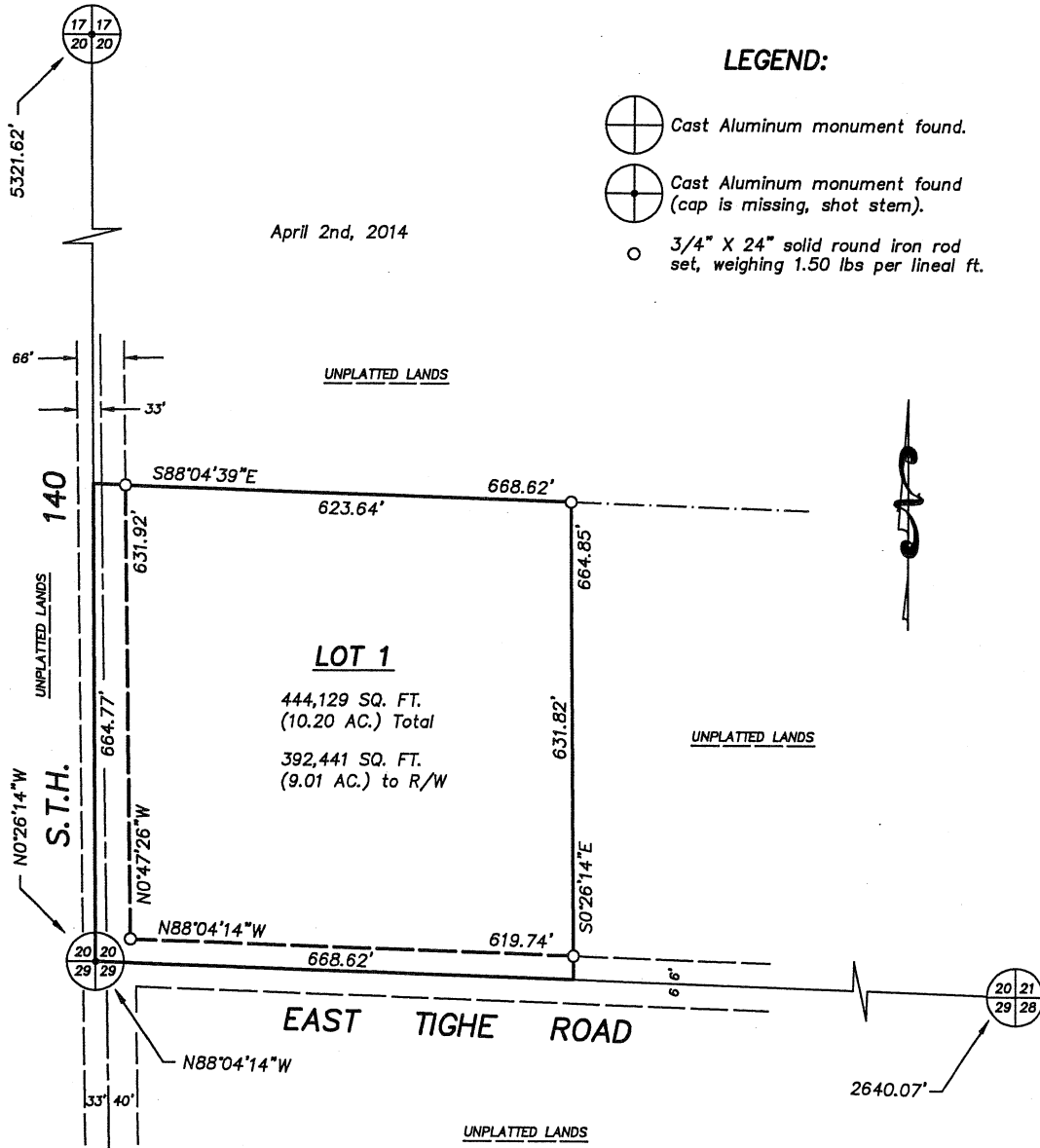
ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY
51 N. MAIN ST.
JANESVILLE, WI 53545



"PRELIMINARY"

CERTIFIED SURVEY MAP

PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 20,
TOWNSHIP 1 NORTH, RANGE 14 EAST, TOWN OF CLINTON,
ROCK COUNTY, WISCONSIN



PREPARED FOR:

American Transmission Company
c/o Jim Olson
5303 Fen Oak Drive
Madison, WI 53718
(608) 877-3622

SCALE: 1" = 200'

GRAPHIC BAR SCALE:



JOB NO. 13121
DRAWING C: \DRAWINGS\CSMS\13121.DWG

SHEET 1 OF 3

HASSE SURVEYING

W8820 ILIFF ROAD
MONROE, WI 53566
(608) 326-6321 PHONE
(608) 329-6321 FAX



Application Number: LD 2014 021 Berg

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: 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 " <i>PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP</i> ", 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

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. Note on Final CSM: "No building which produces wastewater allowed on lot until acceptable soil and site evaluation report received on lot".	
2. 50' half road right of way dedicated along STH 140 at the discretion of WISDOT and 33' along E. Tighe Rd. at the discretion of the Town of Clinton	
3. Utility easements put on lot as requested by utility companies.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u> TITLE: <u>Administrator - Rock County Planning, Economic & Community Development Agency</u>	DATE: <u>5/4/14</u>

TOWN ACTION	
13. Town action: <input type="checkbox"/> Approve <input checked="" 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: _____ TITLE: _____	DATE: _____

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: _____ TITLE: <u>Chair – Rock County Planning & Development Committee</u>	DATE: _____

11

AGENCY RECOMMENDATION

11. If you answered Approve With Conditions to 10., list conditions:

- 3. Vision easement shall be located at the intersection of STH 140 and E. Tighe Rd. extending 300' along STH 140 and 150' along E. Tighe Rd.,
- 4. and vision corner cleared of brush and trees under 6" in diameter. Trees larger the 6" in diameter may remain subject to evaluation in the design
- 5. phase, but trimmed up to 8" above the ground if they remain.
- 6. Note on Final CSM: "No driveway access allowed on STH 140" or copy of letter to guarantee State Highway Access Permit from District 1, WISDOT
- 7. received before final approval of CSM.
- 8. Final CSM submitted to and approved by the Planning and Development Agency one year from from Committee approval.
- 9. CSMs that are subject to local approval must be recorded within 6 months of their last approval and 24 months of first approval in a Exclusive Agricultural District.
- 10.

12. Agency recommendation rationale and findings of fact:

The land division creates a lot for an electrical power substation via a Certified Survey Map. The Town of Clinton manages the land use through Zoning authority and will be considering the substation as a Conditional Use.

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:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY
DEVELOPMENT AGENCY
51 SOUTH MAIN STREET
JANESVILLE, WI 53545

TELEPHONE: (608) 757-5587
FAX: (608) 757-5586
EMAIL: PLANNING@CO.ROCK.WI.US
WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY
Application Number: 2014 026
Received By - Date: 6-6-14
(MM/DD/YYYY):

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:	DAVID & STEPHANIE NUTTALL		Telephone:		
Address:	7336 S FOSSUM RD	City:	BRODHEAD	State:	WI Zip: 53520
b. Name:			Telephone:		
Address:		City:		State:	Zip:

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	COMBS AND ASSOCIATES, INC		Telephone:	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 AVON	SE 1/4 of SE 1/4
Section 1	Tax parcel number(s) - 6-1-10

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): 40 ACRES	14. Land division area (Square feet or acres): 40 ACRES	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-2	18. Future zoning of parent lot: A-2

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: Ruth J. Leck DATE: 4-21-14

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 checked="" type="checkbox"/>	<input type="checkbox"/>	
(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"/>	

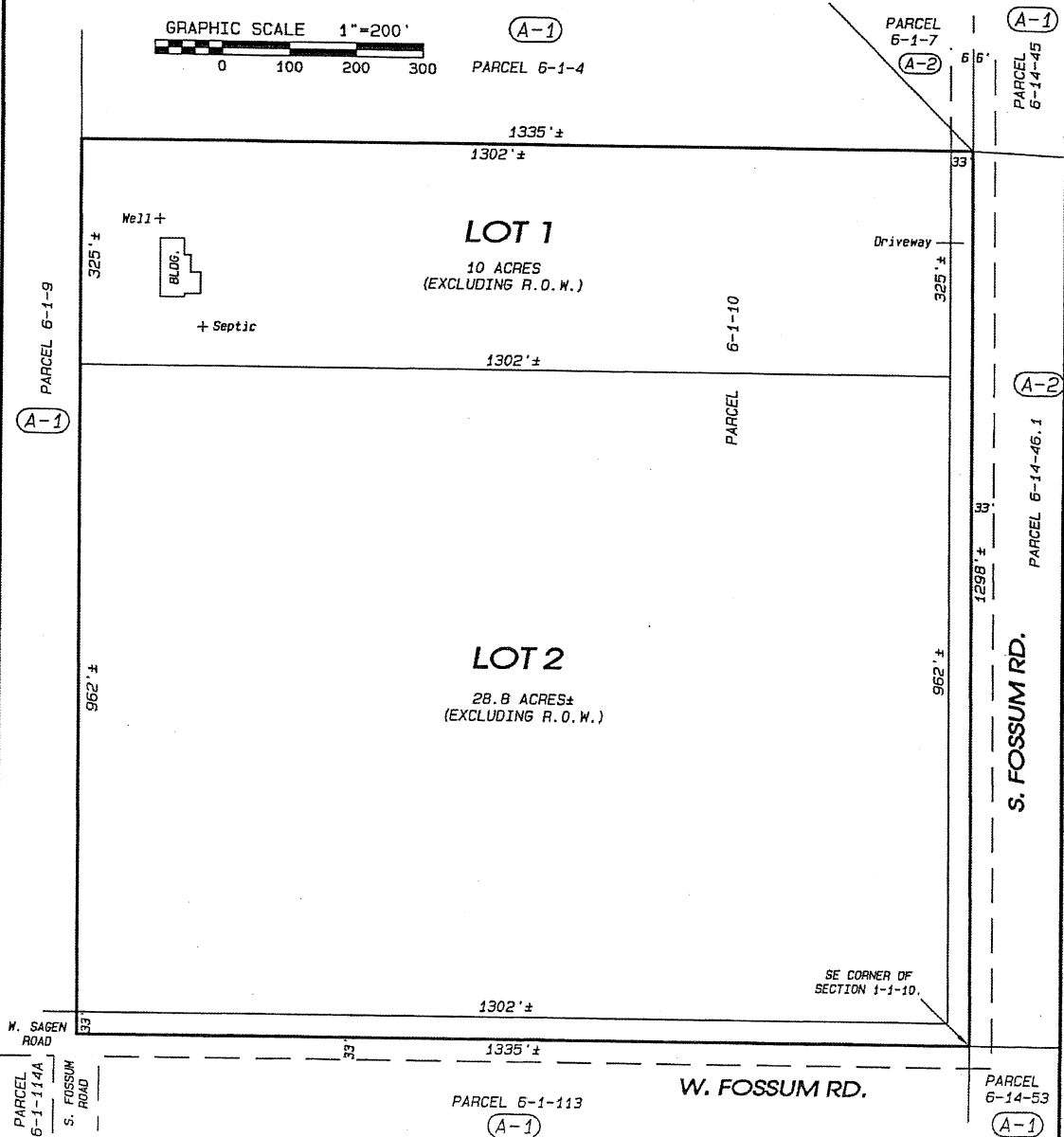
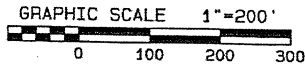
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

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

PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 1, T.1N., R.10E. OF THE 4TH P.M., TOWN OF AVON, ROCK COUNTY, WISCONSIN.



NOTES:
THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.
THE BASIS OF BEARINGS IS ASSUMED.

Project No. 114-098 For: NUTTALL

DATE: APRIL 21, 2014

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

108 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534



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: 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 " <i>PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP</i> ", 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"/>

16

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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

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. Show septic and well locations for existing structures on Lot 1.	
2. Exiting structures shall meet setback regulations on Lot 1.	
3. Acceptable soil and site evaluation received on Lot 2.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u><i>Colin M. Brynes</i></u> TITLE: <u>Administrator - Rock County Planning, Economic & Community Development Agency</u>	DATE: <u>6/12/14</u>

TOWN ACTION	
13. Town action: <input checked="" 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: _____ TITLE: _____	DATE: _____

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: _____ TITLE: <u>Chair – Rock County Planning & Development Committee</u>	DATE: _____

AGENCY RECOMMENDATION

11. If you answered Approve With Conditions to 10., list conditions:

- 3. Utility easements put on lots as requested by utility companies.
- 4. Following notation on Final Map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation
- 5. on the lot was required at the time of this survey. However, soils on the lot may be restrictive to replacement of the existing system.
- 6. Final CSM submitted and approved by the Planning & Development Agency 1 year after Committee approval.
- 7. CSM's subject to local approval must be recorded within 6 months of their last approval.
- 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:

Real Property Description Tax Parcel Split Policy

Each request will be reviewed individually. This process is not intended to be a substitution for completing a Rock County Land Division Application.

Tax parcels* that are **platted** lots. (Located in a Subdivision Plat or on a Certified Survey Map recorded in the Register of Deeds Office.)

**It is important to note it is not necessary to split the lots prior to selling. If one of the lots sells, Real Property will process the transaction as a split for the following tax year.*

Requester must provide the Real Property Lister with the following:

1. Proof that Property Taxes are paid in full.
2. Provide Real Property a written request to split that contains the Legal Descriptions desired.
3. Request must be signed by the Owner.

Tax parcels that are **not platted** lots.

Requester must provide the Real Property Lister with the following:

1. A copy of a recorded deed in the Register of Deeds Office with the legal description desired by the Requester that was recorded prior to January 1, 1979.
2. Provide Real Property a written request to split, signed by Owner.
3. Written permission for the split from the Municipality on Municipal Letterhead.
4. Written permission from the Municipal Assessor.
5. Proof that Property Taxes are paid in full.

It is up to the Requester to determine if the new tax parcels meet municipal code requirements. Splitting tax parcels may affect the way the new tax parcel(s) are viewed by other entities.

Any effects of splitting Tax Parcels are the Owners responsibility.

Split requests received in the current year will be processed for the following tax year.

POROS Work Plan Schedule

Task 1 - Planning Parks, Outdoor Recreation & Open Space Plan Update

Item/Task	Date	Meeting	Day of Wee Time	Goal/Task of Meetin	Status	Notes
A. Project Start Up & Goals & Objectives Formulation for All-Pr	5/22/2014	Y	Thursday	9:00 AM	CLOSED	
B. Site Inventory	6/10/2014	N	TBD	Perform Inventory	Open	
C1 Delphi Meeting	Week of June 23	Y	TBD	Delphi Meeting Kick off	Open	
C2 Delphi Meeting	Week of July 14	Y	TBD	Delphi Meeting Status Up	Open	
C3 Delphi Meeting	Week of July 28	Y	TBD	Delphi Meeting Findings Meeting	Open	
D1 Community Input Meeting	Week of July 28	Y	TBD	Gather Input from Residents	Open	
D2 Community Input Meeting	Week of August 1	Y	TBD	Present Preliminary Input	Open	
E Survey	June 30th	N	Monday	Start Survey	Open	
F Organizational Modeling & Committee Visioning Meeting	7/8/2014	Y	Tuesday	Gather Input from Staff on Goals	Open	
G Agency Analysis	7/8/2014	Y	Tuesday	Gather Input from Committee on Potential Goal Ou	Open	
H Recreation Program Review	7/8/2014	Y	Tuesday	Review Preliminary Findings	Open	
I Classification Facility Standards & Mapping	7/21/2014	N	Monday	Review Recreation Program Findings	Open	
J Park Planning Analysis	8/11/2014	Y	Monday	Finish Maps	Open	
K. Capital Improvement Plan Development	8/11/2014	N	Monday	Delivery of C.I.P.	Open	
L. Financial & Operations Budget Development	8/11/2014	N	TBD	Review & Comment on District Provided Operations	Open	
M. Implementation Strategy & Draft Plan	Week of August 2.	Y	TBD	Staff Meeting to Review the Draft Plan	Open	
N. Final Plan Development	9/9/2014	Y	Tuesday	8:00 AM Committee Review of Plan	Open	
	October	Y	TBD	Supervisor Presentation of Plan	Open	

Notes:

E - All Evening Meetings to Start Promptly at 7 pm

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
64-6400-0000-63200	PUBL/SUBCR/DUES	P1402285	04/01/2014	REPORTER CO INC	48.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,588.00	394.00	0.00	48.00	1,146.00
				PLANNING PROG TOTAL	48.00

I have examined the preceding bills and encumbrances in the total amount of \$48.00

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: JUN 26 2014

Dept Head _____

Committee Chair _____

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
 REQUEST FOR COMMITTEE ACTION



Date: June 26, 2014

Project ID(s) 20734D-1

Project Recommended By David Somppi

Funding Source(s) CDBG – Program Income

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 24,729 Location: City of Edgerton

ASSESSED VALUE INFORMATION

Land	\$ 28,900	Fair Market Value	\$ 114,600
Buildings	\$ 85,700	When Determined	2013
Total	\$ 114,600		

MORTGAGES OR LIENS

1. \$ 53,800	3. \$ 24,900	TOTAL MORTGAGE(S)
2. \$ 5,000	4. \$	
Available Equity \$ 30,900	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

A Community Development Block Grant Rehabilitation project was conducted through the City of Edgerton CDBG program in 2012. The work involved included furnace replacement, water & wastewater plumbing repair, electrical upgrades, water heater replacement, insulation, radon venting, replace bathroom fixtures and wall coverings, replace kitchen wall & floor coverings.

In accordance with HUD requirements, the Health Dept. conducted a risk assessment of this property to determine lead hazards that will need to be addressed. Staff consulted with the Health Department to develop these work items. The risk assessment found the following items were found to be lead hazards that will require treatment.

1. WINDOW REPLACEMENT – 19 House and garage windows
2. WINDOW ENCAPSULATION – 12 windows
3. INTERIOR WINDOW TRIM – Encapsulate for all windows
4. FASCIA & SOFFIT – Cover with custom-formed aluminum.
5. FRONT PORCH SCREENS, BASEMENT STEPS - Encapsulate
6. BASEMENT- 1st FLOOR STEPS – Encapsulate, Cover treads

Conducting this work will address all lead hazards on this property. The funds will be made available in the form of a grant and will not require repayment.

TYPE OF PROJECT

CDBG – Program Income

RECOMMEND TOTAL PROJECT BID OF

\$ 24,547.00

COMMITTEE ACTION

APPROVE DENY

Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair

Date

ROCK COUNTY PLANNING & DEVELOPMENT AGENCY – COMMUNITY DEVELOPMENT PROGRAM

REQUEST FOR REVIEW OF STAFF / COMMITTEE DECISION

DATE OF REQUEST 6-9-14 LOAN NUMBER 020155D1

STAFF DECISION TO BE REVIEWED: Request to subordinate was denied due to the loan to value not meeting the minimum standard.

REASON FOR REQUEST: Refinancing to lower interest rate (by 3%), covering just closing costs, term will be reduced to a 15yr term.

FOR OFFICE USE ONLY

Date Request Received: 6/9/14

Specific Policy / Policy Decisions To Be Reviewed: _____

IX. Consideration of Subordination Request

6. The total of the County's mortgage, the mortgage proposing to be refinanced (which includes all costs to be included in the mortgage, including any closing costs) and those currently preceding the County's, does not exceed 80% of the property's value. This 80% is to be figured from the current assessed value or a current appraisal of the property. If the sum of the mortgage to be refinanced and the County's mortgage exceeds 80% of the property's value before the subordination request is made, the County may consider the subordination request up to 90% under the following conditions:

- a. If the applicant is refinancing the first mortgage for an amount less than or equal to the current balance of the first mortgage, (or that amount plus closing costs & property taxes if those are included with the mortgage).
- b. If the applicant purchased their house with the assistance of a Rock County Home Purchase Assistance loan, and they have not yet reached 80% equity.



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

RECEIVED

MAY 22 2014

REQUEST FOR SUBORDINATION - ALTERATION OF EXISTING MORTGAGE
 ROCK CO. PLANNING, ECONOMIC AND COMMUNITY DEVELOPMENT AGENCY

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

Date: 5/21/2014

Name of Person Filling Out Form: _____ Phone No.: _____

Title, Organization: _____ Fax No.: _____

Name of Person(s) Requesting Subordination: _____

Property Address: _____

Is the Property the Applicant's Primary Residence? Yes No

Current Payment History of Existing Mortgage: Is Loan Current? Yes No

(If Applicable) Number of Late Payments in the Last 12 Months _____

REQUIRED: Submit a 1 year Payment History on the existing mortgage

LOAN	TYPE Fixed, ARM, Balloon	TERM (Years)	INTEREST RATE	MONTHLY PAYMENT	AMOUNT DUE
CURRENT MORTGAGE	Fixed	30	6.5	722.00	74,829
2 ND MORTGAGE					
NEW MORTGAGE AMOUNT			3.5		76,900
ROCK CO LOAN AMOUNT					

Property Value: 100,000 Based on: (Appraisal, Market Assessment, etc.) Appraisal

Assessed Value of Property: _____ Will the new Mortgage Include a Property Tax Escrow? Yes No
 (Required by Rock County to Approve a subordination Request)

Reason for Subordination - Alteration Request (Provide attachments as necessary):
 Refinance of First Mortgage

List ALL Amounts and Uses for Proposed Mortgage Below (Attach additional required documentation):

76,900	Rate & Term Refinance
--------	-----------------------

FOR OFFICE USE ONLY			
APPLICANT LOAN NO.:	02015501	MORTGAGE DATE:	11/14/2008
ORIGINAL LOAN AMOUNT:	\$17,500.00	CURRENT LOAN AMOUNT:	\$17,500.00
LOAN STATUS	OPEN	RECOMMENDATION	
NOTES:			

REQUEST FOR SUBORDINATION OF ROCK COUNTY COMMUNITY DEV LOAN

LOAN ID: 020155D1

DATE: May 28, 2014

NAME ADDRESS	CURRENT SUBORDINATION REQUEST	PRIOR SUBORDINATION REQUEST
Rock County's Mortgage(s)	\$ 17,500.00	\$ -
Mortgage proposed to be refinanced (including closing costs)	\$ 76,900.00	\$ -
Any other preceding loans		
TOTAL	<u>\$ 94,400.00</u>	<u>\$ -</u>

<u>PROPERTY VALUE (PER APPRAISAL)</u>	<u>\$ 100,000.00</u>	
(Appraisal Date)	<u>5/22/2014</u>	
OR		
<i>Fair Market Value per Rock County Treasurer</i>	<u>\$ 89,600.00</u>	

LOAN TO VALUE RATIO 94% #DIV/0!

PREPARER: Cheryl Martin
 DATE: 5/28/2014
 REVIEWER: Colin Byrnes

APPROVED

DENIED ✓ 5-28-14

NOTES:

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee
INITIATED BY

Colin Byrnes; Acting Planning &
Development Director
DRAFTED BY

Planning & Development Committee
SUBMITTED BY



June 18, 2014
DATE DRAFTED

**AUTHORIZING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP
FOR HOUSING DEVELOPMENT**

- 1 **WHEREAS**, the Housing Division of the Planning and Development Department has undergone significant
- 2 attention in recent years including grant management findings and increased tax levy; and
- 3
- 4 **WHEREAS**, Rock County requested proposals from outside service providers for the provision of housing
- 5 services currently performed by in-house staff and the request was distributed to 16 prospective vendors with
- 6 one proposal received; and,
- 7
- 8 **WHEREAS**, the Wisconsin Partnership for Housing Development is qualified to perform the service
- 9 requested in the County's request for proposal.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 12 _____ day of _____, 2014, hereby authorizes the Housing Services contract to the Wisconsin
- 13 Partnership for Housing Development of Madison in the annual amount of \$105,169 for administrative
- 14 services and \$15,000 for staff mileage reimbursement covering a one-year term with the option to renew for
- 15 two additional one-year periods, not to exceed a total of three years.

Respectfully Submitted,

PLANNING & DEVELOPMENT COMMITTEE

FISCAL NOTE:

Alan Sweeney, Chair

Sufficient funds are available in the Planning and Development Department's budget for the 2014 portion of this contract. Transfers between line items may be necessary.

Mary Mawhinney, Vice Chair

Wayne Gustina

Sherry Oja
Finance Director

Jason Heidenreich

Wes Davis

LEGAL NOTE:

ADMINISTRATIVE NOTE:

Recommended.

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. The County Board is also authorized to take this action pursuant to Sec. 59.22(2), Wis. Stats.

Craig Knutson
County Administrator

Jeffrey S. Kuglitsch
Corporation Counsel

**AUTHORIZING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP
FOR HOUSING DEVELOPMENT**

EXECUTIVE SUMMARY

This proposal would contract out the Housing Division of the Planning & Development Department based upon the following major issues:

- A. Rock County's Housing Division has been under increasing scrutiny for non-compliance with a variety federal and/or state agency regulations.

A summer 2013 report issued by the Wisconsin Department of Administration Division of Housing identified several areas of non-compliance. The State's report resulted in a suspension of funds until the County adequately addressed these findings.

Additional findings have been cited in several other housing grant programs (Community Development Block Grant (CDBG)-Small Cities – City of Edgerton, HOME, etc.)

The County's inability to assume grant administration responsibilities resulted in the County contracting with the City of Janesville to administer the recently awarded \$2.5 million three-year U.S. Department of Housing & Urban Development (HUD) Lead Hazard Control grant in 2013.

- B. The County's dependency on tax levy has been an on-going concern. In the last several years, the housing program has gone from minimal tax levy to more significant tax levy (e.g., \$103,080 in 2013 and budgeted \$84,609 for 2014.

Recent State efforts at regionalizing housing funds will have an additional burden on the tax levy and highlight the need to review the delivery of housing services.

As part of the County's response to the State's findings, the County indicated it would consider contracting out the housing program in lieu of in-house staff. The County developed a request for proposal for housing services and distributed it to 16 potential providers. The County received one proposal from the Wisconsin Partnership for Housing Development (WPHD). An interview panel consisting of County, City of Janesville and State Housing individuals reviewed the prospective provider's proposal and conducted a face-to-face interview. The Madison-based, non-profit agency provides similar housing services to a four-county consortium based out of Waukesha County and supplies housing services to Waukesha County as well. The services provided to the Waukesha County consortium are such that tax levy has been used only once since 2007. Additionally, the City of Janesville utilizes the firm for various housing activities. WPHD will provide on-site staff at least one day per week and the necessary staff to undertake Rock County's housing needs.

The 2014 County budget included the following staffing complement:

1. Senior Planner (Community Development Housing Program Manager (1.0 FTE)
2. Housing Specialist (0.625 FTE)
3. Planning Clerical Worker (0.40 FTE)

The two part-time positions have not been filled pending outcome of the request for proposal process. The Senior Planner would be phased out over a several week overlap period.

The proposal's annual costs in year 1 are \$105,169 in staff/administrative expenses plus mileage estimated at \$15,000. The total annual costs of \$120,169 would be offset by increased revenue generation/grant reimbursement such that the County's tax levy will stay within budget and is anticipated to be significantly lower in future years. The contract term is a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. WPHD would officially start after the County receives formal approval from the Office of Healthy Homes Lead Hazard Control (OHHLHC) grant officer.

Funds within the Department's budget in the amount of \$6,259 would need to be transferred in order to accommodate the proposal.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROPOSAL SUMMARY

PROPOSAL NUMBER 2014-24
PROPOSAL NAME HOUSING PROGRAM ADMINISTRATION
PROPOSAL DUE DATE JANUARY 8, 2014 – 12 NOON
DEPARTMENT PLANNING & DEVELOPMENT

	WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT MADISON WI
YEAR 1 COST	\$105,169.00

Request for Proposals was advertised in the Janesville Gazette and in the Internet. Fifteen additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:
WISCONSIN PARTNERSHIP FOR HOUSIN DEVELOPMENT, MADISON WI

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE