



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 22, 2015 - 8:00 A.M.
COURTHOUSE CONFERENCE ROOM
SECOND FLOOR
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

REVISED
Feb. 12, 2015

1. **CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:04 a.m. on Thursday, January 22, 2015 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Wes Davis, Jason Heidenreich, Wayne Gustina, and Mary Mawhinney.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/Zoning Administrator), Kurt Wheeler (Acting Secretary), Cheryl Martin (Accountant), Kathy Kamp and Scott Gussick (The Wisconsin Partnership for Housing Development).

Other County Staff: Michelle Schultz; Real Property Lister.

Citizens Present: Rob Baller, Elaine Kreiger, Jeff Myers, Steve Leppla, JoAnn Leppla, Dennis Leppla, Mary Duvall, Lynn Grover, Steve Schraufnagel.

2. **ADOPTION OF AGENDA**

Colin Byrnes presented the addition of a 2014 Budget Transfer to the agenda. Supervisor Davis moved to adopt the agenda with the addition; Supervisor Gustina seconded the motion. **Approved 5-0.**

3. **PLANNING & DEVELOPMENT MEETING MINUTES – DECEMBER 11, 2014**

Supervisor Mawhinney moved the approval of the December 11, 2014 minutes. Supervisor Heidenreich seconded the approval of the minutes. **APPROVED 5-0**

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

None

5. **SEMI ANNUAL REPORT ATTENDANCE AT CONFERENCES/CONVENTION**

The Real Property Lister's Dept., Surveyor's Office, and the Planning & Development Agency submitted documentation showing that no department member attended any training, conference, or convention that exceeded the cost of \$1,000 in the last six months.

6. **CODE ADMINISTRATION & ENFORCEMENT**

A. Preliminary Land Division Approvals

Mr. Byrnes discussed the submitted land divisions:

LD2014 046 (Avon Township) - Hall Living Trust

Rob Baller (representing The Prairie Enthusiasts) presented an overview of the property

Supervisor Gustina made a motion to approve LD 2014 046 with conditions;
Seconded by Supervisor Heidenreich. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Applicant records a deed restriction for future development of the property at the time of Certified Survey Map recordation.
2. Deed restriction document coordinated with and is approved and signed by Agency staff and Town of Avon.
3. Note on final map 'No building which produces wastewater allowed on lot'.
4. Property owner continue to pay taxes to the Town of Avon.
5. Final CSM to be submitted to and approved by the Planning and Development Agency on or before January 22, 2016
6. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and within 24 months of first approval.

LD2014 054 (Beloit Township) Petersdorf Trust No.1

Supervisor Gustina made a motion to approve LD 2014 054 with conditions;
Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. 33' half road right of way (ROW) dedicated along W. Spring Creek Rd. at the discretion of the Town of Beloit.
2. Show well and septic locations for existing structures on proposed lot 1.
3. Existing structures shall meet setback requirements.
4. Final CSM submitted to and approved by The Planning and Development Agency on or before January 22, 2016.
5. CSM's subject to local approval must be recorded within 6 months of their last approval.

LD2014 056 (Janesville Township) - Kelm

Supervisor Mawhinney made a motion to approve LD 2014 056, Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Existing structures shall meet setback regulations for Lot 1.
2. 40' half road right of way (ROW) along CTH H shall be dedicated to the public Lot 1.
3. Note on Final map "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. Soils on the lot may be restrictive to the replacement of the existing system".
4. Show septic and well locations for Lot 1.
5. Final CSM shall be submitted and approved by the Planning & Development Agency one year after preliminary approval.
6. Certified Survey Maps that are subject to local approval on or before January 22, 2016.

LD2014 058 (Plymouth Township) –Daun/Videgar

Supervisor Gustina made a motion to approve LD 2014 058 with conditions; Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Existing structures shall meet setback regulations for Lot 3.
2. 40' Road right of way (ROW) along CTH H shall be dedicated to the public Lot 1.
3. Note on final map "Since lot 2 contains existing buildings which utilize an existing private sewage system, no soil evaluation" was required at this time. Soils on the lot may be restrictive to the replacement of the existing system.
4. Show septic and well location for Lot 2.
5. Note on final if no soil test is conducted and approved on lot 2: "No building which produces waste water is allowed on lot 2.
6. Final CSM shall be submitted and approved by the Planning and Development Agency on or before January 22, 2016.
7. CSMs that are subject to local approval must be recorded within 6 months of their last approval and within 24 months of first approval in an Exclusive Agricultural District.

LD2014 064 (Turtle Township) – Lathers Trust

Supervisor Mawhinney made a motion to approve LD 2014 064 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Note: "No buildings which produce wastewater allowed on lots until acceptable soil and site evaluation reports received on lots 1 and 2 for septic systems".
2. Utility easements put on lots as requested by utility companies.
3. 30' wide drainage easement to be located on lot 1 in the natural drainage swale
4. 33" half road right of way dedicated to the town of turtle at their discretion along Hart Rd. and Butterfly Lane.
5. Final CSM submitted to and approved by the Planning and Development Agency on or before January 22, 2016.
6. CSM's subject to local approval must be recorded within 6 months of their last approval

LD2015 001 (Newark Township) – Veneman

Supervisor Gustina made an initial motion to approve LD 2015 001 with conditions; Seconded by Supervisor Mawhinney. The motion was amended to include approval of egress prior to final as an additional condition of approval. Moved by Supervisor Mawhinney, and Seconded by Chair Sweeney with conditions.
All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Approval of egress by Town prior to finalization of Land Division.
2. Existing structures shall meet setback requirements.
3. 40 foot ½ road right of way (ROW) dedicated along CTH H.
4. Acceptable soil and site evaluation report received on lot 1.
5. Utility easement put on Lot 1 as requested by utility companies.
6. A vision easement shall be located at the intersection of CTH H and STH 81 extending 200 feet along STH 81.
7. CSM note "Vision easement shall be cleared of brush and trees smaller than 6 inches in diameter, trees larger than 6 inches in diameter may remain, but trimmed to 8 feet above ground".
8. CSM note "Residential access to Lot restricted to CTH H".
9. Final CSM shall be submitted to and approved by The Planning and Development Agency on or before January 22, 2016.
10. CSM subject to local approval shall be recorded within 6 months of their last approval.

LD2015 002 (Johnstown Township) – Schmekel

Supervisor Mawhinney made a motion to approve LD 2015 002 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Acceptable Soil and Evaluation Report received on Lot 1.
2. Utility Easements put on Lot 1 as required by Utility Companies.
3. 33 foot ½ road right of way (ROW) dedicated to the Town of Johnstown at their discretion.
4. Include Town action to approve with Town conditions.
5. Final CSM shall be submitted to and approved by The Planning and Development Agency on or before January 22, 2016.
6. CSM subject to local approval shall be recorded within 6 months of their last approval.

B. Request to revise Certified Survey Note on Lot 1 of CSM Volume 26, page 178 concerning onsite sanitary system –Grover

Supervisor Mawhinney made a motion to approve; Seconded by Supervisor Gustina with conditions. All in favor – **Approved (Yes – 5, No- 0)**

Conditions

1. Revise CSM with Affidavit

C. Administrative Quarterly Report

Mr. Byrnes presented the report statistics to the Committee.

7. FINANCE

A. Department Bills/Transfers/Pre-Approved Encumbrances and Amendments to Encumbrances

Supervisor Mawhinney made a motion to approve the bills; Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

8. COMMUNITY DEVELOPMENT

A. CDBG Monitoring Remediation Project Correction (Loan ID 020675D1)

This project came before the Committee at its December 11, 2014 meeting with a project amount of \$500. The correct amount for approval should have been \$1,900. This was not a request for a change order – it was correcting the approved amount of the project.

Supervisor Gustina moved the approval of CDBG-RLF funds for an amount up to \$1,900; second by Supervisor Heidenreich. All in favor – **APPROVED** (Yes – 5, No – 0)

B. Request for Alteration of an Existing Rock County Mortgage (Loan ID 006070D1)

Mr. Byrnes explained to the Committee that the homeowner has an accepted offer to purchase the home for an amount that is less than required to pay off the 1st mortgage holder and other lien holders, including Rock County. The possible alternatives proposed to the Committee were: 1) Accept the offer to settle Rock County's loan for an amount less than the full amount (short sale), 2) Request a settlement for an amount other than the proposed, or 3) Reject the offer to settle and accept no less than the full amount owed. Jeff Myers (Realtor for homeowner/seller) has been working with all stakeholders and gave some history of the homeowner's efforts to sell the home. Supervisor Mawhinney inquired as to the possibility of the realtor taking a reduced commission.

Supervisor Heidenreich made a motion to accept the proposed settlement offer of \$2,192 for Rock County's loan; seconded by Supervisor Gustina. Supervisor Mawhinney then amended the motion to requesting a \$3,500 settlement of Rock County's loan; seconded by Supervisor Gustina. The amended motion passed on a 4 (Yes) and 1 (No) vote.

The Committee then voted on the original motion (as amended) to accept \$3,500 to settle Rock County's loan and also direct staff to prepare the necessary documents to satisfy an additional outstanding \$605.00 property lien. All in Favor – **Approved** (Yes – 5, No - 0)

C. Housing & Community Development Policy and Procedure Manual Revisions (Wisconsin Partnership for Housing Development)

Kathy Kamp distributed the most recent draft Policies and Procedures for the homeowner and rental property rehabilitation and lead Paint/Asbestos Programs as they relate to the CDBG (Community Development Block Grant) funds.

Kathy pointed out that in the near future the State will be allowing Emergency Rehabilitation Programs. This program will allow small loans to be made for items of an emergency nature (i.e. failed septic systems, furnaces, etc.). Use of these emergency funds allows local programs to only address those items that are considered an "emergency" and does not require that the entire home be brought into code compliance. Subject to committee approval, the Partnership will write draft policies and procedures to guide and direct an Emergency Assistance Rehabilitation Program.

The policies that are being distributed today will be approved in sections and voted on in upcoming meetings. Many of the policies are governed by Federal regulations and are simply restated in a more uniform manner than they were in the previous

Housing & Community Development manual. Recommended items for review are as follows:

Pg. 18-19, 29-30: Loan Servicing: Subordination

Pg. 32: Conflict of Interest

9. **COMMITTEE REPORTS**

None.

10. **RESOLUTION TO RECOGNIZE STEVE SCHRAUFNAGEL**

A Resolution recognizing Steve Schraufnagel for his over 41 years of service was presented. The Supervisors thanked Steve for his years of service and expertise. The Supervisors stated that Steve has been helpful to the Town Clerks and the impact he has made is immeasurable. Steve thanked the Committee for their support over the years and stated that he has always appreciated the positive relationship of the committee toward Planning & Development Staff.

Supervisor Mawhinney made a motion to approve the resolution; Seconded by Supervisor Davis. All in favor – **Approved (Yes – 5, No- 0)**

11. **DIRECTORS REPORT**

Mr. Byrnes advised the Committee that the next Planning and Development Committee Meeting would have an agenda item for a Shoreland Conditional Use Permit Request for the Traynor Gravel Pit and to expect the possibility of a large audience for the accompanying Public Hearing.

Supervisor Gustina moved to adjourn at 9:58 am, Seconded by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, February 12, 2015 at 8:00 a.m.**

Prepared by: Kurt J. Wheeler – Acting Secretary