



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, SEPTEMBER 24, 2009 - 3:00 P.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 3:06 p.m. on Thursday, September 24, 2009 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Mary Mawhinney, and Phil Owens. Supervisors absent: None

Planning & Development staff present: Steve Schraufnagel (Acting Director), and Neale Thompson (Housing Specialist). County Surveyor, Don Barnes and Real Property Lister, Michelle Schultz were also in attendance.

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

2. **ADOPTION OF AGENDA**

Supervisor Owens moved the adoption of the agenda as presented; second by Supervisor Jensen. **ADOPTED.**

3. **MEETING MINUTES – SEPTEMBER 10, 2009**

Supervisor Owens moved the approval of the September 10, 2009 Committee minutes; second by Supervisor Gustina. **APPROVED as presented.**

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

Mr. Barnes asked if the committee would like to see examples of monument pins that have been collected. Chair Sweeney agreed and Mr. Barnes indicated he would bring some samples to the next meeting.

Ms. Schultz thanked the Committee for the opportunity to attend the Wisconsin Real Property Listers Association Annual Meeting.

Supervisor Jensen reported on her experiences on a farm tour at the County Board Convention.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Acting Director Schraufnagel presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the applications and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated: Land Division 2009045 and Land Division 2009050.

➤ **Land Division 2009 045 (Lima Township) – Pat’s Farm LLC**

LOCATION: 7737 E. Schmidt Rd.

Supervisor Jensen moved to remove Land Division 2009 045 from the table; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Supervisor Jensen moved the Conditional Approval of Land Division 2009 045 with the addition of a note concerning the non-conforming structure; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along E. Schmidt Rd.
3. Following note on final map: "Because shed is located in the road right-of-way, it is considered to be non-conforming. If, over the life of the structure, it requires more than 50% of fair market value to maintain, it will need to be removed. Normal maintenance is not to be a part of the 50%."
4. Following notation 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. However, soils on the lot may be restrictive to the replacement of the existing system." Also proposed lot lines must include the system area with the building that utilizes the system.
5. Show septic system and well locations for existing structures on final CSM.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before September 10, 2010.
7. 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.
8. 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.

➤ **Land Division 2009 050 (Plymouth Township) – Jason Douglas**  
LOCATION: 10700 Block Welsh Rd.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2009 050; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

*Conditions To Be Met Before Final Approval:*

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along Welsh Rd.
3. Following notation on final map: "Since lot contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system." 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. Show the location of the Global Positioning System Monument for the Federal National Geodetic Survey, State and County Horizontal and Vertical Control Network on final CSM.
6. Following notation on final map: "No disturbance or improvement allowed within 30 feet of the Global Positioning System Monument"
7. Utility easements put on lots 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 September 24, 2010.
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.

6. **FINANCE**

A. **Department Bills & Encumbrances**

Supervisor Mawhinney moved the approval of payment of the department bills and encumbrances; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. **2010 Budget Analysis By Program (BAP Review)**

The Committee reviewed a summary of the proposed 2010 budget analysis by program for the Planning, Economic & Community Development Agency. Mr. Schraufnagel reported that he had not yet met with Administration for review of the department's 2010 budget and could provide an updated report after that occurred. Chair Sweeney asked that this same item be placed on the next agenda for further review and discussion.

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Thompson presented the Staff report.

A. **CDBG Emergency Assistance Grant (Project ID 008031) = \$24,826**

Supervisor Jensen moved the approval of CDBG – Emergency Assistance Grant (Project ID 008031) for an amount up to \$24,826; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. **HOME Down Payment Assistance Loan (Project ID 20604) = \$3,500**

Supervisor Mawhinney moved the approval of HOME Down Payment Assistance Loan (Project ID 20592-2) for an amount up to \$3,500; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

C. **Status of Lead Hazard Control (LHC) Grant Project (ID 0701811)**

Mr. Thompson provided a brief update on Lead Hazard Control Grant Project-ID 0701811. No other issues were raised.

*There were no Conflict of Interest Statements in regards to these requests.*

**8. PLANNING PROJECTS**

**A. Resolution for Approval of Planning services with Plymouth Township**

NOW THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2009 does hereby approve the Rock County Planning, Economic & Development Agency to provide planning services for the Town of Plymouth per the Memorandum of Agreement.

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

**B. Resolution for Approval of Planning Services with Janesville Township**

NOW THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2009 does hereby approve the Rock County Planning, Economic & Development Agency to provide planning services for the Town of Janesville per the Memorandum of Agreement.

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

**9. ADJOURNMENT**

Supervisor Mawhinney moved to adjourn the committee at 4:11 P.M.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, October 8, 2009 at 8:30 AM.**

Prepared by: Steve Schraufnagel - Acting Secretary