



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, NOVEMBER 19, 2009 - 9:00 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 9:00 a.m. on Thursday, November 19, 2009 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, and Mary Mawhinney. Supervisors absent: Phil Owens

Planning & Development staff present: Steve Schraufnagel (Acting Director), Colin Byrnes (Code Administrator), Rich Cannon (County Engineer), Jennifer Borlick (GIS Mgr.), and David Somppi (Community Development Mgr.). Real Property Lister Michelle Schultz was also in attendance.

Others present: Ron Combs (Combs & Associates, Inc.) and Terry Morris (First Weber Group).

2. **ADOPTION OF AGENDA**

Acting Planning Director Schraufnagel requested that (per the applicant's request) Item 5C be removed from the agenda and tabled indefinitely. Supervisor Jensen moved the adoption of the agenda with that change; second by Supervisor Gustina. **ADOPTED.**

3. **MEETING MINUTES – OCTOBER 22, 2009**

Supervisor Jensen moved the approval of the October 22, 2009 Committee minutes; second by Supervisor Mawhinney. **APPROVED as presented.**

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

Staff discussed the Wisconsin Towns Association sponsored Working Lands Workshop held November 5th and the future changes to the Farmland Preservation Program and impacts to the Towns and County.

Real Property Lister, Michelle Schultz provided a hand out discussing proposed changes to the Property Tax Administration and the Department of Revenue sponsored Town Hall meetings held to discuss those changes.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. Preliminary Approval of Land Divisions

Staff reviewed the applications and associated documentation for the following Land Divisions and recommended Approval of the following: 2009 055, 2009 057, 2009 058, and 2009 060 with conditions as indicated.

- **Land Division 2009 055 (Janesville Township) – Alan Cooper**

LOCATION: 2300 Block N. Burdick Rd.

Supervisor Gustina moved the Conditional Approval of Land Division 2009 055; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 4, No – 0, Absent – 1).**

Conditions To Be Met Before Final Approval:

1. 40-foot 1/2 ROW to be dedicated along N. Burdick Rd.
2. Acceptable soil and site evaluation report received on Lot 1.
3. Utility easements put on lot as requested by utility companies.
4. 50-foot wide drainage easement to be located on Lot 1 in natural drainage swale.
5. Driveway access to Lot 1 will be located 30 feet South of North property line. Location of access shall be shown on the Final Survey.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 19, 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 057 (Milton Township) – Pat & Valarie Kelly**

LOCATION: 8900 Block N. Serns Rd.

Supervisor Gustina moved the Conditional Approval of Land Division 2009 057; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 4, No – 0, Absent – 1).**

Conditions To Be Met Before Final Approval:

1. 35-foot 1/2 ROW to be dedicated along N. Serns Rd.
2. Acceptable soil and site evaluation report received on lots.
3. Require a Rock County Land Division Conservation Easement for hydric soils. 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. Note on Face of CSM: "Basement or crawlway floor for residential structure shall be no lower than approximately 860 feet in elevation due to the potential for high groundwater."
5. Show the location of the on-site soil test on the preplanned lot map.
6. Lots to be pre-planned due to being in an environmentally significant area. Lot drawing to include slopes over 12%, utility easements, hydric soils 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.
7. Driveway access to lot# 1 will be located 50 feet North of the South property line or directly across from driveway on opposite side of N. Serns Rd. Location of access shall be shown on the Final Survey.
8. Driveway access to lot# 2 will be located 100 feet South of the North property line of N. Serns Rd. Location of access shall be shown on the Final Survey.
9. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 19, 2010.
10. 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.
11. 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 058 (Johnstown Township) – Thomas Sveum**

LOCATION: 8400 Block of CTH A

Supervisor Jensen moved the Conditional Approval of Land Division 2009 058; second by Supervisor Gustina. APPROVED (Yes – 3 [Gustina, Jensen, Sweeney], No – 1 [Mawhinney], Absent – 1 [Owens]).

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 40-foot 1/2 ROW to be dedicated along E. CTH A.
3. 33-foot 1/2 ROW to be dedicated along N. Emerald Grove Rd.
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 location of monument and include the following notation on final map: “No disturbance or improvement allowed within 30 feet of the USGS, State and County horizontal and vertical control Global Positioning System Monument”
 6. Show septic system and well locations for existing structures on final CSM.
 7. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 19, 2010.
 8. 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.
 9. 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 060 (Avon Township) – Barb Estes & Barb Loofbourrow**
LOCATION: 11300 Block of S. Hopkins Rd.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2009 060; second by Supervisor Gustina. All in favor – APPROVED (Yes – 4, No – 0, Absent – 1).
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Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along S. Hopkins Rd.
3. 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.
4. Show septic system and well locations for existing structures on final CSM.
5. Indicate floodplain boundary on final CSM per Official Floodplain Zoning Map.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before November 19, 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.

B. Final Approval Extension Request for LD 2007 072R (Turtle Township) – Mark Straub (Terrapin Acres)

Supervisor Mawhinney moved to grant a 1-year extension (proposed expiration date of December 11, 2010) for Final Land Division Approval for Land Division 2007 072R (Mark Straub); second by Supervisor Gustina. **All in favor – APPROVED (Yes, 4, No – 0, Absent – 1).**

6. FINANCE

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

Supervisor Mawhinney moved the approval of payment of the department bills and encumbrances; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

7. HOUSING & COMMUNITY DEVELOPMENT

Mr. Somppi presented the Staff report.

A. CDBG Emergency Assistance Grant (Project ID 08033) = \$7,316

Supervisor Jensen moved the approval of CDBG Emergency Assistance Grant (Project ID 08033) for an amount up to \$7,316; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

B. CDBG Emergency Assistance Grant (Project ID 08040) = \$10,164

Supervisor Jensen moved the approval of CDBG Emergency Assistance Grant (Project ID 08040) for an amount up to \$10,164 and that subsequent funding requests should specifically state the owner contribution; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

C. (Change Order) CDBG Emergency Assistance Grant (Project ID 08026) = + \$730

Supervisor Mawhinney moved the approval of a change order to CDBG Emergency Assistance Grant (Project ID 08026) for an increased amount of \$730; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

D. (Change Order) CDBG Emergency Assistance Grant (Project ID 08027) = + \$730

Supervisor Mawhinney moved the approval of a change order to CDBG Emergency Assistance Grant (Project ID 08027) for an increased amount of \$730; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

E. CDBG Down Payment Assistance Loan (Project ID 20608) = \$5,000

Supervisor Gustina moved the approval of CDBG Down Payment Assistance Loan (Project ID 20608) for an amount up to \$5,000; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 4, No – 0, and Absent – 1).**

F. CDBG Emergency Assistance Program – Additional Funding Request for Rock County

Mr. Somppi presented a recommendation that the Planning & Development Committee approve submittal by Rock County of an amendment to the existing Grant Agreement for Community Development Block Grant Emergency Assistance Program (CDBG-EAP) funds between Rock County and the State of Wisconsin. The Planning & Development Staff will determine the list of projects and the amount of the funding requests.

Supervisor Gustina moved the approval of submission of an amendment to the existing Grant Agreement for CDBG-EAP funds between Rock County and the State of Wisconsin; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 4, No – 0, and Absent).**

G. Housing Cost Reduction Initiative (HCRI) – Revolving Fund Reuse of Funds for Emergency Rent Assistance

Mr. Somppi presented a recommendation involving the use of Housing Cost Reduction Initiative (HCRI) – Revolving Funds for Emergency Rent Assistance to address issues involved in several problematic Hazard Mitigation Grant Program buy-out cases. The recommendation is also for an \$800 maximum per applicant.

Supervisor Jensen moved the approval of the use of HCRI Revolving Funds for Emergency Rent Assistance with an \$800 per applicant maximum. **All in favor – APPROVED (Yes – 4, No – 0, Absent – 1).**

H. Hazard Mitigation Grant Program – Project Status

Mr. Somppi provided the Committee with an update on the status of the FEMA funds that are to be used for the purchase of substantially damaged floodway properties that were involved in the flooding event of June-July 2008.

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

8. ADJOURNMENT

Supervisor Gustina moved to adjourn the committee at 11:03 A.M.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, December 17, 2010 at 8:30 AM.**

Prepared by: Steve Schraufnagel - Acting Secretary