



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, DECEMBER 17, 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, December 17, 2009 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Steve Schraufnagel (Acting Director), Colin Byrnes (Code Administrator), and David Somppi (Community Development Mgr.). Corporation Counsel Jeffrey Kuglitsch and Eugene Dumas were also in attendance.

Others present: Martin DeHart and Steve Lathrop (Combs & Associates, Inc.)

2. **ADOPTION OF AGENDA**

Supervisor Owens moved the adoption of the agenda as presented; second by Supervisor Mawhinney. Acting Director Schraufnagel asked that Item 7D. be moved up to the first item under Housing & Community Development as 7A. **ADOPTED with that change.**

3. **MEETING MINUTES – NOVEMBER 19, 2009**

Supervisor Mawhinney moved the approval of the November 19, 2009 Committee minutes; second by Supervisor Gustina. **APPROVED as presented.**

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

There was no citizen participation, communication or announcements.

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 Division and recommended approval of the following: 2009 062 with conditions as indicated.

- **Land Division 2009 062 (Bradford Township) – Michael & Donna Mullooly**  
LOCATION:

Supervisor Mawhinney moved the Conditional Approval of Land Division 2009 062; 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 S. Emerald Grove 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 and well locations for existing structures on final CSM
5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 17, 2010.
6. 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.
7. 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. Continuance of Reduced Permit Fees (Shoreland Building/Site Permit) and Shoreland Conditional Use Permit for repair of flood damage from the June/July 2008 Flood Event (FEMA Disaster 1768A)**

Supervisor Owens moved to adopt the submitted 2010 schedule of user fees with the continued reduction in the charges for Shoreland Building/Site Permits and Shoreland Conditional Use Permits for flood repairs caused by the June/July 2008 Flood; second by Supervisor Gustina.

Supervisor Mawhinney amended the motion to include the following motion made on August 14, 2008 by Supervisor Thomas: "...charge the reduced rate of \$175 for Building Permit Fees and \$200 charge for Conditional Use Permits for 2008 Flood impacted property owners and 2008 Flood related permits only" with the addition that these specific reduced charges end December 31, 2010; second by Supervisor Jensen. Amendment approved – (Yes – 4 (Gustina, Jensen, Mawhinney, Sweeney), No – 1 (Owens), Absent – 0).

Original motion **APPROVED** – (Yes – 4 [Gustina, Jensen, Mawhinney, Sweeney], No – 0, Absent – 0, Abstained – 1 [Owens]).

**6. FINANCE**

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

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

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

A. **Authorizing of Rock County Purchase of Property Through 2009 Wisconsin Division of Emergency Management – Hazard Mitigation Grant Program Assistance Agreement FEMA-DR-1768-WI**

Supervisor Owens moved to table this item until the next Planning & Development Committee meeting of January 14, 2010; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. **CDBG Emergency Assistance Grant (Project ID 08038) = \$15,350**

Supervisor Jensen moved the approval of CDBG Emergency Assistance Grant (Project ID 08038) for an amount up to \$15,350; second by Supervisor Owens. **APPROVED - (Yes – 4 [Gustina, Jensen, Owens, Sweeney], No – 1 [Mawhinney], and Absent – 0).**

C. **CDBG Emergency Assistance Grant (Project ID 08039) = \$21,522**

Supervisor Jensen moved the approval of CDBG Emergency Assistance Grant (Project ID 08039) for an amount up to \$21,522; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

D. **CDBG Emergency Assistance Grant (Project ID 08044) = \$12,032**

Supervisor Gustina moved the approval of CDBG Emergency Assistance Grant (Project ID 08044) for an amount up to \$12,032; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

E. **Recommendation on Community Development Block Grant – Emergency Assistance Grant (CDBG-EAP) Funding Maximum**

Supervisor Owens moved the approval of Staff's recommendation that the issue of "maximum per unit not be addressed until all demand for existing funds has been determined or until additional CDBG-EAP funds for rehabilitation are secured" for the Community Development Block Grant – Emergency Assistance Grant (CDBG-EAP); second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

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

8. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 10:25 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, January 14, 2010 at 8:30 AM.**

Prepared by: Steve Schraufnagel - Acting Secretary