



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, OCTOBER 22, 2009 - 8:30 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 8:30 a.m. on Thursday, October 22, 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), Colin Byrnes (Code Administrator), David Somppi (Community Development Mgr.), Rich Cannon (County Engineer), and Mary Robb (Planner II). Real Property Lister, Michelle Schultz was also in attendance.

Others present: Caroline Robb and Dan Bekta (Combs & Associates, Inc.)

2. ADOPTION OF AGENDA

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

3. MEETING MINUTES – OCTOBER 8, 2009

Supervisor Jensen moved the approval of the October 8, 2009 Committee minutes; second by Supervisor Mawhinney. **APPROVED as presented.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS, AND ANNOUNCEMENTS

Chair Sweeney reminded everyone about the Working Lands Workshop that the Wisconsin Towns Association is sponsoring. The workshop is scheduled for Thursday, November 5th and will be at the Holiday Inn Express in Janesville.

Supervisor Owens informed the Committee that on November 4th a group of organizations will be rededicating the 100th anniversary of the flight of Arthur P. Warner of Beloit, as the first civilian in the United States to own and fly his own airplane. This is being held at the Morgan School at 9:00 am. That same afternoon, the model built by EAA Chapter 60 will be on display at the Historical Museum on Hackett Street.

Staff member, Mary Robb informed the Committee that her limited term of employment for Rock County was ending the next week. She thanked them for the opportunity to work for the County and the occasion to work on the creation of the Comprehensive Plan. Chair Sweeney and Acting Director Schraufnagel thanked Ms. Robb for her work throughout the planning process.

Citizen Caroline Robb spoke to the Committee regarding the health issue impact of two flood-affected properties that are adjacent to her property on South River Road. Mr. Somppi provided an update on the demolition project for these properties. The Committee directed staff to proceed by working with Corporation Counsel to determine the process for demolishing/removing the two structures. Mr. Schraufnagel will contact the Health Department regarding the health issue impact of the properties.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. Preliminary Approval of Land Divisions

➤ **Land Division 2009 001 (Harmony Township) – Lubertdale Farms, Inc.**

LOCATION: 4621 N. Henke Rd.

Supervisor Mawhinney moved to remove Land Division 2009 001 from the table; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Supervisor Owens moved the Conditional Approval of Land Division 2009 001; second by Supervisor Jensen. **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 N. Henke 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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before October 28, 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. Amend Condition #2 of LD 2009 042 requiring a WISDOT Type “B” intersection for the junction of proposed road (N. Crestwood Dr.) with E. Maple Beach to a Type “C”

Mr. Byrnes stated that staff recommended this preliminarily approved Land Division be amended by changing Condition of Approval #2 from a WISDOT Type “B” intersection to a Type “C” intersection due to a detailed traffic study reflecting that a Type “B” is not warranted for this infrastructure.

Mr. Bekta referred the Committee to drawings submitted depicting the two types of designs and provided more explanation for the amendment to the condition.

Supervisor Owens moved the recommended change to Condition #2 of Land Division 2009 042 to read as follows: “A **WISDOT Type “C” tapered intersection will be required at the intersection of the proposed road (N. Crestwood Dr.) with E. Maple Beach Dr.**”, second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

C. Land Division Regulations Update

Mr. Schraufnagel discussed the updating of the Rock County Land Division Regulations. He referred to the submitted Agency Work Program for 2010-2015 taken from the recently adopted Comprehensive Plan and stated that the update of the Land Division Regulations is a top priority. The last update occurred in April 2005 and Staff anticipates the update process to extend into 2010.

D. FEMA Flood Map Update – Kickoff meeting for Rock River restudy and mapping project

Mr. Byrnes presented a letter received from Wisconsin Dept. of Natural Resources (DNR) explaining how FEMA, as a part of their Risk MAP Initiative, has selected the Rock River for a restudy and update to mapping, which will result in an update to the Flood Insurance Rate Maps for the areas affected. The WDNR will be conducting and hosting meetings to: provide an overview of the project and discuss the timeline, discuss any potential obstacles that might impact the project and determine potential solutions, discuss the availability and potential limitations of any digital base data, establish points of contact between WDNR, the communities, and other stakeholders, and discuss any proposed developments in the floodplain and plans to alleviate potential flooding. Representatives of many organizations are invited and urged to attend.

E. Administrative Quarterly Report

Acting Director Schraufnagel reported that agency activity levels remain lower than year’s past. Land Divisions have seen a slight increase.

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 – 5, No – 0, and Absent – 0).**

B. 2010 Budget Review

Acting Director Schraufnagel presented a summary of the Planning & Development’s proposed 2010 Budget. He discussed proposed increases to the fees schedule and how the 19% overall reduction to the departmental budget was achieved.

Committee members discussed the proposed increase to the Board of Adjustment application fee. A consensus was reached regarding the recommendation to increase the fee for a ordinance variance request to \$700 per application. Chair Sweeney will make arrangements to have that recommendation presented at the Finance Committee’s review of the 2010 Budget.

Ms. Schultz presented a brief summary of the Real Property Department 2010 Budget submission.

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

A. Lead Hazard Control Project (ID 07029 & 020598) = \$17,520

Supervisor Jensen moved the approval of Lead Hazard Control Project (ID 07029 & 020598) for an amount up to \$17,520; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. CDBG Housing Rehabilitation Loan (Project ID 020607) = \$6,500

Supervisor Gustina moved the approval of CDBG Housing Rehabilitation Loan (Project ID 020607) for an amount up to \$6,500; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

C. CDBG Down Payment Assistance (Project ID 020608) = \$5,000

Supervisor Gustina moved the approval of CDBG Down Payment Assistance Loan (Project ID 020608) for an amount up to \$5,000; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

D. 3rd Quarter, 2009 Quarterly Report

Mr. Somppi presented a Housing & Community Development quarterly report. He reported that the total number of all projects conducted since 1979 was 1,186 and the total value of all projects was \$11,965,024.15.

E. CDBG-Emergency Assistance Program – Notice of Additional Funding

Mr. Somppi reported on a notice received informing of additional CDBG Emergency Assistance Program (EAP) funding by the State of Wisconsin. The Department of Commerce announced the availability of an additional \$75,000,000 in disaster recovery funds for the entire State of Wisconsin. These funds are intended to assist with the disaster recovery efforts needed as a result of the storms and flooding that occurred during the Federally Declared Disaster Period of June 5 through July 25, 2008.

In response to a citizen inquiry, the Committee and Staff discussed amending the \$25,000/unit maximum for Emergency Assistance Program (EAP) funds.

F. Neighborhood Stabilization Program – Housing Procedures

Mr. Somppi reported that the County of Rock has received program and administrative grant funds totaling \$166,004 to conduct 2 projects for the Neighborhood Stabilization Program. This program was established for the purpose of stabilizing communities from foreclosures and/or property abandonment and is administered through the U.S. Department of Housing & Urban Development. Program funds may be expended for/on properties that are located in the County of Rock outside of the Cities of Beloit and Janesville. Mr. Somppi will present this issue for committee action at an upcoming Committee meeting.

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 10:36 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, November 19, 2009 at 9:00 AM.**

Prepared by: Steve Schraufnagel - Acting Secretary