



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 28, 2010 - 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, January 28, 2010 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), David Somppi (Community Development Mgr.), and Cheryl Martin (Accountant). Real Property Lister Michelle Schultz and County Surveyor Don Barnes were also in attendance.

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

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – JANUARY 14, 2010**

Supervisor Jensen moved the approval of the January 14, 2010 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**

Code Administrator, Colin Byrnes presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2009 066.

➤ **Land Division 2009 066 (Fulton Township) – William Becker & Kathryn Cunningham**

LOCATION: 7300 Block N. Kidder Road

Supervisor Jensen moved the Conditional Approval of Land Division 2009 066; second by Supervisor Gustina. All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).

Conditions To Be Met Before Final Approval:

1. 35-foot 1/2 ROW to be dedicated along N. Kidder Rd.
2. Acceptable soil and site evaluation report received on Lot 1.

3. Utility easements put on lot as requested by utility companies.
4. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before January 28, 2011.
5. 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.
6. 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. Approval of Affidavit for Removal of “Area Reserved for Future Public Road Purposes” from Lots 1, 2, 3, & 4 of CSM Volume 12 Pages 164-165

Staff has reviewed the request for removal of the areas designated for future public road purposes and recommended approval of the Affidavit with conditions as indicated.

Supervisor Mawhinney moved the approval of the signing and recording of an Affidavit removing “Area Reserved For Future Public Road Purposes” from Lots 1, 2, 3 and 4 of Certified Survey Map Volume 12 Pages 164-165 (Town of Rock & City of Janesville Extraterritorial Area); second by Supervisor Jensen. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. Documentation that all the landowners request removal of area.
2. City of Janesville and Town of Rock approves Affidavit (County will be the last to sign Affidavit).
3. Proof that the Affidavit is recorded.

C. February 25, 2010 Work Session – Land Division Regulations Update

Acting Director Schraufnagel asked to schedule a Work Session regarding the updating of the Rock County Land Division Regulations – February 25th, 2010 was set as the meeting time. This meeting will take place immediately following the regularly scheduled Planning & Development Committee meeting.

D. Administrative Quarterly Report

Acting Director Schraufnagel reported that Building Permits and Land Divisions continue to be on the decline.

6. SEMI ANNUAL REPORTS – ATTENDANCE AT CONVENTIONS/CONFERENCES

The Surveyors Dept. 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.

7. **COUNTY SURVEYOR**

Surveyor Don Barnes informed the Committee of his attendance at the upcoming Annual Surveyor's Institute in Wisconsin Dells, Wisconsin from February 3-5. Attendance at this institute is needed to comply with State requirement.

8. **FINANCE**

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

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

9. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

A. **CDBG Emergency Assistance Program (Project ID 008042) = \$13,550**

Supervisor Mawhinney moved the approval of CDBG – Emergency Assistance Grant (Project ID 008042) for an amount up to \$13,500; second by Supervisor Jensen. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. **CDBG Emergency Assistance Program (Project ID 008048) = \$63,737**

Supervisor Gustina moved the approval of CDBG-Emergency Assistance/Hazard Mitigation Grant (Project ID 008048) for an amount up to \$63,737 with the added request that Mr. Somppi review the Abstract/Title Insurance Fee Estimates and report back to the Committee on that review at the February 11, 2010 meeting; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

C. **CDBG Emergency Assistance Program (Project ID 008049) = \$45,783**

Supervisor Mawhinney moved the approval of CDBG-Emergency Assistance/Hazard Mitigation Grant (Project ID 008049) for an amount up to \$45,783 with the added request that Mr. Somppi review the Abstract/Title Insurance Fee Estimates and report back to the Committee on that review at the February 11, 2010 meeting; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

D. **CDBG Emergency Assistance Program (Project ID 008050) = \$51,345**

Supervisor Jensen moved the approval of CDBG-Emergency Assistance/Hazard Mitigation Grant (Project ID 008050) for an amount up to \$51,345 with the added request that Mr. Somppi review the Abstract/Title Insurance Fee Estimates and report back to the Committee on that review at the February 11, 2010 meeting; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

E. **Resolution Amending the 2009 Rock County Planning & Development Agency Budget to Accept FEMA Hazard Mitigation Grant Program Funds**

Staff introduced the resolution that would authorize the acceptance and expenditure of an additional \$144,271 in State Aid for the CDBG-Emergency Assistance Program (CDBG-EAP).

NOW THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2010, does hereby authorize the Planning &

Development Agency to accept an additional allotment of \$144,271 in Community Development Block Grant funds to provide local match funds for eligible Hazard Mitigation Grant Program property purchases; and,

BE IT FURTHER RESOLVED that the Rock County Board of Supervisors approve the extension of the performance period for this grant to December 31, 2010; and,

BE IT FURTHER RESOLVED that the 2009 Planning & Development Agency Department Budget be amended as follows:

<u>Source of Funds:</u>	<u>Budget at 12/31/09</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
64-6411-0000-42200/ State Aid	\$ 500,000	\$ 144,271	\$ 644,271
<u>Use of Funds:</u>			
64-6411-0000-63110/ Administration Expense	\$ 45,000	\$ 13,115	\$ 58,115
64-6411-0000-64903 Project Expense	\$ 455,000	\$ 0	\$ 455,000
64-6411-0000-64903/ Transfer Out	\$ 0	\$ 131,156	\$ 131,156

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

F. Resolution Authorizing Receipt of Additional Hazard Mitigation Grant Program Funds and Amending the 2010 Planning & Development Agency Budget

Staff introduced the resolution that would authorize the acceptance and expenditure of an additional \$135,189 of Federal and State Aid for the acquisition and remediation of one additional qualifying property under the Hazard Mitigation Grant Program.

NOW THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors on this ____ day of _____, 2010, hereby accepts the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program Agreement Amendment from the Wisconsin Division of Emergency Management and authorizes the County Board Chair to sign the State-Local Grant Program Assistance Agreement Amendment #1 on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED, that the 2010 County Budget be amended as follows:

<u>Source of Funds:</u>	<u>Budget at 1/01/2010</u>	<u>Amount of Increase/Decrease</u>	<u>Amended Budget</u>
64-6413-0000-42100/ Federal Aid	\$ 786,935	\$ 104,323	\$ 891,258
64-6413-0000-42200 State Aid	\$ 131,156	\$ 15,433	\$ 146,589
64-6413-0000-47000 Transfers In	\$ 131,155	\$ 15,433	\$ 146,588

Use of Funds:

64-6413-0000-63110/ Administration Expense	\$ 10,492	\$ 1,234	\$ 11,726
64-6413-0000-64913 Project Expense	\$1,038,754	\$ 133,955	\$1,172,709

Supervisor Mawhinney moved the above resolution; second by Supervisor Jensen. 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.

10. CORPORATE PLANNING

Wade Thompson and Carrie Houston gave a PowerPoint presentation on the progress of the County’s development of a Purchase of Agricultural Conservation Easement (PACE) Master Plan.

11. ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 10:07 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, February 11, 2010 at 8:30 AM.**

Prepared by: Cheryl Martin - Acting Secretary