

**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY SEPTEMBER 8, 2011 – 8:00A.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 8:00 a.m. on Thursday, September 8, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Phil Owens, Wayne Gustina and Mary Mawhinney.

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Code Administration and Enforcement), Jennifer Borlick (GIS Manager), Steve Schraufnagel (Planner III), and David Somppi (Community Development Mgr.).

Others present: Hank Stockwell, Bob Leuenberger (R.H. Batterman) and Michelle Schultz (Real Property).

**2. ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded. It was mentioned that item 5A & 5B- Public Hearing Shoreland Conditional Use Permit and approval of Shoreland Conditional Use Permit for Rodney Van Beek is to be postponed until next meeting. **ADOPTED** as amended.

**3. MEETING MINUTES – AUGUST 25, 2011**

Supervisor Jensen moved the approval of the August 25, 2011 Committee minutes; seconded by Supervisor Mawhinney. **APPROVED**.

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

Rock County citizen Hank Stockwell spoke about the need to reduce fees for the Shoreland Permit. He believes they are too high. This item will be discussed later on the agenda.

**5. CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

**C. Preliminary Approval of Land Divisions**

Staff has reviewed the applications and associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 032, 035, and 036.

➤ **Land Division 2011 032 (Union Township) – Dennis Midthun**

Location: 13800 Block W. Bullard Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2011 032; seconded by Supervisor Gustina. All in favor – <b>APPROVED (Yes –5, No – 0, Absent – 0)</b> .
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**Conditions To Be Met Before Final Approval:**

1. Existing structures shall meet setback regulations.
2. 35-foot ½ ROW to be dedicated along W. Bullard 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. City of Evansville Extraterritorial Plan approval.
6. Final to include Signature Blocks for City of Evansville approval and Rock County Treasurer indicating all property taxes have been paid.
7. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before September 8, 2012.
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 2011 035 (Newark Township) – Terry Streich**

LOCATION: 8400 Block W. Grove School Road

Supervisor Jensen moved the Conditional Approval of Land Division 2011 035; seconded by Supervisor Gustina. Supervisor Mawhinney than moved to amend the motion to add the condition that this conditional approval is contingent upon the Town of Newark approving this Land Division; seconded by Supervisor Gustina. All in favor – **APPROVED (Yes - 4, No –1 (Owens), Absent- 0)**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot ½ ROW to be dedicated along W. Grove School 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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before September 8, 2012.

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.

➤ **Land Division 2011036 (Newark Township) – Nancy Christophersen**  
 LOCATION: 9100 Block S. County Road H

Supervisor Mawhinney moved the Conditional Approval of Land Division 2011036 – contingent upon the Town of Newark approval; contended 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. 40-foot ½ ROW to be dedicated along S. CTH H.
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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before September 8, 2012.
6. As per Section 15.23(8) of The Rock 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 standards or in conditions has occurred or is reasonably expected to occur”. Extension requests must be made in writhing 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.

**D. Information Item: Land Division Regulations Revision Update**

Mr. Byrnes informed the Committee that staff has begun meeting with Rock County Towns concerning the update of the Land Division Regulations and the institution of a Memorandum of Agreement (MOA) with Towns that would list a menu of tasks managing development that the Planning Staff could complete for Towns that sign such an agreement.

6. **2012 Planning & Development Budget Submission**

Mr. Benjamin stated that the agency would be meeting with 5<sup>th</sup> Floor Administration at 1:30 p.m. on Friday on the Planning Department Budget. Mr. Benjamin mentioned that the Committee is invited to attend if they so desire.

**A. Information Item: Proposed 2012 Fee Schedule**

• **Shoreland Permit Fees for Shoreland Restoration Projects**

Mr. Benjamin reported to the Committee that the agency would be doing a study to analyze the fee schedule in Spring 2012.

• **Board of Adjustment Application Fees**

Mr. Benjamin handed out to the Committee the 2012 Board of Adjustment Revenue/Expense Summary (Estimated) detailing the proposed cost to the County when a Board of Adjustment case is called. The summary indicated that the approximate costs to hold a meeting estimated to be around \$798.50. The Department will be requesting that the application fee be reduced to \$750 for the 2012 budget year. Supervisor Mawhinney stated that if that's the case, the application fee should be \$800 so we cover our costs to hold the meeting.

Mr. Benjamin stated that this would be an action item on a subsequent Committee Meeting.

7. **REDISTRICTING**

**A. Information Item: Rock County Supervisory District Plan**

Ms. Borlick mentioned to the Committee that the Draft Supervisory Map is going to the County Board tonight, September 8, 2012. Some minor tweaks still need to be made but for the most part the Plan is ready for adoption.

8. **FINANCE**

**A. Action Item: Department Bills/Encumbrances/Amendments/Transfers**

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

9. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

**A. Action Item: CDBG – Small Cities (ID #'s: 020649D1) = \$8,375**

Supervisor Owens moved the approval of CDBG – Small Cities (ID: 020649D1) for an amount up to \$8,375; second by Jensen. All in favor – **APPROVED (Yes 3, No 2, (Mawhinney, Owens), Absent 0).**

**B. Action Item: Request to Cancel Loan – ID 20678D1**

Supervisor Jensen moved to cancel loan (ID 20678D1) second by Supervisor Gustina. All in favor – **APPROVED (Yes 5, No 0, Absent 0).**

**C. Action Item: Request for Amendment to Housing & Community Development Policy & Procedure Manual**

Mr. Somppi informed that Supervisors that he is requesting an amendment to the Housing & Community Development Policy & Procedure Manual to include during an emergency situation the opportunity to process a grant of up to \$2,000 for assistance such as a furnace or well.

Supervisor Gustina moved to include the amendment; second by Jensen. All in favor – **APPROVED (Yes 3, No 2, (Mawhinney , Owens), Absent 0).**

**D. Information Item: CDBG Revolving Fund – Request for Emergency Assistance (ID: 020690D1) = \$2,000.**

Mr. Somppi explained to the Committee that an applicant is in need of emergency assistance. The applicant needs to replace a well pump. At the current time he has no water service at the residence.

**E. Information Item: Rock County – Community Development Mortgage Foreclosures.**

Mr. Somppi explained the memo to Mr. Dumas listing the loans that have been foreclosed in the past year. The Committee will need to act on these before the loans can be removed from the County’s General Ledger.

**Conflict of Interest Statement:**

There were not Conflict of Interest Statements in regards to the aforementioned loan/grant request.

**Information Verification Statement:**

All information required for loan approval was verified.

**10. COMMITTEE REPORTS**

Mr. Benjamin mentioned the “Send Your Legislator Down the River” event to be held on September 12<sup>th</sup>.

**11. ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee meeting at 9:35 a.m.; seconded by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, September 22, 2011 at 8:00 a.m.**

Prepared by: Steve Schraufnagel – Acting Secretary