

**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY OCTOBER 13, 2011 – 8:00 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 8:00 a.m. on Thursday, October 13, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Phil Owens, Wayne Gustina and Mary Mawhinney. Marilyn Jensen arrived at 8:04 a.m.

Planning & Development staff present: Paul Benjamin (Director), David Somppi (Community Development Mgr.) and Steve Schraufnagel, Acting Secretary.

Others present: Michelle Schultz (Real Property), and citizen Russ Jeske.

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded. Added to the director's report is a discussion of Assembly Bill 303. **ADOPTED** as amended.

3. **MEETING MINUTES – September 22, 2011**

Supervisor Gustina moved the approval of the September 22, 2011 Committee minutes; seconded by Supervisor Mawhinney. It was noted that Cheryl Martin was in attendance at the meeting. **APPROVED** as amended.

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

Paul Benjamin was acknowledged as doing a great job in his presentation to the Wisconsin County Association Conference in September. Supervisor Sweeney mentioned that he attended a session on Nutrient Management Planning and stated that UW-Extension will be providing education on the SnapPlus program that allows farm operators to compile their own Nutrient Management Plan.

5. **CODE ADMINISTRATION & ENFORCEMENT**

A. **Preliminary Approval of Land Divisions**

Mr. Schraufnagel presented the Staff report.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 041 (Porter Township) – Jeske Living Trust.

➤ **Land Division 2011 041 (Porter Township) – Jeske Living Trust**

Location: 7400 Block N. Tolles Road.

Supervisor Owens moved the Conditional Approval of Land Division 2011 041; 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. 33-foot ½ ROW to be dedicated along N. Tolles Road.
3. Following notation on final map: “Since Lots 1 & 2 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 13, 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.

**B. Information Item: Resolution to Adopt Rock County Land Division and Development Ordinance:**

Mr. Schraufnagel informed the Committee that the resolution will be brought to the next Committee Meeting (October 27, 2011) for their signatures and will go onto the County Board for final approval at the November 17, 2011 meeting.

**C. Information Item: Administrative Quarterly Report:**

Permits continue to be down compared to past boom years.

6. **Real Property**

**A. Information Item: Revised Real Property Tax Levy Worksheet Policy:**

Michelle Schultz distributed to the Supervisors handouts depicting the tax billing procedure currently in place. She explained how the process now operates. She is suggesting a possible new policy that would make the process more streamlined for both the Clerks and staff. She stated that this would be brought before the Clerks at the Clerk/Treasurer meeting to be held in November.

7. **FINANCE**

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

There was some discussion amongst the Supervisors concerning the negative encumbrance amount. Mr. Benjamin will look into it and get back to the Committee with the explanation.

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

8. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

**A. Action Item: Project ID 020691D1 (\$11,775)**

Supervisor Jensen moved the approval of Project ID 020691D1; second by Supervisor Mawhinney. All in favor – **APPROVED ( Yes – 5, No – 0, Absent – 0)**

**B. Action Item: Project ID 020692D1 (\$14,600)**

Supervisor Jensen moved the approval of Project ID 020692D1; second by Supervisor Mawhinney. All in favor – **APPROVED (Yes – 5, No – 0, Absent – 0)**

9. **Planning Directors Report**

- **Assembly Bill 303**  
Planning Director Paul Benjamin stated that this bill aims to eliminate the “Smart Growth” Comprehensive Planning Program including grant monies that communities were able to tap into to accomplish the development of the plans. Mr. Benjamin indicated that planning staff would like to prepare a draft resolution opposing this bill. The Supervisors agreed that this would be a good idea.
- **Freight Rail discussion at Janesville MPO**  
Chair Sweeney and Planning Director Paul Benjamin attended the Janesville MPO meeting to discuss the regional rail situation. A subcommittee may be appointed to look into this issue.
- **Phosphorus Trading**  
Director Benjamin mentioned to the Supervisors that a grant is being applied for from EPA. This is a cooperative effort with Dodge, and Columbia Counties, and the City of Janesville participating with Rock County.
- **I-90/39 Highway Project**  
Director Benjamin stated that he attended a meeting where DOT Engineers discussed the I-90/39 expansion. All bridges will be replaced between the Stateline and the City of Madison. Mr. Benjamin handed out proposed maps of the alternatives to the Highway 14 bypass on Janesville’s west side and also the Highway 11/14 bypass the southeast side of Janesville.
- **Disposition of Six Properties acquired with Emergency Assistance Funding**  
Director Benjamin mentioned that the Agency has been receiving some complaints concerning the six properties the County has acquired via the Emergency Assistance Program. Mr. Benjamin stated that Colin Byrnes would be providing a slide show to the Rock County Staff Committee concerning these properties.
- **Additional Criteria for Housing Applications**  
Staff continues to look into the C-CAP program. This would be another tool that staff could utilize when review applicants for housing loans. Mr. Benjamin stated that the Fair Housing laws cannot be violated and staff is checking with the Department of Administration concerning this. Staff will draft a new policy once the ok is given.

10. **COMMITTEE REPORTS**

There were no committee reports at this time

11. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee meeting at 9:39 a.m.; seconded by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, October 27, 2011 at 8:00 a.m.**

Prepared by: Steve Schraunagel – Acting Secretary