



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, July 14, 2011 - 8:00 A.M.
COURTHOUSE CONFERENCE CENTER – (2ND FL – 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 8:02 a.m. on Thursday, July 14, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Mary Mawhinney and Phil Owens. Absent: Wayne Gustina

Planning & Development staff present: Paul Benjamin (Director), Jennifer Borlick (GIS Mgr.), Colin Byrnes (Code Admin. & Enforcement Mgr.), Carrie Houston (Planner), Dave Somppi (Community Development Mgr.) and Carol Jaggi (Clerk Steno).

Others present: Don Barnes (Surveyor), Michelle Schultz (Land Records), Steve Lathrop (Combs & Associates, Inc.), and Phil Francis.

2. ADOPTION OF AGENDA

Supervisor Mawhinney moved to adopt the agenda, Supervisor Owens seconded. **ADOPTED** as presented.

3. MEETING MINUTES – JUNE 23, 2011

Supervisor Jensen moved the approval of the June 23, 2011 Committee minutes; second by Supervisor Owens. **APPROVED.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Ms. Borlick reported on the recent development of the State of Wisconsin going ahead of the county with the redistricting process. The state will be voting on the redistricting plans on July 19th. The meeting of the Technical Committee has been rescheduled for July 26th to determine what changes may or may not need to be made.

Mr. Byrnes and Chair Sweeney reported that they had met with the Town of Fulton. The town is concerned with the lack of language in the regulation update. The Planning Department is making every effort to promote understanding of the new regulations throughout the county.

5. REAL PROPERTY

A. Resolution Recognizing Janice Quade For Service to Rock County

WHEREAS, Janice Quade has given the citizens of Rock County over 18 years of public service; and,

WHEREAS, Janice Quade began her service in 1993 as the Town of Lima Treasurer and continues to service as Lima Treasurer today; and,

WHEREAS, in 1994 Jan began her employment with Rock County as a seasonal employee in the Treasurer's Office, and subsequently in March of 1996 became a full time Account Clerk II in that office; and,

WHEREAS, on July 9, 2007 Jan accepted the shared position of a .7 Real Property Specialist in the Real Property Description Office and .3 Account Clerk II in the County Treasurer's Office and has enthusiastically served in these positions until her retirement on August 5, 2011; and

WHEREAS, Jan's outgoing, friendly style and her willingness to assist both her co workers and the public alike will be greatly missed.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011 does hereby recognize Janice Quade for her many years of dependable service with Rock County and extends its sincere expression of appreciation to Jan along with their best wishes to her in her future endeavors.

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this Resolution to Janice Quade.

Supervisor Mawhinney moved the above Resolution; second by Supervisor Jensen. All in favor – **APPROVED**. (Yes – 4, No – 0, Absent – 1).

6. CODE ADMINISTRATION & ENFORCEMENT

Mr. Byrnes presented the Staff report.

A. Preliminary Approval of Land Divisions

➤ **LD 2011 021 (Porter Township) – Eric Johnson**
LOCATION: 8500 Block W. Stebbinsville Rd.

Supervisor Owens moved the approval of LD 2011 021; second by Supervisor Jensen. All in favor – **APPROVED** (Yes – 4, No – 0, and Absent – 1).

CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:

1. Existing structures shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along W. Stebbinsville Rd.
3. Acceptable soil and site evaluation report received on Lot 2.
4. 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.
5. Show the location of the on-site soil test on the preplanned lot map.
6. Utility easements put on lots as requested by utility companies.

7. Require a Rock County Land Division Conservation Easement for wetlands, 1% Annual Chance Flood and 75-foot setback from the Ordinary Highwater Mark of the Yahara River. Prior to any land disturbing activity on the parcel, the Conservation Easement boundaries shall be marked with highly visible flagging tape. Erosion control measures are also required if the Conservation Easement is down slope from disturbance.
 8. Lot 2 to be pre-planned due to being in an environmentally significant area. Lot drawing to include wetlands, 1% annual Chance Flood, access location, soil test area, utility easements, conservation easement and building envelope. No Conservation Easement Area shall be contained within the Building Envelope as depicted on the pre-planned lot. A copy of the lot layout to be placed on file with the committee designee. Submit for approval ten (10) days prior to submitting final map.
 9. Indicate on face of CSM 1% Annual Chance Flood line on Final Land Division per Official Floodplain Zoning Map.
 10. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before July 14, 2012.
 11. 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.
 12. 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.
- **LD 2011 022 (Plymouth Township) Phillip T. Francis III & Lorrie Ann Speich**
LOCATION: 7600 Block W. State Rd. 11

Supervisor Mawhinney moved the approval of LD 2011 022; second by Supervisor Owens. All in favor – **APPROVED** (Yes – 4, No – 0, and Absent – 1).

CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:

1. Existing structures shall meet setback regulations.
2. 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.
3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before July 14, 2012.

4. 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.
5. 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. Land Division Regulations Update – Future Meetings Schedule

Mr. Byrnes said the final listening session will be on July 19, 6:00 p.m. in the Jury Assembly Room.

C. ADMINISTRATIVE QUARTERLY REPORT

Mr. Byrnes reported on the Board of Adjustment, Land Divisions, Building Permits and Access Control.

7. FINANCE

A. Department Bills /Encumbrances / Transfers

Supervisor Mawhinney moved the approval of payment of the department bills, second by Supervisor Owens. **All in favor - APPROVED** (Yes - 4, No - 0, Absent - 1).

8. HOUSING & COMMUNITY DEVELOPMENT

A. CDBG – Small Cities Project (ID 02649D2) = \$8,375

Supervisor Jensen moved the approval of Small Cities Project funds for an amount up to \$8,375; second by Supervisor Owens.

Mr. Somppi and Director Benjamin said this item had an issue to be checked on and should be taken off the agenda and tabled to the next meeting.

Supervisor Mawhinney moved to table CDBG – Small Cities ID 020649D2) = \$8,375 until the next meeting on July 28; second by supervisor Jensen. All in favor – **APPROVED**. (Yes – 4, No – 0, Absent – 1).

B. CDBG – Small Cities Project (ID 020683D2) = \$24,963

Supervisor Jensen moved the approval of Small Cities Project funds for an amount up to \$24,963; second by Supervisor Sweeney. All in favor – **APPROVED** (Yes – 4, No – 0, and Absent – 1).

Conflict of Interest Statement:

There were no Conflict of Interest Statements in regards to the aforementioned Loan / Grant requests.

Information Verification Statement:

All information required for loan approval was verified.

9. **FARMLAND PRESERVATION PLANNING**

A. **Farmland Preservation Planning Update**

Ms. Houston presented the timeline for Farmland Preservation Planning. In approximately 2 months it will be sent to the state for review. In October the item should be ready for posting legal notice, distributing and sending up to the state for certification. Ms. Houston has been meeting with the towns to understand what their personal objectives are. In addition the meetings serve to educate the towns and correct any misinformation that may be out there.

10. **DIRECTOR'S REPORT**

Director Paul Benjamin reported on Planning Department activities:

➤ **Housing Division Reform Efforts**

Director Benjamin stated that plans are moving forward to streamline the file system. Title Team has a contract with us to perform the title searches, check for outstanding liens and mortgages. Economic Support (Human Services) will be running reports on low to moderate income clients to determine their eligibility for loans and grants. This will allow staff more time to do their work.

Director Benjamin met with Rock County Finance Director Jeff Smith, Joanna Schuman and Administrator Craig Knutson and it was agreed that the new system will be used now with current files. A retired individual from the state with expertise in this area may be available to go through the older files and work getting them up to date.

➤ **Initial 208 Water Quality Meetings for Municipalities in the Beloit Area**

Individual meetings with municipalities are now occurring to determine what problems are. We need a record that can be replicated and amended through GIS to get a true picture of what is needed to be done.

➤ **Phosphorus Trading Meeting**

Director Benjamin said we are cautiously moving forward with each municipality to determine issues.

11. **COMMITTEE REPORTS**

None.

12. **ADJOURNMENT**

Supervisor Mawhinney moved to adjourn the committee at 9:28 a.m.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, July 28, 2011 at 8:00 a.m. The meeting will be held in the Courthouse Conference Center – 2nd Floor, East Wing of the Rock County Courthouse.**

Prepared by: Carol Jaggi - Acting Secretary