



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY MAY 10, 2018 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER
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, May 10, 2018 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Alan Sweeney, Wes Davis, Wayne Gustina, Mary Mawhinney and Phil Owens. QUORUM PRESENT.

Rock County Planning Staff Present: Colin Byrnes (Planning and Development Director), Andrew Baker (Zoning Administrator), Kurt Wheeler (Planner III), and Cheryl Martin (Planning Office Coordinator).

Others present: Ron Combs, Michelle Schultz (Real Property Lister), Brad Heuer (Surveyor), and Deputy Corporation Council Jody Timmerman.

2. **ADOPTION OF AGENDA**

Moved by Supervisor Owens, Seconded by Supervisor Gustina to approve the adoption of the agenda. ADOPTED (5-0)

3. **ELECTION OF VICE CHAIR**

Supervisor Gustina nominated Supervisor Mawhinney for Vice-Chair of the Committee.
All in Favor – APPROVED.

4. **SET MEETING DAY AND TIME**

After discussion, the Committee voted to continue to hold the Planning & Development Committee meeting on the 2nd and 4th Thursdays of the month at 8:00 am in the morning. Moved by Supervisor Owens, seconded by Supervisor Gustina. All in favor – APPROVED.

5. **MEETING MINUTES – APRIL 26, 2018**

Motion made by Supervisor Mawhinney to accept the minutes for April 26, 2018, Seconded by Supervisor Owens. APPROVED (5-0)

6. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Real Property Lister/LIO Michelle Schultz gave a brief overview of the Rock County Land Records Modernization Plan update information to the Committee. Mr. Heuer discussed new surveying equipment that would be purchased with grant funding associated to the Land Records Modernization Plan as well.

7. CODE ADMINISTRATION AND ENFORCEMENT

A. Public Hearing Shoreland Conditional Use Permit # 2018 002 Rock River Real Estate Development LLC c/o James Bursinger

Supervisor Mawhinney moved to go into Public Hearing, Seconded by Supervisor Owens. Time 8:15 am.

Mr. Baker described the application and project history to the committee. The applicant proposes to backfill an old quarry sit along the Rock River with clean limestone, which is a by-product of the installation of sanitary sewer in the area. The applicant was not present. Mr. Baker said that the project has been started without permitting from the County, apparently between now and when the application was made a few weeks ago. Soil and rock material has been piled on the property, but not yet pushed into the old quarry area. Mr. Baker visited the site the preceding day to obtain recent photos of the area. It was observed that the quantities and type of the materials brought on site were not as described within the application presented for review. Staff's recommendation to approve with conditions provided in the agenda packet was based on the information provided. Considering the material in question is substantially different in terms of potential concerns for sedimentation, a more detailed plan would be necessary to assure the Shoreland Ordinance Standards will be met. Therefore, Staff is not recommending approval based on the observations made on site. The Committee was made aware that Mr. Baker called the applicant and left a voicemail on Wednesday afternoon following the site visit and relayed the fact that the recommendation would be changed. Discussion and questions by the Committee followed.

Supervisor Owens moved to go out of public hearing, Seconded by Supervisor Davis. Time 8:25 am.

B. Review & Approval, Approval with Conditions or Denial of Shoreland Conditional Use Permit 2018 002

Motion to Deny the issuance of the Conditional Use Permit 2018 002 made by Supervisor Davis, Seconded by Supervisor Owens. The Committee voted unanimously to Deny. (5-0).

C. Review and Preliminary Approval, Preliminary Approval with Conditions or Denial of Land Division

• **2018 021 (Union Township) – Bjugstad**

Moved by Supervisor Mawhinney with Conditions, Seconded by Supervisor Owens
(5-0) APPROVED.

Conditions:

1. Utility easement(s) shall be placed on lots as requested by utility companies.
2. Note on Final CSM: "Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system."
3. Proposed lot lines must include the POWTS area with the building that utilizes the system.
4. The parent parcel is currently zoned A1 by the Town of Union. Based on the proposed size of Lot 1, a rezone to RR is required and has been approved by the Town.
5. Dedicate 33 foot half road right of way along N. Weary Rd. at the discretion of the Town of Union.
6. Final CSM shall be submitted to and approved by the Agency one year after preliminary approval.
7. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.

• **2018 022 (Union Township) – Marshall**

Moved by Supervisor Mawhinney with conditions, Seconded by Supervisor Owens.
(5-0) Approved.

Conditions:

1. Utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Note on Final CSM: "Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system."
3. Proposed lot lines must include the POWTS area with the building that
4. The parent parcel is currently zoned A1 by the Town. Based on the proposed size of Lot 1 A rezone to A3 has been approved by the Town.

5. Dedicate a 33 ft. half road right of way along W Holt Rd at the discretion of the Town.
6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
7. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of the last approval.

8. ECONOMIC DEVELOPMENT

Mr. Otterstein reviewed the Q1 2018 Rock Ready Index, a quarterly dashboard report that is compiled and distributed by the Agency. Various statistical references, trends and observations were woven into his remarks.

He also highlighted specific economic and/or workforce development activities – such as the Rock Internship Program – during his commentary. There was discussion. Since it was an information item, there was no Committee action.

9. FINANCE

A. Committee Review of Payments

The bills were reviewed and discussed by the Committee.

B. Transfers

None at this time.

10. COMMUNITY DEVELOPMENT

A. Housing Rehabilitation Loan Request – Loan ID 006007D1 & 097075D1 Tabled at 4-26-2018 meeting.

Moved into discussion, by Supervisor Davis, Seconded by Supervisor Gustina.

Director Byrnes presented the customer's request to have both of their Community Development Home Rehabilitation loans forgiven. Corporation Council was present to clarify the legalities of enforcing the repayment of the County's mortgages. After discussion, Supervisor Owens moved to deny the request for alterations of the loan terms or forgiveness of the loans; seconded by Supervisor Gustina. All in favor to deny the request for alteration of the loan's terms by forgiving them (5-0).

B. Rock Internship Program

Mr. Byrnes gave the Committee an overview of a new internship program for High School Seniors that would be employing interns in several Rock County Departments, Planning and Development being one.

11. COMMITTEE REPORTS

There were no committee reports.

12. DIRECTORS REPORT

Analysis of Impediments to Fair Housing for the Cities of Beloit and Janesville as well as Greater Rock County - Mr. Byrnes provided an update to the committee regarding the partnership with the Cities of Beloit and Janesville to research and create a report that identifies the impediments to the provision of fair housing within the Townships and County as a whole. This will be a future project the Committee will be reviewing in the future.

13. ADJOURNMENT

Moved by Supervisor Gustina, Seconded by Supervisor Davis. All in Favor (5-0).
Time: 9:25 am.

Minutes respectfully submitted by Kurt Wheeler Acting Secretary. Minutes are not official until approved by committee.

Future Meetings/Work Sessions

May 24, 2018 (8:00 am)

June 14, 2018 (8:00 am)

July 12, 2018 (8:00 am)

July 26, 2018 (8:00 am)