



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JUNE 26, 2014 - 8:00 A.M.
COURTHOUSE CONFERENCE ROOM
SECOND FLOOR
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, June 26, 2014 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Mary Mawhinney, Wayne Gustina, Wes Davis, and Jason Heidenreich.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/Zoning Administrator), Steve Schraufnagel (Acting Secretary), David Somppi (Community Development Manager), Travis Bangert (GIS Intern), Adam Pritchard (County Engineer) and Cheryl Martin (Accountant).

Other County Staff: Michelle Schultz (Real Property Lister), and Lori Williams (Rock County Parks Director).

Citizens present: Todd Hasse, Surveyor, and Jerome Skolaski

2. ADOPTION OF AGENDA

Supervisor Davis moved to adopt the agenda; Supervisor Gustina seconded the motion to approve the agenda. **Approved 5-0.**

3. MEETING MINUTES – JUNE 12, 2014

Supervisor Mawhinney moved the approval of the June 12, 2014 Committee minutes. Supervisor Davis seconded the approval of the minutes. **APPROVED 5-0.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

None at this time.

5. CODE ADMINISTRATION & ENFORCEMENT

A. Action Item: Request for Change of Use on Rock County Controlled Access Highway.

- Field Entrance changed to Public Street Use on S CTH G – City of Janesville

Mr. Byrnes reviewed with the Committee the Public Works Committee's decision to change the Access Control Map to convert an existing field entrance to a City of Janesville proposed street. The other field entrance will be removed.

Supervisor Mawhinney made a motion to approve the change of use; Seconded by Supervisor Heidenreich. **Approved (Yes –4 (Davis, Heidenreich, Mawhinney, Sweeney) No- 1 (Gustina), Absent – 0)**

B. Action Item: Preliminary Land Division Approval

Mr. Byrnes reviewed the Land Division with the Committee.

- LD 2014 021 (Clinton Township) Del Berg

Todd Hasse, surveyor for the applicant had several questions concerning the conditions for the Planning staff. Staff will work with the surveyor.

Supervisor Heidenreich made a motion to approve with conditions LD 2014 021; Seconded by Supervisor Sweeney. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions

1. Note on Final CSM: “No building which produces wastewater allowed on lot until acceptable soil and site evaluation report received on lot”.
2. 50’ half road right of way dedicated along STH 140 at the discretion of WISDOT and 33’ along E. Tighe Road at the discretion of the Town of Clinton.
3. Utility easements put on lot as requested by utility companies.
4. Vision easement shall be located at the intersection of STH 140 and E. Tighe Road extending 300’ along STH 140 and 150’ along E. Tighe Road and vision corner cleared of brush and trees under 6” in diameter. Trees larger than 6” in diameter may remain subject to evaluation in the design phase, but trimmed up to 8’ above the ground if they remain.
5. Note on Final CSM: “No driveway access allowed on STH 140 or copy of letter to guarantee State Highway Access Permit from District 1, WISDOT received before final approval of CSM.
6. Final CSM to be submitted to and approved by the Planning and Development Agency by June 26, 2015.
7. CSM’s that are subject to local approval must be recorded within 6 months of their last approval and 24 months of first approval in an Exclusive Agricultural District.

- LD 2014 026 (Avon Township) – David Nuttall

Supervisor Gustina made a motion to approve with conditions LD 2014 026;
Seconded by Supervisor Mawhinney. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions

1. Show septic and well locations for existing structures on Lot 1.
2. Existing structures shall meet setback regulations on Lot 1.
3. Acceptable soil and site evaluation received on Lot 2.
4. Utility easements put on lots as requested by utility companies.
5. 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 replacement of the existing system.
6. Final CSM submitted and approved by the Planning and Development Agency by June 26, 2015.
7. CSM's subject to local approval must be recorded within 6 months of their last approval.

C. Information Item:

Ms. Schultz (Real Property Lister) presented to the Committee a process concerning tax parcel splits that she worked out with Mr. Byrnes.

6. CORPORATE PLANNING

Information Item: Updating the Parks, Outdoor, Recreation & Open Space Plan (POROS Plan) which is an element of the Rock County Comprehensive Plan 2035.

Ms. Williams (Parks Director) explained to the Committee that her office is in the process of updating the Park Plan. A consultant has been retained for between \$30,000 & \$35,000. The Plan needs to be updated so Rock County remains eligible for Federal and State grants.

7. **FINANCE**

A. Department Bills/ Encumbrances/Amendments/Transfers

Supervisor Mawhinney made a motion to approve the bill; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

8. **COMMUNITY DEVELOPMENT**

Mr. Somppi reviewed the loan with the Committee.

A. Action Item: CDBG Small Cities Project – Edgerton (Loan ID 020734D-1) - \$23,863

Supervisor Gustina made a motion to approve Loan ID 020734D-1; Seconded by Supervisor Davis. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

B. Action Item: Request for Review of Staff/Committee Decision (Loan ID 020155D1)

The home owner is seeking to refinance his mortgage and is requesting Rock County to subordinate the loan. He will be able to reduce the terms from 30 years to 15 years and only pay \$5 more per month. If approved, the County would remain in the second position for loan repayment.

Supervisor Heidenreich made a motion to approve the subordination of Loan ID 020155D-1; Seconded by Supervisor Davis. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

C. Action Item: Resolution Authorizing Housing Services Contract with Wisconsin Partnership for Housing Development.

It was recommended that an amendment be proposed on the County Board floor that the contract be reviewed quarterly.

Supervisor Gustina made a motion to approve the resolution; Seconded by Supervisor Mawhinney. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

9. **COMMITTEE REPORTS**

None

10. **DIRECTORS REPORT**

- Beloit 208 Water Quality Plan. The plan has been approved by the DNR and will be on the County Board agenda in the coming month.

- Provision of Planning Services to local units of government – Mr. Brynes stated that there have been several requests by local communities for planning services either on an hourly basis or via contract.

10. ADJOURNMENT

Supervisor Gustina moved to adjourn the committee at 9:26 a.m.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, July 10, 2014 at 8:00 a.m.**

Prepared by: Steve Schraufnagel – Acting Secretary