



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, AUGUST 27, 2015 - 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, August 13, 2015 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Wes Davis. and Wayne Gustina. Supervisors absent: Jason Heidenreich, Mary Mawhinney – QUORUM PRESENT.

Planning & Development Staff Present: Colin Byrnes (Acting Director Planning and Development), Kurt Wheeler (Planner II, Acting Secretary), Cheryl Martin (Planning and Development Accountant).

Other Planning & Development Associates: Kathy Kamp (Wisconsin Partnership For Housing Development – Community Development Program Administrator).

County Officials Present: Josh Smith (County Administrator), Annette Mikula (Human Resources Director), Michelle Schultz (Real Property Lister), Jason Houle (County Surveyor).

Citizens Present: Jeff Maxted, Phillis Smith, Alex and John Hanson, Merry Evans.

2. **ADOPTION OF AGENDA**

Moved by Supervisor Gustina, seconded by Supervisor Davis. APPROVED (3-0)

3. **MEETING MINUTES – August 13th, 2015**

Motion made by Supervisor Davis to accept minutes as written, seconded by Supervisor Gustina. (3-0) ADOPTED

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

None

5. **CONFIRMATION OF APPOINTMENT OF DIRECTOR OF PLANNING AND DEVELOPMENT**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this ____ day of _____, 2015, confirms the appointment of Colin Byrnes, as Director of Planning and development in accordance with the attached conditions of employment.”

Motion to Approve made by Supervisor Davis, Seconded by Supervisor Gustina
APPROVED (3-0)

6. **SEMI-ANNUAL REPORT ATTENDANCE AT CONFERENCES/CONVENTIONS**

The Planning & Development Agency, Real Property Lister, and Surveyor's Office submitted memos indicating no department member attended any training, conference, or convention that exceeded the cost of \$1,000 in the first six months of the year.

7. **CODE ADMINISTRATION & ENFORCEMENT**

A. **Public Hearing Proposed Revisions to Section 4.410(5)(B) Part 4 – Floodplain Zoning of the Rock County Code of Ordinances**

Motion to open Public Hearing made by Supervisor Gustina, Seconded by Supervisor Davis, Time In: 8:05.

Alex and John Hanson, as well as Merry Evans spoke regarding the update of FEMA Floodplain Maps.

Motion to Close Public Hearing made by Supervisor Davis, Seconded by Supervisor Gustina, Time Out: 8:13.

B. **Extension Request for Shoreland Conditional Use Permit 2014 002 – Wisconsin Power & Light**

Motion to Approve by Supervisor Gustina, Seconded by Supervisor Davis. ADOPTED (3-0)

8. **FINANCE**

A. **Department Bills/Transfers/Pre-Approved Encumbrances and Amendments to Encumbrances**

Motion to approve the departmental bills made by Supervisor Davis, Seconded by Supervisor Gustina. APPROVED (3-0)

9. **COMMUNITY DEVELOPMENT**

A. **Policy and Procedure Manual for Rock County Housing Rehabilitation Program Amendments**

Kathy Kamp (WPHD) presented an updated *Rock County Policies and Procedures Manual* for the Housing Rehabilitation Program. Based on input from the HOME

Program monitoring agency, additions were made to text to provide clarification in the processes and procedures that evidence that all applicants are treated equitably.

Motion to approve the amendments to the Rock County Policies and Procedures Manual for the Housing Rehabilitation Program made by Supervisor Gustina; seconded by Chair Sweeney. APPROVED (3-0)

10. **COMMITTEE REPORTS**

None.

11. **DIRECTORS REPORT**

Mr. Byrnes gave a status update to the Committee on the Traynor Gravel Pit/Board of Adjustment meeting and a reminder of the upcoming joint meeting of the Public Works and Planning & Development Committees on September 10, 2015.

12. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee at 9:22 a.m. Seconded by Supervisor Davis. ADOPTED (3-0)

Respectfully Submitted, by Kurt Wheeler, Acting Secretary

These Minutes are not official until approved by Committee.

Future Meetings/Work Sessions

August 27, 2015 (8:00 am)
September 10, 2015 (8:00 am)
September 24, 2015 (8:00 am)
October 8, 2015 (8:00 am)
October 22, 2015 (8:00)