



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, DECEMBER 16, 2010 - 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, December 16, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Phil Owens, Mary Mawhinney and Wayne Gustina. Absent: Marilynn Jensen.

Planning & Development staff present: Steve Schraufnagel (Planner III), Jennifer Borlick (GIS Manager), Colin Byrnes (Code Administration and Enforcement), (David Somppi (Community Development Mgr.), and Cheryl Martin (Accountant).

Others present: Ron Combs (Combs & Associates, Inc).

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – DECEMBER 2, 2010**

Supervisor Owens moved the approval of the December 2, 2010 Committee minutes; seconded by Supervisor Gustina. **APPROVED**.

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

Michelle Schultz (Real Property Description) reported that Property tax statements have been mailed out to the local clerks, with the exception of the City of Brodhead because they have not approved their local levy.

Jennifer Borlick reported on the 2010 orthophotography project. The first block of 6-inch imagery has been received for Quality Control (QC). From this block, participating partners agree that this product does not meet expectations. Consultation with the contractor will begin immediately.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated:

➤ **Land Division 2010 059 (Milton Township) – Anne Wanke Trust**

Supervisor Owens moved the Conditional Approval of Land Division 2010 059; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes – 3, No – 0, Absent – 2).

*Conditions To Be Met Before Rock County Final Approval:*

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along N. Klug Rd.
3. 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.
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 December 16, 2011.
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.

➤ **Land Division 2010 062 (Union Township) – Thomas Davis**

Supervisor Owens moved the Conditional Approval of Land Division 2010 062; seconded by Supervisor Gustina. All in favor – <b>APPROVED</b> (Yes – 3, No – 0, Absent – 2).
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*Conditions To Be Met Before Rock County Final Approval:*

1. An Affidavit is recorded indicating there is an outstanding Shoreland/Floodplain Violation on this property and remediation is required by the landowner or alternatively, the violation is remediated according to approved DNR plans.
2. Existing structures shall meet setback regulations.
3. 35-foot 1/2 ROW to be dedicated along E. Union Rd.
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 septic system and well locations for existing structures on final CSM. Development Agency on or before December 16, 2011.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 16, 2011.
7. 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.
8. 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.

➤ **Land Division 2010 063 (Johnstown Township) – Andrew Weberpal Revocable Trust**

Supervisor Gustina moved the Conditional Approval of Land Division 2010 063; seconded by Supervisor Owens. All in favor – **APPROVED** (Yes – 3, No – 0, Absent – 2).

*Conditions To Be Met Before Rock County Final Approval:*

1. Existing structures shall meet setback regulations.
2. 40-foot 1/2 ROW to be dedicated along East CTH MM and M.
3. 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.
4. Show septic system and well locations for existing structures on final CSM.
5. Utility easements put on lot as requested by utility companies.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 16, 2011.
7. 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.

- 8. 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.

**6. FINANCE**

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

Supervisor Owens moved the approval of payment of the department bills; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 3, No - 0, Absent - 2)

**7. HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

**A. CDBG-EAP Emergency Assistance Project (ID 008060D2) = \$23,599**

Supervisor Gustina moved the approval of CDBG-EAP Emergency Assistance Program funds (Project ID 008060D2) for an amount up to \$23,599; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 3, No - 0, and Absent - 2).

**B. Lead Hazard Control (LHC) / CDBG-RLF Project (ID's 007017D2 & 020674D1) = \$44,965**

Supervisor Owens moved the approval of Lead Hazard Control (LHC) / CDBG-RLF Project funds (Project ID 007017D2 & 020674D1) for an amount up to \$44,965; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 3, No - 0, and Absent - 2).

**C. Approval of Rock County Housing & Community Development Policy & Procedure Manual**

Supervisor Owens moved the approval of the Rock County Housing & Community Development Policy & Procedure Manual; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 3, No - 0, and Absent - 2).

**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.*

Mr. Somppi informed the Committee of a potential opportunity for Rock County to apply for Community Development Block Grant (CDBG) - Emergency Assistance Program (EAP) funds. He will keep the Committee informed.

Supervisor Mawhinney arrived at 8:45 a.m.

**8. DIRECTOR'S REPORT - PLANNING**

Mr. Schraufnagel presented the Director's Report.

- The PACE Ad Hoc Committee has unanimously approved the Final Draft of the PACE Plan. The Plan will come before the County Board of Supervisors for final approval and adoption at their January 13, 2011 County Board meeting.

- The Planning Department Staff continue to meet with Rock County Towns regarding their zoning ordinance updates.
- Director Benjamin has met with Bob Museus (Administrator-Town of Beloit) to discuss the potential of obtaining a Dept. of Natural Resources (DNR) grant to digitize the Town of Beloit's sewer lines.

9. **COMMITTEE REPORTS**

There were no Committee Reports.

10. **EXECUTIVE SESSION: Per Section 19.85(1)(c) Wis. Stats. – Midterm Review of Planning, Economic & Community Development Director**

Supervisor Gustina moved to enter Executive Session at 8:58 a.m.; second by Supervisor Owens. **ADOPTED** on the following roll call vote. Present: Supervisors Gustina, Mawhinney, Owens, and Sweeney. Absent: Supervisor Jensen.

Supervisor Owens moved to exit Executive Session at 9:37 a.m.; second by Supervisor Mawhinney. **ADOPTED** on the following roll call vote. Present: Supervisors Gustina, Mawhinney, Owens, and Sweeney. Absent: Supervisor Jensen.

11. **ADJOURNMENT**

Supervisor Mawhinney moved to adjourn the committee at 9:38 a.m.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, January 13, 2011 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary