



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 22, 2010 - 8:30 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 8:30 a.m. on Thursday, April 22, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes, (Code Admin. Mgr.), Jennifer Borlick, (GIS Mgr.), Justin Emerson (Planning Intern), and David Somppi (Community Development Mgr.)

Others present: Ron Combs (Combs & Associates, Inc.) and Makya Vandiver-Hawkins

2. **ADOPTION OF AGENDA**

Supervisor Owens moved the adoption of the agenda as presented; second by Supervisor Gustina. Supervisor Mawhinney noted the following change to the agenda: Remove page 4 Land Records bills from committee approval. ADOPTED as Amended.

3. **MEETING MINUTES – APRIL 8, 2010**

Supervisor Jensen moved the approval of the April 8, 2010 Committee minutes; second by Supervisor Gustina. Supervisor Jensen noted the following change to the minutes: Item 4, Paragraph 2, second line should read **March 25th** instead of **April 8th**. **APPROVED as presented.**

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

Jennifer Borlick introduced the new Planning Intern Justin Emerson.

Supervisor Owens complimented the Planning Agency on the April 19th Land Division Regulations Update Workshop and recommended that staff try to schedule future workshops when they are most convenient for attendees.

Director Benjamin reported on the Farmland Preservation Planning Grant awarded to Rock County Planning and Development from the Department of Agriculture, Trade and Consumer Protection (DATCP). The purpose of the grant is to update the county's currently certified Farmland Preservation Plan required under s.91.10(1), Stats. The grant work will be performed over 2 calendar years between January 1, 2010 and December 31, 2011.

Director Benjamin announced that he has plans to bring in outside speakers (i.e. other Planners, public policy personnel, etc.) to present their related work experiences to staff, committee and other interested parties.

Chair Sweeney asked for a report on substantially damaged properties located on S. River Rd. in Rock Township. Mr. Byrnes informed the Committee about the current status of two

properties located at 3345 & 3355 South River Road. Both residential structures received Committee approval of grant funding for demolition in the past. The mortgage holder for 3345 S. River Rd. has not signed a release for demolition yet. Staff will send another letter to the mortgage holder indicating the violation potential with financial repercussions along with involvement of Corporation Counsel. 3355 S. River Rd. has a signed waiver but the property is in arrears with property tax payments. Therefore, the County may take possession of the land for back taxes by September 15, 2010. At that point the appropriated demolition funds will be used.

5. CODE ADMINISTRATION AND ENFORCEMENT

Code Administrator, Colin Byrnes presented the Staff report.

A. Preliminary Approval of Land Divisions

Staff has reviewed the applications and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated: Land Division 2010 010, 2010 011, and 2010 013.

➤ **Land Division 2010 010 (Janesville Township) – Paul and Tammy Dettman**

LOCATION: 704 E. Janesville – Fulton Townline Rd.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2010 010; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 40-foot 1/2 ROW to be dedicated along E. Janesville – Fulton Townline 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 April 22, 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 011 (Union Township) – Dustin Hawkins**

LOCATION: 18400 block of W. Emery Rd.

Supervisor Jensen moved the Conditional Approval of Land Division 2010 011; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along W. Emery 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. Utility easement(s) 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 April 22, 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 013 (Porter Township) – Howard Young**

LOCATION: 8800 Block W HWY 59

Supervisor Mawhinney moved the Conditional Approval of Land Division 2010 013; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. Acceptable soil and site evaluation report received on lot.
2. Utility easement(s) put on lot as requested by utility companies.
3. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before April 22, 2011.

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. 1st Quarter Administration Report

Staff reported that the number of permits issued remains lower than previous years.

6. FINANCE

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

Supervisor Owens moved the approval of payment of the department bills; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

7. HOUSING & COMMUNITY DEVELOPMENT

Mr. Somppi presented the Staff report.

A. CDBG Lead Hazard Control Grant and CDBG Housing Rehab Project (ID 007033 and 020610) = \$14,843

Supervisor Jensen moved the approval of CDBG Lead Hazard Control Grant and CDBG Housing Rehabilitation Project (ID 07033 and 020610) for an amount up to \$14,843; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. CDBG Housing Rehabilitation Loan (ID 20594) = \$11,300

Supervisor Owens moved the approval of CDBG Housing Rehabilitation Loan (ID20594) for an amount up to \$11,300; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

C. CDBG Downpayment Assistance Loan (ID 020628) = \$5,447

Supervisor Gustina moved the approval of CDBG Downpayment Assistance Loan (ID 020628) for an amount up to \$5,447; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

D. Resolution Authorizing Submission of the 2010 Community Development Block Grant – Small Cities Application

Mr. Somppi introduced the Resolution to authorize submission of the 2010 Community Development Block Grant – Small Cities Application to receive funds for rehabilitation of single-family owner-occupied housing units, improving handicapped accessibility, Homestead Opportunity for new home buyers, expanding housing opportunities, and program administration expenses.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors on this _____ day of _____, 2010, hereby approves and authorizes the preparing and filing of an application for the 2010 Community Development Block Grant – Small Cities program through the Wisconsin Department of Commerce, Division of Housing and Community Development; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors authorizes the County Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

BE IT FURTHER RESOLVED, that authority is hereby granted to the Rock County Planning and Development Agency to take the necessary steps to prepare and file an appropriate application for funds under this program in accordance with this application.

Supervisor Jensen moved the above resolution; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

E. Timeline for Analysis and Review of the Housing Policy Manual for Rock County

Mr. Somppi presented a workplan and timeline for updating the Housing Policy Manual for Rock County. The committee requested a copy of the draft for review by May 13, 2010 committee meeting.

F. Current Status – All Rock County Community Development Programs (as of 4/01/10)

Mr. Somppi reported on the current status of all Rock County Community Development Programs.

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

8. ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 9:39 A.M.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, May 13, 2010 at 8:30 AM.**

Prepared by: Cheryl Martin - Acting Secretary