



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, DECEMBER 2, 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 2, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Phil Owens and Wayne Gustina. Absent: Mary Mawhinney and Marilynn Jensen.

Planning & Development staff present: Paul Benjamin (Director), 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.) and Michael Schroon.

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – NOVEMBER 11, 2010**

Supervisor Owens moved the approval of the November 11, 2010 Committee minutes; seconded by Supervisor Gustina. **APPROVED.**

4. **MEETING MINUTES – NOVEMBER 18, 2010**

Supervisor Gustina moved the approval of the November 18, 2010 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

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

Michael Schroon (439 Indian Lane, Fulton Township) stated he was present to ask for a reduction in the fee for an After-the-Fact Shoreland Permit.

Chair Sweeney updated the Committee on the progress of the PACE (Purchase of Agricultural Conservation Easements) Program. An Open House was held on November 30th and was very well attended.

6. **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 057.

➤ **Land Division 2010 057 (Janesville Township) – Gary Peters**

LOCATION: 3900 Block W. CTH A

Supervisor Owens moved the Conditional Approval of Land Division 2010 057; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes – 3, No – 0, Absent – 2).

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 40-foot half road right of way dedicated along W. CTH A.
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 or a recorded septic easement is in place.
4. Show septic system and well locations for existing structures on final CSM.
5. Utility easements put on lot as requested by utility companies (10 foot utility easement across front of lot).
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 2, 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.

B. Consideration of Fee Reduction for Shoreland Permit 2010 SL-137 – Michael & Vickie Schroon

Mr. Byrnes reported that Staff recommends the fee for an After-the-Fact Shoreland Permit remain at \$700.

The applicant, Mr. Michael Schroon was present and explained what had happened during the process of building his garage and driveway prior to obtaining his permit. There was discussion with Staff, the Committee and Mr. Schroon regarding the fee reduction.

Supervisor Gustina moved to reduce the fee from \$700 to \$350 for Shoreland Permit 2010 SL-137 – Michael and Vickie Schroon; seconded by Supervisor Owens. All in favor – **APPROVED** (Yes – 3, No – 0, Absent – 2).

7. **FINANCE**

There were no bills presented for committee approval.

8. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

A. **CDBG-EAP Emergency Assistance Project (ID 008060D1) = \$1,175**

Supervisor Owens moved the approval of CDBG-EAP Emergency Assistance Program funds (Project ID 008060D1) for an amount up to \$1,175; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 3, No – 0, and Absent – 2).

B. **Lead Paint Revolving Fund (LPRF) Project (ID 94114D1) = \$5,500**

Supervisor Gustina moved the approval of Lead Paint Revolving funds (Project ID 94114D1) for an amount up to \$5,500; second by Supervisor Owens. 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.

C. **Distribution of Housing & Community Development Policy & Procedure Manual Updates**

The Final Draft of the Housing & Community Development Policy & Procedure Manual was distributed to the Committee. Final Approval is expected to take place at the December 16th Committee meeting.

9. **DIRECTOR'S REPORT – PLANNING**

Director Benjamin reported on the following:

- Planning Staff were present at the November 18th Towns Association Meeting for a presentation on the launch of the Farmland Preservation Planning Grant.
- Planning Staff continue to meet with the Towns to discuss the updating of their zoning ordinances.
- He & another staff member will be attending the Healthy Homes Grantee Workshop in Annapolis, MD from December 14th through the 17th.

10. **COMMITTEE REPORTS**

There were no Committee Reports.

11. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:18 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, December 16, 2010 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary