



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, FEBRUARY 25, 2010 – 8:30 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR – EAST WING
ROCK COUNTY COURT HOUSE
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meetings held Thursday, February 11, 2010
4. Citizen Participation, Communications and Announcement
5. Code Administration & Enforcement
 - A. Discussion regarding reconsideration of Shoreland Conditional Use Permit 2010-001 (Newark Township) – Rock County Public Works, Highway & Parks Department Beckman Mill Park
6. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
7. Housing & Community Development
 - A. **Action Item:** Request for Review of Staff Decision regarding Housing Procedures Manual Subordination Policy
 - B. **Action Item:** Resolution Authorizing Rock County Purchase of Property Through 2009 Wisconsin Division of Emergency Management – Hazard Mitigation Grant Program Assistance Agreement FEMA-DR-1768-WI
 - C. Potential Conflict of Interest – Yes,
8. Rock County Land Division Regulations (Chapter 15, *Rock County Code of Ordinances*) Update Workshop
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(c) Wis. Stats. – To Discuss and Possibly Recommend County Administrator's Appointment of Planning Director
10. Adjournment

Future Meetings/Work Sessions

March 11, 2010 (8:30 AM)

March 25, 2010 (8:30 AM)

April 8, 2010 (8:30 AM)

April 22, 2010 (8:30 AM)

Non-Committee Future Meetings

February 24-26, 2010 – WLIA Conference - (Jennifer Borlick –
Workshop Presenter)

March 1, 2010 – (3:30 PM) PACE (Purchase of Agricultural Easements)
Ad Hoc Committee – 2nd Floor, Rock County Courthouse Conference
Center

Account Number	Name	Yearly Front Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63107	PUBL & LEGAL	880.00	0.0%	0.00	0.01	879.99	
	P1001198-PO# 02/16/10 -UN#011191					BELOIT DAILY NEWS	36.56
						CLOSING BALANCE	843.43
							36.56
6464000000-64200	TRAINING EXP	4,219.00	1.4%	0.00	60.00	4,159.00	
	02/16/10 -UN#023669					BYRNES, COLIN	199.00
	02/16/10 -UN#043995					HOUSTON, CARRIE	199.00
	02/16/10 UN#049231					THOMPSON, WADE	199.00
						CLOSING BALANCE	3,562.00
							597.00
	PLANNING					PRG-TOTAL-PO	633.56

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$633.56 INCURRED BY PLANNING. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 25 2010 DATE _____ CHAIR

Account Number	Name	Yearly Percent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN EXPENSE	12,869.00 3.0%	395.65	0.01	12,473.34		
	P1001222-PO# 02/16/10 -UN#021629		MILWAUKEE LEAD ASBESTOS INFORM			575.00	
			CLOSING BALANCE		11,898.34		575.00
			HC CLRING A/C				575.00
			PRG-TOTAL-PO				575.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$575.00 INCURRED BY HOUSING GRANT CLEARING ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 25 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6469000000-61300	PER DIERS	2,776.00 10.6%	296.50	0.00	2,479.50		
	F1001223-PO# 02/16/10 -UN#043526					CENTER FOR LAND USE EDUCATION	50.00
					CLOSING BALANCE		50.00
6469000000-63107	PUBL & LEGAL	520.00 0.0%	0.00	0.00	520.00		
	F1000350-PO# 02/16/10 -UN#013607					JANESVILLE GAZETTE INC	42.15
					CLOSING BALANCE		42.15
	BD OF ADJUSTMENT		PRG-TOTAL-PO				92.15

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$92.15 INCURRED BY BOARD OF ADJUSTMENT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 25 2010 DATE _____ CHAIR

2010



ROCK COUNTY GOVERNMENT

Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning & Development Committee
THROUGH: Steve Schraufnagel, Acting Director, Planning & Development Agency
FROM: David Somppi, Community Development Manager
SUBJECT: Recommendations – Actions for P&D Agenda
DATE: February 18, 2010

RECOMMENDATION – ACTION:

- 1. Action Item** – Request For Review of Staff Decision – Staff recommends that, unless alternative can be developed between owner and Staff, the Subordination policy be implemented as written.
- 2. Action Item** - Authorizing Rock County Purchase Of Property Through 2009 Wisconsin Division Of Emergency Management- Hazard Mitigation Grant Program Assistance Agreement FEMA-DR-1768-WI - Staff Recommends Approval.

Cc:



Rock County Planning & Development Agency
51 S. Main Street
Janesville, WI 53545
(608) 757-5587

DATE: February 18, 2010
TO: Rock County Planning & Development Committee
FROM: David Somppi, Community Development Manager
RE: Request For Review of Staff Decision

Address: 4928 S. County Road 'H', Orfordville, WI
Loan No.: 94434D-1 (HOME Revolving Fund)
Type: HOME 0% Owner loan for Lead Hazard Control (LHC) work and CDBG 0% Rehab. Loan
Amount / Date of 1st Mortgage: \$128,500 ARM (Adjustable Rate Mortgage) / May, 2005
\$ 6,750 May, 2005

Amount / Date of Existing Mortgage: \$ 210,000 ARM (Adjustable Rate Mortgage) / May 16, 2008

Amount / Date of Rock County Owner Rehab. Loan: \$ 23,866.80 / May, 2005.

Debt on Property: \$ 230,000 - 235,000 - est. as of 02 / 10

Assessed Value: \$ 105,400 – 2009

Estimated Current Market Value: Appraised at \$250,000 – January, 2010

REASON FOR REQUEST:

Section IX.2. of the Subordination Policy of the Housing Procedures Manual reads as follows:

IX. CONSIDERATION OF SUBORDINATION REQUEST: Rock County will consider subordination requests based on this Policy.

Rock County may consider subordinating an existing Rock County mortgage under the following conditions:

1. The owner is refinancing their first mortgage. This first mortgage had to be in place before the applicant acquired the mortgage with Rock County.
2. The term of the proposed mortgage is an improvement for the existing mortgage. **The proposed mortgage must have a fixed interest rate and term. Subordination requests for adjustable rate mortgages (ARM's) or mortgages with balloon payments will not be approved.**

The owner has requested a Subordination of an existing Rock County Community Development Mortgage.

According to a representative of the financial institution, the owner qualifies for a mortgage with an adjustable rate. They do not qualify for a mortgage with a fixed rate.

A subordination request will be reviewed based on the subordination policy at the time that the subordination request is made.

Without a subordination, the owner has stated he may be required to sell their house.

The alternatives:

1. Implement the policy as written.
2. Grant the owners request.

Analysis: The Planning Agency does not have the authority to approve a subordination request for terms that are different than the Subordination Policy.

Currently, the Planning & Development Agency receives approx. 10 requests for subordinations annually. The Subordination Policy is used to review these requests.

As of this writing, staff is working with the owner to determine if there are alternatives for their refinancing that would meet the terms of the Housing Procedures Manual.

Unless an alternative is found, staff would recommend implementing the policy as written.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

ROCK COUNTY PLANNING &
DEVELOPMENT AGENCY
INITIATED BY



STEVE SCHRAUFNAGEL,
DAVID SOMPPI
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

FEBRUARY 15, 2010
DATE DRAFTED

**AUTHORIZING ROCK COUNTY TO PURCHASE PROPERTY THROUGH 2009 WISCONSIN
DIVISION OF EMERGENCY MANAGEMENT- HAZARD MITIGATION GRANT PROGRAM
ASSISTANCE AGREEMENT FEMA-DR-1768-WI**

- 1 **WHEREAS**, due to Federal Disaster Declaration FEMA-1768-DR-WI declared for Rock County on June 14,
2 2008, Rock County applied for Federal funds through the Hazard Mitigation Grant Program (HMGP),
3 administered by the U.S. Department of Homeland Security – Federal Emergency Management Agency
4 (FEMA) through Wisconsin Emergency Management (WEM); and
5
6 **WHEREAS**, at the meeting on September 10, 2009, the Rock County Board of Supervisors approved a Grant
7 Agreement with Wisconsin Emergency Management to make available HMGP funds to purchase identified
8 eligible flood-damaged properties in Rock County outside of the Cities of Beloit and Janesville; and,
9
10 **WHEREAS**, per State and Federal requirements, depending on current ownership, Rock County had conducted
11 either pre- or post-flood appraisals on subject properties to determine the pre- or post-flood value of the subject
12 properties; and,
13
14 **WHEREAS**, the results of these appraisals were used to establish offers to purchase for the subject properties;
15 and,
16
17 **WHEREAS**, Rock County has received an accepted offer to purchase for one of the subject properties, based
18 on the post-flood appraised value of \$60,000; and,
19
20 **WHEREAS**, Rock County proposes to remove structures on the property and make use or dispose of the
21 property in accordance with the Housing Procedures Manual for Rock County, and appropriate State and
22 Federal requirements.
23
24 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors on this _____ day
25 of February, 2010, hereby approves and authorizes the purchase by the County of Rock of this property; and,
26
27 **BE IT FURTHER RESOLVED**, that funds for the purchase of the property be allocated from the Federal
28 Emergency Management Agency – Hazard Mitigation Grant Agreement; and,
29
30 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County Board Chair
31 and County Clerk to sign the respective documents on behalf of the County of Rock; and,
32
33 **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Rock County Planning & Development
34 Committee and Rock County Board Staff Committee to take the necessary steps to develop proposals and enter
35 into agreements needed to purchase and dispose of the structures on the site and to determine the final disposition
36 of the property.

AUTHORIZING ROCK COUNTY TO PURCHASE PROPERTY THROUGH 2009 WISCONSIN
DIVISION OF EMERGENCY MANAGEMENT- HAZARD MITIGATION GRANT PROGRAM
ASSISTANCE AGREEMENT FEMA-DR-1768-WI
Page 2

Respectfully Submitted:

Planning & Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Marilynn Jensen

Phillip Owens

Wayne Gustina

County Board Staff Committee

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Betty Jo Bussie

Marilynn Jensen

James Joiner

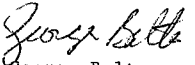
Richard Ott

Louis Peer

Kurtis L. Yankee

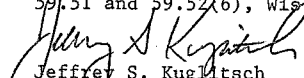
FISCAL NOTE:

\$1,049,246 is included in Planning and Development's 2010 budget, as amended by Resolution 09-9A-350, for the purchase and remediation of these and other flood damaged properties. No County funds are used in this grant program.


George Baltes
Internal Auditor

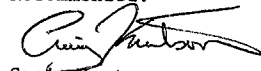
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(6), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

AUTHORIZING ROCK COUNTY TO PURCHASE PROPERTY THROUGH 2009 WISCONSIN DIVISION OF EMERGENCY MANAGEMENT- HAZARD MITIGATION GRANT PROGRAM ASSISTANCE AGREEMENT FEMA-DR-1768-WI

The County of Rock has received grant funds from the State of Wisconsin Emergency Management. The Rock County Board of Supervisors approved the Grant Agreement receipt of the Grant at its meeting on September 10, 2009.

Funds from this Grant are being used to acquire properties located in Rock County outside of the Cities of Beloit & Janesville on which the structures were substantially damaged and were owner-occupied.

Requirements of the Federal Privacy Act prevent the announcement of the property addresses until the properties are purchased.

Per State and Federal requirements, depending on current ownership, Rock County had conducted either pre-or post-flood appraisals on subject properties to determine the pre- or post-flood value of the subject properties. The results of these appraisals were used to establish offers to purchase for the subject properties, and

Rock County has received an accepted offer to purchase for one of the subject properties, based on the post-flood appraised value of \$60,000. The purchase of the property is contingent on approval by the Rock County Board of Supervisors.

Per the Housing Procedures Manual for Rock County, the Planning & Development Committee and Planning & Development Agency have been working to implement the provisions of the Grant. Arranging for the purchase of the property has been done in accordance with State and Federal regulations and requirements.

The Planning & Development Committee and Agency will comply with Federal requirements for demolishing structures on the property, conduct site restoration activities, and conduct final grading and seeding. Upon completion of this work, final disposition of the property will be determined.



ROCK COUNTY GOVERNMENT

Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning and Development Committee

THROUGH: Steve Schraufnagel, Acting Director, Planning & Development Agency

FROM: Wade Thompson, Planner

SUBJECT: Materials - Rock County Land Division Regulations Update Workshop (Agenda Item #8)

DATE: February 17, 2010

Summary:

In regards to Agenda Item #8, Rock County Land Division Regulations Update Workshop, attached are the following materials:

- A workshop outline highlighting major issues to be covered
- A worksheet displaying a generalized overview of the land division process in Rock County
- A draft of the updated Rock County Land Division Regulations table of contents
- A draft of correspondence to interested parties, providing notification of the Land Division Regulations update process

If you have any questions or comments on these materials in advance of the workshop, please do not hesitate to contact me at 608.757.5582.

**Rock County Land Division Regulations
(Chapter 15, Rock County Code of Ordinances)
Update Workshop – February 25, 2010**

OUTLINE

I. Rationale for Update

- a. *Rock County Comprehensive Plan 2035*
- b. Age of ordinance and new planning concepts
- c. Dynamic of Rock County

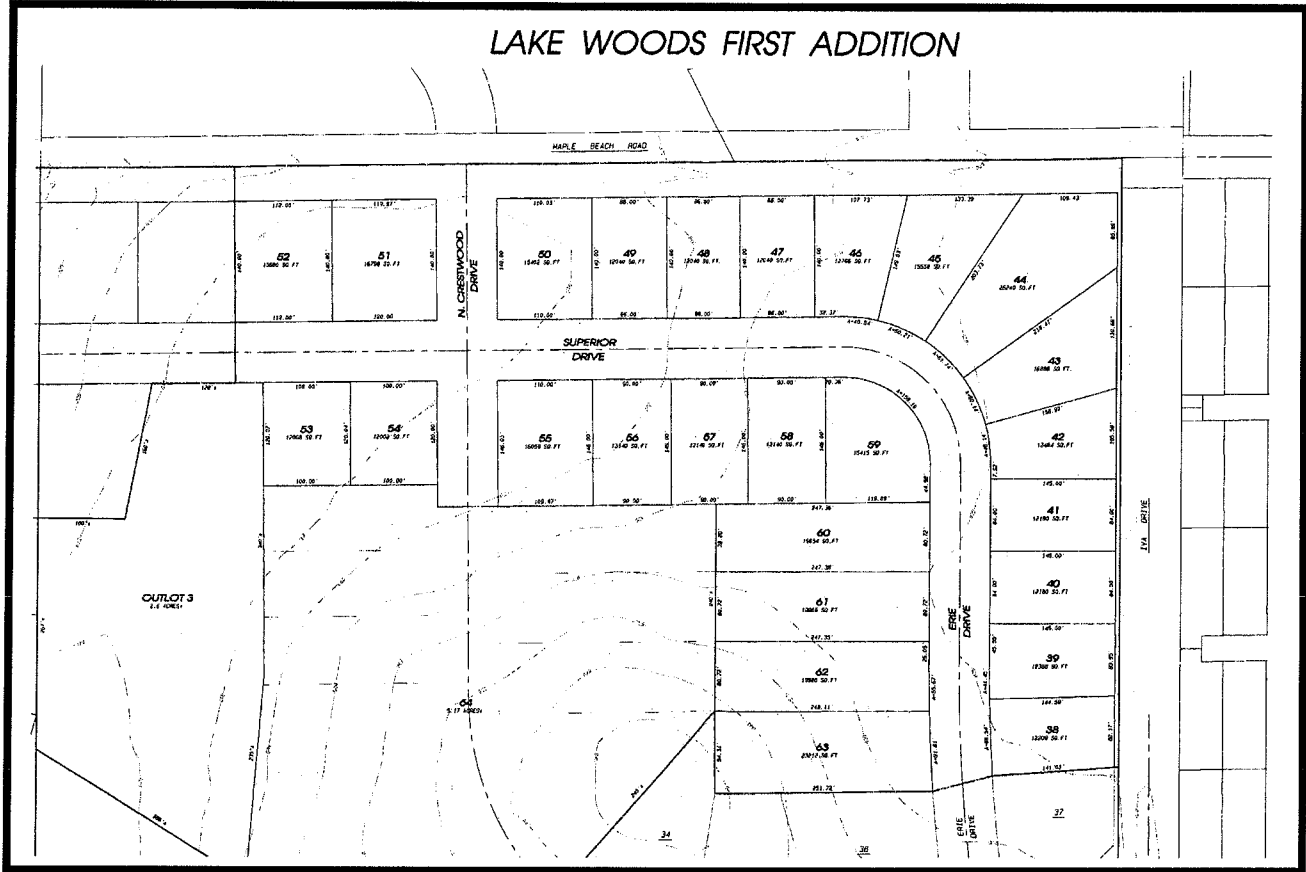
II. Major Changes

- a. Review of all land divisions, regardless of size
- b. Protection of environmentally sensitive areas
- c. Clarification of Town and County roles in land division process
- d. Application procedures and data submission requirements
- e. Revised structure and organization

III. Timeline and Process

- a. Notification to interested parties (Towns, etc.) – March
- b. Public Workshop #1 – Listening Session – March
- c. Public Workshop #2 – Presentation of draft ordinance – April
- d. Public Workshop #3 – Presentation of revised draft ordinance – May
- e. Planning and Development Committee Workshop #1 – Presentation of draft – June
- f. Planning and Development Committee Workshop #2 – Presentation of revised draft – June
- g. Public Hearing #1 – County Board Adoption – July
- h. Public Hearing #2 – County Board Adoption – August

ROCK COUNTY LAND DIVISION PROCESS



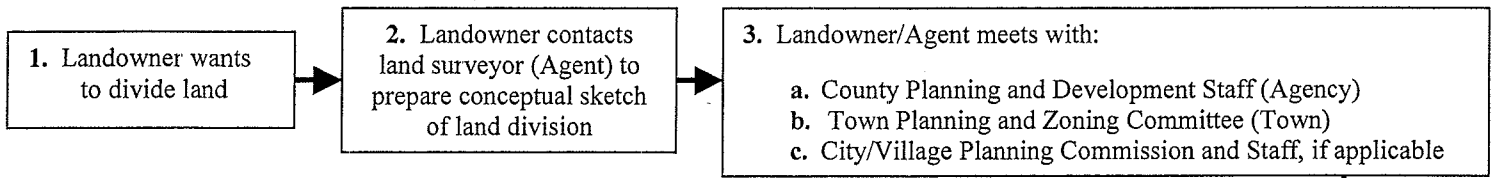
**ROCK COUNTY PLANNING,
ECONOMIC & COMMUNITY
DEVELOPMENT AGENCY**

**51 S. MAIN STREET
JANESVILLE, WISCONSIN 53545**

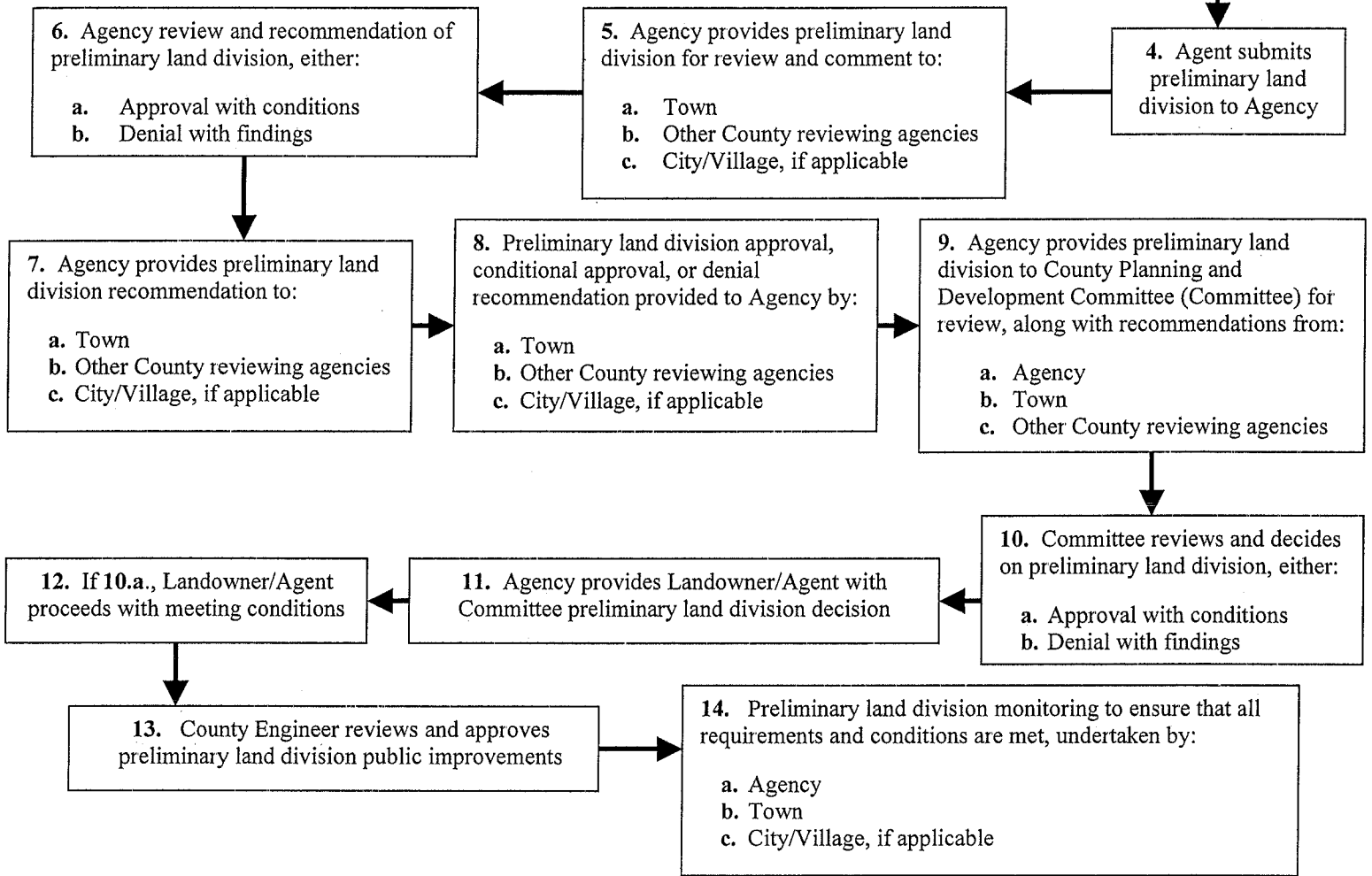


**608.757.5587
www.co.rock.wi.us**

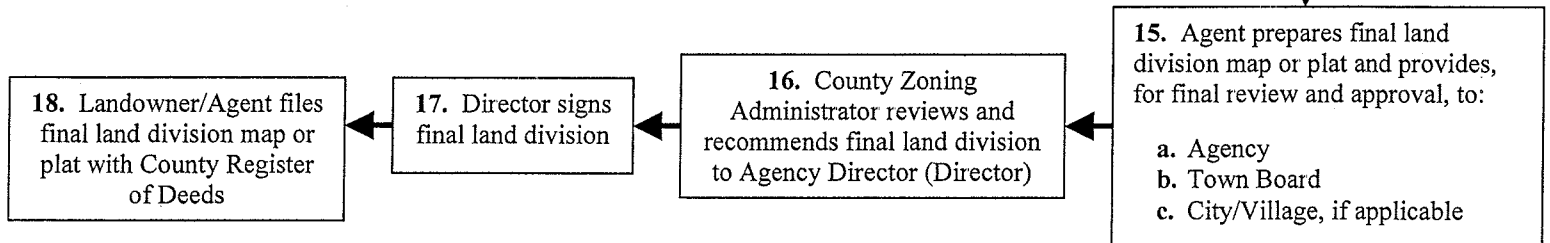
I. CONSULTATION



II. PRELIMINARY APPROVAL



III. FINAL APPROVAL



ROCK COUNTY LAND DIVISION REGULATIONS

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- 15. Definitions.....

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- 15. Applicability and Land Suitability
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- 15. Pre-Application Consultation.....
- 15. Application for Preliminary Land Division.....
- 15. Submittal of Final Land Division.....
- 15. Completion and Maintenance of Land Division Improvements.....
- 15. Alteration or Modification of Land Division
- 15. Issuance of Building Site Permit.....
- 15. Recordation.....

PART IV LAND DIVISION – MAJOR

- 15. Procedural Overview.....
- 15. Pre-Application Consultation.....
- 15. Application for Preliminary Land Division (Plat).....
- 15. Submittal of Final Land Division (Plat).....
- 15. Completion and Maintenance of Land Division (Plat) Improvements
- 15. Alteration or Modification of Land Division (Plat).....
- 15. Issuance of Building Site Permit.....
- 15. Recordation.....

PART V LAND DIVISION – MINOR CONDOMINIUM

- 15. Procedural Overview.....
- 15. Pre-Application Consultation.....
- 15. Application for Preliminary Land Division.....
- 15. Submittal of Final Land Division.....
- 15. Completion and Maintenance of Land Division Improvements.....
- 15. Alteration or Modification of Land Division
- 16. Issuance of Building Site Permit.....
- 15. Recordation.....

PART VI LAND DIVISION – MAJOR CONDOMINIUM

- 15. Procedural Overview.....
- 15. Pre-Application Consultation.....
- 15. Application for Preliminary Land Division (Plat).....
- 15. Submittal of Final Land Division (Plat).....
- 15. Completion and Maintenance of Land Division (Plat) Improvements
- 15. Alteration or Modification of Land Division (Plat).....
- 15. Issuance of Building Site Permit
- 15. Recordation.....

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- 15. Variances and Appeals
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ROCK COUNTY, WISCONSIN



Planning, Economic & Community
Development Agency

51 South Main Street
Janesville, WI 53545
Phone: 608-757-5587
Fax: 608-757-5586

Website: www.co.rock.wi.us

February/March 2010

DRAFT – 2-17-2010

Party interested in Land Division Update

Subject: Update of Land Division Regulations, Chapter 15, *Rock County Code of Ordinances*

Dear Sir or Madam:

The Rock County Planning, Economic & Community Development Agency (Agency) utilizes its Land Division Regulations (Chapter 15, *Rock County Code of Ordinances*) (Ordinance) to guide the land division process in the County, ensuring land division and development occur in an orderly, efficient, and environmentally sound manner. The Agency will soon begin the process of updating the Ordinance to ensure continued sustainable planning and development in the County, now and in the years to come.

The Ordinance is in need of updating for many reasons. Although amended in 1994, 2000, and 2005, the Ordinance has not been substantially updated, existing largely in its original structure and content as formulated in 1982. Additionally, in discussions with Town officials, many have voiced concern to the Agency regarding shortcomings of the current Ordinance, including the inability for review of all land divisions regardless of size and the ambiguity of the role of both the Town and County in the land division process. Finally, existing and future development pressures facing the County, and new concepts in the planning and development field, warrant updating of the Ordinance. In summation, updating the Ordinance will ensure continued efficient, high-quality levels of service to both Town and County constituents.

Major issues to be addressed in the Ordinance update include:

- Ensuring County review of all land divisions, regardless of size
- Ensuring protection of environmentally sensitive areas
- Streamlining and clarifying both the Towns and County's role in the land division process
- Developing new procedures and protocols for submission of application/data by land division applicants

The Agency appreciates your support and involvement as we work towards an outcome satisfactory to all stakeholders and continued sustainable planning and development in the County. The Agency will continue to keep you apprised of all events and information relevant to the Ordinance update.

If you have any questions or comments regarding any of the aforementioned, including any issues to be addressed in the Ordinance update process, please do not hesitate to contact me at steve@rock.co.wi.us, 608.757.5587, or at the address on the letterhead. I thank you for your time and effort.

Sincerely,

Steve Schraufnagel, Acting Director
Rock County Planning, Economic & Community Development