



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, FEBRUARY 11, 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, February 11, 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: Steve Schraufnagel (Acting Director), Colin Byrnes (Code Administrator), David Somppi (Community Development Mgr.), and Cheryl Martin (Accountant).

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

2. **ADOPTION OF AGENDA**

Supervisor Owens moved the adoption of the agenda as presented; second by Supervisor Gustina. **ADOPTED.**

3. **MEETING MINUTES – JANUARY 28, 2010 AND FEBRUARY 2, 2010**

Supervisor Jensen moved the approval of the January 28, 2010 and February 2, 2010 Committee minutes; second by Supervisor Owens. **APPROVED as presented.**

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

There was no citizen participation, communication or announcements.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. **Preliminary Approval of Land Divisions**

- **Land Division 2010 003 (Town of Beloit) – Jan E. Merlet Trust**
LOCATION: 2900 Block St. Lawrence Ave.

Supervisor Gustina moved the Conditional Approval of Land Division 20109 003; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).**

Conditions To Be Met Before Final Approval:

1. 35 – foot 1/2 ROW to be dedicated along St. Lawrence Ave.
2. Acceptable soil and site evaluation report received on Lot 1.
3. Utility easements put on lot as requested by utility companies.

4. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before February 11, 2011.
5. 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.
6. 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 20109 004 (Town of Milton) – John Van Altena & Constance M. Brouillette**

LOCATION: 5142 E. County Line Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2010 004; second by Supervisor Gustina. All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).
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Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 35 – foot 1/2 ROW to be dedicated along N. Vogel Rd. and E. County Line Rd.
3. Following notation on final map: "Since lot 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 February 11, 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 Encumbrance Amendments/Transfers**

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

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

A. **CDBG Emergency Assistance Grant (Project ID 08033) = \$7,316**

Supervisor Jensen moved the approval of CDBG Emergency Assistance Grant (Project ID 08033) for an amount up to \$7,316; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. **CDBG Housing Rehabilitation Loan (Project 020618) = \$6,450**

Supervisor Owens moved the approval of CDBG Housing Rehabilitation Loan (Project ID 020618) for an amount up to \$6,450; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

C. **Addition to Housing Procedure Manual for Neighborhood Stabilization Grant Program**

Supervisor Mawhinney moved the approval of an addition to the Housing Procedure Manual for the administration of the Neighborhood Stabilization Program. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

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

8. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:08 A.M.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, February 25, 2010 at 8:30 AM.**

Prepared by: Cheryl Martin - Acting Secretary