



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 14, 2011 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI

AGENDA

Amended
4/11/2012

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, March 24, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. **Action Item:** Resolution Authorizing Lake Management Grant Application for Shoreland Zoning Ordinance Development
 - B. Information Item: Administrative Quarterly Report
6. Redistricting
 - A. Information Item: Ad Hoc and Technical Support Committee Update
7. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
8. Housing & Community Development
 - A. **Action Item:** CDBG – EAP Project (ID 008065D1) = \$650.00
 - B. **Action Item:** CDBG – EAP Project (ID 008066D1) = \$650.00
 - C. **Action Item:** CDBG – EAP Project (ID 008067D1) = \$9,501.50
 - D. **Action Item:** HOME Rental Rehabilitation Loan (ID 097333I1) – Reduction of 2010 Interest
 - E. Potential Conflict of Interest – Yes, None
 - F. Information Verification Statement

- G. Information Item: 2009-2012 Healthy Homes Lead Hazard Control Grant Benchmark Update
- H. Information Item: CDBG – EAP Upcoming Project
- I. Information Item: Housing Procedure Manual – Revised Update
- J. Information Item: Housing & Community Development Activities
- K. Information Item: 2010 Annual Activity Presentation

9. Director's Report – Planning

- Information Item: Land use and Environment Steering Committee Mtg. (Wisconsin Counties Assoc.) Stevens Pt – April 8, 2011
- Information Item: Farmland Policy Discussion with Scott Godfrey
- Information Item: "Wetlands and Flood Hazards in the Rock River Basin" Workshop (Lake Mills, WI)

10. Committee Reports

11. Adjournment

Future Meetings/Work Sessions

April 28, 2011 (8:00 AM)

May 12, 2011 (8:00 AM)

May 26, 2011 (8:00 AM)

June 9, 2011 (8:00 AM)

Non-Committee Future Meetings

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Agency
INITIATED BY



Paul Benjamin
DRAFTED BY

Planning & Development Agency
SUBMITTED BY

March 31, 2011
DATE DRAFTED

**AUTHORIZING A LAKE MANAGEMENT PROTECTION GRANT APPLICATION
FOR SHORELAND ZONING ORDINANCE DEVELOPMENT**

1
1 WHEREAS, Rock County is required to adopt shoreland zoning regulations in accordance with
2 Wisconsin State Statute 59.692; and,
3
4 WHEREAS, Rock County adopted shoreland zoning regulations in 1983 and subsequent amendments;
5 and,
6
7 WHEREAS, on February 1, 2010, the State of Wisconsin Department of Natural Resources amended NR
8 115 Shoreland Zoning to protect our lakes and rivers; and,
9
10 WHEREAS, Rock County has until February 1, 2012 to amend its shoreland zoning ordinance to comply
11 with Wisconsin State Statute 59.692 and NR 115; and,
12
13 WHEREAS, Rock County intends to continue to enforce shoreland zoning regulations and amend
14 ordinance language to comply with NR 115 in order to protect water quality, public recreation
15 opportunities, natural ecosystems and natural beauty; and,
16
17 WHEREAS, Rock County will utilize existing staff from the Planning and Development Agency, who
18 are qualified to carry out the responsibilities of this ordinance amendment and public education, and
19 existing budget support resources to insure no additional net appropriation funding is required; and,
20
21 WHEREAS, the Lake Management Grant for Ordinance Development shall provide reimbursement for
22 up to 75 percent of the County's cost of preparing a shoreland zoning ordinance amendment in
23 compliance with NR 115 not to exceed \$5,000 based upon a total ordinance amendment cost of
24 \$6,667.00; and,
25
26 WHEREAS, it is necessary for the Rock County Board of Supervisors to approve the preparation and
27 filing of an application for Rock County to receive funds from this program.
28
29 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors on this ____ day
30 of _____, 2011 hereby authorizes and approves that the Rock County Planning and Development
31 Agency may request the funds and assistance available from the Wisconsin Department of Natural
32 Resources under the Lake Management Protection Grant program for the Development of Local
33 Regulations and Ordinances, authorized by Chaps 281.69 and 281.71, Wis. Stats and NR 191, Wis.
34 Admin. Code.
35
36 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby authorizes that Paul
37 Benjamin, Planning Director, may act on behalf of the Rock County Planning and Development Agency
38 to submit an application to the State of Wisconsin for financial aid for shoreland ordinance development
39 and sign documents related to this grant application; and,
40
41 **BE IT FURTHER RESOLVED** by the Rock County Board of Supervisors that the Rock County
42 Planning and Development Agency will meet the obligations of NR 115 and meet the financial
43 obligations under this grant including the matching commitment of \$1,667.

**AUTHORIZING A LAKE MANAGEMENT PROTECTION GRANT APPLICATION FOR
SHORELAND ZONING ORDINANCE DEVELOPMENT**

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Respectfully submitted,

Planning & Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

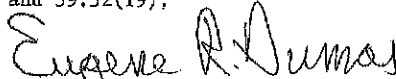
Wayne Gustina

Marilynn Jensen

Phillip Owens

LEGAL NOTE:


The County Board is authorized to take this action by Wisconsin Statutes sections 59.51(2) and 59.52(19),



Eugene R. Dumas
Deputy Corporation Counsel


FISCAL NOTE:

This resolution only authorizes an application for a grant and therefore has no fiscal impact at this time. If a grant is awarded, a subsequent resolution would be required to accept the grant and amend the budget.


Jeffrey A. Sagen
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

RESOLUTION AUTHORIZING A LAKE MANAGEMENT PROTECTION GRANT APPLICATION FOR SHORELAND ZONING ORDINANCE DEVELOPMENT

In February 1, 2010, revised Shoreland Zoning rules went into effect in Wisconsin through the amendment of Chapter NR 115 Wisconsin Administrative Code. These revisions are a result of a multi-year process of public comments, hearings and modifications conducted in an effort to balance the public purpose of shoreland zoning with property rights of landowners.

Wisconsin counties are required to adopt and enforce shoreland zoning regulations to "further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses and reserve shore cover and natural beauty." Rock County has enforced a shoreland zoning ordinance, with amendments, since 1983. The revision to the state code requires counties to adopt the amendments by February 1, 2012.

The Department Natural Resources (DNR) provides grant funding through the Lake Protection Grant Program for ordinance development. Grant awards in the amount of \$5000 maximum are available for counties who choose to amend their ordinance to meet minimum standards (additional funding is available for counties that choose to go beyond minimum standards, thus requiring more development time). This is a reimbursement grant program consisting of a 75% state cost-share, which will require the county to provide at least \$1667.00 in local match for a total minimum project cost of \$6667.00 in order to receive the full grant amount. Rock County Planning and Development Agency staff intends to complete this project with existing staff and resources (which may be considered the local match), including conducting public education, without exceeding this cost.

Grant applications are due by May 1, 2011 and awards will not be announced until after September 1, 2011. Costs incurred prior to the start date of the grant agreement are ineligible for reimbursement, but state staff can back date the start of the agreement to the day the state budget is in effect. Agency staff intends to request a start date of July 1 (the typical beginning of the state fiscal year, which grant funds are based on) in order to get started on this project. If approval of the state budget is delayed beyond July 1, the start date for this project will also be delayed.

By the proposed action, the Rock County Board of Supervisors authorizes the Rock County Planning and Development Agency, through Paul Benjamin, Director, to submit an application to the Wisconsin DNR for financial aid for the required shoreland ordinance amendments. Acceptance of the grant will be a separate approval by the P&D Committee and the County Board.

ADMINISTRATIVE QUARTERLY REPORT

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Totals		
	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals	# of Appl.	Denials	Approvals
2007															
Brd. of Adjustment	5	1	4	5	3	2	3	2	1	3	2	1	15	6	9
Land Divisions	23	-	27	23	22	27	22	27	27	22	27	27	80	-	92
Bldg. Permits	23	-	23	30	17	17	36	17	17	21	21	21	96	-	96
Farmland Pres.	21	-	21	5	23	23	5	23	23	6	6	6	60	-	60
Access Control	-	-	-	-	1	1	-	1	1	-	1	1	1	-	1
2008															
Brd. of Adjustment	2	-	2	1	2	2	1	2	2	2	2	2	7	3	4
Land Divisions	17	-	16	16	33	33	13	33	33	9	33	33	64	-	46
Bldg. Permits	14	-	14	25	16	16	25	16	16	10	16	16	65	-	65
Farmland Pres.	19	-	19	7	19	19	7	19	19	9	19	19	50	-	50
Access Control	-	-	-	2	2	2	2	2	2	-	-	-	2	-	2
2009															
Brd. of Adjustment	1	-	1	2	4	4	2	4	4	2	4	4	9	-	8
Land Divisions	16	-	12	23	15	15	18	15	15	23	15	15	66	-	65
Bldg. Permits	3	-	3	16	12	12	16	12	12	6	12	12	40	-	40
Farmland Pres.	18	-	18	6	6	6	6	6	6	9	6	6	49	-	49
Access Control	-	-	-	-	1	1	-	1	1	-	1	1	1	-	1
2010															
Brd. of Adjustment	2	1	1	-	2	2	-	2	2	-	2	2	5	3	2
Land Divisions	11	-	8	15	21	16	10	21	16	20	16	16	67	-	58
Bldg. Permits	4	-	4	24	6	6	25	6	6	9	6	6	40	-	40
Access Control	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
2011															
Brd. of Adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Divisions	9	-	12	-	-	-	-	-	-	-	-	-	-	-	12
Bldg. Permits	5	-	5	-	-	-	-	-	-	-	-	-	-	-	5
Access Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017200000-63103	LEGAL FORMS	1,250.00 15.8%	198.14	0.00	1,051.86		
	P1101401-PO# 04/04/11 -VN#045720			PROFORMA PRINTWORKS		906.75	
			CLOSING BALANCE		145.11		906.75
	REAL PROPERTY		PROG-TOTAL-PO			906.75	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$906.75 INCURRED BY REAL PROPERTY DESCRIPTION. 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

APR 14 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63100	OFC SUPP & EXP	3,500.00 14.0%	491.64	0.00	3,008.36		
	P1101368-PO# 04/04/11 -VN#039632		OFFICE PRO			120.00	
			CLOSING BALANCE		2,888.36		120.00
6464000000-64200	TRAINING EXP	2,298.00 32.5%	747.00	0.00	1,561.00		
	P1101576-PO# 04/04/11 -VN#016911		UNIVERSITY OF WISCONSIN EXTENS			60,00	
			CLOSING BALANCE		1,491.00		60.00
		PLANNING	PROG-TOTAL-PO			180.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$180.00 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

APR 14 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inw/Enc Amount	Total
646460000-63110	ADMIN.EXPENSE	109,871.00	1.3%	1,518.65	-65.77	108,418.12	
	P1100517-PO# 04/04/11 -VN#012615			FEDERAL EXPRESS CORP		89.93	
				CLOSING BALANCE		108,328.19	89.93
	HG CLRING A/C		PROG-TOTAL-PO			89.93	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$89.93 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

APR 14 2011

DATE _____ CHAIR



ROCK COUNTY GOVERNMENT

Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning & Development Committee
THROUGH: Paul Benjamin, Director, Planning & Development Agency
FROM: David Somppi, Community Development Manager
SUBJECT: Actions for P&D Agenda
DATE: April 14, 2011

ACTION ITEMS:

1. CDBG-EAP Project - ID # 008065D1 – Staff Recommends Approval
2. CDBG-EAP Project - ID # 008066D1 – Staff Recommends Approval
3. CDBG-EAP Project - ID # 008067D1 – Staff Recommends Approval
4. HOME Rental Rehab. Loan #097333 I1: Reduction of 2010 Interest - Staff Recommends Approval

INFORMATIONAL ITEMS:

1. 2009-2012 Healthy Homes Lead Hazard Control Grant Update
2. CDBG-EAP – Upcoming Project
3. Housing Procedure Manual – Revised Update
4. Housing & Community Development Activities

**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION**



Project ID(s) 008065D1

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

HOUSEHOLD INFORMATION

Household Size: 4	Annual Income: \$ 44,609	Location: Town of Rock
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ASSESSED VALUE INFORMATION

Land	\$ 19,400	Fair Market Value	\$ 119,300
Buildings	\$ 87,250	When Appraised	
Total	\$ 106,650	Type of Appraisal	

MORTGAGES OR LIENS

1. \$ 78,377	4. \$	TOTAL MORTGAGE(S) \$ 78,377
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 28,273	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

SUMMARY OF PROPOSED WORK

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The house is 50 years old. It does not have a modern septic system. Since this flooding, the septic system has not worked. The drainfield is saturated. The system has been cited for failure by the Health Department. The project proposes to provide funds for a soil evaluation that was conducted to determine installation of a replacement septic system. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this property.

Funds for this project will be provided in the form of a grant and will not require repayment. Future projects related to addressing damage to this property will include a new septic system, basement waterproofing repairs, and a required upgrade to the electrical service.

TYPE OF PROJECT

Emergency Assistance Grant

RECOMMEND TOTAL PROJECT BID OF

\$ 650.00

COMMITTEE ACTION

APPROVE

DENY

Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair

Date

**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION**



Project ID(s) 008066D1

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

HOUSEHOLD INFORMATION

Household Size: 3	Annual Income: \$ 30,503	Location: Town of Center
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ASSESSED VALUE INFORMATION

Land	\$ 73,800	Fair Market Value	\$ 179,400
Buildings	\$ 105,800	When Appraised	
Total	\$ 179,600	Type of Appraisal	

MORTGAGES OR LIENS

1. \$ 48,921	4. \$	TOTAL MORTGAGE(S) \$ 48,921
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 130,679	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

SUMMARY OF PROPOSED WORK

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The house is 60 years old. Since this flooding, the septic system has not worked properly. The system has been cited for failure by the Health Department. The project proposes to provide funds for a soil evaluation that was conducted to determine installation of a replacement septic system. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this property.

Funds for this project will be provided in the form of a grant and will not require repayment. Future projects related to addressing damage to this property will include a new septic system, basement waterproofing repairs, and a required upgrade to the electrical service.

TYPE OF PROJECT

Emergency Assistance Grant

RECOMMEND TOTAL PROJECT BID OF

\$ 650.00

COMMITTEE ACTION			
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY	Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair		Date	

**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION**



Project ID(s) 008067D1

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

HOUSEHOLD INFORMATION

Household Size: 2	Annual Income: \$ 26,654	Location: Town of Turtle
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ASSESSED VALUE INFORMATION

Land	\$ 24,800	Fair Market Value	\$ 125,300
Buildings	\$ 103,600	When Appraised	
Total	\$ 128,400	Type of Appraisal	

MORTGAGES OR LIENS

1. \$ 96,560	4. \$	TOTAL MORTGAGE(S) \$ 96,560
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 28,740	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

SUMMARY OF PROPOSED WORK

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The building is 120 years old. The house has a shallow point well. After the 2008 flooding, Health Dept. testing of the property's well revealed unsafe bacteria conditions. These problems have not improved. The Health Dept. has required replacement of the well. The project proposes to provide funds to replace the well. Given the location, the estimate is to drill to 240 feet. The well construction will be conducted in accordance with all applicable County and State regulations. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this property.

Funds for this project will be provided in the form of a grant and will not require repayment.

TYPE OF PROJECT

Emergency Assistance Grant

RECOMMEND TOTAL PROJECT BID OF

Up to \$ 9,501.50

COMMITTEE ACTION			
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY	Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair		Date	



ROCK COUNTY GOVERNMENT

Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Rock County Planning & Development Committee
THROUGH: Paul Benjamin, Director, Planning & Development Agency
FROM: David Somppi, Community Development Manager
SUBJECT: HOME Rental Rehab. Loan #097333 I1: Reduction of 2010 Interest
DATE: April 14, 2011

HOME Rental Rehab. Loan Recipient #097333 I1 received a rental property rehabilitation loan in the 3rd quarter, 2009.

The loan is for \$12,060, amortized at a 3% interest rate over 10 years. Repayment began in January, 2010.

The signed loan documents reflect these terms. The terms are consistent with the program rules in 2009.

The Planning Agency was informed that the loan recipient received payment coupons that reflected loan payments amortized at 0% interest over 10 years.

The payment coupons did not include the 3% interest. The interest would total about \$347.

The Planning Agency will be reissuing the payment coupons with the 3% interest.

RECOMMENDATION: The Planning Agency requests that loan interest for loan #97333 I1 from January, 2010 – April, 2011 be waived.