



**MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 28, 2011 - 8:00 A.M.
FIFTH FLOOR –NORTH WING, ROOM N-1/N-2
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, April 28, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Mary Mawhinney, and Phil Owens.

Planning & Development staff present: Paul Benjamin (Director), Andrew Baker (Planner II), Colin Byrnes (Code Admin. & Enforcement), Jennifer Borlick (GIS Mgr.), David Somppi (Community Development Mgr.), Steve Schraufnagel (Planner III), and Carol Jaggi (Clerk Steno).

Others present: Jo Miller (Town of Center), Alan and Lois Guth, Roger Hughes and DeAnn Wipolt.

2. ADOPTION OF AGENDA

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded. Andrew Baker requested that Item 5 A on the agenda be moved to item C or D in order to accommodate the individual involved. **ADOPTED** as Amended.

3. MEETING MINUTES – APRIL 14, 2011

Supervisor Jensen moved the approval of the April 14, 2011 Committee minutes; seconded by Supervisor Gustina. **APPROVED**.

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Director Benjamin announced that Phil Owens, Wayne Gustina, Colin Byrnes and Andrew Baker will be accompanying him to the "Wetlands and Flood Hazards in the Rock River Basin" Workshop in Lake Mills on May 13th.

Director Benjamin announced that Carol Jaggi will be taking minutes for the committee to assist Cheryl Martin.

5. CODE ADMINISTRATION & ENFORCEMENT

Mr. Byrnes presented the Staff report.

A. Preliminary Approval of Land Divisions

➤ **LD 2011 011 (Center Township) – Lois Guth**

LOCATION: 4100 Block N. Tuttle Rd.

Supervisor Owens moved the Condition Approval of Land Division 2011 011 with the addition of a Final CSM adjustment to meet the Town of Center's A-3 District three (3) acre minimum lot size; second by Supervisor Gustina. All in favor – **APPROVED (Yes – 5, No – 0, Absent – 0)**.

Conditions To Be Met Before Rock County Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot 1/2 ROW to be dedicated along N.Tuttle 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 29, 2012.
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.

B. Public Hearing – Shoreland Conditional Use Permit 2011 002 (Rock Township) – Stephen Wilpolt

Supervisor Owens moved to go into Public Hearing at 8:26 a.m. with a second by Supervisor Mawhinney and the roll call was read. Present: Supervisors Gustina, Jensen, Mawhinney, Owens and Sweeney. Absent: None

Mr. Baker reviewed the events that led to the after-the-fact Conditional Use Permit application related to the removal of fill that was deposited in the Shoreland and Floodplain Zoning Districts of Fisher Creek. The County filed a suit after two years of Code Enforcement activities. A trial date is set for July. However, a draft stipulation agreement to resolve the situation by removing the fill from the floodplain by November 2011 has been agreed upon. If approved by the Judge, no trial will be necessary. A portion of the fill will remain within the Shoreland Zoning District as part of the restoration project.

Ms. Wilpolt was present for questions.

Roger Hughes who is the Wilpolt's neighbor was recognized. He said he had no problem with the Wilpolt situation and was in attendance for information. He said he had no complaint, he understood they were trying to improve their property.

Supervisor Gustina moved to exit the Public Hearing at 8:37 a.m. with a second by Supervisor Jensen. Roll Call was read. Present: Supervisors Gustina, Jensen, Mawhinney, Owens and Sweeney. Absent: None

C. Approval of Shoreland Conditional Use Permit 2011 002 – Stephen Wilpolt

Supervisor Jensen moved the approval of Shoreland Conditional Use Permit 2011 002 – Stephen Wilpolt; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

Staff recommends approval of this plan for violation remediation subject to the following conditions:

1. Complete the project based on schedule approved in Stipulation Agreement, including restoring the property substantially to the pre-existing condition by November 30, 2011.
2. The soil material remaining on site must be adequate in terms of fertility and structure to allow for consistent vegetative cover. The slope of the site may require erosion control mat and or other temporary soil cover (e.g. soil polymers and/or tackifiers) while grass is becoming established. This will be determined based on restoration timeframe and estimated growing season. The use of hydroseeding may be a good option for this project due to the resulting steep slope.
3. Restoration of the portion of the site owned by the City of Janesville should be coordinated with the City of Janesville Parks Department and incorporate their specific requests.
4. Install and maintain temporary erosion control measures until the seeded permanent vegetative cover is established.
5. This permit expires one year from the date of Committee approval. However, the agreed schedule for completion includes a spring 2012 final restoration date. Inspection and approval by Planning and Development Agency staff will constitute project completion.

D. Draft of Minor Land Division Application

Mr. Byrnes presented the draft for Minor Land Divisions to the committee. The draft of the Minor Land Division application will be presented at a Town Clerks meeting to be held on May 19th. Input from the clerk's meeting, along with the committee, surveyors and other reviewing parties will be used to formulate the final draft application.

6. REDISTRICTING

A. Ad Hoc and Technical Support Committee Update

Ms. Borlick reported that the Ad Hoc and Technical Committee met on April 18 to discuss the third draft of the proposed Supervisory District tentative maps. A Public Hearing is scheduled for April 28th at the County Supervisory Board Meeting for the

purpose of receiving public input on the draft tentative maps. Also scheduled for the County Board Meeting, Ms. Borlick and Director Benjamin will give a presentation on the criteria used to create the districts and maps showing the changes.

7. FINANCE

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

Supervisor Mawhinney moved the approval of payment of the department bills, second by Supervisor Gustina. **All in favor - APPROVED** (Yes - 5, No - 0).

8. HOUSING & COMMUNITY DEVELOPMENT

A. CDBG – Small Cities Project (ID 020681D1) = \$10,000

Supervisor Jensen moved the approval of Small Cities Project funds for an amount up to \$10,000 with corrections; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

B. Lead Hazard Control And CDBG – Small Cities Project (ID's 007046D1 and 020684D1) = \$4,585

Supervisor Owens moved the approval of Small Cities Project funds for an amount up to \$4,585; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

C. Lead Hazard Control / CDBG – Small Cities / Rental Rehab. Program Income Project (ID's 007047D1 and 020685D1 and 097336I1) = \$13,580

Supervisor Jensen moved the approval of CDBG-Small Cities and Rental Rehab. Program Income Project funds for an amount up to \$13,580; second by Supervisor Gustina.

The committee would like to see some photos and more definitive information about how the funds are being used.

Supervisor Mawhinney moved to table CDBG – Small Cities/Rental Rehab. Program Income Project ID's 007047D1 and 020685D1 and 097336I1) = \$13,580 until the next meeting; second by supervisor Owens. All in favor – **APPROVED**.

D. Change Order for Lead Hazard Control and CDBG – Small Cities Project (ID's 007042D1 And 020667D1) = + 4,800

Supervisor Owens moved the approval of an increase for CDBG-Small Cities Project funds for an amount up to \$4,800; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

E. Change Order for Lead Hazard Control and CDBG – Small Cities Project (ID's 007044D1 and 020676D1) = + \$2,110

Supervisor Mawhinney moved the approval of an increase for CDBG-Small Cities Project funds for an amount up to \$2,110; second by Supervisor Owens. All in favor – **APPROVED** (Yes – 5, No – 0, and Absent – 0).

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.

9. **COMMITTEE REPORTS**

There were no Committee Reports.

Director Benjamin reported that he would be out of the office on vacation from May 3 – 6th.

10. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:41 a.m.; second by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, May 12, 2011 at 8:00 a.m.**

Prepared by: Carol Jaggi - Acting Secretary