

MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY DECEMBER 1, 2011 – 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, December 1, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Phil Owens, Wayne Gustina, Marilyn Jensen and Mary Mawhinney.

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Zoning Administrator), David Somppi (Community Development Mgr.), and Steve Schraufnagel, (Acting Secretary).

The following citizens were also in attendance: Beth Lemiesz (Blackhawk Bank)

2. ADOPTION OF AGENDA

Supervisor Owens moved to adopt the agenda with the following change; Supervisor Gustina seconded. **ADOPTED** with additional items added under Directors Report.

3. MEETING MINUTES – November 10, 2011

Supervisor Mawhinney moved the approval of the November 10, 2011 Committee minutes with the following change; seconded by Supervisor Jensen. Supervisor Mawhinney noted that when Chair Sweeney recused himself, he was not absent but in fact abstained from the votes for the Land Divisions 2011 045 and 046. **APPROVED 5-0.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENT

There were no communications or announcements at this time.

5. CODE ADMINISTRATION & ENFORCEMENT

A. Action Item: Process for Finalizing Land Division Memorandums of Agreement between Rock County Towns and Planning Agency

Mr. Byrnes gave background information concerning the Memorandum of Agreement (MOA) that staff is proposing to the Towns of Rock County.

The Committee decided to have the Chair sign these MOA's on an as needed basis and that staff will later bring the signed MOA's to the Committee Meeting for information purposes.

Supervisor Owens moved the above process of finalizing the MOA's. Seconded by Supervisor Gustina. All in favor – APPROVED (Yes – 5, No – 0, Absent – 0).

B. Action Item: Preliminary Approval of Land Divisions

Mr. Byrnes presented the Staff report.

➤ **Land Division 2011 051 (Center Township) – Myrtle Ballmer Living Trust**

LOCATION: 9300 Block W. Townsend Road.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 051 – Myrtle Ballmer Trust.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2011 051 pending the Town of Center approval; seconded by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0)**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot ½ ROW to be dedicated along W. Townsend Rd.
3. Following notation on final map: “Since Lot 1 contain existing buildings which utilize existing private sewage systems no soil evaluation on the lots was required at the time of this survey. However, soils on the lots may be restrictive to the replacement of the existing systems.” 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 December 1, 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.

➤ **Land Division 2011 052 (Harmony Township) – Lee Twist.**
LOCATION: 1700 Block N. Henke Rd.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 052 (Harmony Township) – Lee Twist.

Supervisor Jensen moved the Conditional Approval of Land Division 2011 052; seconded by Supervisor Owens. **All in favor – APPROVED (Yes - 5, No - 0, Absent - 0)**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot ½ ROW to be dedicated along N. Henke Rd.
3. Following notation on final map: “Since Lot 1 contains existing buildings which utilize existing private sewage systems no soil evaluation on the lots was required at the time of this survey. However, soils on the lots may be restrictive to the replacement of the existing systems.” 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 December 1, 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.

➤ **Land Division 2011 053(Porter Township) – William Myhre, Jr.**
 LOCATION: 8300 Block W. Stebbinsville Rd.

Supervisor Gustina moved the Conditional Approval of Land Division 2011 053; seconded by Supervisor Owens. **All in favor – APPROVED (Yes - 5, No - 0, Absent - 0)**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 33-foot ½ ROW to be dedicated along W. Stebbinsville Rd.
3. Following notation on final map: “Since Lot 2 contains existing buildings which utilize existing private sewage systems no soil evaluation on the lots was required at the time of this survey. However, soils on the lots may be restrictive to the replacement of the existing systems.” 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 December 1, 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.

6. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

A. **Action Item: Project ID 07054D1 (\$11,770)**

Supervisor Jensen moved the approval of Project ID 07054D1; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0)**

B. **Action Item: Project ID 020689D1 (\$24,451)**

Supervisor Jensen moved the approval of Project ID 020689D1; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, Absent – 0)**

C. **Action Item: Request for alteration of Lien for Housing Rehab Loan – (Project ID 020265D1)**

Supervisor Mawhinney moved the approval of the Lien Alteration with the condition that the County share is \$4,000 instead of the proposed \$1,000; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 4, No – 1, Absent – 0)** Supervisor Owens voting in the negative.

7. **Planning Directors Report**

- **208 Water Quality Planning: Policy and Technical Committee Structure.**
It is proposed that the Policy Committee will be made up of elected representatives of the affected communities along with two County Board Supervisors. The Technical Committee will be comprised of staff from the County, City and Towns.
- **Potential Conference on Consolidation of Services in Rock County in February 2012.**
Director Benjamin mentioned that Gary Becker would be holding a workshop in Rock County to discuss the Consolidation of Services within the Rock County Communities.
- **Village of Orfordville Potential CDBG Grant.**
Mr. Benjamin acknowledged that the Village of Orfordville is on a fundable list for a Small Cities Grant of possibly \$300,000. Staff has estimated there could be up to 20 potential projects and Rock County Planning Agency could administer this grant.
- **Notice of Federal Funding Availability (NOFA)**
Director Benjamin stated that staff has been made aware of available funding through HUD for head hazards control. The grant application is due on January 18, 2012.
- **Phosphorus Trading Legislation**
Director Benjamin stated that Representative Knilans is proposing legislation on Phosphorus Trading. Mr. Knilans will be sending a copy of the legislation for the Planning Agency to review.

8. **COMMITTEE REPORTS**

Supervisor Owens mentioned that he would be out of the Country from December 19 to December 29.

It was agreed upon that December 15, 2011 would be tentatively scheduled for a Committee meeting, if one is required. That meeting would begin at 8:00 a.m.

9. **ADJOURNMENT**

Supervisor Gustina moved to adjourn the committee meeting at 9:54 a.m.; seconded by Supervisor Mawhinney. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be tentatively scheduled for Thursday, **December 15, 2011 at 8:00 a.m.**

Prepared by: Steve Schraufnagel – Acting Secretary