



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, DECEMBER 13, 2012 – 8:00 A.M.  
COURTHOUSE CONFERENCE CENTER - (2<sup>nd</sup> FL – EAST WING)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI  
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, November 8, 2012
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Request for a Change of Use for an existing driveway on Controlled Access W. County Trunk Highway A. – Gary Peters
  - B. **Action Item:** LD2012 039 (Johnstown Township) – Gail Ritsema
  - C. **Action Item:** LD2012 040 (Avon Township) – Ray Matteson
  - D. **Action Item:** LD2012 041R (Beloit Township) – Robert Bauer
  - E. **Action Item:** Request for Land Division Fee Reduction – LD2012 041R Robert Bauer
  - F. **Action Item:** LD2012 042 (Center Township) – Ayen Farms Partnership
  - G. **Action Item:** Resolution for Expansion of Turtleville Cemetery Plat
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
  - A. **Action Item:** Resolution Authorizing Contract With The Department of Administration In The Amount Of \$381,000 And Entering Into Agreement With Edgerton Community Outreach As The Agent For Rock County In The Administration Of The Public Facilities Grant
8. Economic Development
  - A. **Action Item:** Update to Rock County Economic Development Revolving Loan Fund Policies & Procedures Manual

9. Planning Director's Report

- County Engineer position
- LTE Housing Inspector Position
- Farmland Preservation Plan
- City of Beloit and Town of Turtle Joint meeting, November 27, 2013
- Water Quality Planning
- Workshop in early February: The first year's experience with the new Land Division Ordinance; Town Zoning Ordinances; Memoranda of Agreement; and Agricultural Enterprise Areas
- U.S. Housing and Urban Development Notice of Funding Availability for Lead Hazard Control

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

January 10, 2013 (8:00 AM)  
January 24, 2013 (8:00 AM)  
February 14, 2013 (8:00 AM)  
February 28 2013, 2013 (8:00 AM)



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Change of Use Request for an existing Controlled Access point along W. CTH A in Janesville Township (3944 W. CTH A)

**DATE:** December 6, 2012

**Summary:**

The owner of Parcel 6-8-185 (Gary Peters) is requesting a Change of Use of an existing Field Entrance to a Private Entrance for a proposed residential lot along Access Controlled W. CTH A.

Section 17.18 of the County Trunk Highway Access Control states, "Any point of access permitted under this ordinance shall be subject to review and approval by the Rock County Transportation (Highway Committee) and the Rock County Parks, Planning and Zoning Committee, where these committees determine that there has been a change in use which will affect safe and efficient ingress and egress to, and use of a controlled access highway. This determination shall be based primarily on a significant change in the volume of traffic or type of vehicle using that point of access."

The Applicant has submitted a sketch plan indicating the creation of two additional parcels that would necessitate converting a current Field Entrance (see Controlled Access map) to a joint drive serving a proposed residential lot and deed restricted agricultural parcel. The Applicant is seeking a change of use request to begin the process for a land division approval. Staff offered this no cost option to the Applicant rather than seeking the necessary variances for the proposed lot layout prior to or after a land division application.

**Recommendation:**

Staff recommends denial of the request for changing the Field Entrance to a joint Private & Field Entrance on Parcel 6-8-185 for the following reasons:

1. The distance between the existing Field Entrance and Private Entrance servicing this parcel is 232 feet. Access Control Regulations require 600 feet.
2. The lot configuration shown in the sketch plan is not in compliance with Sec. 38.16(2)(e) which states flag lot poles shall not exceed 250 feet in length.
3. The Field Entrance, via an easement, may also serve the existing farm buildings unless a portion of the driveway is removed. If this is not done this access would serve three parcels. This presents an enforcement problem.

In general, the request is contrary to the intent of the Access Control and Land Division Regulations in terms of the public's health, safety and welfare.

Public Works Committee  
Rock County Courthouse

November 21, 2012

Re. Driveway Change of Use

I currently own 79 acres in sec.21 of Janesville township. Consisting of my home, numerous out buildings, cropland and woodland. There is currently two driveway's leading into this property. 1 residential and 1 farm entrance.

I would like to request a change of use for the farm entrance to a shared farm and residential drive. This would allow me to create 3 separate properties on this 79 acres.

Parcel 1, 5 acres house and buildings with current residential driveway.

Parcel 2, 2 acres woods and 35 acres cropland. This property would be deed Restricted, non residential.

Parcel 3, 10 acres cropland and 28 acres woods, farm and residential.

I would appreciate your consideration and approval of the change of use request.

Sincerely,



Gary Peters

3944 ct. A west

Janesville, Wi. 53548

608-774-4708

RECEIVED

NOV 21 2012

ROCK CO. PLANNING, ECONOMIC AND  
COMMUNITY DEVELOPMENT AGENCY

21

6-8-185

Peters

PE

PE

FE

PE

PE

PE

PE

PE

PE

PE

PE

FE

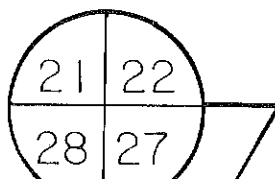
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PE

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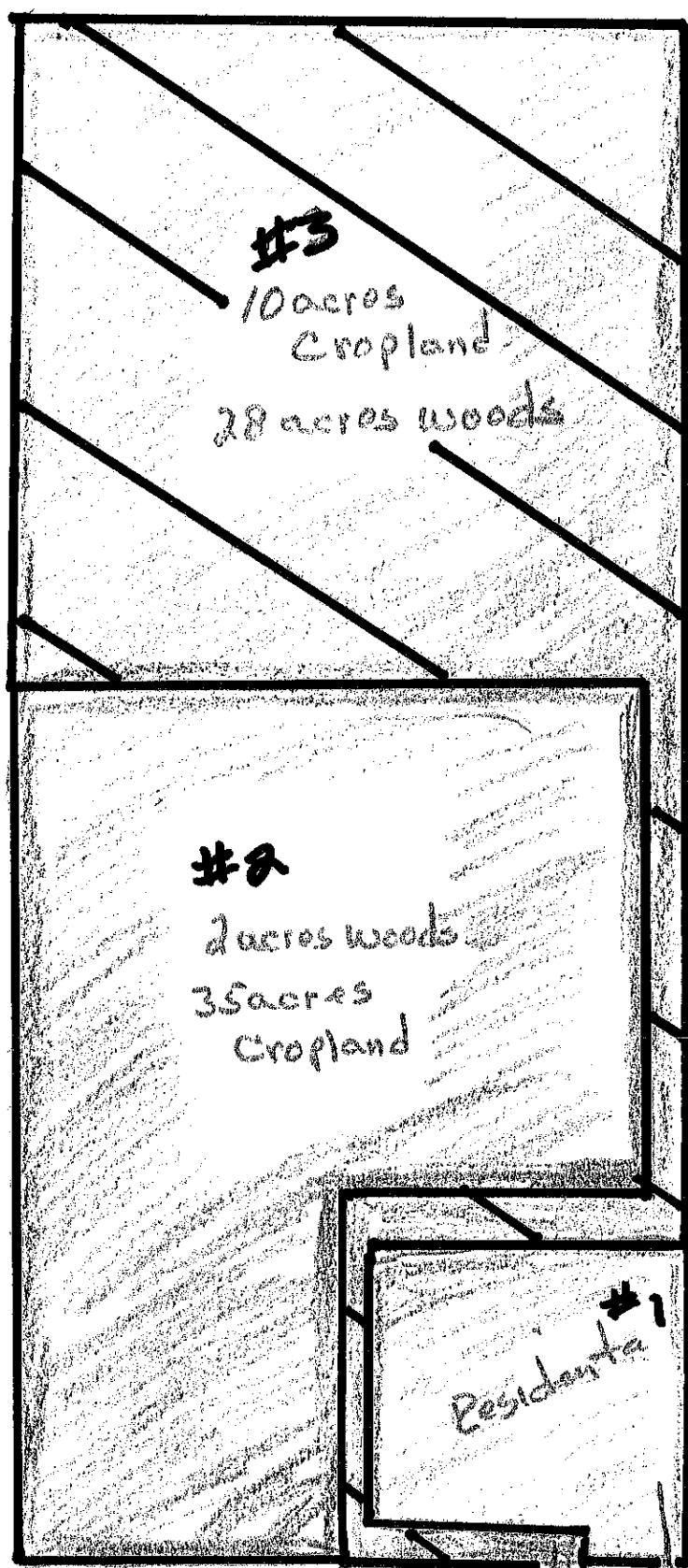
PE

28





Sec 21  
Janesville



#3

10 acres  
Cropland

28 acres woods

#2

2 acres woods

35 acres  
Cropland

#1  
Residential

#1

5 acres  
House + Buildings  
170' Road Frontage

← 290'  
approx.

\* 200'  
approx.

Farm Driveway

Current Residential  
Driveway

CTV A



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Preliminary Approval of Land Division

**DATE:** December 5, 2012

**Summary:**

The following Land Divisions are seeking Preliminary approval from the P&D Committee:

- LD2012 039 (Johnstown Township) – Gail Ritsema
- LD2012 040 (Avon Township) – Ray Matteson
- LD2012 041R (Beloit Township) – Robert Bauer
- LD2012 042 (Center Township) – Ayen Farms Partnership

**Recommendation or Action:**

P&D Agency Staff recommends Preliminary Approval of Land Divisions 2012 039, 040, 041R and 042 with conditions as presented.





AGENCY USE ONLY	
Application Number:	2012-039
Received By - Date (MM/DD/YYYY):	10-11-12

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

<b>6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE</b>					
a. Name:	GAIL RITSEMA C/O MELANIE HECKEL			Telephone:	920-699-2727
Address:	N5874 HILLSIDE DRIVE	City:	SULLIVAN	State:	WI Zip: 53178
b. Name:				Telephone:	
Address:		City:		State:	Zip:
<b>7. AGENT (SURVEYOR AND DEVELOPER)</b>					
a. Surveyor name:	COMBS AND ASSOCIATES, INC.			Telephone:	608-752-0575
Address:	109 W. MILWAUKEE ST.	City:	JANESVILLE	State:	WI Zip: 53548
b. Developer name:				Telephone:	
Address:		City:		State:	Zip:
8. Identify the individual from 6. or 7. that will serve as the primary contact: <input type="checkbox"/> 6a. <input type="checkbox"/> 6b. <input checked="" type="checkbox"/> 7a. <input type="checkbox"/> 7b.					

### LAND DIVISION INFORMATION

9. Reason for land division: <input type="checkbox"/> Sale/ownership transfer <input checked="" type="checkbox"/> Farm consolidation <input type="checkbox"/> Refinance <input type="checkbox"/> Other:		
10. Land division area location:	Town of JOHNSTOWN Section 18	SE 1/4 of NE 1/4 Tax parcel number(s) - 6-6-147.4
11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify: City(s)/Village of		
12. Land division area is located adjacent to (check all that apply): <input checked="" type="checkbox"/> Local/Town road <input type="checkbox"/> County highway <input type="checkbox"/> State highway <input type="checkbox"/> U.S. highway		
13. Landowner's contiguous property area (Square feet or acres): 47 ACRES M/L	14. Land division area (Square feet or acres): 5.4 ACRES ML	15. Current zoning of land division area: A-1
16. Number of new/additional lots created by land division: ONE	17. Future zoning of new/additional lot(s) created by land division: A-1 (CUP)	18. Future zoning of parent lot: A-1
19. Covenants or restrictions will be placed on the land division area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, identify covenants or restrictions:		
20. A residential building is currently located in the land division area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, the building utilizes a: <input checked="" type="checkbox"/> Private onsite wastewater treatment system <input type="checkbox"/> Public sanitary sewer system		
21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NONE		22. Public improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <i>Ruth J. [Signature]</i>	DATE: 10/10/12
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APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BUILDINGS HAVE UTILITY SERVICES
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE PROPOSED
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE AIR PHOTO
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KETTLE, D SLOPES, GROUNDWATER PRTRCN
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOTHING REQUESTED
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

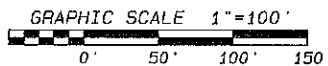
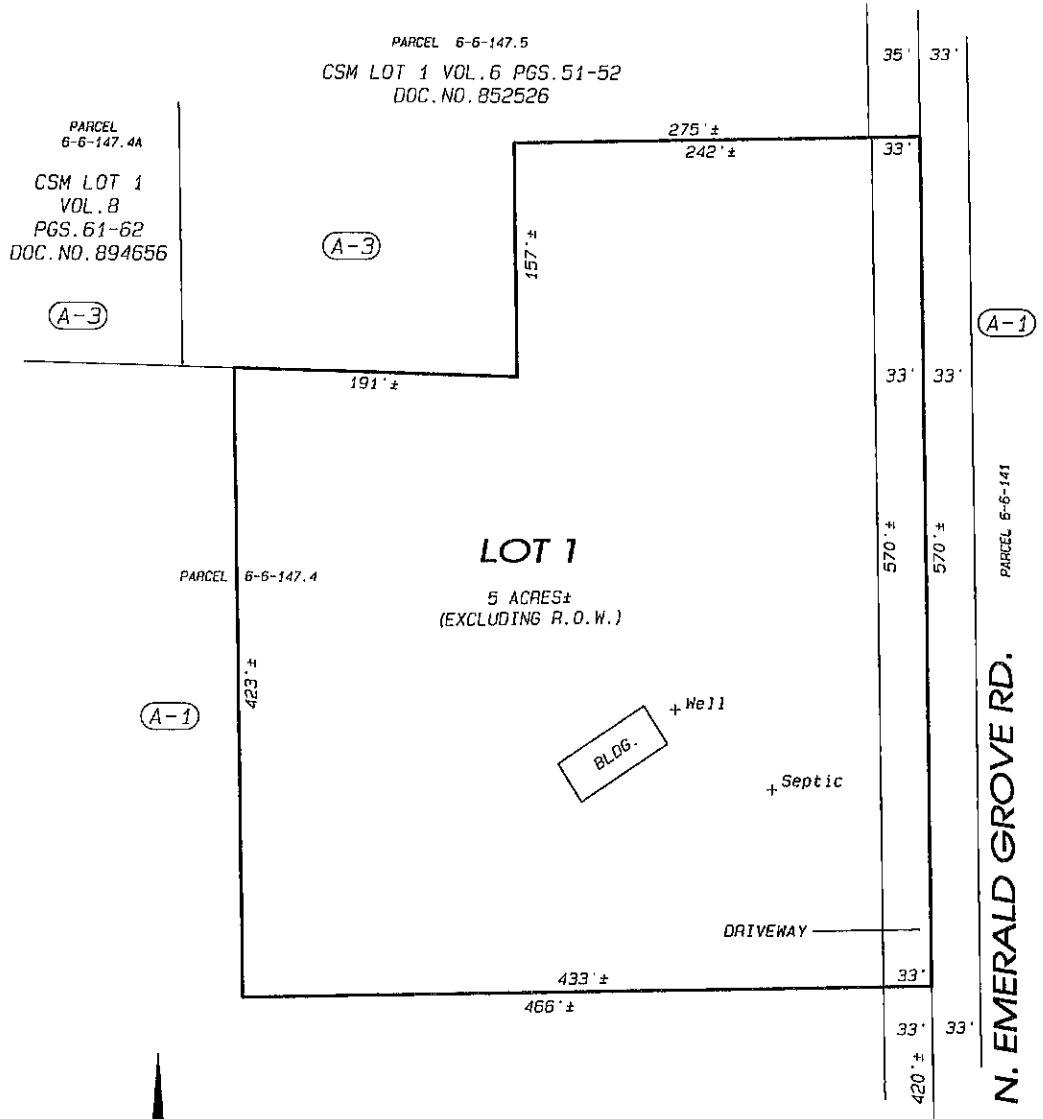
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# Preliminary Certified Survey Map

LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 18, T.3N., R.14E. OF THE 4TH P.M., TOWN OF JOHNSTOWN, ROCK COUNTY, WISCONSIN.



EAST 1/4 CORNER OF SECTION 18-3-14.

**NOTES:**

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112 - 254 For: RITSEMA

DATE: OCTOBER 8TH, 2012

**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com  
tel: 608 752-0575  
fax: 608 752-0534



## PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

### AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the *Rock County Farmland Preservation Plan*:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 33' 1/2 ROW along N. Emerald Grove Rd. at the discretion of the Town of Johnstown.	
2. Show septic and well location for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>10/19/2012</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

11. If you answered **Approve With Conditions** to 10., list conditions:

3. Note on Final Map: "Since Lot 1 contains exiting buildings which use an existing private sewage system no soil evaluation on the lot

4. was required at the time of this survey. However, soils on the lot maybe restrictive to the replacement of the existing system."

5. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 12/13, 2013.

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.

7.

8.

9.

10.

12. Agency recommendation rationale and findings of fact:

**TOWN ACTION**

14. If you answered **Approve With Conditions** to 13., list conditions:

3.

4.

5.

6.

7.

8.

9.

10.

15. Town action rationale and findings of fact:

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

17. If you answered **Approve With Conditions** to 16., list conditions:

3.

4.

5.

6.

7.

8.

9.

10.

18. Committee action rationale and findings of fact:



=====

AGENCY USE ONLY

Application Number: 2012-040

Received By - Date: 10-16-12

(MM/DD/YYYY):

=====

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	RAYMOND MATTESON		Telephone:	(916) 425-7666	
Address:	8579 Imperial Dr.	City:	Fair Oaks	State:	CA
				Zip:	95628
b. Name:			Telephone:		
Address:		City:		State:	
				Zip:	

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	PAULSON & ASSOCIATES, DAN PAULSON		Telephone:		
Address:	136 W HOLM ST	City:	DEFOREST	State:	WI
				Zip:	53532
b. Developer name:	Natural Heritage Land Trust, Caleb Pourchot		Telephone:	(608) 258 9797	
Address:	303 S Paterson St #10	City:	Madison	State:	WI
				Zip:	53763

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location:

Town of <u>AVON</u>	NW 1/4 of NE 1/4
Section <u>26</u>	Tax parcel number(s) - <u>6-1-218</u>

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  
 Yes  No If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): <u>260</u>	14. Land division area (Square feet or acres): <u>20,72</u>	15. Current zoning of land division area: <u>A1</u>
16. Number of new/additional lots created by land division: <u>1</u>	17. Future zoning of new/additional lot(s) created by land division: <u>A2</u>	18. Future zoning of parent lot: <u>A1</u>

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): N/A

22. Public improvement construction will begin on (mm/dd/yyyy): N/A

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <u>Ray Matteson</u>	DATE: <u>5/12/12</u>
--	----------------------

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(9) Vegetative land cover type:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545



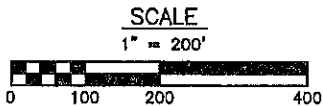
# ROCK COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 26,  
T01N, R10E, TOWN OF AVON, ROCK COUNTY, WISCONSIN

DOCUMENT NUMBER \_\_\_\_\_

**C1**  
CA=23°13'58"E  
R=433.00'  
LC=77°01'06"E  
174.38'

**BASIS OF BEARINGS**  
THE NORTH LINE OF THE NE 1/4  
IS ASSUMED TO BEAR S88°59'17"E.



TOTAL AREA  
945,990 SQUARE FEET  
21.72 ACRES

**PAULSON & ASSOCIATES, LLC**  
LAND SURVEYING  
DEFOREST, WI  
608-846-2523



**NOTES**

- 1) DETAILS ARE NOT TO SCALE
- 2) 30' WIDE WRP CONSERVATION EASEMENT AREA RIGHT-OF-WAY ACCESS EASEMENT AS PER PER DOC. NO. 1901946.

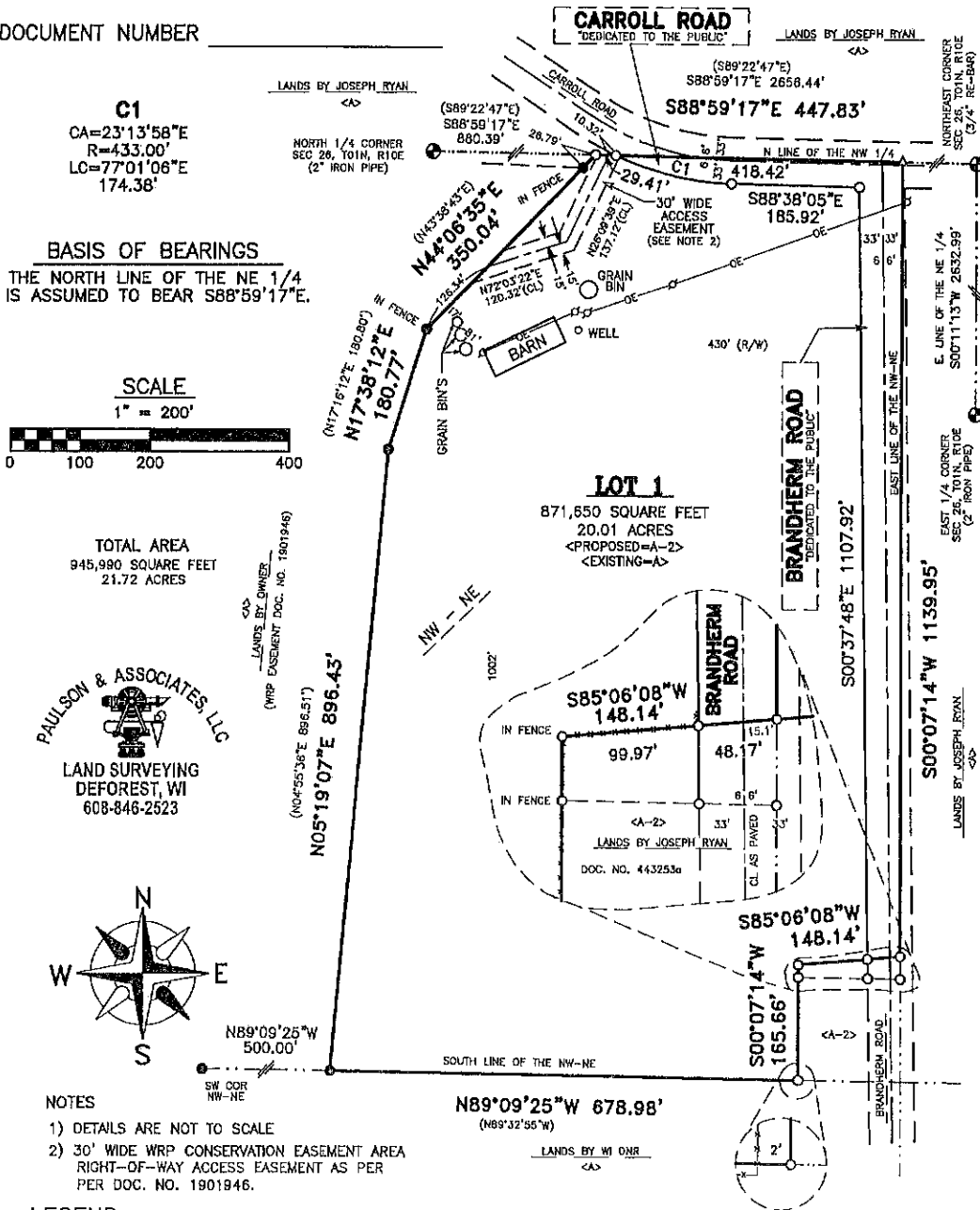
**LEGEND**

- ⊙ ROCK COUNTY SECTION CORNER (FOUND) (AS NOTED)
- 3/4" IRON RE-BAR (FOUND)
- △ PK NAIL (SET)
- 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF (SET)
- OE- OVERHEAD ELECTIC
- x-x-x WIRE FENCE LINE
- ( ) "RECORDED AS" INFORMATION
- ⊕ POWER POLE
- <A-2> INDICATES ZONING

**SURVEYOR**  
PAULSON & ASSOCIATES, LLC  
Daniel A. Paulson  
138 W. Holm Street  
DeForest, WI 53532

**OWNER/SUBDIVIDER**  
Raymond W. Matteson  
8579 Emperor Drive  
Fair Oaks, CA 95628

DRAFTED BY: T.W.P.





## PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

### AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 66' road right-of-way (ROW) along W. Brandherm Rd. & 33' 1/2 ROW along W. Carroll Rd. at the discretion of the Town of Avon.	
2. Show well location for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>10/26/2012</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair - Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

11. If you answered Approve With Conditions to 10., list conditions:
- 3. Note on Final Map: "No building which produces wastewater allowed on lot."
  - 4. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 12/13, 2013.
  - 5. 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.
  - 7.
  - 8.
  - 9.
  - 10.

12. Agency recommendation rationale and findings of fact:

**TOWN ACTION**

14. If you answered Approve With Conditions to 13., list conditions:
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

15. Town action rationale and findings of fact:

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

17. If you answered Approve With Conditions to 16., list conditions:
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

18. Committee action rationale and findings of fact:



=====

AGENCY USE ONLY

Application Number: 12041R

Received By - Date 11-8-12  
(MM/DD/YYYY):

=====

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY  
PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES  
OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\*

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

**6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE**

a. Name:	Robert Bauer	Telephone:	364-1955
Address:	2802 S Madison Road	City:	Beloit
		State:	WI
		Zip:	53511
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

**7. AGENT (SURVEYOR AND DEVELOPER)**

a. Surveyor name:	RH Batterman Co., Inc. (Bob Leuenberger)	Telephone:	365-4464
Address:	2857 Bartelis Drive	City:	Beloit
		State:	WI
		Zip:	
b. Developer name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location:

Town of Beloit	NW 1/4 of 1/4
Section <u>17</u>	Tax parcel number(s) - <u>6-2-200A</u>

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  
 Yes  No If Yes, identify: City(s)/Village of Beloit

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 39.3 Acres	14. Land division area (Square feet or acres): 39.3	15. Current zoning of land division area: A1
16. Number of new/additional lots created by land division: 2	17. Future zoning of new/additional lot(s) created by land division:	18. Future zoning of parent lot: A1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NA

22. Public improvement construction will begin on (mm/dd/yyyy): NA

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: Robert Bauer DATE: 11/08/2012

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(11) Productive agricultural soils, cultural resources, and woodlands:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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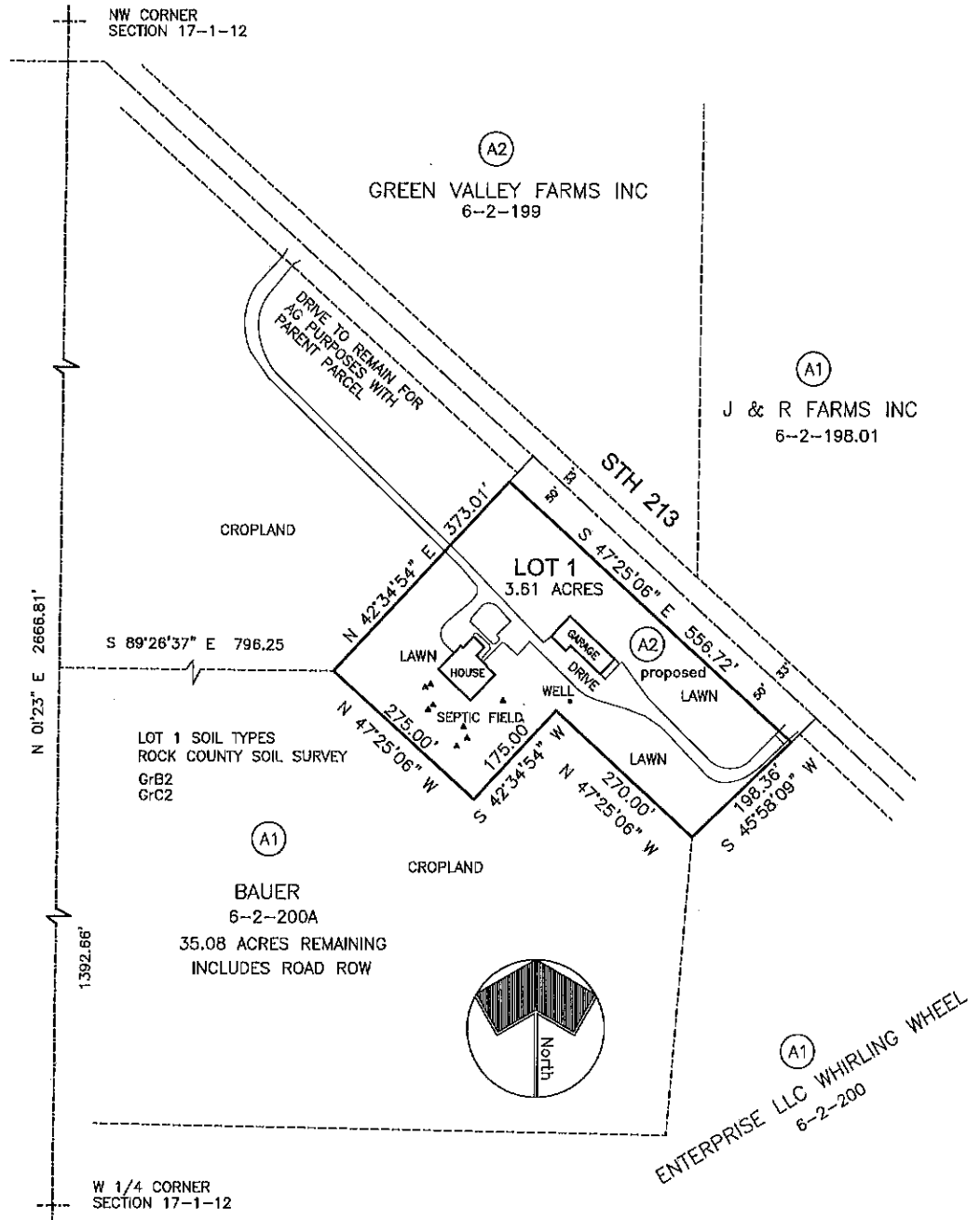
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A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

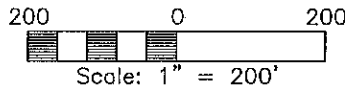
ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP OF

PART OF O.L. 17-4 OF THE ASSESSOR'S PLAT, BEING A  
PART OF THE N.W. 1/4 OF SECTION 17, T. 1N., R. 12 E.  
OF THE 4TH P.M., BELOIT TOWNSHIP, ROCK COUNTY, WI



ORDER NO. 31422  
BOOK xxx PAGE xx  
DATE OCTOBER 18, 2012  
FOR ROBERT BAUER  
SHEET 1 OF 1



**Batterman**  
engineers surveyors planners

2857 Bartells Drive  
608.365.4464

Beloit, Wisconsin 53511  
www.rhbatterman.com

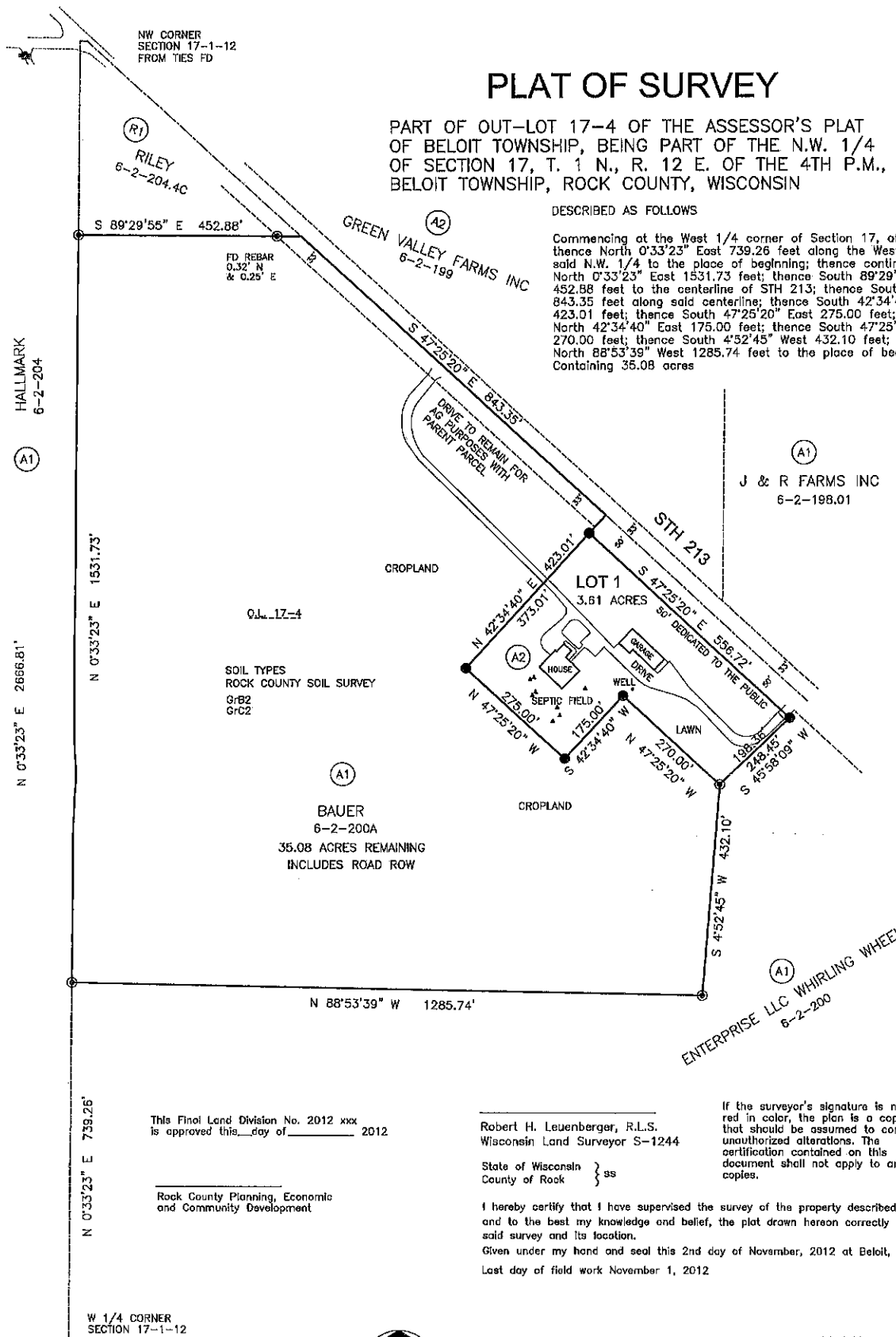


# PLAT OF SURVEY

PART OF OUT-LOT 17-4 OF THE ASSESSOR'S PLAT OF BELOIT TOWNSHIP, BEING PART OF THE N.W. 1/4 OF SECTION 17, T. 1 N., R. 12 E. OF THE 4TH P.M., BELOIT TOWNSHIP, ROCK COUNTY, WISCONSIN

DESCRIBED AS FOLLOWS

Commencing at the West 1/4 corner of Section 17, of aforesaid thence North 0°33'23" East 739.26 feet along the West line of said N.W. 1/4 to the place of beginning; thence continuing North 0°33'23" East 1531.73 feet; thence South 89°29'55" East 452.88 feet to the centerline of STH 213; thence South 47°25'20" East 843.35 feet along said centerline; thence South 42°34'40" West 423.01 feet; thence South 47°25'20" East 275.00 feet; thence North 42°34'40" East 175.00 feet; thence South 47°25'20" East 270.00 feet; thence South 4°52'45" West 432.10 feet; thence North 88°53'39" West 1285.74 feet to the place of beginning. Containing 35.08 acres



SOIL TYPES  
ROCK COUNTY SOIL SURVEY  
GrB2  
GrC2

BAUER  
6-2-200A  
35.08 ACRES REMAINING  
INCLUDES ROAD ROW

This Final Land Division No. 2012 xxx is approved this \_\_\_ day of \_\_\_ 2012

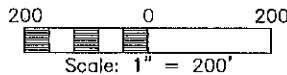
Rock County Planning, Economic and Community Development

Robert H. Leuenberger, R.L.S.  
Wisconsin Land Surveyor S-1244

State of Wisconsin } ss  
County of Rock }

I hereby certify that I have supervised the survey of the property described above and to the best of my knowledge and belief, the plat drawn hereon correctly represents said survey and its location.  
Given under my hand and seal this 2nd day of November, 2012 at Beloit, Wisconsin.  
Last day of field work November 1, 2012

If the surveyor's signature is not red in color, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.



BEARINGS REFERENCED TO THE WEST LINE OF THE N.W. 1/4 OF SECTION 17-1-12 AS N 0°33'23" E WISCONSIN COUNTY COORDINATE SYSTEM, ROCK DATUM

- MONUMENT KEY
- Iron Rebar Set  
3/4" x 24"(1.5 Lbs./Ft.)
  - ⊙ 3/4" Iron Rebar Found

ORDER NO. 31422  
BOOK xxx PAGE xx  
FOR ROBERT BAUER

File Name: J:\31400-31450\31422 BAUER\31422POS.DWG

**Batterman**  
engineers surveyors planners

2657 Bartells Drive Beloit, Wisconsin 53611  
608.385.4484 www.rtbatterman.com





# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin: If you answered Yes, proceed to 4. If you answered No, proceed to 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Land division is in an Agricultural Resources Priority Area, per the <i>Rock County Farmland Preservation Plan</i> :	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Land division will require a zoning change:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.	

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 50' half road right-of-way (ROW) dedicated along State Highway 213 in front of Lot 1.	
2. Show well and septic locations for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>11/15/12</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

11. If you answered **Approve With Conditions** to 10., list conditions:

- 3. Note on Final Plat of Survey Map: "No building which produces wastewater allowed on lot."
- 4. Final CSM to be submitted to and approved by the Planning and Development Agency on or before ~~10/15~~ 12/13 Yr., 2013.
- 5. 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. Final Plat of Survey Map shall be submitted to the Agency for signature on or before ~~10/15~~ 12/13 Yr., 2013
- 7.
- 8.
- 9.
- 10.

12. Agency recommendation rationale and findings of fact:

**TOWN ACTION**

14. If you answered **Approve With Conditions** to 13., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

15. Town action rationale and findings of fact:

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

17. If you answered **Approve With Conditions** to 16., list conditions:

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Committee action rationale and findings of fact:



AGENCY USE ONLY

Application Number: LD2012 042

Received By - Date  
(MM/DD/YYYY): 10/4/12

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

- Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
- Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
- Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
- Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
- Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

#### 6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	AYEN FARMS PARTNERSHIP			Telephone:	346-7524	
Address:	15718 W. KEESEY RD.	City:	ORFORDVILLE	State:	WI	Zip: 53576
b. Name:				Telephone:		
Address:		City:		State:		Zip:

#### 7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	COMBS AND ASSOCIATES, INC.			Telephone:	608-752-0575	
Address:	109 W. MILWAUKEE ST.	City:	JANESVILLE	State:	WI	Zip: 53548
b. Developer name:				Telephone:		
Address:		City:		State:		Zip:

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location: 

Town of CENTER	SW 1/4 of SE 1/4
Section 34	Tax parcel number(s) - 6-4-286

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  
 Yes  No If Yes, identify: City(s)/Village of FOOTVILLE

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 79 ACRES ML

14. Land division area (Square feet or acres): 14 ACRES ML

15. Current zoning of land division area: A-1

16. Number of new/additional lots created by land division: 1

17. Future zoning of new/additional lot(s) created by land division: A-2

18. Future zoning of parent lot: A-1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NONE

22. Public improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: St. Kelly DATE: 10-4-12

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BUILDINGS HAVE UTILITY SERVICES
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE PROPOSED
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE AIR PHOTO
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(11) Productive agricultural soils, cultural resources, and woodlands:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOTHING REQUESTED
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

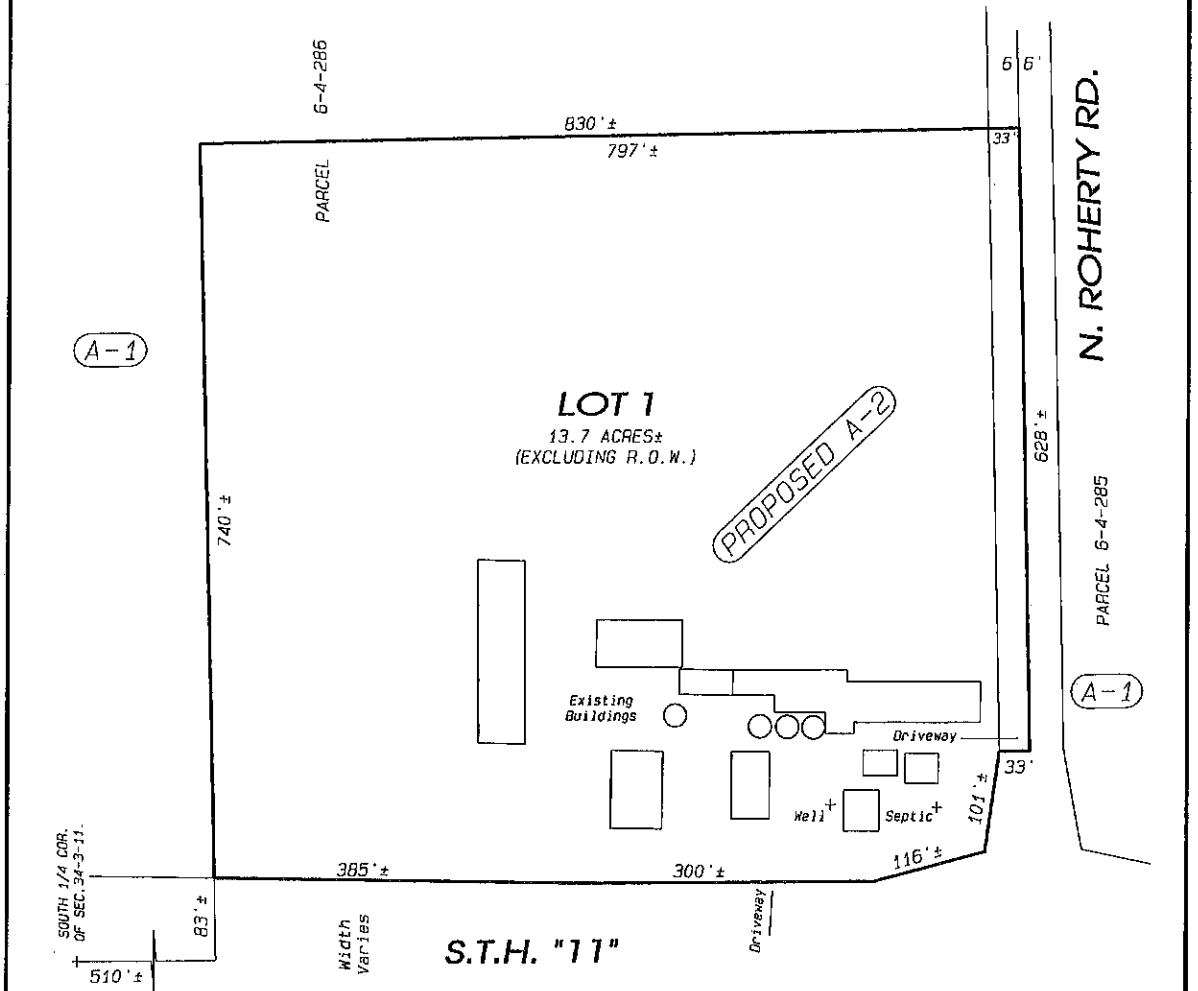
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 34, T.3N., R.11E. OF THE 4TH P.M., TOWN OF CENTER, ROCK COUNTY, WISCONSIN.



SOUTH 1/4 COR.  
OF SEC. 34-3-11.

PARCEL 6-15-17.1

PARCEL 6-15-18.1

PARCEL 6-15-18.2

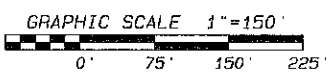
PARCEL 6-15-17

(A-2)

(A-1)

(A-1)

(A-1)




DATE: OCTOBER 4, 2012

**NOTES:**

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112 - 273 For: AYEN



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534



## PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

### AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
  2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
  3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
 If you answered Yes, proceed to 4. If you answered No, proceed to 5.
  4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
  5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:  Yes  No
  6. Land division will require a zoning change: A-1 CUP  Yes  No
  7. Preliminary minor land division application is complete:  Yes  No
- If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

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(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
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j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
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7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
11. If you answered Approve With Conditions to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 33' 1/2 ROW along N. Roherty Rd. at the discretion of the Town of Center.	
2. Show septic and well location for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>10/31/2012</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
14. If you answered Approve With Conditions to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action: <input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny	
17. If you answered Approve With Conditions to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	



**AGENCY RECOMMENDATION**

**11. If you answered Approve With Conditions to 10., list conditions:**

- 3. Note on Final Map: "Since Lot 1 contains exiting buildings which use an existing private sewage system no soil evaluation on the lot
- 4. was required at the time of this survey. However, soils on the lot maybe restricitive to the replacement of the existing system."
- 5. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 12/13, 2013.
- 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.
- 7. Land Division abutting a state trunk highway or connecting highway shall comply with DOT Trans 233.
- 8.
- 9.
- 10.

**12. Agency recommendation rationale and findings of fact:**

**TOWN ACTION**

**14. If you answered Approve With Conditions to 13., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**15. Town action rationale and findings of fact:**

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

**17. If you answered Approve With Conditions to 16., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**18. Committee action rationale and findings of fact:**

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Paul Benjamin  
INITIATED BY



Steve Schraufnagel, Planner III  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

November 1, 2012  
DATE DRAFTED

**APPROVAL OF EXPANSION TO TURTLEVILLE CEMETERY PLAT**

- 1 **WHEREAS**, Section 157.07 of the Wisconsin Statutes provides that "no cemetery plat or map shall be
- 2 recorded unless laid out and platted to the satisfaction of the County Board of such County"; and,
- 3
- 4 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" in the Town of Turtle is adjacent to
- 5 the south and east of existing Turtleville Cemetery Plat on Creek Road is consistent with cemetery design
- 6 standards, and the County Comprehensive Development Plan; and,
- 7
- 8 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" provides the necessary platting
- 9 information as provided in S.157.07 of the Wisconsin Statutes; and,
- 10
- 11 **WHEREAS**, the proposed "Expansion to Turtleville Cemetery Plat" will provide needed cemetery plots
- 12 for current and future generations.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 on this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby approve the "Expansion to Turtleville Cemetery
- 16 Plat", primarily located in the S.E. ¼ of the S.W. ¼ of Section 4, & Part of N.E. ¼ of Section 9, T.1 N, R.
- 17 13 E. of the 4<sup>th</sup> P.M., Turtle Township, Rock County, Wisconsin.

**Planning and Development Committee**

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair


\_\_\_\_\_  
Phil Owens

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Wayne Gustina


**FISCAL NOTE:**

No fiscal impact.

  
Sherry Oja  
Finance Director

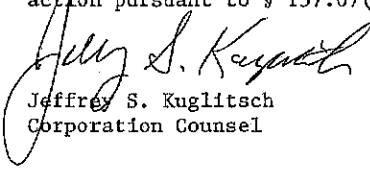
**ADMINISTRATIVE NOTE:**

Recommended.

  
Craig Knutson  
County Administrator

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to § 157.07(1), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

## EXECUTIVE SUMMARY

### **EXPANSION TO TURTLEVILLE CEMETERY PLAT November 1, 2012**

The Town of Turtle is herein requesting the Rock County Board of Supervisors to review and approve the "Expansion to Turtleville Cemetery", which is an addition to the existing Turtleville Cemetery. The Turtleville Cemetery and the proposed addition are located in portions of Section 4 & 9 in the Town of Turtle, Rock County, Wisconsin. The proposed cemetery expansion includes 8,562 sq. ft.

Section 157.07 of the Wisconsin State Statutes requires all land to be used for cemeteries be platted by a registered land surveyor, reviewed and approved by the County Board, prior to being recorded in the Register of Deeds Office.

The Rock County Planning and Development Agency Staff have reviewed the "Expansion to Turtleville Cemetery" located in Section 4 & 9 of the Town of Turtle. The staff finds the "Turtleville Cemetery Addition" consistent with cemetery design standards, and the Rock County Comprehensive Development Plan. The Planning and Development Committee has reviewed and recommends this Turtleville Cemetery Expansion for approval by the Rock County Board of Supervisors.

2012. . .

Rock County - Production

12/05/12

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prort Appropriation Spent	Yearly Prort Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-62119	OTHER SERVICES	22,400.00	57.5%	0.00	12,900.00	9,500.00		
	P1202483-PO# 12/04/12 -VN#052124				NORTH IS UP MAPPING SOLUTIONS		9,500.00	
				CLOSING BALANCE		0.00		9,500.00
6464000000-63100	DFC SUPP & EXP	3,500.00	76.2%	2,349.04	321.23	829.73		
ENC	R1203906-PO# 11/29/12 -VN#036201				AMAZON.COM		157.23	
				CLOSING BALANCE		672.50		157.23
6464000000-63107	PUBL & LEGAL	825.00	0.0%	175.47	-175.46	824.99		
	P1200191-PO# 12/04/12 -VN#013607				JANESVILLE GAZETTE INC		53.74	
				CLOSING BALANCE		771.25		53.74
6464000000-63201	BOOKS	200.00	17.0%	34.13	0.00	165.87		
	12/04/12 -VN#029132				OTTERSTEIN, JAMES		38.45	
				CLOSING BALANCE		127.42		38.45
	PLANNING			PROG-TOTAL-PO			9,749.42	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,749.42 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

DEC 13 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN. EXPENSE	49,895.00 66.6%	33,248.15	0.00	16,646.85		
	P1200193-PO# 12/04/12 -VN#021446			MENARDS INC		156.81	
			CLOSING BALANCE		16,490.04		156.81
	HG CLRING A/C		PROG-TOTAL-PO			156.81	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$156.81 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

DEC 13 2012

DATE \_\_\_\_\_ CHAIR

2012...

Rock County - Production

12/05/12

COMMITTEE APPROVAL REPORT

Page 3

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6469000000-63107	PUBL & LEGAL	205.00	0.0%	97.83	-97.82	204.99	
	P1200191-PO# 12/04/12 -VN#013607			JANESVILLE GAZETTE INC		55.44	
				CLOSING BALANCE	149.55		55.44
				BD.OF ADJUSTMENT		55.44	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$55.44 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

DEC 13 2012

DATE \_\_\_\_\_ CHAIR

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Agency  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning and Development Agency  
SUBMITTED BY

November 27, 2012  
DATE DRAFTED

**Authorizing Contract with the Department of Administration in the amount of \$381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant**

- 1 **WHEREAS**, the Wisconsin Department of Administration offers Community Development Block Grant  
2 (CDBG) capital expenditure funding for the purpose of constructing physical facilities that will add or  
3 prevent the loss of basic services that benefit low-and moderate income persons and are perceived to  
4 enhance a community's quality of life. This funding is made available only to local units of government  
5 in non-entitlement areas of the State of Wisconsin; and,  
6
- 7 **WHEREAS**, Edgerton Community Outreach (ECO) provides programs and services to low income  
8 families in northern Rock County and works to improve funding and services for all human service  
9 agencies in Rock County; and,  
10
- 11 **WHEREAS**, the City of Edgerton, through the adoption of the Downtown Master plan and the creation  
12 of the Downtown Redevelopment District, a Redevelopment Authority and a TIF district, has invested  
13 significant time and resources into downtown redevelopment. Two stated objectives of the City of  
14 Edgerton Downtown Master Plan are, to preserve the historic tobacco warehouses, and to retain  
15 institutional uses in the downtown. Edgerton Community Outreach, located in a tobacco warehouse  
16 which was donated to them by the City, is an invaluable local institution providing services to northern  
17 Rock County citizens and vibrancy to Edgerton's downtown; and,  
18
- 19 **WHEREAS**, on February 10, 2012 the Rock County Planning and Development Agency received a  
20 request by the City of Edgerton and Edgerton Community Outreach, Inc. to submit a CDBG Public  
21 Facilities grant application as part of ECO's process to renovate the building at 106 South Main Street;  
22 and,  
23
- 24 **WHEREAS**, CDBG funds will be utilized to renovate the historic tobacco warehouse into usable space  
25 to expand the Food Pantry, Client Service offices, and Thrift Store as well as to make the building  
26 accessible according to the Americans with Disabilities Act; and,  
27
- 28 **WHEREAS**, in a letter dated July 3, 2012, the Wisconsin Department of Administration informed  
29 Rock County that it was awarding Rock County \$381,000 for the above mentioned project; and,  
30
- 31 **WHEREAS**, ECO has partnered with Cedar Corporation, an agency with extensive knowledge of the  
32 CDBG Program, to write the grant application and to assist with all aspects of the grant administration to  
33 minimize expenses incurred by Rock County. Rock County will not be held responsible for  
34 compensating Cedar Corporation; and,  
35
- 36 **WHEREAS**, ECO agrees that it shall administer the CDBG grant in accordance with the terms and  
37 conditions of the CDBG grant contract between the Department of Administration and Rock County and  
38 that this includes ECO ensuring that it fulfills the responsibilities described in the DOA/County contract  
39 at its own expense and holds the County harmless from any additional expenses, expected and unexpected  
40 arising from the implementation of the funded projects, in addition to other conditions specified in the  
41 Memorandum of Understanding including the right to inspection and periodic audit of the project.  
42
- 43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
44 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize its County Board Chairperson and  
45 County Clerk to sign a contract with the Department of Administration for the receipt and administration,

Authorizing Contract with the Department of Administration in the amount of \$381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

Page 2

46 in accordance with the Department of Administration Implementation Manual, of a Public Facilities  
47 Grant in the amount of \$381,000 for the renovation of the building at 106 South Main Street, Edgerton  
48 owned by Edgerton Community Outreach and amend the 2013 Planning Department Budget as follows:  
49

50 Account No.	Budget at	Increase	Amended
51 Description	01/01/13	(Decrease)	Budget
52			
53 <u>Source of Funds</u>			
54 64-6414-0000-42100			
55 Federal Aid	-0-	\$381,000	\$381,000
56			
57 <u>Use of Funds</u>			
58 64-6414-0000-63110			
59 Administration Expense	-0-	\$5,200	\$5,200
60			
61 64-6414-0000-64604			
62 Program Expense	-0-	\$375,800	\$375,800
63			

64 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk are also hereby  
65 authorized to sign a Memorandum of Understanding between Rock County and Edgerton Community  
66 Outreach so that Edgerton Community Outreach may act as the agent for Rock County in administering  
67 the above mentioned Public Facilities Grant.

Respectfully submitted,

**Rock County Planning and Development Committee**

PURCHASING PROCEDURAL ENDORSEMENT and  
FINANCE COMMITTEE ENDORSEMENT

\_\_\_\_\_  
Alan Sweeney, Chair

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

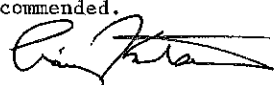
\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Marilyn Jensen

ADMINISTRATIVE NOTE:

Recommended.

\_\_\_\_\_  
Phillip Owens

  
Craig Kautson  
County Administrator

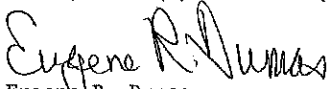
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$381,000 in Federal Aid for the rehabilitation of one of the City of Edgerton's historic warehouses. The resolution also authorizes an MOU between the County and Edgerton Community Outreach, Inc for the administration of the grant.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 59.01, 59.51(2) and 59.52(19).

  
Eugene R. Dumas  
Deputy Corporation Counsel



Executive Summary  
Rock County/Edgerton Community Outreach Public Facilities Grant  
Contract with the State of Wisconsin, Department of Administration/Wisconsin Economic  
Development Corporation

Rock County has been awarded \$381,000 of Community Development Block Grant funds to be used to help complete the rehabilitation of one of the City of Edgerton's historic tobacco warehouses. The County will pass funds on to Edgerton Community Outreach (ECO), owner of the warehouse and a non-profit that helps low and moderate income persons in need. Its services include the provision of a food pantry, thrift clothing store, emergency housing assistance and providing counseling and guidance to its clients who are located throughout northern Rock County.

The City of Edgerton supports the adaptive reuse of its few remaining historic warehouses. The warehouse that is the subject of this grant award at 106 South Main Street was at one time in jeopardy of being demolished for its materials. The City purchased the building to prevent that from happening and found in Edgerton Community Outreach the perfect user for the building. The City of Edgerton then donated the tobacco warehouse to ECO. Within the past few years, ECO invested substantially in upgrading the building's structural and mechanical systems and put on new roofing. ECO did some modest rehab work inside to create space for the food pantry, thrift store, and a few offices. The demand for ECO's services has increased greatly, necessitating the need for rehabbing remaining 12,000 square feet of its building to provide space for its expanding operations.

This grant requires matching funds. ECO has raised funds and will continue to do so through an active fund-raising campaign, the honorary chairperson of which is professional golfer and Edgerton native Steve Stricker. No Rock County funds will be involved in this project. Rock County Planning, Community and Economic Development will receive a small administration of \$5,200 for accounting work.

2012  
 WISCONSIN COMMUNITY DEVELOPMENT BLOCK GRANT  
 PUBLIC FACILITIES GRANT CONTRACT  
 BETWEEN THE  
 WISCONSIN DEPARTMENT OF ADMINISTRATION  
 AND  
 ROCK COUNTY

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Administration, hereinafter referred to as the "Department" or "DOA" and Rock County, hereinafter referred to as the "Grantee." This contract is effective as of the date of both parties' signature.

WHEREAS, the United States Government, through the Housing and Community Development Act of 1974, as amended, has established the Community Development Block Grant (CDBG) Program and authorized each State to administer the program for non-entitlement areas; and

WHEREAS, the State of Wisconsin through the Wisconsin Economic Development Corporation (WEDC) has received and reviewed a funding application, and recommended approval to the Department; and

WHEREAS, the Department has approved WEDC's recommendation of the Grantee's application; and

WHEREAS, the Grantee has been provided an Implementation Manual on the rules and regulations on administering the CDBG program.

NOW, THEREFORE, the Department agrees to grant Three Hundred Eighty-One Thousand Dollars (\$381,000) of CDBG funds to the Grantee for work performed on the project during the period of August 1, 2012 through June 30, 2014, subject to the following conditions:

1. BUDGET

The Grantee shall spend the CDBG funds as follows:

BUDGET CODE	ACTIVITY	CDBG AMOUNT	MATCH AMOUNT	TOTAL
180	Building Improvements	\$ 376,000	\$ 65,652	\$ 440,652
190	Site Clearance	-	10,648	10,648
386	Electrical	-	64,300	64,300
240	Equipment	-	93,000	93,000
260	Furnishings	-	52,800	52,800
310	Miscellaneous	-	68,600	68,600
230	Engineering	-	5,000	5,000
180	Administration	6,000	9,000	15,000
<b>TOTALS</b>		<b>\$ 381,000</b>	<b>\$ 369,000</b>	<b>\$ 750,000</b>
Funding Ratio		50.80%	49.20%	

Matching Funds Ratio: The Grantee shall provide a minimum of \$1.00 of Match funds for each \$1.03 of CDBG funds granted under this contract.

Construction Costs: Match funds may be moved between construction line items in the budget without the Department's approval. The expenditure of the CDBG funds is limited to facilities owned and operated by Edgerton Community Outreach located at 106 South Main Street, Edgerton, Wisconsin.

**Engineering/Architectural Costs:** Engineering/Architectural costs shall not exceed 2 percent of construction cost. This limit includes CDBG funds as well as Match funds. Any expenditure that exceeds this percentage will not be counted as Match funds.

**Administration Costs:** Administration costs for the purposes of this contract shall not exceed \$15,000. This limit includes CDBG funds as well as Match funds. Any expenditure that exceeds this amount will not be counted as Match funds. The Department must approve any increase from this amount before costs are incurred.

**Additional Grant Funds:** The Grantee agrees that any additional grant funds received for this Project will be credited to both the applicant's and the Department's financial commitment to this Project. The credit will be at the same ratio of each commitment to the total Project costs as stated in this contract.

Request for final payment of any and all funds awarded by this Agreement, including project and administrative funds, must be received by the Department within 15 days prior to the end of the performance period of this Agreement. See Section 3, Timetable, for the performance period end date.

2. SCOPE OF WORK

The Grantee shall accomplish the following tasks ("the Project") with the CDBG funds in accordance with its application dated May 9, 2012 and related materials:

- Install a passenger elevator
- Construct a ramp for access into the building
- Construct accessible bathrooms on the main and upper levels
- Install Thrift Store workspace and storage
- Install stairwells in the front and rear of the building
- Install energy-efficient windows
- Install energy-efficient lighting
- Build out the upper level for Client-Services offices

3. TIMETABLE

The Project must commence no later than October 3, 2012. In addition to commencing by this date, the Grantee shall complete the contract activities according to the following schedule:

<u>On or Before</u>	<u>Accomplishments</u>
Prior to Commencing Construction	<p><b>NOTE:</b> The following accomplishments must be submitted in writing to the Department by the date shown on the left:</p> <p>Establish grant files and financial accounts. Report date of completion.</p> <p>Secure engineering and administrative services. Name parties retained and report date(s) of contracting and amount(s) of contract(s).</p> <p>Complete environmental review. Report date of certification.</p> <p>Request Federal and State wage rates. Report date of requests.</p> <p>Obtain all necessary permits. Identify permits and dates of issuance.</p> <p>Prepare and solicit construction bids. Report dates of advertising and bid opening.</p> <p>Award contract. Submit "Notice of Contract Award."</p>

<u>On or Before</u>	<u>Accomplishments</u>
Submission of First Request for Payment of Funds	Report construction start date. Describe progress and/or any delays.
April 7, 2013	Continue construction. Describe progress and any delays. Submit Semi-Annual Narrative Report. Submit Semi-Annual Labor Standards Enforcement Report.
October 7, 2013	Complete and describe Affirmative Fair Housing actions committed to in the application. Continue construction. Describe progress and any delays. Submit Semi-Annual Narrative Report. Submit Semi-Annual Labor Standards Enforcement Report
April 7, 2014	Continue construction. Describe progress and any delays. Conduct second citizen participation meeting to report Project progress and impact of Project on meeting the community's housing and other development needs. Send meeting minutes to WEDC. Submit Semi-Annual Narrative Report. Submit final draw request.
June 30, 2014	Schedule Audit if required. Complete all construction work. Submit Final Semi-Annual Narrative Report. Submit the Final Labor Standards Enforcement Report. Submit closeout documents.

4. COMMITMENT OF OTHER PARTIES

The Grantee shall provide sufficient funds to ensure that the Match Funds requirement established in Section 1, BUDGET for the work described in Section 2, SCOPE OF WORK is met. Project costs in excess of the amounts established in the Budget will be the responsibility of the Grantee. Funds spent on activities outside the SCOPE OF WORK or funds spent in violation of the standards established in Section 1, BUDGET cannot be claimed as Match Funds. It shall be considered an event of default if the Department determines the Grantee has not satisfied the Match Funds requirement. The Department may require repayment in an amount determined by the Department in order to bring the grantee into compliance with the grant-match ratio.

5. USE OF PROJECT REVENUE

Project revenue received as a result of this CDBG grant shall be administered in accordance with the Financial Management section of the Implementation Handbook.

6. ADMINISTRATION

The Grantee shall maintain sufficient staff to administer the Project. All files and records shall be kept at the Rock County Courthouse.

7. RECORDKEEPING

The Grantee shall prepare, keep, maintain and submit to the Department all records required by the Implementation Handbook including all contracts relating to the implementation of this Agreement. Such records shall be retained until at least four years after the closeout of the contract except to the extent that the laws and regulations referred to in Sections 11, 12, 13, 14, 15 and 17 of this Agreement require longer retention.

8. REPORTING

The Grantee shall prepare semi-annual narrative reports as required by the Implementation Handbook on or before the dates established in Section 3 TIMETABLE. Financial Reports shall be submitted with each request for funds. Copies of such reports shall be maintained in the Grantee's file.

9. FINANCIAL MANAGEMENT

The Grantee shall maintain a financial management system that complies with the provisions of the Implementation Handbook.

10. ENVIRONMENTAL PROTECTION

The Grantee's chief executive officer shall assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR 58. The Grantee and its chief executive officer hereby consent to the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities. The Grantee shall comply with the terms in the Environmental Review section of the Handbook.

11. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Grantee shall comply with:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 1.
- Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended.
- Section 109 of the Housing and Community Development Act of 1974, 24 CFR 570.601, the Age Discrimination Act of 1975, Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.
- Executive Order 11246, 24 CFR 130, and 41 CFR Chapter 60.
- Section 3 of the Housing and Urban Development Act of 1968, as amended.
- The Equal Opportunity section of the Implementation Handbook.

12. NONDISCRIMINATION IN EMPLOYMENT

Consistent with Wis. Stat. sec. 16.765: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.06(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

13. LABOR STANDARDS

The Grantee shall comply with and assure compliance of all Project contractors and subcontractors with the Davis-Bacon Act, as amended 40 U.S.C. 276a-276a-5, the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-333, other applicable Federal laws and regulations pertaining to labor standards, and the Labor Standards section of the Implementation Handbook.

14. ACQUISITION/RELOCATION

The Grantee shall:

- Comply with ch. 32, Stats., and related administrative rules issued by the Wisconsin Department of Workforce Development.
- Comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the Wisconsin Department of Transportation implementing Instructions in 49 CFR Part 24.
- Refer to the Acquisition/Relocation section of the Implementation Handbook for further requirements.

15. BIDDING

The Grantee shall comply with all applicable Wisconsin laws on bidding for contracts. The Grantee shall make its best effort to utilize Wisconsin-based service providers and suppliers of equipment, materials, and other tangible items.

16. ACQUISITION AND DISPOSITION OF PROPERTY AND EQUIPMENT

The Grantee shall comply with the Procurement Policy section of the Implementation Handbook and account for any tangible personal property acquired with CDBG funds. All proceeds derived from the disposition of real property acquired with CDBG funds shall be treated as program income under Section 5 of this Agreement.

17. LOBBYING

The Grantee shall comply with Section 319 of Public Law 101-102 and 24 CFR 87. The Grantee shall maintain a file containing signed copies of 24 CFR 87 Appendix A, "Certification Regarding Lobbying," and 24 CFR 87 Appendix B, "Disclosure of Lobbying Activities."

18. AMENDMENTS

This Agreement may be amended only by written agreement between the Department and the Grantee.

19. ASSIGNMENT

At the Department's sole and unilaterally discretion, this Agreement may be assigned by the Department to WEDC. This Agreement may not otherwise be assigned except as provided by the CDBG rules and regulations and upon approval by the Department and Grantee.

20. GOVERNING LAW AND VENUE

The laws of the State of Wisconsin shall govern all matters related to or arising from this Agreement, whether sounding in contract or otherwise. The Grantee shall at all times comply with and observe all applicable federal, state, and local laws relating to the Project. Any litigation related to or arising out of this Agreement or the Project shall be brought and venued in Dane County, Wisconsin.

21. AUDIT

The Grantee shall conduct an annual, single, or program-specific audit in accordance with Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations," and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration, if required to do so under the Single Audit Act (31 U.S.C. §§7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104-156). The audit shall be performed by an independent auditor in accordance with generally accepted government auditing standards. The audit shall include funds passed-through the Department and expended by the Grantee under the CDBG - State's Program (Catalog of Federal Domestic Assistance number 14.228), as well as funds expended under selected state financial assistance programs.

Records of the Grantee, subgrantees, if any, and contractors relating to this Agreement shall be available for review or audit upon request by the Department, the U.S. Department of Housing and Urban Development, the General Accounting Office, and their duly authorized representatives. (See the "Audit Requirements" chapter of the Handbook for additional discussion of single or program-specific audits.)

22. CLOSEOUT

The Grantee shall closeout this Agreement in accordance with the Program Closeout Section of the Implementation Handbook.

23. EVENT OF DEFAULT

Consistent with Wis. Stat. § 238.03(3)(b), either of the following events constitutes an Event of Default:

- The Grantee's submission to the Department of false or misleading information.
- The Grantee's failure to comply with or perform the terms of this Agreement, unless the Department is satisfied with the Grantee's explanation for its noncompliance.

Remedies In Event of Default:

- Upon the occurrence of an Event of Default, the Department shall send a written notice of default to the Grantee, setting forth with reasonable specificity the nature of the default. If the Grantee fails to cure the Event of Default to the reasonable satisfaction of the Department within 30 calendar days, or if the breach is not capable of being cured within a 30-day period, the Grantee fails to undertake, in good faith, commercially reasonable efforts to cure the breach and fails to continue until the breach is cured to the reasonable satisfaction of the Department, the Department may, without further written notice to the Grantee, declare the Grantee in default. The period to cure may not be extended beyond 90 days.
  - a) In the Event of Default, the Department may, consistent with Wis. Stat. § 238.03(3) terminate this Agreement and recover from the Grantee:
    - i. The funds disbursed to the Grantee under this Agreement;
    - ii. All court costs and reasonable attorney's fees incurred by the Department to recover the amounts owed by the Grantee under this provision; and
    - iii. A financial penalty of up to one percent of the grant.
  - b) The amount under (a) shall be paid to the Department within 30 calendar days of the demand by the Department. If the Grantee fails to pay these amounts to the Department, the Grantee will be liable for the full unpaid balance plus interest at the annual rate of 12 percent from the date of the notice of Event of Default.

24. TERMINATION OR AMENDMENT BY THE DEPARTMENT

The Department, in its sole discretion and upon ten (10) days prior written notice to the Grantee, may terminate this Agreement or otherwise change the amount of CDBG funds granted to the Grantee if the U.S. Department of Housing and Urban Development (HUD) changes, modifies or rescinds any of the CDBG funds to be administered by the State of Wisconsin during the applicable grant year. The Grantee shall not incur any new obligations for the terminated portion of the CDBG grant after the effective date of the Department's termination or amendment of this Agreement. Expenses incurred prior to termination, if eligible, will be paid if federal CDBG funds remain available from HUD for payment of these obligations.

25. TERMINATION BY MUTUAL AGREEMENT

This Agreement may be terminated, in whole or in part, prior to the completion of the Project if both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Department will determine whether an environmental review of the cancellation is required. The parties must agree on the termination conditions, including the effective date and the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. Expenses incurred prior to termination, if eligible, will be paid by the Department only if federal CDBG funds remain available from HUD for payment of these obligations.

26. AUTHORITY TO SIGN DOCUMENT

The person(s) signing this Agreement on behalf of the Grantee certifies and attests that the Grantee's respective Articles of Organization, Articles of Incorporation, By-Laws, Member's Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related documents give full and complete authority to bind the Grantee, on whose behalf they are executing this document.

Grantee assumes full responsibility and holds the Department harmless for any and all payments made or any other actions taken by the Department in reliance upon the above representation. Further, Grantee agrees to indemnify the Department against any and all claims, demands, losses, costs, damages, or expenses suffered or incurred by the Department resulting from or arising out of any such payment or other action, including reasonable attorneys' fees and legal expenses.

27. PUBLICITY

Any publications, news releases, public notices, place cards, or signs relating to the Project shall state that it was financed by the Department with federal CDBG funds. During the term of this agreement, the Grantee shall post a notice in a conspicuous location in the Rock County Courthouse notifying the general public of the Department's financial participation in the project. Also, the required 4-ft. by 8-ft. sign must be erected in the vicinity of the Project stating that the Edgerton Community Outreach building renovation is funded in part through a grant from the Department using federal CDBG funds. Specs for the sign are contained in the CDBG Implementation Manual.



WISCONSIN DEPARTMENT OF ADMINISTRATION

MIKE HEUBSCH, SECRETARY

DATE

ROCK COUNTY

  
J. RUSSELL PODZILNI

11/21/12  
DATE

LORI STOTTLER

DATE

ECONOMIC DEVELOPMENT REVOLVING LOAN FUND  
POLICIES AND PROCEDURES MANUAL

ROCK COUNTY, WISCONSIN

## FORWARD

In 1992, Rock County was awarded a grant from the Wisconsin Development Fund (WDF). This grant originated from the Economic Development Program administered by the Wisconsin Department of Development [Note: This agency's name has been changed to the Wisconsin Economic Development Corporation, which was formerly known as the Department of Commerce]. The source of funding is the Federally funded Community Block Grants, administered by the State of Wisconsin. Program income from the grant capitalizes the Rock County Economic Development Revolving Loan Fund.

The original grant (Contract #92-03E) provided a \$140,000.00 loan to Hidden Valley RV Resort in the Town of Fulton. Principal and interest repaid by Hidden Valley RV Resort is used to capitalize a countywide revolving loan fund. This fund will provide financial assistance to eligible businesses seeking to expand or, locate or start-up their operations in Rock County.

Policies and procedures contained in this manual govern the use of the revolving loan funds. For additional information, contact Rock County's Planning & Development Agency, 51 S. Main St., Janesville, WI 53545 or call 608.757.5587.

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**SECTION 1. GENERAL PROVISIONS**

1.1 TITLE

These regulations shall hereafter be known, cited, and referred to as the Economic Development Revolving Loan Program Policies and Procedures for Rock County, Wisconsin.

1.2 PURPOSE

These regulations have been established to set forth the criteria, which will govern economic development activities to be assisted with funds, made available through the County's Economic Development Revolving Loan Fund (hereinafter referred to as the Program). This fund will provide financial assistance to eligible businesses seeking to expand, locate or start-up their operations in Rock County.

1.3 OBJECTIVES

Economic development activities assisted with funds made available through this Program are intended to meet the following objectives:

- 1) To maintain and promote a diverse mix of employment opportunities to minimize seasonal or cyclical employment fluctuations.
- 2) To encourage the creation and retention of (full-time equivalent) permanent jobs, which represent a range of wage scales appropriate to the skills and experience of the local labor force. A minimum of 51 percent of the jobs created shall be made available to low-and-moderate income persons (See Appendix).
- 3) To encourage the leveraging of new private investment in the County.
- 4) To maintain a positive business climate which encourages business retention / expansion, new attraction and/or start-up efforts within Rock County.
- 5) To encourage the development of modern or advanced technology related applications and processes that are consistent with appropriate environmental standards.
- 6) To promote industrial development in Rock County.
- 7) To help implement the Rock County Economic Development ~~element of the~~  
~~Rock County Comprehensive Plan 2035.~~

#### 1.4 AUTHORITY

Rock County may from time to time amend the provisions imposed by these regulations. Any such amendments are subject to approval by the Wisconsin Economic Development Corporation and/or the Wisconsin Department of Administration (hereinafter referred to as WEDC and DOA). The Planning & Development Committee is charged with the responsibility to update and amend this Economic Development Revolving Loan Fund Policies and Procedures Manual as local, federal and state requirements impact the Program. All updates and amendments are subject to final written approval from Commerce. The County Board Chair is responsible for appointing the seven-person Loan Review Board. Composition of the Loan Review Board is defined in part 2.1 of this manual.

**SECTION 2.****ADMINISTRATION****2.1 PROGRAM ROLES**

- 1) Rock County will establish a seven member formal Loan Review Board consisting of the Planning Director, Economic Development Manager (acting as secretary), a County Board representative from the Planning & Development Committee, two commercial lenders, one attorney, and one accountant. This Board shall have the authority to review the confidential financial matters of applicants in a closed session.
- 2) The Loan Review Board will have authority to review, select, and recommend loan applications to the Planning & Development Committee for final approval. The Board will also have the authority to make standards and policy recommendations to the Planning & Development Committee for adoption.
- 3) The Economic Development Manager shall explain the Program to prospective applicants, furnish written information, assist applicants in completing applications, and process all requests for funds.
- 4) The Planning & Development Agency shall review all financial statements and loan amortization schedules; review and approve documentation of the Program expenditures, record security instruments, maintain a separate accounting record, and report semi-annually to the Commerce regarding the use of Program income and disbursements.
- 5) The Planning & Development Agency shall prepare all loan agreements, mortgage and lien instruments, promissory notes and advise the County on default matters. County Corporation Counsel will review such agreements, mortgages, instruments, notes, etc.
- 6) The Economic Development Manager shall verify the installation of all fixed equipment financed with Program funds.

**2.2 MEETINGS**

Meetings shall be held on an as-needed basis in the Rock County Courthouse, located at 51 South Main Street, Janesville, WI. Pursuant to Section 19.84, Wisconsin Statutes, all Loan Review Board members shall be given prior notice of each meeting. A majority of those present and constituting a quorum shall be required for official Board action to take place on any application.



## 2.3 RECORDS

Written records of all Program activities, including Program meetings, loan applications, and related documents, shall be maintained in appropriate files. Records are subject to Sec. 19.35 and 19.36 of the Wisconsin Statutes. Therefore, measures to maintain confidentiality will be implemented pursuant to the aforementioned statutes.

The following files shall be established and maintained for each loan recipient:

- (1) Loan Package: All credit and loan information submitted to the County, including all applicable correspondence, shall be placed in a permanent file.
- (2) Loan Closing: Corporation Council shall be responsible for all loan closings. The Economic Development Manager will assist with documentation assembling and recording.

All loan recipients will be required to enter into a loan agreement with the County. The collateral requirements will be determined on an individual basis and may include, but are not limited to: liens and/or mortgages on land and buildings; liens on machinery and equipment; and liens on accounts receivable and inventory. This collateral may be subordinated to private sector financial institutions participating in the project to a reasonable extent, if required. In addition, key-person life insurance coverage naming the County as a beneficiary, with a declining balance equal to the outstanding loan balance, and junior liens on all corporate assets may be used where appropriate. Loans issued for fixed assets will be required to obtain property-casualty insurance for the appraised value of the property being financed, and have the County listed as an additional insured or loss payee and/or mortgagee, whichever is applicable.

- (3) Records: All relevant recipient information will be tracked and maintained in a file; the file should include the following:
  - 1) expiration dates for property, casualty and life insurance policies;
  - 2) due dates for all financial statements;
  - 3) expiration dates for UCC financing statements, checked three months before due date;
  - 4) dates of annual loan performance and covenant reviews;

- 5) annual dates of field visits;
  - 6) due dates for property tax payments and notification from borrower for documentation of property tax payments;
  - 7) review dates for job monitoring; and
  - 8) dates on which loan recipients will be notified of changes in repayment amounts.
- (4) Financial Statements: All loan recipients will be required to submit semi-annual financial statements to the Planning & Development Agency. The Economic Development Manager will provide a financial analysis and compare the statement with historical trends and budget. An accountant shall audit the fiscal year-end financial statement. The financial analysis will include: available cash on hand; income and expenses compared with projections; changes in assets to reflect the County loan; substantial changes in assets or liabilities; disposition of collateral securing the County loan; profitability and available working capital; review of applicable loan covenants; and contact with participating lender to review the status of all outstanding loans.
- (5) Progress Reports: Loan recipient will be required to submit periodic progress reports during the outstanding term of the loan. The Economic Development Manager shall also be entitled to perform annual on-site inspections, when necessary and upon notice of default of payment(s), as described below. The Economic Development Manager will provide progress and annual reports as prescribed by Commerce.
- (6) Field Visits: Following receipt of year-end financial statements, annual field visits will be conducted and reported. The Economic Development Manager will discuss the report's findings with recipient; assistance will be offered to resolve and/or change either existing or future program compliance prohibitive issues.
- (7) Repayment Monitoring: All loans must be paid within 30 days of the due date. Late payment penalties in the amount up to 10 percent of the outstanding payment due will be levied for payments that are more than 15 days overdue. Recipient will be notified of deficiency and corrective actions will be discussed. Participating lender(s) will also be notified. All payments shall be applied first to accrued late payment penalties, then to interest accrued and then to principal.
- (8) Loan Assessments: All loans will be reviewed annually and at such other times deemed necessary by the County. Annual assessments will follow receipt of the fiscal year-end financial statement, progress report and the annual field visit. All loans will be assessed according to the following criteria: timeliness of payments; maintenance of collateral securing the loan; overall financial

condition of business; presence of material liens or lawsuits; and violations of loan covenants.

If any of the above conditions exist, the Planning & Development Agency shall work with recipient to resolve such conditions, including restructuring the loan. Should the recipient default on the loan, the account will be turned over to the County Corporation to recover loan proceeds via liquidation of collateral and the exercising of personal guarantees.

#### 2.4 ADMINISTRATIVE COSTS

- 1) Up to fifteen (15) percent of the Program's income may be used for direct loan administrative costs, including the following:
  - a. Legal costs for preparing loan documents.
  - b. Consulting fees to review business plans and to provide technical assistance.
  - c. Office supplies and expense such as copying, typing, mailing, etc.;  
and
  - d. Training costs for annual Commerce training.
- 2) If necessary for the successful administration of the Program, the County may establish a loan origination fee. All fees must go through the revolving loan fund.

**SECTION 3.****ELIGIBILITY****3.1 ELIGIBLE AREA**

Eligible activities shall take place within the geographic boundaries of Rock County, but outside those cities receiving direct small cities Block Grant funding (i.e. Beloit and Janesville).

**3.2 ELIGIBLE APPLICANTS**

- 1) Applications may be submitted by the Chief Executive Officer of any business wishing to establish a new operation, relocate, expand or start-up an operation within Rock County.
- 2) No member of the County Board or any other official, employee, or agent of the county who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program.
- 3) No program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- 4) Applicant shall not be discriminated against on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Sec. 51.01(5), sexual orientation or national origin.

**3.3 ELIGIBLE ACTIVITIES**

Program loans shall be available to eligible applicants for the following activities:

- 1) The acquisition of land, buildings, and fixed equipment.
- 2) The site preparation and construction, reconstruction or installation of buildings and fixed equipment.
- 3) The clearance, demolition, removal or rehabilitation of buildings and improvements.
- 4) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- 5) Working capital (inventory, direct labor and/or training costs only).

### 3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- 1) Refinancing or reimbursement for expenditures made prior to loan approval.
- 2) Specialized equipment that is not essential to the business operation.
- 3) Residential building, including but not limited to religious and/or education facilities, construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- 4) Routine maintenance.
- 5) Feasibility Studies or other soft costs.
- 6) Involuntary relocation payments.

~~7) Other uses that are in conflict with CDBG program regulations.~~

### 3.5 INELIGIBLE BUSINESS

Program loans shall not be available for the following businesses:

- 1) Speculative investment companies.
- 2) Real estate investment companies.
- 3) Not-for-profit businesses or corporations.
- 4) Unregulated media included newspapers and magazines.
- 5) Lending institutions.
- 6) Gambling operations.
- 7) Non-public (use) recreation facilities.
- 8) Religious organizations and/or groups.
- 9) Education facilities.

~~10) Businesses that violate (or have violated) CDBG Anti-Privacy regulations.~~

### 3.6 MINIMUM REQUIREMENTS

To be eligible for funding, the proposed project must meet all of the following minimum requirements:

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- 1) Private Funds Leveraged. The applicant must leverage a minimum of One (\$1.00) Dollar of private funds for every One (\$1.00) Dollar of loan funds requested.
- 2) Cost Per Job Created / Retained. The appropriate dollar per job ratio is determined on a project-by-project basis, per various tangible and intangible factors. However, the maximum ratio shall not exceed \$20,000 per job. .
- 3) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and that the business will have the economic ability to repay the funds.
- 4) Low and Moderate Income (LMI) Benefits. The project will provide increased (full-time equivalent) permanent employment or will retain existing jobs that would have been lost locally. Of the jobs created or retained by the project, at least 51% shall be held by or made available to LMI low-to-moderate-income persons, as defined by CDBG regulations.

More specifically:

a. "LMI Persons" is defined as persons with household income less than eighty (80) percent of the median household income by family size in the County where the Project is located.

b. "Made Available to LMI Persons" means the Borrower will document that at least 51% LMI Persons were hired or Received First Consideration by interviewing at least 51% LMI Persons for created positions that do not require special skills or education beyond high school.

c. "Received First Consideration" means the Borrower must document and use a hiring practice that results in at least 51% LMI Persons interviewed for created positions and demonstrate that under usual circumstances this hiring practice will result in at least 51% LMI persons being hired. Part of the Borrower's hiring practice must include the posting of available positions with the local Job Service, Job Center, Office or Workforce Development Boards.

d. The following documentation evidencing compliance must be collected:

1. a listing of all job titles which were planned to be held by or made available to low to moderate income persons;
2. a commitment to hire or make at least 51% of jobs available to low to moderate income persons;
3. a written plan for how such persons were given first consideration for jobs including what hiring process was used; and

4. a list of the low to moderate income persons interviewed for particular positions, including the size and annual income of the person's family prior to interviewing for the position.

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- 5) Compliance with Applicable Laws. Applicant shall comply with all applicable local, state, and federal laws and/or codes.
- 6) Project Completion. Projects shall be completed within a period up to 36 months from the date of the loan approval. Applicant shall provide the Planning & Development Agency a schedule noting the project's anticipated completion date. This timetable should include a hiring schedule, construction completion schedule, and any pertinent information and dates relating to the proposed project.

## SECTION 4.

## TERMS and CONDITIONS

### 4.1 DEFINITION

Direct loans are available to eligible applicants meeting all the minimum program requirements.

### 4.2 CONDITIONS

Loan proposals should be based on need and ability to repay. Minimum standards include the following:

- 1) Loan Amount. Loan amounts will be determined on a case-by-case basis, in accordance with this Manual, and are subject to program fund availability. Applicants cannot apply nor be associated with more than one Program loan during any given year.
- 2) Interest Rate. The interest rate may range between prime, as published in the Wall Street Journal at the time the agreement is signed, and a percentage rate that meets both the project's and program's needs. In consideration of Loan Review Board's recommendations, the Planning & Development Director has the ability to establish the final rates.
- 3) Terms for Loans.
  - a. Working capital shall have a maximum term of seven years.
  - b. Machinery, equipment, and fixtures shall have a maximum term of 10 years.
  - b. Real estate shall have a maximum term of 15 years.
  - c. But in any case, not longer than the term of private financing.

- 4) Period of Payment. The repayment schedule shall be set up for monthly payments. Payments may be made either in person or by mail to the Planning & Development Agency.
- 5) Repayment. Payment of interest and/or principal may be deferred for up to two (2) years if justified in the loan application. Interest shall accrue during the deferment period and shall be added to the principal amount of the loan. Thereafter, interest and principal shall be collected for the remaining term of the loan to maturity.
- 6) Prepayment. No loan shall be subject to any penalty for prepayment prior to the term of the project.
- 7) Interest Rate Adjustment. Interest rates will increase to the market rate of prime plus 2 percent, established at the time of loan closing, at the beginning of the fifth year of the loan.
- 8) Collateral. Reasonable security, per the Loan Review Board's recommendations, will be required for one hundred (100) percent of the loan. Collateral may consist of a first or second lien on all assets to be purchased with loan proceeds, a lien on all other assets owned and used in the business, or individually owned by the business owners and/or shareholders.

## **SECTION 5. APPLICATION PROCEDURES**

### **5.1 DISCUSSION OF REQUIREMENTS.**

Prior to submitting an application, the applicant shall discuss the program with the Planning & Development Agency. An application form shall be provided to the applicant. The Economic Development Manager shall assist the applicant, as is reasonably necessary, in completing the application. All financial information shall be kept confidential (see Sec. 2.3 Records), except to the Loan Review Board, to the extent allowed by the law.

### **5.2 TIMING.**

Applications may be submitted at any time during the calendar year.

### **5.3 PRIORITY.**



Applications shall be reviewed in the order received. In the event that fund requests exceed available funds, the following criteria will be used to determine who will be awarded the loan(s):

- 1) Eligibility of the applicants.
- 2) Eligibility of the project to be undertaken.
- 3) The extent to which private funds are to be leveraged.
- 4) The extent to which jobs are to be created/retained.
- 5) The extent to which the loan can be secured.
- 6) Evidence of ability to repay the loan.
- 7) Size of the loan requested.
- 8) Timing of the proposed expenditures.
- 9) Completeness of application.
- 11) Industrial and/or manufacturing loans as opposed to commercial/retail loans.
- 12) Other factors as deemed appropriate.

13) Compliance capacity as it relates to meeting program rules and related reporting requirements.

#### 5.4 LOAN PACKAGE.

Applicants shall submit a loan package consisting of the following information:

- 1) Application. A completed application form as provided by the Planning & Development Agency.
- 2) Business Description. A written description of the business, including the following:
  - a. A brief history of the existing or proposed business including when it started or is to start, type of operation, legal structure, markets, and products.
  - b. Key customers and/or clients.
  - c. A brief personal resume of each principal associated with the business including: number of years of experience, educational background, and personal involvement in the proposed or existing business.

- d. Three years of financial history (if applicable) compiled, reviewed or audited in accordance with generally accepted accounting principles by an independent accountant and including balance sheets, profit/loss statements, and accountant notes.

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- 3) Project Description. Explain how the business intends to use the requested funds. Include Sources and Uses of funds statement and a project timeline.
- 4) Commitments from Private Lenders. Include documentation of commitments from all private lenders making loans to the project. Lender commitment letters should include:
  - a. Description of the type of loans being made by the lender (first mortgage, permanent financing, construction financing, etc.).
  - b. The amount of the loan, interest rate, term, and security.
  - c. Statements that the loan is contingent only on the receipt of program financing, if applicable.
- 6) Projections. Provide a balance sheet, income statement and cash flow statement to clearly show the requested loan is necessary to make the project work. These should cover a three-year period or until a break even point is reached and should be based on the assumption that the business will receive the requested loan. Financials, at a minimum must be compiled, reviewed or audited statements in accordance with generally accepted accounting principles, including balance sheets, profit/loss statements and accountant notes.
- 7) Additional Information. The Loan Review Board or the Planning & Development Agency may require additional information as.

## 5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- 1) Preliminary Review. The Planning & Development Agency will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the Director will inform the applicant of the deficiencies.
- 2) Formal Review. The Loan Review Board will meet to formally review the application within 45 days of the receipt of a completed application. Once the review is completed, the Loan Review Board will forward its recommendation to the Planning & Development Committee for final approval or denial.

- 2) Confirmation of Terms. Upon acceptance by the Planning & Development Committee, the Economic Development Manager will contact the business to confirm the terms of the loan.

- 4) Notice of Award. If the application is approved, a meeting will be arranged to execute the necessary loan documents.
- 5) Rejection of Award. If the application is not approved, the Economic Development Manager will communicate with the applicant stating the reasons for the loan denial.
- 6) Reconsideration & Resubmission. Deficiencies found in a preliminary review must be corrected prior to scheduling a formal review. Applications that go through a formal review, and are rejected, must verify or document all corrections to deficiencies have been made before scheduling a subsequent formal review.

## SECTION 6. DISTRIBUTION OF FUNDS

### 6.1 LOAN PROCEDURES

Prior to releasing funds, the following terms and conditions must first be met:

- 1) Notice of Award. The Loan Review Board must first review the complete application of an eligible applicant. The Board's recommendation is forwarded to the Planning & Development Committee. If approved by the Planning & Development Committee, a Notice of Award will be communicated to the business. If the application is not approved, the Economic Development Manager will communicate with the applicant stating the reasons for the loan denial.
- 2) Evidence of Permits, etc. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
- 3) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include vouchers or request for payments, invoices, receipts for materials, approved requests for payment, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the Director.
- 4) Fixed Equipment. Fixed equipment financed with program funds must have been ordered, purchased, delivered, and/or installed. Installation of fixed equipment and/or documentation (i.e. invoice) for payments committed for said equipment shall be submitted to the Economic Development Manager prior to the release of funds.
- 5) Loan Agreement. The Planning & Development Agency prepares a loan agreement, which will be reviewed by County Corporation Counsel and executed by the Chair of the Planning & Development Committee and the Chief Executive Officer (or an approved signatory) of the business.

- 6) Promissory Note. A promissory note shall be prepared by the Planning & Development Agency and approved by the County Corporation Counsel. The Chief Executive Officer (or an approved signatory) of the business must sign the promissory note at the time of the loan closing. The loan must be dated; it must reference the agreement between the County and the business; and, it must specify the amount and terms of the loan funds delivered.
- 7) Repayment Schedule. The Planning & Development Agency shall prepare a loan repayment schedule, which will be reviewed by County Corporation Counsel. At the loan closing, the repayment schedule shall be dated and signed by both the Chair of the Planning & Development Committee and the Chief Executive Officer (or an approved signatory) of the business. At that time, the repayment schedule shall be incorporated and then attached to both parties' copies of the agreement.
- 8) Security. Mortgage or lien instruments provided, as security for all loans shall be prepared by the Planning & Development Agency, and executed at the time of the loan closing. The County shall record the instrument and place a copy in the project file. County Corporation Council will review these mortgage or lien instruments.

## **SECTION 7. POST APPROVAL REQUIREMENTS**

### **7.1 OBLIGATION OF LOAN RECIPIENT**

In addition to the aforementioned terms and conditions, all applicants shall agree to comply with the following:

- 1) The applicant is expected to create or retain the obligated number of jobs within the project time frame, per the date of the execution of the Loan Agreement with the County. Failure to create or retain said jobs may result in a financial penalty.
- 3) The applicant shall not discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Sec.51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of loan funds.
- 4) The applicant shall only use the loan to pay the cost of services and materials necessary to complete the economic development activities for which the loan funds were awarded and shall permit the Planning & Development Agency the right of audit/inspection to verify compliance.

- 4) The applicant shall permit inspections by persons authorized by the Planning & Development Agency of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections that include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. The applicant within four (4) working days of the request shall comply with requests for inspection.
- 5) The applicant shall keep such records concerning the economic development work as may be requested by the Planning & Development Agency. These files shall be maintained for at least three (3) years after completion of the work for which the loan has been obtained.
- 6) The applicant shall submit progress reports to the Economic Development Manager. These reports shall give an update on the project and shall include minimum current and projected employment levels ~~(per the program's LMI requirements)~~ and the financial statements for the period covered. These progress reports may be required monthly, quarterly, or semi-annually as stated in the loan agreement.
- 7) The applicant shall maintain fire and extended coverage insurance on the project property required during the term of the business loan. Rock County shall be listed as "other" or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- 8) Applicant must abide by all federal laws where applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti-Kickback" Act; and all regulations pursuant to these acts. ~~As well as the CDBG Anti-Piracy regulations, per 24 CFR 570.482(d).~~

## SECTION 8

## PERFORMANCE MONITORING

### 8.1 PRIVATE LEVERAGE COMMITMENTS

The Director of the Planning & Development Agency shall monitor the use of the funds and expenditure of private leverage commitments. Documentation such as invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks shall constitute the private match of funds.

### 8.2 HIRING OF NEW EMPLOYEES

The Economic Development Manager shall monitor the hiring of new ~~or the retention of existing~~ employees. Jobs ~~creation~~ must be documented using payroll records, ~~along pre-and-post project numbers~~. ~~The employer to document job creation should provide before project and after project payroll records.~~ ~~To ensure compliance with the LMI requirements, employers must collect self-certification forms from every applicant for each job created/retained through CDBG program income funds. Copies of these completed self-certification forms must be forwarded to the Economic Development Manager.~~

Failure of the business to create / retain the number of targeted LMI level jobs may be a condition for default unless the business can show it made a good faith effort to create the targeted number of LMI jobs, but did not succeed due to reasons beyond its control.

### 8.3 DEFAULT

- 1) In addition to any other grounds specified in the loan agreement, the following shall also be considered as a default:
  - a. Failure of the business to make any payment of principal or interest within 30 days after the payment is due and payable.
  - b. Defaulting on other loans with private lenders.
  - c. Failure of the business to certify that it will not, nor has it physically executed any formal or informal measures to, relocate jobs in violation of CDBG Anti-Privacy regulations.
  - d. Cessation of operations or movement of the business or industry from Rock County.
  - e. The business is sold.
- 2) In the event of a default, all sums due and owing the County shall, at the County's option, become immediately due and payable. To exercise this option the Economic Development Manager shall prepare a written notice to the business. A copy of the default letter will be sent to other secured lenders, Commerce, and Corporation Counsel. The notice shall specify the following:
  - a. The default.
  - b. The action required to address, mitigate or cure the default.
  - c. A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collection action.

## SECTION 9.

## REUSE of FUNDS

### 9.1 ACTIVE PROGRAM

Repaid funds shall be deposited into a revolving loan account and used in a manner consistent with the existing Economic Development Revolving Loan Program Policies Manual, in effect at the time of Loan Agreement. A separate accounting record shall be kept so that a clear auditable account can be maintained to show how funds have been used. The revolving loan account shall be audited in the same manner as other applicable ~~state and/or federal grant~~ Wisconsin Development Fund accounts.

- 1) Retained Income. The amount of retained cumulative WDF program income shall be in accordance with Wisconsin Admin. Rule, Commerce 6.18, or any subsequent and/or related modifications approved by the State of Wisconsin.
- 2) Reporting. The Economic Development Manager shall report RLF related activity to the WEDC and/or DOA, in an agreed upon format and frequency.



**APPLICATION, AWARD, AND MONITORING PROCESS**  
**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND PROGRAM**  
**ROCK COUNTY, WISCONSIN**

1. INITIAL CONTACT

Applicant discusses program with Planning & Development Agency representative:

- Objectives
- Eligible Applicants
- Eligible Activities
- Ineligible Activities
- Ineligible Businesses
- Minimum Requirements
- Procedures

2. LOAN PACKAGE

Applicant submits loan package:

- Application
- Business Profile
- Project Description
- Commitment of Private Funds
- Financial Projections

### 3. PRELIMINARY REVIEW

Economic Development Manager reviews loan package to determine if minimum requirements are met:

- Private Funds Leveraged
- Dollar per Job Ratio and Project Scope & Nature
- Financial Feasibility & Business Viability
- LMI Benefit
- Project Completion Date

### 4. FORMAL REVIEW

Board reviews loan package: considers recommendation based on preliminary review; denies or conditionally approves application and forwards to the Planning & Development Agency for final action.

### 5. CONFIRMATION OF TERMS

The Economic Development Manager meets with the applicant to confirm the loan terms:

- Interest Rate
- Term
- Period of Payment
- Amount of Payment
- Collateral

### 6. LOAN AGREEMENT

Planning & Development Agency prepares the loan agreement, which is then executed by the Chair of the P&D Committee and the Chief Executive Officer (or an approved signatory) of the business.

## 7. EVIDENCE OF PROGRAM EXPENDITURES

Business documents program expenditures.

## 8. LOAN CLOSING

Closing documents are executed and funds are distributed:

- Promissory Note
- Repayment Schedule
- Security

## 9. MONITORING

The Economic Development Manager monitors the terms of agreement:

- Expenditure of Private Leverage Commitments
- ~~EMI Employment Benefits and related~~ Creation / Retention Efforts
- Loan Payments
- Reports to the WEDC ~~and/or the Wisconsin Department of Administration.~~

## APPENDIX

Listed below are the low-to-moderate income (LMI) figures for Rock County, WI.

### Size of Household

Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Low	22,900	26,200	29,450	32,700	35,350	37,950	40,550	43,200
Moderate	36,650	41,850	47,100	52,300	56,500	60,700	64,900	69,050

*Source: U.S. Department of Housing and Urban Development, 2012.*

*NOTE: These figures are updated annually.*

## Interviewee/Employee Self Certification Form

**Employer:** Enter Employer Name  
**Project Site:** Enter Municipality (County: Enter County)  
**Contract ID:** Enter Contract ID

Enter Business or UGLG Name is collecting the following information as a result of participating in the U.S. Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. CDBG is a federally-funded program administered jointly by the State and a participating unit of local government, in this case Enter UGLG.

To meet federal regulations, Enter Business or UGLG Name is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. **It is only through your cooperation that your community can benefit from this federal program.**

**INSTRUCTIONS:**

Please complete all information below. If you are applying for a job, please use your current information. If you are completing this form after accepting a position, please complete the form based on your family size and annual income directly before accepting your position. Note that "Family" means all related persons in your household.

**Family Size:** \_\_\_\_\_  
**Annual Gross Family Income:** \_\_\_\_\_

Please indicate your race:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- Other/Multi

Please indicate your ethnicity:

- Hispanic or Latino
- Non Hispanic or Latino

Are you currently unemployed?

- Yes
- No

I certify that the information provided above is correct to the best of my knowledge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Printed Name    Signature    Date

EMPLOYER/LOCAL GOVERNMENT USE ONLY (ALL SECTIONS ARE MANDATORY)										
<b>Position Details</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (FTE: _____) <input type="checkbox"/> Employer-Sponsored Healthcare Plan Offered										
<b>Position Class</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><input type="checkbox"/> Official/Manager</td> <td style="width: 33%; border: none;"><input type="checkbox"/> Professional</td> <td style="width: 33%; border: none;"><input type="checkbox"/> Office/Clerical</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sales</td> <td style="border: none;"><input type="checkbox"/> Technician</td> <td style="border: none;"><input type="checkbox"/> Craft Worker/Skilled</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Operative/Semiskilled</td> <td style="border: none;"><input type="checkbox"/> Laborer/Unskilled</td> <td style="border: none;"><input type="checkbox"/> Service Worker</td> </tr> </table>		<input type="checkbox"/> Official/Manager	<input type="checkbox"/> Professional	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Sales	<input type="checkbox"/> Technician	<input type="checkbox"/> Craft Worker/Skilled	<input type="checkbox"/> Operative/Semiskilled	<input type="checkbox"/> Laborer/Unskilled	<input type="checkbox"/> Service Worker
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<input type="checkbox"/> Sales	<input type="checkbox"/> Technician	<input type="checkbox"/> Craft Worker/Skilled								
<input type="checkbox"/> Operative/Semiskilled	<input type="checkbox"/> Laborer/Unskilled	<input type="checkbox"/> Service Worker								
<b>Applicant Income Categorization:</b> Please indicate a hire decision, as well as the median family income group the applicant falls into based on Housing and Urban Development Section 8 incomes in your county, using the year in which the applicant was interviewed. <i>Incomes for your area can be found at <a href="http://www.huduser.org/portal/datasets/i1.html">http://www.huduser.org/portal/datasets/i1.html</a>.</i>										
<b>Hire Decision</b> <input type="checkbox"/> No Offer of Employment Made <input type="checkbox"/> Position Offered to Applicant	<b>Applicant Income</b> <input type="checkbox"/> Non-Low/Moderate (>80% County Median Family Income) <input type="checkbox"/> Moderate Income (<=80% County Median Family Income) <input type="checkbox"/> Low Income (<=50% County Median Family Income) <input type="checkbox"/> Very Low Income (<-30% County Median Family Income)									