



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 12, 2012 - 8:00 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR – EAST WING
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

1. **CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:01 a.m. on Thursday, January 12, 2012 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Mary Mawhinney and Phil Owens. Absent: Wayne Gustina

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

Others present: Don Barnes (County Surveyor), and Bob Leuenberger (Surveyor, R.H. Batterman).

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda, Supervisor Mawhinney seconded. The approval of the Magnolia MOA will be added under item 5A and a discussion of Farmland Preservation to be added to the Directors Report. **ADOPTED** as amended.

3. **MEETING MINUTES – DECEMBER 15, 2011**

Supervisor Jensen moved the approval of the December 15, 2011 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

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

None at this time.

5. **CODE ENFORCEMENT**

Action Item: Preliminary Approval of Land Divisions

Mr. Byrnes presented the Staff report.

➤ **Land Division 2011 056R (Johnstown Township) – Ed & Ruth Kowalski**

LOCATION: 13000 Block W. Townsend Road.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 056R. Mr. Byrnes explained that the land division has been revised to increase the lot size. Supervisor Owens questioned the increase in the lot size. It was stated that the Town P&Z Committee requested the lot size to be a minimum of 3 acres.

Supervisor Owens would also like the Town to approve this land division before the County acts on it.

Supervisor Owens moved to table Land Division 2011 056R pending Town of Johnstown approval. Seconded by Supervisor Mawhinney. **All in favor – Approved (Yes – 4, No – 0, Absent – 1)**

➤ **Land Division 2011 057 (Clinton Township) – Patrick Garvey**

LOCATION: 8200 Block E. Hwy. 67.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 057.

Agent for the applicant, Robert Leuenberger, stated that the Town of Clinton has approved this land division.

Supervisor Jensen moved the Conditional Approval of Land Division 2011 057; Seconded by Supervisor Owens. **All in Favor – APPROVED (Yes – 4, No – 0, Absent – 1).**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 40-foot ½ ROW to be dedicated along E. Hwy. 67
3. Following notation on final map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system." Also, proposed lot lines must include the system area with the building that utilizes the system.
4. Show septic system and well locations for existing structures on final CSM.
5. Town of Clinton approval.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before January 12, 2013.
7. As per Section 15.23(8) of the Rock County Land Division Regulations "any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur". Extension requests must be made in writing prior to the expiration date listed above.
8. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

Land Division 2011 058 (Turtle Township) – Richard Vandergeest Etal.

LOCATION: 7300 Block E. Buss Road.

Staff has reviewed the application, associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 058.

Agent for the applicant, Robert Leuenberger, stated that the Town of Turtle has approved this land division.

Supervisor Mawhinney moved the Conditional Approval of Land Division 2011 058; seconded by Supervisor Owens. **All in Favor – APPROVED (Yes – 4, No – 0, Absent – 1)**

Conditions To Be Met Before Final Approval:

1. Existing structures shall meet setback regulations.
2. 35-foot ½ ROW to be dedicated along E. Buss Road
3. Following notation on final map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system." Also, proposed lot lines must include the system area with the building that utilizes the system.
4. Show septic system and well locations for existing structures on final CSM.
5. Town of Turtle approval.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before January 12, 2013.
7. As per Section 15.23(8) of the Rock County Land Division Regulations "any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur". Extension requests must be made in writing prior to the expiration date listed above.
8. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

5A. Information Item: Magnolia MOA Approval

Mr. Byrnes informed the Committee that the Town of Magnolia has recently signed the Memorandum of Agreement (MOA) with Rock County Planning & Development Agency. Additionally, Staff is continuing to meet with Towns that have not yet signed the MOA.

Director Benjamin mentioned to the Committee that Attorney David Moore has sent a letter to the Rock County Towns Association and to seven Towns that his law firm represents. The letter, in essence, states that Towns should not sign the MOA until they adopt ordinances supporting the criteria the MOA is recommending.

Chair Sweeney suggested that Staff send the Towns a letter reminding them of what may occur if a Town fails to sign the MOA. Under the old Land Division Regulations the County Planning Agency provided these services as a matter-of-fact. Now an MOA will be required.

6. **SURVEYOR**

A. Action Item: Resolution Recognizing Richard Brandt

Rock County Surveyor Don Barnes stated that Richard Brandt is retiring after 26 years with Rock County. There will be a meet and greet in this room on Friday, January 13 from 11 a.m. to 1 p.m. Everyone is welcome to wish Richard good luck.

Supervisor Mawhinney made a motion to recommend the resolution recognizing Richard Brandt; seconded by Supervisor Owens. **All in Favor – APPROVED (Yes – 4, No – 0, Absent – 0)**

B. Informational Item: 63rd Annual Surveyors' Institute

Mr. Barnes will be attending this Conference to be held January 25-27.

7. **FINANCE**

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

Supervisor Mawhinney moved the approval of payment of the department bills; second by Supervisor Owens. All in favor - **APPROVED (Yes - 4, No – 0, Absent – 1)**

8. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

A. Action Item: Project ID 020696D1) = \$7,647

Supervisor Jensen moved the approval of Project ID 020696D1; second by Supervisor Owens. All in favor – **APPROVED (Yes – 4, No – 0, and Absent – 1).**

B. Action Item: Project ID 08070D1 = \$12,745

Supervisor Jensen moved the approval for Project ID 08070D1; second by Supervisor Owens. All in favor – **APPROVED (Yes – 4, No – 0, and Absent – 1).**

C. Information Item: Update on Request For alteration of Lien for Housing Rehabilitation Loan (Project ID 020265D1)

Mr. Somppi stated that the County received \$4,000 on the short sale of this project.

9. DIRECTORS REPORT

➤ **Lead Hazard Control Grant Application.**

Director Benjamin stated that the Agency is currently working on completing the Lead Hazard Grant Application that is due January 18. The grant application is for \$1.8 million that would fund approximately 90 lead hazard removal projects. It's a cooperative grant with the Cities of Janesville and Beloit. Community Action and the County Health Department are also involved. The Agency will be notified by mid-April of the success of the application. \$100,000 will be utilized for public education and outreach. \$60,000 will be used for training of staff and contractors.

➤ **Small Cities Block Grant Application – Village of Orfordville**

Staff will be meeting with Village Officials concerning applying for a \$300,000 DOA grant.

Staff will also give a status report on the Agency housing loan program at the next meeting.

➤ **Town Zoning Ordinance Updates**

Director Benjamin stated that 16 Towns currently need zoning ordinance updates to be recertified to meet State Farmland Preservation Tax Credit eligibility requirements by the end of 2013.

➤ **Farmland Preservation Plan Update**

Director Benjamin told the Committee that Carrie Houston has resigned to take another job. She will be greatly missed. Wade Thompson will take over her project of updating the County Farmland Preservation Plan. The Director will be meeting with the County Administrator and Human Resources concerning filling this position shortly.

Mr. Benjamin also mentioned that the Kyle Short (Planning Intern) finished up the County Land Use Inventory Map.

10. COMMITTEE REPORTS

Chair Sweeney requested that Wade Thompson address the Committee on the status of the PACE Program and the four applications. Mr. Thompson explained to the Committee about the four applications and the probability of the properties being funded.

11. ADJOURNMENT

Supervisor Mawhinney moved to adjourn the committee at 9:33 a.m.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, January 26, 2012 at 8:00 a.m.**

Prepared by: Steve Schraufnagel - Acting Secretary