



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, MAY 24, 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, May 24, 2012 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Mary Mawhinney, Phil Owens, Marilyn Jensen and Supervisor Wayne Gustina.

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

Citizens present: Randy Terronez (County Administrator's Office) and Steve Lathrop (Combs & Associates).

2. ADOPTION OF AGENDA

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded.
ADOPTED 5-0.

3. MEETING MINUTES – MAY 10, 2012

Supervisor Gustina moved the approval of the May 10, 2012 Committee minutes; seconded by Supervisor Mawhinney. **APPROVED.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

Mr. Benjamin stated that Rich Cannon and Dave Somppi would take part in the discussion on item 7H on the agenda.

5. CODE ENFORCEMENT

A. Action Item: Preliminary approval of LD 2012 013 (Plymouth Township) – Whilden Hughes.

Mr. Byrnes described this Land Division.

Supervisor Owens moved the approval of LD 2012 013 with conditions; second by Supervisor Mawhinney. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

Conditions to be met for final approval:

1. Note 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 exiting system."
2. Existing structures shall meet setback regulations.
3. Show septic and well location on Final Map.
4. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before May 24, 2013.
5. CSM's that are subject to local approval must be recorded within 6 months of their last approval and 24 months of first approval in an Exclusive Agricultural District.
6. As per Section 38-12(8) of the Rock County Land Division Regulations, "Any application not receiving Administrator approval as a final land division within the aforementioned timeline shall be null and void and the applicant shall be required to submit a new application if wishing to proceed with the land division. Extension of the aforementioned timeline may be applied for by the applicant prior to expiration of effectiveness and granted by the Committee at their discretion upon findings that delays are beyond the control of the applicant and that no material exchange in the land division, as stated in the application, has occurred or is reasonably expected to occur.

Action Item: Preliminary Approval of LD 2012 018 (Janesville Township) – David Anderson

Mr. Brynes described this land division. It appears, because this land division has not yet received Town of Janesville approved, it should not be acted upon at this meeting.

Supervisor Jensen moved to table LD 2012 018; second by Supervisor Mawhinney. All in favor – **Approved (Yes – 3, No – 2 (Gustina & Owens), Absent – 0)**

Action Item: Preliminary Approval of LD 2012 019 (Spring Valley) – Frank Curry.

Mr. Brynes explained that there has been a slight revision to the shape of the lot. Steve Lathrop – Combs and Associates explained that the potential buyer does not want the woods. Mr. Brynes stated that this would then be a revision but would not need to be brought back to the committee.

Supervisor Owens moved to approve LD 2012 019; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

Conditions to be met for final approval:

1. Note 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 exiting system."
2. Existing structures shall meet setback regulations.
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6. FINANCE

Action Item: Department Bills/Encumbrances/Amendments/Transfers

Supervisor Mawhinney moved the approval of the Bills; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

7. COMMUNITY DEVELOPMENT

A. Action Item: Project ID 008072D1 (\$2,875)

Mr. Somppi described the project to the Committee.

Supervisor Jensen moved the approval of Project ID 008072D1 (\$2,875); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

B. Action Item: Project ID 020706D1 (\$10,920)

Mr. Somppi explained the project to the Committee.

Supervisor Jensen moved the approval of Project ID 020706D1 (\$10,920); second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

C. Action Item: Project ID 020707D1 (\$11,027)

Mr. Somppi explained the project to the Committee.

Supervisor Gustina moved the approval of Project ID 020707D1 (\$11,027); second by Supervisor Jensen. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

D. Action Item: Project ID 020708D1 (\$8,390)

Mr. Somppi reviewed the loan with the Committee.

Supervisor Owens moved the approval of Project ID 020708D1 (\$8,390); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

E. Action Item: Project ID 020709I1 & 007070D1 (\$100,770)

Mr. Somppi explained this project to the Committee. This is a 6-unit apartment building where an abnormally high level of lead has been discovered. There are currently 6 children living on the premises. Other improvements such as replacement windows, bathroom remodels, etc. are being proposed. The Planning and Development Agency will receive approximately \$15,000 in Administrative fees. The current residents will be relocated during the remodeling and lead removal.

Supervisor Owens moved the approval of Project ID 020709I1& 007070D1 (\$100,770) Second by Supervisor Gustina. All in favor – **Approved (Yes – 3, No – 2 (Owens & Gustina), Absent – 0)**

F. Potential Conflict of Interest - NONE

G. Information Verification Statement – YES

H. Information Item: Use of 2008 CDBG – EAP Funds for Purchase of Qualifying Substantially Damaged Property.

Mr. Somppi introduced this project. This property was substantially damaged during the 2008 flood. The existing structure will be removed as a part of a grant approved at a recent P&D meeting. There is a program available that would purchase the property in its entirety. It is a buildable property.

Mr. Cannon provided the Committee with a chronology and narrative of the property.

I. Informational Item: Proposed Change to Housing Procedures Manual Concerning Loan Terms for HOME Down Payment Assistance.

Mr. Somppi explained that HUD is requesting that the Rock County Housing Procedures Manual have consistent policies as to how the funds are distributed. Currently the Cities of Janesville and Beloit procedures are different than the Rock County Planning Agency procedures. Mr. Benjamin will check with the Cities and report back to the Committee.

8. DIRECTORS REPORT

Director Benjamin reported on the following:

- **Planner II Position Recruitment** – Mr. Benjamin stated that there are currently 21 applicants for the position of Planner II. That group will be reduced to a more manageable 10 for the interviews.
- **DOA's Division of Housing County Housing Consortia Update** – Mr. Benjamin mentioned that he and Randy Terronez of the Administrator's Office attended an organizational meeting with the Department of Administration about the 13-County Consortium. Columbia County will take the lead.
- **Planner II Employment Contract** – Mr. Benjamin and Mr. Wade Thompson have met with HR to discuss the pending contract for planning services. It was decided that Wade would not need access to the County facilities to complete his duties. Mr. Thompson will be working with the Towns of Porter, Center and Fulton to complete their zoning ordinances. He will also finalize the Farmland Preservation Plan and the 208 Water Quality Plan while under contract with Rock County.
- **Farmland Preservation Planning** – Mr. Thompson has produced a draft text of the Farmland Preservation Plan.
- **Beloit Area Water Quality Planning TAC meeting on May 23, 2012** – Mr. Benjamin mentioned that the Steering Committee met before the regular meeting of the Technical Advisory Committee. Mr. Benjamin feels this process better prepares everyone for the regular meeting.

9. COMMITTEE REPORTS

Chair Sweeney announced that he has been selected to participate in the review the State PACE Program. He would like the State to utilize the Rock County PACE Manual especially the priorities and the concept of the local buy-in of the program. A huge issue is the availability of money to fund the program.

10. ADJOURNMENT

Supervisor Mawhinney moved to adjourn the committee at 9:50 a.m.; second by Supervisor Jensen. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, June 14, 2012 at 8:00 a.m.**

Prepared by: Steve Schraufnagel - Acting Secretary