



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JUNE 28, 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 8:00 a.m. on Thursday, June 28, 2012 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Mary Mawhinney, Phil Owens, Wayne Gustina and Marilyn Jensen.

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

Citizens present: Steve Lathrop (Combs & Associates).

2. ADOPTION OF AGENDA

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

3. MEETING MINUTES – JUNE 14, 2012

Supervisor Jensen moved the approval of the June 14, 2012 Committee minutes; seconded by Supervisor Mawhinney. **APPROVED.**

4. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS

None at this time.

5. CODE ENFORCEMENT

Mr. Byrnes gave the report for the following land divisions.

A. Action Item: Preliminary approval of LD 2012 021 (Milton Township) – Carrie Bower

Supervisor Mawhinney moved to approve LD 2012 021 with conditions; second by Supervisor Owens. 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 June 28, 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.

B. Action Item: Preliminary Approval of LD 2012 023 (Fulton Township) – Cassandra Morrison.

Supervisor Owens moved to approve LD 2012 023 with conditions; second by Supervisor Gustina. All in favor – Approved (Yes – 5, No – 0, Absent – 0)

Conditions to be met for final approval:

1. 33-foot ½ ROW to be dedicated along N. Bublitz Road.
2. Existing structures shall meet setback regulations.
3. Note on final map: "Since Lot 2 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."
4. Show septic and well location on final map for lot 2.
5. Note on Final Map: "Lot 1 is being attached to an existing lot and cannot be sold as a separate building site. Also, no building which produces wastewater allowed on lot."
6. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before June 28, 2013.
7. 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.

8. 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.

C. Action Item: Preliminary Approval of LD 2012 024 (Fulton Township) – Crazy Acres.

Supervisor Gustina moved to approve LD 2012 024 with conditions; second by Supervisor Owens. All in favor – Approved (Yes – 5, No – 0, Absent – 0)

Conditions to be met for final approval:

1. 33-foot ½ ROW to be dedicated along N. Bublitz Road.
2. Note on final map: "No building which produces wastewater allowed on Lots 1&2.
3. If Lot 2 is proposed for a building site when Note on Final Map shall read: "No building which produces wastewater allowed on Lot 1.
4. If Lot 2 is proposed for a building site then an acceptable soil and site evaluation report shall be received on Lot 2.
5. Areas of Lot 1 and 2 include Hydric Soils. Suggest the Town of Fulton manage development in these areas via zoning deed restriction or conservation easement with an approved site plan.
6. Access to lots approved by Town of Fulton.
7. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before June 28, 2013.
8. 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.
9. 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.

D. Action Item: Preliminary Approval of LD 2012 025 (Johnstown Township) – McNall Farms.

Supervisor Mawhinney moved to approve LD 2012 025 with conditions; second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

Conditions to be met for final approval:

1. Existing structures shall meet setback regulations.
2. 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 existing system.”
3. Show septic and well location on final map for lot 1.
4. 33-foot Half Road Right of Way dedicated to the Public (Town of Johnstown)
5. Final CSM (1 year time frame) submitted to and approved by the Planning & Development Agency on or before June 28, 2013.
6. 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.
7. 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.

E. Information Item: Approval of Affidavit to remove Note: “No Building Which Produces Wastewater Shall be Allowed On Lot 2”

Mr. Byrnes stated that this lot was created without the necessary soils test years ago. No reason could be found, but in order to remove the note an approved soils test must be generated and an affidavit recorded to remove the note. This has been provided.

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

F. Information Item: Permit Cost Analysis.

Mr. Brynes handed out to the Committee a cost analysis for the \$400 fee. This breakdown indicated the typical process followed for each permit.

6. FINANCE

Action Item: Department Bills/Encumbrances/Amendments/Transfers

There were no Bills for this meeting.

7. COMMUNITY DEVELOPMENT

Mr. Somppi presented the following projects to the Committee.

A. Action Item: Project ID 020713D1 (\$8,694)

Supervisor Jensen moved the approval of Project ID 020713D1 (\$8,694); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

B. Action Item: Project ID 020714D1 (\$22,145)

Supervisor Jensen moved the approval of Project ID 020714D1 (\$22,145); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

C. Action Item: Project ID 020715D1 (\$12,213)

Supervisor Owens moved the approval of Project ID 020715D1-(\$12,213); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

D. Action Item: Project ID 020716D1 (\$38,942)

Supervisor Jensen moved the approval of Project ID 020716D1-(\$38,942); second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

E. Action Item: Project ID 020717D1 (\$14,700)

Supervisor Owens moved the approval of Project ID 020717D1-(\$14,700); second by Supervisor Gustina. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

F. Action Item: Project ID 020719D1 (\$24,610)

Supervisor Gustina moved the approval of Project ID 020719D1-(\$24,610); second by Supervisor Owens. All in favor – **Approved (Yes – 5, No – 0, Absent – 0)**

G. Action Item: Project ID 020720D1 (\$8,285)

Supervisor Gustina moved the approval of Project ID 020720D1-(\$8,285); second by Supervisor Owens. All in favor – **Approved (Yes – 4, No – 0, Absent – 1)**

After short discussion, it was decided to proceed to the next agenda item (Item H) as they are related and Item H needs to be acted on first.

H. Action Item: Project ID 093575D1 (\$2,000)

Supervisor Gustina moved the approval of Project ID 020720D1-(\$2,000); second by Supervisor Jensen. All in favor – **Approved (Yes – 4, No – 0, Absent – 1)**

Supervisor Mawhinney left the meeting at 9:05 A.M.

I. Potential Conflict of Interest - NONE

J. Information Verification Statement - YES

K. Action Item: Funding Sources – Terms for Down Payment Assistance.

Mr. Somppi explained to the Committee that the U.S. Dept. of Housing & Urban Development (HUD) is strongly suggesting that there needs to be consistency among the 3 Communities issuing loans associated with the HOME Consortium Program. For that purpose staff is suggesting that the Housing Procedures Manual needs to be brought up-to-date to reflect those changes. Staff will attempt to complete those changes in draft form for the next meeting.

Supervisor Jensen moved the approval of updating Housing Procedures Manual; second by Supervisor Sweeney. All in favor – **Approved (Yes – 4, No – 0, Absent – 1)**

8. DIRECTORS REPORT

Director Benjamin reported on the following:

- **Planner II Position Recruitment** – Mr. Benjamin stated that HR has offered the Planner II position to an applicant. The candidate will let HR know by Friday.
- **Requests for Proposals (RFP) for Planning and Zoning Work** – Mr. Benjamin mentioned that 2 RFP's were submitted and after some analysis North Is Up has been recommended.

- **Farmland Preservation Planning** – Mr. Benjamin stated that staff continues to attend meetings with the Towns concerning the Farmland Preservation Plan Update.

9. COMMITTEE REPORTS

None at this time.

10. ADJOURNMENT

Supervisor Owens moved to adjourn the committee at 9:45 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, July 12, 2012 at 8:00 a.m.**

Prepared by: Steve Schraufnagel - Acting Secretary