



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, March 10, 2011 – 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, February 24, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Approval of Land Divisions
    - LD 2011 00 (Turtle Township) – Prairie Avenue Concrete
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
7. Housing & Community Development
  - A. **Action Item:** OHHLHC Lead Hazard Control & Community Development Block Grant – Emergency Assistance Program (ID 008056D1) = \$
  - B. Potential Conflict of Interest – Yes,
  - C. Information Verification Statement
8. Economic Development
  - A. **Action Item:** Public Hearing – Wisconsin Community Development Block Grant For Economic Development (CDBG-ED) Application
  - B. **Action Item:** Resolution Authorizing Wisconsin Community Development Block Grant For Economic Development (CDBG-ED) Application
9. Director's Report – Planning
  - Information Item: Phosphorus Trading

- Information Item: Planning, Economic & Community Development Annual Report
- Information Item: Farmland Preservation Planning
- Appreciation Letter – Joanna Schuman (Dept. of Commerce)

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

March 24, 2011 (8:00 AM) – Land Division Regulations Update Work Session  
April 14, 2011 (8:00 AM)  
April 28, 2011 (8:00 AM)

**Non-Committee Future Meetings**

March 24, 2011 – (2:00 PM) Boundary Agreement Workshop –  
Rock County Courthouse Conference Center, 2<sup>nd</sup> Floor



**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:** February 16, 2011

**Summary:**

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

- LD 2011 0003 (Plymouth Township) – Norman Willing Revocable Trust

**Recommendation:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2011 003 with the conditions presented.

**Town Status:**

Town Board Approved

Town Planning & Zoning Approved

Scheduled

**PLANNING & DEVELOPMENT COMMITTEE LAND DIVISION**  
**CONDITIONS OF APPROVAL**

<b>OWNER:</b>	Prairie Avenue Concrete 3527 Prairie Avenue Beloit, WI 53511	<b>LAND DIVISION NO:</b>	LD#2011 006
		<b>DATE SUBMITTED:</b>	February 10, 2011
<b>LOCATION:</b>	SW ¼ SW ¼ Section 6	<b>E.T. JURISDICTION:</b>	City of Beloit
		<b>SURVEYOR:</b>	Combs & Associates, Inc.
<b>ORIGINAL AREA:</b>	110 Acres +	<b>TOWNSHIP:</b>	Turtle
<b>FINAL AREA:</b>	5 Acres ±	<b>NUMBER OF LOTS:</b>	1
<b>PRESENT ZONING:</b>	SP	<b>PROPOSED FUTURE ZONING:</b>	SP

A copy of these recommendations is sent to the surveyor and to the owner.

**NOTE:** The owner/developer and agent shall read and fully understand these conditions of approval prior to being acted upon by the Planning and Development Committee. Any questions or comments on these conditions shall be addressed to the P&D Committee/Staff prior to or while the Land Division is on the table for discussion.

*NOTE: Reason for dividing land: Estate Planning purposes.*

*NOTE: Consistent with the Rock County Agricultural Preservation Plan.*

**RECOMMEND**

APPROVAL

~~CONDITIONAL APPROVAL~~

DENIAL

**LOCATION: 3500 Block S CTH G**

**CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:**

1. Existing structures shall meet setback regulations.
2. 35-foot 1/2 ROW to be dedicated along Philhower Rd.
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. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before March 10, 2012.
5. 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.

- 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.

Signed Colin M. Byrne  
Dept. of Planning, Economic & Community Development

DATE: 2/15/11

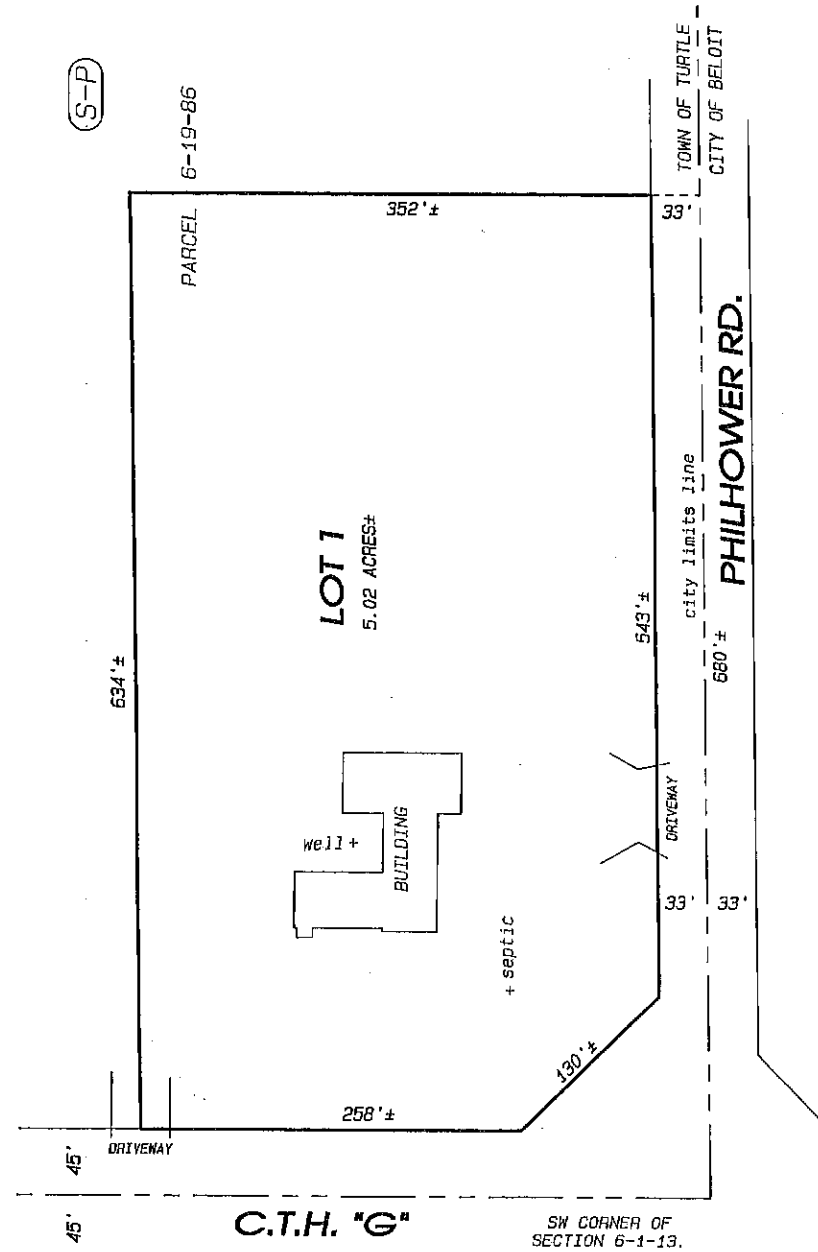
**NOTE:** THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE ON MARCH 10, 2011 AT 8:00 A.M. AT THE ROCK COUNTY COURTHOUSE.

NOTE: FINAL SURVEY SHALL COMPLY WITH ALL STATE, COUNTY, & LOCAL REGULATIONS.

<u>COMMITTEE ACTION</u>			
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> CONDITIONAL APPROVAL	<input type="checkbox"/> DENIAL	<input type="checkbox"/> TABLED
Initials _____		Date _____	

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SW 1/4 OF SECTION 6, T.1N., R.13E.  
OF THE 4TH P.M., TOWN OF TURTLE, ROCK COUNTY, WISCONSIN.



Project No. 111 - 011  
For: PRAIRIE AVE. CONCRETE



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

103 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017200000-63103	LEGAL FORMS	1,250.00	63.0%	0.00	787.50	462.50	
	P1101230-PO# 03/01/11 -VN#039102						198.14
							ADVANCED DOCUMENT SYSTEMS AND
							CLOSING BALANCE
						264.36	198.14
							REAL PROPERTY
							PROG-TOTAL-PO
							198.14

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$198.14 INCURRED BY REAL PROPERTY DESCRIPTION. 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

**MAR 10 2011**

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-64200	TRAINING EXP	2,298.00 23.8%	548.00	0.00	1,750.00		
		03/01/11 -VN#049231	THOMPSON, WADE			199.00	
			CLOSING BALANCE		1,551.00		199.00
		PLANNING	PROG-TOTAL-PO			199.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$199.00 INCURRED BY PLANNING. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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**MAR 10 2011** DATE \_\_\_\_\_ CHAIR





## **ROCK COUNTY GOVERNMENT**

*Planning & Development Agency*

### **INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning & Development Committee  
**THROUGH:** Paul Benjamin, Director, Planning & Development Agency  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Actions for P&D Agenda  
**DATE:** March 10, 2011

#### **ACTION ITEMS:**

1. **Action Item – OHHLHC Lead Hazard Control & Community Development Block Grant – Emergency Assistance Program - #008056D-1** Staff recommends approval.

#### **INFORMATION ITEMS**

**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION**



Project ID(s) 008056D1

**Project Recommended By** Dave Somppi  
**Funding Source(s)** CDBG-EAP Program

**HOUSEHOLD INFORMATION**

Household Size: 4	Annual Income: \$ 51,868	Location: Town of Rock
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**ASSESSED VALUE INFORMATION**

Land	\$ 24,500	Appraised Value	\$ N/A
Buildings	\$ 40,400	When Appraised	
Total	\$ 64,900	Type of Appraisal	

**MORTGAGES OR LIENS**

1. \$ None	4. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	5. \$	
3. \$	6. \$	
Available Equity \$ 64,900	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**VERIFICATIONS**

<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Taxes	<input checked="" type="checkbox"/> Title and Mortgage	<input checked="" type="checkbox"/> Ownership
Disclosure of Potential Conflict of Interest		Yes <input type="checkbox"/>	None <input checked="" type="checkbox"/>	

**SUMMARY OF PROPOSED WORK**

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The house is 50 years old. It is on a low spot on the property and surrounding properties. The basement has poured concrete walls. It was flooded during 2008, which is evident on the walls. The water table has risen, because water has continued to leak into the basement. The basement walls and ducts need to be disinfected. In addition, the 4 basement window wells have many rotted structures. Fill needs to be added around the house to keep surface water from flowing toward the foundation.

The on-site sewerage system is original to the house and was constructed before current septic system regulations were enacted. The tank is undersized. During the 2008 flood, sewage from the tank backed up into the house. The drainfield is saturated, and effluent has flowed to the surface several times. The system has to be pumped regularly. A septic system in compliance with current septic system regulations needs to be installed.

The project proposes to have a full perimeter flood-resistant basement water containment system installed around the perimeter of the basement walls. The basement walls and ductwork will be thoroughly disinfected. The basement window structures will be replaced, and 4 new basement windows will be installed. Fill will be added around the foundation to direct water away from the foundation. The project will also have the soil evaluation conducted for installation of a Code-compliant septic system.

Conducting this project will correct several storm-damaged items, and correct several health and safety hazards.

**Funding Source:** CDBG – Emergency Assistance Grant Program \$18,250  
**Recommend Total Project Amount of:** \$18,250

<b>COMMITTEE ACTION</b>			
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY	Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair		Date	



## **PUBLIC HEARING**

### **WISCONSIN COMMUNITY DEVELOPMENT BLOCK GRANT FOR ECONOMIC DEVELOPMENT (CDBG-ED) APPLICATION**

Rock County's Planning & Development Committee will hold a Public Hearing on March 10 at 8:00 AM in the Courthouse Conference Center (2<sup>nd</sup> Fl., East Wing), 51 S. Main St., Janesville, WI.

The purpose of this Hearing is to provide the citizens of Rock County information about the 2011 Community Development Block for Economic Development (CDBG-ED) program application for up to \$756,000. These funds will be used to facilitate a business development project that will generate countywide economic benefits through the creation of new capital investment and employment opportunities. In addition to addressing this 2011 application, this Hearing will also highlight past CDBG-ED projects.

Projects using CDBG-ED funds are designed to ensure that employment retention and/or creation opportunities are made available to low-to-moderate income (LMI) individuals. The citizens of Rock County are encouraged to attend and participate in this Hearing.

Information concerning Rock County's CDBG-ED application may be obtained from Rock County's Planning, Economic & Community Development Agency – located at 51 S. Main St., Janesville, WI. The Agency is open Monday through Friday, from 8 AM to 12 Noon and 1 PM to 5 PM. To request hearing impaired assistance or other types of facility accommodations, contact the Agency at 608.757.5587 at least 24 hours prior to the Hearing.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT  
COMMITTEE  
INITIATED BY



JAMES OTTERSTEIN  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

February 21, 2011  
DATE DRAFTED

**AUTHORIZING WISCONSIN COMMUNITY DEVELOPMENT BLOCK GRANT FOR  
ECONOMIC DEVELOPMENT (CDBG-ED) APPLICATION**

- 1 **WHEREAS**, Federal monies are available under the Community Development Block Grant program,
- 2 administered by the Wisconsin Department of Commerce, for the purpose of economic development; and,
- 3
- 4 **WHEREAS**, after public hearing and due consideration, the Planning & Development Committee has
- 5 recommended that a CDBG-ED application in the amount up to \$756,000 for equipment and training
- 6 related expenses be submitted to the State of Wisconsin for Stoughton Trailers, LLC for economic
- 7 development purposes; thereby, facilitating private sector investment and the creation of full-time
- 8 positions at the company's dormant Evansville, WI facility; and,
- 9
- 10 **WHEREAS**, the CDBG-ED grant, in combination with other available business assistance programs, is
- 11 necessary to facilitate this business development project; and,
- 12
- 13 **WHEREAS**, it is necessary for the Rock County Board of Supervisors, to approve the preparation and
- 14 filing of an application for the County of Rock to receive funds from this program; and,
- 15
- 16 **WHEREAS**, the Rock County Board of Supervisors has reviewed the need for the proposed project and
- 17 the countywide economic benefits to be gained therefrom.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 20 on this \_\_\_\_ day of \_\_\_\_\_, 2011 authorizes and approves the preparation and filing of an application
- 21 for the above-named project; and that the County Board Chair and the County Clerk are authorized to
- 22 sign all necessary documents on behalf of the County of Rock with the terms and conditions described
- 23 within the Wisconsin Department of Commerce's correspondence with Stoughton Trailers, LLC; and that
- 24 authority is hereby granted to the Rock County Planning & Development Committee to take the necessary
- 25 steps to prepare and file the appropriate application for funds under this program in accordance with this
- 26 Resolution.

Respectfully Submitted,

Planning & Development Committee

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

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

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

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

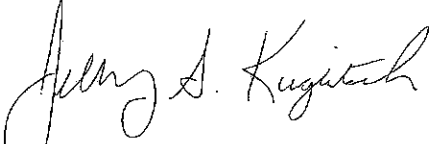
\_\_\_\_\_  
Wayne Gustina

**AUTHORIZING WISCONSIN COMMUNITY DEVELOPMENT BLOCK GRANT FOR  
ECONOMIC DEVELOPMENT (CDBG-ED) APPLICATION**

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LEGAL NOTE:

The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.



Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:

This resolution only authorizes an application for a grant and therefore has no fiscal impact at this time. If a grant is awarded, a subsequent resolution would be required to accept the grant and amend the budget.



Jeffrey A. Smith  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**AUTHORIZING WISCONSIN COMMUNITY DEVELOPMENT  
BLOCK GRANT FOR ECONOMIC DEVELOPMENT (CDBG-ED)  
APPLICATION**

**EXECUTIVE SUMMARY**

**Prepared by James R. Otterstein, Economic Development Manager**

Federal block grant appropriations made available to the State of Wisconsin, for economic development purposes are administered by the Wisconsin Department of Commerce. Through Commerce's Community Development Block Grant for Economic Development (CDBG-ED) program, funds are awarded to a general-purpose unit of government (i.e. community) - who in turn - grants and/or loans the funds to eligible businesses. Eligibility is determined according to private investment commitments and the creation and/or retention of full-time employment positions. CDBG-ED funds can be used to finance the following activities: business acquisitions; buildings / land purchases; construction expenditures; machinery / equipment purchases; training and working capital expenses.

Per the Wisconsin Department of Commerce agreement, a CDBG-ED loan up to \$750,000 will be provided to Rock County, which in turn will provide the funds to Stoughton Trailers, LLC (i.e. the Borrower) for equipment and training related expenditures. Rock County (i.e. the Economic Development Agency) will serve as the CDBG-ED administrative and fiscal agent. For its services, Rock County will receive a \$6,000 administrative fee. Thus, the total CDBG-ED application requests a funding level in the amount up to \$756,000

Per the Department's agreement, repayments and/or fees collected from the Borrower will be retained by Rock County and used to capitalize its countywide Revolving Loan Fund (RLF). The RLF, which is administered by Rock County's Economic Development Agency under the provisions established within the RLF Policies and Procedures Manual, provides financial assistance to eligible businesses seeking to expand, locate or start-up within Rock County.