



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 27, 2011 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, January 13, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
 - A. Information Item: Administrative Quarterly Report
6. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
7. Housing & Community Development
 - A. **Action Item:** 2010 – 2012 CDBG-Small Cities Project (ID 020675D1) = \$13,625
 - B. **Action Item:** HCRF (Housing Cost Reduction Rev. Fund) (ID 093574D1) = \$2,500
 - C. Information Item: 2010 Housing & Community Development Activity Report
 - D. Potential Conflict of Interest – Yes, None
 - E. Information Verification Statement
8. Director's Report - Planning
9. Committee Reports
10. Adjournment

Future Meetings/Work Sessions

February 10, 2011 (8:00 AM)
February 24, 2011 (8:00 AM)
March 10, 2011 (8:00 AM)

Non-Committee Future Meetings

February 15, 2011 – (6:00 PM) Land Division Regulations Ordinance Update Listening Session – Rock County Courthouse, Jury Assembly Room, 2nd Floor West Wing

ADMINISTRATIVE QUARTERLY REPORT

| | 1st Quarter | | | 2nd Quarter | | | 3rd Quarter | | | 4th Quarter | | | Totals Year-To-Date | | |
|--------------------|-------------|---------|-----------|-------------|---------|-----------|-------------|---------|-----------|-------------|---------|-----------|---------------------|---------|-----------|
| | # of Appl. | Denials | Approvals | # of Appl. | Denials | Approvals | # of Appl. | Denials | Approvals | # of Appl. | Denials | Approvals | # of Appl. | Denials | Approvals |
| 2006 | | | | | | | | | | | | | | | |
| Brd. of Adjustment | 2 | 1 | 1 | 5 | 3 | 2 | 5 | 2 | 3 | 2 | 1 | 2 | 14 | 6 | 8 |
| Land Divisions | 28 | - | 15 | 32 | 23 | 23 | 24 | - | 29 | 33 | 18 | 18 | 117 | - | 85 |
| Bldg. Permits | 21 | - | 21 | 24 | 34 | 34 | 42 | - | 42 | 21 | 21 | 21 | 118 | - | 118 |
| Farmland Pres. | 40 | - | 40 | 3 | 3 | 3 | 40 | - | 40 | 20 | 20 | 20 | 103 | - | 103 |
| Access Control | - | - | - | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| 2007 | | | | | | | | | | | | | | | |
| Brd. of Adjustment | 5 | 1 | 4 | 5 | 3 | 2 | 3 | 2 | 1 | 2 | 2 | 2 | 15 | 6 | 9 |
| Land Divisions | 23 | - | 27 | 23 | 24 | 24 | 22 | - | 27 | 12 | 14 | 14 | 80 | - | 92 |
| Bldg. Permits | 23 | - | 23 | 36 | 36 | 36 | 17 | - | 17 | 20 | 20 | 20 | 96 | - | 96 |
| Farmland Pres. | 21 | - | 21 | 5 | 5 | 5 | 23 | - | 23 | 11 | 11 | 11 | 60 | - | 60 |
| Access Control | - | - | - | - | - | - | 1 | - | 1 | - | - | - | 1 | - | 1 |
| 2008 | | | | | | | | | | | | | | | |
| Brd. of Adjustment | 2 | - | 2 | 1 | - | - | 2 | 2 | - | 2 | 2 | 2 | 7 | 3 | 4 |
| Land Divisions | 17 | - | 16 | 16 | 13 | 13 | 18 | - | 9 | 13 | 13 | 13 | 64 | - | 48 |
| Bldg. Permits | 14 | - | 14 | 25 | 25 | 25 | 16 | - | 16 | 10 | 10 | 10 | 65 | - | 65 |
| Farmland Pres. | 19 | - | 19 | 7 | 7 | 7 | 15 | - | 15 | 9 | 9 | 9 | 50 | - | 50 |
| Access Control | - | - | - | 2 | 2 | 2 | - | - | - | - | - | - | 2 | - | 2 |
| 2009 | | | | | | | | | | | | | | | |
| Brd. of Adjustment | 1 | - | 1 | 2 | 2 | 2 | 4 | - | 4 | 2 | 1 | 1 | 9 | - | 8 |
| Land Divisions | 16 | - | 12 | 21 | 18 | 18 | 15 | - | 15 | 13 | 20 | 20 | 66 | - | 65 |
| Bldg. Permits | 3 | - | 3 | 16 | 16 | 16 | 12 | - | 12 | 9 | 9 | 9 | 40 | - | 40 |
| Farmland Pres. | 18 | - | 18 | 6 | 6 | 6 | 8 | - | 6 | 19 | 19 | 19 | 49 | - | 49 |
| Access Control | - | - | - | - | - | - | 1 | - | 1 | - | - | - | 1 | - | 1 |
| 2010 | | | | | | | | | | | | | | | |
| Brd. of Adjustment | 2 | 1 | 1 | - | - | - | 2 | 2 | - | 1 | 1 | 1 | 5 | 3 | 2 |
| Land Divisions | 11 | - | 8 | 15 | 10 | 10 | 21 | - | 16 | 20 | 21 | 21 | 67 | - | 58 |
| Bldg. Permits | 4 | - | 4 | 21 | 21 | 21 | 6 | - | 6 | 9 | 9 | 9 | 40 | - | 40 |
| Access Control | - | - | - | - | - | - | - | - | - | - | - | - | 1 | - | 1 |

2011 . . .

| Account Number | Name | Yearly Pront Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-----------------|----------------------------------|-------------------------------------|--------------------|-------------------------------|---------------------|-------------------|----------|
| 646400000-63200 | PUBL/SUBCR/DUES | 1,650.00 | 16.6% | 234.00 | 40.01 | 1,375.99 | |
| | P1100868-PO# 01/18/11 -VN#035277 | | | AMERICAN PLANNING ASSOCIATION | | 225.00 | |
| | | | | CLOSING BALANCE | | 1,150.99 | 225.00 |
| 646400000-67171 | C.A.-\$1000/MORE | 9,100.00 | 0.0% | 0.00 | 0.00 | 9,100.00 | |
| | P1100351-PO# 01/18/11 -VN#040481 | | | RHYME BUSINESS PRODUCTS | | 9,067.00 | |
| | | | | CLOSING BALANCE | | 33.00 | 9,067.00 |
| | PLANNING | | | PROG-TOTAL-PO | | 9,292.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,292.00 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

JAN 27 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-------------------|----------------------------------|-------------------------------------|---------------------------|------------------|---------------------|-------------------|--------|
| 6464200000-63200 | PUBL/SUBCR/DUES | 525.00 | 0.0% | 0.00 | 0.00 | 525.00 | |
| | P1100866-PO# 01/18/11 -VN#043069 | | WEDA | | | 255.00 | |
| | P1100867-PO# 01/18/11 -VN#038570 | | MC GRAW HILL CONSTRUCTION | | | 277.90 | |
| *** OVERDRAFT *** | TRANSFER REQUIRED | | CLOSING BALANCE | | -7.90 | | 532.90 |
| | ECONOMIC DEVELOP | | PROG-TOTAL-PO | | | 532.90 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$532.90 INCURRED BY ECONOMIC DEVELOPMENT. 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

JAN 27 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------|---------------------|--------------------------------|-------|
| 6464600000-63116 | HA ADMIN.EXPENSE | 3,172.00 | 0.0% | 0.00 | 0.00 | 3,172.00 | |
| | P1100924-PO# 01/18/11 -VN#043452 | | | | | WISCONSIN ASSOCIATION OF HOUSI | 50.00 |
| | | | | | CLOSING BALANCE | 3,122.00 | 50.00 |
| | HG CLRING A/C | | | | PROG-TOTAL-PO | | 50.00 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.00 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

JAN 27 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------|---------------------|-----------------------------|----------|
| 6469100000-64313 | RC RESOURCE/TOUR | 3,000.00 | 0.0% | 0.00 | 0.00 | 3,000.00 | |
| | P1100865-PO# 01/18/11 -VN#015779 | | | | | ROCK COUNTY TOURISM COUNCIL | 3,000.00 |
| | | | | | | CLOSING BALANCE | 0.00 |
| | | | | | | | 3,000.00 |
| 6469100000-64317 | CO-OP WI TOURISM | 2,500.00 | 0.0% | 0.00 | 0.00 | 2,500.00 | |
| | P1100865-PO# 01/18/11 -VN#015779 | | | | | ROCK COUNTY TOURISM COUNCIL | 2,500.00 |
| | | | | | | CLOSING BALANCE | 0.00 |
| | | | | | | | 2,500.00 |
| | | | | | | ROCK CO.TOURISM | 5,500.00 |
| | | | | | | PROG-TOTAL-PO | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,500.00 INCURRED BY ROCK CO.TOURISM COUNCIL. 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

JAN 27 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: January 19, 2011

1. **Action Item:** 2010-2012 CDBG-Small Cities Project-- (ID # 020675D1) – Staff Recommends Approval
2. **Action Item:** HCRF (Housing Cost Reduction Revolving Fund) – (ID # 093574D1) – Staff Recommends Approval
3. **Information Item:** 2010 Housing & Community Development Activity Report



Project ID(s) 20675-D-1

Project Recommended By Neale Thompson_
Funding Source(s) Small Cities Rock County CDBG

HOUSEHOLD INFORMATION

| | | |
|-------------------|--------------------------|--------------------------|
| Household Size: 4 | Annual Income: \$ 34,164 | Location: Town of Turtle |
|-------------------|--------------------------|--------------------------|

ASSESSED VALUE INFORMATION

| | | | |
|-----------|-----------|-------------------|-----------|
| Land | \$ 40,000 | Appraised Value | \$ 81,179 |
| Buildings | \$ 43,200 | When Appraised | |
| Total | \$ 83,200 | Type of Appraisal | FMV |

MORTGAGES OR LIENS

| | | |
|----------------------------|---|---------------------------------------|
| 1. \$ 52,000 | 4. \$ | TOTAL MORTGAGE(S) \$ 52,000 |
| 2. \$ | 5. \$ | |
| 3. \$ | 6. \$ | |
| Available Equity \$ 31,200 | 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

Parts of this house are 150 years old. This rural home needs a new roof, chimney repair, new fascia and soffit, front door, electrical work, bathroom fan, foundation-joint repair, plumbing work, gutters, and some exterior wall repair. Completing this project will have benefits for durability, reliability, and significant health and safety improvements. Loan is 0% deferred.

TYPE OF PROJECT Small Cities Rehab 0% Loan
RECOMMEND TOTAL PROJECT BID OF \$ 13,625.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$ _____

 Signature of Planning & Development Committee Chair Date

BID SUMMARY

LOWEST QUALIFIED BID

| Roof | | | | |
|----------------|---------------|-------------------|-------------|-----------------|
| Above the Peak | Marks Constr. | All Phase Constr. | C&R Roofing | Above the Peak |
| \$ 5,790 | \$ 8,800 | \$ 5,795 | \$ 6,690 | \$ 5,790 |

| Chimney Repair | | | | |
|-----------------------|---------------|--------------------|----|----------------|
| Above the Peak | No other bids | Others not on roof | | Above the Peak |
| \$ 400 | \$ | \$ | \$ | \$ 400 |

| Fascia, soffit | | | | |
|-----------------------|---------------|-------------------|-------------|-----------------|
| Above the Peak | Marks Constr. | All Phase Constr. | C&R Roofing | Above the Peak |
| \$ 1,580 | \$ 4,200 | \$ 2490 | \$ 1,500 | \$ 1,580 |

| Front door | | | | |
|-------------------|---------------|-------------------|----|----------------|
| Above the Peak | Marks Constr. | All Phase Constr. | | Above the Peak |
| \$ 925 | \$ 950 | \$ 1,220 | \$ | \$ 925 |

| Electrical | | | | |
|-------------------|-------------|----|----|-----------------|
| Nitz Electric | AgSun Corp. | | | Nitz Electric |
| \$ 1,400 | \$ 4,875 | \$ | \$ | \$ 1,400 |

| Bathroom fan | | | | |
|---------------------|-------------|----|----|------------------------|
| Nitz Electric | AgSun Corp. | | | Nitz Electric |
| \$ incl'd above | \$ 690 | \$ | \$ | \$ incl'd above |

| Foundation and floor joist repair | | | | |
|--|---------------|-------------------|----|----------------|
| Above the Peak | Marks Constr. | All Phase Constr. | | Above the Peak |
| \$ 900 | \$ 2,800 | \$ 1,660 | \$ | \$ 900 |

| Plumbing | | | | |
|------------------|---------------------|----|----|------------------|
| Stelter Plumbing | Quigley-Smart Plmb. | | | Stelter Plumbing |
| \$ 1,150 | \$ 1,350 | \$ | \$ | \$ 1,150 |

| Bedroom outside wall repair | | | | |
|------------------------------------|---------------|-------------------|----|----------------|
| Above the Peak | Marks Constr. | All Phase Constr. | | Above the Peak |
| \$ 575 | \$ 500 | \$ 460 | \$ | \$ 575 |

| Gutters | | | | |
|----------------|---------------|----|----|----------------|
| Above the Peak | Marks Constr. | | | Above the Peak |
| \$ 530 | \$ 1,500 | \$ | \$ | \$ 530 |

| CDBG Loan Processing Fee | | | | |
|---------------------------------|----|----|----|---------------|
| Rock Co. P&D | | | | Rock Co. P&D |
| \$ 375 | \$ | \$ | \$ | \$ 375 |

| | |
|--|---------------------|
| RECOMMENDED LOWEST QUALIFIED BID OF | \$ 13,625.00 |
| RECOMMENDED LOWEST QUALIFIED BID OF | \$ |
| TOTAL | \$ 13,625.00 |



Project ID(s) 093574D1

Project Recommended By Neale Thompson

Funding Source(s) HCRF (Housing Cost Reduction Revolving Fund)

HOUSEHOLD INFORMATION

| | | |
|-------------------|--------------------------|------------------|
| Household Size: 2 | Annual Income: \$ 20,560 | Location: Milton |
|-------------------|--------------------------|------------------|

ASSESSED VALUE INFORMATION

| | | | |
|-----------|------------|-------------------|------------|
| Land | \$ 19,800 | Appraised Value | \$ 104,045 |
| Buildings | \$ 83,100 | When Appraised | |
| Total | \$ 102,900 | Type of Appraisal | FMV |

MORTGAGES OR LIENS

| | | |
|----------------------------|---|---------------------------------------|
| 1. \$ 76,878 | 4. \$ | TOTAL MORTGAGE(S) \$ 76,878 |
| 2. \$ | 5. \$ | |
| 3. \$ | 6. \$ | |
| Available Equity \$ 27,167 | 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 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

Elderly resident is behind on property taxes, preventing help from the Rock County Small Cities Rehabilitation Loan Program. Rehab assistance also prevents the resident from receiving the considerable grant assistance from the Community Action Housing and Energy Program. Taxes were unpaid since 2007 but adult children have paid 2007 and 2008 property tax bills. The children of the resident are also paying the 2010 tax bills. This loan will cover most of the 2009 property tax bill. Again, the children have paid the small balance of the 2009 tax bill. This tax payment loan will be at 0% interest deferred until the home is sold.

TYPE OF PROJECT Loan (0%) for Property Tax Payment
 RECOMMEND TOTAL PROJECT BID OF \$ 2,500.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair _____ Date _____

BID SUMMARY

LOWEST QUALIFIED BID

| WORK ITEM | | | | |
|--------------------|----|----|----|--------------------|
| Rock Co. Treasurer | | | | Rock Co. Treasurer |
| \$ 2,500.00 | \$ | \$ | \$ | \$ 2,500.00 |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | | | | |
|----|----|----|----|----|
| | | | | |
| \$ | \$ | \$ | \$ | \$ |

| | |
|--|--------------------|
| RECOMMENDED LOWEST QUALIFIED BID OF | \$ 2,500.00 |
| RECOMMENDED LOWEST QUALIFIED BID OF | \$ |
| TOTAL | \$ 2,500.00 |