



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, JUNE 9, 2011 – 8:00 A.M.  
CONFERENCE ROOM N-1/N-2 (FIFTH FLOOR – EAST)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI  
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, May 26, 2011
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Public Hearing – Shoreland Conditional Use Permit 2011 005 (Union Township) – City of Evansville
  - B. **Action Item:** Approval of Shoreland Conditional Use Permit 2011 005 – City of Evansville
  - C. **Action Item:** Public Hearing – Shoreland Conditional Use Permit 2011 006 (Janesville Township) – Bruce Larsen
  - D. **Action Item:** Approval of Shoreland Conditional Use Permit 2011 006 Bruce Larsen
  - E. **Action Item:** Preliminary Approval of Land Divisions
    - LD 2011 018 (Beloit Township) – Turner School District
  - F. **Action Item:** Approval of Zoning/Building Site Permit Extension Request Policy (Tabled at the May 26, 2011 P&D Meeting)
  - G. **Action Item:** Approval of Zoning/Building Site Permit Extension Request – Petry Development, LLC – Lake Woods First Addition
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Housing & Community Development
  - A. **Action Item:** CDBG – Emergency Assistance Program (ID 008065-D2) = \$11,700.00

- B. **Action Item:** CDBG – Emergency Assistance Program (ID 008066-D2) = \$6,800.00
- C. **Action Item:** CDBG – Emergency Assistance Program (ID 008067-D1) = \$650.00
- D. **Action Item:** CDBG – Small Cities (ID 020667-D2) = \$11,900.00
- E. Information Item: 2011 CDBG Small Cities Applications
- F. Potential Conflict of Interest – Yes,
- G. Information Verification Statement

8. Economic Development

- A. **Action Item:** Resolution – Accepting Wisconsin Community Development Block Grant for Economic Development (CDBG-ED) Funds and Amending the 2011 County Budget

9. Director's Report

- Housing Division Changes

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

June 23, 2011 (8:00 AM)  
July 14, 2011 (8:00 AM)  
July 28, 2011 (8:00 AM)  
August 11, 2011 (8:00 AM)  
August 25, 2011 (8:00 AM)

**Non-Committee Future Meetings**

June 23, 2011 (2:00 PM)  
Room 250, Rock County Courthouse  
Jim Congden, DNR – Rock River Total Maximum Daily Load (TDML)



May 20, 2011

### LEGAL NOTICE

Notice is hereby given that the Rock County Planning and Development Committee will hear the request of the City of Evansville for a Shoreland Conditional Use Permit to grade over 1,000 square feet and/or fill over 40 cubic yards in the Shoreland Overlay Zoning District of a tributary of Allen Creek. The proposed project entails placement of a storm water pipe/swale for the S. Sixth St. area of the City of Evansville.

The property is located in the NE1/4 of the NW1/4 of Section 33, Union Township.

The Public Hearing will take place in the Conference Room N-1/N-2, fifth floor, east wing of the Rock County Courthouse, 51 S. Main Street, Janesville, WI at 8:00 AM on Thursday, June 9, 2011.

Please contact the Rock County Planning & Development Agency with any questions at 608-757-5587.

Paul Benjamin  
Director of Planning, Economic & Community Development

ROCK COUNTY PLANNING, ECONOMIC, & COMMUNITY  
 DEVELOPMENT AGENCY  
 51 SOUTH MAIN STREET  
 JANESVILLE, WI 53545  
 TEL: (608) 757-5587  
 FAX: (608) 757-5586  
 WEB: WWW.CO.ROCK.WI.US



| AGENCY USE ONLY |              |
|-----------------|--------------|
| Application No. | CUP 2011 005 |
| Date Received   | 5/16/2011    |
| Received by     | CB           |

**SHORELAND CONDITIONAL USE PERMIT APPLICATION**

**APPLICANT INFORMATION**

| OWNER INFORMATION |                      |      |            |       |    |           |                |  |
|-------------------|----------------------|------|------------|-------|----|-----------|----------------|--|
| (1) Name          | City of Evansville   |      |            |       |    | Telephone | (608) 882-2266 |  |
| Address           | 31 S. Madison Street | City | Evansville | State | WI | Zip       | 53536          |  |

**PROPERTY INFORMATION**

| LOCATION                     |  |             |                                 |
|------------------------------|--|-------------|---------------------------------|
| Subdivision Name             | Unincorporated Land of Union Township                | Lot & Block | Section 33, N/E 1/4 and N/W 1/4 |
| Lot Size                     | Area of Construction:                                | Present Use | Farmland                        |
|                              | 350' X 40'   |             |                                 |
| Present Improvements on Land | N/A; Farmland  |             |                                 |
| Proposed Use or Activity     | Storm Water Pipe/Swale Install, Restored to Farmland |             |                                 |

**PROJECT INFORMATION**

*Submit site plan (scale not less than 1" = 200') indicating: area to be filled, graded or dredged, existing and proposed structures, and erosion control measures*

|  |             |
|--|-------------|
| Amount of fill in cubic yards          | None        |
| Amount of disturbed area (square feet) | 14,000 S. F |
| Planned Completion Date                | 10/1/2011   |

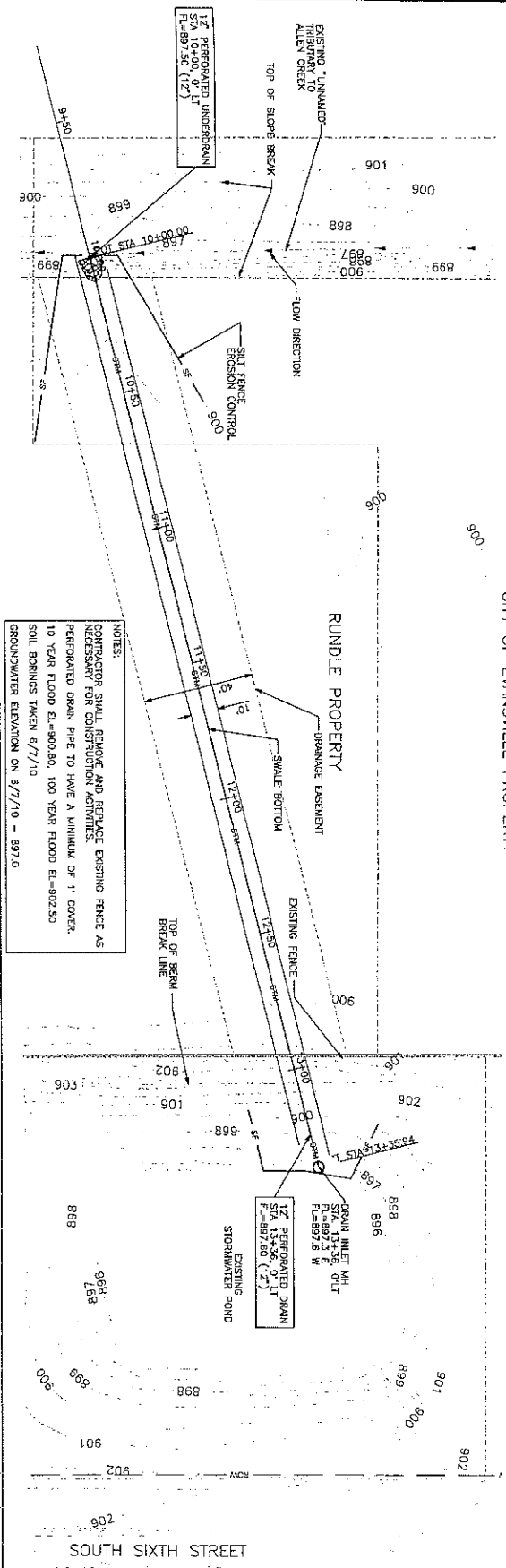
Any change in the approved permit requires review by this agency.  
 Any change without prior approval violates the ordinance and will subject applicant to legal action  
 (I/We) hereby request a Conditional Use Permit as authorized in Section 16.23 of the Rock County Zoning Ordinance for: Shoreland and County Property.

**SIGNATURE**

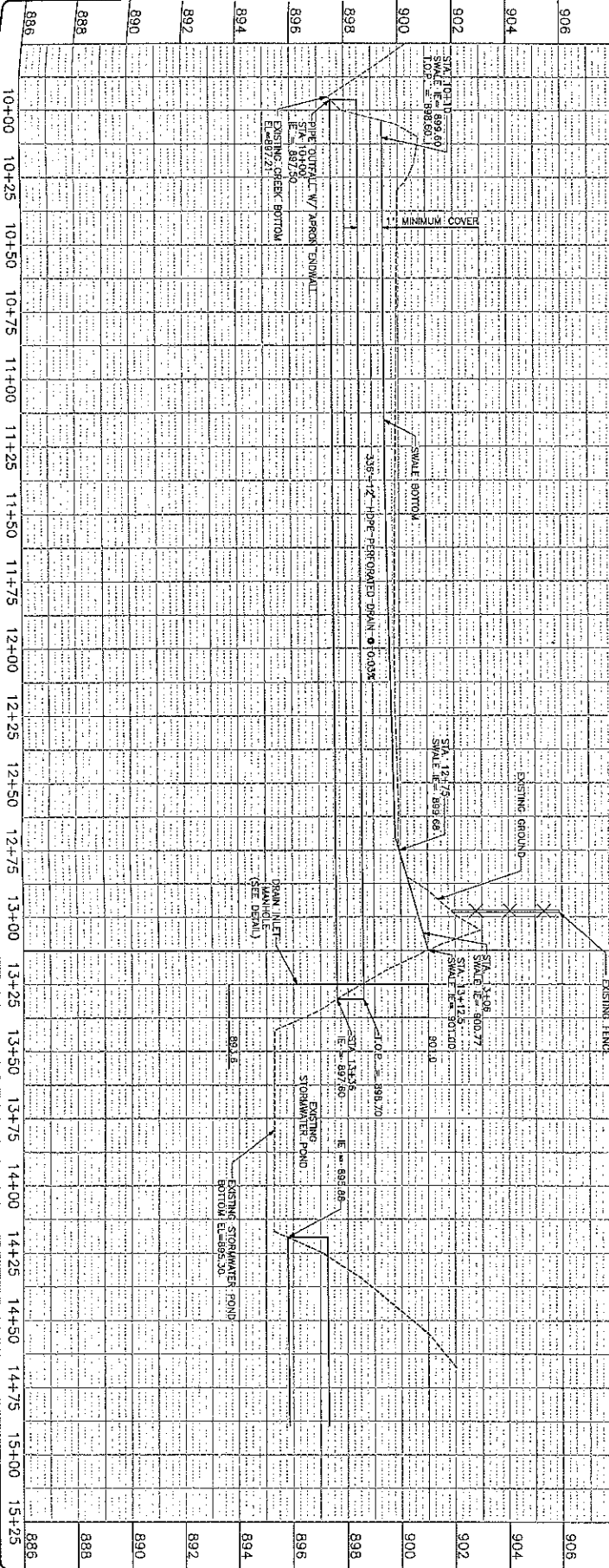
Property Owner \_\_\_\_\_ OR Agent/Surveyor Dan Sauer - City Engineer

|   |
|---|
| Approved by the Rock County Planning & Development Committee on _____ |
| Committee Designee _____ Date _____                                   |





**NOTES:**  
 CONTRACTOR SHALL REMOVE AND REPAIR EXISTING FENCE AS NECESSARY FOR CONSTRUCTION ACTIVITIES.  
 PERFORATED DRAIN PIPE TO HAVE A MINIMUM OF 1' COVER.  
 10 YEAR FLOOD EL.=900.80, 100 YEAR FLOOD EL.=902.50  
 SOIL BORINGS TAKEN 8/7/10  
 GROUNDWATER ELEVATION ON 8/7/10 = 897.0



| NO. | BY | DATE | DESCRIPTION |
|-----|----|------|-------------|
|     |    |      |             |
|     |    |      |             |

|   |  |
|---|--|
| RECORD DRAWING OF COMPLETED CONSTRUCTION BY   |  |
| RECORD DRAWINGS OF COMPLETED CONSTRUCTION CORRESPONDING TO CONTRACTOR AND/OR OWNER RECORDS BY |  |

|                     |  |
|---------------------|--|
| DATE OF PREPARATION |  |
| BY                  |  |
| DATE                |  |

|           |      |             |
|-----------|------|-------------|
| REVISIONS | DATE | DESCRIPTION |
|           |      |             |
|           |      |             |

PROJECT ID: 09600  
 SHEET: 001

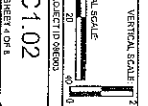
**CITY OF EVANSVILLE  
 SOUTH SIXTH STREET  
 STORMWATER PROJECT**

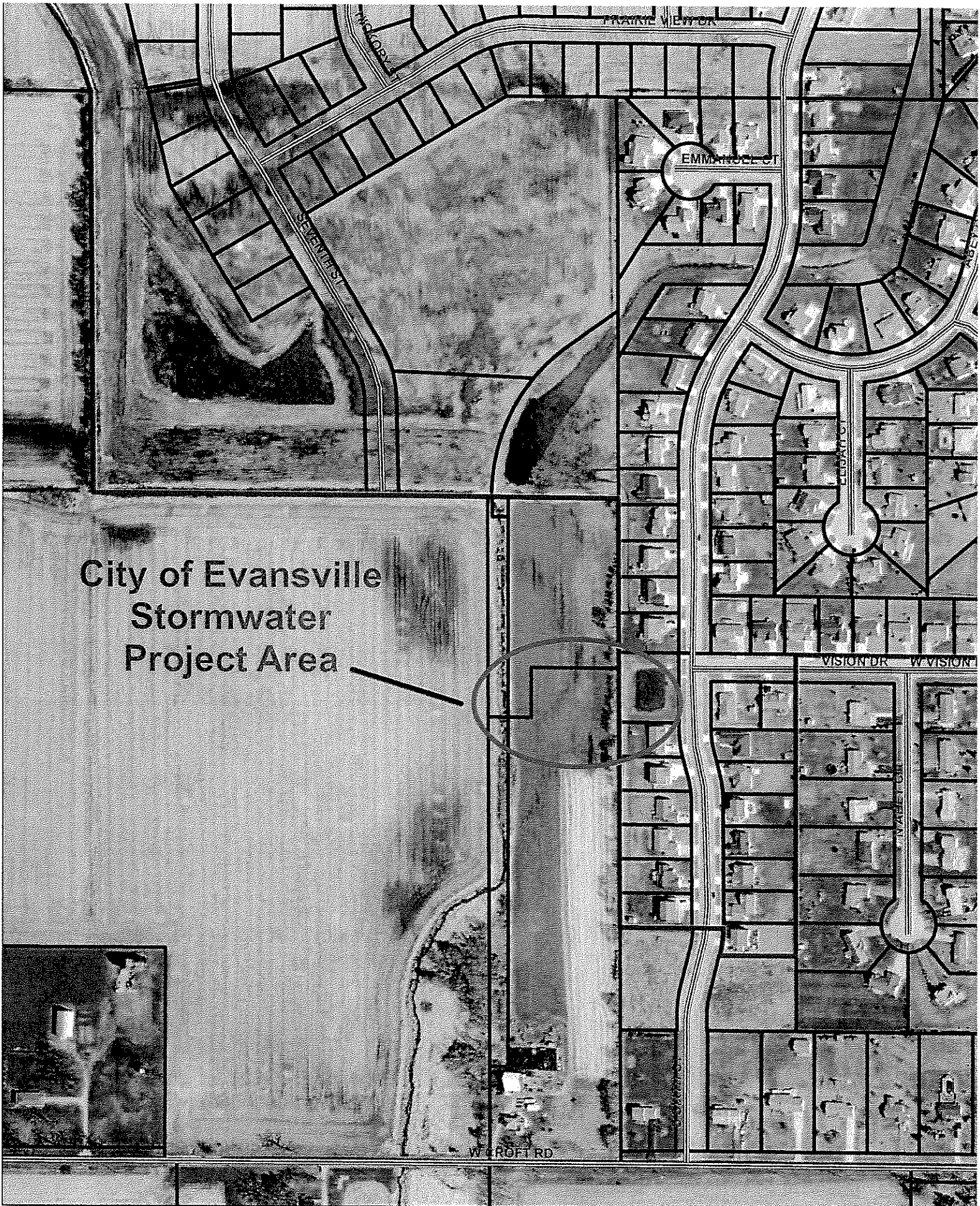
**Foth**  
 Foth Infrastructure & Environment, LLC  
 1402 Penkratz Street, Suite 300  
 Madison, WI 53704  
 Phone: 608-242-2900 Fax: 608-242-5999

REUSE OF DOCUMENTS  
 THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC. UNAPPROVED USE IS THE SOLE RESPONSIBILITY OF THE UNAUTHORIZED USER.

PRELIMINARY  
 WISCONSIN

ROCK COUNTY





City of Evansville  
Stormwater  
Project Area



S. Sixth St. Area  
Union Township

**Legend**

 Tax Parcels

1 inch = 300 feet  
Airphoto: March 2010



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Shoreland Conditional Use Permit #2011 005 – City of Evansville, NE1/4 NW1/4  
Section 33, Union Township

**DATE:** May 20, 2011

**Summary:**

The Rock County Shoreland Zoning Ordinance (Chapter 16 of the Rock County Code of Ordinances) has jurisdiction within 1,000 ft of the ordinary high-water mark of lakes, ponds and flowages and within 300 ft of the ordinary high-water mark of navigable rivers or streams or to the landward side of the floodplain, whichever is greater. In addition to provisions for Shoreland Permits (which are issued by staff), the Ordinance also has provisions for Shoreland Conditional Use Permits. These types of permits require a public hearing and review and action (either deny, approve or approve with conditions) by the P&D Committee.

As per sec. 16.23, in part, a Conditional Use Permit in the Shoreland District shall be issued only upon satisfaction of the following requirements:

- (A) The maintenance of safe and healthful conditions
- (B) The prevention and control of water pollution, flood water inundation, and sedimentation
- (C) The need of the proposed use for a shoreland location
- (D) The erosion potential of the site based on the degree and direction of slope, soil type and vegetative cover
- (E) The amount of liquid wastes to be generated and the adequacy of the proposed disposal system

A Conditional Use Permit in the Shoreland District is based on the amount of land disturbance created by the use. Section 16.34(3) outlines the threshold for a Conditional Use Permit as any filling, grading, or excavating of an area where there is either a single area of more than 1,000 square feet exposed or the cumulative exposed area exceeds 1,000 square feet or more than 40 cubic yards of fill is deposited.



Rock County P&D Staff has received a request from the City of Evansville for a Shoreland Conditional Use Permit to place a 12" storm water pipe and swale directly above it to convey and control storm water from an existing storm water pond on S. Sixth St. in Evansville. Total ground disturbance is 14,000 square feet. The majority of the project is located within the Shoreland/Floodplain of an unnamed tributary of Allen Creek in Union Township. Recently, landowners in this area have submitted documentation to FEMA for altering the boundaries of the Floodplain. With that in mind, it is crucial that information concerning the specifications of the new infrastructure is conveyed to the DNR for future Floodplain modeling. .

**Recommendations:**

In review of the application materials, considering the criteria above, staff recommends approval subject to the following conditions:

1. Install and maintain temporary erosion control measures until the seeded permanent vegetative cover is established.
2. Complete the project according to the approved plan set.
3. Project shall be compliant with the Floodplain Zoning (Chapter 32 Code of Ordinances).
4. Any excess spoil material may not be deposited in the Floodplain without separate approval by the P&D Agency.
5. Obtain all permits or approvals for your project from the US Army Corps of Engineers, Wisconsin Department of Natural Resources, or other local government agencies before starting your project.
6. This permit expires one year from the date of Committee approval.



May 20, 2011

### LEGAL NOTICE

Notice is hereby given that the Rock County Planning and Development Committee will hear the request of Bruce Larsen for a Shoreland Conditional Use Permit to grade over 1,000 square feet and/or fill over 40 cubic yards in the Shoreland Overlay Zoning District of the Rock River. The proposed project includes floodproofing two sheds and a grass walkway to the Rock River.

The property is located in the NE1/4 of the SW1/4 of Section 10, Janesville Township. More commonly known as 4503 N. River Rd.

The Public Hearing will take place in the Conference Room N-1/N-2, fifth floor, east wing of the Rock County Courthouse, 51 S. Main Street, Janesville, WI at 8:00 AM on Thursday, June 9, 2011.

Please contact the Rock County Planning & Development Agency with any questions at 608-757-5587.

Paul Benjamin  
Director of Planning, Economic & Community Development

Application Fee: \$1,100 (Fees doubled for projects started without Permit)

Normal Fee: \$550

ROCK COUNTY PLANNING, ECONOMIC, & COMMUNITY  
DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WI 53545  
TEL: (608) 757-5587  
FAX: (608) 757-5586  
WEB: WWW.CO.ROCK.WI.US



| AGENCY USE ONLY |          |
|-----------------|----------|
| Application No. | 2011 006 |
| Date Received   | 5/20/11  |
| Received by     | CB       |

### SHORELAND CONDITIONAL USE PERMIT APPLICATION

#### APPLICANT INFORMATION

##### OWNER INFORMATION

|          |                    |           |                |       |    |     |       |
|----------|--------------------|-----------|----------------|-------|----|-----|-------|
| (1) Name | Bruce Larsen       | Telephone | (608) 756-1464 |       |    |     |       |
| Address  | 4503 N. River Road | City      | Janesville     | State | WI | Zip | 53545 |

#### PROPERTY INFORMATION

|                  |   |             |             |
|------------------|---|-------------|-------------|
| LOCATION         | Parcel 6-8-98.2 4503 N. River Rd. NE 1/4 SW 1/4 Sec. 10 Janesville Township |             |             |
| Subdivision Name | CSM v.1 Pg. 353   | Lot & Block | Lot 3       |
| Lot Size         | 39,916 sq. ft.  | Present Use | Residential |

Present Improvements on Land

Residential structure

Proposed Use or Activity

Flood proofing two Sheds & grass walkway to River

#### PROJECT INFORMATION

Submit site plan (scale not less than 1" = 200') indicating: area to be filled, graded or dredged, existing and proposed structures, and erosion control measures

|  |                  |
|--|------------------|
| Amount of fill in cubic yards          | 45 Cubic Yards   |
| Amount of disturbed area (square feet) | 2500 Square Feet |
| Planned Completion Date                | July 31, 2011    |

Any change in the approved permit requires review by this agency.

Any change without prior approval violates the ordinance and will subject applicant to legal action

(I/We) hereby request a Conditional Use Permit as authorized in Section 16.23 of the Rock County Zoning Ordinance for: Shoreland and County Property.

#### SIGNATURE

Property Owner

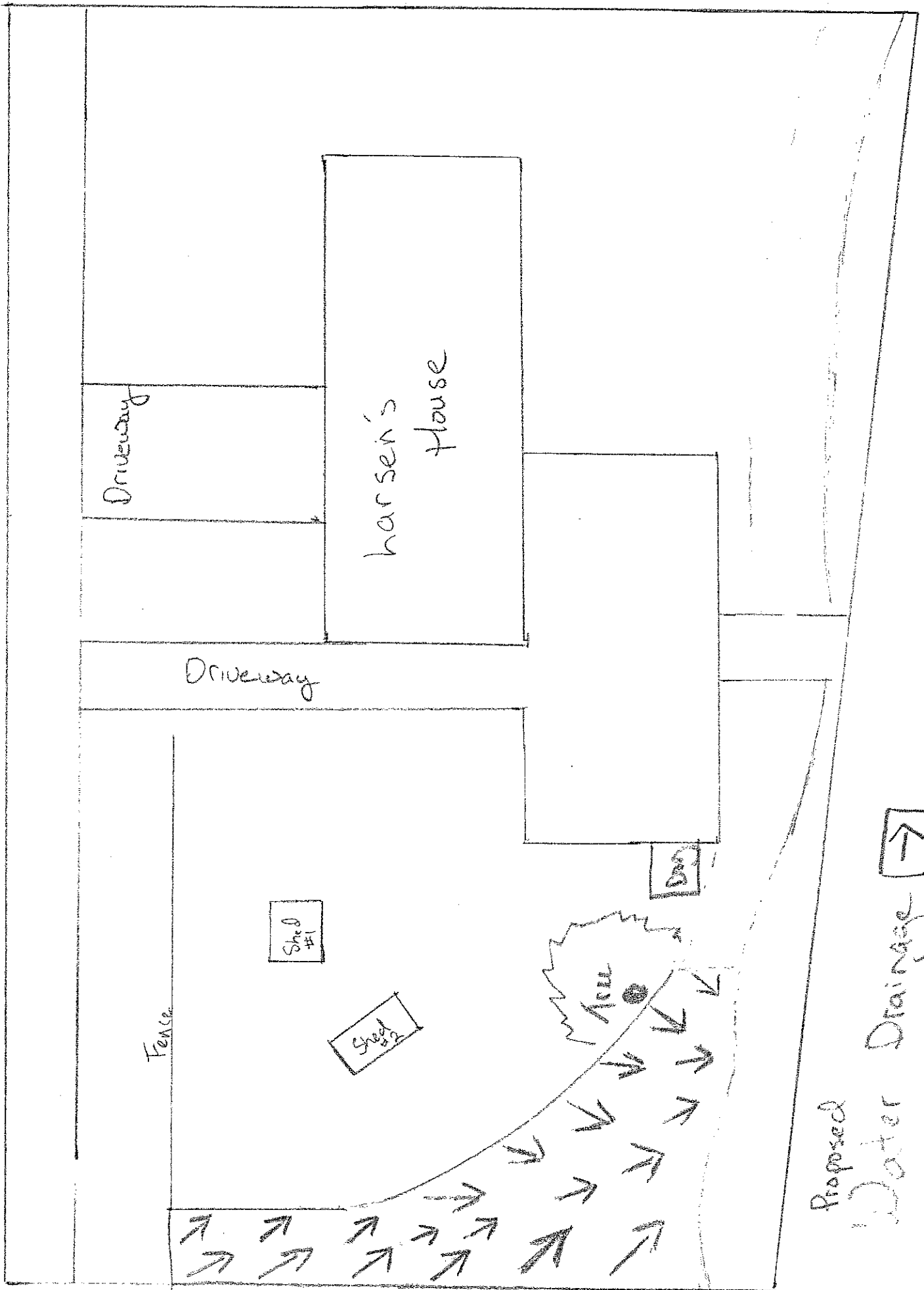
*Bruce Larsen*

OR Agent/Surveyor

Approved by the Rock County Planning & Development Committee on \_\_\_\_\_


Committee Designee \_\_\_\_\_

Date \_\_\_\_\_



Tax Parcels 

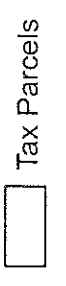
(1" = 25' incl.)

Proposed Water Drainage 



Parcel 6-8-98.2  
4503 N River Rd  
Janesville Township

**Legend**



1 inch = 200 feet

Airphoto: March 2010



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Shoreland Conditional Use Permit #2011 006 – Bruce Larsen, NE1/4 SW1/4 Section 10, Janesville Township

**DATE:** May 31, 2011

**Summary:**

The Rock County Shoreland Zoning Ordinance (Chapter 16 of the Rock County Code of Ordinances) has jurisdiction within 1,000 ft of the ordinary high-water mark of lakes, ponds and flowages and within 300 ft of the ordinary high-water mark of navigable rivers or streams or to the landward side of the floodplain, which ever is greater. In addition to provisions for Shoreland Permits (which are issued by staff), the Ordinance also has provisions for Shoreland Conditional Use Permits. These types of permits require a public hearing and review and action (either deny, approve or approve with conditions) by the P&D Committee.

As per sec. 16.23, in part, a Conditional Use Permit in the Shoreland District shall be issued only upon satisfaction of the following requirements:

- (A) The maintenance of safe and healthful conditions
- (B) The prevention and control of water pollution, flood water inundation, and sedimentation
- (C) The need of the proposed use for a shoreland location
- (D) The erosion potential of the site based on the degree and direction of slope, soil type and vegetative cover
- (E) The amount of liquid wastes to be generated and the adequacy of the proposed disposal system

A Conditional Use Permit in the Shoreland District is based on the amount of land disturbance created by the use. Section 16.34(3) outlines the threshold for a Conditional Use Permit as any filling, grading, or excavating of an area where there is either a single area of more that 1,000 square feet exposed or the cumulative exposed area exceeds 1,000 square feet or more than 40 cubic yards of fill is deposited.

Rock County P&D Staff has received a request from Bruce Larsen to keep in place gravel and stone placed within the Shoreland\Floodplain District of the Rock River to “floodproof” two sheds and create a grass walkway to the riverbank. This request is being made to rectify a Shoreland/Floodplain Violation for placement of fill without a permit (see enclosed photos) within the Floodway. As such, Sec. 32.02 of the Rock County Floodplain Zoning Ordinance applies.

First it is crucial to maintain floodplain capacity to lessen the impacts on other lands. One only needs to think of the flooding these past few weeks along the Mississippi River (i.e. Cario, IL - Memphis TN & Vicksburg MS) to understand the need to minimize floodplain loss. In this case the Applicant claims the need to fill in the floodway to floodproof two sheds. Or, in other words displace floodwaters to other lands. The P&D Committee has allowed fill in the Floodfringe to floodproof habitable structures according to code but, not for small accessory buildings or to create dry yards.

The Applicant is proposing a grass walkway (currently gravel fill) along his lot line (over 100 feet from his residence) down to the Rock River. Review of the airphotos indicates that the applicant has over time paved a large portion of the lot directly behind his residence and down to his pier. It appears there is no necessity for this portion of the project as the owner has ample (dry) water access behind his house.

Given these issues the Staff recommends removal of all of the fill from the lot. Also, if the Committee feels it is warranted refunding \$550 of the Shoreland Fee (Fee doubled for work without a permit) once remediation is complete.

**Recommendations:**

In review of the application materials, considering the criteria above, staff recommends denial of the application.

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

|                        |   |                                |                        |
|------------------------|---|--------------------------------|------------------------|
| <b>OWNER:</b>          | Turner School District<br>1231 E. Inman Parkway<br>Beloit, WI 53511 | <b>LAND DIVISION NO:</b>       | LD#2011 018            |
|                        |   | <b>DATE SUBMITTED:</b>         | May 10, 2011           |
| <b>LOCATION:</b>       | NW ¼ NE ¼ Section 12  | <b>E.T. JURISDICTION:</b>      | Jurisdiction of Beloit |
|                        |   | <b>SURVEYOR:</b>               | R.H. Batterman         |
| <b>ORIGINAL AREA:</b>  | 194 Acres   | <b>TOWNSHIP:</b>               | Beloit                 |
| <b>FINAL AREA:</b>     | 45.5 Acres  | <b>NUMBER OF LOTS:</b>         | 2                      |
| <b>PRESENT ZONING:</b> | R-1   | <b>PROPOSED FUTURE ZONING:</b> | R-1                    |

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: Future school expansion (Beloit Turner).*

*NOTE: Consistent with the Rock County Agricultural Preservation Plan, as it is in an Urban Transition Area.*

**RECOMMEND**

APPROVAL

CONDITIONAL APPROVAL

DENIAL

**LOCATION: 3200 Block Bartells Dr.**

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

1. 80-foot road right-of-way for future road construction (extension of Bartells Dr.) to be titled "Dedicated to the Public."
2. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before June 9, 2012.
3. 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.
4. 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. Byrnes  
Dept. of Planning, Economic & Community Development

DATE: 5/18/11

**NOTE:** THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE ON JUNE 6, 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 _____                      |                                 |





**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:** Zoning/Building Site Permit Extension Policy

**DATE:** May 31, 2011

**Summary:**

At the May 26, 2011 P&D Committee meeting Staff was directed to draft policy language for Zoning/Building Site Permit extensions for Committee review and approval. This following policy text will, if approved, suffice until the County Board adopts the updated Land Division Regulations incorporating this text:

Zoning/Building Site Permit Extension request must be applied for prior to permit expiration. The applicant shall provide information regarding the cause of the delay that is beyond their control. The Planning & Development Committee then must deliberate as to the nature of the delays to determine if the applicant could not reasonably complete the permit project due to these factors. The Committee, upon findings that delays are beyond the control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur, may, at its discretion, grant an extension.

The Committee may extend the permit duration for a maximum of 12 months. The Committee may consider an additional request on a month-to-month basis if at the end of 12 months the applicant requests another extension.

The fee shall be \$25 per each month of permit extension.

| Account Number   | Name                             | Yearly Prct<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount  | Unencumb<br>Balance | Inv/Enc<br>Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|-------------------|---------------------|-------------------|-------|
| 6464000000-63107 | PUBL & LEGAL                     | 675.00                             | 5.5%               | 137.54            | -100.39             |                   |       |
|                  | P1100520-PO# 06/02/11 -VN#011191 |                                    |                    | BELOIT DAILY NEWS |                     | 74.32             |       |
|                  |                                  |                                    |                    | CLOSING BALANCE   | 563.53              |                   | 74.32 |
|                  | PLANNING                         |                                    |                    | PROG-TOTAL-PO     |                     | 74.32             |       |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$74.32 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

**JUN 09 2011** DATE \_\_\_\_\_ CHAIR

| Account Number   | Name                             | Yearly Prct<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount     | Unencumb<br>Balance | Inv/Enc<br>Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|----------------------|---------------------|-------------------|-------|
| 6464200000-63101 | POSTAGE                          | 150.00                             | 3.7%               | 72.75                | -67.15              | 144.40            |       |
|                  | P1100517-PO# 06/02/11 -VN#012615 |                                    |                    | FEDERAL EXPRESS CORP |                     | 32.26             |       |
|                  |                                  |                                    |                    | CLOSING BALANCE      | 112.14              |                   | 32.26 |
|                  | ECONOMIC DEVELOP                 |                                    | PROG-TOTAL-PO      |                      |                     | 32.26             |       |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$32.26 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

**JUN 09 2011**

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

| Account Number   | Name                             | Yearly Prct<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount     | Unencumb<br>Balance | Inv/Enc<br>Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|----------------------|---------------------|-------------------|-------|
| 6464600000-63110 | ADMIN.EXPENSE                    | 109,871.00                         | 3.6%               | 4,374.52             | -370.81             | 105,867.29        |       |
|                  | P1100517-PO# 06/02/11 -VN#012615 |                                    |                    | FEDERAL EXPRESS CORP |                     | 86.63             |       |
|                  |                                  |                                    |                    | CLOSING BALANCE      |                     | 105,780.66        | 86.63 |
|                  | HG CLRING A/C                    |                                    |                    | PROG-TOTAL-PO        |                     | 86.63             |       |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$86.63 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

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

**JUN 09 2011**

| Account Number   | Name                             | Yearly Prcnt<br>Appropriation Spent | YTD<br>Expenditure | Encumb<br>Amount                 | Unencumb<br>Balance | Inv/Enc<br>Amount | Total  |
|------------------|----------------------------------|-------------------------------------|--------------------|----------------------------------|---------------------|-------------------|--------|
| 6469000000-63107 | PUBL & LEGAL                     | 245.00                              | 0.0%               | 0.00                             | 0.00                | 245.00            |        |
|                  | P1100520-PO# 06/02/11 -VN#011191 |                                     |                    | BELOIT DAILY NEWS                |                     | 101.80            |        |
|                  |                                  |                                     |                    | CLOSING BALANCE                  | 143.20              |                   | 101.80 |
|                  |                                  |                                     |                    | BD.OF ADJUSTMENT . PROG-TOTAL-PO |                     | 101.80            |        |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$101.80 INCURRED BY BOARD OF ADJUSTMENT. 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

**JUN 09 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:** June 9, 2011

#### **ACTION ITEMS:**

1. CDBG-Emergency Assistance Program – Project ID # 008065-D2  
Staff Recommends Approval
2. CDBG-Emergency Assistance Program – Project ID # 008066-D2  
Staff Recommends Approval
3. CDBG-Emergency Assistance Program – Project ID # 008067-D1  
Staff Recommends Approval
4. CDBG-Small Cities Rehab Program – Project ID # 020667-D2  
Staff Recommends Approval

#### **INFORMATIONAL ITEM:**

1. 2011 CDBG Small Cities Applications





**BID SUMMARY**

**Septic System Replacement**

| Contractor #1 | Contractor #2 | Contractor #3 |    |           |
|---------------|---------------|---------------|----|-----------|
| \$ 11,700     | \$ 12,300     | \$ 12,500     | \$ | \$ 11,700 |
| \$            | \$            | \$            | \$ | \$        |
| \$            | \$            | \$            | \$ | \$        |
|               |               |               |    |           |
|               |               |               |    |           |
|               |               |               |    |           |
|               |               |               |    |           |

|                              |                     |
|------------------------------|---------------------|
| <b>RECOMMENDED AMOUNT OF</b> | <b>\$ 11,700.00</b> |
|                              | <b>\$ 0.00</b>      |
| <b>TOTAL</b>                 | <b>\$ 11,700.00</b> |



Project ID(s) 008066-D2

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

**HOUSEHOLD INFORMATION**

Household Size: 3      Annual Income: \$ 30,503      Location: Town of Center

**ASSESSED VALUE INFORMATION**

|           |            |                   |            |
|-----------|------------|-------------------|------------|
| Land      | \$ 73,800  | Fair Market Value | \$ 179,400 |
| Buildings | \$ 105,800 | When Appraised    |            |
| Total     | \$ 179,600 | Type of Appraisal |            |

**MORTGAGES OR LIENS**

|              |       |                                |
|--------------|-------|--------------------------------|
| 1. \$ 48,921 | 4. \$ | TOTAL MORTGAGE(S)<br>\$ 48,921 |
| 2. \$        | 5. \$ |                                |
| 3. \$        | 6. \$ |                                |

Available Equity \$ 130,679      Is there 5% owner equity in the property?    Yes  No

**VERIFICATIONS**

Income       Insurance       Taxes       Title and Mortgage       Ownership

Disclosure of Potential Conflict of Interest    Yes     None

**SUMMARY OF PROPOSED WORK**

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The septic system has not worked properly since the 2008 flood. The system has been cited for failure by the Health Department. The owner has had the tank pumped on a regular basis. The septic system will be replaced with a conventional system. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this and surrounding properties. It will bring the property into compliance with applicable local and State Codes.

TYPE OF PROJECT      *Emergency Assistance Grant*

RECOMMEND TOTAL PROJECT BID OF      **\$ 6,800.00**

**COMMITTEE ACTION**

APPROVE       DENY      Committee Approved Bid Total      \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair \_\_\_\_\_

Date \_\_\_\_\_

**BID SUMMARY**

| Septic System |               |               |    |          |
|---------------|---------------|---------------|----|----------|
| Contractor #1 | Contractor #2 | Contractor #3 |    |          |
| \$ 6,800      | \$ 7,250      | \$ 7,500      | \$ | \$ 6,800 |

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

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

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

|                              |                    |
|------------------------------|--------------------|
| <b>RECOMMENDED AMOUNT OF</b> | <b>\$ 6,800.00</b> |
|                              | <b>\$ 0.00</b>     |
| <b>TOTAL</b>                 | <b>\$ 6,800.00</b> |

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



Project ID(s) 008067 D-1

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 26,649 Location: Town of Plymouth

ASSESSED VALUE INFORMATION

|           |            |                   |            |
|-----------|------------|-------------------|------------|
| Land      | \$ 33,800  | Fair Market Value | \$ 147,700 |
| Buildings | \$ 110,000 | When Appraised    |            |
| Total     | \$ 143,800 | Type of Appraisal |            |

MORTGAGES OR LIENS

|                            |   |                                 |
|----------------------------|---|---------------------------------|
| 1. \$ 120,450              | 4. \$   | TOTAL MORTGAGE(S)<br>\$ 120,450 |
| 2. \$                      | 5. \$   |                                 |
| 3. \$                      | 6. \$   |                                 |
| Available Equity \$ 27,250 | Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                 |

VERIFICATIONS

Income  Insurance  Taxes  Title and Mortgage  Ownership  
Disclosure of Potential Conflict of Interest Yes  None

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 does not have a modern septic system. Since this flooding, the septic system has not worked. The drainfield is saturated. The system has been cited for failure by the Health Department. The project proposes to provide funds for a soil evaluation that was conducted to determine installation of a replacement septic system. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this property.

Funds for this project will be provided in the form of a grant and will not require repayment.

TYPE OF PROJECT CDBG-EAP Emergency Assistance Grant  
RECOMMEND TOTAL ASSISTANCE AMOUNT \$ 650.00

**COMMITTEE ACTION**

APPROVE  DENY Committee Approved Bid Total \$ \_\_\_\_\_

---

Signature of Planning & Development Committee Chair Date \_\_\_\_\_

**BID SUMMARY**

**Soil Evaluation**

| Contractor #1 | Contractor #2 |    |    |        |
|---------------|---------------|----|----|--------|
| \$ 650        | \$ 650        | \$ | \$ | \$ 650 |
|               |               |    |    |        |
|               |               |    |    |        |
|               |               |    |    |        |

|                              |                  |
|------------------------------|------------------|
| <b>RECOMMENDED AMOUNT OF</b> | <b>\$ 650.00</b> |
|                              | <b>\$ 0.00</b>   |
| <b>TOTAL</b>                 | <b>\$ 650.00</b> |

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Date: June 9, 2011

Project ID(s) 020667D2

Project Recommended By Neale Thompson

Funding Source(s) CDBG-Small Cities

**HOUSEHOLD INFORMATION**

Household Size: 5      Annual Income: \$ 51,743      Location: City of Milton

**ASSESSED VALUE INFORMATION**

|           |            |                   |                                    |
|-----------|------------|-------------------|------------------------------------|
| Land      | \$ 37,700  | Appraised Value   | \$ 162,000 (increased after rehab) |
| Buildings | \$ 77,000  | When Appraised    | 2011                               |
| Total     | \$ 114,700 | Type of Appraisal | Real Estate Market Appraisal       |

**MORTGAGES OR LIENS**

|                                |  |                          |
|--------------------------------|--|--------------------------|
| 1. \$ 60,008                   | 4. \$  | <b>TOTAL MORTGAGE(S)</b> |
| 2. \$ 20,163 (LHC & CDBG-SC )  | 5. \$  |                          |
| 3. \$ 5,000 (Home Equity Loan) | 6. \$  |                          |
| Available Equity \$ 76,829     | Is there 5% owner equity in the property?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                          |

**VERIFICATIONS**

Income       Insurance       Taxes       Title and Mortgage       Ownership  
 Disclosure of Potential Conflict of Interest    Yes  None

**SUMMARY OF PROPOSED WORK**

The house is a 2-story house, about 115 years old. While the LHC and Rehab projects are in process, it was discovered that the large drip edge installed with the last roof covered three other layers of roofing materials. Code allows two layers and Housing standard procedures mandate a tear-off and one new layer. It was also discovered that roofing failure directly contributed to two of the three structural repairs approved by the recent change order. The owners are contributing \$4,000 of their new Home Equity Loan to reduce the cost of the roof and the additional loan from the CDBG-SC program. The remainder of the Home Equity Loan is being used to fix the chimney. A recent market appraisal from a qualified real estate agent determines that the value of the house will increase about \$42,000 after rehab. Their equity is improving. This request is in conformance with the approved 'Housing Procedures Manual'. This additional project will correct a major housing deficiency from this residence. The CDBG-SC fund will be a 0% interest loan and would not require repayment until the owners sell the house. Within the program limit of \$29,999, the additional project results in a loan of \$9,836.

Funding Source: \$  
 Funding Source: CDBG – Small Cities (0% Interest Payment Deferred) \$9,836  
 Recommend Total Project Amount of: **\$ 9,836**

**COMMITTEE ACTION**

APPROVE       DENY      Committee Approved Bid Total      \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair      Date

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

PLANNING & DEVELOPMENT  
COMMITTEE  
INITIATED BY



JAMES OTTERSTEIN  
DRAFTED BY

PLANNING & DEVELOPMENT  
COMMITTEE  
SUBMITTED BY

May 24, 2011  
DATE DRAFTED

**Accepting Wisconsin Community Development Block Grant for Economic Development (CDBG-ED) Funds And Amending the 2011 County Budget**

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**, the Rock County Board of Supervisors has approved the preparation and filing of an  
5 application for the County of Rock to receive CDBG-ED funds totaling \$756,000; \$6,000 for  
6 administrative related fees and \$750,000 for project funds; and,  
7

8 **WHEREAS**, per the Wisconsin Department of Commerce CDBG-ED contract, the County will pass-  
9 through the project funds to Stoughton Trailers, LLC to facilitate a project that has countywide economic  
10 development benefits; and the County will retain said administrative fees; and  
11

12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors on this \_\_\_\_  
13 day of \_\_\_\_\_, 2011 hereby accepts the CDBG-ED contract of \$756,000 and authorizes the County  
14 Board Chair and the County Clerk to sign all necessary documents on behalf of the County of Rock with  
15 the terms and conditions described within the Wisconsin Department of Commerce's contract; and that  
16 authority is hereby granted to distribute said project funds per that contract; and  
17

18 **BE IT FURTHER RESOLVED**, that the 2011 County Budget be amended as follows:  
19

| <u>A/C Description</u>           | <u>Budget At 5/31/11</u> | <u>Amount of Increase</u> | <u>Amended Budget</u> |
|----------------------------------|--------------------------|---------------------------|-----------------------|
| 20 2011 CDGB-ED Program          |                          |                           |                       |
| 21 CDBG-ED Revenue – Federal Aid | \$0                      | \$756,000                 | \$756,000             |
| 22 64-6415-0000-42100            |                          |                           |                       |
| 23 <u>Expense</u>                |                          |                           |                       |
| 24 Administrative                | \$0                      | \$6,000                   | \$6,000               |
| 25 64-6415-0000-63110            |                          |                           |                       |
| 26 Program                       | \$0                      | \$750,000                 | \$750,000             |
| 27 64-6415-0000-64604            |                          |                           |                       |

**Planning & Development Committee**

FINANCE COMMITTEE ENDORSEMENT

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

Reviewed and approved on a vote of  
5-0

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

Mary Mawhinney, Chair

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

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

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



**Accepting Wisconsin Community Development Block Grant for Economic Development (CDBG-ED) Funds and Amending the 2011 County Budget**

Page 2

FISCAL NOTE:

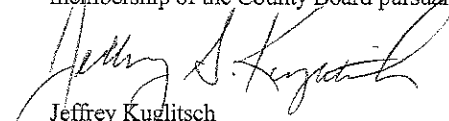
This Resolution authorizes the acceptance of a \$756,000 Community Development Block Grant for Economic Development (CDBG-ED) to fund a loan to Stoughton Trailers, LLC. No matching County funds are required to accept this CDBG-ED grant.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

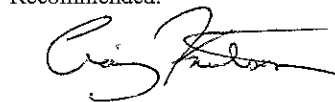
The County Board is authorized to accept grant funds, pursuant to sec. 59.52 (19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90 (5) (a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

**ACCEPTING CDBG-ED FUNDS FOR STOUGHTON TRAILERS, LLC AND  
AMENDING THE 2011 COUNTY BUDGET**

**EXECUTIVE SUMMARY**

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

March 2011 the County Board of Supervisors approved the preparation and filing of a Wisconsin Community Development Block Grant for Economic Development (CDBG-ED) to facilitate Stoughton Trailers, LLC's project. Per the Wisconsin Department of Commerce contract, 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 awarded funding level totals up to \$756,000.

Consistent with the terms and conditions of the aforementioned contract, the loan is designed to be forgivable – pending the Borrower fulfills its employment and investment requirements through December 31, 2015. If the Borrower fails to fulfill said contractual obligations, then the County will receive monthly loan repayments of principal and interest, including any related fees, necessary to amortize the loan.

Per the Department's contract, 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.