



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, AUGUST 11, 2011 - 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 8:02 a.m. on Thursday, August 11, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Marilyn Jensen, Phil Owens, and Wayne Gustina. Absent: Mary Mawhinney

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Code Administration and Enforcement), Jennifer Borlick (GIS Manager), David Somppi (Community Development Mgr.), Kyle Short (Planning Intern), and Cheryl Martin (Accountant).

Others present: Ron Combs (Combs & Associates, Inc).

2. **ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda, Supervisor Gustina seconded. **ADOPTED** as presented.

3. **MEETING MINUTES – JULY 28, 2011**

Supervisor Jensen moved the approval of the July 28, 2011 Committee minutes; seconded by Supervisor Gustina. **APPROVED.**

4. **CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS**

Ms. Borlick introduced the new Planning Intern, Kyle Short. His primary duties will be working on the County Land Use Inventory.

Mr. Byrnes reminded the Committee about the Public Open House concerning the amending of the Rock County Land Division Regulations. It will be held Wednesday, August 17th from 6:00 to 8:00 pm in the Courthouse Conference Center (Room 250).

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the staff report.

A. **Resolution Authorizing the Acceptance of a Lake management Protection Grant for Shoreland Zoning Ordinance Development**

Staff introduced the resolution that would authorize the Planning Agency to accept funding to complete the Department of Natural Resources required shoreland ordinance amendments.

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors on this ____ day of _____, 2011 hereby authorizes and approves that the Rock County Planning and Development Agency may accept funds and assistance available from the Wisconsin Department of Natural Resources under the Lake Management

Protection Grant program for the Development of Local Regulations and Ordinances, authorized by Chaps 281.69 and 281.71, Wis. Stats and NR 191, Wis. Admin. Code.

BE IT FURTHER RESOLVED that the Rock County Board of Supervisors hereby authorizes that Paul Benjamin, Planning director, may act on behalf of the Rock County Planning and Development Agency to sign the grant agreement, accepting the grant award from the State of Wisconsin for financial aid for shoreland ordinance development, and sign documents related to the administration of the grant.

BE IT FURTHER RESOLVED by the Rock County Board of Supervisors that the Rock County Planning and Development Agency will meet the obligations of NR 115 and meet the financial obligations under this grant including the matching commitment of \$1,667.

BE IT FUTHER RESOLVED that the 2011 county Budget be amended as follows:

<u>Source of Funds:</u>	<u>Budget at July 1, 2011</u>	<u>Amount of Increase/Decrease</u>	<u>Amended Budget</u>
64-6406-0000-42200 State Aid	-0-	\$ 5,000	\$ 5,000
 <u>Use of Funds:</u>			
64-6406-0000-63110 Administration Expense	-0-	\$ 5,000	\$ 5,000

Supervisor Owens moved the above resolution; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 4, No – 0, Absent – 1).

B. Preliminary Approval of Land Divisions

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Divisions with conditions as indicated:

➤ **Land Division 2011 028 (Janesville Township) – Calvin Janisch Estate**

LOCATION: 5300 Block W. US Hwy 14

Supervisor Gustina moved the Conditional Approval of Land Division 2011 028; seconded by Supervisor Jensen. All in favor – **APPROVED** (Yes – 4, No – 0, Absent – 1).

Conditions To Be Met Before Rock County Final Approval:

1. Existing structures shall meet setback regulations.
2. 50-foot 1/2 ROW to be dedicated along W. US Hwy 14.
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. Show septic system and well locations for existing structures on final CSM.

5. Land division abutting a state trunk highway or connecting highway to comply with DOT Trans.233.
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before August 11, 2012.
7. 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.
8. 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.

➤ **Land Division 2011 029 (Milton Township) – Roger & Sandra Douglas Trust**
LOCATION: 6200 Block E. Storr’s Lake Rd.

Supervisor Owens moved the Conditional Approval of Land Division 2011 029; seconded by Supervisor Gustina. All in favor – APPROVED (Yes – 4, No – 0, Absent – 1).
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Conditions To Be Met Before Rock County Final Approval:

1. Acceptable soil and site evaluation report received on lot.
2. Require a Rock County Land Division Conservation Easement for 75-foot setback on all navigable waters within the County. In addition, prior to any land disturbing activity on the parcel, the Conservation Easement boundaries shall be marked with highly visible flagging tape. Erosion control measures are also required if the Conservation Easement is down slope from disturbance.
3. Lot 1 to be pre-planned due to being in an environmentally significant area. Lot drawing to include slopes over 12%, utility easements, access locations, conservation easement, soil test area and building envelope. No Conservation Easement Area shall be contained within the Building Envelope as depicted on the pre-planned lot. A copy of the lot layout to be placed on file with the committee designee. Submit for approval ten (10) days prior to submitting final map.
4. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before August 11, 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.

➤ **Land Division 2011 030 (Johnstown Township) – Shadco, LLC**

LOCATION: 2900 Block N. Hall Rd.

Mr. Byrnes reported that the Town of Johnstown requested the Rock County Planning & Development Committee table any action on this Land Division until after the Town acts on it.

Supervisor Owens moved to table Land Division 2011 030 per the Town of Johnstown's request; seconded by Supervisor Gustina. All in favor – **APPROVED** (Yes – 4, No – 0, Absent – 1).

C. Land Division Regulations Update

Mr. Byrnes informed the Committee that the final Open House for the updating of the Rock County Land Division Regulations will be held from 6:00 – 8:00 p.m. on Wednesday, August 17th in the Courthouse Conference Center (Room 250). A Public Hearing for recommending adoption of the regulations by the Rock County Board of Supervisors will be held at 8:00 a.m. on August 25th at the next Planning & Development Committee meeting (also Courthouse Conference Center).

6. FINANCE

A. Department Bills/Encumbrances/Pre-Approved Encumbrances/Amendments/Transfers

Supervisor Owens moved the approval of payment of the department bills; second by Supervisor Gustina. All in favor - **APPROVED** (Yes - 4, No – 0, Absent – 1)

7. DIRECTOR'S REPORT – PLANNING

Director Paul Benjamin reported on the following:

- The Community Development Block Grant (CDBG) Program Manager from the State of Wisconsin recently conducted a review of Housing Division project files. The review resulted in a positive file assessment and confirmed that the updated internal controls are effective.
- The Rock River Coalition is sponsoring its annual "Send Your Legislator Down The River" event scheduled for Monday, September 12th.

8. COMMITTEE REPORTS

There were no Committee Reports.

9. ADJOURNMENT

Supervisor Gustina moved to adjourn the committee at 8:47 a.m.; second by Supervisor Owens. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, August 25, 2011 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary