



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, MARCH 10, 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 8:00 a.m. on Thursday, March 10, 2011 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, and Phil Owens. Absent: Mary Mawhinney

Planning & Development staff present: Paul Benjamin (Director), Colin Byrnes (Senior Planner, Code Administration and Enforcement), Jennifer Borlick (GIS Manager), David Somppi (Community Development Mgr.), James Otterstein (Economic Development Mgr.) and Cheryl Martin (Accountant). Real Property Lister, Michelle Schultz was also in attendance.

2. **ADOPTION OF AGENDA**

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

3. **MEETING MINUTES – FEBRUARY 24, 2010**

Supervisor Jensen moved the approval of the February 24, 2011 Committee minutes; seconded by Supervisor Owens. **APPROVED.**

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

There was no citizen participation, communication or announcements.

5. **CODE ADMINISTRATION & ENFORCEMENT**

Mr. Byrnes presented the Staff report.

A. **Preliminary Approval of Land Divisions**

Staff has reviewed the application and associated documentation and recommended Preliminary Approval of the following Land Division with conditions as indicated: Land Division 2011 006.

➤ **Land Division 2011 006 (Turtle) – Prairie Avenue Concrete**

LOCATION: 3500 Block S CTH G

Supervisor Owens moved the Conditional Approval of Land Division 2011 006; seconded by Supervisor Gustina. **APPROVED** (Yes – 4, No – 0, Absent – 1).

*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.

6. **FINANCE**

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

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

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the staff report.

A. **OHHLHC Lead Hazard Control & Community Development Block Grant – Emergency Assistance Program (ID 008056D1) = \$18,250**

Supervisor Owens moved the approval of Lead Hazard Control and CDBG-Emergency Assistance Program funds for an amount up to \$18,250; second by Supervisor Gustina. All in favor – **APPROVED** (Yes – 4, No – 0, and Absent – 1).

**Conflict of Interest Statement:**

*There were no Conflict of Interest Statements in regards to the aforementioned loan/grant requests.*

**Information Verification Statement:**

*All information required for loan approval was verified.*

Mr. Somppi reported on the 2009-2012 Lead Hazard Control Grant Program. He informed the Committee that the County anticipates meeting the grant benchmark requirement of having drawn down 50% of the total grant funds by March 31<sup>st</sup>.

**8. ECONOMIC DEVELOPMENT**

**A. Public Hearing – Wisconsin Community Development Block Grant For Economic Development (CDBG-ED) Application**

Supervisor Owens moved to go into Public Hearing at 8:25 a.m. with a second by Supervisor Gustina and the roll call was read. Present: Supervisors Gustina, Jensen, Owens, and Sweeney. Absent: Mawhinney.

Mr. Otterstein explained that the purpose of the Public Hearing was to outline intent of the Community Development Block Grant for Economic Development (CDBG-ED) program, explain its application process and to highlight past - as well as the current - applicants. Specific reference was made to the Southeastern Container project, which recently opted to pay their CDBG-ED loan obligation with a single payment. This payment provides an infusion of additional capital into the Agency's Revolving Loan Fund program. Following a brief discussion between the Committee, the audience, and Mr. Otterstein, the Public Hearing was closed.

Supervisor Owens moved to close the Public Hearing at 8:35 a.m. with a second by Supervisor Gustina and the roll call was read. Present: Supervisors Gustina, Jensen, Owens, and Sweeney. Absent: Mawhinney.

**B. Resolution Authorizing Wisconsin Community Development Block Grant For Economic Development (CDBG-ED) Application**

Mr. Otterstein presented the resolution, reiterating that this was step one of a two-step application process. He highlighted specific provisions within the Resolution and responded to questions raised by the Committee.

"NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled on this \_\_\_\_ day of \_\_\_\_\_, 2011 authorizes and approves the preparation and filing of an application for the above-named project; and that the County Board Chair and the County Clerk are authorized to sign all necessary documents on behalf of the County of Rock with the terms and conditions described within the Wisconsin Department of Commerce's correspondence with Stoughton Trailers, LLC; and that authority is hereby granted to the Rock County Planning & Development Committee to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this Resolution."

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

**9. DIRECTOR'S REPORT – PLANNING**

Director Paul Benjamin reported on the following:

- Director Benjamin attended a meeting with the Cities and Rural Rock County areas for a discussion on Phosphorus Trading on March 2<sup>nd</sup>.
- The Planning, Economic & Community Development Annual Report for 2010 was distributed to the Committee.
- Staff continues to meet and work with the County townships on Farmland Preservation Planning.

- The letter of appreciation for Joanna Schuman (Department of Commerce) was prepared and distributed to Committee members for review.

**10. COMMITTEE REPORTS**

There were no Committee Reports.

**11. ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:03 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, March 24, 2011 at 8:00 a.m.**

Prepared by: Cheryl Martin - Acting Secretary