



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, MAY 9, 2013 – 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, April 25, 2013
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Preliminary Land Division Approval
    - LD2013 009 (Johnstown Township) – Bier Trust
  - B. Information Item: Administrative Quarterly Report
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
  - A. **Action Item:** Resolution Amending the 2013 Planning, Economic, & Community Development Budget and Creating a 0.625 FTE Position in the Housing & Community Development Division of the Rock County Planning, Economic & Community Development Agency
  - B. **Action Item:** Project ID: 020727D2 - \$5,843
  - C. **Action Item:** Project ID 020729D1 - \$4,219
  - D. **Action Item:** Project ID 07060D1 - \$400
  - E. Potential Conflict of Interest – Yes /
  - F. Information Verification Statement
8. Planning Director's Report
  - Water Quality Plan Update

- Farmland Preservation Plan Certification Update

9. Committee Reports

10. Adjournment

**Future Meetings/Work Sessions**

May 23, 2013 (8:00 AM)

June 13, 2013 (8:00 AM)

June 27, 2013 (8:00 AM)

July 11, 2013 (8:00 AM)

July 25, 2013 (8:00 AM)



**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:** May 2, 2013

**Summary:**

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

- LD2013 009 (Johnstown Township) – Bier Trust

**Recommendation:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2013 009 with conditions as indicated.



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AGENCY USE ONLY

Application Number: 2013-009

Received By - Date  
(MM/DD/YYYY): 2-21-13

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## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

**6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE**

a. Name:	<u>Vincent + Margalene Ben Trant</u>		Telephone:	<u>580-0111</u>	
Address:	<u>600 W Summit Dr</u>	City:	<u>Madison</u>	State:	<u>WI</u>
				Zip:	<u>53503</u>
b. Name:			Telephone:		
Address:		City:		State:	
				Zip:	

**7. AGENT (SURVEYOR AND DEVELOPER)**

a. Surveyor name:	<u>Ross A. Michaels - Notbohm Michaels Surveying, Inc.</u>		Telephone:	<u>608-277-0503</u>	
Address:	<u>6314 Odana Road</u>	City:	<u>Madison</u>	State:	<u>WI</u>
				Zip:	<u>53719</u>
b. Developer name:	<u>N/A</u>		Telephone:		
Address:		City:		State:	
				Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location:	<u>Town of Johnstown, T3N, R14E</u>	<u>NW 1/4 of NE 1/4</u>
	<u>Section 29</u>	<u>Tax parcel number(s) - 6-9-255</u>

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  
 Yes  No If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): <u>79.37 AC.</u>	14. Land division area (Square feet or acres): <u>4.5 AC.±</u>	15. Current zoning of land division area: <u>A1</u>
16. Number of new/additional lots created by land division: <u>1</u>	17. Future zoning of new/additional lot(s) created by land division: <u>A1</u>	18. Future zoning of parent lot: <u>A1</u>

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy):

22. Public improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <u>Mary Aline Ben</u>	DATE: <u>2-21-13</u>
--	----------------------

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALL EXISTING, NONE PROPOSED
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE FOUND IN 60 YR. SEARCH
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(13) Drainageways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(16) Bridges/culverts:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

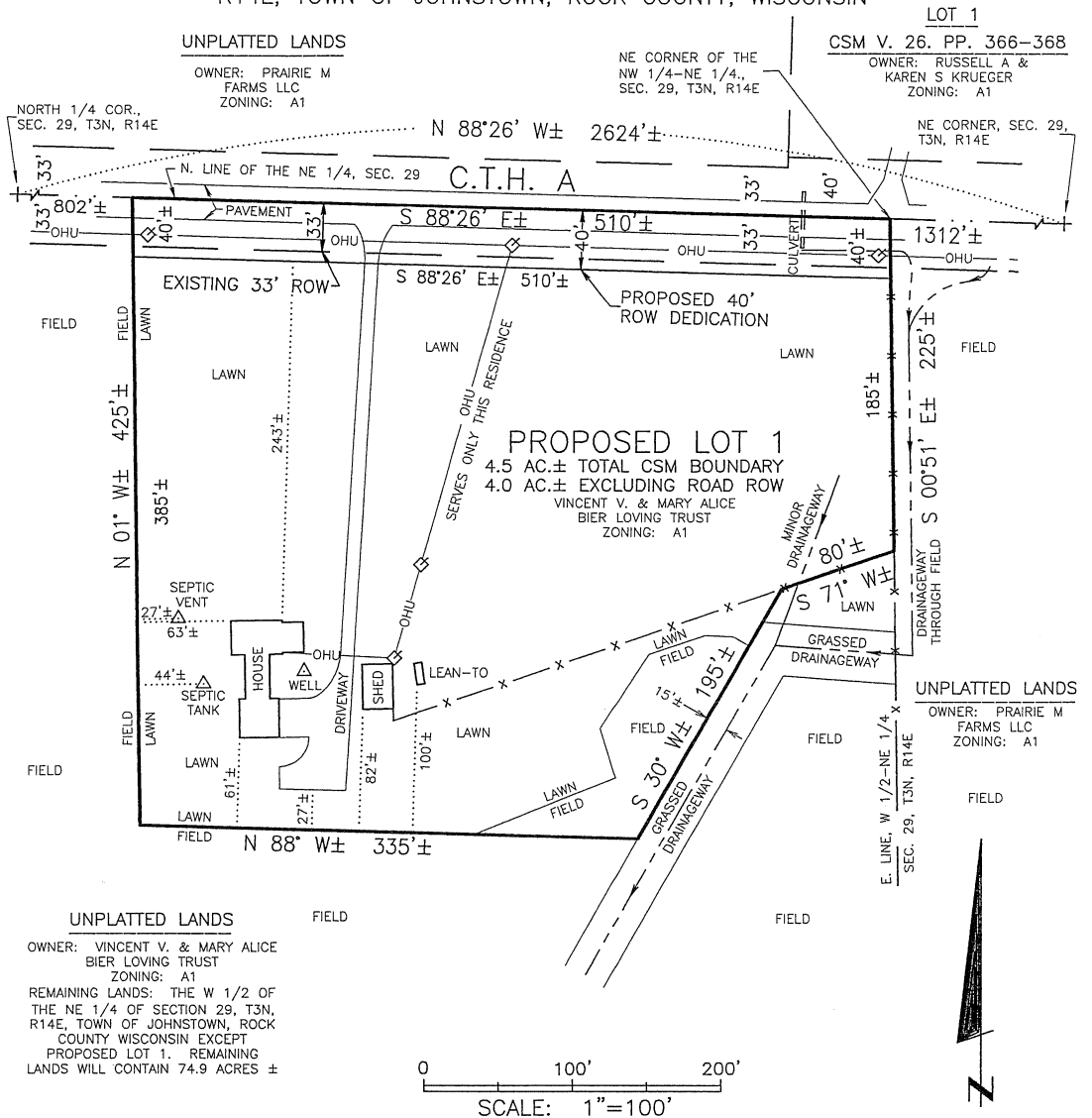
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

PART OF THE NW 1/4 OF THE NE 1/4, SECTION 29, T3N, R14E, TOWN OF JOHNSTOWN, ROCK COUNTY, WISCONSIN



- NOTES:
- EXISTING BOUNDARYS ARE APPROXIMATELY MAPPED USING RECORDED DEEDS AND SURVEY RECORDS. THE BOUNDARY HAS NOT BEEN SURVEYED FOR THIS PROPOSED LAND DIVISION.
  - ALL PHYSICAL FEATURES SHOWN ARE EXISTING. THEIR LOCATION ARE APPROXIMATELY MAPPED USING THE FOLLOWING SOURCES: SCALING FROM THE ON LINE ROCK COUNTY GIS MAP AND APPROXIMATE MEASUREMENT.

PREPARED FOR:  
 Vincent V & Mary Alice Bier  
 Loving Trust  
 C/O Thomas Bier  
 9248 E County Road A  
 Janesville, WI 53546

PREPARED BY:  
 Ross A. Michaels  
 Registered Land Surveyor  
 S-1696

## LEGEND

- PROPOSED CSM BOUNDARY
- OTHER LOT OR RIGHT-OF-WAY LINE
- OVERHEAD UTILITY LINE WITH POLE
- CENTERLINE OF DRAINAGEWAY W/FLOW DIRECTION
- FENCE

PREPARED: February 14, 2013

**Notbohm Michaels**  
**Surveying, Inc.**  
 6314 Odana Road  
 Madison, WI 53719  
 (608) 277-0503

OFFICE MAP NO. 937-S  
 SHFFT 1 OF 1



LD 2013 009 Bier Trust  
Application Number: \_\_\_\_\_

# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin: If you answered Yes, proceed to 4. If you answered No, proceed to 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Land division will require a zoning change:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.	

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered No, the application must be provided to other reviewing parties before completing any further sections of this form.	

AGENCY RECOMMENDATION	
10. Agency recommendation:	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
11. If you answered <b>Approve With Conditions</b> to 10., list conditions (Use additional sheet (2a) if necessary):	
1. 40' half road right-of-way (ROW) dedicated along E CTH A in front of Lot 1.	
2. Show well and septic locations for existing structures on Lot 1.	
3. Existing structures shall meet setback regulations.	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u><i>Colin M. Brynes</i></u>	DATE: <u>3/11/2013</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	

TOWN ACTION	
13. Town action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
14. If you answered <b>Approve With Conditions</b> to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action:	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
17. If you answered <b>Approve With Conditions</b> to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	



**AGENCY RECOMMENDATION**

- 11. If you answered Approve With Conditions to 10., list conditions:**
- 3. Note on Final Map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system
  - 4. 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."
  - 5. The proposed lot lines must include the private sewage system area with the building which utilizes the system.
  - 6. Final CSM to be submitted to and approved by the Planning and Development Agency on or before Mo./Day/Yr., 2014.
  - 7. 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.
  - 8.
  - 9.
  - 10.

**12. Agency recommendation rationale and findings of fact:**

**TOWN ACTION**

- 14. If you answered Approve With Conditions to 13., list conditions:**
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

**15. Town action rationale and findings of fact:**

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

- 17. If you answered Approve With Conditions to 16., list conditions:**
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

**18. Committee action rationale and findings of fact:**



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63200	PUBL/SUBCR/DUES	1,348.00 17.3%	234.00	0.00	1,114.00		
	P1301690-PO# 05/01/13 -VN#037159			REPORTER CO INC		47.00	
	P1301691-PO# 05/01/13 -VN#035277			AMERICAN PLANNING ASSOCIATION		95.00	
			CLOSING BALANCE		972.00		142.00
6464000000-64200	TRAINING EXP	1,810.00 9.2%	168.00	0.00	1,642.00		
	P1301692-PO# 05/01/13 -VN#034946			LAND INFORMATION COMPUTER GRAP		660.00	
			CLOSING BALANCE		982.00		660.00
	PLANNING		PROG-TOTAL-PO			802.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$802.00 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

**MAY 09 2013**

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464200000-63101	POSTAGE	100.00	8.4%	8.49	0.00	91.51	
	P1300376-PO# 05/01/13 -VN#012615			FEDERAL EXPRESS CORP		43.06	
				CLOSING BALANCE	48.45		43.06
	ECONOMIC DEVELOP		PROG-TOTAL-PO			43.06	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$43.06 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

**MAY 09 2013**

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

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Paul Benjamin  
INITIATED BY



Paul Benjamin  
DRAFTED BY

Planning and Development  
Committee  
SUBMITTED BY

April 30, 2013  
DATE DRAFTED

**Amending the 2013 Planning, Economic & Community Development Agency  
Budget and Creating a 0.625 FTE Position in the Housing & Community  
Development Division of the Rock County Planning, Economic & Community  
Development Agency**

1 **WHEREAS**, Housing and Community Development Division (Housing) of the Rock County Planning,  
2 Economic & Community Development Agency (Agency) received funding from the State of Wisconsin's  
3 Community Development Program for a Small Cities project in Orfordville; and,  
4

5 **WHEREAS**, the City of Milton has contracted with Housing to manage the expenditure of CDBG  
6 Revolving Loan Funds; and,  
7

8 **WHEREAS**, Housing participates in a HOME Consortium with the Cities of Beloit and Janesville; and,  
9

10 **WHEREAS**, Housing is contracted by Rock County Human Services Department to manage projects  
11 designed to improved accessibility for its clients in the Long Term Support and Children's Long Term  
12 Support projects; and,  
13

14 **WHEREAS**, Housing has other sources of project funding including program income from various  
15 Revolving Loan funds to undertake housing rehabilitation projects for eligible low to moderate income  
16 applicants; and,  
17

18 **WHEREAS**, the workload associated with such a number of projects exceeds the capacity the Housing  
19 and Community Development Division as it is currently structured; and,  
20

21 **WHEREAS**, a cross-charge from another Rock County Department for the services of the County  
22 Engineer in the Agency and the consolidation of two medical insurance line items result in sufficient  
23 flexibility in the Agency's budget to support this position through the end of the year without additional  
24 county levy.  
25

26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
27 this \_\_\_\_\_ day of \_\_\_\_\_, 2013 the position of Housing Specialist be created in Pay Range  
28 13 effective May 26, 2013 through December 31, 2013 and the 2013 Planning, Economic & Community  
29 Development Agency's budget be amended as follows:  
30

<u>Account/Description</u>	<u>Budget 1/1/13</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b>Source of Funds</b>			
64-6400-0000-61610 Health Insurance	\$148,128	(\$21,187)	\$126,941
<b>Use of Funds</b>			
64-6460-0000-61100 Regular Wages	\$62,744	\$16,252	\$78,996
64-6460-0000-61400 FICA	\$4,800	\$1,243	\$6,043

41

**Amending the 2013 Planning, Economic & Community Development Agency Budget and Creating a 0.625 FTE Position in the Housing & Community Development Division of the Rock County Planning, Economic & Community Development Agency**

Page 2

42	64-6460-0000-61510			
43	Retirement	\$4,204	\$1,081	\$5,285
44	64-6460-0000-61610			
45	Health Insurance	\$7,152	\$2,611	\$9,763

Respectfully submitted,

**Planning and Development Committee**

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

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

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

\_\_\_\_\_  
Marilyn Jensen

\_\_\_\_\_  
Phil Owens

**County Board Staff Committee**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Marilyn Jensen

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis L. Yankee


**FINANCE COMMITTEE ENCORSEMENT**

Reviewed and approved on a vote of

\_\_\_\_\_  
Mary Mawhinney, Chair Date

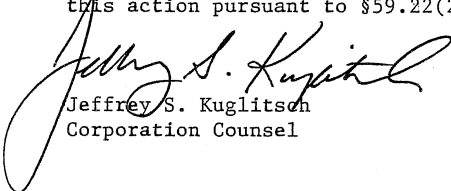
FISCAL NOTE:

Sufficient funding is available for transfer from the Planning Department's Health Insurance account to fund this position.

  
Sherry Oja  
Finance Director


LEGAL NOTE:

As an amendment to the adopted 2013 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. County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## **Executive Summary**

The Housing and Community Development Division (Housing) of the Rock County Planning, Economic and Community Development Agency has multiple sources of funding in 2013 to undertake approximately 70 separate projects to rehabilitate homes for low to moderate income applicants in Rock County. These projects often involve replacing roofs, updating electrical circuitry, replacing windows, and occasionally furnaces. Sources of funding including the Home Consortium, Community Development Block Grant funding from the Wisconsin Department of Administration for a Small Cities project in the Village of Orfordville, the City of Milton CDBG program, and the Town of Beloit. About twelve other projects are being conducted under contract with the Rock County Human Services Department to construct accessibility structures for clients in the Children's Long Term Support Program and the Long Term Support Program. Housing also retains Program Income from five revolving long funds. Totally, Housing anticipates work on 81 projects in 2013 and expending \$1,003,290 and will complete about half of these by the end of May 2013.

Housing currently has 1.0 FTE and a 0.5 LTE. The limited-term position is scheduled to terminate at the end of May 2013. Housing cannot complete the remaining 40 projects by the end of December 31, 2013 with just a 1.0 FTE, the Housing Division Manager. Housing projects with a 0.625 LTE remaining with the Housing Division Manager that it should be able to complete nearly all the projects.

No additional county levy is required.



**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:** Community Development Division  
**DATE:** May 2, 2013

**ACTION ITEMS:**

1. Project ID: # 020727D-1 Funding Source: CDBG-Program Income  
Proposed Project Total Amount = \$ 5,843
2. Project ID: # 020729D-1 Funding Source: CDBG-Program Income  
Proposed Project Total Amount = \$ 4,219
3. Project ID: # 07060D-1 Funding Source: Lead Hazard Control -Program Income  
Proposed Project Total Amount = \$ 5,843

<b>Staff Recommendation:</b> Staff recommends approval of the above noted request.
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ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



Date: May 9, 2013

Project ID(s) 20727D-2

Project Recommended By David Somppi\_

Funding Source(s) CDBG-Program Income

HOUSEHOLD INFORMATION

Household Size: 7 Annual Income: 46,505 Location: Town of Milton

PROPERTY VALUE INFORMATION

Land	\$ 37,700	Fair Market Value	\$ 177,600
Buildings	\$ 145,900	When Determined	2013
Total	\$ 183,600		

MORTGAGES OR LIENS

1. \$ 164,165	3. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	4. \$	
Available Equity \$ 13,435	Is there 5% owner equity in the property? Yes <input type="checkbox"/> No <input checked="" 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 wood frame house, about 20 years old. The Housing Quality Standard inspection found the following items needing to be addressed: Front door frame – No header. The front door operates with great difficulty. Back door - No steps or landing, 34" drop. Front bedroom window – broken. Kitchen floor – Broken surfaces and unlevel – tripping hazard. Kitchen Counter top Section – cracked and warped. Electrical: Install GFCI outlets and add circuits.

The project proposes to have a header installed for the front door opening, and have installed a new insulated front door. For the back door, Code-legal steps and landing will be constructed. The front bedroom window will be replaced. The kitchen floor will have underlayment and good quality vinyl sheet flooring installed. The broken section of countertop will be replaced with a good quality surface. GFCI outlets and additional circuits will be installed for the kitchen. Conducting this project will address many HQS health and safety items. The loan were provided in the form of a 0% interest loan to be repaid upon sale of the house.

Funding Source: CDBG – Program Income \$ 5,843

Recommend Total Project Amount of: \$ 5,843

COMMITTEE ACTION

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

Signature of Planning & Development Committee Chair

Date:

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



DATE: May 9, 2013

Project ID(s) 20729D-1

Project Recommended By David Somppi\_

Funding Source(s) CDBG-Program Income

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 10,932 Location: City of Edgerton

ASSESSED VALUE INFORMATION

Land	\$ 30,600	Fair Market Value	\$ 152,100
Buildings	\$ 119,900	When Determined	2013
Total	\$ 150,500		

MORTGAGES OR LIENS

1. \$ 16,590	4. \$	TOTAL MORTGAGE(S) \$ 46,527
2. \$ 29,937	5. \$	

Available Equity \$ 105,573 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

The 2-story wood frame house is about 60 years old. The owner received a loan through the CDBG-Small Cities program in Edgerton to address HQS issues. Items conducted in that project included: Roof, insulation, siding, windows, doors, electrical upgrade, furnace and water heater. Due to program contract constraints, all Housing Quality Standard items were not able to be addressed. These included 3 windows on the attached garage, 4 basement windows, 1 main back door, custom-formed aluminum around these items. State CDBG program administrators requested that these items be addressed. These items are original to the house, not energy efficient, and have significant chipping and peeling paint. The project proposes to have these items replaced. Conducting this project will address the remaining HQS items, address health and safety hazards, and make the house more energy efficient. The loan will be for 0% interest to be repaid upon sale of the house.

Funding Source: CDBG Program Income – 0% Deferred Payment \$ 4,219.00  
**Recommended Total Project Amount \$ 4,219.00**

COMMITTEE ACTION

APPROVE  DENY Committee Approved Bid Total \$ \_\_\_\_\_  
 Signature of Planning & Development Committee Chair Date \_\_\_\_\_

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
REQUEST FOR COMMITTEE ACTION



DATE: May 9, 2013

Project ID(s)

07060D-1

Project Recommended By David Somppi\_

Funding Source(s) Lead Hazard Control - Program Income

HOUSEHOLD INFORMATION

Household Size: 1 Annual Income: \$ 10,932 Location: City of Edgerton

ASSESSED VALUE INFORMATION

Land	\$ 30,600	Fair Market Value	\$ 152,100
Buildings	\$ 119,900	When Determined	2013
Total	\$ 150,500		

MORTGAGES OR LIENS

1. \$ 16,590	4. \$	TOTAL MORTGAGE(S)
2. \$ 29,937	5. \$	
Available Equity \$ 105,573	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

Clearance and sample testing for work and property proposed for 20729D-1. State CDBG program administrators have stated it is highly desirable to conduct a lead hazard control clearance for all properties that receive CDBG funds in which painted surfaces are disturbed.

The funds will be made available in the form of a grant and will not require repayment.

Funding Source: Lead Hazard Control – Program Income up to \$ 400.00  
**Recommended Total Project Amount \$ 400.00**

COMMITTEE ACTION

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

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