



**MINUTES**  
**ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE**  
**THURSDAY, AUGUST 22, 2013 - 8:00 A.M.**  
**COURTHOUSE CONFERENCE ROOM**  
**SECOND FLOOR**  
**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, August 22, 2013 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Mary Mawhinney, Phil Owens, Marilynn Jensen and Wayne Gustina.

Planning & Development Staff present: Colin Byrnes (Acting Planning Director/County Zoning Administrator), Jennifer Borlick (GIS Mgr.), Greg Cook (Intern), David Somppi (Community Development Manager), Adam Prichard (County Engineer), Chris Munz Prichard (Planner II) and Steve Schraufnagel (Acting Secretary).

Others Present: Michelle Schultz (Real Property Lister), Jason Houle (County Surveyor), Zach Brown (Surveyor Intern), Steve Lathrop (Combs & Associates), Bob Leuenberger (Batterman & Associates) and Randy Terronez (Assistant County Administrator).

**2. ADOPTION OF AGENDA**

Supervisor Owens moved to adopt the agenda; Supervisor Gustina seconded.  
**ADOPTED 5- 0.**

**3. MEETING MINUTES – AUGUST 8, 2013**

Supervisor Jensen moved the approval of the August 8, 2013 Committee minutes. Supervisor Jensen noted the misuse of the hyphen. Supervisor Mawhinney seconded the approval of the minutes as amended. **APPROVED 5-0**

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

Jennifer Borlick introduced Greg Cook as the summer intern. He recently graduated from UW Whitewater and will be working on the County Website. Jason Houle announced that the Surveyor Intern, Zach Brown has completed his internship.

5. **CODE ADMINISTRATION & ENFORCEMENT**

**Action Item:** Preliminary Land Division Approval

Mr. Byrnes introduced the land divisions.

**LD 2013 027 (Rock Township) – Donaldson**

Supervisor Owens made a motion to approve LD 2013 027 with conditions; Seconded by Supervisor Gustina. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. 35' half road right of way (ROW) dedicated along S. Driftwood Dr. & W. Happy Hollow Rd. in front of Lot 1 at the discretion of the Town of Rock.
2. Note on Final Map: "No building which produces wastewater allowed on Lot 1 until acceptable means of wastewater disposal is approved by necessary governmental bodies."
3. Utility easements put on lot as requested by utility companies.
4. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 8/22/14.
5. 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.

**LD 2013 028 (Milton Township) – Van Altena**

Supervisor Mawhinney made a motion to approve LD 2013 028 with conditions; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. 40' half road right of way (ROW) dedicated along E. County Road N in front of Lot 1.
2. Acceptable soil and site evaluation report received on Lot 1.
3. Utility easements put on lot as requested by utility companies.
4. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 8/22/14.
5. 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.

**LD 2013 030 (Center Township) – Galena Way Farm**

Supervisor Mawhinney made a motion to approve LD 2013 030 with conditions; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. 33' half road right of way (ROW) dedicated along W. Dorner Road at the discretion of the Town of Center.
2. Show well and septic locations for existing structures on Lot 1.
3. Existing structures shall meet setback regulations.
4. Note 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. Soils on the lot may be restrictive to the replacement of the existing system."
5. Proposed lot lines must include the system area with the building that utilizes the system.
6. Final CSM to be submitted to and approved by the Planning and Development Agency on or before 8/22/14.
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.

**LD 2013 032 (Johnstown Township) – Reed**

Supervisor Owens made a motion to approve LD 2013 032 with conditions; Seconded by Supervisor Mawhinney. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

Conditions:

1. 33' half road right of way (ROW) dedicated along N. Hall Road at the discretion of the Town of Johnstown.
2. Note on Final Plat of Survey: "No building which produces wastewater allowed on lot."

6. **DEMONSTRATION OF NEW ROCK COUNTY GIS WEBSITE**

Michelle Schultz and Jennifer Borlick demonstrated the new Rock County Website. The Towns have been notified of the new site and can call the Real Property Lister office or the Planning and Development Agency for help. This new site is much easier to navigate than the old site and is much more powerful.

7. **FINANCE**

**Action Item: Department Bills/ Encumbrances/Amendments/Transfers**

Supervisor Mawhinney made a motion to approve the Bills; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

8. **Community Development**

Mr. Somppi presented this item.

**A. Action Item: Resolution Authorizing 2013 Lead Based Paint Hazard Control Healthy Homes Grant Program Award Agreement for Rock County**

This grant will fund a housing program for the removal or reduction of lead hazard. Several grammatical errors were noted and will be corrected on the final resolution.

Supervisor Jensen made a motion to approve the Resolution; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

**B. Action Item: Additions to Housing Procedure Manual**

Mr. Somppi explained the changes being proposed. Several grammatical changes were proposed.

Supervisor Mawhinney made a motion to amend the Housing Manual with corrections; Seconded by Supervisor Owens. All in favor – **Approved (Yes –5 No- 0, Absent – 0)**

**C. Information Item: Consideration of Request for Community Development Block Grant - Emergency Assistance Funds to Purchase a Flood Damaged Property**

Mr. Byrnes explained to the Committee where the site is located. It is a property located in the Mallwood area that has experienced recurring flooding.

9. **Committee Reports**

None at this time

10. **DIRECTORS REPORT**

- **Shoreland Impervious Surface Enforcement** – Calculating Impervious surface is a new addition to the recently adopted Shoreland Ordinance. Staff usually completes the measuring but in some instances at the landowner's expense a surveyor could be utilized.
- **Community Development Block Grant (CDBG) Southern Housing Region** – A contract needs to be created with the Consortium that allows County staff to answer phone inquiries, provide brochures and provide space for scheduled day of application submittal.

11. **ADJOURNMENT**

Supervisor Owens moved to adjourn the committee at 9:55 a.m.; second by Supervisor Gustina. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, September 12, 2013 at 8:00 a.m.**

Prepared by: Steve Schraufnagel – Acting Secretary