



MINUTES  
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY MARCH 22, 2018 – 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, March 8, 2018 at the Rock County Courthouse. Chair Alan Sweeney presided. Supervisors present: Alan Sweeney, Wes Davis, Wayne Gustina, Mary Mawhinney and Phil Owens. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning and Development Director), Andrew Baker (Zoning Administrator), Kurt Wheeler (Planner III), Jennifer Borlick (GIS Mgr.) and Cheryl Martin (Office Coordinator).

Others present: Jon Grzywa (Woolpert/Zaramba Group) and Leith Rohr

2. **ADOPTION OF AGENDA**

Moved by Supervisor Owens, Seconded by Supervisor Mawhinney to approve the adoption of the agenda. Adopted (5-0)

3. **MEETING MINUTES – MARCH 8, 2018**

Motion made by Supervisor Davis to accept the February 22, 2018 meeting minutes, Seconded by Supervisor Owens. APPROVED (5-0)

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

NONE

5. **CODE ADMINISTRATION AND ENFORCEMENT**

A. Public Hearing Shoreland Conditional Use Permit 2018 001 (Zaramba Group LLC/ current land owner Meadows Development)

Supervisor Mawhinney moved to go into Public Hearing; seconded by Supervisor Davis. Passed (5-0) Time: 8:03 am.

Jon Grzywa, representing Woolpert/Zaramba Group explained the project and answered questions from the Committee. Mr. Baker added additional comments.

A call for public comments was announced; no one from the public spoke.

After discussion, motion to leave the Public Hearing by Supervisor Mawhinney; seconded by Supervisor Gustina. Passed (5-0) Time: 8:11 am.

B. Review & Approval, Approval with Conditions or Denial of Shoreland Conditional Use Permit 2018 001 (Zaramba Group LLC/ current land owner Meadows Development)

Motion to approve made by Supervisor Gustina; seconded by Supervisor Mawhinney with recommended conditions made by Staff. After discussion, the motion was amended to add a Condition #8 stating: "This project is contingent upon Town of Rock approval." This amendment was moved by Supervisor Mawhinney; seconded by Supervisor Owens. APPROVED (5-0).

C. Recession of 50' Highway Setback Line – CSM Vol. 23 Pgs. 296-300 (Meadows Development Group LLC & WisDOT)

Motion to approve the recession of the setback line made by Supervisor Mawhinney; seconded by Supervisor Gustina. Mr. Baker explained the setbacks and § Trans 233 requirements. Discussion followed. APPROVED (5-0)

D. Review and Preliminary Approval, Preliminary Approval with Conditions or Denial of Land Divisions:

▪ LD2018 006 Newark Township - Ryan

**Motion** to approve the Land Division with Agency recommended conditions made by Supervisor Mawhinney; **Seconded** by Supervisor Gustina. Discussion followed. APPROVED (5-0).

**CONDITIONS:**

1. Utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. Note on final CSM: "Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system."
3. Proposed lot lines shall include the POWTS area with the buildings that utilizes the system.
4. Dedicate a 33 foot half road right of way along S. Pinnow Grove Rd. at the discretion of the Town.

5. Any necessary rezone shall be approved by the Town of Newark.
6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
7. CSM's subject to local approval shall be recorded with the Rock Co. Register of Deeds within 6 months of their last approval.

6. **FINANCE**

- A. Committee Review of Payments – No payments to review.
- B. Transfers – None

7. **COMMUNITY DEVELOPMENT**

- A. Housing Rehabilitation Loan Alteration Request-Loan ID 020717D1

Staff presented a housing rehab customer's request to have their loan balance forgiven. At the current time, the housing customer is also engaged in a civil court action whereby a joint tenant in common on the property deed is seeking a partition and sale of the property. Because Rock County Planning & Development is the only mortgage lien holder on the property, it has been named as a co-defendant in this court action.

Staff provided Corporation Counsel's response to the ongoing court action. The response indicated that Rock County takes no position on the partition and sale of the property request itself and further that if the court entered such an order – *then* Rock County would request that a hearing be scheduled to deal with Rock County's lien and outstanding taxes.

The loan customer spoke indicating a desire to have the loan forgiven in order to pay off debt incurred as a result of the joint tenant's request to partition the property.

Motion to deny the request to forgive the customer's loan balance moved by Supervisor Mawhinney; seconded by Supervisor Sweeney. All in favor - DENIED (5-0).

8. **COMMITTEE REPORTS**

None.

9. **DIRECTORS REPORT**

- A. Age Specific Owner Occupied Housing Rehabilitation Initiative

Director Byrnes and Ms. Martin presented information on a proposal for setting aside funding for housing rehabilitation challenges faced by Rock County Senior (owner-occupied) residents.

Staff explained that senior homeowners typically have a fixed and declining income while experiencing increased costs for home maintenance. The older age of much of Rock County's housing stock puts financial pressure on seniors attempting to pay for increased health costs while making and paying for home repairs, improvements, maintenance, and accessibility modifications.

The purpose and potential goal of the program would be to provide a financial stimulus for Rock County residents – 55 years of age and older – to make home repairs and modifications and assist those owners to meet the challenge of aging in place safely, comfortably, and affordably in their homes and communities. The suggested loan terms would be to provide grant (forgivable – not repaid) funds for 50% of the total loan amount. The grant portion of funds would be forgiven over a period of 5 years or 20% a year until the 5 year period is complete.

Staff explained that no action was necessary at this time, but that the Wisconsin Partnership For Housing Development (WPHD) – Program Administrator – would be submitting any required programmatic changes to the Policy & Procedures Manual at the next meeting.

**B. Wisconsin Land Information Association President's Award**

Director Byrnes shared that GIS Manager, Jennifer Borlick had recently been presented the Wisconsin Land Information Association's (WLIA) President's Award. The President's Award is a meritorious award given at the President's discretion for the support that person offers the President or the Association.

**10. ADJOURNMENT**

Supervisors Gustina and Owens moved and seconded to adjourn the Committee at 9:05 a.m. All in Favor (5-0).

Respectfully Submitted – Kurt Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

April 12, 2018 (8:00 am)  
April 26, 2018 (8:00 am)  
May 10, 2018 (8:00 am)  
May 24, 2018 (8:00 am)