



**MINUTES**  
**PLANNING & DEVELOPMENT COMMITTEE MEETING**  
**THURSDAY, FEBRUARY 13, 2020 – 8:00 A.M.**  
**ROCK COUNTY COURTHOUSE CONFERENCE CENTER – 2<sup>ND</sup> FLOOR RM 250**  
**JANESVILLE, WI**

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, February 13, 2020 at the Rock County Courthouse. Chair Sweeney presided. Supervisors present: Mary Mawhinney, Wes Davis. Supervisors Gustina and Owens were absent. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning Director) Andrew Baker (Senior Planner), Dana Sandwick, Rock County Planning Office Coordinator, Brad Heuer County Surveyor, and Real Property Lister; Michelle Schultz.

Others Present: Ron Combs, Tricia Lombardo, Sherry Keller, Kathy Jennings.

1. Call To Order. 8:00 am
2. Adoption of Agenda

Items 5 A and B were rearranged (inverted). Moved by Supervisor Mawhinney, Seconded by Supervisor Davis. Adopted (3-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held Thursday January 9th, 2020 at 8:00 am.

**Moved** by Supervisor Mawhinney, **Seconded** by Supervisor Davis.  
Approved (3-0)

4. Citizen Participation, Communications and Announcements.

Mr. Byrnes informed the Committee that WPHD Director Kathy Kamp is retiring and he and other staff will be meeting with her replacement in the future to discuss continuity.

5. Code Enforcement

- A. **Action Item:** Tabled from December 12, 2019 Planning & Development Committee Meeting - Approve, Approve with Conditions or Deny a Shoreland Conditional Use Permit for MHC Blackhawk LLC (aka Blackhawk Campground)

to fill and grade to elevate roads and camp sites to address persistent high water associated with Clear, Duck and Mud Lakes in Milton Township.

**Motion** to bring this item back on the table made by Supervisor Mawhinney, **Seconded** by Supervisor Davis. Passed (3-0).

Mr. Baker gave the committee an update on the proposed activities as part of this application. Discussion followed. The conditions associated to this project were discussed by the Committee, staff, and representatives of the campground and engineering firm. A handout showing engineering layouts and configurations of the proposed system were viewed by the Committee and discussed.

A **Motion** to approve with the Staff Report Conditions as well as reference to the Rock County Shoreland Ordinance 4.208(2)(A) and 4.214(3) was made by Supervisor Mawhinney, **Seconded** by Supervisor Davis. Approved (3-0).

Conditions:

1. As a means to achieve the various Purposes and Intent of the Shoreland Zoning Ordinance, all structures currently inundated or impacted by elevated Lake levels shall be permanently removed from the water within the duration of this permit. If Lake levels recede, replacement of structures on affected sites shall only be done when in compliance with Shoreland Zoning and Town Zoning Ordinances.
2. Any fill material brought to the site shall be native stone, rock or gravel. No earthen fill shall be used, other than for surface restoration and seeding of the side slopes. The purpose of this restriction is to limit the possibility of sedimentation or other forms of contamination.
3. The standards and specifications for installation of the new sanitary sewer mains and laterals shall be approved by the Rock County Health Department. Approval of the Shoreland Conditional Use Permit is applicable only to the associated land disturbing construction activity.
4. The smallest amount of bare ground shall be exposed for as short a time as feasible and re-stabilized in a timely fashion with approved Best Management Practices (BMPs). Temporary BMPs shall be installed to minimize the chance of erosion and sedimentation during the duration of the project.
5. If dewatering is necessary during construction all discharge shall be in upland areas and treated with BMPs designed to trap sediment.
6. The project shall be completed according to the approved plans and conditions of approval unless minor revisions are approved in advance by Staff. Significant revisions to the plans will require additional review and action by the Committee.
7. All other necessary permits or approvals for the project shall be obtained prior to starting work on site.
8. This permit expires one year from the date of Committee approval unless approved otherwise.

B.

**Action Item:** Approve, Approve with Conditions, or Deny Preliminary Land Divisions.

LD2019\_077 (Bradford Township (Tracy)

**Moved** by Supervisor Mawhinney, **Seconded** by Supervisor Davis. **Approved**

**(3-0)** with Conditions.

- 1). Existing easements shall be shown and proposed 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 and 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 must include the POWTS area with the building which utilizes the system.
- 4). Dedicate a 33 foot half road right of way along S, Carvers Rock Rd. at the discretion of the Town.
- 5). Final CSM shall be submitted to and approved by the Agency within 1 year after preliminary approval.
- 6). Final CSM shall be recorded with the Rock County Register of Deeds within 6 months of the final approval.

LD2019\_078 (Bradford Township (Tracy)

**Moved** by Supervisor Mawhinney, **Seconded** by Supervisor Davis. **Approved (3-0)** with Conditions.

- 1). Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies where applicable.
- 2). Note on Final CSM "No buildings which produce wastewater are allowed on until acceptable means of disposal is approved by the necessary governmental agencies".
- 3). Frontage along CTH Y shall be labeled "No Access" on the final CSM.
- 4). Final CSM shall be submitted to and approved by the Agency within 1 year after preliminary approval.
- 5). Final CSM shall be recorded with the Rock County Register of Deeds within 6 months of the final approval.

C. Informational Item: Administrative Quarterly Report.

Mr. Wheeler presented the report for the last quarter of 2019 to the committee.

6. Community Development

- A. Information Item: Housing Rehabilitation Loans 093519D2 & 094409D1 Repayment (60 - Day Extension granted at October 24, 2019 Planning & Development Committee Meeting).

Mr. Byrnes gave an update on the loans (status) to the Committee.

- B. Information Item: Draft of Revised Citizen Grievance Process for Income Determination: Rock County Community Development Policies and Procedures for HOME and CDBG Programs - Section V Cross Cutting Program Requirements.

Mr. Byrnes gave the committee information on a possible change in policies regarding the Grievance procedure as it relates to Income Eligibility.

7. Finance

- A. Information Item: Committee Review of Payments Reviewed
- B. **Action Item:** Transfers  
None.

8. Committee Reports  
None.

9. Directors Report

- A. WI State Statute 893.33(6): Recorded Easement Expiration Dates (County Surveyor – Brad Heuer).

Mr. Heuer presented a topic for discussion regarding Recorded Easement Expiration dates.

- B. Solar Rehab Sunset Clause project proposal.  
Mr. Byrnes presented a possible addition to eligible projects regarding solar projects that may be added to rehab projects.

10. Adjournment

**Moved** by Supervisor Mawhinney, **Seconded** By Supervisor Davis. All in Favor

Time: 8:35 am.

Respectfully Submitted – Kurt J. Wheeler, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

January 23, 2020 (8:00 am)  
February 13, 2020 (8:00 am)  
February 27, 2020 (8:00 am)