

NOTE: This meeting will be held in person and Via ZOOM



**PLANNING & DEVELOPMENT COMMITTEE MEETING
THURSDAY, JULY 8TH, 2021 – 8:00 A.M.
ROCK COUNTY COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
AND VIA ZOOM
CALL: 1-312-626-6799
MEETING ID: 873 7663 7239
PASSCODE: 148057**

Join Zoom Meeting

<https://us02web.zoom.us/j/87376637239?pwd=TjBWb0lwWlVYVkpvdVl6YUVRcEV2Zz09>

Meeting ID: 873 7663 7239

Passcode: 148057

One tap mobile

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Dial by your location

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Wednesday, July 7th, 2021. To submit a public comment use the following email: planning@co.rock.wi.us.

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- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

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Agenda

PLANNING & DEVELOPMENT COMMITTEE MEETING
THURSDAY, JULY 8th, 2021 – 8:00 A.M.
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PASSCODE: 148057

1. Call to Order
2. Adoption of Agenda
3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held June 24, 2021 at 8:00 am
4. Citizen Participation, Communications and Announcements
5. Code Enforcement
6. Community Development
7. Economic Development
8. **Action Item:** *Resolution* Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit Organizations
9. Corporate Planning
 - A. **Action Item:** *Resolution* Directing Rock County Staff to Explore the Feasibility of Creating Program to Address Nitrate Mitigation in Rock County's Ground Water.
10. Finance
 - A. Information Item: Committee Review of Payments
 - B. **Action Item:** Transfers
11. Director's Report
 - A. Semi-Annual Reports - Attendance at Conventions/Conferences
 - B. **Possible Action Item:** Discussion and Possible Action on Proposed 2022 Fee Schedule
12. Committee Reports
13. Adjournment

Future Meeting Dates

July 22, 2021 8:00 AM (IF NEEDED)
August 12th, 2021 8:00 AM -Proposed Budget Review



Minutes

PLANNING & DEVELOPMENT COMMITTEE MEETING

THURSDAY, June 24th, 2021 – 8:00 A.M.

This meeting was teleconferenced.

The meeting of the Rock County Planning & Development Committee was called to order at 8:00 a.m. on Thursday, June 10, 2021. Chair Sweeney presided. Supervisors present: Al Sweeney, Wayne Gustina, and Russ Podzilni. Absent: Supervisors: Wes Davis and Robert Potter. QUORUM PRESENT.

Rock County Staff Present: Andrew Baker (Planning Director), Christine Munz-Pritchard (Senior Planner), Steve Godding (Planner III), Dana Sanwick (Office Coordinator). Jennifer Borlick (GIS Manager), Michelle Schultz (Real Property Lister), and James Otterstein (Economic Development Manager).

Other present: Ryan Combs (Combs & Associates) and Chris Isackson (2021 036).

1. Call to Order
Roll Call

2. Adoption of Agenda

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved (3-0)

3. **Action Item:** Approval of Minutes of the Planning & Development Meeting held June 10, 2021 at 8:00 am

Moved by Supervisor Podzilni **Seconded** by Supervisor Gustina
Approved (3-0)

4. Citizen Participation, Communications and Announcements

Supervisor Sweeney asked if it is possible to meet in person in July. Andrew Baker to poll committee members to see if they are ready to resume in person meetings.

5. Code Enforcement

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

1. 2021 031 (Janesville Township) – Bright (Two Lot CSM)

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved with Conditions (3-0)

1. There may need to be a shared driveway with the existing driveway, due to the no access along Neville Road. Per ordinance, 4) Shared Access will have a minimum width of 12 feet. Shared access will be constructed such that at least 40% of the access is located on each of the adjoining

landowner's property with the remainder to be divided at the landowner's discretion. The length of the access that must remain shared shall be no less than 30 feet, after which the drive can be separated to serve the separate landowners.

2. Utility easements to be located on lots as requested by utility companies.
3. Utilities shall be installed prior to the final approval of the subdivision plat.
4. The developer shall reimburse the Town of Janesville for the installation of the necessary road signs as included and approved in the road construction plans.
5. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
6. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

2. 2021 033 (Janesville Township) – Stark (Two Lot CSM)

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved with Conditions (3-0)

1. There is a structure located on the lot that is not shown on the CSM. This should be included in the CSM. At this time it is unclear if the new lot lines will keep the structure in the "building envelope". No final approval should be granted until the structure minimum setback are shown.
2. This is not a "shed", this is the principal structure on this lot. Per the Town ordinance, a CUP should have been required. The new lot should not violate any of the conditions of the CUP.
3. The new lot does not meet the minimum requirements of the A-2 district and should be re-zoned.
4. For emergency purpose there should be a 911 address (rural address) located on the existing building.
5. Dedicate a thirty-three foot half road right-of-way along Stark Rd at the discretion of the Town.
6. Utility easements to be located on lots as requested by utility companies.
7. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
8. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

3. 2021 034 (Center Township) – Knudson (One Lot CSM)

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Remove from Agenda (3-0)

4. 2021 036 (Porter Township) – Donnelly and Dahlberg (One Lot CSM)

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved with Conditions (3-0)

1. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
2. The zoning is A-E. The approval is conditioned on the Town of Porter approving the division as per the Zoning Ordinance and Base Farm Track requirements.
3. Dedicate a thirty-three foot half road right-of-way along adjacent roads at the discretion of the Town.
4. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
5. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

6. Community Development

- A. **Possible Action Item:** Revisions to Rock County Community Development Subordination Request Policy and Procedures

The new LTV (Loan to Value) ratio will be 100%. Previous LTV was 80%.

Moved by Supervisor Podzilni **Seconded** by Supervisor Gustina
Approved (3-0)

7. Economic Development

James Otterstein reported that a new industrial project named Spray-Tek will be building in the Gateway Business Park in Beloit. This will create 50 jobs in a 75,000 square foot facility. Spray-Tek is a specialty ingredient processing service for the food, nutrition, pharmaceutical, beauty & personal care, household products, and soft chemical industries.

8. Corporate Planning
None

9. Finance

A. Information Item: Committee Review of Payments
None

B. **Action Item:** Transfers
None

10. Director's Report

Budget process will get busy after June closes. No major changes from previous year.

11. Committee Reports
None

12. Adjournment at 8:38AM

Moved by Supervisor Gustina **Seconded** by Supervisor Podzilni
Approved (3-0)

Future Meeting Dates
July 8, 2021 8:00 AM

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisors Stevens and Aegerter
INITIATED BY



Supervisors Stevens and Aegerter
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

June 4, 2021
DATE DRAFTED

Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit Organizations

1 **WHEREAS**, the World Health Organization (WHO) declared COVID-19 a global pandemic on March
2 11, 2020; and
3

4 **WHEREAS**, in an effort to control the spread of COVID-19, multiple emergency orders went into place
5 starting on March 16, 2020; restricting in-person activities and even closing businesses. A safer-at-home
6 order was in effect from March 25, 2020 until the state Supreme Court struck the emergency orders
7 down on May 13, 2020, when Rock County issued a safer-at-home order and then a phased approach to
8 reopening; and
9

10 **WHEREAS**, from March 2020 to the present, COVID-19 precautions have continued to contribute to
11 decreased economic activity and lost revenue. Unemployment in Rock County has increased to 5.5%
12 from the 2019 rate of 3.5%. Some Rock County small businesses have closed since March 2020 and
13 more are in danger of closing; and
14

15 **WHEREAS**, although the CARES Act, Paycheck Protection Program (PPP), and the small business loan
16 fund were put in place to help address the economic losses in our community, many Rock County
17 businesses did not receive any aid, including disproportionately disadvantaged groups that may have
18 lacked access to the resources necessary to submit applications or may have been challenged with the
19 complexity of the application processes and gathering required documentation; and
20

21 **WHEREAS**, Rock County’s mission statement is, “To enhance the quality of life, health, safety, and
22 trust of all citizens by providing top quality public services through a creative and responsive team
23 committed to excellence, integrity, accountability, and respect;” and
24

25 **WHEREAS**, Rock County may use funds received through the American Rescue Plan “to respond to the
26 public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative
27 economic impacts, including assistance to households, small businesses, and nonprofits, or aid to
28 impacted industries such as tourism, travel, and hospitality.” Providing funding to small businesses and
29 nonprofits in this way will have a long-term impact on the health of our local economy by ensuring these
30 organizations are strengthened, resilient, and can remain in operation; and
31

32 **WHEREAS**, we have a duty to our local businesses, nonprofits, and citizens who fell through the cracks,
33 who the government on all levels failed to help previously. Specifically:

- 34 • Small business owners in Rock County have been unable to pay their payroll costs, mortgage,
35 rent and utilities, and other expenses associated with doing business since the start of the COVID-
36 19 pandemic.
- 37 • Small business owners in Rock County have struggled with finding resources that adequately
38 prepare them for post-COVID business development and sustainability planning.
- 39 • Small business owners and nonprofits in Rock County deserve a pandemic relief plan that
40 provides both immediate relief and resources that provide for long-term disaster preparedness and
41 sustainability planning.
42

43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
44 assembled this ____ day of ___, 2021, does hereby create an American Rescue Plan Act (ARPA) Small
**Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit
Organizations**

45 Business and Nonprofit Grant Program, to be funded with \$5 million from Rock County's ARPA
46 allocation.

47
48 **BE IT FURTHER RESOLVED**, grants of up to \$10,000 per applicant will be provided until allocated
49 funding is no longer available. The amount of the grant provided will be equal to the demonstrated
50 amount of losses in 2020, up to the grant maximum.

51
52 **BE IT FURTHER RESOLVED**, eligibility criteria are that a business:

- 53 • must be independently owned with their main office in Rock County;
- 54 • generate less than \$1 million in revenue annually;
- 55 • is a restaurant, in the service industry, retail business, or start up that operates as a limited liability
56 corporation (LLC), independent contractor, or sole proprietor, or is a 501(c)3 nonprofit;
- 57 • experienced a decrease in revenue in 2020;
- 58 • was in operation prior to March 15th, 2020;
- 59 • has at least 1 employee but no more than 25;
- 60 • has obtained no assistance from the federal PPP or Economic Injury Disaster Loan (EIDL)
61 program;
- 62 • is not delinquent on any outstanding taxes owed, including the Wisconsin Department of
63 Administration's ineligible vendor list under s. 77.66, Wis. Stats; and
- 64 • is not on the Wisconsin Department of Workforce Development's debarred contractor list.

65
66 **BE IT FURTHER RESOLVED**, businesses who are primarily engaged in gambling, tobacco or
67 vaping, alcohol sales, payday lending, lobbying, multi-level marketing, or direct sales, as well as
68 financial, religious, and educational institutions, are excluded from receiving grants through this
69 program. Grant applicants who are registered as sex offenders are also excluded from the program.

70
71 **BE IT FURTHER RESOLVED**, applicants must certify that the pandemic has had an adverse
72 economic impact on them and be able to demonstrate they need ARPA funding in order to stabilize,
73 sustain, strengthen or restart operations. Funding must be used to offset COVID-19 related losses. Funds
74 may be used to pay rent, payroll costs, utilities, and other necessary operating expenses. Documentation
75 submitted with the application must include 2019 and 2020 tax returns or Form 990 for nonprofit
76 organizations, proof of business/organization formation (e.g. articles of incorporation, business license,
77 or registration with the state of Wisconsin), and a state issued identification.

78
79 **BE IT FURTHER RESOLVED**, County staff are directed to partner with a local financial institution or
80 accounting firm, or other third party skilled at reviewing similar applications, for the purpose of
81 reviewing Rock County's ARPA grant applications and determining eligibility, pursuant to the criteria
82 established herein. County staff will also contract with a third party to develop a Rock County ARPA
83 grant application portal, through which all applicants must apply.

84
85 **BE IT FURTHER RESOLVED**, Rock County will partner with and provide \$1.5 million to the
86 University of Wisconsin Small Business Development Centers (SBDC) to provide custom training,
87 coaching, mentoring, and business plan development services to Rock County's small business owners
88 as a condition of their participation in the program to assist with post-COVID related business
89 development, disaster preparedness, and sustainability planning. SBDC may work with other business
90 development partners to provide services as appropriate.

91
92 **BE IT FURTHER RESOLVED**, applicants who do not receive funding through this ARPA grant can
93 apply through the SBDC to receive post-COVID related entrepreneurial support funded by Rock County
94 through this program. Such applicants will receive priority in receiving a loan through the Rock County
95 Small Business Loan Fund once they have completed a program through the SBDC.

96
97 **BE IT FURTHER RESOLVED**, Rock County will identify and provide funding to local organizations
98 that can provide assistance in helping small businesses apply for grants through this program.

99
100 **BE IT FURTHER RESOLVED**, Rock County will work with the Arrowhead Library System (ALS) to
101 establish a plan, funded through the County's ARPA allocation, on how to make available business
102 planning resources through the seven public libraries in Rock County for business owners who don't

Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit Organizations

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03 have access to the internet or the technology they need to develop a post-COVID business development
04 and sustainability plan, including the deployment of both hardware (e.g. laptops, hotspots) and business
05 planning software

06
07 **BE IT FURTHER RESOLVED**, an additional \$1 million will be set aside to operate this program,
08 including for the ALS plan, application assistance, and administrative contracts. Any unspent funds when
09 all grants have been provided and all contracts completed will be available for other ARPA programs
10 determined by the County Board.

11
12 **BE IT FURTHER RESOLVED**, the 2021 budget be amended as follow:

14	BUDGET	INCREASE	AMENDED
15	7/1/2021	(DECREASE)	BUDGET
16			
17 Small Business and Non-Profit Grant Program			
18 <u>Source of Funds</u>			
19	19-1980-0000-42100		
20	Federal Aid	-0-	\$5,250,000
21			
22 <u>Use of Funds</u>			
23	19-1980-2901-63110		
24	Administration	-0-	\$50,000
25	19-1980-2901-62191		
26	Technology Services	-0-	\$100,000
27	19-1980-2901-62104		
28	Consulting Services	-0-	\$100,000
29	19-1980-2901-64320		
30	Grants to Small Businesses	-0-	\$4,000,000
31	19-1980-2901-64321		
32	Grants to Non-Profits	-0-	\$1,000,000
33			
34 Business Planning Resources			
35 <u>Source of Funds</u>			
36	19-1980-0000-42100		
37	Federal Aid	-0-	\$750,000
38			
39 <u>Use of Funds</u>			
40	19-1980-2902-63110		
41	Administration	-0-	\$50,000
42	19-1980-2902-62104		
43	Consulting Services	-0-	\$50,000
44	19-1980-2902-63408		
45	Program Supplies	-0-	\$650,000
46			
47 Small Business Development Centers			
48 <u>Source of Funds</u>			
49	19-1980-0000-42100		
50	Federal Aid	-0-	\$1,500,000
51			
52 <u>Use of Funds</u>			
53	19-1980-2903-62119		
54	Other Contracted Services	-0-	\$1,500,000

Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit Organizations

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Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

**FINANCE COMMITTEE
ENDORSEMENT**

Alan Sweeney, Chair

Reviewed and approved on a vote of _____

Wayne Gustina, Vice-Chair

Mary Mawhinney, Chair Date

Wes Davis

J. Russell Podzilni

Robert Potter

FISCAL NOTE:

These programs will be funded with the County's ARPA allocation. No other County funds are required.

/s/ Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Grants to and business planning services for small businesses that have been negatively impacted by the pandemic are an eligible expense under the American Rescue Plan Act (ARPA). Related contracts and services to support this would also be allowable.

/s/Josh Smith

Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2021 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.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

Executive Summary

Creating American Rescue Plan Act (ARPA) Grants for Small Businesses and Nonprofit Organizations

This resolution would allocate a total of \$7.5 million from Rock County's total American Rescue Plan Act (ARPA) allocation of \$31.7 million for the following purposes:

- \$5.0 million to provide grants to small businesses and nonprofits;
- \$1.5 million to Small Business Development Centers (SBDC) to provide business plan development, coaching, mentoring, and counseling; and
- \$1.0 million for administrative and other operational costs, including funding to the Arrowhead Library System to coordinate access to software and hardware for small businesses to interact with SBDC staff and complete business planning. Other administrative costs include application processing, an application portal, and support in completion of applications.

Grants provided to small businesses and nonprofits would be a maximum of \$10,000, based on the amount of documented losses in 2020 due to the effects of the COVID-19 pandemic.

The resolution directs that the County contract with a third-party vendor to process applications consistent with the eligibility criteria outlined in the resolution, including that an organization:

- must be independently owned with their main office in Rock County;
- generate less than \$1 million in revenue annually;
- is a restaurant, in the service industry, retail business, or start up that operates as a limited liability corporation (LLC), independent contractor, or sole proprietor, or is a 501(c)3 nonprofit;
- experienced a decrease in revenue in 2020;
- was in operation prior to March 15th, 2020;
- has at least 1 employee but no more than 25;
- has obtained no assistance from the federal PPP or Economic Injury Disaster Loan (EIDL) program;
- is not delinquent on any outstanding taxes owed, including the Wisconsin Department of Administration's ineligible vendor list under s. 77.66, Wis. Stats; and
- is not on the Wisconsin Department of Workforce Development's debarred contractor list.

Certain types of organizations are ineligible to receive grants, as noted in the resolution.

Applicants who do not receive funding through this grant program will receive priority in receiving funding through Rock County's Small Business Loan Fund once they have completed programming through the SBDC.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Rick Richard
INITIATED BY

Land Conservation Committee
SUBMITTED BY



Corporation Counsel Richard
Greenlee
DRAFTED BY

February 3, 2021
DATE DRAFTED

**DIRECTING ROCK COUNTY STAFF TO EXPLORE THE FEASIBILITY OF
CREATING PROGRAMS TO ADDRESS NITRATE MITIGATION IN
ROCK COUNTY'S GROUND WATER**

- 1 **WHEREAS**, the level of nitrates in Rock County' s groundwater has increased over the past two decades
- 2 in private wells, with over an estimated 3,000 Rock County homeowner wells exceeding the drinking
- 3 water nitrate health advisory level of 10 mg/L; and,
- 4
- 5 **WHEREAS**, it's estimated that fewer than 5% Rock County private wells are tested annually, at a cost of
- 6 \$25 per test.
- 7
- 8 **WHEREAS**, ;in order to address the continued threat to public health of nitrates in Rock County's ground
- 9 water, the Rock County Board of Supervisors created the Rock County Nitrate Workgroup by Resolution
- 10 17-5A-282 which was tasked with, among other things, evaluating nitrate sources and researching
- 11 groundwater nitrate reduction initiatives being conducted in other parts of Wisconsin; and,
- 12
- 13 **WHEREAS**, other communities across Wisconsin have also confronted the problems of excess nitrates in
- 14 groundwater and similarly formed working groups of community leaders and stakeholders to address
- 15 excess and unsafe nitrates in Wisconsin's groundwater; and,
- 16
- 17 **WHEREAS**, developing programs to remediate or mitigate nitrate concentrates in groundwater is essential
- 18 for protecting human health.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 21 this _____ day of _____, 20__ directs that staff from the Rock County Planning
- 22 Department, Rock County Public Health Department, County Administrator's Office, Land Conservation
- 23 and Corporation Counsel to explore the feasibility of creating and administrating programs to address
- 24 excess nitrate levels in Rock County Groundwater including, but not limited to, implementation of a
- 25 program to subsidize the cost of nitrate testing for ground water well users in Rock County, and a program
- 26 to subsidize the cost of installation of reverse osmosis, or similar, water treatment systems that filter out
- 27 groundwater nitrates to levels lower than federal maximums.
- 28
- 29 **BE IT FURTHER RESOLVED** that any such program evaluated and considered use Sales Tax collected
- 30 in Rock County or the American Rescue Plan Act funds as a funding source.
- 31
- 32 **BE IT FURTHER RESOLVED** that the group of staff shall report on their findings to the Rock County
- 33 Nitrate Working Group by December 1, 2021.

DIRECTING ROCK COUNTY STAFF TO EXPLORE THE FEASIBILITY OF CREATING PROGRAMS TO ADDRESS NITRATE MITIGATION IN ROCK COUNTY'S GROUND WATER

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Respectfully submitted,

LAND CONSERVATION COMMITTEE

Richard Bostwick, Chair

Alan Sweeney, Vice Chair

Stephanie Aegerter

Wes Davis

Vacant

Mike Mulligan

James Quade

Vacant

BOARD OF HEALTH

Louis Peer, Chair

Dr. Connie Winter, DDS, Vice Chair

VACANT

Supervisor Shirley Williams

Eric Gresens, R.PH

Dr. Kaitlyn Meyers, DVM, MPH

Supervisor Danette Rynes

Dr. Vijaya Somaraju, MD, MPH, FACP

Debra Kolste

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Wayne Gustina, Vice-Chair

J. Russell Podzilni

Wes Davis

Robert Potter

FISCAL NOTE:

Minimal fiscal impact in and by itself.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

The County Board has previously determined that nitrates in groundwater is a priority issue for Rock County. This resolution would further clarify how the County Board wants staff to support the work of the Nitrate Working Group, focusing on which approaches, and on what timeline.

/s/Josh Smith

Josh Smith
County Administrator

ROCK COUNTY, WISCONSIN



**Real Property
Description Department**

51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: June 17, 2021

TO: Planning & Development Committee

FROM: Michelle Schultz, Real Property Lister *MS*

RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Real Property Description Department attended any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Josh Smith

ROCK COUNTY, WISCONSIN



**Real Property
Description Department**

51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: June 17, 2021

TO: Planning & Development Committee

FROM: Michelle Schultz, Real Property Lister/LIO *MS*

RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Land Records Committee used Land Records funds in attending any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Josh Smith



Rock County Planning and Development Agency

INTEROFFICE MEMORANDUM

To: Planning and Development Committee
County Administrator Josh Smith

From: Andrew Baker, Director *AMB*

Date: July 29, 2021

Re: Semi Annual Report – Attendance at Conventions/Conferences

Per resolution 06-9A-087, each Department Head is responsible for reporting on a semi-annual basis all out of state training conventions or conferences along with associated costs per event, per employee and of all instances of attendance at all training, conventions, and conferences that exceed costs of \$1,000 per event, per employee (in state or out of state). This memorandum is for informational purposes.

Please be advised that no Land Conservation Department employee attended an out of state event or any event that exceeded the \$1,000 threshold per event, per employee, in the first half of 2021.

ROCK COUNTY PLANNING & DEVELOPMENT 2021 FEE SCHEDULE

ALL FEES SHALL BE DOUBLED FOR AFTER-THE-FACT PERMITS AND VARIANCES	COUNTY JURISDICTION			TOWN JURISDICTION
	Shoreland &/or Floodplain Zoning Overlay	Airport Height & Zoning Overlay	Adjacent to County Trunk Highway	Town Memorandum of Agreement
Residential				
Principal Structure	\$ 415	\$ 415	\$ 415	\$ 415
Addition (Habitable) < 500 Sq. Ft.	\$ 155	\$ 155	\$ 155	\$ 155
Addition (Habitable) ≥ 500 Sq. Ft.	\$ 210	\$ 210	\$ 210	\$ 210
Addition (Non-Habitable) < 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 55	\$ 55	\$ 55	\$ 55
Addition (Non-Habitable) ≥ 500 Sq. Ft. (Includes Garages, Porches, etc.)	\$ 105	\$ 105	\$ 105	\$ 105
Accessory Structure (Enclosed w / roof)				
200 Sq. Ft. or less	\$ 65	\$ 65	\$ 65	\$ 65
< 500 Sq. Ft.	\$ 105	\$ 105	\$ 105	\$ 105
≥ 500 Sq. Ft.	\$ 210	\$ 210	\$ 210	\$ 210
Accessory Structure (Not Enclosed)				
< 500 Sq. Ft.	\$ 65	\$ 65	\$ 65	\$ 65
≥ 500 Sq. Ft. (Includes all Decks, Pools, Lean-To's, etc.)	\$ 105	\$ 105	\$ 105	\$ 105
Business / Industrial				
Principal Structure	\$ 515	\$ 515	\$ 515	\$ 515
Addition < 500 Sq. Ft.	\$ 1,555	\$ 155	\$ 155	\$ 155
Addition ≥ 500 Sq. Ft.	\$ 300	\$ 300	\$ 300	\$ 300

ROCK COUNTY PLANNING & DEVELOPMENT 2021 FEE SCHEDULE

<p><i>ALL FEES SHALL BE DOUBLED FOR AFTER-THE-FACT PERMITS AND VARIANCES</i></p>	COUNTY JURISDICTION			TOWN JURISDICTION
	Shoreland &/or Floodplain Zoning Overlay	Airport Height & Zoning Overlay	Adjacent to County Trunk Highway	Town Memorandum of Agreement
Agri-Business				
Principal Structure	\$ 415	\$ 415	\$ 415	\$ 415
Additions	\$ 155	\$ 155	\$ 155	\$ 155
Accessory Structure	\$ 105	\$ 105	\$ 105	\$ 105
Planned Campgrounds (Lakeland, Lakeview, Blackhawk, etc.)				
New Recreation Vehicle	\$ 105	\$ 105	\$ 105	\$ 105
Addition/Enclosure/Alteration	\$ 105	\$ 105	\$ 105	\$ 105
Deck/Accessory Structures	\$ 80	\$ 80	\$ 80	\$ 80
General				
Fences	\$ 85	\$ 85	\$ 85	\$ 85
Stairway - Shoreyard	\$ 155		\$ 155	\$ 155
Vegetation Removal / Tree Cutting Permits	\$ 155			
Vegetation Removal / Shore Yard Mitigation	\$ 155			
Vegetation Removal - Shore Yard Prescribed Burn	\$ 155			
Vegetation Removal - Restoration / Compliance Review	\$ 155			
Demolition No Building Reconstruction	\$ 210			
Conditional Use Permit	\$ 620			
Utility Installation (includes wet and dry utility projects)	\$ 415	\$ 415	\$ 415	\$ 415
Height Restriction Compliance:				
Structure, Object or Vegetation		\$ 40		
Building Site Plan Review				\$ 210

ROCK COUNTY PLANNING & DEVELOPMENT 2021 FEE SCHEDULE

<i>APPLICATION FEES</i>	Land Division & Development	Board of Adjustment	Floodplain Zoning Ordinance
Land Division (Per Lot)	\$ 415		
Sale to Adjoining Owner, Lot Combination or Plat of Survey	\$ 155		
Final Land Division Review & Approval (Per Lot)	\$ 55		
Land Division Time Extension (Per Lot)	\$ 105		
Engineering Review Fee (Per Hr)	\$ 105		
911 Address Sign	\$ 85		
Application For Variance		\$ 775	
Permitting and Certification of Floodproofing Project			\$ 415

Land Division Fee Schedule Comparison

County	Preliminary Base Fee	Preliminary Per Lot	Final Review Base Fee	Final Review Per Lot	Total Per Lot	Total Fee for Subdivision Examples (No. of Lots)		
						Seven	Ten	Fifteen
Dane (CSM)		\$ 265.00			\$ 265.00			
Dane (Sub)	\$ 600.00			\$ 265.00	\$ 265.00 plus 600 base fee	\$ 2,455.00	\$ 3,250.00	\$ 4,575.00
Jefferson	\$ 350.00	\$ 10.00		\$ 200.00	\$ 210.00 plus \$350 base fee	\$ -	\$ -	\$ -
Racine (Sub)	\$ 1,000.00	\$ 100.00	\$ 850.00	\$ 100.00	\$ 200.00 plus \$1,850 base fee	\$ 1,820.00	\$ 2,450.00	\$ 3,500.00
Racine (CSM)			\$ 300.00		Base fee only	\$ -	\$ -	\$ -
Iowa	\$ 695.00	\$ 18.00	\$ 485.00		\$ 18.00 plus \$1,180 base fee	\$ -	\$ -	\$ -
Dodge (Sub)	\$ 250.00	\$ 15.00	\$ 150.00	\$ 15.00	\$ 30.00 plus \$400 base fee	\$ 1,306.00	\$ 1,360.00	\$ 1,450.00
Dodge (CSM)	\$ 100.00	\$ 15.00			\$ 15.00 plus \$100 base fee	\$ -	\$ -	\$ -
Winnebago (IL)	\$ 300.00	\$ 20.00	\$ 200.00	\$ 20.00	\$ 40.00 plus \$500 base fee	\$ -	\$ -	\$ -
Walworth (Sub)	\$ 500.00	\$ 50.00			\$ 50.00 plus \$500 base fee	\$ 780.00	\$ 900.00	\$ 1,100.00
Walworth (CSM)					\$ 450.00 average per lot cost	\$ -	\$ -	\$ -
Rock		\$ 415.00		\$ 55.00	\$ 470.00	\$ 850.00	\$ 1,000.00	\$ 1,250.00
						\$ -	\$ -	\$ -
						\$ 3,290.00	\$ 4,700.00	\$ 7,050.00

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF JUNE 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
10-1720-0000-63100	Office&Misc Exp	P2100721	06/17/2021	US BANK	COPY PAPER 2021 ASSESS ROLLS	57.90
Real Property Descripton PROG TOTAL						57.90

I have reviewed the preceding payments in the total amount of **\$57.90**

Date: _____ Dept Head _____

Committee Chair _____

PD

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
64-6730-0000-62420	Mach/Equip R&M	P2100293	06/17/2021	HARRIS ACE HARDWARE LLP	BLACKTOP REPAIR BAG	17.99
Surveyor PROG TOTAL						17.99
64-6900-0000-63107	Legal Notices	P2100298	06/17/2021	ADAMS PUBLISHING GROUP OF SOUT	KRUCKENBERG VARIANCE	90.46
Board of Adjustment PROG TOTAL						90.46

I have reviewed the preceding payments in the total amount of **\$108.45**

Date: _____

Dept Head _____

Committee Chair _____