



**AGENDA
BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
City Hall Forum – 7:00 p.m.
Monday, April 15, 2013**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Recognition of **Fair Housing Poster Contest** Award Winner (Downing)
 - b. Proclamation recognizing the **Retired & Senior Volunteer Program (RSVP)** 40th Anniversary (Robert Harlow)
 - c. Proclamation supporting the YWCA's **Stand Against Racism** (Beth Tallon, Public Relations Director, YWCA Rock County)
 - d. Proclamation recognizing **National Library Week**, April 14-20, 2013 (Laatz/Schomber)
 - e. Proclamation declaring April 26, 2013 as **Arbor Day** (Ferber)
4. PUBLIC HEARINGS
 - a. Proposed Ordinance amending the **Zoning District Map** of the City of Beloit to change the zoning district classification of the properties located at 1035 and 1041 Udell Drive from temporary R-1A, Single-family Residential District, to permanent R-1A, Single-family Residential District (Christensen)
Plan Commission recommendation for approval 6-0
First Reading, suspend the rules for a Second Reading
 - b. Proposed Ordinance amending the **Zoning District Map** of the City of Beloit to change the zoning district classification of the properties located at 545 and 549 West Grand Avenue; 615, 619, 625, and 629 Eighth Street; and 548 Locust Street from C-2, Neighborhood Commercial District, and R-1B, Single-family Residential District, to PLI, Public Lands and Institutions District (Christensen)
Plan Commission recommendation for approval 6-0
First Reading, suspend the rules for a Second Reading
 - c. Proposed Ordinance amending the City of Beloit **Comprehensive Plan** for the properties located at 1528 and 1532 Forest Avenue and 1533 W. Grand Avenue (Christensen) Plan Commission recommendation for approval 5-0
First Reading, suspend the rules for a Second Reading

- d. Proposed Ordinance amending the **Zoning District Map** of the City of Beloit to change the zoning district classification of the property located at 501 Prospect Street from PLI, Public Lands and Institutions District, to CBD-1, Central Business District – Core (Christensen) Plan Commission recommendation for approval 6-0
First Reading, suspend the rules for a Second Reading
- e. Proposed Resolution authorizing a **Conditional Use Permit** to allow a Community Service Use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street (Christensen) Plan Commission recommendation for approval 6-0

5. CITIZENS PARTICIPATION

6. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

- a. Approval of the **Minutes** of the Regular Meeting of April 1, 2013 (LeMire)
- b. Report of **Municipal Board of Canvassers** from the April 2, 2013 Election (LeMire)
- c. Resolution awarding **Public Works Contract C13-01**, Bayliss Avenue Rehabilitation (Flesch)
- d. Resolution authorizing the City Manager to participate in the **State of Wisconsin Energy Office** New Grant Program Forwarding Wisconsin's Fuel Choice (Arft)
- e. Application for a **Zoning Map Amendment** to change the zoning district classification of the properties located at 1528 and 1532 Forest Avenue and 1533 W. Grand Avenue from R-1A, Single-family Residential District, to PLI, Public Lands and Institutions District, to facilitate the Gaston School renovation project (Christensen)
Refer to the Plan Commission

7. ORDINANCES

- a. Proposed Ordinance to **Remove 1-Hour Parking Restrictions** on Pleasant Street between East Grand Avenue and Public Avenue (Flesch)
Traffic Review Committee recommendation for approval 5-1
First Reading, suspend the rules for a Second Reading
- b. Proposed Ordinance to **Remove 1-Hour Parking Restrictions** for several stalls along Grand Avenue between State Street and Third Street (Flesch)
Traffic Review Committee recommendation for approval 5-1
First Reading, suspend the rules for a Second Reading

8. APPOINTMENTS

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION – none

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Resolution authorizing the Submittal of a **Grant Application** to the Wisconsin Department of Natural Resources to Assist in Funding the Goose Creek Bridge and Path Project in Big Hill Park (Jacobsen)
- b. Resolution adopting the **Classification and Compensation Plan** for Non-represented City Employees and Authorizing Implementation (York)
- c. Resolution approving **Lease of Office Space** to Congressman Mark Pocan and authorizing City Manager's Execution (Arft)

12. ADJOURNMENT

** Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Dated: April 10, 2013
Rebecca Houseman LeMire
City of Beloit City Clerk
<http://www.ci.beloit.wi.us>

You can watch this meeting live on Charter PEG channel 98 or digital channel 992. Meetings are rebroadcast during the week of the Council meeting on Tuesday at 1:00 p.m., Thursday at 8:30 a.m. and Friday at 1:00 p.m.

**RECOGNIZING THE 40th ANNIVERSARY OF THE
RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)**

WHEREAS, the Retired and Senior Volunteer Program's (RSVP) mission is to enrich the lives of volunteers, age 55 and older, through meaningful service opportunities that match their life skills and interests to community needs; and

WHEREAS, RSVP is celebrating its 40th anniversary in 2013; and

WHEREAS, there are currently more than 800 active RSVP volunteers ranging in age from 55 years old to 102 years old with the mean age being 75; and

WHEREAS, since the inception of the program in 1973, volunteers have performed 4,615,107 hours of service to the community; and

WHEREAS, RSVP partners with over 150 organizations in Rock County; and

WHEREAS, RSVP in-home volunteers produce nearly 2,000 hand-made items each year, including mittens, scarves, hats, sweaters, lap robes, and baby blankets, which are distributed within the Rock County community; and

WHEREAS, the Intergenerational Program serves over 1,000 children each year; and

WHEREAS, the Seniors Volunteering for Seniors program serves over 300 people each year, and the volunteers have traveled over 95,000 miles since the program began in late 2010.

NOW, THEREFORE, BE IT PROCLAIMED THAT the City Council of the City of Beloit recognizes the 40th anniversary of the RSVP program in Rock County and honors the staff and volunteers who contribute to the success of RSVP and their partner organizations by donating their time and talent to the community. The City Council further encourages seniors to volunteer for RSVP and community organizations to recognize the importance and value of these talented volunteers.

Presented this 15th day of April 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

WHEREAS, racism and discrimination hurt everyone and have a profoundly negative effect on children, adults, communities, and institutions; and

WHEREAS, racism can take many different forms including discrimination, personal attacks, violence, written or verbal threats or insults, damage to property, graffiti, or inequity of treatment to individuals based on race, color, creed, or ethnicity; and

WHEREAS, Census figures show 36 percent of individuals in the City of Beloit identify themselves as a minority; and

WHEREAS, the City of Beloit recognizes that all people should be treated with dignity, respect, and justice; and

WHEREAS, Stand Against Racism Day is a nationally recognized initiative with the purpose of encouraging communities to come together to raise awareness that racism still exists while offering to be part of the solution to end racism and other forms of discrimination; and

WHEREAS, the City of Beloit supports the mission of YWCA of Rock County to eliminate racism in our community, state, and nation.

NOW, THEREFORE, I, Charles M. Haynes, President of the Beloit City Council do hereby proclaim April 26, 2013 as

STAND AGAINST RACISM DAY

in the City of Beloit; and that the City Council calls upon all Beloit citizens to support celebrating diversity and promoting racial justice in the Beloit community.

Presented this 15th day of April 2013.

Charles M. Haynes, President
Beloit City Council

ATTEST:

Rebecca Houseman LeMire, City Clerk

WHEREAS, libraries are the heart of their communities, and librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls; and

WHEREAS, libraries and librarians bring together community members to enrich and shape the community; and

WHEREAS, librarians are trained professionals, providing technology resources and access to downloadable content like e-books; and

WHEREAS, libraries offer resources and services that stimulate lifelong personal enrichment, enjoyment, reading, and learning; and

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week with the theme “Communities matter @ your library.”

NOW, THEREFORE, I, Charles M. Haynes, President of the Beloit City Council do hereby proclaim the week of April 14 through April 20, 2013, as

NATIONAL LIBRARY WEEK

in the City of Beloit and encourage all residents to visit the Beloit Public Library to take advantage of the wonderful resources available @ your library because “Communities matter @ your library.”

Presented this 15th day of April 2013.

Charles M. Haynes, President
Beloit City Council

ATTEST:

Rebecca Houseman LeMire, City Clerk

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Beloit has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting ways;

NOW THEREFORE, I, Charles M. Haynes, President of the Beloit City Council do hereby proclaim April 26, 2013 as

ARBOR DAY

in the City of Beloit and urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program.

AND BE IT FURTHER PROCLAIMED that all Beloit citizens are encouraged to plant trees to brighten the community and promote the well-being of present and future generations.

Dated this 15th day of April 2013.

Charles M. Haynes, President
Beloit City Council

ATTEST:

Rebecca Houseman LeMire, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
ZONING DISTRICT MAP OF THE CITY OF BELOIT**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Zoning District Map of the City of Beloit, mentioned in the Zoning Code, Chapter 19 of the Code of General Ordinances of the City of Beloit, is amended as follows:

The following described lands, also known as 1035 and 1041 Udell Drive, are hereby changed from temporary R-1A, Single-Family Residential District to permanent R-1A, Single-Family Residential District:

Lots 10 and 11 of Udell's Subdivision situated in the N.W. ¼ of the S.W. ¼ of Section 23, T. 1 N., R. 12 E., of the 4th P.M., Beloit Township, Rock County, Wisconsin. Further described as follows: Beginning at the Southwest corner of Lot 11, aforesaid; thence North 0°00' East 120.03 feet to the Northwest corner of said Lot 11; thence South 89°18' East 167.0 feet to the Northeast corner of said Lot 10; thence South 0°00' West 120.03 feet to the Southeast corner of said Lot 10; thence North 89°18' West 167.0 feet to the place of beginning. Containing 20,042 square feet, more or less (a/k/a 1035 Udell Drive & 1041 Udell Drive).

Section 2. This Ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, Council President

Attest:

Rebecca Houseman LeMire, City Clerk

Published this ____ day of _____, 2013

Effective this ____ day of _____, 2013

01-611100-5231-_____

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the properties located at 1035 and 1041 Udell Drive

Date: April 15, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

The Planning and Building Services Division has submitted an application for a Zoning Map Amendment from temporary R-1A, Single-Family Residential District to permanent R-1A, Single-Family Residential District, for the properties located at 1035 and 1041 Udell Drive in the City of Beloit.

Key Issues (maximum of 5):

- On January 22, 2013, the City Council adopted an Ordinance annexing 1035 and 1041 Udell Drive into the City of Beloit and assigning a temporary zoning district classification of R-1A, Single-Family Residential District, to both properties. After a property is annexed into the City, the Plan Commission must initiate a Zoning Map Amendment to assign a permanent zoning classification.
- The Plan Commission reviewed this item on April 3, 2013 and voted unanimously (6-0) to recommend approval of this Zoning Map Amendment.

Consistency with Comprehensive Plan and Strategic Plan:

The City's Comprehensive Plan recommends Single-Family Residential – Urban uses for these properties. This land use category is intended for existing and planned groupings of single-family detached residences that are served by public sanitary sewer and water systems. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** - N/A

Action required/Recommendation:

- City Council consideration and 1st reading of the proposed Ordinance

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: April 3, 2013

Agenda Item: 7

File Number: ZMA-2013-06

Applicant: Planning and Building Services Division

Owners: Richard Caple & Jana Conway

Location: 1035 & 1041 Udell Drive

Current Zoning: Temporary R-1A, Single-Family Residential District

Existing Land Use: Single-Family Dwellings

Parcel Size: 0.46 Acre

Proposed Zoning: Permanent R-1A, Single-Family Residential District

Request Overview/Background Information:

The Planning and Building Services Division has submitted an application for a Zoning Map Amendment to change the zoning district classification from temporary R-1A, Single-Family Residential District to permanent R-1A, Single-Family Residential District, for the properties located at 1035 and 1041 Udell Drive in the City of Beloit. The septic systems serving both properties have failed and the properties were annexed into the City of Beloit.

The attached Location & Zoning Map shows the location of this property and the zoning of the surrounding area. The adjacent zoning and land uses are as follows:

- North: R-1A, Single-Family Residential District, Single-Family Dwelling
- South: R1, Single-Family Residential District & R-1A, Single-Family Residential District, Single-Family Dwellings (Town of Beloit & City of Beloit, respectively)
- East: R1, Single-Family Residential District, Vacant Land (Town of Beloit)
- West: DH, Development Holding District, Agricultural

The Zoning Ordinance directs the Plan Commission to hold a hearing and make a recommendation regarding a Zoning Map Amendment. The R-1A, Single-Family Residential District is primarily intended to accommodate single-family detached dwellings on moderate to large-size lots.

Key Issues:

- On January 22, 2013, the City Council adopted an Ordinance annexing 1035 and 1041 Udell Drive into the City of Beloit and assigning a temporary zoning district classification of R-1A, Single-Family Residential District, to both properties. After a property is annexed into the City, the Plan Commission must initiate a Zoning Map Amendment to assign a permanent zoning classification.
- Findings of Fact - Based on Section 2-304 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:
 - a. *The existing use of property within the general area of the subject property;*
 - The Udell Drive neighborhood is comprised of single-family detached dwellings on small to moderate-size lots.
 - b. *The zoning classification of property within the general area of the subject property;*
 - As shown on the attached Location & Zoning Map, the majority of the properties located on Udell Drive and the immediate vicinity, within the City of Beloit, are located in an R-1A, Single-Family Residential District. The Udell Drive lots that remain in the Town of Beloit are zoned R1, Single-Family Residential District.
 - c. *The suitability of the subject property for the uses permitted under the existing zoning classification; and*
 - The subject properties are used to accommodate single-family dwellings, which is a suitable use under the existing temporary R1-A District and the permanent R1-A District zoning classifications.
 - d. *The trend of development and zoning map amendments in the general area of the subject property.*
 - There were two annexation-related Zoning Map Amendments to permanent R-1A, Single-Family Residential District, for Udell Drive properties in the mid to late 1990s.

Consistency with Comprehensive Plan and Strategic Plan:

The City's Comprehensive Plan recommends Single-Family Residential – Urban uses for these properties. This land use category is intended for existing and planned groupings of single-family detached residences that are served by public

sanitary sewer and water systems. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels – N/A**
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
- **Reduce dependence on activities that harm life sustaining eco-systems - N/A**
- **Meet the hierarchy of present and future human needs fairly and efficiently - N/A**

Staff Recommendation:

Based on the above Findings of Fact and the City's Comprehensive Plan, the Planning and Building Services Division recommends **approval** of a Zoning Map Amendment to change the zoning district classification from temporary R-1A, Single-Family Residential District to permanent R-1A, Single-Family Residential District, for the properties located at 1035 and 1041 Udell Drive.

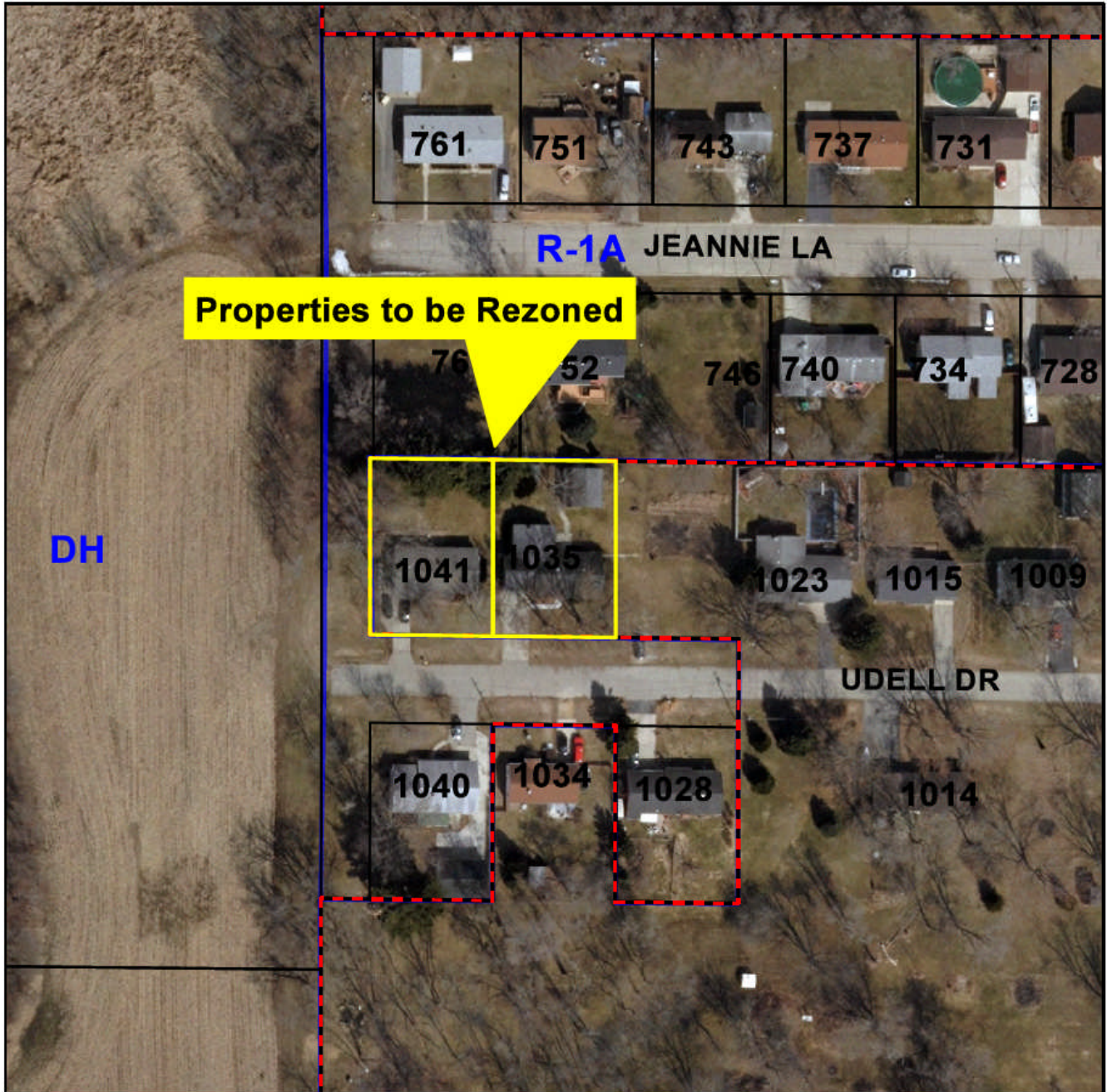
Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Application, Public Notice, and Mailing List.

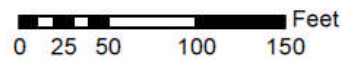
Location & Zoning Map

1035 & 1041 Udell Drive

ZMA-2013-06



1 inch = 97 feet



Legend

- COB Parcels
- City Limits
- Zoning District

Map prepared by: Michael D. Lofton II
Date: March 2013
For: City of Beloit, Planning Division
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: ZMA-2013-06

1. Address of subject property: 1035 & 1041 Udell Drive

2. Legal description: Lot: _____ Block: _____ Subdivision: _____

(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: _____ feet by _____ feet = _____ square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 12360720 & 12360710

4. Owner of record: Richard Caple / Jana Conway Phone: _____

1035/1041 Udell Drive, Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Planning & Building Services Division

100 State Street Beloit WI 53511
(Address) (City) (State) (Zip)

(Office Phone #)

(Cell Phone #)

(E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: Temporary R-1A to: Permanent R-1A

All existing uses on this property are: _____

7. All the proposed uses for this property are:

Principal use(s): Single-Family dwelling

Secondary use(s): _____

Accessory use(s): _____

8. I/we represent that I/we have a vested interest in this property in the following manner:

() Owner

() Leasehold, Length of lease: _____

() Contractual, Nature of contract: _____

(✓) Other, explain: Plan Commission is required to initiate permanent zoning

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): _____ Phone: _____

(Address) (City) (State) (Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

(Signature of Owner) (Print name) (Date)
Michael D. Zeff II | Michael D. Lofton II | 3/8/13
(Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

To be completed by Planning Staff
Filing Fee: \$275.00 Amount Paid: N/A Meeting Date: April 3, 2013
Number of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____
Application accepted by: Michael D. Zeff II Date: 3/8/2013
Date Notice Published: 3/22/2013 Date Notice Mailed: 3/22/2013



NOTICE TO THE PUBLIC

March 22, 2013

To Whom It May Concern:

The Planning & Building Services Division has initiated an application for a Zoning Map Amendment to change the zoning district classification from temporary R-1A, Single-Family Residential District to permanent R-1A, Single-Family Residential, for the properties located at:

1035 and 1041 Udell Drive.

Both properties were recently annexed into the City of Beloit. As part of the annexation process, both properties must be assigned a permanent zoning district classification.

The following public hearings will be held regarding this application:

City Plan Commission: Wednesday, April 3, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Michael Lofton in the Planning and Building Services Division at (608) 364-6708 or loftonm@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

DENNIS DILLARD
1028 UDELL DR
BELOIT, WI 53511

DICKIE & SUSAN AVERY
1040 UDELL DR
BELOIT, WI 535112054

AARON MURRAY
740 JEANNIE LN
BELOIT, WI 53511

SETH BENNINGTON
752 JEANNIE LN
BELOIT, WI 53511

PAUL MERKLE
842 10TH ST
BELOIT, WI 535115252

LOUISE S AHN LOUISE S AHN TRUST
1221 VIRGIN LAKE DR
STOUGHTON, WI 53589

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
ZONING DISTRICT MAP OF THE CITY OF БЕЛОIT**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Zoning District Map of the City of Beloit, mentioned in the Zoning Code, Chapter 19 of the Code of General Ordinances of the City of Beloit, is amended as follows:

The following described land, also known as 545 & 549 W. Grand Avenue and 615 Eighth Street, is hereby changed from C-2, Neighborhood Commercial District to PLI, Public Lands & Institutions District:

East 33 feet of the South 132 feet of Lot 2, Pierce's Subdivision of Hackett's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 545 W. Grand Avenue, parcel number 13560970).

West 109 feet of the South 132 feet of Lot 2, Pierce's Subdivision of Hackett's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 549 W. Grand Avenue, parcel number 13560960).

South 34 feet of the North 84 feet of Lot 2, Pierce's Subdivision of Hackett's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 615 Eighth Street, parcel number 13561185).

The following described land, also known as 619, 625, & 629 Eighth Street and 548 Locust Street, is hereby changed from R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District:

North 50 feet of Lot 2, Pierce's Subdivision of Hackett's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 619 Eighth Street, parcel number 13561180).

South 44.86 feet of the West 41.91 feet of Lot 74 and South 44 feet of Lot 75 of Tenney's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 625 Eighth Street, parcel number 13561175).

North 62.92 feet of Lot 75 of Tenney's Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 629 Eighth Street, parcel number 13561170).

North 62.04 feet of the West 41.91 feet of Lot 74 of Tenney's Addition to the City

of Beloit, County of Rock, State of Wisconsin (also known as 548 Locust Street, parcel number 13561165).

Section 2. This Ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, Council President

Attest:

Rebecca Houseman LeMire, City Clerk

Published this ____ day of _____, 2013

Effective this ____ day of _____, 2013

01-611100-5231-____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the properties located at 545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street

Date: April 15, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

The School District of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District and R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District, for the properties located at 545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street.

Key Issues (maximum of 5):

- This request is related to the proposed expansion of Hackett Elementary School. On March 4, 2013, the City Council adopted an Ordinance amending the Future Land Use Map of the City's Comprehensive Plan to recommend Institutional & Community Services and a zoning classification of PLI for the subject properties. The PLI district is a special purpose district that is intended to accommodate major public and quasi-public uses.
 - The properties located at 545 & 549 W. Grand Avenue and 615 Eighth Street are currently zoned C-2 and the properties located at 619, 625, & 629 Eighth Street and 548 Locust Street are currently zoned R-1B. All of the subject properties must be rezoned to PLI and the existing structures must be demolished before the school building and grounds may be expanded as shown on the attached site plan.
 - Planning staff is currently performing Architectural and Site Plan Review of this proposed expansion.
 - Planning staff mailed the attached Public Notice to the owners of nearby properties. As of this writing, staff has been contacted by one neighbor who supports the proposed Zoning Map Amendment.
 - The Plan Commission reviewed this item on April 3, 2013 and voted unanimously (6-0) to recommend approval of this Zoning Map Amendment.
-

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan recommends Institutional & Community Service uses and a zoning district classification of PLI for the subject properties. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A
-

Action required/Recommendation:

- City Council consideration and 1st and 2nd readings of the proposed Ordinance
-

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: April 3, 2013

Agenda Item: 4

File Number: ZMA-2013-05

Applicant: School District of Beloit

Owner: School District of Beloit

Location: 545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street

Current Zoning: C-2, Neighborhood Comm. & R-1B, SF Residential

Existing Land Use: Various

Total Area: 1.0 Acre

Proposed Zoning: PLI, Public Lands & Institutions District

Request Overview/Background Information:

The School District of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District and R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District, for the properties located at 545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street.

The attached **Location & Zoning Map** shows the location of the subject properties and the zoning of the surrounding area. The adjacent zoning and land uses are as follows:

- North: R-1B, Single-Family Residential District; Single- and Two-Family Dwellings
- South: C-2, Neighborhood Commercial District; Commercial
- East: PLI, Public Lands & Institutions District; Hackett Elementary School
- West: R-1B & C-2; Single- and Two-Family Dwellings and Vacant Land

The Zoning Ordinance directs the Plan Commission to hold a hearing and make a recommendation regarding a Zoning Map Amendment when the specific site and context are suitable for the uses permitted in the proposed zoning district.

Key Issues:

- This request is related to the proposed expansion of Hackett Elementary School. On March 4, 2013, the City Council adopted an Ordinance amending the Future Land Use Map of the City's Comprehensive Plan to recommend Institutional & Community Services and a zoning classification of PLI for the subject properties.
- The PLI district is a special purpose district that is intended to accommodate major public and quasi-public uses.
- The properties located at 545 & 549 W. Grand Avenue and 615 Eighth Street are currently zoned C-2 and the properties located at 619, 625, & 629 Eighth Street and 548 Locust Street are currently zoned R-1B.
- All of the subject properties must be rezoned to PLI and the existing structures must be demolished before the school building and grounds may be expanded as shown on the attached site plan.
- Planning staff is currently performing Architectural and Site Plan Review of this proposed expansion.
- Planning staff mailed the attached Public Notice to the owners of nearby properties. As of this writing, staff has been contacted by one neighbor who supports the proposed Zoning Map Amendment.
- This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
- **Findings of Fact** - Based on Section 2-304 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:
 - a. *The existing use of property within the general area of the subject property;*
 - There are residential uses to the north and west of the subject properties, and neighborhood commercial uses to the south. The proposed expanded PLI district is compatible with these existing uses and the proposed school expansion is expected to have a positive impact upon the neighborhood.
 - b. *The zoning classification of property within the general area of the subject property;*
 - This request involves a proposed expansion of an existing PLI district, and will establish Eighth Street as the new western boundary of the district. The expanded PLI district will be bound by W. Grand Avenue, Eighth Street, and Locust Street, which will ensure compatibility with the residential and commercial uses in the vicinity.

- c. *The suitability of the subject property for the uses permitted under the existing zoning classification; and*
 - The subject properties are suitable for the uses permitted in the existing zoning classifications.
- d. *The trend of development and zoning map amendments in the general area of the subject property.*
 - The subject properties are located within an established neighborhood that has experienced very little redevelopment activity during the past decade.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan recommends Institutional & Community Service uses and a zoning district classification of PLI for the subject properties. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

Based upon the above Findings of Fact and the City's Comprehensive Plan, the Planning & Building Services Division recommends **approval** of a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District and R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District, for the properties located at 545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street.

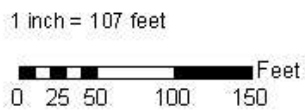
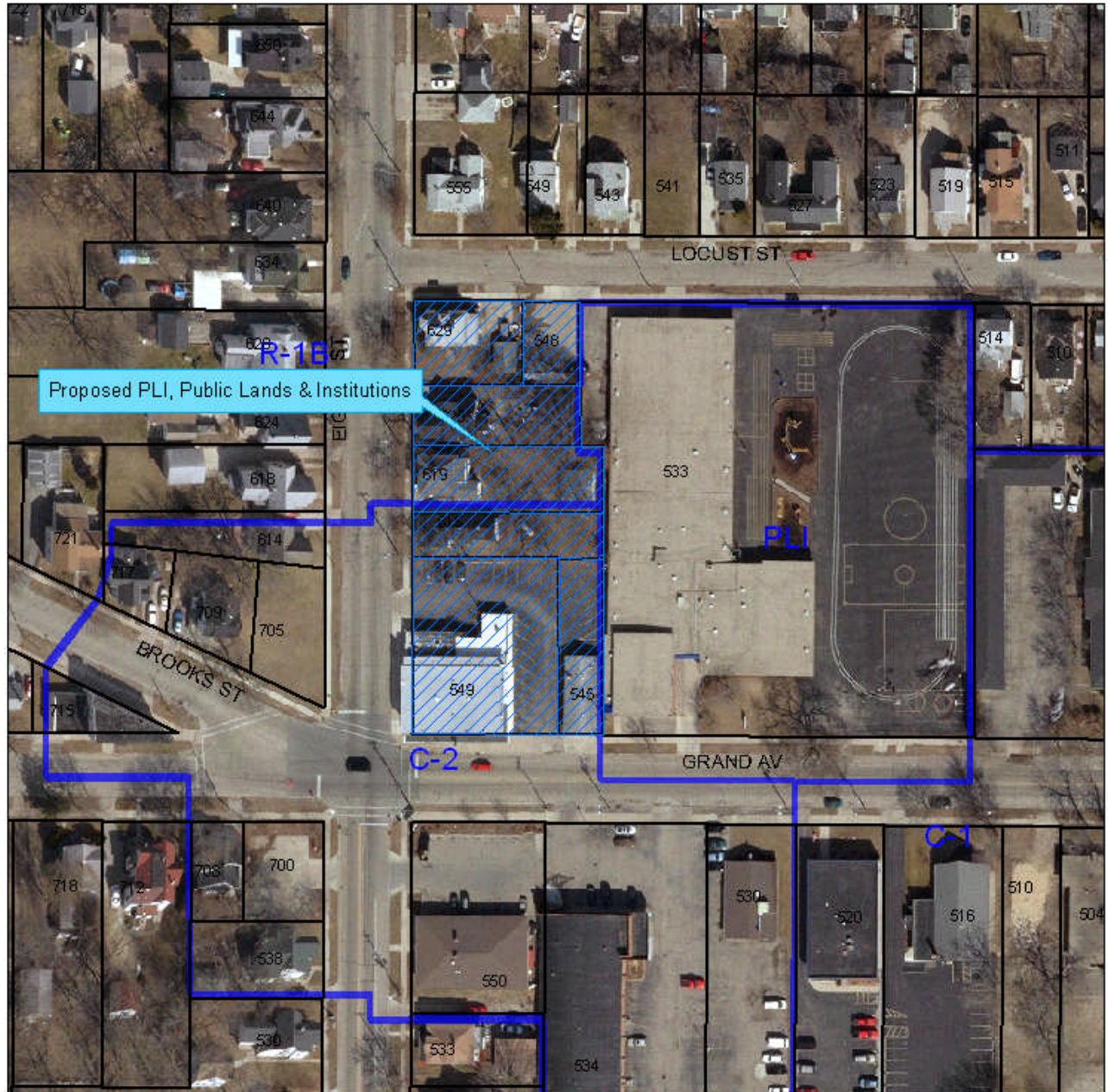
Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Photos, Preliminary Site Plan, Application, Public Notice, and Mailing List.

Location & Zoning Map

Various Properties

ZMA-2013-05



| Legend | |
|--------|-----------------|
| | COB Parcels |
| | Zoning District |

Map prepared by: Drew Pennington
 Date: March 2013
 For: City of Beloit Planning & Building Services
 Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

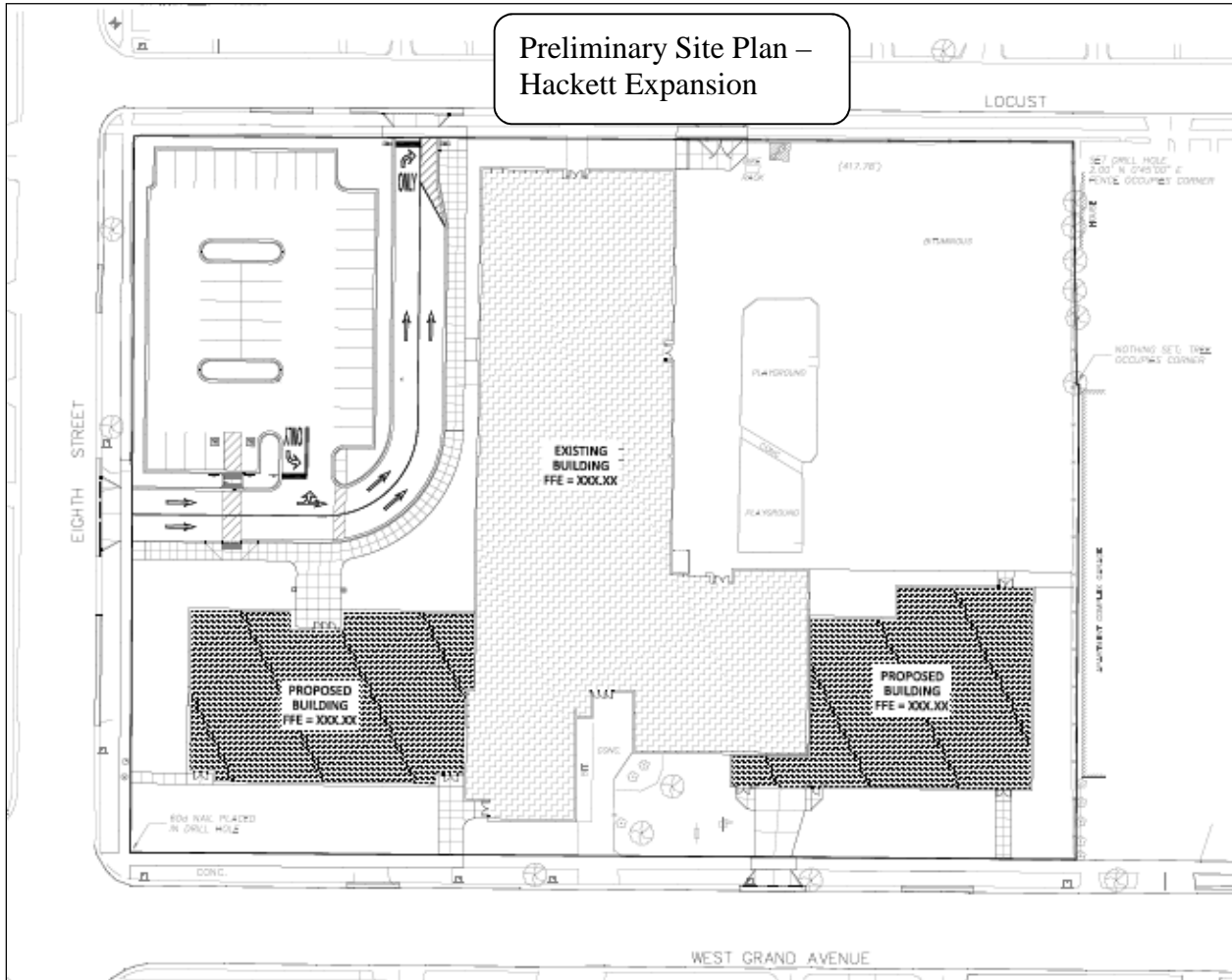
545 & 549 W. Grand Avenue



600 Block of Eighth Street



Preliminary Site Plan –
Hackett Expansion



CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

548 Louist File No.: ZMA-2013-05

1. Address of subject property: ~~548 Louist~~, 549 W. Grand ~~700 W. Grand~~

2. Legal description: Lot: Block: Subdivision: 545 pp

(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: 14,368 sq ft / 4,448 sq ft feet by feet = square feet.

If more than two acres, give area in acres: .33, .1, .06 acres.

3. Tax Parcel Number(s): 13560960, 13560135, 13561165

4. Owner of record: School District of Beloit Phone: 608-361-4015

1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Janelle Maratz, exec Dir of Business

1633 Keeler Ave, Beloit WI 53511
(Address) (City) (State) (Zip)

608-361-4015 175-577-8367 jmaratz@sdb.k12.wi.us
(Office Phone #) (Cell Phone #) (Email Address)

6. **THE FOLLOWING ACTION IS REQUESTED:** residential
Change zoning district classification from: Commercial to: PLT

All existing uses on this property are: School Use

7. All the proposed uses for this property are:
Principal use(s): Building Addition, Parking Lot

Secondary use(s): School Campus

Accessory use(s):

CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: _____

1. Address of subject property: 615 Eighth St, 619 Eighth St, 625 Eighth, 629 Eighth
2. Legal description: Lot: Block: _____ Subdivision: _____
(If property has not been subdivided, attach a copy of the complete legal description from deed.)
Property dimensions are: 34 x 142, 50 x 142, 44 x 124, 62 x 81 feet by _____ feet = _____ square feet.
If more than two acres, give area in acres: .11, .16, .13, .12 acres.
3. Tax Parcel Number(s): 1356-1185, 206-13561185, 206-13561180, 13561175, 13561170,
4. Owner of record: School District of Beloit Phone: 608-361-4015
1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)
5. Applicant's Name: Janelle Marotz, Exec Director of Business Services
1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)
608-361-4015 715-577-8367 jmarotz@scdb.k12.wi.us
(Office Phone #) (Cell Phone #) (E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: Residential/Commercial to: PLI

All existing uses on this property are: _____

School Use

7. All the proposed uses for this property are:

Principal use(s): School Campuses

Secondary use(s): Parking lots, Building Additions

Accessory use(s): N/A

8. I/we represent that I/we have a vested interest in this property in the following manner:

- Owner
- Leasehold, Length of lease: _____
- Contractual, Nature of contract: _____
- Other, explain: _____

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): Janelle Marotz Phone: 608-361-4065
1633 Keeler Ave, Beloit WI 53511
(Address) (City) (State) (Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

Janelle Marotz / Janelle Marotz / 3/8/13
(Signature of Owner) (Print name) (Date)

_____/_____/_____
(Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

| To be completed by Planning Staff | | |
|--|------------------------------|------------------------------------|
| Filing Fee: <u>\$275.00</u> | Amount Paid: <u>\$275.00</u> | Meeting Date: <u>April 3, 2013</u> |
| Number of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____ | | |
| Application accepted by: <u>D. W. Livingston</u> | Date: <u>3/8/13</u> | |
| Date Notice Published: _____ | Date Notice Mailed: _____ | |



City of
BELOIT, Wisconsin
Division of Planning and Building Services

CITY HALL • 100 STATE STREET • BELOIT, WI 53511
Office: 608/364-6700 • Fax: 608/364-6609
www.ci.beloit.wi.us

Equal Opportunity Employer

NOTICE TO THE PUBLIC

March 20, 2013

To Whom It May Concern:

The School District of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classification from C-2, Neighborhood Commercial District and R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District, for the properties located at:

545 & 549 W. Grand Avenue; 615, 619, 625, & 629 Eighth Street; and 548 Locust Street.

This request is related to the proposed expansion of Hackett Elementary School. The properties located at 545 & 549 W. Grand Avenue and 615 Eighth Street are currently zoned C-2 and the properties located at 619, 625, & 629 Eighth Street and 548 Locust Street are currently zoned R-1B. All of the subject properties must be rezoned to PLI before the school building and grounds may be expanded as planned.

The following public hearings will be held regarding this application:

City Plan Commission: Wednesday, April 3, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Drew Pennington in the Planning & Building Services Division at (608) 364-6711 or penningtond@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

ZMA-2013-05, Hackett Expansion

FREEDOM PROPERTY
INVESTMENTS LLC
1655 COPELAND AVE #130
BELOIT, WI 53511

DVH INVESTMENTS LLC
3750 GESLEY RD
BELOIT, WI 53511

DZEMO & AMDIJE IMERI
3525 EAGLES RIDGE DR
BELOIT, WI 53511

JEFFREY ADLEMAN
P O BOX 598
SOUTH BELOIT, IL 61080

BRADLEY G & MARIA
BENEDICT
718 W GRAND AVE
BELOIT, WI 535116080
MIKA 2 LLC
1112 PRICE AVE
COLUMBIA, SC 29201

STEVEN STEINER
9810 REDFIELD DR
ROSCOE, IL 610731342

ALBERT HANSEN
721 BROOKS ST
BELOIT, WI 535116026

MELISSA GENZ
628 EIGHTH ST
BELOIT, WI 53511

LANIER & YVONNE SCOTT
640 EIGHTH ST
BELOIT, WI 535115308

HARBOUR PORTFOLIO VII LP
P O BOX 1996
IRMO, SC 29063

NEW APOSTOLIC CHURCH
NATL ORG
3753 N TROY ST
CHICAGO, IL 60618

RICHARD & PATRICIA RANFT
534 W GRAND AVE
BELOIT, WI 53511

RONALD MOE
1732 CRANSTON RD
BELOIT, WI 53511

WILLIAM WIELAND
3307 RIVERSIDE DR
BELOIT, WI 53511

MARVIN MILNER
P O BOX 1161
BELOIT, WI 535121161

C & E BUILDERS INC
4902 N WALTSHIRE LN
MC HENRY, IL 60051

ESTHER A DE MUNOZ
SALVADOR M SOLIS
731 BROOKS ST
BELOIT, WI 535116026

CURTIS HANSEN
2325 E RIDGE RD
BELOIT, WI 53511

CARLOS & DORA DIAZ
733 BROOKS ST
BELOIT, WI 53511

ESPERANZA SANCHEZ
533 EIGHTH ST
BELOIT, WI 53511

NEIGHBORHOOD HOUSING
SERVICES OF BELOIT INC
520 W GRAND AVE
BELOIT, WI 53511

JERALD A & CONNIE E SVEUM REV
TRUST ARTHUR W & KATHLEEN H
CARL REV TRUST &
719 HOLLY RD
BELOIT, WI 53511

JULIO MONTES
712 W GRAND AVE
BELOIT, WI 53511

TJF PROPERTIES LLC
412 HILLCREST DR
SUN PRAIRIE, WI 53590

OSIEL & ADELINA ORTIZ
717 BROOKS ST
BELOIT, WI 53511

GARY & SHARON JENSEN
5639 E M-H TOWNLINE RD
MILTON, WI 53563

ERNESTO & VANESSA E
GONZALEZ
1548 MCKINLEY AVE
BELOIT, WI 53511

ARACELI MONTOYA
634 EIGHTH ST
BELOIT, WI 53511

ALICE BREWER
SUPPLEMENTAL TRUST
644 EIGHTH ST
BELOIT, WI 53511

VICTOR B & MARIA R
DELGADO

1271 CENTRAL AVE
BELOIT, WI 53511

ROBERT E & DAWN S BARBER
535 LOCUST ST
BELOIT, WI 53511

ROBERT & LUANNE LARSON
FAMILY TRUST

830 CLUB LN
BELOIT, WI 535112415

LYNN M COOK CHRISTOPHER
W ROBISON
522 ST LAWRENCE AVE
BELOIT, WI 53511

THOMAS AMBLER
2022 MONROE ST
BELOIT, WI 53511

JOHN M & STACY M
CROMWELL

2036 MERIDITH DR
BELOIT, WI 53511

DANIEL R & SARA M WEBSTER
718 ST LAWRENCE AVE
BELOIT, WI 53511

DAVID A & JEANINE K
FROEBER

10548 S SMYTHE SCHOOL RD
BELOIT, WI 53511

JOHN & MARILYN POFF
135 YOST DR
BELOIT, WI 53511

JOSE & CAMERINA BARAJAS

650 EIGHTH ST
BELOIT, WI 535115308

ELLEN MCCULLEY
W5602 STATE HWY 73
NEILLSVILLE, WI 54456

IVAN HOWARD
10847 W HWY K
BELOIT, WI 53511

ELIA LUNA FORTUNATO
BOLANOS

654 EIGHTH ST
BELOIT, WI 53511

IAN GREGORY
14850 MISTY MEADOW LN
SOUTH BELOIT, IL 61080

DEMUS ENTERPRISES LLC
414 HIGHLAND PARK AVE
CLINTON, WI 53525

GE BEI
549 LOCUST ST
BELOIT, WI 53511

MAHBOUB K & FALASTINE
ABDALAH

5316 S 22ND ST
MILWAUKEE, WI 532213825

WALMER PROPERTIES INC
14609 WHISPERING WIND WAY
SOUTH BELOIT, IL 61080

FREDY AVILA
612 ST LAWRENCE AVE
BELOIT, WI 53511

EDWARD & ALTHEA BITTORF
714 ST LAWRENCE AVE
BELOIT, WI 535115345

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
CITY OF БЕЛОIT COMPREHENSIVE PLAN**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan, adopted in §12.015 of the Code of General Ordinances of the City of Beloit, is hereby amended as follows:

The future land use category of the following described land is hereby changed from Single-Family Residential – Urban to Institutional & Community Services:

Lot 6 and Northern ½ of Alley Vacated Adjacent, Block 2 of Fluekiger’s Second Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 1528 Forest Avenue, parcel number 13431090).

Lot 7 and Northern ½ of Alley Vacated Adjacent, Block 2 of Fluekiger’s Second Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 1532 Forest Avenue, parcel number 13431095).

Lot 18 and Southern ½ of Alley Vacated Adjacent, Block 2 of Fluekiger’s Second Addition to the City of Beloit, County of Rock, State of Wisconsin (also known as 1533 W. Grand Avenue, parcel number 13431075).

Section 2. This ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, Council President

Attest:

Rebecca Houseman LeMire, City Clerk

Published this _____ day of _____, 2013.

Effective this _____ day of _____, 2013.

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Comprehensive Plan Amendments

Date: April 15, 2013

Presenter(s): Julie Christensen

Department(s): Community Development

Overview/Background Information:

The School District of Beloit has submitted an application requesting several amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan.

Key Issues (maximum of 5):

- The applicant is requesting the following amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:
 - 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue – From Single-Family Residential – Urban to Institutional & Community Services.
 - The proposed amendments are related to the proposed expansion of Gaston Elementary School, as illustrated on the attached preliminary site plan.
 - The proposed amendments would designate all three subject properties as appropriate for Institutional & Community Services. This would allow the district to rezone the subject properties to PLI, Public Lands & Institutions District, demolish the existing structures, and expand the school grounds as shown on the attached preliminary site plan.
 - The proposed amendments would establish a new boundary between the single-family residential neighborhood to the west and the Gaston grounds. The district has indicated that this expanded area will be used for open space and recreation. The proposed amendments are compatible with existing and planned land uses in the vicinity and will facilitate a significant improvement and expansion of this elementary school site.
 - The Plan Commission held a public hearing to consider the requested amendments on March 6, 2013 and voted unanimously (5-0) to adopt a Resolution recommending approval of the requested amendments to the Comprehensive Plan.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability:

- **Reduce dependence upon fossil fuels** – N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A
-

Action required/Recommendation:

- City Council consideration and 1st and 2nd readings of the proposed Ordinance
-

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance, Public Notice, and Staff Report to the Plan Commission.



NOTICE TO THE PUBLIC

March 7, 2013

To Whom It May Concern:

The City of Beloit Plan Commission has recommended approval of the following amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue -- From Single-Family Residential -- Urban to Institutional & Community Services.

Information regarding the location, zoning, and land use of these properties is available for public review in the Planning & Building Services Division on the third floor of City Hall, 100 State Street.

The Plan Commission's recommendation will be reviewed by the City Council, which will hold the following public hearing regarding the proposed amendments:

City Council (Public Hearing): Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THIS HEARING.

We are interested in your opinion.

Anyone bringing handouts to the meeting must bring ten (10) copies and submit them to the City Clerk before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Drew Pennington in the Planning & Building Services Division at (608) 364-6711 or penningtond@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: March 6, 2013

Agenda Item: 7

File Number: RPB-2013-06

Request Overview/Background Information:

The School District of Beloit has submitted an application requesting several amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan.

Wisconsin's Comprehensive Planning Law, §66.1001 of the Wisconsin Statutes, was signed into law in 1999. This legislation is commonly known as Wisconsin's "smart growth" law, although the law does not prescribe or require a particular type of development pattern. The Comprehensive Planning law requires all cities, towns, and villages that regulate land use through land use ordinances (e.g. zoning) to adopt a Comprehensive Plan. Comprehensive Plans are intended to guide development and redevelopment over a 20-year timeframe. The law also requires that land use decisions be consistent with the plan.

The Beloit City Council approved the City's Comprehensive Plan in March 2008 after an extensive public participation program. All land use decisions made by the City of Beloit, including any actions regarding official mapping, local subdivision regulation, and zoning regulations, must be consistent with the plan. The Beloit City Council established a process for amendments (minor changes) to the Comprehensive Plan on February 1, 2010.

If the Plan Commission votes to recommend approval of the proposed amendments, the attached Resolution will be forwarded to the City Council for consideration on April 15, 2013.

Key Issues:

- The applicant is requesting the following amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:
 - 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue – From Single-Family Residential – Urban to Institutional & Community Services.
- The following table describes the status of the subject properties:

| Property | Current Land Use | Zoning | Acres | Future Land Use | Proposed Future Land Use |
|-----------------|------------------|--------|-------|------------------------|------------------------------|
| 1528 Forest Ave | SF Rental | R-1B | 0.15 | SF Residential - Urban | Institutional/Comm. Services |
| 1532 Forest Ave | SF Rental | R-1B | 0.15 | SF Residential - Urban | Institutional/Comm. Services |
| 1533 W. Grand | SF Rental | R-1B | 0.15 | SF Residential - Urban | Institutional/Comm. Services |

- The proposed amendments are related to the proposed expansion of Gaston Elementary School, as illustrated on the attached preliminary site plan.
- The district has accepted offers to purchase on all three subject properties.
- A Location & Zoning Map and Future Land Use Map for this site are attached to this report.
- If the proposed amendments are approved, the applicant will rezone the subject properties and begin demolishing the residential structures on the subject properties.
- **Land Use Analysis**
 - The proposed amendments would designate all three subject properties as appropriate for Institutional & Community Services. This would allow the district to rezone the subject properties to PLI, Public Lands & Institutions District, demolish the existing structures, and expand the school grounds as shown on the attached preliminary site plan.
 - The proposed amendments would establish a new boundary between the single-family residential neighborhood to the west and the Gaston grounds. The district has indicated that this expanded area will be used for open space and recreation.
 - The proposed amendments are compatible with existing and planned land uses in the vicinity and will facilitate a significant improvement and expansion of this elementary school site.

Consistency with Comprehensive Plan and Strategic Plan:

- The City's compliance with the Comprehensive Planning law's consistency requirement is the impetus for this request.
- Consideration of this request supports Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

The Planning & Building Services Division recommends **approval** of the following proposed amendments to the Future Land Use Map (Map 10) of the City's Comprehensive Plan:

1. 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue – From Single-Family Residential – Urban to Institutional & Community Services.

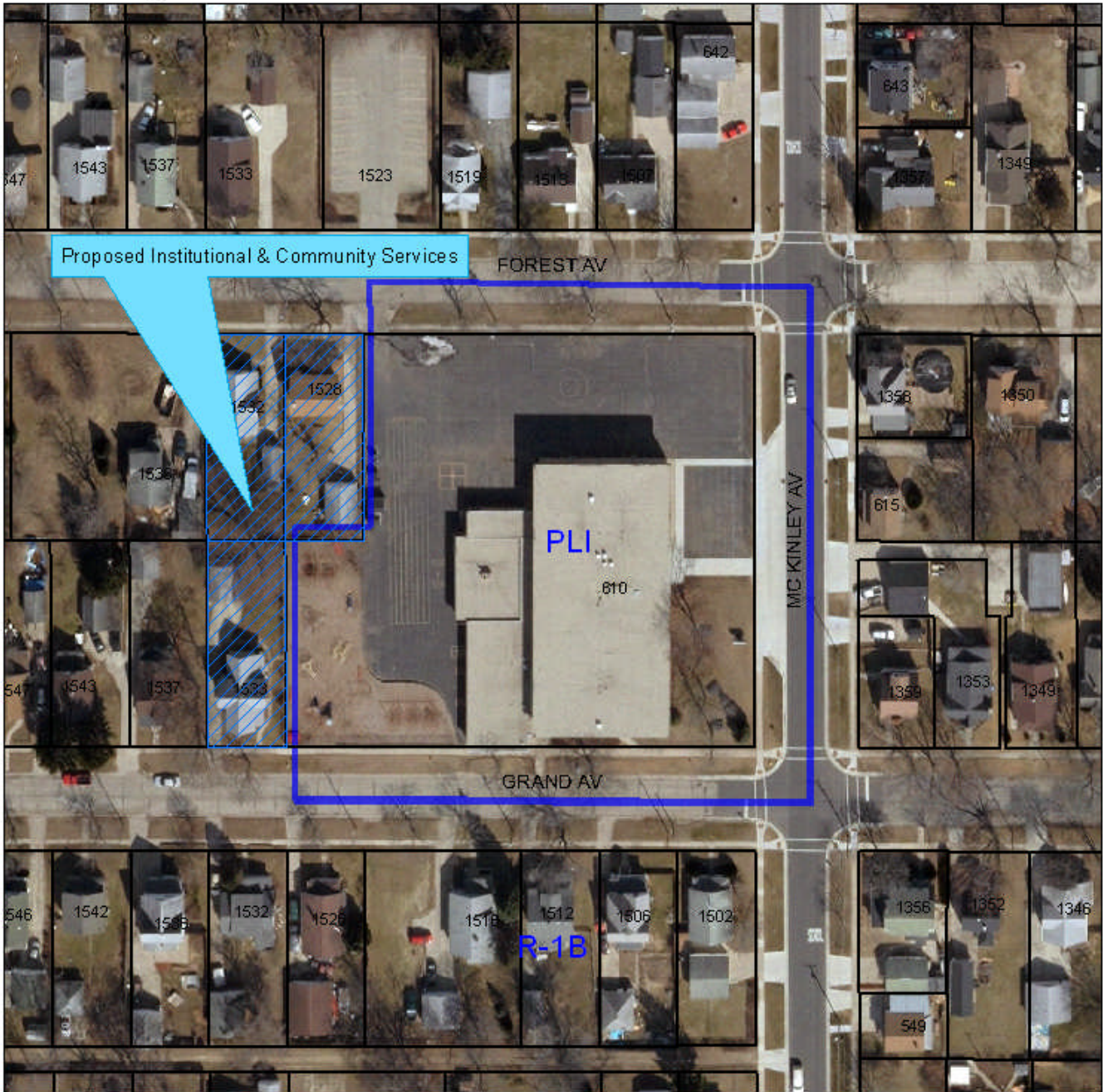
Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Future Land Use Map, Site Plan, Public Notice, Mailing List, and Resolution.

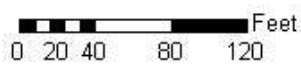
Location & Zoning Map

Gaston Expansion

RPB-2013-06



1 inch = 91 feet



Legend

- COB Parcels
- Zoning District

Map prepared by: Drew Pennington

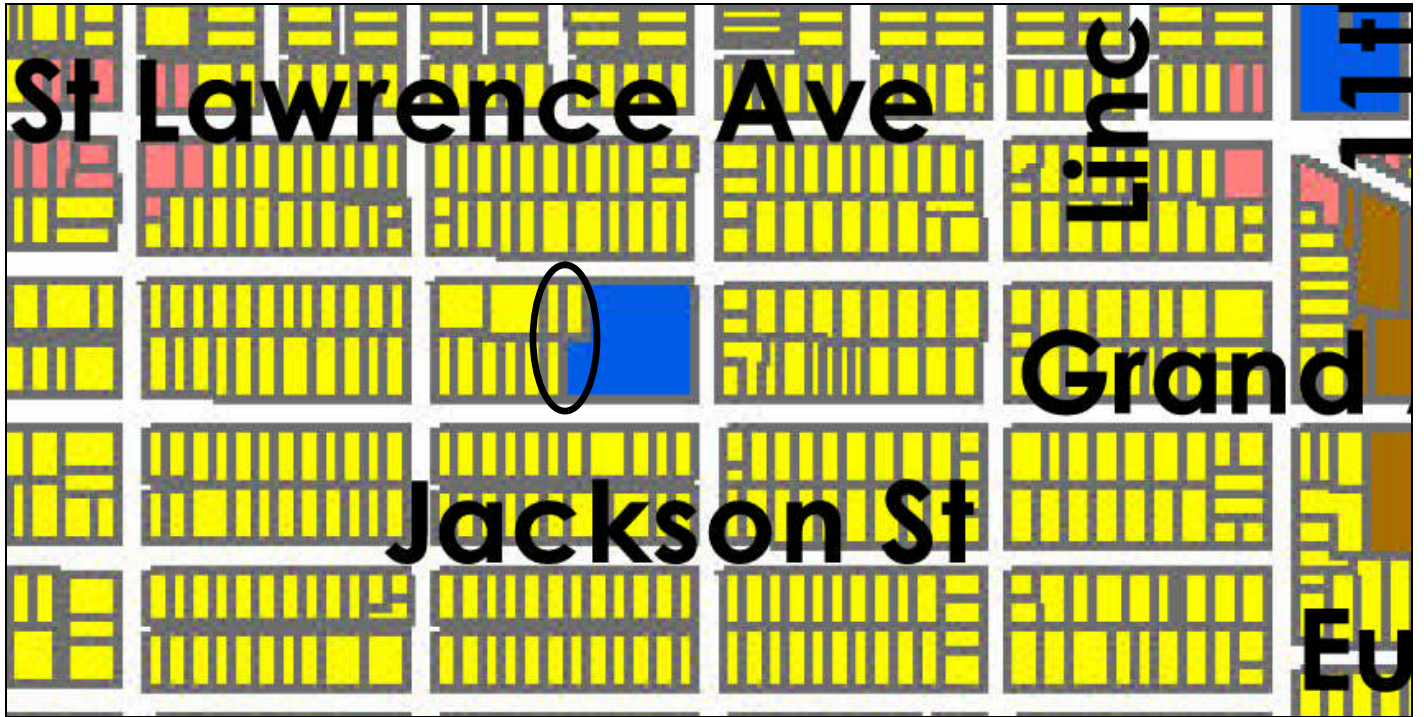
Date: February 2013

For: City of Beloit Planning & Building Services

Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

Map 10, Future Land Use (Subject Properties Are Circled)



Legend

- Municipal Boundaries
- City of Beloit/Town of Turtle Boundary Adjustment Area
- Interstate Highway
- County Highways
- Existing Roads
- Potential Future Major Collector/Arterial Roads
- Railroads
- Surface Water

Future Land Use Categories

- Agricultural
- Single-Family Residential - Exurban
- Single-Family Residential - Urban
- Two-family/Townhouse Residential
- Mixed Residential
- Planned Neighborhood*
- Office
- Planned Mixed Use
- Neighborhood Commercial
- Community Commercial
- Downtown
- Business Park
- General Industrial
- Institutional & Community Services
- Environmental Corridor
- Parks and Open Spaces
- Long Range Urban Growth Area
- Right-of-Way

**Planned Neighborhood* should include a mix of the following:
 1. Single-Family - Urban (predominate land use)
 2. Two-family/Townhouse
 3. Mixed Residential
 4. Institutional and Community Services
 5. Office
 6. Neighborhood Commercial
 7. Parks and Open Space

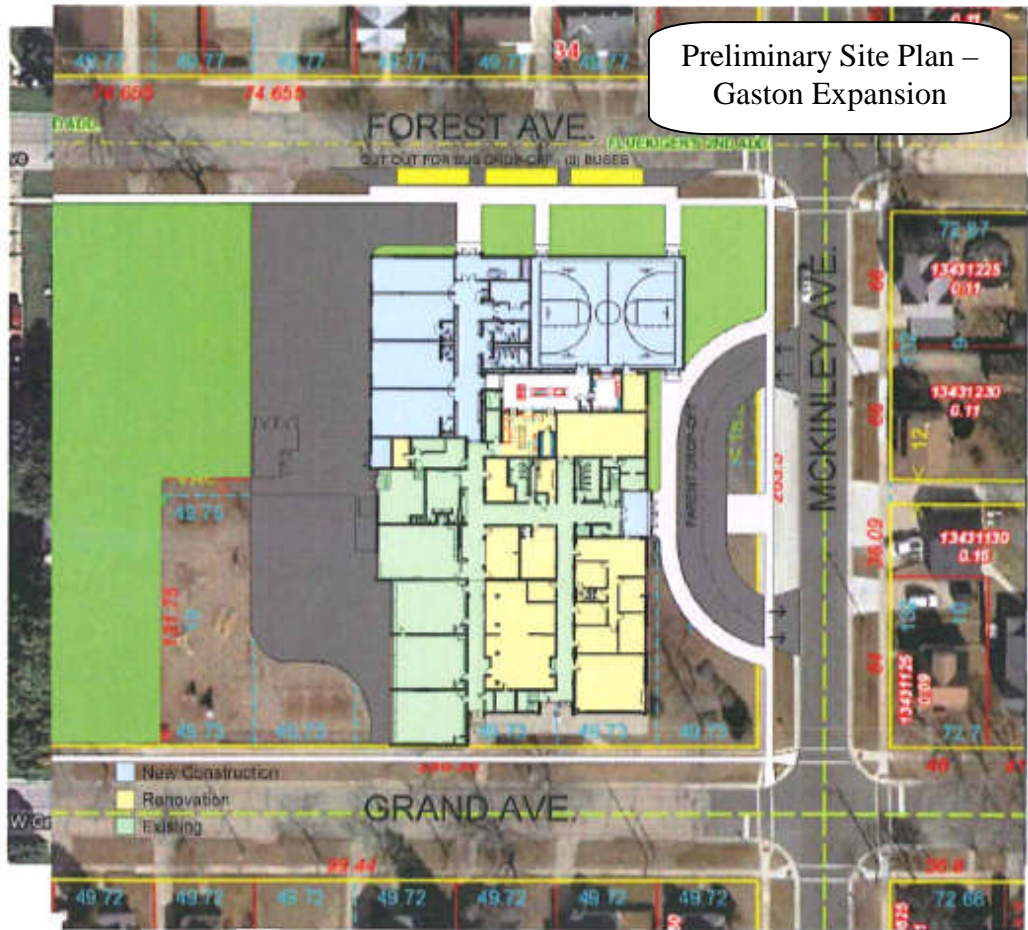
0 0.25 0.5 1 Miles

Date: March 17, 2008
 Source: City of Beloit, Rock County

City of Beloit
 Comprehensive Plan

Map 10:
 Future Land Use

Preliminary Site Plan –
Gaston Expansion



Site Plan (4 Track Option)

Scale 1" = 50'-0"



NOTICE TO THE PUBLIC

February 20, 2013

To Whom It May Concern:

The School District of Beloit has submitted an application requesting the following amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue – From Single-Family Residential – Urban to Institutional & Community Services.

Information regarding the location, zoning, and land use of these properties is available for public review in the Planning & Building Services Division on the third floor of City Hall, 100 State Street.

The following public meetings will be held regarding the proposed amendments:

City Plan Commission: Wednesday, March 6, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council (Public Hearing): Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE MEETINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Drew Pennington in the Planning & Building Services Division at (608) 364-6711 or penningtond@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

Karry DeVault, Clerk
Town of Beloit
2871 S. Afton Rd.,
Beloit 53511

Frank Management Inc.
2501 Morse Street
Janesville, WI 53545

Janelle Marotz
School District of Beloit
1633 Keeler Avenue
Beloit, WI 53511

Deb Bennett, Clerk
Town of Turtle
6916 S. County Rd. J.
Beloit, WI 53511

Paul Benjamin
Rock County Planning
Rock County Courthouse, Room 266
51 South Main Street,
Janesville, WI 53545

Dr. Dennis McCarthy
Beloit-Turner School District
1237 Inman Parkway
Beloit, WI 53511

City Clerk
City of South Beloit
519 Blackhawk Blvd. Suite 2
South Beloit, IL 61080

Dr. Pamela Kiefert, Superintendent
Clinton Community School District
112 Milwaukee Road
Clinton, WI 53525

Kristi Howe
Beloit Public Library
605 Eclipse Boulevard
Beloit, WI 53511

Peter Herreid, Grant Administrator
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53702-0001

Brad Austin
Corporate Contractors Inc.
655 3rd Street, Suite 300
Beloit, WI 53511

**RESOLUTION
RECOMMENDING APPROVAL OF AMENDMENTS TO THE
CITY OF БЕЛОIT COMPREHENSIVE PLAN**

WHEREAS, the Plan Commission of the City of Beloit recommended approval of the Comprehensive Plan of the City of Beloit (the Plan) on January 23, 2008, and the City Council of the City of Beloit approved an Ordinance adopting the Plan on March 17, 2008; and

WHEREAS, the Plan may be amended and changed in the years following adoption, particularly in instances where the Plan is becoming irrelevant or contradictory to emerging policies or trends, or does not provide specific advice or guidance on an emerging issue; and

WHEREAS, “Amendments” are generally defined as minor changes to the Plan’s maps or text; and

WHEREAS, the City Council of the City of Beloit approved a Resolution to Adopt a Process for Amending the City of Beloit Comprehensive Plan on February 1, 2010; and

WHEREAS, the approved process directs the Plan Commission to hold a public meeting on the proposed amendments, and following said public meeting, make a recommendation by Resolution to the City Council by majority vote of the entire Commission.

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Beloit, Rock County, Wisconsin, hereby recommends approval of the following amendments to the Future Land Use Map (Map 10) of the City of Beloit Comprehensive Plan:

1. 1528 & 1532 Forest Avenue and 1533 W. Grand Avenue – From Single-Family Residential – Urban to Institutional & Community Services.

Adopted this 6th day of March, 2013.

Charles Ramsden, Plan Commission Chairman

ATTEST:

Julie Christensen,
Community Development Director

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
ZONING DISTRICT MAP OF THE CITY OF БЕЛОIT**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Zoning District Map of the City of Beloit, mentioned in the Zoning Code, Chapter 19 of the Code of General Ordinances of the City of Beloit, is amended as follows:

The zoning district classification of the following described land, also known as 501 Prospect Street, is hereby changed from Public Lands and Institution District (PLI) to CBD-1, Central Business District-Core:

Lots 5 and 6 of Block 74 in the Original Plat of the City of Beloit, Rock County, Wisconsin. Containing 0.425 acres of land, more or less (also known as 501 Prospect Street, parcel number 13660050).

Section 2. This Ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, Council President

Attest:

Rebecca Houseman LeMire, City Clerk

Published this _____ day of April, 2013

Effective this _____ day of April, 2013

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the property located at 501 Prospect Street

Date: April 15, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

John Wittnebel has submitted a Zoning Map Amendment Application requesting a change in the zoning district classification of the property located at 501 Prospect Street from Public Land and Institution (PLI) District to CBD-1, Central Business District-Core.

Key Issues (maximum of 5):

- The City's Comprehensive Plan recommends Neighborhood Commercial (Downtown Future Land Use Map) for this property and the CBD, Central Business District zoning designation.
- Because the subject property is located within the College Park Historic District, the Landmarks Commission was notified of the proposed rezoning and drafted a statement of support, which is included in this report.
- Nearby property owners of the site were notified. Staff received no comments from the public regarding this request. However, Rodney Tapp, a representative of Scoville Center Apartments raised concern about limited public on-street parking in the area during the public hearing portion of the meeting. Mr. Tapp stated that Scoville has 54 parking stalls in its parking lot and sometimes have to rely upon the public on-street parking available around the perimeter of the property, especially when the parking lot is filled to capacity or when parking spaces are lost due to snow. Essentially, he wanted to make sure that on-street parking would be available for Scoville's residents when the applicant hosts an event.
- Mr. Wittnebel addressed the Plan Commission and stated that there are 395 on-street parking spaces available within five blocks of the property. He also stated that traffic would be generated only when there is an event being hosted at the property. Moreover, Mr. Wittnebel stated that events will be booked months in advance, which will allow time to communicate, coordinate, and cooperate on parking issues with neighbors.
- Properties that are zoned CBD are exempt from the off-street parking requirements. In addition, the district is intended to preserve and enhance downtown Beloit's role as a pedestrian-oriented area, with a mix of commercial uses.
- Approval of this request will allow the applicant to establish commercial uses on the subject property at 515 Prospect Street.
- The Plan Commission reviewed this item on April 3, 2013 and voted unanimously (6-0) to recommend approval of the Zoning Map Amendment

Consistency with Comprehensive Plan and Strategic Plan:

- The Comprehensive Plan designates the subject properties future land use as appropriate for "community commercial" uses, with a recommended zoning classification of C-3, Community Commercial District.
- Consideration of this request supports Strategic Goal #4.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** – The preservation and enhancement of historic structures reduces dependence upon fossil fuels by capitalizing on the embodied energy that is present in these structures. Our historic districts are compact, walkable neighborhoods that were developed when walking was a primary mode of travel.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Action required/Recommendation:

- City Council consideration and 1st and 2nd reading of the proposed Ordinance

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance, Landmarks Commission Statement of Support, and Staff Report to the Plan Commission

March 30, 2013

Dear Beloit Plan Commission:

We, the members of the Beloit Landmarks Commission, following extended conversation and consideration of the adaptive reuse of the former First Presbyterian Church, unanimously support the initiative for "The Castle" project.

We wholeheartedly support the initiative for the following reasons:

1. **Good use for building:** As a body of volunteers tasked with striving to maintain and encourage sensitive ongoing preservation of Beloit's built heritage the proposal for "The Castle" maintains the character of the building and streetscape of the neighborhood.
2. **Good use for neighborhood:** Further, the Landmarks Commission considers this proposal in light of overall impact on what contributes-to or detracts-from the historic districts in terms of neighborhood integrity and viability, property values and more beyond the bricks-n-mortar of the structure. We see "The Castle" proposal as holding strong potential benefit to the adjoining residential, "College Park" historic district not to mention the community as a whole.
3. **Future Outcome:** We recognize that the proposal represents perhaps the single best possible future use for the property. At the time of auction, the only other bidder was interested in the property for salvage rights. Gutting the property for salvage is something the Landmarks Commission could not prevent as interiors are outside the purview of the commission. Such an action would likely spell eventual demolition if at some point a prospective developer were willing to spend the huge sums needed for demolishing such large buildings. Demolition would need to come before the Landmarks Commission. Until such time the abandoned building would be a significant, empty, deteriorating detriment to the neighborhood. We are not hopeful that a future congregation is out there now or in the future, that would be willing to assume the responsibility for such a large structure.
4. **Good for neighborhood residents:** Some of us, as neighborhood residents who make our home within the same College Park Historic District and/or within walking distance of the proposed adaptive reuse support this as a positive contributor to our neighborhood.
5. **Neighborhood Support:** Granted, while we do not have a signed petition, neither have we canvassed the neighborhood, the seven of us, the full commission having talked about this project with our neighbors in anecdotal fashion have met with only positive, hopeful and at minimum neutral opinions about the project.
6. **Conditional Use Permits are Reversible:** We are hopeful for the project given a range of challenges facing the owners. We wish them great success. Our understanding is that in spite of zoning changes if the project proves unsuccessful conditional use permits such as liquor licenses or other can or will expire, be rescinded or may be otherwise changed.
7. **The Wittnebels:** The project sponsors are involved community members: Perhaps impolitic but we are encouraged that the developers have a proven history of positive community involvement. They are a known quantity and their efforts in the community elsewhere are numerous spanning years of involvement. Frankly, if this proposal was a first-time effort in our community presented by an out-of-town developer with no prior knowledge or experience in our community or "skin in the game" we would be less trusting. The Wittnebels have demonstrated their investment in the community we share together.

Some of us beyond commission members and as neighborhood residents who live here, who's children use Horace White Park, who walk, ride and jog past the old First Presbyterian Church on our way to and from downtown for Farmers Market and any number of other downtown activities, we support the adaptive reuse as

proposed for "The Castle." We personally look forward to attending events held at "The Castle."

Respectfully,

Rick McGrath - Chair

Sandra Williams - Vice Chair

Steve Vollmer

Donna Johnson

Ellen Joyce

Ruth Vater

Lynette Johnson

Charles Haynes - City Council Liaison

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: April 3, 2013

Agenda Item: 5

File Number: ZMA-2013-04

Applicant: John Wittnebel

Owner: Hourglass Media, LLC.

Location: 501 Prospect Street

Existing Zoning: Public Lands and
Institution District (PLI)

Existing Land Use: Vacant Church

Parcel Size: 0.43 Acres

Request Overview/Background Information:

John Wittnebel has submitted a Zoning Map Amendment Application requesting a change in the zoning district classification of the property located at 501 Prospect Street from PLI, Public Lands and Institution District, to CBD-1, Central Business District-Core. The applicant has proposed to establish a mix of commercial uses permitted by right within the CBD-1 District, and community service uses require a Conditional Use Permit, if the request to rezone is granted.

The attached **Location and Zoning Map** shows the location of this property. The adjacent zoning and land uses are as follows:

North: PLI, Public Lands and Institutions District; Rasey House (Daughters of the Revolution)
South: CBD-1, Central Business District-Core; Office Building (AT&T)
East: PLI, Public Lands and Institutions District; Church (First Baptist Church)
West: R-4, Moderate-Density Multifamily Residential District; High-rise Apartments (Scoville Center)

Key Issues:

- On March 4, 2013, the City Council approved the applicant's request to change the future land use of the subject property from Institutional and Community Services to Neighborhood Commercial on the Downtown Future Land Use Map (Map 9) of the City's Comprehensive Plan.
- The City's Comprehensive Plan recommends CBD, Central Business District as the appropriate zoning classification for Downtown future land use category.
- If the Zoning Map Amendment request is granted, the applicant intends to engage in or lease space to businesses that operate *Personal Service, Sales, and/or Entertainment-Oriented Retail Sales & Service* uses (e.g. café, performance art center, event hosting, liquor sales associated with event hosting, gift shop, etc.). These proposed uses are permitted by right within the CBD-1, Central Business District-Core.
- In addition to the proposed retail uses, the applicant intends to locate a nonprofit organization (The Youth Unite) in the building. Nonprofit organizations are classified as a "community service" use and require a Conditional Use Permit in the CBD-1 District. Under the existing PLI District, the applicant would be able to establish the community service use by right, however, the proposed commercial uses would not be allowed.
- A Conditional Use Permit for the proposed community service use is also being reviewed with the Zoning Map Amendment request.
- The subject property is located within the College Park Historic District, which requires that the Landmarks Commission be notified of any land use proposals affecting a historic property and allowed an opportunity to draft a written or oral statement in support or protest of the proposal, which should be considered by the Plan Commission (Section 32.15(4) of the Historic Preservation Ordinance).
- The applicant presented his proposal before the Landmarks Commission at its regularly scheduled meeting on Tuesday, March 19, 2013. At the conclusion of the presentation, the Landmarks Commission discussed the proposal and voiced their **support** for the reuse of the historic building. Essentially, the Landmarks Commission felt that the proposed uses would positively contribute to the College Park Historic District and surrounding neighborhood, and bridge the gap between Downtown Beloit and Beloit College. The Landmarks Commission supports the social and community functions that would occur in this historic building if it were allowed to be rezoned.
- Staff sent the attached Public Notice to nearby property owners of the site. The Planning Division did not receive any comments from property owners or the public concerning this Zoning Map Amendment.
- Findings of Fact

Based on Section 2-304 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:

- a. *The existing use of property within the general area of the subject property;*

- A number of land uses that are residential, institutional, and commercial surround the subject property. The land uses to the North of the subject property are the Beloit College and the Rasey House. The land use to the East of the subject property is a church. The land use to the South of the subject properties is an office. The land use to the West of the subject properties is a high-rise apartment complex.
 - This request amounts to a small expansion of the CBD-1 District, which will preserve the historic building by allowing it to be reused. Liquor sales is a permitted use within the CBD-1 District, however, the applicant must seek the approval of City Council before the sale of liquor may occur on the subject property.
- b. *The zoning classification of property within the general area of the subject property;*
- The subject property is adjacent to three different zoning districts. The three distinct zoning districts accommodate residential, institutional, and commercial uses. Adjacent to the **northern boundary** of the property is the PLI, Public Land and Institutions District. Adjacent to the **eastern boundary** of the property is the PLI, Public Land and Institutions District. Adjacent to the **southern boundary** of the property is the CBD-1, Central Business District-Core. Adjacent to the **western boundary** of the property is the R-4, Moderate-Density Multifamily Residential District.
- c. *The suitability of the subject property for the uses permitted under the existing zoning classification; and*
- While the property is suitable for public and nonprofit uses under the existing zoning classification of the PLI Districts, this district limits the capacity of the property to be fully repurposed as envisioned by the applicant. The proposed rezoning of the property to CBD-1 would provide an opportunity for the applicant to establish commercial retail uses, which would be beneficial to the surrounding area and the College Park Historic District.
 - Moreover, as mentioned above, the applicant desires the flexibility to engage in or lease space to businesses that operate Personal Service, Sales, and/or Entertainment-Oriented Retail Sales & Service uses (e.g. café, performance art center, event hosting, liquor sales associated with event hosting, gift shop, etc.) These uses are prohibited in the PLI District but permitted by right in the CBD-1 District.
- d. *The trend of development and zoning map amendments in the general area of the subject property.*
- No property within the general area of the subject property has been rezoned in the past decade.

Consistency with Comprehensive Plan and Strategic Plan:

- The Comprehensive Plan designates the subject property as appropriate for Neighborhood Commercial Uses with a recommended zoning classification of CBD-1, Central Business District-Core.
- Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – The preservation and enhancement of historic structures reduces dependence upon fossil fuels by capitalizing on the embodied energy that is present in these structures. Our historic districts are compact, walkable neighborhoods that were developed when walking was a primary mode of travel.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

Based on the above Findings of Facts and the Comprehensive Plan, the Planning and Building Services Division recommends **approval** of a Zoning Map Amendment to change the zoning district classification from PLI, Public Lands and Institution District to CBD-1, Central Business District-Core, for the property located at 501 Prospect Street.

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Historical Survey of Property, Application, Public Notice, and Mailing List.

Location & Zoning Map

501 Prospect Street

ZMA-2013-04




1 inch = 128 feet
 0 25 50 100 150 Feet

| Legend | |
|--------|-----------------|
| | COB Parcels |
| | Zoning District |

Map prepared by: Michael D. Lofton II
 Date: March 2013
 For: City of Beloit Planning & Building
 Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

| INTENSIVE SURVEY FORM | | Historic Preservation Division | | State Historical Society of Wisconsin | |
|--|---|---|-----------------|--|------|
| 1 City, Village or Town: BELOIT | | County: ROCK | | Surveyor: Richard P. Hartung | |
| Street Address: 501 Prospect | | Legal Description: | | Date: July, 1981 | |
| Current Name & Use: First Presbyterian Church | | Current Owner: | | Acreage: | |
| Film Roll No. RO-118 |  | Current Owner's Address: | | Special Features Not Visible In Photographs: | |
| Negative No. 11 | | Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| Facade Orient. W | | | | | |
| | | | | | |
| 2 Original Name & Use: | | Source | Previous Owners | Dates | Uses |
| Dates of Construction/Alteration 1905-1906 | | Source B | | | |
| Architect and/or Builder: | | Source | | | |
| 3 Architectural Significance <input type="radio"/> Represents work of a master <input type="radio"/> Possesses high artistic values <input type="radio"/> Represents a type, period, or method of construction <input type="radio"/> Is a visual landmark in the area <input checked="" type="radio"/> Other: None | | 4 Historical Significance <input type="radio"/> Assoc. with lives of significant persons <input type="radio"/> Assoc. with significant historical events <input type="radio"/> Assoc. with development of a locality <input type="radio"/> Other: <input checked="" type="radio"/> None | | Section | |
| Architectural Statement: Gothic Revival church of beige Roman brick and stone detailing. Square crenelated tower at southwest corner, Gothic arched windows. | | Historical Statement: The congregation of First Presbyterian Church was formed in 1849. Many of the first pioneers in Beloit were Presbyterians and they initially worshipped with the Congregationalists. However, the two denominations separated by 1849 because of a number of differences, the most important being the slavery issue. The Presbyterians were sympathetic to the abolitionists and desired the freedom to discuss the issue freely in their church. The cornerstone for their present (over) | | Map Name Near East Side Historic District | |
| 5 Sources of Information (Reference to Above) A Book of Beloit, 1936, pp. 110-111 B History of Rock County, Volume I, 1908, pp. 270-271 C D E F | | 6 Representation in Previous Surveys <input type="radio"/> HABS <input type="radio"/> NAER <input checked="" type="radio"/> WHIP <input type="radio"/> NRHP <input type="radio"/> landmark <input type="radio"/> other: | | 7 Condition <input checked="" type="radio"/> excellent <input type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins | |
| | | 8 District: Near East Side Historic Dist. <input type="radio"/> pivotal <input checked="" type="radio"/> contributing <input type="radio"/> non-contributing Initials: _____ date: _____ | | Map Code NES 118/11 | |
| | | 9 Opinion of National Register Eligibility <input checked="" type="radio"/> eligible <input type="radio"/> not eligible <input type="radio"/> unknown <input type="radio"/> national <input type="radio"/> state <input type="radio"/> local initials: R | | | |

HP-02-17

Historical Statement (Continued)

church was laid in 1905 and the church was dedicated in 1906. (A, B)

501 Prospect

South



Southwest



WVst



July, 1991

south-
east



north-
west



CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: ZMA-2013-04

1. Address of subject property: 501 PROSPECT ST, BELOIT WI 53511

2. Legal description: Lot: 516 Block: 74 Subdivision: CITY OF BELOIT

(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: 133 feet by 138 feet = 18,354 square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 13660050

4. Owner of record: HOURGLASS MEDIA, LLC Phone: 608 346-3249

10320 W. COUNTY RD K, BELOIT WI 53511

(Address)

(City)

(State)

(Zip)

5. Applicant's Name: HOURGLASS MEDIA, LLC BY JOHN WITNEREL, MEMBER

10320 W. COUNTY RD K, BELOIT WI 53511

(Address)

(City)

(State)

(Zip)

608 346-3249

(Office Phone #)

1608 346-3114

(Cell Phone #)

1JLWITZ2@GMAIL.COM

(E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: PL1 to: CBD 1

All existing uses on this property are: CHURCH FACILITY NOW

VACANT

7. All the proposed uses for this property are:

Principal use(s): PERFORMING ARTS CENTER & EVENTS

HOSTING

Secondary use(s): RESTAURANT, CATERING, LIQUOR SALES

OFFICE RENTAL, RETAIL, THEATER

Accessory use(s): RESIDENCE, EDUCATIONAL, MUSEUM

NON-PROFIT GROUP EVENTS

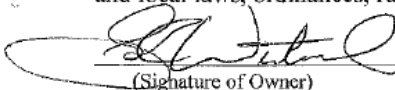
8. I/we represent that I/we have a vested interest in this property in the following manner:
- Owner
 - Leasehold, Length of lease: _____
 - Contractual, Nature of contract: _____
 - Other, explain: _____

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): JOHN WITTEBEL Phone: 608 346-3249
10320 W. COUNTY RD K BELOIT WI 53511
(Address) (City) (State) (Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

 JOHN WITTEBEL, MEMBER
1 HOURGLASS MEDIA, LLC / 3-6-13
(Signature of Owner) (Print name) (Date)

(Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

| To be completed by Planning Staff | |
|--|---|
| Filing Fee: \$275.00 | Amount Paid: <u>\$275.00</u> Meeting Date: <u>April 3, 2013</u> |
| Number of notices: <u>9</u> | x mailing cost (\$0.50) = cost of mailing notices: <u>\$ 4.50</u> |
| Application accepted by: <u>Michael D. Lofton IP</u> | Date: <u>March 6, 2013</u> |
| Date Notice Published: _____ | Date Notice Mailed: _____ |



NOTICE TO THE PUBLIC

March 22, 2013

To Whom It May Concern:

John Wittnebel has submitted a Zoning Map Amendment Application requesting a change in the zoning district classification from Public Land and Institutions District (PLI) to CBD-1, Central Business District-Core for the property located at:

501 Prospect Street

The applicant desires to establish a number of commercial uses on the subject property that includes a performing arts center, events hosting, restaurant, office, and retail.

The following public hearings will be held regarding this application:

City Planning Commission: Wednesday, April 3, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Michael Lofton in the Planning and Building Services Division at (608) 364-6708 or loftonm@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

NORTHERN ILLINOIS INC FAMILY
SERVICES OF SOUTHERN
WISCONSIN AND
416 COLLEGE ST
BELOIT, WI 53511

GRAVITT HOLDINGS COMPANY LLC
424 PROSPECT ST
BELOIT, WI 535116335

AMERITECH - WISCONSIN
722 N BROADWAY FLOOR 5
MILWAUKEE, WI 532024303

KATHLEEN STEVENS
1740 GATEWAY BLVD #219
BELOIT, WI 53511

FIRST BAPTIST CHURCH
617 PUBLIC AVE
BELOIT, WI 535116340

SCOVILLE CENTER LLC
2 EAST MIFFLIN ST STE 401
MADISON, WI 53703

DAR RASEY HOUSE INC
4245 E CIRCLEWOOD DR
BELOIT, WI 53511

BELOIT COLLEGE BOARD OF
TRUSTEES
700 COLLEGE ST
BELOIT, WI 53511

RESOLUTION
AUTHORIZING A CONDITIONAL USE PERMIT TO ALLOW A COMMUNITY SERVICE USE IN
A CBD-1, CENTRAL BUSINESS DISTRICT-CORE,
FOR THE PROPERTY LOCATED AT 501 PROSPECT STREET

WHEREAS, the application of John Wittnebel for a Conditional Use Permit to allow a community service use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street, having been considered by the City Council of the City of Beloit, Wisconsin at a public hearing held for that purpose and due notice of said hearing having been given by publication as appears by the Proof of Publication on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Beloit, Rock County, Wisconsin does hereby grant a Conditional Use Permit to allow a community service use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street in the City of Beloit, for the following described premises:

Lots 5 and 6 of Block 74 in the Original Plat of the City of Beloit, Rock County,
Wisconsin. Containing 0.425 acres of land, more or less (also known as 501
Prospect Street, parcel number 13660050).

As a condition of granting the Conditional Use Permit, the City Council does hereby stipulate the following conditions and restrictions upon the Conditional Use, which are hereby deemed necessary for the public interest:

1. This Conditional Use Permit authorizes The Youth Unite organization to operate in the basement of the existing building on the property located at 501 Prospect Street.
2. Alcohol may not be sold on the premises while children are attending The Youth Unite events or programming.
3. The Plan Commission and City Council shall approve any major changes in the adopted conditions or use of the property by amending this Conditional Use Permit. The Planning and Building Services Director may approve minor changes administratively.

Adopted this 15th day of April 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Conditional Use Permit Application for the property located at 501 Prospect Street

Date: April 15, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

John Wittnebel has filed an application for a Conditional Use Permit to allow a community service use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street. A community service use is defined as a nonprofit providing a local service to the people of the community. A Zoning Map Amendment to rezone the property from PLI, Public Lands and Institutions District to CBD-1, Central Business District-Core is being reviewed along with this request.

Key Issues (maximum of 5):

- If the property is rezoned to CBD-1, Central Business District-Core, the applicant desires to operate a nonprofit organization from the property, known as You Unite, which is an anti-bullying organization dedicated to exposing local youth to a number of educational and performing arts opportunities in the City.
 - The organization would operate from the lower level (basement) of the property.
 - Community Services Uses are conditional in a CBD-1 zoning district.
 - Plan Commissioners were concerned about whether adequate barriers exist between the children participating in Youth Unite programs and the potential sale of liquor that is associated with event hosting. Mr. Wittnebel assured the commissioners that the organization would not be in operation when an event is hosted at the property. Moreover, the two uses would be physically separated because Youth Unite will be in the basement of building while liquor would be sold on the third floor of the building during an event. Mr. Wittnebel did acknowledge that he would first have to be approved for a Liquor License by City Council before he could sell alcohol during events.
 - Nearby property owners of the site were notified. Staff received no comments from the public regarding this request.
 - The Plan Commission reviewed this item on April 3, 2013 and voted unanimously (6-0) to recommend approval of the Conditional Use Permit, subject to three conditions.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels – N/A**
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
 - **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
 - **Meet the hierarchy of present and future human needs fairly and efficiently – N/A**
-

Action required/Recommendation:

- City Council consideration and action on the proposed Resolution
-

Fiscal Note/Budget Impact: N/A

Attachments: Resolution and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: April 3, 2013

Agenda Item: 6

File Number: CU-2013-04

Applicant: John Wittnebel

Owner: Hourglass Media, LLC

Location: 501 Prospect Street

Existing Zoning: PLI, Public Lands and Institutions District

Existing Land Use: Vacant Church

Parcel Size: 0.43 Acres

Request Overview/Background Information:

John Wittnebel has filed an application for a Conditional Use Permit to allow a community service use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street. A Zoning Map Amendment to rezone the property from PLI, Public Lands and Institutions District to CBD-1, Central Business District-Core is also being reviewed along with this request.

Key Issues:

- The applicant desires to operate The Youth Unite organization on the lower level (basement) of the historic building.
- The Youth Unite organization was formed in 2008 to combat school bullying. Its mission is to prevent bullying by teaching strategies to school aged children on how to handle difficult social pressures, while fostering positive self-esteem in school aged children, and creating safe places in the community. The organization accomplishes its mission by involving school aged children in the performing arts, music, and other educational programs. Routine seminars are held at local area schools which serve as a way of providing anti-bullying material to children and informing them of the programs offered by the organization.
- If the Conditional Use Permit is granted, the organization will have a permanent location to operate year-round and will offer its programs during special events held at the property. The summer months will be the most active for the organization because children are on summer vacation.
- Mr. Wittnebel intends to repurpose the historic building to establish a number of commercial uses such as a performing arts center, event hosting, restaurant, office rental, retail, and liquor sales that will be associated with event hosting. These commercial uses may be established if the property is rezoned to CBD-1, and the applicant may apply for a liquor license, which must be approved by the City Council. The Youth Unite organization will not hold business hours during any event hosting programs. An interior floor plan showing the location of each proposed use is attached to this report.
- The performing arts center and event hosting will be the principal use of the building while the community services use will be a secondary use.
- Section 19.8-102(a) of the Zoning Ordinance exempts properties zoned CBD from meeting the requirements for off-street parking. As shown in the attached site plan, there are ample public on-street parking spaces to accommodate traffic that may be generated by the community service use and the above-mentioned commercial uses.
- Because of the property's location within the College Park Historic District, the Landmarks Commission must be notified of any land use proposal affecting a historic property and allowed an opportunity to draft a written or oral statement in support or protest of the proposal, which should be considered by the Plan Commission (Section 32.15(4) of the Historic Preservation Ordinance).
- The Landmarks Commission met on Tuesday, March 19, 2013, and discussed the proposal and voiced their **support** for the proposed community service use proposed by Mr. Wittnebel.
- The City's Review Agents have reviewed this application and have not submitted any comments or concerns.
- The attached Public Notice was sent to eight (8) nearby property owners. As of this writing, staff has not received any comments or concerns.
- The attached **Location and Zoning Map** shows the location of the parcel involved in this application. The adjacent zoning and land uses are as follows:
 - North: PLI, Public Lands and Institutions District; Rasey House (Daughters of the Revolution)
 - South: CBD-1, Central Business District-Core; Office Building (AT&T)
 - East: PLI, Public Lands and Institutions District; Church (First Baptist Church)
 - West: R-4, Mod-Density Multifamily Residential District; High-rise Apartments (Scoville Center)
- The site plan and floor plan are attached to this report.
- **Findings of Fact**

Based on Section 2-504 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:

- a. *Whether the establishment, maintenance, or operation of the conditional use will be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;*
 - The proposed community services use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
- b. *Whether the conditional use will be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted;*
 - The proposed community service use will not be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted.
- c. *Whether the conditional use will substantially diminish or impair property values within the neighborhood of the subject property;*
 - The proposed community service use will not diminish or impair property values within the neighborhood, whereas a vacant structure could impair property values.
- d. *Whether the establishment of the conditional use will impede the normal and orderly development and improvement of the surrounding property;*
 - This area is fully developed.
- e. *Whether the exterior architectural design or site layout of the proposed conditional use is so dissimilar or otherwise incompatible with existing or proposed development in the immediate neighborhood that it will cause a depreciation in property values;*
 - The architectural design and site layout are compatible with the existing development in the immediate neighborhood and will not cause depreciation in property values.
- f. *Whether adequate utilities, access roads, drainage or other necessary facilities will be available to serve the proposed use at the time of its occupancy or use;*
 - Adequate facilities and infrastructure are available to serve the conditional use.
- g. *Whether adequate measures will be taken to minimize traffic congestion; and*
 - While the subject property does not have off-street parking, there is an ample amount of public on-street parking spaces within close proximity of the property that may be used to accommodate any traffic generated by the community service use.
- h. *Whether the conditional use will comply with all applicable regulations of the Zoning Ordinance.*
 - The conditional uses will comply with all other applicable regulations of the Zoning Ordinance.

Consistency with Comprehensive Plan and Strategic Plan:

- The Comprehensive Plan designates the subject property as appropriate for Neighborhood Commercial Uses with a recommended zoning classification of CBD-1, Central Business District-Core.
- Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability:

- **Reduce dependence upon fossil fuels** – The preservation and enhancement of historic structures reduces dependence upon fossil fuels by capitalizing on the embodied energy that is present in these structures. Our historic districts are compact, walkable neighborhoods that were developed when walking was a primary mode of travel.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – This is an urbanized site.
- **Meet the hierarchy of present and future human needs fairly and efficiently** – The overall redevelopment of this commercial property will have a positive impact on all stakeholders.

Staff Recommendation:

The Planning & Building Services Division recommends **approval** of a Conditional Use Permit to allow a community service use in a CBD-1, Central Business District-Core, for the property located at 501 Prospect Street., based on the above Findings of Fact and subject to the following conditions:

1. This Conditional Use Permit authorizes The Youth Unite organization to operate in the basement of the existing building on the property located at 501 Prospect Street.
2. Alcohol may not be sold on the premises while children are attending The Youth Unite events or programming.
3. The Plan Commission and City Council shall approve any major changes in the adopted conditions or use of the property by amending this Conditional Use Permit. The Planning and Building Services Director may approve minor changes administratively.

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Rendering & Photo, Application, Site Plan, Floor Plan, Public Notice, and Mailing List.

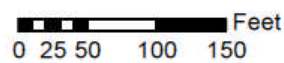
Location & Zoning Map

501 Prospect Street

CU-2013-04



1 inch = 128 feet

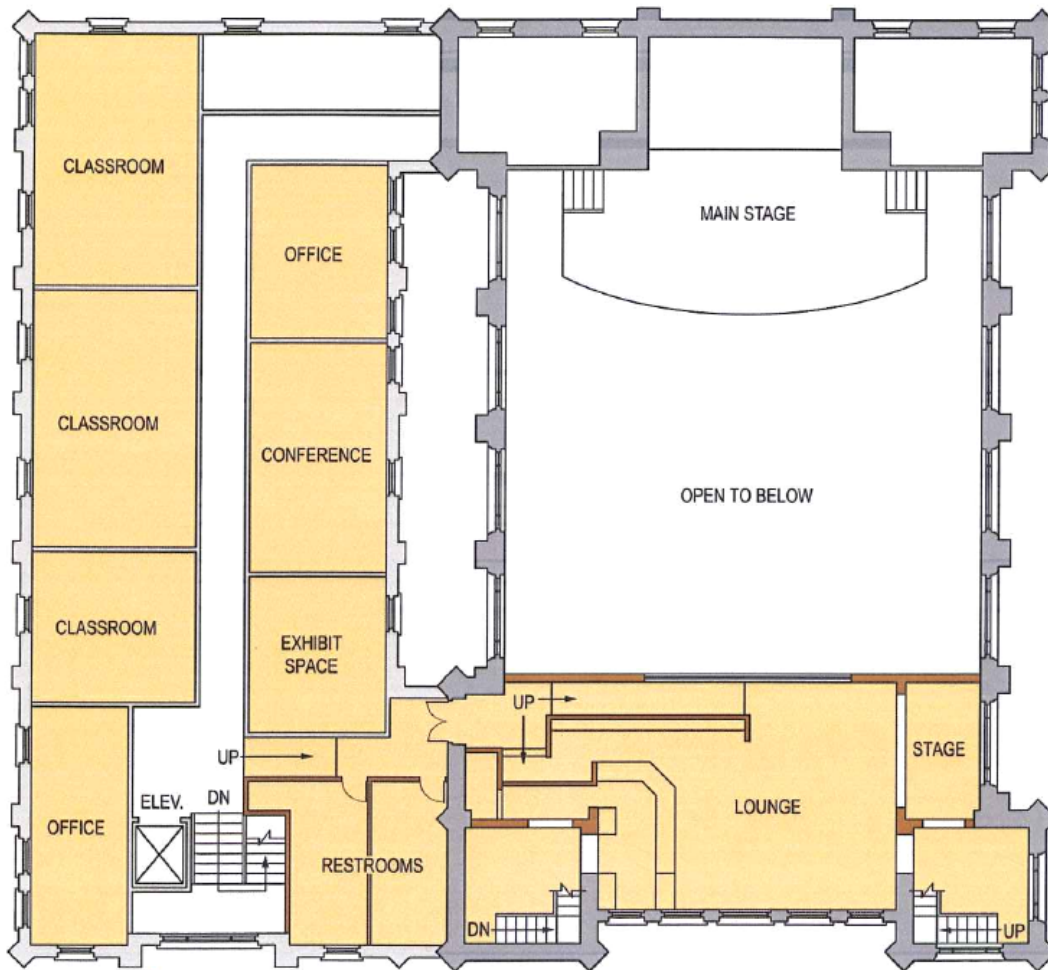


Legend

- COB Parcels
- Zoning District

Map prepared by: Michael D. Lofton II
 Date: March 2013
 For: City of Beloit Planning & Building
 Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

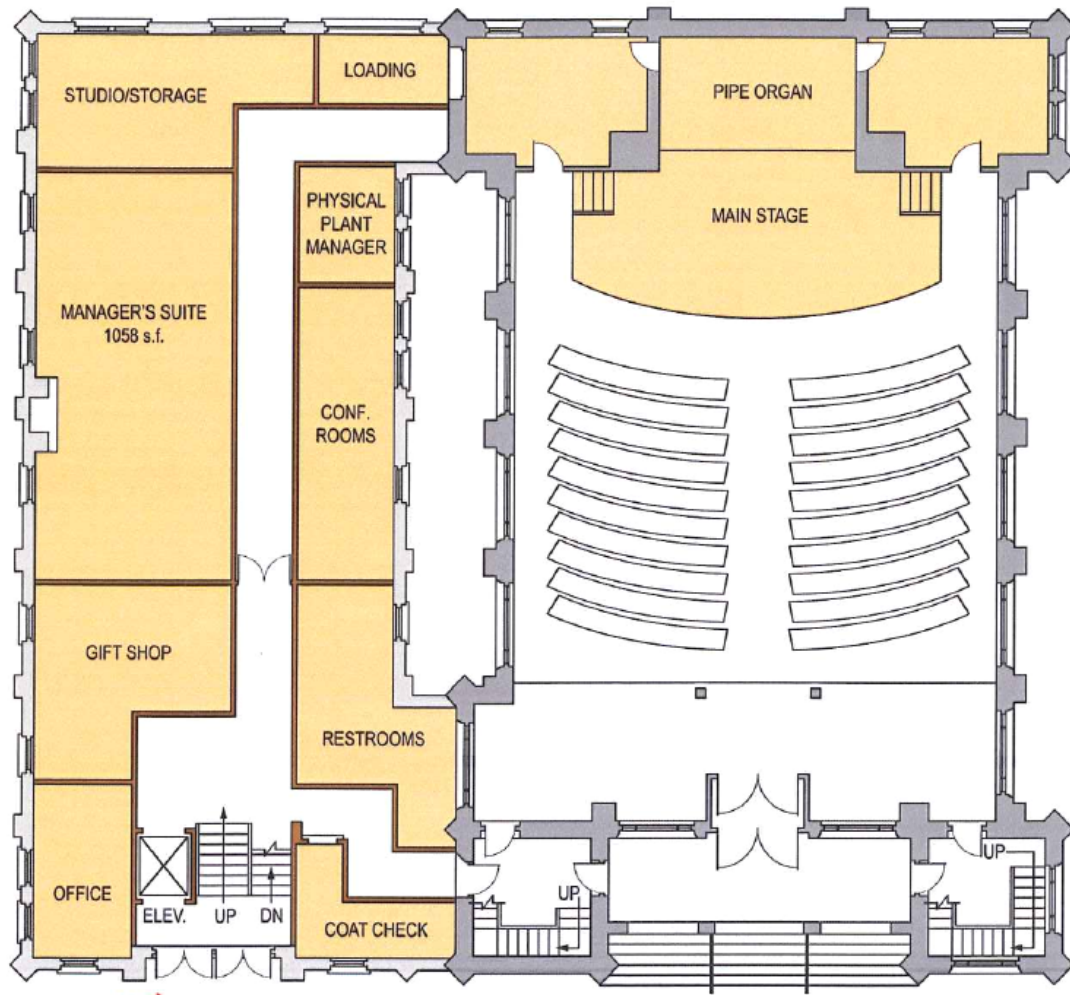


The Castle
at 501 prospect

0 10 ft
Scale



UPPER LEVEL PLAN

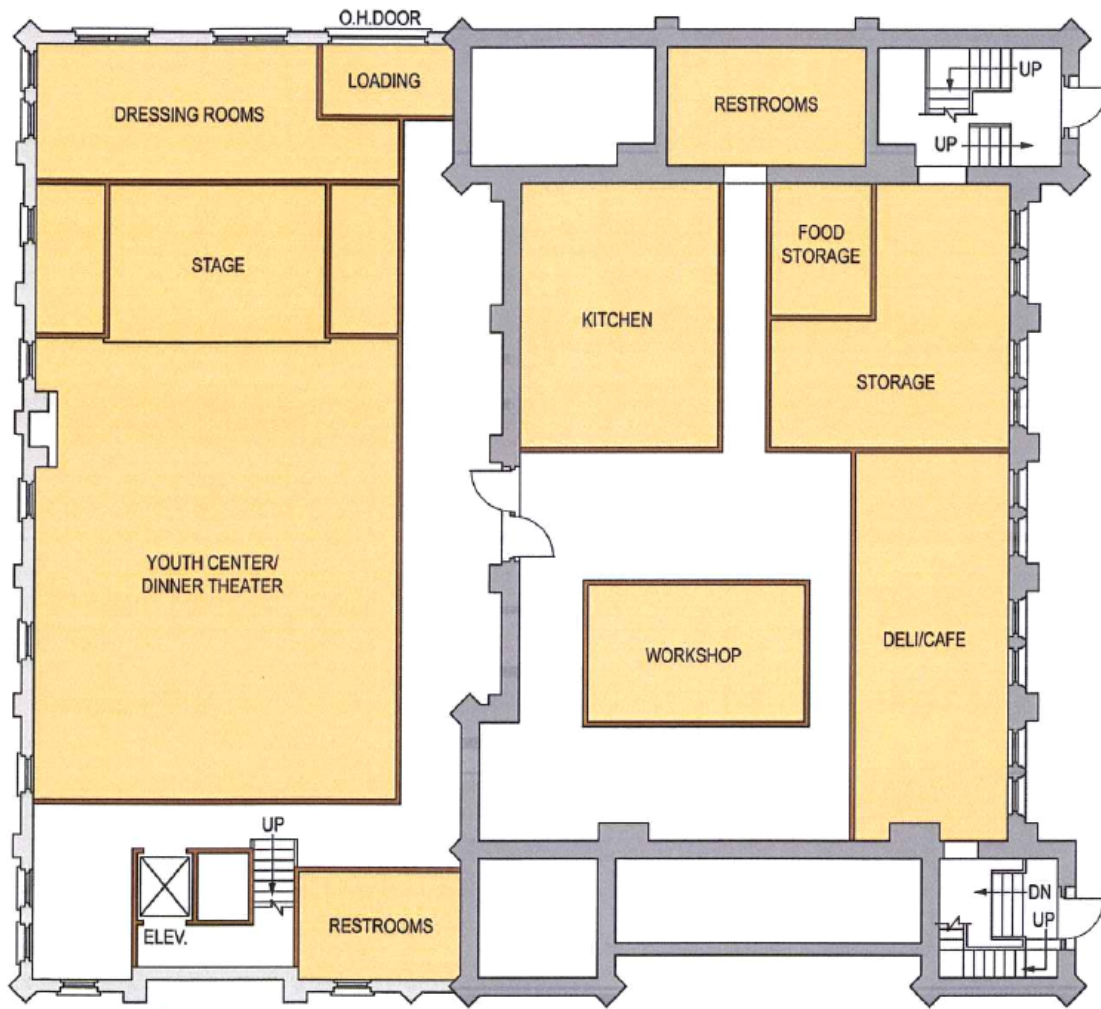


The Castle
at 501 Prospect

0 10 ft
Scale



MAIN LEVEL PLAN



The Castle
at 501 prospect

0 10 ft
Scale



LOWER LEVEL PLAN

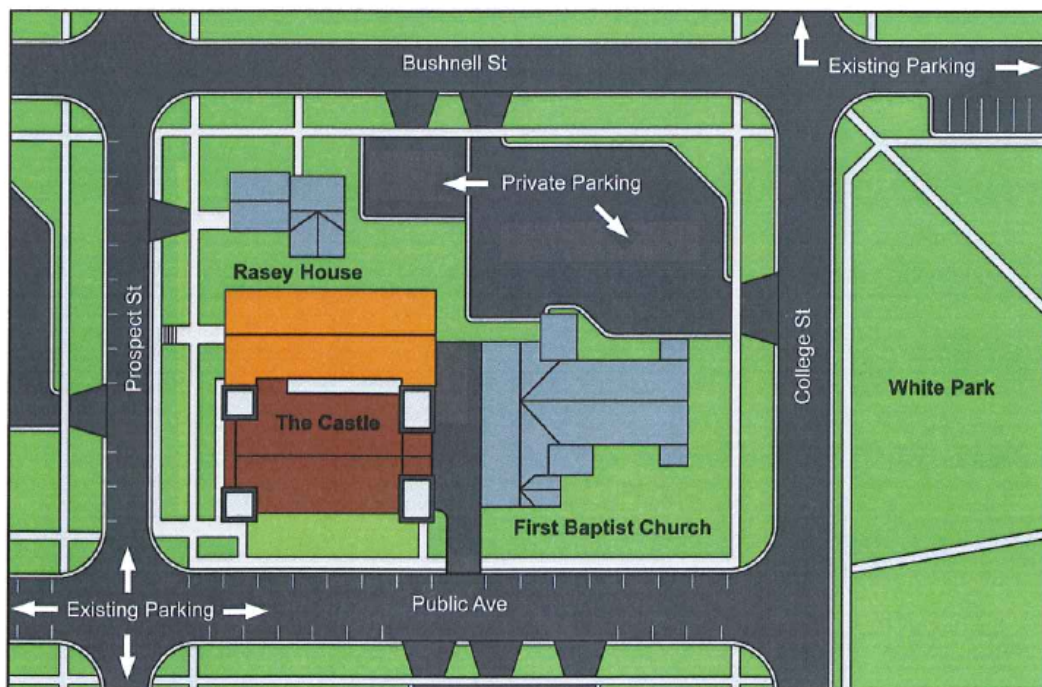


Public Spaces
Over 400 street parking spaces within 5 blocks

Private Parking Lot
(Not Included In Total)



SITE PLAN



The Castle
at 501 prospect



SITE PLAN

CITY of BELOIT

Planning and Building Services Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print)

File Number: CU-2013-04

1. Address of subject property: 501 PROSPECT ST, BELOIT WI 53511
2. Legal description: LOT 5 & 6 OF BLOCK 74, CIM OF BELOIT
If property has not been subdivided, attach a copy of the complete legal description from deed.
Property dimensions are: 133 feet by 138 feet = 18,354 square feet.
If more than two acres, give area in acres: _____ acres.
3. Tax Parcel Number(s): 13660050
4. Owner of record: HOURLASS MEDIA, LLC Phone: 608 346-3249
10320 W. COUNTY RD K, BELOIT WI 53511
(Address) (City) (State) (Zip)
5. Applicant's Name: HOURLASS MEDIA, LLC BY JOHN WITTNEBEL, MEMBER
10320 W. COUNTY RD. K BELOIT WI 53511
(Address) (City) (State) (Zip)
608 346-3249 / 608 346-3114 / J.WITT22@GMAIL.COM
(Office Phone #) (Cell Phone #) (E-mail Address)
6. All existing use(s) on this property are: CHURCH FACILITY NOW
VACANT
7. **THE FOLLOWING ACTION IS REQUESTED:**
A Conditional Use Permit for: NON-PROFIT COMMUNITY SERVICE
IN in a(n) CBD 1 Zoning District.
8. All the proposed use(s) for this property will be:
Principal use: PERFORMING ARTS CENTER & EVENTS
HOSTING
Secondary use: RESTAURANT, CATERING, LIQUOR SALES
OFFICE RENTAL, RETAIL, THEATER
Accessory use: RESIDENCE, EDUCATIONAL, MUSEUM
NON-PROFIT GROUP EVENTS

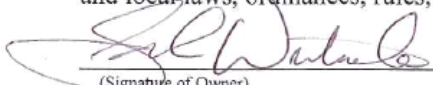
9. Project timetable: Start date: APRIL 2013 Completion date: ONGOING

10. I/We) represent that I/we have a vested interest in this property in the following manner:

- Owner
 Leasehold, length of lease: _____
 Contractual, nature of contract: _____
 Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

 / JOHN WITTEBEL, MEMBER
 (Signature of Owner) / HOURLASS MEDIA, LLC / 3-6-13
 (Print name) (Date)

_____/_____/_____
 (Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff

Filing fee: **\$275.00** Amount paid: \$275.00 Meeting date: April 3, 2013
 No. of notices: 9 x mailing cost (\$0.50) = cost of mailing notices: \$ 4.50
 Application accepted by: Michael D. Loffow II Date: March 6, 2013



NOTICE TO THE PUBLIC

March 22, 2013

To Whom It May Concern:

John Wittnebel has filed an application for a Conditional Use Permit to allow a community services use in a CBD-1, Central Business District-Core, for the property located at:

501 Prospect Street.

The applicant intends to operate a non-profit organization at the subject property, known as Youth Unite, which is dedicated to exposing local youth to a number of educational opportunities. If the requested Conditional Use Permit is granted, the organization will be located on the lower level (basement) of the historic building. It should be mentioned that the applicant has also filed a Zoning Map Amendment to rezone the property from PLI, Public Lands and Institutions District to CBD-1, Central Business District-Core.

The following public hearings will be held regarding this proposed Conditional Use Permit:

City Plan Commission: Wednesday, April 3, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, April 15, 2013, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Michael Lofton in the Planning & Building Services Division at (608) 364-6708 or loftonm@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

NORTHERN ILLINOIS INC FAMILY
SERVICES OF SOUTHERN
WISCONSIN AND
416 COLLEGE ST
BELOIT, WI 53511

GRAVITT HOLDINGS COMPANY LLC
424 PROSPECT ST
BELOIT, WI 535116335

AMERITECH - WISCONSIN
722 N BROADWAY FLOOR 5
MILWAUKEE, WI 532024303

KATHLEEN STEVENS
1740 GATEWAY BLVD #219
BELOIT, WI 53511

FIRST BAPTIST CHURCH
617 PUBLIC AVE
BELOIT, WI 535116340

SCOVILLE CENTER LLC
2 EAST MIFFLIN ST STE 401
MADISON, WI 53703

DAR RASEY HOUSE INC
4245 E CIRCLEWOOD DR
BELOIT, WI 53511

BELOIT COLLEGE BOARD OF
TRUSTEES
700 COLLEGE ST
BELOIT, WI 53511



PROCEEDINGS OF THE BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
Monday, April 1, 2013

Presiding: Charles M. Haynes
Present: Sheila De Forest, Chuck Kincaid, David F. Luebke, Kevin D. Leavy, Mark Spreitzer, and James E. Van De Bogart
Absent: None

1. The meeting was called to order at 7:05 p.m. in the Forum at Beloit City Hall.
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Vice-President Mark Spreitzer presented a Proclamation in Recognition of **Fair Housing Month** to Ricardo Valdez, Chairman of the City of Beloit's Equal Opportunities & Human Relations Commission (EOHRC). Mr. Valdez discussed the mission of the EOHRC, and he explained that there will be a statewide poster contest for children. He said the posters have been created by the children at the Merrill Community Center and will be posted at City Hall until April 12th when a winner will be chosen. File 7148
 - b. City Manager Larry Arft and Councilor Spreitzer presented the **Green City Award** from the Residential Recycling Conference to Operations Director Chris Walsh and Public Works Sustainability and Safety Coordinator Jodine Saunders. Mr. Arft explained that this national award for our populated category is based on the promotion of the City's long-standing recycling program in the community and to the youth. Ms. Walsh thanked all of the staff who made the award possible through their dedication and enthusiasm. Ms. Saunders reminded the Council and the public that the City offers an electronics recycling drop-off on Saturdays and will begin to collect batteries and cell phones starting April 13th.
 - c. Mr. Arft and Councilor Spreitzer presented the **Wisconsin Department of Transportation Award** for the Ken Hendricks Memorial Bridge Design and Construction to City Engineer Mike Flesch. Mr. Flesch accepted the award on behalf of everyone involved in the vision, design, and construction of the project including the Department of Transportation, the City of Beloit staff, Beloit 20/20, and the Schreiber-Anderson Design Group.
4. PUBLIC HEARINGS
 - a. Community Development Director Julie Christensen presented a proposed resolution authorizing a **Conditional Use Permit** to allow a limited Vehicle Service Use (gas station) and indoor alcohol sales in a C-2, Neighborhood Commercial District, for the property located 2240 Cranston Road, for a proposed Casey's General Store. It was noted that the Plan Commission recommended denial 4-0. Ms. Christensen presented a number of conditions as recommended by the Plan Commission even though the Commission recommended denial. Ms. Christensen discussed the option of modifying condition number 4 to require that the location of the building and canopy be switched. Councilor Haynes opened the public hearing.
 - Ryan Swanson, the project manager from Arc Design Resources, presented the project proposed at this location. He said that Casey's General Store is proposing a 4,200 square foot convenience store with eight fuel pumps.
 - Brian DePrez, Casey's General Store Real Estate Associate, explained the new concept for this convenience store, which includes bakery items, pizza, sub sandwiches, and an eating area with tables and chairs. He said that he understands the concerns with a full liquor license and will only request packaged beer and wine be sold from the store. He said that Casey's stores pride themselves on being good neighbors and plan to hire locally.

- David Francis, 1211 Filmore Street, Denver, Colorado, spoke on behalf of the two widows who own the property. He said that the widows' husbands purchased the property in the 1980s with the intent to develop it commercially. He said that the families are impressed with the Casey's General Store project, which would provide employment opportunities and expand the City's tax base.
- Jerry Murphy, 2355 Cranston Road, owner of Daley Murphy Wisch Funeral Home, expressed concern about the nature of this development. He said that 25 years ago the City planned this area as an office corridor, and he would like to see the Council continue that vision.
- Jean Rogers-Zwaddle, representing Dewey's Service Station, said that there are four convenience stores within a half mile and that the eight dispensers proposed are double the number of any other station in the area.
- Pradip Patel, 1896 Murphy Woods Road, said that he owns the Beloit Citgo Gas Station at 2158 Prairie Avenue. He said that it is hard to do business against a large corporation.
- Harry Samra, representing the Beloit Mobil Station at 1902 Shopiere Road, said that he is concerned that Casey's will put others out of business because they cannot compete.

Councilor Haynes closed the public hearing. Councilor Luebke said that he has a family member who owns property near the subject property and that he will be abstaining from the discussion and the vote. Councilor Leavy asked the Casey's representatives about truck traffic, and they said that there would likely be one or two semi-trucks per week. Councilor Leavy asked Mr. Flesch if a deceleration lane or sidewalks would be required, and Mr. Flesch said that sidewalks will be required but there is not a need for a deceleration lane. Councilor Leavy stated that businesses competing against each other must provide better service to retain customers. Councilor Spreitzer asked about the number of employees, and Mr. DePrez stated that there would be 20-25 full and part-time employees at Casey's. Councilor Spreitzer asked if it is possible to flip the location of the building and canopy, and Mr. DePrez stated that most convenience stores want the canopy and pumps facing the street for safety and visibility. Councilor Van De Bogart said that he is concerned about screening the use from the residents on Shopiere Road but he also wants to preserve the office streetscape along Cranston Road. Mr. DePrez stated that the area is underserved by convenience stores and that Casey's does not take any two-three million dollar investment lightly. He said that he expects that this store will be very successful and may spur additional development in the area. Mr. DePrez stated that, in his experience, Casey's has never built a store with the canopy in the interior of the parcel. He said that they want to move forward quickly with the project if approved and plan to complete construction this year. Councilor De Forest stated that she supports the office corridor vision in this area. She said that this project includes alcohol sales and that she feels there is already an oversaturation of alcohol sales in this area. Councilor Kincaid asked about the number of full-time equivalent employees, and Mr. DePrez said that he was not sure. Councilor Kincaid questioned whether eight pumps are necessary and asked Mr. DePrez to reconsider installing just six pumps. Councilor Spreitzer made a motion to adopt the resolution, and Councilor Leavy seconded. The motion carried 5-1-1, with Councilor De Forest voting in opposition and Councilor Luebke abstaining. File 5942

5. CITIZENS PARTICIPATION

- Roger Kemman, President of Ryeco, located at 2549 Park Avenue, said that he came to a previous City Council meeting to express concerns about the proposed wellhead protection ordinance. He said that Harry Mathos set up a meeting with stakeholders on March 26th and that, as a result of discussion at the meeting, several changes were made to the ordinance that offered clarity and flexibility to property and business owners. He said that this ordinance has been properly vetted and that he supports it. He thanked staff, the City Council, and fellow residents and business owners for their active participation in this process.

6. CONSENT AGENDA

Councilor De Forest requested that item 6.b. be removed from the Consent Agenda. Councilor Luebke made a motion to adopt the Consent Agenda, which consists of items 6.a. and 6.c. through 6.g. Councilor Luebke seconded, and the motion carried that the Consent Agenda, consisting of items 6.a. and 6.c. through 6.g. be accepted, approved, adopted, or referred and acted upon as required by state and local codes by a vote of 7-0.

- a. The **Minutes** of the Special and Regular Meetings of March 18, 2013, were approved.

- c. The application for a **Zoning Map Amendment** to change the zoning district classification of the properties located at 1035 and 1041 Udell Drive from temporary R-1A, Single-family Residential District, to permanent R-1A, Single-family Residential District, was referred to the Plan Commission. File 7103
 - d. The application for a **Zoning Map Amendment** to change the zoning district classification of the properties located at 1500 and 1505 Gateway Boulevard from R-3, Low-density Multi-family Residential District, to M-1, Limited Manufacturing District, was referred to the Plan Commission. File 8583
 - e. The application for a **Zoning Map Amendment** to change the zoning district classification of the properties located at 545 and 549 West Grand Avenue; 615, 619, 625, and 629 Eighth Street; and 548 Locust Street from C-2, Neighborhood Commercial District, and R-1B, Single-family Residential District, to PLI, Public Lands and Institutions District, was referred to the Plan Commission. File 8544
 - f. The application for a **Zoning Map Amendment** to change the zoning district classification of the property located at 501 Prospect Street from PLI, Public Lands and Institutions District, to CBD-1, Central Business District – Core, was referred to the Plan Commission. File 8247
 - g. The application for a **Conditional Use Permit** to allow Community Service Uses in the CBD-1, Central Business District, for the property located at 501 Prospect Street, was referred to the Plan Commission. File 8247
- b. Mr. Flesch presented a resolution authorizing **Final Payment** of Public Works Contract C11-26, Cranston Road Reconstruction. Councilor De Forest asked if the City is satisfied with the terrace restoration, and Mr. Flesch said that the City has inspected and accepted the restoration. Councilor Leavy made a motion to adopt the resolution, and Councilor Luebke seconded. The motion carried 7-0. File 8507

7. ORDINANCES

- a. Water Resources Director Harry Mathos presented the second reading of a proposed **Zoning Text Amendment** creating Section 5-800 of the Zoning Ordinance, Article V, Chapter 19 of the Code of General Ordinances of the City of Beloit, to be known as the Wellhead Protection Ordinance. It was noted that the Plan Commission recommended approval 4-0. He discussed the significant changes resulting from discussions and a meeting with stakeholders. He thanked the Plan Commission and the City Council for their efforts at environmental stewardship. Councilor Van De Bogart made a motion to enact the ordinance, and Councilor De Forest seconded. Councilor Kincaid complimented Mr. Mathos on the ordinance and asked if the Best Management Practices referred to in the ordinance would be enumerated. Mr. Mathos said that they are and can be provided to the Council upon request. Councilor De Forest said that she is pleased to see language in the ordinance that controls costs. She requested that a small business owner be part of the Technical Committee and asked if home values would be impacted by inclusion in this overlay district. Mr. Mathos said that he does not anticipate a devaluation of property because residential dwellings are permitted in the district. Councilor Spreitzer thanked Mr. Mathos and Mr. Arft for addressing the concerns of the Council and said that he likes the idea of having a business representative on the Technical Committee. The motion carried 7-0, and the ordinance was enacted. Ordinance 3482 File 7724

8. APPOINTMENTS – none

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- Councilor De Forest thanked Ms. Downing and Mr. Valdez for their work to highlight Fair Housing Month and the EOHR. She congratulated Public Works staff for the progressive and effective recycling program, and she reminded the public to vote in the upcoming election.
- Councilor Van De Bogart encouraged the public to vote in the April 2nd election.
- Councilor Kincaid thanked Councilor Luebke for introducing him to the Meals on Wheels program. He said that it is a great program and a great organization.
- Councilor Luebke reminded the public to vote and thanked the Clerk's Office for their preparedness and organization with regard to election administration. He said that the Maple Sugar Festival was very successful and that Tony Scodwell, a Beloit native and premiere trumpet player, will be performing in Beloit April 21st-28th.
- Councilor Spreitzer said that he served pancakes at the Maple Sugar Festival, which was a wonderful event.

10. CITY MANAGER'S PRESENTATION

- a. Ms. Walsh provided the annual **Spring Yard Waste Presentation**. She said that curbside yard waste pick up will take place between April 8th through April 19th and that residents need a yard waste tag on each bag. She provided additional information regarding the monthly yard waste programs and the hours for Leaflan Compost Center.

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Ms. Christensen presented a resolution approving a **Certified Survey Map** for the property located at 2240 Cranston Road, for a proposed Casey's General Store. It was noted that the Plan Commission recommended approval 4-0. She said that there will be only one access drive on Cranston Road and that future development will use the access drive through a required joint access agreement. Councilor Leavy made a motion to adopt the resolution, and Councilor Van De Bogart seconded. The motion carried 5-1-1, with Councilor De Forest voting in opposition and Councilor Luebke abstaining. File 5942
 - b. Mr. Flesch presented a resolution awarding **Contract C13-04**, amending the **2013 Capital Improvements Budget**, and appropriating additional funds for the Pohlman Field Concourse Rehabilitation Project. He said that this is a re-bid of a previous project, five bids were received, and the winner is the lowest responsible bidder. Mr. Flesch said that the project requires a budget amendment to transfer. Councilor Spreitzer made a motion to adopt the resolution, and Councilor Luebke seconded. Councilor De Forest asked if the use of the leftover capital funds is appropriate for this project, and Mr. Arft explained that, because this is a parks project and the funds were borrowed for park purposes, they may be used. Councilor Spreitzer asked why the project estimate increased despite the fall start date, and Mr. Flesch said that the initial estimate was based on incomplete information. The motion carried 7-0. File 8585/8570
 - c. Mr. Flesch presented a resolution supporting a commitment for **future pedestrian accommodations** along the West side of County Highway G between Sunny Lane and STH 11; and declaring that no pedestrian accommodations be provided along other portions of CTH G in Rock County, Wisconsin under the responsibility of the Rock County Highway Department. Councilor Leavy made a motion to adopt the resolution, and Councilor Spreitzer seconded. Councilor Spreitzer asked if there will be bicycle accommodations, and Mr. Flesch said that on-road bike lanes are included in the project. Mr. Flesch said that this is a rural cross-section of road and that sidewalks are not necessary at this time. The motion carried 7-0. File 8558
 - d. Mr. Flesch presented a resolution supporting a commitment for **future pedestrian accommodations** as part of the "Safe Routes to School" program along the north and south sides of the Inman Parkway from Prairie Avenue approximately 400 feet to the west or the approximate project limits of the Inman Parkway extension project; and declaring that no pedestrian accommodations be provided along the extension of Inman Parkway, east of Easternmost radii of the intersection with Prairie Avenue in Rock County, Wisconsin under the responsibility of the Rock County Highway Department. He said that this project also include on-road bike lanes. Councilor Luebke made a motion to adopt the resolution, and Councilor Leavy seconded. The motion carried 7-0. File 8558
 - e. Mr. Flesch presented a resolution declaring that **no pedestrian accommodations** be provided as part of the IH 39 project along Hart Road in Rock County, Wisconsin under the responsibility of the City of Beloit. Councilor Luebke made a motion to adopt the resolution, and Councilor Van De Bogart seconded. The motion carried 7-0. File 8558
12. At 9:06 p.m., Councilor Leavy made a motion to adjourn the meeting, and Councilor Spreitzer seconded. The motion carried 7-0.

Rebecca Houseman LeMire, City Clerk

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for
City of Beloit, Rock County, Wisconsin

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City of Beloit City Clerk.

We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 2, 2013.

OFFICE

HIGHEST CANDIDATE:

City Councilor

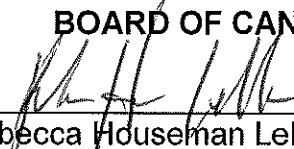
David F. Luebke

Kevin D. Leavy

Mark Spreitzer

BOARD OF CANVASSERS

(1)



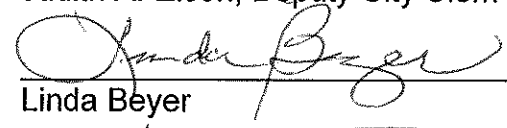
Rebecca Houseman LeMire, City Clerk

(2)



Judith A. Elson, Deputy City Clerk

(3)



Linda Beyer

(4)



Shirley Williams

Date: _____

April 8, 2013
GAB-106 (Rev. 8/98 - G.A.B. 12/09)
Certification-Board of Canvassers Report

Summary Statement of the Board of Canvassers

Spring Election – April 2, 2013
Beloit, Wisconsin

The total number of votes cast for the office of **City Councilor** was 4,130, of which:

| | | |
|-----------------|----------|---------------------|
| David F. Luebke | received | <u>1,503</u> votes. |
| Kevin D. Leavy | received | <u>1,335</u> votes. |
| Mark Spreitzer | received | <u>1,257</u> votes. |

Tabular Statement of Votes Cast
CITY OF БЕLOIT, WISCONSIN
Spring Election - April 2, 2013

(For County Use Only)

For a Partisan Primary, insert political party: N/A

Office: CITY COUNCIL

| Rep. Unit | Leavy | Spreitzer | Luebke | Write-in | Total by Ward |
|---------------|-------------|-------------|-------------|-----------|---------------|
| Ward 1 | 26 | 27 | 41 | 0 | 94 |
| Ward 2 | 75 | 68 | 84 | 3 | 230 |
| Ward 3 | 80 | 83 | 94 | 0 | 257 |
| Ward 4 | 35 | 39 | 38 | 0 | 112 |
| Ward 5 | 45 | 47 | 63 | 4 | 159 |
| Ward 6 | 32 | 34 | 37 | 1 | 104 |
| Ward 7 | 34 | 29 | 27 | 0 | 90 |
| Ward 8 | 2 | 2 | 2 | 0 | 6 |
| Ward 9 | 35 | 24 | 39 | 2 | 100 |
| Ward 10 | 36 | 33 | 35 | 0 | 104 |
| Ward 11 | 77 | 69 | 79 | 1 | 226 |
| Ward 12 | 11 | 6 | 14 | 1 | 32 |
| Ward 13 | 27 | 17 | 20 | 0 | 64 |
| Ward 14 | 41 | 31 | 35 | 0 | 107 |
| Ward 15 | 56 | 51 | 63 | 3 | 173 |
| Ward 16 | 39 | 54 | 39 | 1 | 133 |
| Ward 17 | 104 | 98 | 114 | 2 | 318 |
| Ward 18 | 48 | 48 | 55 | 1 | 152 |
| Ward 19 | 50 | 39 | 51 | 0 | 140 |
| Ward 20 | 37 | 36 | 49 | 8 | 130 |
| Ward 21 | 70 | 65 | 84 | 0 | 219 |
| Ward 22 | 102 | 97 | 125 | 2 | 326 |
| Ward 23 | 198 | 179 | 228 | 4 | 609 |
| Ward 24 | 75 | 81 | 87 | 2 | 245 |
| Ward 25 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1335 | 1257 | 1503 | 35 | |

Total Votes Cast - Candidates: 4095

Total Votes Cast - Office: 4130

Tabular Statement of Votes Cast
CITY OF BELOIT, WISCONSIN
Spring Election - April 2, 2013

Office: CITY COUNCIL

| Rep. Unit | Write-ins |
|-----------|---|
| Ward 1 | None |
| Ward 2 | John Bornsteia - 1; Diane Ainers - 2 |
| Ward 3 | None |
| Ward 4 | None |
| Ward 5 | Rod Gottfredson - 2; No name - 1; 1 write-in not on tally sheet |
| Ward 6 | Dennis Walsh - 1 |
| Ward 7 | None |
| Ward 8 | None |
| Ward 9 | Chuck Fjalstad - 1; Chuck Winegar - 1 |
| Ward 10 | None |
| Ward 11 | Mickey Mouse - 1 |
| Ward 12 | 1 write-in not on tally sheet |
| Ward 13 | None |
| Ward 14 | None |
| Ward 15 | Michael Zoril - 2; Kim Mark - 1 |
| Ward 16 | Joe Caldwell - 1 |
| Ward 17 | David Sowl - 1; Mike Zoril - 1 |
| Ward 18 | Rud Gottfredson - 1 |
| Ward 19 | None |
| Ward 20 | Larry E. Bell - 1; Larry Bell - 1; Ross Heeg - 1; Zac Heeg - 1; Kris Heeg - 1; Robert Haney - 1; 2 write-ins not on tally sheet |
| Ward 21 | None |
| Ward 22 | David Ramsey Sr. - 1; Randal Gracyalny - 1 |
| Ward 23 | Mook Mestersun - 1; Terry Monahan - 1; Max P. Dodson - 1; Mark Woodard - 1 |
| Ward 24 | Arnie J. Brosturn - 1; Danny W. Tohl - 1 |
| Ward 25 | None |

**RESOLUTION
AWARDING CONTRACT C13-01
BAYLISS AVENUE REHABILITATION**

WHEREAS, on March 28, 2013, two competitive bids were received for Public Works Contract C13-01, Bayliss Avenue Rehabilitation, and the low bid was from Rock Road Co, Inc., and;

WHEREAS, Rock Road Co, Inc. is a qualified bidder.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Beloit hereby awards Public Works Contract C13-01, Bayliss Avenue Rehabilitation, to Rock Road Co, Inc., Janesville, in the following amounts:

Rock Road Co, Inc.
301 W. Townline Road
Janesville 53545

| | |
|---|----------------------|
| Base Bid | \$ 123,911.12 |
| Allowance for Change Orders and/or Extra Work | <u>\$ 18,088.88</u> |
| TOTAL PROJECT COST | \$ 142,000.00 |

BE IT FURTHER RESOLVED, that the amount of \$142,000.00, be, and hereby is, funded as follows:

| | | |
|---------------------------|-----------------------------------|---------------------|
| P2902187-5514-2013 | Street Maintenance | \$ 25,536.00 |
| P2903437-5514-2013 | Bayliss Rehab Glen to Park | <u>\$116,464.00</u> |
| TOTAL | | \$142,000.00 |

Dated at Beloit, Wisconsin this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Award of Contract C13-01, Bayliss Avenue Rehabilitation

Date: April 15, 2013

Presenter(s): Michael F. Flesch P.E., City Engineer

Department(s): Public Works/Engineering

Overview/Background Information:

This project will rehabilitate rough pavement on Bayliss Avenue between Glen Avenue and Park Avenue.

Key Issues (maximum of 5):

1. Two bids were received for this project. The low bid of \$123,911.12 was from Rock Road Co, Inc. and is 3.5% less than the engineer's estimate of \$128,367.81.
2. Rock Road Co, Inc. is considered a responsible bidder for this project.
3. The costs for this project are as follows: \$123,911.12 for construction, \$ 18,088.88 for Change Orders or extra work, for a total of \$142,000.00.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. **Develop a high quality community through the responsible stewardship and enhancement of City resources to further Beloit's resurgence as a gem of the Rock River Valley.**

This project will enhance the quality of life in Beloit by improving the appearance and quality of ride and improving pedestrian safety on these streets while lowering street maintenance costs.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels – N/A**
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
- **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
- **Meet the hierarchy of present and future human needs fairly and efficiently –** The improved pavement meets the present and future human needs by extending the life of the pavement, increasing pedestrian safety, and reducing pavement maintenance.

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:


The Engineering Division recommends awarding this Public Works Contract to Rock Road Co, Inc. in the amount of \$123,911.12.

Fiscal Note/Budget Impact:

The Town of Beloit has agreed to reimburse the City of Beloit for 30% of the project's final cost up to a maximum of \$45,000.

CITY OF BELOIT

DEPARTMENTAL CORRESPONDENCE

TO: Mike Flesch
FROM: Andy Hill, Project Engineer 
DATE: March 28, 2013
SUBJECT: Bid Results for Contract C13-01
Bayliss Avenue Rehabilitation

Pursuant to advertisements placed March 13 and March 20, bids were received until 3:00 PM on March 28 for the Bayliss Avenue Rehabilitation. A tabulation of bids is attached.

Two bids were received for this project as follows:

| | | |
|------------------------------|-------------------|--------------------------------|
| 1. Rock Road Co, Inc. | Janesville | \$ 123,911.12 *Low Bid* |
| Engineer's Estimate | | \$ 128,367.81 |
| 2. E & N Hughes Co, Inc. | Monroe | \$ 130,629.98 |

Upon review of the Contractor's Proof of Responsibility Statement, Rock Road Co, Inc. is determined to be a responsible bidder.

I recommend that the contract be awarded to Rock Road Co, Inc. of Janesville. The following is a breakdown of the proposed project cost:

COSTS

| | |
|---|----------------------|
| Rock Road Co, Inc. Base Bid | \$ 123,911.12 |
| Allowance for Change Orders and/or Extra Work | <u>\$ 18,088.88</u> |
| TOTAL PROJECT COST | \$ 142,000.00 |

PROJECT INFORMATION

This project will rehabilitate rough pavement on Bayliss Avenue between Glen Avenue and Park Avenue.

**Tabulation of Bids
Contract C13-01
Bayliss Avenue Rehabilitation
Bids Opened March 28, 3:00 PM**

| Item No. | Bid Item Description | Quantity | Unit | Engineer's Estimate | | Rock Road Co, Inc. | | E & N Hughes Co, Inc. | | Monroe |
|-----------------------|--|----------|------|---------------------|---------------------|--------------------|---------------------|-----------------------|---------------------|--------|
| | | | | Price | Extended | Price | Extended | Price | Extended | |
| 1 | Traffic Control | 1 | LS | \$2,500.00 | \$2,500.00 | \$2,000.00 | \$2,000.00 | \$2,283.00 | \$2,283.00 | |
| 2 | Saw Cut Existing Pavement (Full Depth) | 246 | LF | \$1.30 | \$319.80 | \$1.61 | \$396.06 | \$2.40 | \$590.40 | |
| 3 | Inlet protection | 9 | Each | \$110.00 | \$990.00 | \$100.00 | \$900.00 | \$127.00 | \$1,143.00 | |
| 4 | Common excavation | 801 | CY | \$15.00 | \$12,015.00 | \$18.00 | \$14,418.00 | \$12.90 | \$10,332.90 | |
| 5 | Supply and Install Neenah R-1710 MH Casting with locking,non-rocking Type "B" lid, with up to 12" of new adjusting rings | 12 | Each | \$890.00 | \$10,680.00 | \$600.00 | \$7,200.00 | \$674.00 | \$8,088.00 | |
| 6 | 1 - 1/4-inch gradation crushed limestone | 40 | Ton | \$12.20 | \$488.00 | \$15.60 | \$624.00 | \$14.00 | \$560.00 | |
| 7 | Subgrade stabilization flyash material | 244 | Ton | \$72.29 | \$17,638.76 | \$50.00 | \$12,200.00 | \$46.50 | \$11,346.00 | |
| 8 | Flyash distribution and pulverization | 4,063 | SY | \$4.15 | \$16,861.45 | \$3.92 | \$15,926.96 | \$3.36 | \$13,651.68 | |
| 9 | Finishing Roadway | 1 | LS | \$500.00 | \$500.00 | \$763.10 | \$763.10 | \$3,400.00 | \$3,400.00 | |
| 10 | HMA Pavement, Type E-0.3 Special, 3-1/4" Binder Course | 792 | Ton | \$55.00 | \$43,560.00 | \$57.00 | \$45,144.00 | \$65.00 | \$51,480.00 | |
| 11 | HMA Pavement, Type E-0.3 Special, 1-3/4" Surface Course | 427 | Ton | \$53.50 | \$22,844.50 | \$57.00 | \$24,339.00 | \$65.00 | \$27,755.00 | |
| Total Proposal | | | | | \$128,397.51 | | \$123,911.12 | | \$130,629.98 | |

**A RESOLUTION
AUTHORIZING THE CITY MANAGER TO PARTICIPATE IN THE
STATE OF WISCONSIN ENERGY OFFICE NEW GRANT PROGRAM
FORWARDING WISCONSIN'S FUEL CHOICE**

WHEREAS, the Beloit City Council supports the development of cost saving innovation and applications in renewable energy technology within the City of Beloit; and

WHEREAS, the State of Wisconsin Energy Office (SEO), in partnership with Wisconsin Clean Cities (WCC) and the Wisconsin Technical College System is accepting grant applications that will identify and decrease barriers to alternative fuel expansion by way of facilitating a Wisconsin Smart Fleet (WSF) Program; and

WHEREAS, the State of Wisconsin Energy Office (SEO), in partnership with Wisconsin Clean Cities (WCC) and City of Beloit Fleet Staff will conduct a fleet assessment of all vehicles, fuels and related policies, incentives and procedures currently in place to create a plan for the City's fleet that will reduce petroleum usage, lower fleet costs, reduce greenhouse gas emissions and create or promote related policies; and

WHEREAS, after the assessment the State of Wisconsin Energy Office and Wisconsin Clean Cities will assist City Staff to implement the recommended solution in the plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit, Rock County, Wisconsin, does hereby authorize the City Manager, or his designee, to apply for grants from the State of Wisconsin Energy Office that enhance energy conservation.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Permission to apply for the Wisconsin Energy Office - Forwarding Wisconsin's Fuel Choice Grant

Date: April 15, 2013

Presenter(s): Chris Walsh

Department(s): Public Works/Operations

Overview/Background Information:

The Wisconsin State Energy Office (SEO) and Wisconsin Clean Cities (WCC) will work together to identify and decrease barriers to alternative fuel expansion by facilitating a Wisconsin Smart Fleet (WSF) Program. The SEO and WCC will work with public and private fleet partners to conduct a fleet assessment of all vehicles, fuels, and related policies, incentives and procedures currently in place. The SEO and WCC will then use the information gathered, as a result of that assessment, to create a plan for the cities fleet to potentially reduce petroleum, lower fleet costs, reduce greenhouse gas emissions and create or promote related policies. Most importantly, the plan will provide solutions to the challenges that fleet identifies as reasons for not currently using alternative fuels, vehicles, or related policies. After the assessment, the SEO and WCC-SEA will assist the fleet in implementing the recommended solutions within the plan.

Key Issues (maximum of 5):

There are three parameters our Fleet Maintenance work group must meet in order to participate:

- Must operate 3 or more vehicles,
- Must have the ability to go into contract with the State Energy Office (to receive a small stipend to support your fleet's data collection), and,
- Must be willing to provide a small amount of in-kind cost share towards the program.

Stipends and in-kind will be determined based on the number of confirmation responses we receive and the size of your fleet.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. As an eco-friendly municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations.
 - The opportunity to apply for the Forwarding Wisconsin's Fuel Choice Grant allows Fleet operations to focus on sustainable stewardship within Fleet Operations while at the same time have the potential to reduce costs.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** – This Grant program will put forth recommendations to reduce petroleum usage thereby reducing our use of fossil fuels.
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – This type of energy production has a positive effect on our environment because it reduces our carbon footprint.
- **Reduce dependence on activities that harm life sustaining eco-systems** – The program will reduce the use of fossil fuels while offering knowledge to other communities for improved Fleet services.
- **Meet the hierarchy of present and future human needs fairly and efficiently** – The goals of this Grant are to reduce fossil fuels, while at the same time reduce fleet costs.

Action required/Recommendation:

Staff recommends that the Council vote in favor of authorizing the City Manager to proceed with the grant applications to Forwarding Wisconsin's Fuel Choice Grant

Fiscal Note/Budget Impact:

There is no application fee associated with this grant; dollars required are in-kind match.

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the properties located at 1528 and 1532 Forest Avenue, and 1533 W. Grand Avenue – Council Referral to the Plan Commission

Date: April 15, 2013

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

The School District of Beloit has submitted an application for a Zoning Map Amendment to change the zoning district classifications from R-1B, Single-Family Residential District to PLI, Public Lands & Institutions District, for the properties located at 1528 and 1532 Forest Avenue, and 1533 W. Grand Avenue.

Key Issues (maximum of 5):

- This request is related to the proposed expansion of Gaston Elementary School. On April 15, 2013, the City Council will consider adopting an Ordinance to amend the Future Land Use Map of the City's Comprehensive Plan to recommend Institutional & Community Services for the subject properties.
 - The properties located at 1528 and 1532 Forest Avenue, and 1533 W. Grand Avenue are currently zoned R-1B. All of the subject properties must be rezoned to PLI before the school building and grounds may be expanded as planned.
 - The PLI district is a special purpose district that is intended to accommodate major public and quasi-public uses.
 - Planning staff is currently reviewing site plans for the proposed expansion of Gaston Elementary School.
 - This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #5.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels – N/A
 - Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A
 - Reduce dependence on activities that harm life sustaining eco-systems – N/A
 - Meet the hierarchy of present and future human needs fairly and efficiently – N/A
-

Action required/Recommendation:

- Referral to the Plan Commission for the April 17, 2013 meeting
 - This item will most likely return to the City Council for a public hearing and possible action on April 29, 2013
-

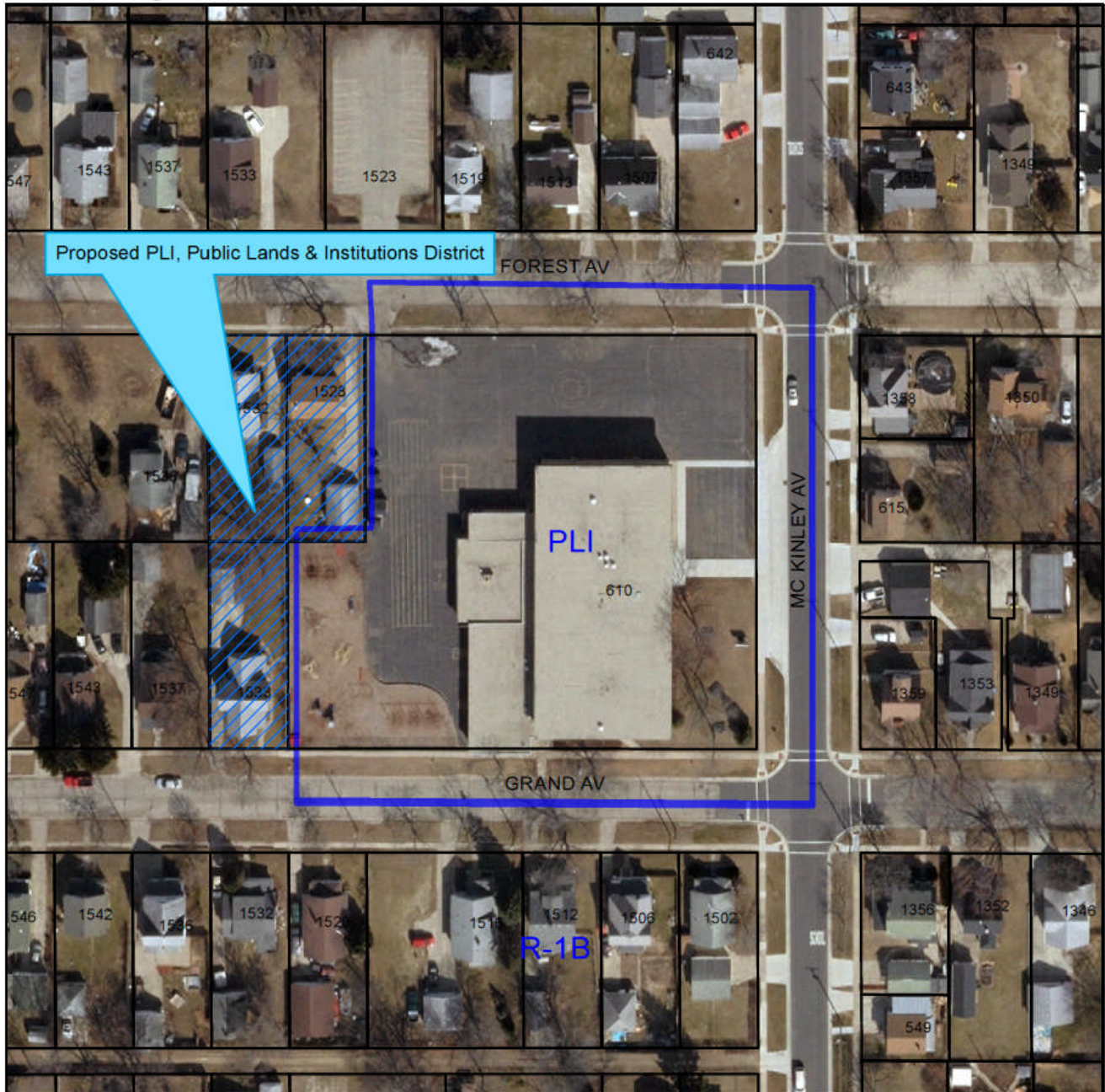
Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map and Application

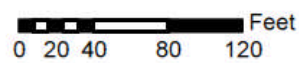
Location & Zoning Map

Gaston Expansion

ZMA-2013-07



1 inch = 91 feet

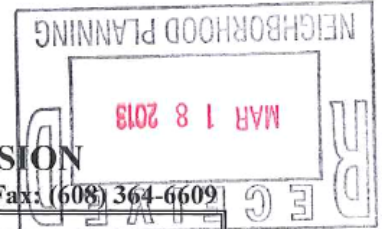


Legend

- COB Parcels
- Zoning District

Map prepared by: Michael Lofton
Date: April 2013
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION



CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: ZMA-2013-07

1. Address of subject property: 1532 Forest Ave, 1533 W. Grand Ave, 1528 Forest Ave

2. Legal description: Lot: Block: _____ Subdivision: _____

(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: 50 x 132, 50 x 132, 50 x 132 feet by _____ feet = _____ square feet.

If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 13431095, 13431075, 13431090

4. Owner of record: School District of Beloit Phone: 608-361-4015

1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Janelle Marotz, Exec Director of Business

1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)

608-361-4015 / 715-577-8367 / jmarotz@sdb.k12.wi.us
(Office Phone #) (Cell Phone #) (E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: Residential to: PLI

All existing uses on this property are: School Use

7. All the proposed uses for this property are:

Principal use(s): School Campus

Secondary use(s): Green Space - Play area

Accessory use(s): _____

8. I/we represent that I/we have a vested interest in this property in the following manner:
- Owner
 - Leasehold, Length of lease: _____
 - Contractual, Nature of contract: _____
 - Other, explain: _____

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): Janelle Marotz Phone: 608-361-4015
1633 Keeler Ave Beloit WI 53511
(Address) (City) (State) (Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

Janelle Marotz Janelle Marotz 3/11/13
(Signature of Owner) (Print name) (Date)

(Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

| To be completed by Planning Staff | | |
|--|------------------------------|-------------------------------------|
| Filing Fee: \$275.00 | Amount Paid: <u>\$275.00</u> | Meeting Date: <u>April 17, 2013</u> |
| Number of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____ | | |
| Application accepted by: <u>Michael D. Loftis</u> | | Date: <u>3/19/2013</u> |
| Date Notice Published: _____ | Date Notice Mailed: _____ | |

ORDINANCE NO. _____

**AN ORDINANCE TO REMOVE 1-HOUR PARKING
RESTRICTIONS ON PLEASANT STREET
BETWEEN EAST GRAND AVENUE AND PUBLIC AVENUE**

The City Council of the City of Beloit, Rock County, Wisconsin, do ordain as follows:

Section 1: Section 13.02 of the Code of General Ordinances of the City of Beloit, Rock County, Wisconsin, is hereby amended by removing from Section I(B), Index of Special Locations, 1-Hour Limitations on Downtown Parking, the following:

Pleasant Street – Broad Street to Public Avenue – WEST SIDE
Pleasant Street – Broad Street to Public Avenue – EAST SIDE

Section 2: Section 13.02 of the Code of General Ordinances of the City of Beloit, Rock County, Wisconsin, is hereby amended by adding to Section I(B), Index of Special Locations, 1-Hour Limitations on Downtown Parking, the following:

Pleasant Street – Broad Street to East Grand Avenue – BOTH SIDES

Section 3: This ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

BELOIT CITY COUNCIL:

By: _____
Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

Published this _____ day of _____, 2013

Effective this _____ day of _____, 2013

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Ordinance to remove 1-hour parking restrictions on Pleasant Street between East Grand and Public Avenue.

Date: April 15, 2013

Presenter(s): Mike Flesch **Department(s):** Public Works/Engineering

Overview/Background Information:

A request was made by Brad McCaslin of Rivals Sports Bar & Grill (443 East Grand) to change the 1-hour parking restrictions on Pleasant Street.

Key Issues (maximum of 5):

1. The Traffic Review Committee reviewed this request during the March 25, 2013 meeting. The Committee voted (4-1) in favor of removing the 1-hour parking time limit.
 2. Originally, the request was to change to 1-hour restriction to 2-hours. After speaking with Mr. McCaslin, it was determined that an unlimited parking time limit would be desired and the request was modified accordingly.
 3. Rivals Sports Bar & Grill was opened earlier this year and they are experiencing an increased need for customer parking near their building.
 4. The change would be in from East Grand Avenue to Public Avenue on both sides of the street. The change would affect approximately 19-20 parking stalls.
 5. The Downtown Business Association has been contacted and in turn they made an effort to contact the adjacent property owners. The DBA is in support of the change.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. Develop a high quality community through the responsible stewardship and enhancement of City resources to further Beloit's resurgence as a gem of the Rock River Valley.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

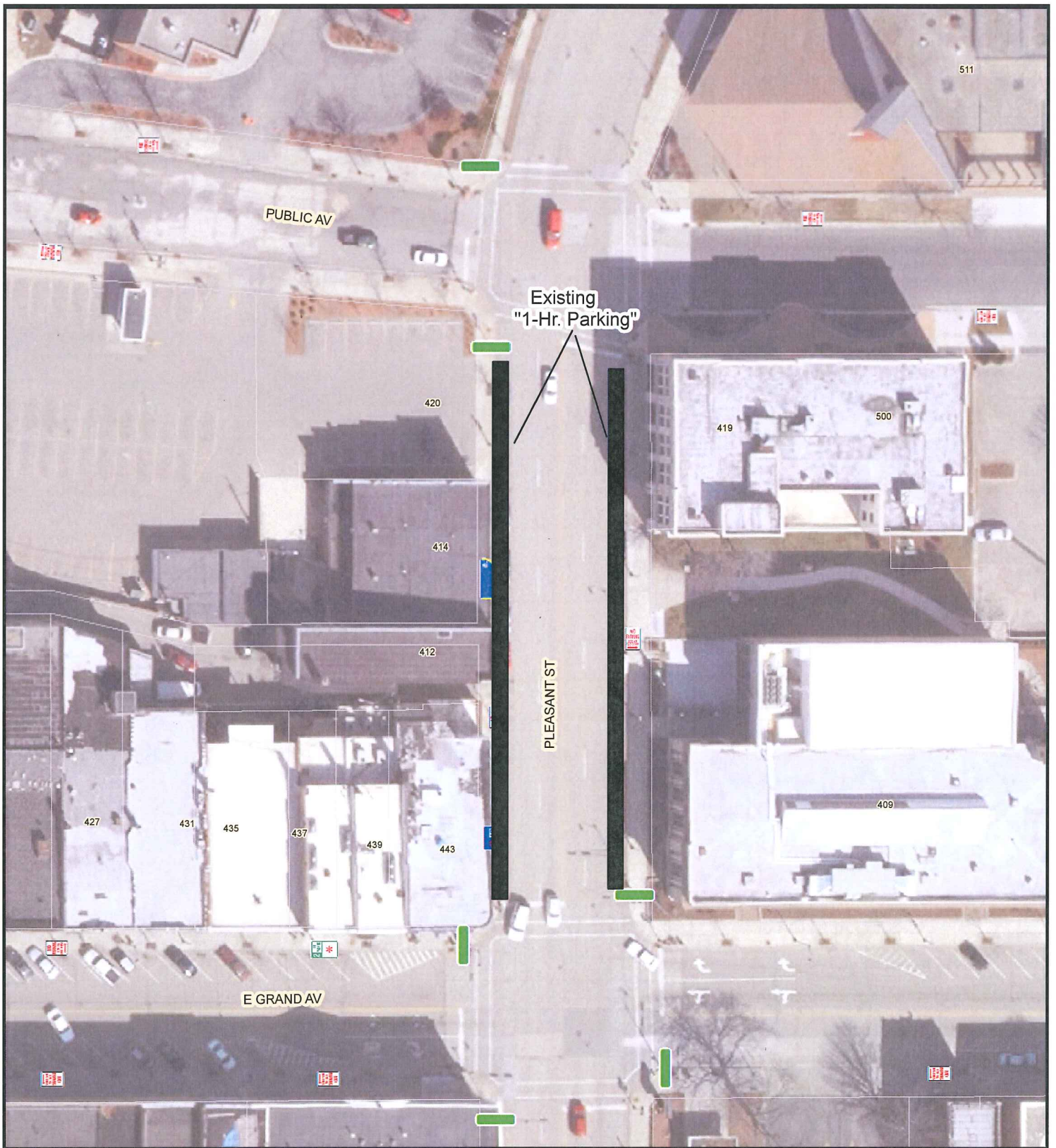
- **Reduce dependence upon fossil fuels**
N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature**
N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems**
N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently**
N/A
-

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

The Engineering Division recommends removing the 1-hour parking time limit on both sides of Pleasant Street between East Grand Avenue and Public Avenue.

Fiscal Note/Budget Impact:



PLEASANT STREET '1-HR. PARKING'



City of
BELOIT, Wisconsin



LOCATION: Pleasant Street

CITY OF BELOIT, WISCONSIN

SCALE: None

DRAWN BY: JRD (2013)

ORDINANCE NO. _____

**AN ORDINANCE TO REMOVE 1-HOUR PARKING
RESTRICTIONS FOR SEVERAL STALLS ALONG GRAND AVENUE
BETWEEN STATE STREET AND THIRD STREET**

The City Council of the City of Beloit, Rock County, Wisconsin, do ordain as follows:

Section 1: Section 13.02 of the Code of General Ordinances of the City of Beloit, Rock County, Wisconsin, is hereby amended by removing from Section I(B), Index of Special Locations, 1-Hour Limitations on Downtown Parking, the following:

W. Grand Avenue – Third Street to Bridge over Rock River – SOUTH SIDE

Section 2: Section 13.02 of the Code of General Ordinances of the City of Beloit, Rock County, Wisconsin, is hereby amended by adding to Section I(B), Index of Special Locations, 1-Hour Limitations on Downtown Parking, the following:

East Grand Avenue – Stalls 4 thru 10 north of State Street – WEST SIDE
West Grand Avenue – Stalls 18 thru 29 north of State Street – WEST SIDE

Section 3: This ordinance shall take effect and be in force upon its passage and publication.

Adopted this 15th day of April 2013.

BELOIT CITY COUNCIL:

By: _____
Charles M. Haynes, Council President

ATTEST:

Rebecca Houseman LeMire, City Clerk

Published this _____ day of _____, 2013

Effective this _____ day of _____, 2013

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Ordinance to remove 1-hour parking restrictions for several stalls along Grand Avenue between State Street and Third Street.

Date: April 15, 2013

Presenter(s): Mike Flesch

Department(s): Public Works/Engineering

Overview/Background Information:

A request was made Andrew Janke, Economic Development Director, on behalf of FatWallet to remove the 1-hour time restrictions for several parking stalls in front of FatWallet and on the Grand Avenue Bridge.

Key Issues (maximum of 5):

1. The Traffic Review Committee reviewed this request during the March 25, 2013 meeting. The Committee voted (5-0) in favor of removing the 1-hour parking time limit.
2. Mr. Janke spoke with both FatWallet and First National Bank regarding their parking needs in this area.
3. First National Bank had requested to change certain stalls along State Street from a 2-hour time limit to undesignated at the February TRC meeting. It was mentioned that FatWallet would also be submitting an additional request to change parking for this area. The Committee voted in favor of changing the parking stalls along State Street to an undesignated limit to accommodate First National Bank.
4. The ordinance is based on the attached map; however the parking stalls have been increased since the reconstruction of State Street. The number of 1-hour stalls will be 19 and the total of undesignated stalls will be 10.
5. The Downtown Business Association has been contacted and in turn they made an effort to contact the adjacent property owners. The DBA is in support of the change.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. Develop a high quality community through the responsible stewardship and enhancement of City resources to further Beloit's resurgence as a gem of the Rock River Valley.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

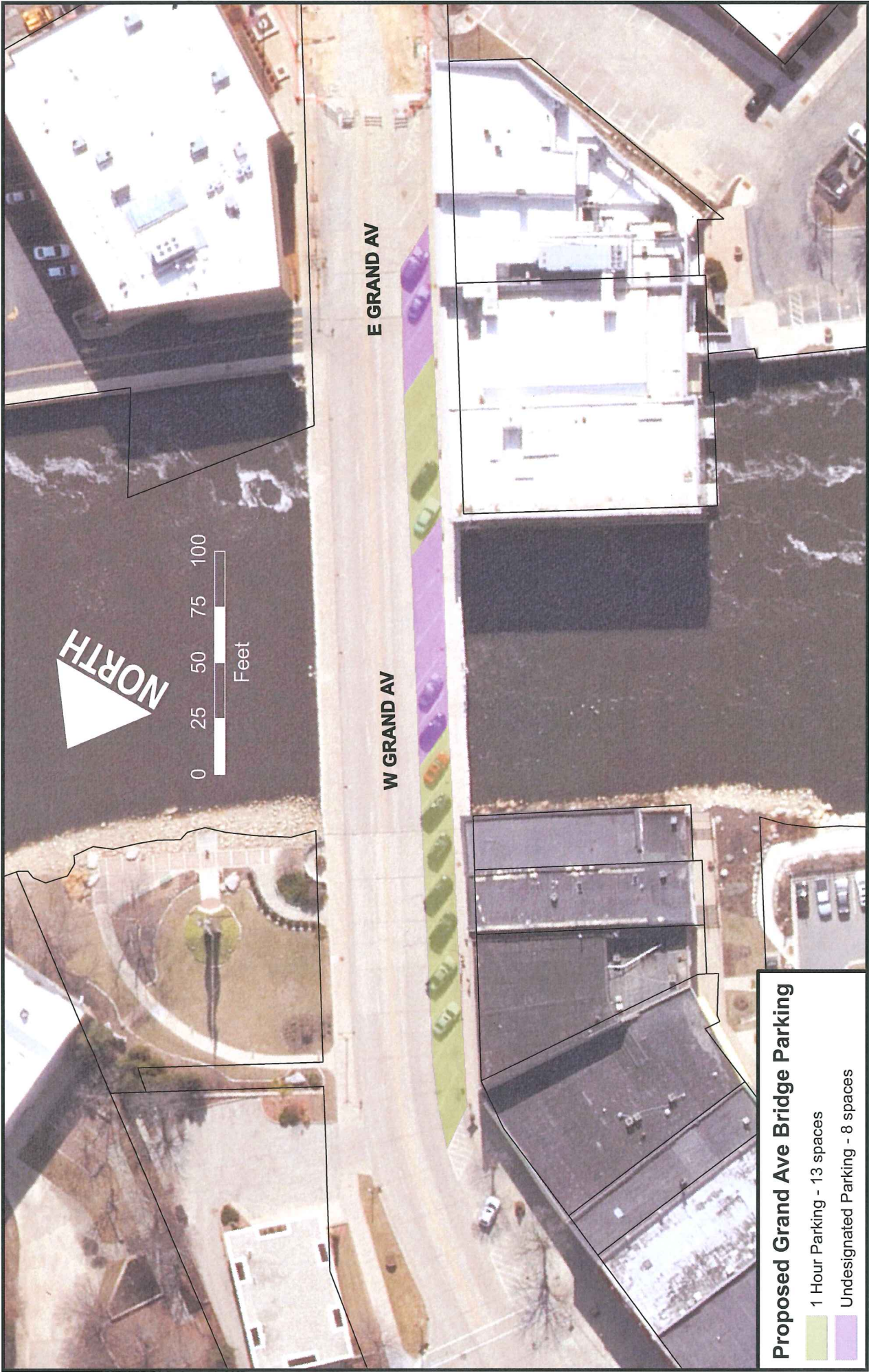
- **Reduce dependence upon fossil fuels**
N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature**
N/A
- **Reduce dependence on activities that harm life sustaining eco-systems**
N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently**
N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

The Engineering Division recommends removing the 1-hour parking time limit in the area of the stalls (shown in purple) on the attached map.

Fiscal Note/Budget Impact:



NORTH

0 25 50 75 100
Feet

E GRAND AV

W GRAND AV

Proposed Grand Ave Bridge Parking
1 Hour Parking - 13 spaces
Undesignated Parking - 8 spaces

April 15, 2013

**APPOINTMENT REVIEW COMMITTEE
REPORT TO CITY COUNCIL
APPOINTMENT RECOMMENDATION**

The undersigned Charles M. Haynes, duly elected President of the Beloit City Council, subject to confirmation by the Beloit City Council, does hereby appoint the following citizen members to the vacancies and terms indicated below, said appointments being pursuant to nominations made and approved by the Appointment Review Committee at the regular meeting held April 8, 2013:

Charles M. Haynes, President
Beloit City Council

Appointments

Plan Commission

Thomas J. Nee, 810-1/2 Chapin St. (replacing Charles Ramsden) for a term ending April 30, 2016.

Police and Fire Commission

Incumbent **Timmy Link** for a term ending April 30, 2018.

PLEASE ANNOUNCE THE FOLLOWING VACANCIES

Alcohol Beverage License Control Committee (2 vacancies for residents)
Appointment Review Committee (2 vacancies for residents)
Board of Appeals (2 vacancies [Alternates] for residents, 1 vacancy for resident)
Board of Ethics (1 vacancy for former City Councilor, 3 vacancies for residents)
Board of Review (1 vacancy [Alternate] for resident)
Business Improvement District (1 vacancy [Owner Occupant])
Community Development Authority (1 vacancy for resident)
Equal Opportunities & Human Relations Commission (1 vacancy for resident)
Municipal Golf Committee (1 vacancy for youth representative)
Park, Recreation & Conservation Advisory Commission (1 vacancy for youth)
Plan Commission (1 vacancy for resident)
Traffic Review Committee (1 vacancy for resident)

RESOLUTION
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE WISCONSIN
DEPARTMENT OF NATURAL RESOURCES TO ASSIST IN FUNDING THE
GOOSE CREEK BRIDGE AND PATH PROJECT IN BIG HILL PARK

WHEREAS, the City of Beloit is interested in developing lands in Big Hill Park for public outdoor recreation purposes as described in an application to the Wisconsin Department of Natural Resources (WI DNR); and

WHEREAS, the project includes a bridge across Goose Creek and a bicycle and pedestrian path around the northwest corner of Bill Hill Park to connect to the existing trail system between Janesville and Beloit; and

WHEREAS, financial aid is required to carry out the project and will be sought through fundraising by the Leadership Development Academy and through this application for a WI DNR matching grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit hereby authorizes the City Manager to appoint Blake Theisen, Project Manager/Park Planner of SAA Design Group, Inc., to act on behalf of the City of Beloit to:

1. Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
2. Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
3. Submit signed documents; and
4. Take necessary action to undertake, direct and complete the approval project.

BE IT FURTHER RESOLVED that the City of Beloit will comply with state or federal rules for the project and will obtain from the WI DNR approval in writing before any change is made in the use of the project site.

Adopted this 15th day of April 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Authorization to apply for a Grant to the Wisconsin Department of Natural Resources for the Goose Creek Bridge and Path Project in Big Hill Park

Date: April 15, 2013

Presenter(s): Jacobsen/Flesch

Department(s): Engineering

Overview/Background Information:

The City of Beloit is interested in developing land in Big Hill Park for public outdoor recreation purposes as described in an application to the Wisconsin Department of Natural Resources. The plan includes a bridge across Goose Creek and a pedestrian/bicycle path along the northwest corner of Big Hill Park. Engineering for the pedestrian path in Big Hill has not been completed and will be included in the grant funding.

Key Issues (maximum of 5):

- This development is consistent with the Beloit to Janesville Bicycle Route Corridor Plan and Feasibility Study created by SAA in February 2012.
- The Parks, Recreation, and Conservation Advisory Committee discussed the Bridge Project at their March 13, 2013 meeting and voted unanimously (6-0) to support the bridge project.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. As an eco-municipality, focus on the sustainable stewardship of City resources, services and infrastructure; to protect both our built and natural environment and enhance the quality of life for current and future generations. (This project will be carried out in accordance with DNR Regulations to have the smallest impact on the ecosystems in Big Hill Park and in Goose Creek.)
2. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life and protect property and natural resources. (This project requires the City of Beloit's to collaboration with both public (DNR, the City of Janesville, and Rock County) and private agencies (Rock Trail Coalition).
3. Collaborate with other jurisdictions and organizations to foster effective and efficient service delivery, reducing cost for taxpayers and stimulating regional prosperity. (This project requires the City of Beloit's to collaboration with both public (DNR, the City of Janesville, and Rock County) and private agencies (Rock Trail Coalition).
4. Apply sound, sustainable practices to promote a high quality community through historic preservation, community revitalization and new development. (This path will create an entrance and exit in Big Hill Park to the Rock Trail path north of Big Hill Park).

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels – N/A**
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
- **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
- **Meet the hierarchy of present and future human needs fairly and efficiently – N/A**

Action required/Recommendation:

Staff recommends approval of the DNR Stewardship 50/50 match grant application. The matching funds will be listed in the 2014 CIP.

Fiscal Note/Budget Impact:

The funding for the Goose Creek Bridge will be provided to the City of Beloit by a 2013 Leadership Development Academy group. This group has already started to fundraising for this project. The matching grant funds can provided via labor, volunteers, and monetarily.

Attachments:

Bridging Our Communities – Project Overview; Big Hill Bike Path Rendering

Bridging Our Communities – Project Overview

Purpose

Build a bridge over a creek as an entrance into Big Hill Park in order to connect Janesville and Beloit through the hiking, biking and recreational trail.

Scope

Using the old railroad bridge abutments, a 30' long and 15' wide bridge will be built to connect the trail system to Big Hill Park. A prefabricated steel bridge was selected because they are ideal for recreation and low volume vehicular settings. The efficiency of the truss design maximizes material properties. The bridges are shop manufactured with primarily welded connections then shipped to the site ready for installation.

Impact

As participants of the Leadership Development Academy of Rock County, the project team reviewed a variety of community and non-profit related projects. Upon reviewing information from the Rock Trail Coalition, the bridge project was selected because of the positive health, economic, community and environmental impacts.



Better Health

Trails support an active lifestyle that improves health. Physical activity helps prevent heart disease, diabetes, osteoporosis, obesity, colon cancer and depression. An increase in physical activity can save millions in health care spending. Physical activity also reduces stress and improves mental health.

Trails are exceptionally well suited to helping Rock County residents become more physically active. They are readily accessible to most residents and inexpensive to use. Trails provide physical activity for the widest range of people, including persons with disabilities, children and youth, the elderly and others who are known to be less physically active.

Strong People, Strong Economy

Trails attract tourists to Rock County communities, specifically Janesville, Afton and Beloit will benefit from continued development of this trail and the bridge. Tourism creates jobs and puts money into local economies. Many trail users buy goods such as snowmobiles, mountain bicycles, equestrian equipment and hiking boots. Many people are taking shorter vacations, closer to home. Vacation dollars are being spent on local restaurants, accommodations, retail purchases and day trips. Trails can also increase property values. A home near a trail can offer a pleasing view, quieter streets, recreational opportunities and a chance to get in touch with nature.

Bridging Our Communities – Project Overview

Strong Communities

Trails strengthen the social fabric. Volunteering is one measure of the vitality of a society. People working together, giving their time freely, and sharing in socially valuable, meaningful activities— these are practices that create strong communities.

Rock County’s trail system also depends on the generosity of private property owners. Much of the trail crosses private lands, with access given by property owners who are willing to share their property with trail users. Trail construction and maintenance builds and solidifies partnerships among community groups, businesses, property owners, local government, community residents and trail club members.

Conserving and Appreciating the Environment

Trails lead users through the varied landscapes found in Rock County. Trails provide meaningful and satisfying outdoor experiences for many users. These experiences reaffirm a sense of connection with the natural environment and provide opportunities for an appreciation of Rock County’s natural heritage.

Construction and Maintenance

This bridge is a concerted partnership between the Leadership Development Academy project team, the Rock Trail Coalition, the City of Beloit and the Rock County Parks Department. The bridge is located on City of Beloit property and will also be cared for by the Rock Trail Coalition through their stewardship initiatives.

It is anticipated that labor for placement and final construction of the pre-fabricated bridge may be obtained through donated services and equipment from local construction companies.

Resources Needed

- Donated labor and equipment for placement and final construction of the pre-fabricated bridge
- Monetary donations for purchasing bridge (see budget below):

| Item | Cost |
|--|----------------------|
| 30’ long by 15’ wide pre-fabricated steel bridge | |
| | |
| | |
| Total money needed to complete project: | Approximately 30,000 |

Bridging Our Communities – Project Overview

Project Team Members

Kelli Cameron

Director, Foundation and Alumni Association,
Blackhawk Technical College

Kathleen Clothier

Planning and Development Assistant/Volunteer Coordinator
Community Action

Karen Ellis

Employment Manager
Mercy Health System

Lori Huntoon

Hydrogeologist
Huntoon & Associates

Beth Jacobsen

Assistant to the City Manager
City of Beloit

Michael Oellerich

Attorney at Law
Nowlan & Mouat LLP

About: Leadership Development Academy

The Leadership Development Academy of Rock County is comprised of individuals, businesses and organizations interested in positively impacting our communities by providing a personal and professional empowerment experience for aspiring leaders.

LDA participants meet with one full-day session per month, from September through May. Sessions explore the Rock County community and promote leadership skills using tours, guest speakers, mock sessions, case studies, role-playing, multimedia presentations and more.

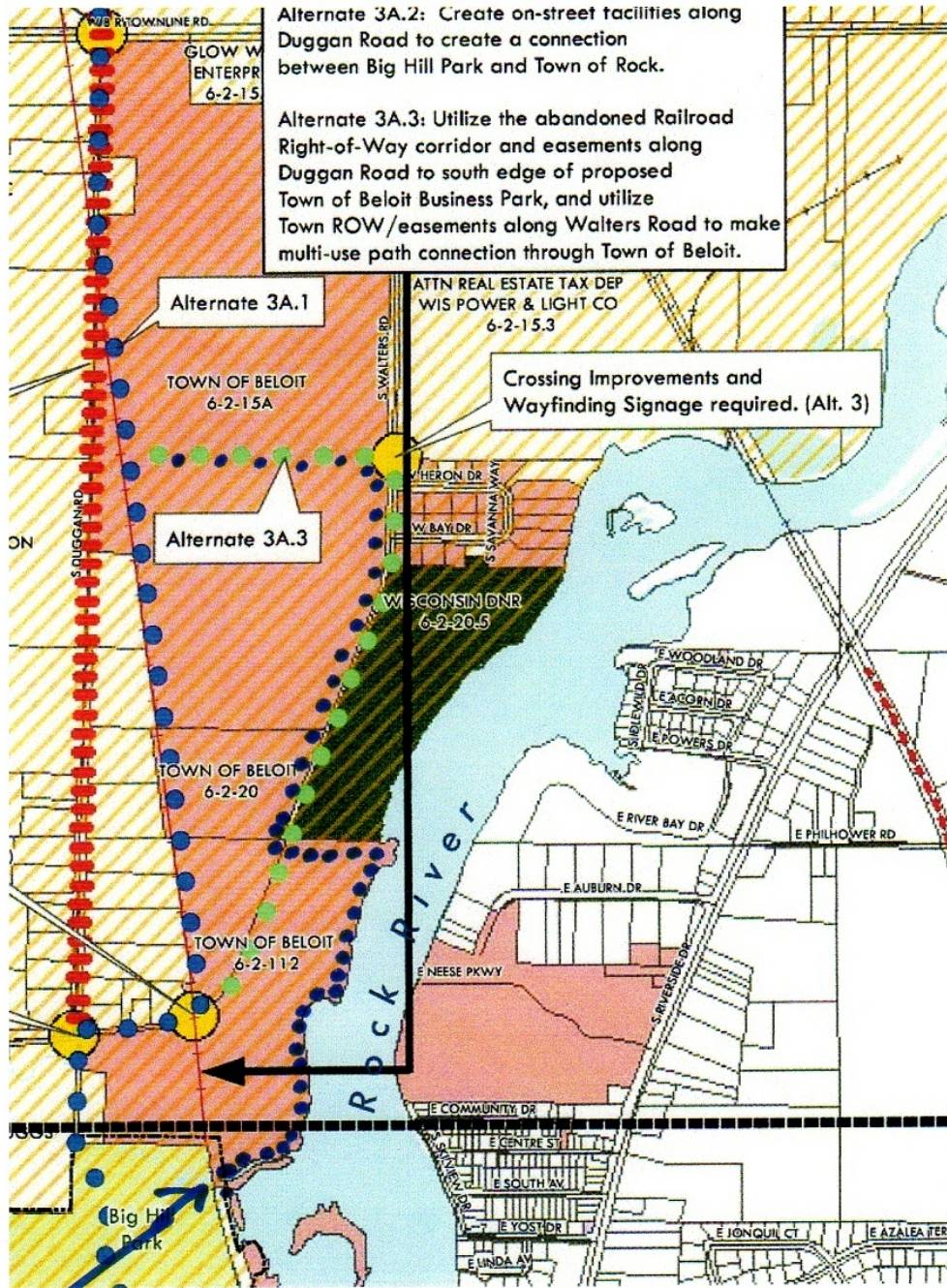
Each participant works within a small group to produce a collaborative project that addresses a specific community need. Many of these projects have made Janesville, Beloit and all of Rock County a better place to live, work and play.

About: Rock Trail Coalition

Formed in 1992, the Rock Trail Coalition is a group of volunteers dedicated to the development, maintenance and enjoyment of hiking, biking and recreational trails in Rock County.

Bridging Our Communities – Project Overview

Beloit Township Route to Big Hill Park



*Bridge at
Goose
Creek*

OUR VIEWS

Bike trail to Beloit is visionary idea

When the day comes that bicyclists can pedal down an off-road trail from Janesville to Beloit, they'll largely have the Rock Trail Coalition to thank.

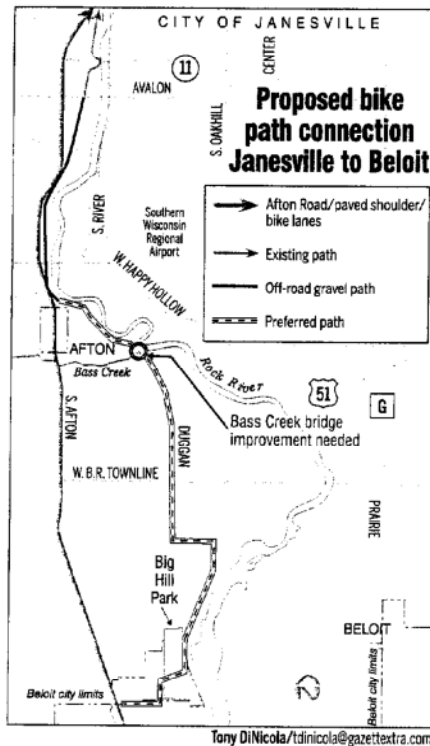
It takes effort, persistence and vision to build such trails, and the coalition is leading the way.

Money is always an issue, of course. The trail already runs from Janesville to Afton, and a consultant's estimate puts the cost to extend it to Beloit's north side at another \$3.3 million. That's not chump change. Coalition President Dean Paynter, however, thinks it could be done for less. His group is exploring the idea of getting a state trail designation that could help secure grants.

Besides that, a parcel secured a year ago provides insight into how teamwork and support can cut costs. The Janesville City Council agreed last June to buy a key parcel of abandoned railroad right-of-way just south of Tripp Road for \$45,000. At that time, the coalition pledged \$10,000. Evansville's Agrecol, founded by Bill Graham, chipped in \$10,000 to further reduce the city's outlay. Agrecol also agreed to invest \$10,000 toward seed to sew native plants. Landowner Mike Morris offered to donate time and equipment to clear vegetation, work valued at \$5,000.

If government and coalition officials can continue to build such support, they should vastly reduce tax dollars needed.

Trail supporters have hosted meetings this month to get public input.



Some residents point out that nearby Afton Road already has paved bike lanes on its shoulders, making the off-road trail unnecessary. Mixing bicyclists and motorists on that road, however, poses safety concerns for bikers.

Planners have wisely altered the bike route when residents expressed con-

cerns about it running through their backyards. Some landowners fear that allowing easements might erode property values. However, studies show that homes within a mile of a trail generally have higher values, said Ryan Garcia of SAA Design Group, which helped study and craft a master plan for the trail.

Someday, this trail will have implications reaching beyond Rock County. Plans call for the path extending from Janesville to link with the Jefferson Glacial River Trail at County N north of Milton. Paynter says officials in Beloit and South Beloit, Ill., are talking about how Wisconsin and Illinois trails could stretch to Chicago.

Some residents criticize trails as frills when governments struggle to fund basic services such as fire and police protection, trash pickup and road repairs. These tough times won't last forever, however. Besides, our communities will need more young, urban professionals to fill the needs of future employers. These educated people appreciate quality-of-life amenities such as trails.

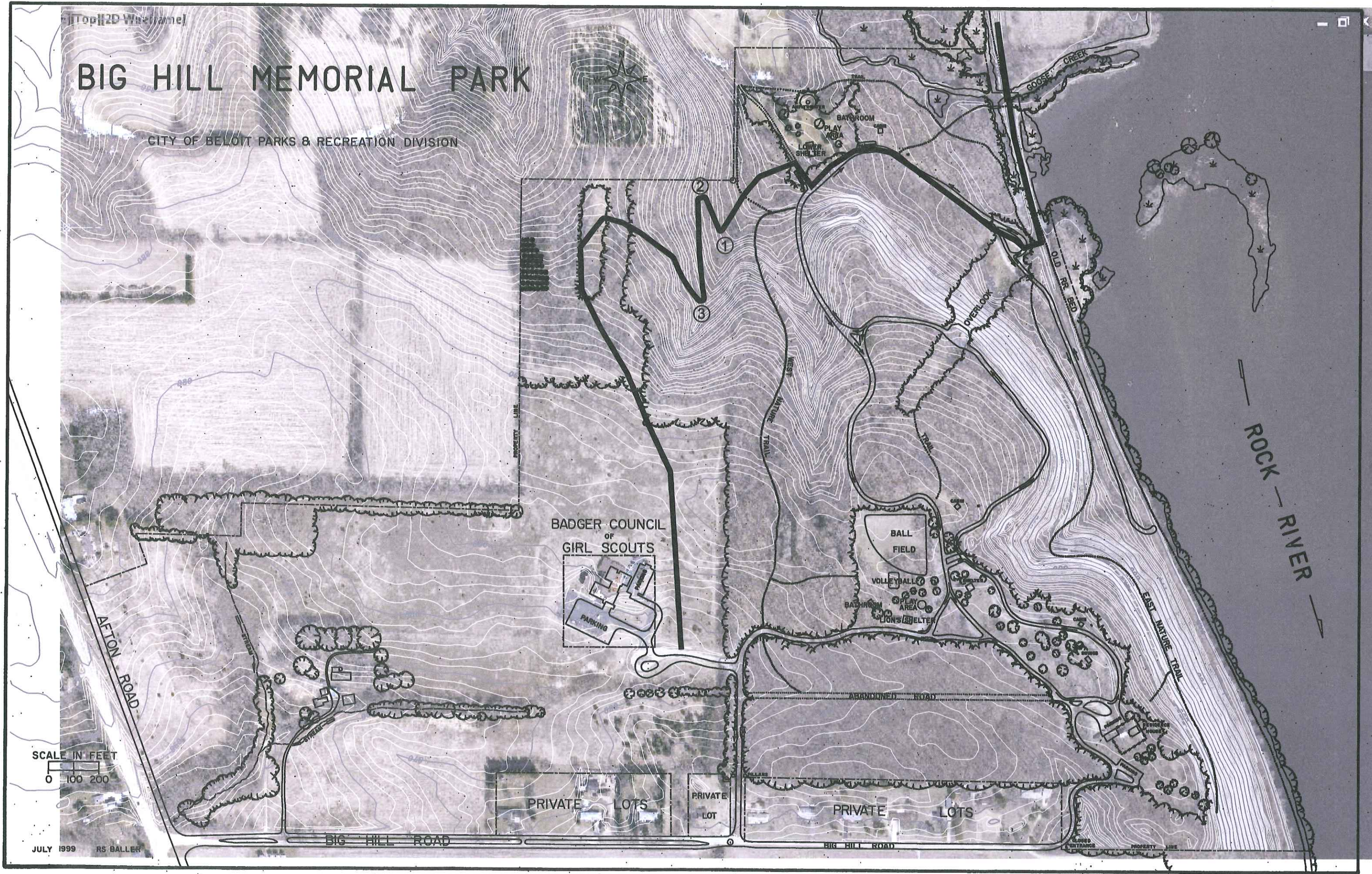
Bike trails can function as more than tourist attractions. Gas prices are high, and while they might dip periodically, they'll only climb higher in future years. Someday, more and more people will save fuel, reduce pollution and improve their fitness by bicycling to work, shop or reach entertainment spots.

Vision today can put in place the bike paths that will prove valuable tomorrow.

Top 2D West/ame

BIG HILL MEMORIAL PARK

CITY OF BELLOIT PARKS & RECREATION DIVISION



SCALE IN FEET
0 100 200

JULY 1999 RS BALLER

N:\lib\Lands\Parks\Big Hill\new west bike path\big hill path.dwg, 4/4/2013 2:16:32 PM

RESOLUTION
ADOPTING A CLASSIFICATION AND COMPENSATION PLAN FOR NON-REPRESENTED
CITY EMPLOYEES AND AUTHORIZING IMPLEMENTATION

WHEREAS, the City of Beloit's current position classification, compensation study and pay plan was completed in 1998 and the City wishes to adopt a new classification and compensation plan and a new salary schedule for its non-represented employees; and

WHEREAS, changes in Wisconsin's labor relations laws have made it prudent for the City to review its pay plans to develop a uniform method for compensating its employees; and

WHEREAS, on August 20, 2012, the City Council approved the award of a contract to McGrath Consulting Group, Inc., to perform a Classification and Compensation Study on all the City's non-represented employees; and

WHEREAS, the City Manager retained the services of McGrath, Inc. hereinafter "Consultant," to study and analyze the current compensation plans, and to develop recommendations regarding future compensation plans, for the City's non-represented employees; and

WHEREAS, the City Manager has accepted the recommendations made by the Consultant to replace the existing City employee compensation structures with a new non-represented pay plan structure consisting of 25 pay grades and four quartiles, including the midpoint; and

WHEREAS, the City Manager recommends this new non-represented compensation and classification plan be implemented as of April 15, 2013; and

WHEREAS, the City Manager recommends that any non-represented employee whose salary is below the minimum of the range for his/her respective classification be increased to at least the first quartile of the range with the total of such adjustment not to exceed \$5,000; and

WHEREAS, there is no recommendation to cut the base pay of any existing employee as part of the implementation of the classification and compensation study.

THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit hereby authorizes and directs the City Manager to adopt and implement the recommendation of the Consultant to replace the existing classification and compensation plan effective April 15, 2013.

BE IT FURTHER RESOLVED that all prior pay plans for the City's non-represented employees and former union employees affected by Wisconsin Act 10 be abolished.

BE IT FURTHER RESOLVED that the classification and compensation schedule is attached hereto as "Exhibit A" for reference purposes only, and is subject to continued review and modification as provided in the classification and compensation procedures manual, and that the classification determinations regarding position placements may be modified in the future for good and substantial reasons as determined by the Classification Committee and the City Manager.

Dated at Beloit, Wisconsin, this 15th day of April 2013.

BELOIT CITY COUNCIL

Charles M. Haynes, President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Classification and Compensation Pay Plan

Date: April 15, 2013

Presenter(s): Paul York

Department(s): Finance and Administrative Services

Overview/Background Information:

The City's current pay plan was established in 1998 for approximately 89 positions covering 100 non-represented employees. Due to the legislative changes in collective bargaining laws, some of our local AFSCME unions chose to decertify in 2012. In August, 2012 the City contracted with McGrath Consulting Group, Inc. to conduct a classification and salary study and provide recommendations for a new classification and salary plan to the City. In March/April, 2013 the consultant presented the completed report and recommendations to City staff and Council for review and approval.

Key Issues (maximum of 5):

1. Former represented positions are now included in the non-represented employee classification and pay plan.
2. All non-represented positions have been reviewed and ranked by the Consultant using a point factor system, consideration to the external market, and internal equity.
3. Results of the salary survey concluded that overall, the City's salaries remained competitive with the corresponding market, but the minimum salary ranges were too low to compete for new talent.
4. The study recommends the attached revised pay plan.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports strategic goal #1

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels – N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A
- Reduce dependence on activities that harm life sustaining eco-systems – N/A
- Meet the hierarchy of present and future human needs fairly and efficiently – N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

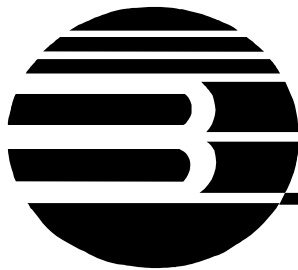
The Human Resources Division and City Manager recommend adopting the McGrath classification and compensation plan for the City's non-represented employees.

Fiscal Note/Budget Impact:

Budget appropriations are not needed for 2013. Estimated costs resulting from implementation of the pay plan in 2014 are \$66,429.

*Classification & Compensation
Study
Executive Report*

for the



City of
BELOIT, Wisconsin



April 2013



McGrath Consulting Group, Inc.
McGrath Human Resources Group
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Fax (815) 331-0215
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Study Overview

McGrath Human Resources Group, an organization that specializes in public sector consulting, was commissioned by the City of Beloit to conduct a comprehensive classification and compensation study of all non-union City positions and all positions that formerly had been unionized. The City requested an evaluation of the positions in order to update the current non-union system, and incorporate the formerly union positions into the non-union system.

The City conducted a compensation study in 1998, which is the impetus of the City's current point-factor system. In addition comparables were utilized to assist in the determination of salary increases during contract negotiations.

The purpose of this study is to:

- ❖ Conduct an external market analysis of current positions within the City of Beloit to other similar municipalities
- ❖ Conduct an internal analysis of positions within the City of Beloit to account for external market factors and to ensure internal equity (including internal equity with union positions)
- ❖ Make recommendations to the current compensation system that will attract and retain highly qualified employees
- ❖ Incorporate former union positions into an updated non-union compensation system
- ❖ Develop a compensation system that is 'fair and equitable' but is easier to use
- ❖ Define how the system should be maintained and the resulting changes – if any – to any City policies and/or ordinances
- ❖ Develop the fiscal impact of the proposed system on the City's budget

The Consultant would like to extend appreciation to the City Manager, Director of Human Resources, and Human Resources Specialist, as well as department heads and employees for their time, cooperation, and for sharing information and perceptions with McGrath Human Resources Group.

Methodology

Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this study involved the gathering of data that pertains to current compensation practices within the City of Beloit. The Consultant received information relating to current salaries, specific policies, and current job descriptions. This provided a basis on which to build a compensation system.

Interviews were conducted with department heads within the City, as well as groups of employees representing the various job titles within the organization. The purpose of these meetings was to: first, to gain an understanding of the municipality's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any 'problem' positions within the City that were difficult to recruit, retain, or were 'unique' in the positions responsibilities.

Interviews were conducted with department heads within the City, as well as groups of employees representing the various job titles within the organization. The purpose of these meetings was to:

- ❖ Gain an understanding of the municipality's current compensation practices and philosophy
- ❖ Solicit ideas and input from these stakeholders for future compensation methodologies and practices
- ❖ Determine if there were any 'problem' positions within the City that were difficult to recruit, retain, or were 'unique' in the positions responsibilities.

Labor Market

In addition to collecting information internally, with the assistance of department heads and employees, the Consultant examined surrounding municipalities that would employ comparable positions. Each of these municipalities was contacted initially via telephone then was given an online questionnaire, and salary data for specific positions was solicited. The following organizations were contacted:

Table 1: Comparable Organizations

| Comparable Group/City Name | Population |
|---------------------------------------|------------|
| Appleton, WI | 73,243 |
| Arlington Heights, IL | 82,405 |
| Belvideer, IL | 25,585 |
| Brookfield, WI | 37,920 |
| Cary, IL | 26,872 |
| Eau Claire, WI | 66,623 |
| Fond du Lac, WI | 43,021 |
| Hoffman Estates, IL | 51,895 |
| Janesville, WI | 63,479 |
| Kenosha, WI | 99,738 |
| Lacrosse, WI | 51,719 |
| Madison, WI | 236,901 |
| Manitowoc, WI | 33,721 |
| McHenry County, IL | 260,077 |
| McHenry Parks District, IL | |
| Metro Transit, WI | |
| Middleton, WI | 17,442 |
| Monroe, WI | 10,843 |
| Oconomowoc, WI | 7,451 |
| Oshkosh, WI | 66,344 |
| Racine, WI | 78,873 |
| Rock County, WI | 160,155 |
| Sheboygan, WI | 50,792 |
| Superior, WI | 27,211 |
| Wal-co-Met [a public utility CO (WI)] | |
| Washington County, WI | 132,386 |
| Waukesha, WI | 70,867 |
| Wauwatosa, WI | 46,629 |
| West Allis, WI | 60,714 |
| Whitewater, WI | 14,769 |

The Consultant was pleased with the response to the survey; 90% of the organizations contacted provided data. When questions arose between either responses to the survey or information on the compensation website, the Consultant was able to resolve the issue by looking at job descriptions if available online.

The collection of this compensation data was utilized to analyze the average market minimum, mid-point and maximum rates per defined benchmark positions, as well as a comparison of the average salary of the positions to the salary of incumbents within the City.

The labor market, for the City of Beloit was determined based upon a number of factors: location, size, areas in which the City would recruit, and discussions with department heads and employees. During interviews, each was asked if there were certain municipalities that they felt had similar positions. If identified, the Consultant sought the salary and benefit data. Thus, the selected organizations were jointly identified.

The Consultant surveyed 136 positions within the City. In addition to the current positions within the City, the Consultant sought comparable data on positions that might have job responsibilities that are combined in the City of Beloit but might be separate in other organizations; positions that might have differentiated salaries due to required certifications; and positions that might be added in the future. Further, in some cases, the titles were altered to better align with the industry. These positions included:

Table 2: Benchmark Positions

| | |
|--|-------------------------------------|
| Account Specialist | Helpdesk Coordinator |
| Accountant | HEO III |
| Accounting & Purchasing Manager | HEO IV |
| Accounting Assistant | HEO-II |
| Administrative Assistant - Entry/Regular | Horticulturalist Specialist |
| Administrative Assistant - City Manager | Housing Programs Manager |
| Administrative Secretary - to Dept. Head | Housing Rehab Financial Specialist |
| Assessment Technician | HR Analyst / HR Generalist |
| Assistant City Attorney | Information Systems Manager |
| Assistant City Manager | Inspection Officer |
| Assistant Fire Chief (2nd in command) | Inventory Control Technician |
| Assistant to the City Manager | IS Tech |
| Assistant Transit Director | Legal Secretary |
| Associate Librarian | Librarian |
| Automation Services Manager | Library Department Head |
| Budget Analyst | Library Director |
| Building & Grounds Worker: Includes carpentry, repairs, painting, etc. | Library Tech |
| Building & Planning Supervisor | Maintenance Specialist |
| Building Official | Maintenance Supervisor |
| Business Manager Library | Maintenance Worker II |
| Circulation Services Manager | Neighborhood Planner/Urban Designer |
| City Assessor | Neighborhood Development Specialist |
| City Attorney | Network Administrator |
| City Clerk | Network Engineer |
| City Engineer | Occupancy Specialist |
| City Manager | Office Manager |

| | |
|--|---|
| City Treasurer | Operations Assistant |
| Collection Clerk | Parks Supervisor / Director |
| Community & Housing Superintendent | Payroll/Benefits Coordinator |
| Community Development Director | PC Hardware Technician |
| Community Planner - No AICP & with AICP | Plant Engineer |
| Controller | Police Captain |
| Court Administrator | Police Chief |
| Court Clerk | Project Engineer - Storm Water |
| Custodian | Project Manager - PW |
| Deputy City Clerk | Property Appraiser |
| Deputy City Treasurer | Property Operations Coordinator |
| Deputy Fire Chief (Shift Commander) | Public Housing Coordinator |
| Deputy Police Chief | Public Works Director |
| Director Of Information Systems | Purchasing Specialist |
| Director Of Planning & Zoning | PW Operations Superintendent/Supervisor/ Director |
| Director of Beloit Housing Authority | Records Clerk (Clerk Typist) |
| Director of Finance & Administration | Records Manager - PD |
| Director of Human Resources | Recreation Coordinator |
| Director of Parks & Leisure Services | Recreation Supervisor |
| Director of Transit | Redevelopment Planner |
| Downtown Development Coordinator | Route Supervisor-Transit |
| Economic Development Director | Senior Center Supervisor |
| Engineering Aide | Solid Waste Collector |
| Engineering Tech | Solid Waste Supervisor |
| Engineering Tech II | Special Equipment Operator - Streets, Parks, Cemetery, Cemetery (Senior Level - no foreman/lead duties) |
| Engineering Tech III | Streets Supervisor (Supt) |
| Engineering Tech IV & V | Support Services Manager /Records Mgr and/or Accreditation manager |
| Environmental Coordinator | Transit Coordinator |
| Environmental Services Collection System Mgr | Transit Dispatcher |
| Environmental Services Maintenance Manager | Transit Foreman |
| Environmental Services Project Coordinator | Transit Operations Manager / Director |
| Environmental Specialist | Transit Operations Supervisor |
| Environmental Technician | Transit Supervisor |
| Fire Chief | Transit Supervisor II |
| Fire Dept Business Manager | W/WW Class I |
| Fleet Manager | W/WW Class II |
| General Mechanic | W/WW Class III |
| General Services /Risk Manager | Wastewater Operations Supervisor / Director/Supt |
| GIS Specialist / Coordinator | Wastewater Operator (no class specified) |
| Golf Course/Cemetery Supervisor | Water Operations Supervisor / Director/ Supt |
| Grant Administrator | Water Resources Superintendent (Water/Wastewater) |
| Heavy Equipment Operator - Streets, Wastewater, Water | Water Utility Operator |

Market Data Solicited

The market surveys gather the following information: 2012 minimum, midpoint, and maximum salary for the position; and the average salary of the incumbents. Positions with less than three participants were excluded since it was considered an insufficient sample size. Further, salaries that were considered statistically too high or low were eliminated when determining the market average.

Pay Range Market Analysis

The following is a summary of the external market analysis to the City of Beloit benchmark positions.

Minimum Salary Comparison

The City's minimum salary range was compared to the average market beginning salary; and the average incumbent salary of Beloit employees was compared to the average market data for incumbents in the position. The analysis of the minimum salary range gives an initial indication if starting salaries are within an acceptable market range.

In conducting the analysis, there are concerns with the minimum salaries of the current salary ranges in that 54 positions or 62% of the benchmark positions have starting salaries that are below the average market minimum. Prior to the start of the study, City Administration indicated that it was encountering problems with the starting salaries of individuals hired within the past few years. From the data, it would appear that the starting salaries have fallen below the average. Of the 54 positions under the average market minimum, only 11 positions or 20% are formerly union positions. Thus, the majority of positions below the average market minimum are non-union positions.

Market Rate Salary Comparison

The next step in developing a compensation structure is to compare the current incumbent's salaries to the average market rate. For this purpose, in positions where there is more than one incumbent, an *average* of the current City employees is utilized.

It is standard compensation practice to establish a range around the average market rate to determine if the employee is being compensated ‘fairly.’ Often, employees make the assumption that if the average market rate is \$25,000, then they should be making \$25,000. However, compensation practices look at a range around the average market rate that an employee should be at by the time the employee is fully functioning within his/her position. Traditionally, organizations establish a 5-10% range around the market rate. Thus, if an employee is making between 40-60% of the market rate, the employee is fairly compensated. Overall, comparing the average incumbent(s) salary to the average market rate –comp ratio – it appears that the City’s past compensation practices have maintained salaries within the average market rate. Twenty-five percent (25%) of the City’s full-time positions are below the average market rate. Of the 27 positions below the average incumbent rate, only five were former union positions.

To summarize:

Table 3: Average Market Rate Summary Full-time Positions

| Average Market Rate Comp Ratio | Number of Benchmark Positions |
|--------------------------------|-------------------------------|
| 50% and above | 50 |
| 40 – 49% | 30 |
| 30 – 39% | 17 |
| Less than 20 – 29% | 10 |
| Total | 107 |

Seventy five percent (75%) of the City’s benchmark positions would be considered within an acceptable market rate. This leaves 25%, or 27 positions that are not within the market range. Thus, as compared to surrounding comparable municipalities, the majority of employees fall within the average market rate for positions with similar education, skill, and experience.

Market Data Summary

Overall the City has done a relatively good job at keeping pace with the external market. As anticipated, the data illustrates that the minimum salaries of the non-union schedule are lower than the external market in a number of job titles. It is difficult to compare former union positions, as the City – through years of contract negotiations – have grouped a number of positions in pay ranges; thus, if

compared to positions in the external market, some of the positions that appear to be within market, may not be and vice versa. When placing all former union positions within a salary range, the position will be compared to similar position's skills and responsibilities – not just with the pay range and grouping of positions it currently resides.

Current Compensation System

There are three different pay systems within the City of Beloit. Two have been developed through contract negotiations, and consist of step systems. The third is a salary range system that was established in 1996-97 through a study with Commonwealth Personnel Management Services.

The 1996-97 study placed all non-union positions into pay ranges. There are 22 pay ranges, with a spread from minimum to maximum of 50%. There is a 5% difference between each pay range. Positions are placed in the respective ranges through a point factor analysis. There are four factors, with multiple elements. For example, the point factor category 'Elements of Knowledge' has seven levels (no education to experienced) and then six categories for each level. The end result is that a total number of points are designed; the total number of points relate to a specific pay range.

The two non-union schedules have been developed over a number of years of contract negotiations. As with most union schedules, there has been no analysis of the internal equity of non-union versus union positions. Both union step schedules are inconsistent in the spread of the range (Beginning to end); between steps; as well as between pay ranges. This is most likely the result of modifications to specific positions, percentage increases added to the range, and additions/deletions of positions throughout the years.

Issues with the Current Systems

The City is seeking this study in that since the inception of the 1996-97 salary study little has been done to keep the non-union compensation system up to date. Positions have been added or deleted; however, the overall point factor structure has remained intact. Annually, the schedule might be adjusted for cost of living increases – which may or may not be tied to union salary increases. Pay increases for non-union employees have been a combination of a general increase (cost of living) and a

merit increase. The use of this system has been dictated by funding. Thus, not only has the salary schedule become a little outdated in comparison to the external market; but there are also concerns that guaranteed union salary increases may have caused compression issues with non-union positions.

Compression

Compression is when salaries of job classifications of a higher rank or authority are paid less than individuals of a lower rank or authority. This usually occurs in police and fire departments where salary plus overtime of lower ranks exceed the higher command ranks. The issue of compression; however, has not only a concern in the Police and Fire departments, but also in other areas of the City. The perceived reason was the higher salaries afforded to union personnel than to non-union personnel.

Because of this issue, the Consultant asked for salary information (base plus overtime) for the entire 2011 fiscal year for all job classifications. The following represents the culmination of this information.

Fire Department

There is a problem of compression among the non-union ranks of Fire Chief, Assistant Fire Chief, and Deputy Fire Chief. The Fire Chief, when overtime is considered, earns less than either of his Assistant Chiefs. Further, a union Captain earns more than a Deputy Chief. With that said, there is an issue of compression within the Fire Department, but not to a great extent. This issue can be resolved through increasing the Fire Chief's salary and addressing the issue of the command staff's work schedule – shift and stipend. The stipend the four non-union command staff members receive is not included in these numbers; thus, the total gross salary could be even greater, reducing the Fire Chief's salary in comparison.

Police Department

As with the Fire Department, the rank of Captain appears to be problematic within the Police Department, as the union position of Sergeant earns more than the three Captain positions. With that said, there does not appear to be a compression problem between the Deputy Police Chief and the Police Chief. Placement of the Captain position in the non-union salary schedule will help minimize the compression issue, but will not eliminate it.

Public Works

Although seldom seen, a concern was expressed regarding compression within the Public Works Department; specifically from union to non-union positions. Upon examination of the 2011 salary data, there does not appear to be any type of compression issue within this Department. Although there are supervisory positions earning more/less than other supervisory positions, it does not appear that any non-supervisory/formerly union employees earn more than supervisory personnel.

Other City Departments

An evaluation was completed regarding compression on all City departments. No evidence was found that compression existed in any other department. There may need to be greater distance between supervisory personnel and employees; however, there was no evidence of an employee of a lesser authority earning more than positions of greater authority. Because of the various union and non-union schedules moving these positions to a single salary schedule should allow for a greater percentage distance between all job classifications within the department's organizational structure.

Library

There is a small issue of compression within the Library positions. The position of Custodian Aide has an annual salary greater than some of the credentialed positions of Circulation Services Manager and Associate Library. What makes this information misleading is the comparison of part-time to full-time positions. However, all full-time librarians earn more than associate librarians; who in turn earn more than technicians. What may be causing the perception of compression is, as mentioned, the annual salary of full-time versus part-time; and the spread between these positions is minimal. Placement in the new schedule will include a greater spread between these positions.

Merit

All non-union employees move through the current compensation system based upon a performance evaluation. Individuals who receive an overall performance evaluation ranking of "Meets" expectations or above are eligible to receive a market increase. In December, 2011, the market increase was 2.5%. In addition, individuals with an 'Exceeds' or 'Exceptional' performance rating are eligible for a merit

increase. In 2011, there were 70 non-union employees. Note: When analyzing merit, one must recognize that the annual cost of living increase is tied to this amount. Thus, merit is not a dollar amount given 'above' another increase. Unlike union employees who – regardless of performance – receive an annual increase, or the annual increase plus the step increase, non-union employees have the annual increase (merit) tied to performance.

During interviews, the Consultant's asked union and non-union employees, supervisors and Department Directors their perception of the merit system. Of all non-union personnel, the majority favored a continuation of merit in some form. The majority believed that since there were no specific criteria was needed to be awarded merit; it was a system where supervisor's utilized merit to either reward favorite employees, or to give individuals more money regardless of performance. There was a vast majority of Department Supervisors who felt that the supervisory staff within the City did not want to provide employees with negative feedback; thus, questioning the legitimacy of the program. Both employees and other supervisory personnel indicated that a small number of 'other' supervisors not only did not want to provide positive and negative feedback, but were also incapable of understanding performance differences.

Obviously union personnel were very cautious of a merit based system. There was a strong perception among formerly union employees that this system would be riddled with favoritism as most believed that their supervisor was incapable of 'managing'. Not that these were 'bad' individuals, but when managing under a union contract environment, and now thrust into a supervisory role, they did not have the skills necessary to make a merit program work.

City of Beloit Administration expressed a strong belief that the next compensation system for all non-union employees comprise of a merit component. The recommended salary schedule has a merit award; however, before such a system is implemented City wide, the following must first be accomplished:

- ❖ Update all current job descriptions. If a supervisor is to award an employee for performing work above and beyond the basic job responsibilities, these must be defined. Presently, the City

of Beloit's job descriptions are inconsistent and out of date.

- ❖ All supervisory personnel with the responsibilities of evaluation must receive training on documenting employees; legal aspects of evaluations; providing positive/constructive feedback; and completion of the performance evaluations.
- ❖ Employees are trained on the Performance Management System – including criteria to receive merit, the evaluation process, and their personal role in completion of evaluations.
- ❖ The City must establish an accountability system where all evaluations are reviewed by a higher authority to ensure completed and credible ratings. Human Resources should also evaluate the number and amount of the awards given within each department. If a budget amount is provided to each department for distribution among members, Human Resources then takes on the role of oversight and ensuring accountability.
- ❖ The City Manager must be able to take a limited role in the awarding or not awarding of merit. Thus, there should be an appeal process whereby by an employee goes to Human Resources. This allows the City Manager to enter the process in the event of a dispute between Human Resources, the Department Director, and the employee; and eliminates any perception that the City Manager has interfered with either the employee or the supervisor in the evaluation of the employee.

There were a variety of comments regarding the performance evaluations themselves. From those that loved a specific form to really disliking the form. Further, the process of who is involved in the evaluation was inconsistent among departments. Under separate cover, the Consultant will provide an undated performance evaluation form(s), along with the general process to be followed by the City. The Human Resources Department must take an active role in the scrutiny of evaluations for consistence and 'fairness'.

Point Factor System & Evaluation Committee

Finally, during interviews a number of individuals had comments regarding the system of classifying positions within the non-union salary schedule. Those close to the process felt the system was cumbersome and complicated. Based upon a review of the point factor system, the Consultant would agree. With that said, the point factor system implemented in 1996-97 was very state of the art. Unfortunately, at that time, the market rate was not taken into account as strongly as the placement by points. Further, since 1997 many factors impact job's today that were not as needed in the late 1970's – such as decision making by all ranks of personnel; computers and the ability to utilize; as well as employee's involved in data analysis and budgeting. Thus, point factor systems need to be updated to reflect the highly sought skills of the organization.

The use of a Classification Committee was discussed among a number of personnel. The most rigorous discussions were those individuals – supervisors or employees – who had attempted to utilize the Classification Committee. There was a general misunderstanding of the role of the Committee, as many felt this Committee was utilized to approve additional pay increases. Further, many commented on the makeup of the Committee – where some members would not have a good understanding of the work performed by other specialty departments. Finally, there was an air of mystique- where after the presentation by the supervisor and/or employee – decisions were made 'behind closed doors'.

These issues will need to be addressed in the development and maintenance of the recommended classification system.

Job Titles

Between the three schedules and a budget report provided by the City, there are between 121-187 different job titles. In addition, during interviews, the Consultant's were told a small number of job titles had been changed due to some department reorganizations. Thus with 420 full and part-time employees (deducting all seasonal employees) there is approximately 1 title for every 2 employees.

In addition to the number of job titles, some of the job titles can be confusing either when comparing to other comparable positions, or are no longer used within the industry. For example, the City of Beloit

makes a distinction between ‘Director’ and ‘Director of’ titles. One title is in charge of an entire department; whereas, the ‘Director of’ is in charge of a division within a larger department. This may make sense to those within the City; however, this distinction is not commonly found. When gathering comparable salary data, other titles were utilized that better matched the skills and qualifications for the position. For example, Director of Parks might be better referred to as a Parks Superintendent or Supervisor.

Recommendations will be made to decrease and/or change the titles of positions to ones that are more current, or more reflective of the industry standard.

Department Evaluation

In classifying positions into the system, a number of conflicting position descriptions, titles, or avenues for consolidation became apparent. Multiple job titles were also created for similar positions during contract negotiations for a variety of reasons that were necessary at the time. With the change in labor rules, the City and employees have an opportunity to realign positions, as well as open up avenues for professional growth. Further, it was mentioned in almost every department, the need for the City to promote professional development.

Recommended Pay Schedule

The goal of any compensation system is to place and maintain employees around the established market rate. Salaries in excess of the market should be achieved through performance-based initiatives; however, the ultimate goal of any system is to determine through its compensation philosophy where the organization wants to position itself in the market and attempt to maintain employees at that established level.

The Consultant recommends a classification and compensation system that has four elements:

1. Salary Range Adjustment
2. Adjustments within Range
3. Performance Increases
4. Longevity Increases

Positions have been placed on the schedule based upon a number of factors: The points awarded the position based upon the job description and the point factor criteria. Then positions were further placed based upon the average market rate. Finally, placement was determined upon internal equity – ensuring that reporting positions, or peer positions were in similar paygrades. The initial placement of positions was reviewed with the City Manager, Director of Human Resources, HR Analyst, and Finance/Administrative Services Director to ensure that new responsibilities have been accounted for. Finally, all Department head personnel reviewed the placement of positions within their department with the Consultant and a representative of Human Resources.

Titles have been changed to better align with the industry, better reflect the external market, or to align with similar positions within the City. The job descriptions should be updated to ensure that the current job responsibilities are documented and align with the skills, education, and experience required for the position.

Fair Labor Standards Act

All positions have been reviewed for compliance with the Fair Labor Standards Act (FLSA). Positions have been classified as Exempt – salaried employees who meet the definitions of FLSA and are not eligible for overtime. Rather, exempt employees work the number of hours necessary to get the job done. Or as Non-exempt – these are hourly employees who are to be paid overtime for all hours worked. [Refer to the City’s policy on payment of overtime]

Point Factor System

The Consultant has updated the City’s point factor system. The system has been simplified, and rather than going through multiple classifications, each category is assigned a point value. The points are totaled to provide a basis for placement. Thus, the point factor system should be utilized as the first step in determining the correct pay grade for a position. Then consideration to the external market and internal equity will assist in the proper placement of the position.

Reclassification

It should be noted that there is a difference between a position reclassification and a salary increase. Salary increases are when an individual receives a salary increase but it is not based upon the responsibilities of the position, rather, it is based upon the merits of the individual. A reclassification is when the duties of the position change so significantly that the placement of the position within the classification system needs to change. When an employee and/or a supervisor feel that the change in responsibilities are significant, or when a new position is to be added to the compensation schedule, a process that involves Human Resources, a compensation committee, and information from the external market should be utilized.

Schedule Implementation

The goal of the system is to incent individuals to perform through a variety of wage adjustments. Except for the annual salary range adjustment, all increases are tied to employee performance. Thus, any increase inherent within the compensation system is subject to withholding for a period of time, or denied if performance expectations have not been met. Further, regardless of performance, the City will have the ability to increase, decrease, or eliminate any of the compensation components due to the financial ability of the City.

Initial placement on the system has been with the employee's current salary (as of 1/1/2013) into the correct pay grade. Individuals who are below the minimum have been brought up to the minimum. Employees who are within the first or second quartile would be eligible for the range adjustment. And individual's eligible for a longevity increase would also receive such increase. Thus, regardless of date of hire, or date in the position, the salary has NOT been adjusted for appropriate placement in the new system. Such placement would be financially unfeasible. Therefore, employees with shorter/longer years may receive/not receive an increase.

To ensure success of implementation, the following timetable has been established:

- Early 2013
 - Approval of the basic classification system
 - Provision of wage adjustment increases for all non-union employees
 - Finalization of a performance evaluation system
 - Apply to new hires, upon adoption
- 2013
 - Development of comprehensive job descriptions for all positions
 - Training of supervisory personnel in performance management
 - Training of employees on the performance management system
- 2014
 - Implementation of all four components of the classification & compensation system

Life Cycle of Salary Schedule

One of the main concerns in any salary structure is the ability to keep it current. Often, what occurs is that organizations spend a lot of time and money to review and re-evaluate their salary schedule, resulting in giving individuals or pay grades significant increases because either the position or the

schedule is out of sync with the external market. Therefore, when developing a salary structure, one must build in some mechanism for maintaining the structure with the average cost-of-living increases.

A salary schedule typically has a life span of five years, at which time market conditions typically dictate a review. The City can attempt to prolong the life of the schedule if it commits to maintaining its competitiveness with the external market.

It is recommended that an audit of 25% of the job titles occur on an annual basis. Positions selected for audit should include the following:

- ❖ New positions that were established during the previous fiscal year
- ❖ Positions that are experiencing high turnover and/or are having recruiting difficulties
- ❖ A minimum of 25% of current positions per year. Adjustments to placement of job titles within the pay range and subsequent employee salary adjustments on regular basis limit the periodic influx of major salary adjustments

Summary of Recommendations

The City of Beloit has a compensation system that for the most part has kept pace with the external market. With that said, the salary schedule, specifically the minimum of the range, needs adjustment to keep pace with the City's comparables. Further, without a defined salary schedule for all positions, the issue of compression (when a lower job's base salary and overtime are higher than the jobs above, or when the adjustments begin to compress with higher level positions) can and has begun to develop within the current system.

The Consultant has recommended a new salary schedule that takes into account the external market – annual salary system adjustments, adjustments to move to the market rate, longevity, and performance. Prior to the full implementation of the merit system, the City must first develop job descriptions and supervisory training to all that will be required to complete evaluations. Evaluation training should also be given to employees so that they understand their role in the process.

The Consultant has updated the City's point factor system in placing positions into defined pay grades. The point factor system is, however, only the first step in placing a position, and then both external market data and internal equity determine the final placement.

The Consultant has made recommendations on position titles and has provided job title and guidance on responsibilities for a number of positions.

Pay Plan Administration

Salary Range Adjustment

The pay plan should be adjusted periodically through an across the board increase which would adjust all ranges and salaries within the plan by a predetermined amount. CPI-U or another similar recognized benchmark should be used for this purpose. Salary comparables should also be used when considering range adjustments to ensure market competitiveness. Range adjustments will, of course, be contingent upon available resources and will normally be incorporated into the budget preparation process. Range adjustments will result in a corresponding salary increase for all non-representative employees included with budget implementation on January 1st of each year.

Adjustments within Range

In most cases individuals hired by the City will either be at starting salary for their respective range or somewhere below the top of the second quartile (midpoint). Employees will receive adjustment within their range each year as part of the budget process on January 1st. Until the employee reaches the midpoint identified for their respective salary range the annual increase will normally be 2%, subject to the annual performance review and the budget approval process.

Performance Increases

Employees will also be eligible for performance based increases also referred to as merit adjustments for those individuals in the “exceeds” or “exceptional” performance categories following the annual performance evaluation process. The City’s current merit plan will be utilized for any performance based adjustments. It is anticipated that performance increases, if any, will be awarded on July 1st of each calendar year following the annual performance evaluation process. Performance increases would be subject to the top of range requirement noted below.

Longevity Increases

The City will retain the current five year incremental salary increases based on longevity. Current policy will be retained providing for 3% salary increase at 5 years provided the employee has a “meets” or above performance evaluation for each of those years. If not the longevity increase would be processed as soon thereafter as the five annual meets performance evaluation requirement is satisfied. A 3% raises would be provided at each subsequent 5th year anniversary and would be in addition to other salary adjustments scheduled for that year. Subject to the top of range requirement noted below.

Top of Range

Employees will not be awarded salary increases which would place them outside or above the 4th quartile (top salary) of their compensation range. Employees who reach the top of their salary range will continue to receive across the board or market based range salary adjustments. Employees who achieve the top salary in their range will still be eligible for performance based and longevity increases provided however that any such increases earned will be paid in the form of a bonus check normally distributed when the increase would have been awarded (Jan. 1st for longevity, July 1st for Merit).

Appendix A: Recommended Non-Union Salary System

| Pay Grade | Title | <u>1st Qtr</u> | <u>2nd Qtr</u> | <u>Midpoint</u> | <u>3rd Qtr</u> | <u>4th Qtr</u> |
|-----------|------------------------------|----------------|----------------|-----------------|----------------|----------------|
| 50 | Custodian I | \$25,000 | \$28,750 | \$32,500 | \$35,000 | \$37,500 |
| | | | | | | |
| 51 | Custodian II | \$26,300 | \$30,213 | \$34,125 | \$36,813 | \$39,500 |
| | | | | | | |
| 52 | No Position | \$27,600 | \$31,716 | \$35,831 | \$38,616 | \$41,400 |
| | | | | | | |
| | | | | | | |
| 53 | No Position | \$28,900 | \$33,261 | \$37,623 | \$40,511 | \$43,400 |
| | | | | | | |
| | | | | | | |
| 54 | No Position | \$30,400 | \$34,952 | \$39,504 | \$42,552 | \$45,600 |
| | | | | | | |
| | | | | | | |
| 55 | Accounting Assistant | \$31,900 | \$36,690 | \$41,479 | \$44,690 | \$47,900 |
| | Collections Clerk | | | | | |
| | Equipment Operator I | | | | | |
| | Laboratory Technician | | | | | |
| | Records Clerk | | | | | |
| | | | | | | |
| | | | | | | |
| 56 | Account Specialist | \$33,500 | \$38,527 | \$43,553 | \$46,927 | \$50,300 |
| | Administrative Assistant I | | | | | |
| | Assessment Technician | | | | | |
| | Court Clerk | | | | | |
| | Warrant Officer | | | | | |
| | | | | | | |
| 57 | Administrative Assistant II | \$35,200 | \$40,465 | \$45,731 | \$49,265 | \$52,800 |
| | Deputy City Treasurer | | | | | |
| | Equipment Operator II | | | | | |
| | Evidence Custodian | | | | | |
| | Maintenance Worker I | | | | | |
| | Solid Waste Collector | | | | | |
| | Water/ Wastewater Operator I | | | | | |
| | | | | | | |
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|----|--------------------------------------|----------|----------|----------|----------|----------|
| | | | | | | |
| 58 | Community Service / Animal Control | \$36,900 | \$42,459 | \$48,017 | \$51,709 | \$55,400 |
| | Administrative Assistant III | | | | | |
| | Horticulturist Specialist | | | | | |
| | Inspection Officials | | | | | |
| | Maintenance Worker II | | | | | |
| | Vehicle Maintenance / Animal Control | | | | | |
| | Water/Wastewater Operator II | | | | | |
| | Deputy City Clerk | | | | | |
| | | | | | | |
| 59 | Engineering Tech | \$38,800 | \$44,609 | \$50,418 | \$54,309 | \$58,200 |
| | Environmental Tech | | | | | |
| | Executive Administrative Assistant | | | | | |
| | Cemetery Sexton | | | | | |
| | FD Inspection Coordinator | | | | | |
| | Housing Specialist | | | | | |
| | Instrumentation Control Technician | | | | | |
| | Legal Assistant | | | | | |
| | Mechanic | | | | | |
| | Planner I | | | | | |
| | Public Housing Coordinator | | | | | |
| | Senior Center Coordinator | | | | | |
| | Special Programs Administrator | | | | | |
| | Support Services Coordinator | | | | | |
| | | | | | | |
| 60 | Accountant | \$42,400 | \$47,670 | \$52,939 | \$58,270 | \$63,600 |
| | Budget Analyst | | | | | |
| | Business Services Coordinator | | | | | |
| | Housing Rehab Finance Specialist | | | | | |
| | Information Technology Technician | | | | | |
| | Payroll & Benefits Coordinator | | | | | |
| | Property Appraiser | | | | | |
| | Property Operations Coordinator | | | | | |
| | Purchasing/Inventory Specialist | | | | | |

| | | | | | | |
|----|---|----------|----------|----------|----------|----------|
| | | | | | | |
| 61 | GIS Specialist | \$44,500 | \$50,043 | \$55,586 | \$61,193 | \$66,800 |
| | Records Supervisor | | | | | |
| | | | | | | |
| 62 | Director of General Services | \$46,700 | \$52,533 | \$58,365 | \$64,233 | \$70,100 |
| | Environmental Specialist | | | | | |
| | Grants Administrator | | | | | |
| | Housing Programs Manager | | | | | |
| | Housing Rehab const Spec | | | | | |
| | Human Resource Analyst | | | | | |
| | Municipal Court Administrator | | | | | |
| | Network/Systems Administrator | | | | | |
| | Paralegal | | | | | |
| | Planner II | | | | | |
| | Recreation Coordinator | | | | | |
| | | | | | | |
| 63 | Budget & Finance Coordinator | \$49,000 | \$55,142 | \$61,284 | \$67,392 | \$73,500 |
| | Building Official | | | | | |
| | Director of Support Services | | | | | |
| | Executive Director of DBA | | | | | |
| | Network Engineer | | | | | |
| | | | | | | |
| 64 | Director of Accounting and Purchasing | \$51,500 | \$57,924 | \$64,348 | \$70,824 | \$77,300 |
| | City Clerk | | | | | |
| | City Treasurer | | | | | |
| | Fleet Manager | | | | | |
| | Forestry & Operations Supervisor | | | | | |
| | Golf & Horticulture Supervisor | | | | | |
| | Lead Building Official | | | | | |
| | Parks & Cemetery Supervisor | | | | | |
| | Recreation Supervisor | | | | | |
| | Streets Supervisor | | | | | |
| | Transit Supervisor | | | | | |
| | Wastewater Operation & Maintenance Supervisor | | | | | |
| | Water Collection System Supervisor | | | | | |
| | Water Utility Supervisor | | | | | |
| | | | | | | |

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|----|--|----------|----------|-----------|-----------|-----------|
| | | | | | | |
| 65 | Environmental Coordinator | \$54,100 | \$60,833 | \$67,565 | \$74,383 | \$81,200 |
| | MPO Transportation Supervisor | | | | | |
| | Safety & Sustainability Supervisor | | | | | |
| | | | | | | |
| 66 | Assistant To City Manager | \$56,800 | \$63,872 | \$70,943 | \$82,322 | \$93,700 |
| | Director of Community & Housing Services | | | | | |
| | Engineer (Specialty) | | | | | |
| | Director of Planning & Building | | | | | |
| | | | | | | |
| 67 | Executive Director of Beloit Housing Authority | \$59,600 | \$67,045 | \$74,491 | \$86,395 | \$98,300 |
| | | | | | | |
| 68 | Assistant City Attorney | \$62,600 | \$70,408 | \$78,215 | \$90,758 | \$103,300 |
| | Director of Parks and Leisure Services | | | | | |
| | Director of Transit | | | | | |
| | | | | | | |
| | | | | | | |
| 69 | Director of Human Resources | \$65,700 | \$73,913 | \$82,126 | \$95,263 | \$108,400 |
| | Director of Water Resources | | | | | |
| | Director of Information Technology | | | | | |
| | | | | | | |
| 70 | Director of Operations | \$69,000 | \$77,616 | \$86,232 | \$100,066 | \$113,900 |
| | | | | | | |
| | | | | | | |
| 71 | Deputy Fire Chief | \$72,400 | \$81,472 | \$90,544 | \$105,022 | \$119,500 |
| | Police Captain | | | | | |
| | | | | | | |
| 72 | Assistant Fire Chief | \$76,100 | \$85,585 | \$95,071 | \$110,335 | \$125,600 |
| 72 | Deputy City Attorney | | | | | |
| | | | | | | |
| 73 | City Engineer | \$79,900 | \$89,862 | \$99,825 | \$115,812 | \$131,800 |
| 73 | Deputy Police Chief | \$79,900 | \$89,862 | | \$115,812 | \$131,800 |
| | | | | | | |
| 74 | Community Development Dir | \$83,900 | \$94,358 | \$104,816 | \$121,608 | \$138,400 |
| | Economic Development Director | | | | | |
| | | | | | | |

| | | | | | | |
|----|--|----------|----------|-----------|-----------|-----------|
| | | | | | | |
| 75 | City Attorney | \$88,000 | \$99,028 | \$110,057 | \$127,628 | \$145,200 |
| | Fire Chief | | | | | |
| - | Finance & Administrative Services Director | - | - | - | - | - |
| | Police Chief | | | | | |
| | Public Works Director | | | | | |

Appendix B: Recommended Library Non-Union Salary Schedule

| Pay Grade | Title | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
|-----------|--|---------|---------|---------|---------|
| 40 | Page | \$7.26 | \$8.44 | \$9.88 | \$10.14 |
| 42 | Monitor | \$9.09 | \$10.55 | \$12.38 | \$12.74 |
| 45 | No Position | \$9.52 | \$11.07 | \$12.97 | \$13.32 |
| 50 | Computer Room Assistant Custodian I | \$12.02 | \$13.82 | \$16.83 | \$18.03 |
| 51 | Library Assistant | \$12.64 | \$14.53 | \$17.70 | \$18.99 |
| 52 | No Position | \$13.27 | \$15.25 | \$18.57 | \$19.90 |
| 53 | No Position | \$13.89 | \$15.99 | \$19.48 | \$20.87 |
| 54 | Library Technician | \$14.62 | \$16.80 | \$20.46 | \$21.92 |
| 55 | Associate Librarian - PT/Casual | \$15.34 | \$17.64 | \$21.49 | \$23.03 |
| 56 | No Position | \$16.11 | \$18.52 | \$22.56 | \$24.18 |
| 57 | Admin Asst | \$16.92 | \$19.45 | \$23.69 | \$25.38 |
| 58 | No Position | \$17.74 | \$20.41 | \$24.86 | \$26.63 |
| 59 | Associate Librarian | \$18.65 | \$21.45 | \$26.11 | \$27.98 |
| 60 | No Position | \$20.38 | \$22.92 | \$28.01 | \$30.58 |
| 61 | Circulation Services Sup | \$21.39 | \$24.06 | \$29.42 | \$32.12 |

| Pay Grade | Title | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
|-----------|---|---------|---------|---------|---------|
| 62 | Head of Adult Services | \$22.45 | \$25.26 | \$30.88 | \$33.70 |
| | Head of Technical Services | | | | |
| | Head of Youth Services/Public Relations | | | | |
| | Public Services Librarian | | | | |
| | | | | | |
| 63 | Business Manager | \$23.56 | \$26.51 | \$32.40 | \$35.34 |
| | | | | | |
| 64 | No Position | \$25.43 | \$28.63 | \$35.00 | \$38.17 |
| | | | | | |
| 65 | No Position | \$26.73 | \$30.07 | \$36.75 | \$40.10 |
| | | | | | |
| 66 | No Position | \$28.85 | \$32.47 | \$41.84 | \$47.60 |
| | | | | | |
| 67 | No Position | \$30.29 | \$34.09 | \$43.94 | \$50.00 |
| | | | | | |
| 68 | No Position | \$31.83 | \$35.80 | \$46.14 | \$52.50 |
| | | | | | |
| 69 | Library Director | \$33.41 | \$37.59 | \$48.46 | \$55.14 |

Pay Plan Administration

Salary Range Adjustment

The pay plan should be adjusted periodically through an across the board increase which would adjust all ranges and salaries within the plan by a predetermined amount. CPI-U or another similar recognized benchmark should be used for this purpose. Salary comparables should also be used when considering range adjustments to ensure market competitiveness. Range adjustments will, of course, be contingent upon available resources and will normally be incorporated into the budget preparation process. Range adjustments will result in a corresponding salary increase for all non-representative employees included with budget implementation on January 1st of each year.

Adjustments within Range

In most cases individuals hired by the City will either be at starting salary for their respective range or somewhere below the top of the second quartile (midpoint). Employees will receive adjustment within their range each year as part of the budget process on January 1st. Until the employee reaches the mid-point identified for their respective salary range the annual increase will normally be 2%, subject to the annual performance review and the budget approval process.

Performance Increases

Employees will also be eligible for performance based increases also referred to as merit adjustments for those individuals in the “exceeds” or “exceptional” performance categories following the annual performance evaluation process. The City’s current merit plan will be utilized for any performance based adjustments. It is anticipated that performance increases, if any, will be awarded on July 1st of each calendar year following the annual performance evaluation process. Performance increases would be subject to the top of range requirement noted below.

Longevity Increases

The City will retain the current five year incremental salary increases based on longevity. Current policy will be retained providing for 3% salary increase at 5 years provided the employee has a “meets” or above performance evaluation for each of those years. If not the longevity increase would be processed as soon thereafter as the five annual meets performance evaluation requirement is satisfied. A 3% raises would be provided at each subsequent 5th year anniversary and would be in addition to other salary adjustments scheduled for that year. Subject to the top of range requirement noted below.

Top of Range

Employees will not be awarded salary increases which would place them outside or above the 4th quartile (top salary) of their compensation range. Employees who reach the top of their salary range will continue to receive across the board or market based range salary adjustments. Employees who achieve the top salary in their range will still be eligible for performance based and longevity increases provided however that any such increases earned will be paid in the form of a bonus check normally distributed when the increase would have been awarded (Jan. 1st for longevity, July 1st for Merit).

**RESOLUTION APPROVING
LEASE OF OFFICE SPACE TO CONGRESSMAN POCAN
AND AUTHORIZING CITY MANAGER'S EXECUTION**

WHEREAS, Congressman Mark Pocan has requested to lease approximately 117 square feet of office space at Beloit City Hall for use as a constituent services office; and

WHEREAS, the City currently has excess office space available and unused.

NOW, THEREFORE, BE IT RESOLVED that the attached "District Office Lease" agreement and the "District Office Lease Attachment" are hereby approved and the City Manager is hereby authorized to execute the same and to do all other things necessary to accomplish the purposes hereof.

Adopted this 15th day of April 2013.

City Council of the City of Beloit

Charles M. Haynes, President

ATTEST:

Rebecca Houseman LeMire, City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: District Office Space Lease with Congressman Mark Pocan

Date: April 15, 2013

Presenter(s): Larry N. Arft

Department(s): City Manager

Overview/Background Information:

Congressman Mark Pocan's office has contacted the City indicating a desire to lease approximately 117 square feet of office space in City Hall for use as a constituent services office. The attached lease documents have been agreed upon by staff and the City does have excess office space available at City Hall.

Key Issues (maximum of 5):

1. The lease payment will be \$350 per month with utilities and WiFi access included in said amount.
2. The office will not be used for anything besides constituent services and no campaign activities are allowed.
3. The lease term will expire at the end of the congressman's term, which is January 2, 2015.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

Consideration of this request supports strategic goal #1.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

Staff recommends approval of the proposed resolution and lease.

Fiscal Note/Budget Impact:

The City will receive \$350 per month for the duration of the lease.

District Office Lease – Instructions

NO LEASE OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term for a District Office Lease for the 113th Congress may not commence prior to January 3, 2013.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 113th Congress, leases should end on January 2, 2015, not December 31, 2014.

- The preamble has three blank lines to be filled in: (1) Landlord's name; (2) Landlord's address; and (3) Member/Member-Elect's name.
- Section 1 has three blank lines to be filled in: (1) Square footage of office that is being leased (optional); (2) Street address of office being leased; and (3) City, state and ZIP code where office is being leased.
- Section 2 has four boxes that can be checked on whether any parking is included in the lease – two of the options each have a blank line to be filled in if the lease includes any assigned and/or unassigned parking spaces.
- Section 3 has two blank lines to be filled in: (1) Date lease begins (must be on or after January 3, 2013); and (2) Date lease ends (must be on or before January 2, 2015).
- Section 4 has one blank line for the monthly rent amount (write "zero" if no rent is to be paid).
- Section 5 has one blank line – the number of days' notice required for either party to terminate the lease before the end of the term. A standard period is 30 days, but any figure is acceptable. If the lease may not be terminated early, enter "N/A" in this blank.
- Sections 1–10, other than filling in the blanks, may not be altered or deleted.
- Section 11 has space provided to list any additional lease provisions.
- **Prior to either party signing a lease, the Member/ Member-Elect must submit the proposed lease, accompanied by a copy of the District Office Lease Attachment for the 113th Congress, to the Administrative Counsel for review and approval.** If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the signing of the lease. Please submit the proposed lease and District Office Lease Attachment either by e-mail in PDF form (leases@mail.house.gov) or fax (202-225-6999).
- **The Member/ Member-Elect is required to personally sign the documents. A signed and dated District Office Lease Attachment must accompany this lease.**
- Once signed by both parties, the Lease and the District Office Lease Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form or faxed to 202-225-6999, but the originals still must be submitted by inter office mail (217 Ford House Office Building, Washington, D.C. 20515) after emailing or faxing.
- If approved, Administrative Counsel will send them to Finance so that payment can begin. If there are errors, you will be contacted and required to correct them before the lease is approved.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 2 – 113th Congress)

Pursuant to 2 U.S.C. § 57, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, City of Beloit,
100 State Street, Beloit, WI 53511

(Landlord's name) (Landlord's street address, city, state, ZIP code)
("Lessor"), and Congressman Mark Pocan, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

- 1. Location.** Lessor shall lease to Lessee 117 square feet of office space located at City Hall, 100 State Street
(Office street address)
in the city, state and ZIP code of Beloit, WI 53511.
(Office city, state and ZIP)
- 2. Parking.** The Lease includes (please check any and all that apply):
 - ___ parking spaces that are assigned
 - ___ parking spaces that are unassigned
 - General off-street parking on an as available basis
 - No off-street parking
- 3. Term.** Lessee shall have and hold the leased premises for the period beginning April 16, 20 13 and ending January 2, 20 15. The term of this District Office Lease ("LEASE") may not exceed two years and may not extend beyond January 2, 2015, which is the end of the constitutional term of the Congress to which the Member is elected.
- 4. Rent.** The monthly rent shall be \$350.00, and is payable in arrears on or before the last day of each calendar month. Rent payable under this LEASE shall be prorated on a daily basis for any fraction of a month of occupancy.
- 5. Early Termination.** This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
- 6. Payments.** During the term of this Lease, rent payments under Section 4 shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives ("CAO") on behalf of the Lessee.
- 7. District Office Lease Attachment for 113th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 113th Congress.
- 8. Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 2 – 113th Congress)

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:
The leased space will only be used concurrent with normal City Hall business hours and shall only be used for constituent services. Lessee shall receive all normal utilities with no further charge but is responsible for any phone or internet service at Lessee's expense. Lessee shall have no right to place any signage on the exterior of the building.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

LESSOR/LANDLORD

LESSEE

CITY OF БЕЛОIT

Mark Pocan, Congressman

By _____
Larry N. Arft, City Manager

ATTEST:

By _____
Rebecca Houseman LeMire, City Clerk

Date _____

Date _____

District Office Lease Attachment- Instructions

The District Office Lease Attachment ("Attachment") is a four-page document that must accompany *every* Lease or District Office Lease Amendment ("Amendment") that is submitted for a Member/Member-Elect's District Office.

NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term of a District Office Lease or Amendment for the 113th Congress may not commence prior to January 3, 2013.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 113th Congress, leases should end on January 2, 2015, not December 31, 2014.

Four things are required:

1. The signature of the Landlord and date;
2. The signature of the Member/ Member-Elect of Congress and date;
3. Contact information for the person in the Member/ Member-Elect's office whom we should call if there are any problems or questions (scheduler, etc.); and
4. The signature from the Office of the Administrative Counsel.

A few things to keep in mind:

- The Member/ Member-Elect is required to personally sign the documents.
- The Attachment **SHALL NOT** have any provisions deleted or changed.
- Even if rent is zero, an Attachment is still required.
- **Prior to either party signing a Lease or Amendment, the Member/ Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval.** If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form (leases@mail.house.gov) or by fax (202-225-6999).
- Once signed by both parties, the Lease or Amendment and the Attachment must be submitted to the Administrative Counsel for final approval. The Attachment should be submitted at the same time the Lease or Amendment is sent to the Administrative Counsel. They may be sent by email in PDF form or faxed to (202-225-6999), but the originals still must be submitted by interoffice mail (217 Ford House Office Building, Washington, D.C. 20515) after emailing or faxing.
- Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved and payments will not be made.
- The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.

District Office Lease Attachment

(Page 1 of 4 – 113th Congress)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (“House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (“CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing on page 4 of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days’ prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee’s successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

District Office Lease Attachment

(Page 2 of 4 – 113th Congress)

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 113th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel, Office of the Chief Administrative Officer, U.S. House of Representatives, 217 Ford House Office Building, Washington, D.C. 20515.
11. **Notification upon Occurrence of Certain Events.** Lessor agrees to promptly notify Lessee in writing in the event Lessor sells, transfers, or otherwise disposes of the leased premises; in the event Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily); in the event the leased premises is foreclosed upon; or in the event of any similar occurrence. Lessee shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515.
12. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall not require the review and approval of the Administrative Counsel.
13. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
14. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
15. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 13 and 14.
16. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
17. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease Attachment

(Page 3 of 4 – 113th Congress)

18. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
19. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
20. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
21. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
22. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
23. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
24. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
25. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
26. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
27. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

[Signature page follows.]

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

(Page 4 of 4 – 113th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

LESSOR/LANDLORD

LESSEE

CITY OF BELOIT

By _____
Larry N. Arft, City Manager

Mark Pocan, Congressman

ATTEST:

By _____
Rebecca Houseman LeMire, City Clerk

Date _____

Date _____

| |
|---|
| From the Member's Office, who is the point of contact for questions? Name _____ Phone (____) _____ E-mail _____@mail.house.gov |
|---|

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

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| Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-225-6999 |
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