



# THE БЕЛОIT REPORT

CONTINUING ITS RESURGENCE AS THE GEM OF THE ROCK RIVER VALLEY

## CURRENT EVENTS AND ACTIVITIES

**DECEMBER 12,  
2014**

*A weekly publication  
from the Office of the  
City Manager*

**Larry N. Arft**  
City Manager  
City of Beloit  
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Beloit, WI 53511

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### **Special points of interest:**

- **City Council Agenda**  
(page 3)
- **Community Events**  
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### **THE HOLIDAY SEASON CONTINUES IN БЕЛОIT**

#### ***The Historic Hanchett-Bartlett Homestead open for the holidays***

The Beloit Historical Society will have their annual Christmas display of decorated Christmas trees and other decorations commensurate with the historic furnishings in the residence at 2149 St. Lawrence Ave. The display will be open to the public:

**Friday, December 12**—4:00 p.m. to 8:00 p.m.

**Saturday, December 13**—2:00 p.m. to 8:00 p.m.

This event is always a treat for the whole family. Please see [attached](#) for more information.

#### ***Rock River Philharmonic Holiday Spectacular***

The Rock River Philharmonic will present their annual holiday season concert this coming Friday and Sunday. The Rock River Philharmonic, of course, is the rebranded Beloit Janesville Symphony Orchestra and has a wonderful program each holiday season.

**Friday, December 12**, 7:30 p.m. at Craig High School, 401 S. Randall Ave., Janesville

**Sunday, December 14**, 3:00 p.m. at Eclipse Center, 3 Eclipse Blvd., Beloit

Once again, the holiday concerts are a highlight of the annual Christmas season and the program includes selections for all ages.

#### ***City Schedule Throughout the Holidays***

All City offices and the Beloit Public Library will be closed on December 24 and 25 in celebration of the Christmas holiday, and closed again the following week on December 31 and January 1, 2015 in celebration of the New Year's holiday.

City of Beloit residents are advised that trash and recycling will not be collected on Thursday, December 25 in observance of the Christmas holiday. Collection will be delayed by one day. Thursday collection will take place on Friday, December 26. Friday collection will take place on Saturday, December 27. The Recycling Drop Off Center at 2351 Springbrook Court will be closed Saturday, December 27.

City of Beloit residents are advised that trash and recycling will not be collected on Thursday, January 1 in observance of the New Year's holiday. Collection will be

delayed by one day. Thursday collection will take place on Friday, January 2. Friday collection will take place on Saturday, January 3. The Recycling Drop Off Center at 2351 Springbrook Court will be closed Saturday, January 3.

## **BELOIT PARKS AND LEISURE SERVICES DIVISION TO CONDUCT ANNUAL PRESCRIBED BURN**

Parks and Leisure Services has distributed a press release ([attached](#)) noting that prescribed burns in several park sites will be done from December 10—19, 2014 depending upon weather conditions. Burns are required for certain natural habitat areas and are conducted on a periodic scheduled basis. For more information, please see the attached release.

## **GREATER BELOIT ECONOMIC DEVELOPMENT CORPORATION HOLDS ANNUAL MEMBERSHIP MEETING**

The GBEDC held its annual membership meeting this past Wednesday morning. With a large membership in attendance, the group had an opportunity to meet the new CEO of Chicago Fittings, the latest company to select a Gateway site for their new business location. The company is relocating from the Belvidere area, will be constructing a 30,000 sq. ft. building, and initially employing about 15 individuals at the new Beloit location. The Executive Director's report went on to catalogue a significant number of industrial, institutional and commercial construction projects, either under construction or completed in the City during 2014, with additional projects anticipated in 2015.

A copy of the PowerPoint can be accessed by clicking [\[here\]](#).

## **ASSESSMENT APPEAL**

The City has appealed its 2013 commercial property equalized assessment and subsequently appealed the 2014 equalized assessment, since no settlement had been reached on the 2013 number. A meeting was held in Madison this past week between representatives of the City and Department of Revenue in an effort to settle the appeal. There was a good discussion between representatives of the City and the Department of Revenue, and an offer was extended by the City that would settle the difference in opinion regarding commercial assessments in the City over the last two years. The Department indicated they would take the matter under advisement and we anticipate hearing from them in the near future.

**CITY COUNCIL MEETING - MONDAY, DECEMBER 15, 2014**

The City Council will hold a **Workshop** in the City Manager's Conference Room at 6:30 p.m. to review the agenda of the regular 7:00 p.m. City Council meeting.

The attached **agenda** is for the **Monday, December 15, 2014** regular City Council meeting beginning at 7:00 p.m. in the Forum.

**3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS**

- a. Proclamation recognizing the **Beloit Memorial High School 2014 Boys Varsity Soccer Team**.

**4. PUBLIC HEARINGS**

- a. Proposed ordinance amending the **Zoning District Map** to change the zoning district classification of the property located at 1524 Frederick Street from Single-family Residential District to Public Lands and Institutions District. This is an application made by the School District of Beloit in preparation for acquiring additional property for needed site improvements at McNeel Intermediate School.

**6. CONSENT AGENDA**

- a. Approval of the **Minutes** of the regular and special meetings of December 1, 2014.
- b. Application for a **Conditional Use Permit** to allow a day care use in a Low-density Multi-family Residential District, for the property located at 819 Clary Street. This application is being referred to the Plan Commission for their review and recommendation.
- c. Application for a bike path in **Stateline Prairie Restoration Park** located at 540 Colby Street. This bike path would connect the City of Beloit Turtle Creek Bike Trail to the Wheeler Avenue Bridge and continue south into the Illinois bikeway system. The City of South Beloit has obtained a grant and will be rebuilding the Wheeler Avenue Bridge and providing for a continuous bike path going south to connect into the existing northern Illinois bike trail system. That project is scheduled for construction in 2015 and the connector from the City's bike path will be constructed concurrently with the new Illinois system improvements. This project is being referred to the Plan Commission for their review and recommendation.
- d. Resolution approving a **Class "B" Beer and Reserve "Class B" Liquor License** for Eclipse Event Center. This is an existing license, which was held by a third party and has been relinquished and is being reissued to the Eclipse Event Center. The Alcohol Beverage License Control Committee has recommended for approval.
- e. Resolution approving a **Class "B" Beer and Reserve "Class B" Liquor License** for Lucy's #7 Burger Bar, 430 East Grand Ave. in the Phoenix building. This is the next main floor commercial occupancy planned for this building. The Alcohol Beverage License Control Committee recommends for approval.
- f. Resolution approving a 2-Lot **Certified Survey Map** for the properties located at 1400 and 1524 Frederick Street. This is a companion action to the earlier Zoning District Map amendment to support changes planned for the McNeel Intermediate School. Plan Commission recommended for approval 7-0.

**7. ORDINANCES**

- a. Substitute Amendment #1: Proposed Ordinance to add **No-Parking regulations** on Lovell Avenue. Traffic Review Committee voted to recommend approval of the ordinance restricting parking on Lovell Avenue. A resident appeared at Council's last meeting and asked that the no-parking restrictions be extended an

additional block. Staff has reviewed this recommendation with other adjacent property owners and is recommending approval of the substitute amendment, which includes the additional parking restrictions.

## 8. APPOINTMENTS

Appointments as noted on the agenda will be considered at this meeting.

## 11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Resolution authorizing the City Manager to accept an **Offer to Purchase** for the City-owned property located at 106 Bluff Street. This is a vacant lot that has been owned by the City for a number of years. It was included along with other properties in a resolution adopted by City Council in early 2003. There have been no offers to purchase over many years until the City received a recent offer to acquire the property for the purpose of building a new single-family residence. The City encourages not only new construction, but also owner-occupied residences in its' historic City Center neighborhoods.
- b. Resolution authorizing the City Manager to make an **Offer to Purchase** the Girl Scout Building in Big Hill Park. The Girl Scouts initially contacted the City Manager's office earlier this year, inquiring about the possibility of the City acquiring the existing Girl Scout building, which was built under a land lease and is located in Big Hill Park. The City and the Girl Scouts explored this option and the City does have an interest in acquiring the structure. The staff report provides details but basically the purchase price for the building would be \$75,000, which covers some transition and moving expenses that the Girl Scouts have in relocating their facility. There would also be some fixtures left on the site and the City would provide the Girl Scouts with 12 free programming dates in this or in another City facility each year, in recognition of the substantial donation. It should be noted that the original construction cost of the building was near \$1M. The closing is set to occur on or about May 1, 2015.
- c. Resolution authorizing the City Manager to enter into a **State/Municipal Agreement** with the Wisconsin Department of Transportation for the Design and Construction of the Powerhouse Riverwalk. This project would relocate a portion of the riverfront bicycle/pedestrian path to the river side of the existing power plant, which is closed and is anticipated to be transferred to Beloit College to be repurposed as a health education facility. The City and the College applied for and received a grant to cover most of the costs for this project. This resolution authorizes the Intergovernmental Agreement with the State Department of Transportation required for this project to move forward.
- d. Resolution approving a **Development Agreement** between the City of Beloit and Chicago Fittings. Chicago Fittings is the latest company to select a site in the City's Gateway Business Park. The staff report attached to the agenda provides more details about this specific project. The company is relocating from a City in Illinois and will be building an approximately 30,000 sq. ft. structure and bringing 15 jobs to the community. Standard incentives have been offered by the City to secure this relocation and the company hopes to start construction as early in 2015 as the weather permits.
- e. Resolution authorizing the **Transfer of Funds** from the General Fund Contingency Reserve Account for 2014. Each year, the City includes in its' General Fund budget a contingency appropriation of \$200,000 to cover unanticipated or emergency expenditures which may occur during the year. In 2014, the unusually severe winter weather ended up costing considerably more than was originally appropriated in that account. The City staff is recommending that Council authorize the \$200,000 included in the contingency account, be transferred to the snow removal budget. In addition, staff is also recommending that an additional \$100,000 be appropriated from the available General Fund balance to ensure that there are adequate resources available to meet any weather situation which may arise prior to the conclusion of this fiscal year on December 31. While we do not anticipate needing the additional supplemental appropriation, we want to ensure that there are adequate funds available to close out the year.

## CITY MEETING CALENDAR— DECEMBER 15—19, 2014

Monday, Dec. 15	4:00 p.m.	<a href="#">Community Development Authority</a> , Forum (A. Kelly and C. Kincaid)
Monday, Dec. 15	6:30 p.m.	<a href="#">Agenda Review</a> , City Manager's Conference Room (All City Councilors)
Monday, Dec. 15	7:00 p.m.	<a href="#">City Council Meeting</a> , Forum (All City Councilors)
Tuesday, Dec. 16	Cancelled	<a href="#">Landmarks Commission</a> (C. Haynes)
Wednesday, Dec. 17	4:00 p.m.	<a href="#">Municipal Library Board</a> , Library
Wednesday, Dec. 17	Cancelled	<a href="#">Equal Opportunities Commission</a> , Forum (S. De Forest)
Wednesday, Dec. 17	7:00 p.m.	<a href="#">Plan Commission</a> , Forum (C. Kincaid)

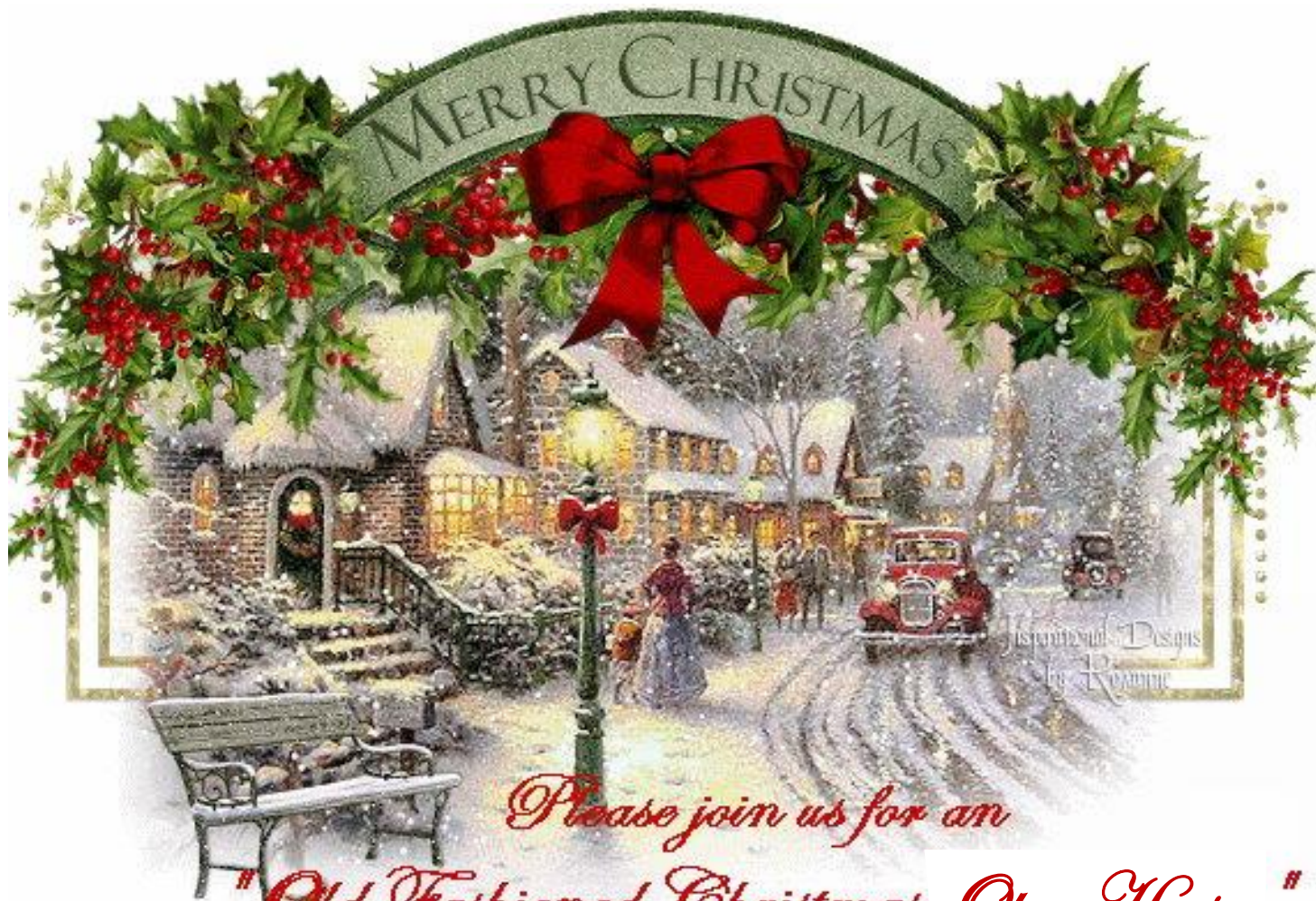
## UPCOMING COMMUNITY EVENTS

*This is just a sample of events coming up in Beloit. A more complete listing is available on the Visit Beloit website: [www.visitbeloit.com](http://www.visitbeloit.com)*

**Beloit Public Library** offers many events for youth, teens and adults. Please click [\[here\]](#) for more information.

Friday, December 12	4:00—8:00 p.m.	<b>Hanchett-Bartlett Christmas Open House</b> , 2149 St. Lawrence Road. Every room will feature Christmas trees, decorated as they would have been from the late 1800's until current times. Harp and flute music, carolers, Christmas stories, cookies and hot cider. Donations welcome.
Saturday, Dec. 13	2:00—8:00 p.m.	<b>Hanchett-Bartlett Christmas Open House</b> , 2149 St. Lawrence Road. Every room will feature Christmas trees, decorated as they would have been from the late 1800's until current times. Harp and flute music, carolers, Christmas stories, cookies and hot cider. Donations welcome.
Saturday, Dec. 13	1:00—4:00 p.m.	<b>Alice in Wonderland Tea Party</b> , Angel Museum, 656 Pleasant St. 608-362-9099 for reservations. \$18/adult and \$6/children ages 6-12.
Saturday, Dec. 13	3:00—7:00 p.m.	<b>Victorian Holiday at Beckman Mill</b> , 11600 South County Rd. H. Local actors in period attire singing, dancing and conversing about life in the 19th century. Gift shop open!
Sunday, Dec. 14	3:00—5:00 p.m.	<b>Rock River Philharmonic's Annual Holiday Performance</b> , Eclipse Center, 3 Eclipse Blvd.





*Please join us for an  
"Old Fashioned Christmas Open House"*

# *Hanchett - Bartlett Homestead*

2149 St. Lawrence Ave - Beloit, Wisconsin

*Sponsored by the Beloit Historical Society*



**Friday, December 12<sup>th</sup>**

**4:00 pm – 8:00 pm**

**Saturday, December 13<sup>th</sup>**

**2:00 pm – 8:00 pm**

*Experience the magic of the holiday season and enjoy beautifully decorated trees throughout the house, harp & flute music, carolers, Christmas stories, cookies and hot cider*

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## **FOR IMMEDIATE RELEASE**

For more information contact:  
Brian Ramsey, Director of Parks & Leisure Services  
(608) 364-2929.

### **Annual Prescribed Burns in Beloit Parks**

**December 10, 2014 – Beloit, WI:** The City of Beloit Parks & Leisure Services Division will conduct their annual Prescribed Burn program in designated park sites during the two (2) weeks of December 10-19, 2014, depending upon weather conditions.

Historically, natural wildfires played a very important role in shaping the natural prairie grassland that once covered over two million acres of Wisconsin. Today, less than 12,000 scattered acres still exist, and the use of Prescribed Burning Programs helps protect and maintain these natural prairie grassland areas.

The purpose of prescribed burns is multi-faceted and provides the following benefits:

- Reduces the amount of dead and dying plant material that hinders new plant growth in the spring.
- Recycles nutrients from old plant growth for use by growing plants.
- Promotes germination, growth, and flowering of native plants.
- Increases the diversity of native plant life.
- Controls encroachment of woody brush and trees into grasslands, including invasive species such as garlic mustard.

Prescribed Burn areas are generally conducted in the spring after snow melt and/or in the fall after leaf fall has concluded. These designated sites are typically burned on a 2-5 year interval, and in some cases annually to prevent overgrowth of a defined area.

This year, the Parks Division will only conduct prescribed burns in the following designated locations:

- Harper's Prairie (aka West Side Detention Pond), located at 2201 Whipple Street.
- Stateline Restoration Prairie, located at 540 Colby Street.
- Big Hill Park, located at 1101 Big Hill Road.

Consistent with practices as developed and conducted by the Wisconsin DNR and the US Fish and Wildlife Service, each park site is appropriately supervised and monitored by trained staff or volunteers from the City's Parks Division. These prescribed burns will only be conducted under the appropriate weather conditions, as safety is the top concern in implementation of this practiced program. If weather conditions are not appropriate for these prescribed burns, they will be postponed until a later date when the weather conditions are considered acceptable for this practice.

Additional information regarding these prescribed burns may be obtained by calling the Parks & Leisure Services Administrative Office at (608) 364-2929.

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## PUBLIC NOTICE

The City of Beloit City Council will hold a **Workshop** on Monday, December 15, 2014, at 6:30 p.m. in the 4<sup>th</sup> floor City Manager's Conference Room, City Hall, 100 State Street, Beloit, WI 53511. The purpose of the workshop is to review the agenda of the regular 7:00 p.m. City Council meeting.

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Larry N. Arft, City Manager

Dated: December 10, 2014  
Rebecca Houseman LeMire  
City Clerk  
[www.beloitwi.gov](http://www.beloitwi.gov)

\*\* 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.



**AGENDA  
BELOIT CITY COUNCIL  
100 State Street, Beloit WI 53511  
City Hall Forum – 7:00 p.m.  
Monday, December 15, 2014**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
  - a. Proclamation recognizing the **Beloit Memorial High School 2014 Boys Varsity Soccer Team** (Luebke)
4. PUBLIC HEARINGS
  - a. Proposed ordinance amending the City of Beloit **Zoning District Map** to change the zoning district classification of the property located at 1400 Frederick Street from R-1A, Single-family Residential District, to PLI, Public Lands and Institutions District (Christensen) Plan Commission recommendation for approval 7-0  
First reading, suspend rules for second reading
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 and special meetings of December 1, 2014 (LeMire)
- b. Application for a **Conditional Use Permit** to allow a day care use in a R-3, Low-density Multi-family Residential District, for the property located at 819 Clary Street (Christensen) Refer to the Plan Commission
- c. Application for a bike path in **Stateline Prairie Restoration Park** located at 540 Colby Street (Christensen) Refer to the Plan Commission
- d. Resolution approving a **Class "B" Beer and Reserve "Class B" Liquor License** for Eclipse Event Center, LLC, d/b/a Eclipse Event Center, Jayme Braatz, Agent, located at 100 Eclipse Center (LeMire) ABLCC Recommendation for approval 7-0
- e. Resolution approving a **Class "B" Beer and Reserve "Class B" Liquor License** for Lucy's #7 Burger Bar, LLC, d/b/a Lucy's #7 Burger Bar, Emily Hopper, Agent, located at 430 East Grand Avenue, Suite 102 (LeMire) ABLCC Recommendation for approval 7-0

- f. Resolution approving a 2-Lot **Certified Survey Map** for the properties located at 1400 and 1524 Frederick Street (Christensen)  
Plan Commission recommendation for approval 7-0

## 7. ORDINANCES

- a. Substitute Amendment #1: Proposed Ordinance to add **No-Parking regulations** on Lovell Avenue (Boysen) Traffic Review Committee recommendation for approval 4-1  
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 **Sale of 106 Bluff Street** to John and Pauline Wergin (Christensen)
- b. Resolution authorizing the **Transfer of Ownership of Improvements** at 1201 Big Hill Court from the Girl Scouts of Wisconsin – Badgerland Council, Inc. to the City of Beloit, Wisconsin (Arft)
- c. Resolution authorizing the City Manager to enter into a **State/Municipal Agreement** with the Wisconsin Department of Transportation for the Design and Construction of the Powerhouse Riverwalk (Boysen)
- d. Resolution approving a **Development Agreement** between the City of Beloit, the Greater Beloit Economic Development Corporation, Josie Enterprises, LLC and Chicago Fittings Corporation (Janke)
- e. Resolution authorizing the **Transfer of Funds** from the General Fund Contingency Reserve Account for 2014 (Miller)

## 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: December 10, 2014  
Rebecca Houseman LeMire  
City of Beloit City Clerk  
[www.beloitwi.gov](http://www.beloitwi.gov)

You can watch this meeting live on Charter PEG 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.

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CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
December 15, 2014 at 4:00 pm  
The Forum  
Beloit City Hall  
100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. CDBG, HOME and NSP Programs
  - a. Review and Consideration of Resolution 2014-31, Authorizing the Acquisition of 520 North Street with NSP1 Funds (Downing)
4. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: December 10, 2014

Approved: Julie Christensen, Exec. Director

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## MEMORANDUM

**TO:** Landmarks Commission Members  
**FROM:** Stephanie Hummel, Planner  
**DATE:** November 25, 2014  
**SUBJECT:** Cancellation of Landmarks Commission Meeting

Since we will be combining the November and December meetings for a meeting on December 2, 2014, the regularly scheduled December 16, 2014 meeting of the Landmarks Commission has been cancelled. The next regular Landmarks Commission meeting is scheduled for January 20, 2015.

I may be reached at (608) 364-6708 with any questions.

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cc: City Clerk's Office  
City Manager's Office  
Media





# beloit public library

**MEETING NOTICE AND AGENDA**  
**Beloit Public Library Board of Trustees**  
**Wednesday, December 17, 2014 @ 4pm**  
Beloit Public Library Board Room  
Beloit, WI 53511

1. Call to order and roll call
2. Approval of the November 19, 2014 Library Board meeting minutes.
3. Approval of the December 4, 2014 Personnel Committee meeting minutes.
4. Approval of the December 11, 2014 Personnel Committee meeting minutes.
5. Approval of the December 15, 2014 Strategic Plan Committee meeting minutes.
6. Public comment
7. Library Director Report
8. Reports
  - a. Foundation
  - b. FABL
  - c. Arrowhead Library System
  - d. Budget Committee
  - e. Strategic Plan Committee
  - f. Personnel Committee
9. **Closed Session:** Motion to adjourn to Executive Session pursuant to Wisconsin Statutes 19.85(1)(c) for purposes of conducting performance evaluation for Co-Interim Library Directors. Library Board to reconvene.
10. Action Items
  - a. Co-Interim Library Directors Performance Evaluations
  - b. 2015 Payroll and Recurring Payments Authorization
  - c. Monthly financial report and approval of library bills.
11. Trustee Comments
12. Motion to adjourn

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Next meeting: Wednesday, January 21, 2015

**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. To request this service, please contact the library at 364-2908, 605 Eclipse Blvd., Beloit, WI**



## BELOIT EQUAL OPPORTUNITIES COMMISSION

### MEETING CANCELLATION

**December 17, 2014**

The meeting of the Beloit Equal Opportunities Commission (EOC) to be held in the Forum on first floor of City Hall, 100 State Street, at 5:45 p.m. is CANCELED for Wednesday, December 17, 2014.

Dated: December 11, 2014

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Teri Downing  
Director of Community and Housing Services

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CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Beloit City Plan Commission**  
**Wednesday, December 17, 2014 at 7:00 PM**  
**The Forum**  
**Beloit City Hall, First Floor**  
**100 State Street, Beloit**

1. **Call to Order and Roll Call**
2. **Approval of the Minutes of the December 3, 2014 Meeting**
3. **Amendment to a Planned Unit Development Master Land Use Plan – 2250 West Hart Road**  
Public hearing, review and consideration of an amendment to the Planned Unit Development Master Land Use Plan for the property located at 2250 West Hart Road to replace 56 approved multi-family units with an assisted living facility with up to 100 units
4. **Conditional Use Permit – Day Care Use – 819 Clary Street**  
Public hearing, review and consideration of a Conditional Use Permit to allow a day care use in an R-3, Low-Density Multifamily Residential District, for property located at 819 Clary Street
5. **Expansion of a Bike Path in Stateline Restoration Prairie Park**  
Review and consideration of a request by the Engineering Division to construct a bike path in the Stateline Restoration Prairie Park to connect the existing path system to the Wheeler Bridge in the City of South Beloit
6. **Status Report on Prior Plan Commission Items**
7. **Adjournment**

If you are unable to attend this meeting, please contact Gail Riddle in the Planning Office at 364-6700 **no later than 4:00 PM the day before the meeting.**

Notice Mailed: December 12, 2014

Approved: Julie Christensen, Community  
Development Director

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