



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Beloit City Plan Commission
Wednesday, May 18, 2016 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 May 4, 2016 Meeting**
3. **Condominium Plat - Kadlec Drive Condominiums**
Review and consideration of Addendum No. 1 to Kadlec Drive Condominium Plat located at 2660 Kadlec Drive
4. **Extraterritorial Certified Survey Map - Elmwood Avenue**
Review and consideration of a three-lot Certified Survey Map located on the southeast corner of Elmwood and Park Avenues in the Town of Beloit
5. **Status Report on Prior Plan Commission Items**
6. **Adjournment**

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

Notice Mailed: May 12, 2016

Approved: Julie Christensen, Community
Development Director

**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



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING MINUTES
Beloit City Plan Commission
Wednesday, May 4, 2016 at 7:00 PM
The Forum
Beloit City Hall, First Floor
100 State Street, Beloit

1. Call to Order and Roll Call

Chairperson Faragher called the meeting to order at 7:00pm. Commissioners Tinder, Finnegan, Ruster, Faragher, Johnson, Weeden, and Councilor Leavy were present.

2. Approval of the Minutes of the April 6, 2016 Meeting

Commissioner Tinder indicated there were two minor errors in the last paragraph of item numbers 3 and 4. It should read "Commissioner Tinder moved to approve the motion" in place of "Commissioner Tinder moved to approve the minutes."

Commissioner Tinder moved to approve the amended minutes from the April 6, 2016 meeting. Commissioner Weeden seconded the motion. The motion passed, voice vote.

3. Street Vacation – Portion of the Springbrook Court Right-of-Way

Public hearing, review and consideration of the vacation of a small portion of the Springbrook Court right-of-way in front of the Department of Public Works (DPW) Operations Facility located at 2351 Springbrook Court

Mr. Drew Pennington, Director of Planning and Building Services, presented the staff report and recommendation.

Commissioner Johnson inquired into whether there would be any concerns with the utility easement in regards to the location of the monument sign. Chris Walsh, Director of Public Works Operations, stated that there would not.

Commission Johnson moved to approve the motion. Commissioner Tinder seconded the motion. The motion passed, voice vote.

4. Status Report on Prior Plan Commission Items

The CSM of 2401 Stateline Road, the Stormwater and Drainage Way Easement for 555 Willowbrook Road, Conditional Use Permit for 549 Shirland Ave, and the Relocation Order for the Branigan Road realignment were approved by the City Council. The PUD for the previous Staples building was withdrawn. The Ordinances for Storm Water Control and the third accessory structure for the new solid waste containers were also approved.

5. Adjournment

The meeting adjourned at 7:10pm.

Minutes respectfully submitted by Ashley Rosenbaum

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: May 18, 2016

Agenda Item: 3

File Number: FS-2016-01

Applicant: Harris & Associates, Inc.

Owner: DMW Development

Location: 2660 Kadlec Drive

Zoning: PUD, Planned Unit Develop.

Land Use: Multifamily Residential

Lot Area: 9 Acres

Request Overview/Background Information:

Harris & Associates, on behalf of DMW Development, has submitted the attached Condo Plat, which is officially known as Addendum No. 1 to Kadlec Drive Condominium Plat, for the property located at 2660 Kadlec Drive. The proposed Condo Plat includes the construction of 42 additional units in five additional buildings to complete the Kadlec Drive Condominium project. The attached **Location & Zoning Map** shows the location of the property involved in this request. Section 12.04 of the Subdivision Ordinance directs the Plan Commission to review the plat prior to City Council consideration.

Key Issues:

- This project was originally approved and zoned as a Planned Unit Development (PUD) in 2006, and the PUD Resolution authorizes up to 48 condo units.
 - In 2007, the developer obtained approval of a Condo Plat for only 36 units. The developer constructed the first 6-unit condo building before discontinuing this development during the recession. The proposed change to the condo plat is consistent with the property's existing PUD zoning classification, and no additional zoning actions are necessary.
 - Of the five proposed buildings, four are 8-unit buildings and one is a 10-unit building. All of the proposed units are two-stories in height with an attached garage and a patio facing the internal pond. Additional accessory features include a mailroom building, maintenance garage, and visitor parking stalls. A rendering is attached.
 - The applicant recently submitted site plans, which are being reviewed by City staff.
 - Public facilities and infrastructure exist in this area and the properties receive the full range of municipal services.
 - The Assessor's Office has reviewed the plat and has noted that unit addresses may need revision.
 - The City's other Review Agents have reviewed the plat and have not submitted any comments or concerns.
-

Consistency with Comprehensive Plan and Strategic Plan:

The City's Comprehensive Plan recommends Planned Neighborhood uses for the subject property. This recommendation is intended to encourage a mix of residential housing types, with overall densities of 4 to 8 units per acre. At 5.3 units per acre, the proposed plat is consistent with this recommendation. Consideration supports City of Beloit Strategic Goal #5.

Sustainability:

- **Reduce dependence upon fossil fuels** – The proposed plat will allow the developer to construct the previously approved number of dwelling units, which are in close proximity to existing goods, services, and employment opportunities.
 - **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** – This project will increase the availability of new, high-quality residential units that are demanded by existing and potential residents, specifically young professionals who work in the greater Beloit area but are not interested in buying a single-family house.
-

Staff Recommendation:

The Planning & Building Services Division recommends **approval** of the attached Addendum No. 1 to Kadlec Drive Condominium Plat, for the property located at 2660 Kadlec Drive in the City of Beloit, subject to the following conditions:

1. The City Assessor's Office shall assign all unit numbers before the plat may be recorded.
 2. The applicant shall record the plat with the Rock County Register of Deeds and shall provide the Planning Division with a copy of the recorded plat by December 31, 2016.
-

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Proposed Plat, Previously Approved Plat, Rendering, and Application.

Location & Zoning Map

2660 Kadlec Drive

FS-2016-01



1 inch = 284 feet
 0 4080 160 240 Feet

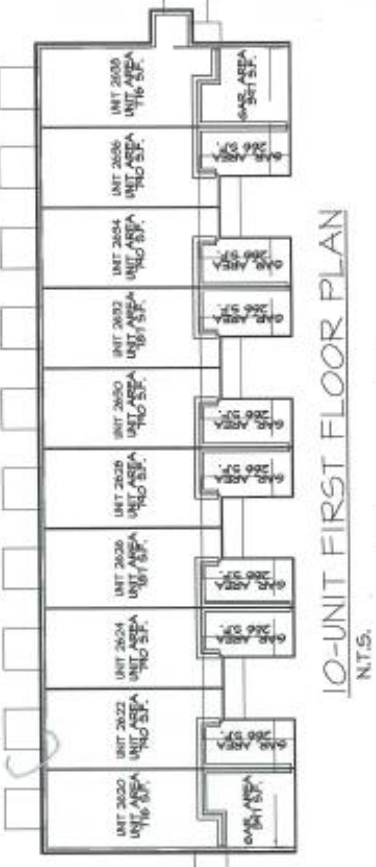
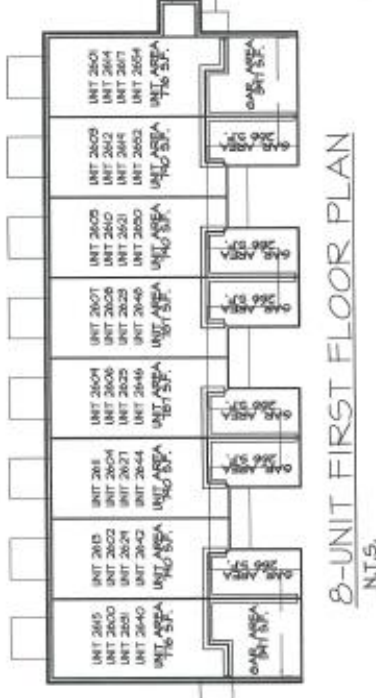
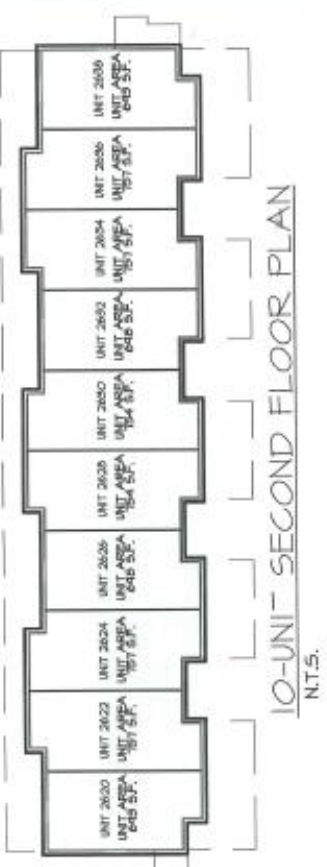
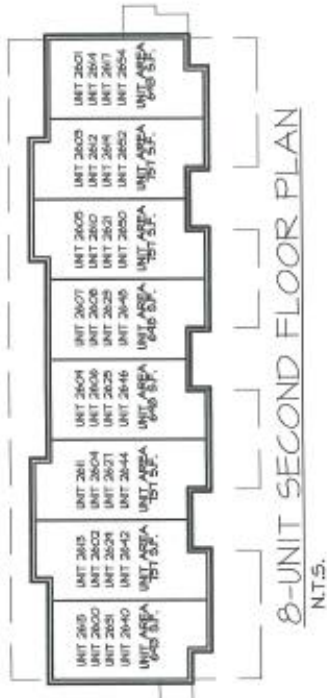
Legend

- City Limits
- Zoning District

Map prepared by: Drew Pennington, AICP
 Date: May 2016
 For: City of Beloit Planning & Building Services
 Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

APPENDUM NO. 1 TO
KADLEC DRIVE CONDOMINIUM
 ALL OF LOT 110 (2), VOLUME 30 OF CERTIFIED SURVEY MAPS ON PAGES 217-219, AS
 DOCUMENT NO. 1165864, SECTION 15, T1N R22E, CITY OF BELoit, ROCK COUNTY, WISCONSIN.



NOTES:
 For Ownership of each unit, the square footage is computed to the exterior surfaces of the walls, floor and beams which support the roof, and the exterior surfaces of any windows, window frames, doors and door frames of the unit. Refer to the Condominium Declaration for further clarification.
 This plat contains private roads and as a result, certain public services may be limited. The extent of these limitations may be spelled out in a document called a development agreement, which directly relates to this plat and is filed as a public document in the offices of both the Beloit City Clerk and the City Engineer for the city of Beloit.
 All parties depicted on this plat are to be considered Limited Common Elements, as defined in the condominium declaration.

SURVEYOR'S CERTIFICATE
 I hereby certify that this Plat is a correct representation of the Condominium described in the declaration for Addendum No. 1 to KADLEC DRIVE CONDOMINIUM, and that the identification and location of each unit and common elements can be determined from the plat.

CITY OF BELoit APPROVAL
 There are no objections to this condominium plat with respect to Section 703.115 of the Wisconsin Statutes, and it heretofore approved.



May 18 Staff Report, Kadlec Drive Condo Plat Addendum No. 1



May 18 Staff Report, Kadlec Drive Condo Plat Addendum No. 1

CITY of BELOIT

Neighborhood Planning Division

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

Application for a Final Subdivision or Condominium Plat

(Please Type or Print)

File Number: FS-2016-01

- Proposed subdivision name: Addendum No. 1 to Kadlec Drive Condominium
- Address of property: 2660 Kadlec Drive
- Tax Parcel Number(s): 1133-0006 0200
- Property is located in (circle one): City of Beloit or Town of: Turtle; Beloit; Rock or LaPrairie
In the SE Quarter of Section 13, Township 1 North, Range 12 East of the 4th P.M.
- Owner of record: DMW Development Phone: (920) 866-2629
4050 Nicolet Dr. Green Bay WI 54311
(Address) (City) (State) (Zip)
- Applicant's Name: Thomas M. Wood - Harris & Associates, Inc.
2718 N. Meade St. Appleton WI 54911
(Address) (City) (State) (Zip)
(920) 733-8377 / (920) 850-0704 / twood@harrisinc.net
(Office Phone #) (Cell Phone #) (E-mail Address)
- Present zoning classification is: PUD (Ordinance No. 3251)
- Is the proposed use permitted in this zoning district: Yes
- THE FOLLOWING ITEMS MAY NEED TO BE COMPLETED AND/OR ATTACHED:
 - Copy of Preliminary Plat to Utility Providers: A written statement confirming that the developer submitted copies of the approved preliminary plat to all utility providers as per section 12.03(2).
 - Covenants and Deed Restrictions: copies of any covenants or deed restrictions.
 - Development Agreement & Fee: a copy of a Final Draft or Approved Development Agreement;
 - Contract: A contract for construction of required utilities and public improvements or;
 - A Bond; guarantying the contract for construction or,
 - Letter from the City Engineer; stating that the developer has constructed the required improvements and the City has found they are acceptable to the City Engineer and;
 - Final Plat Map; 10 copies as required by section 12.04(1) including all information required by section 12.04(2) of the Subdivision Ordinance.

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct. The undersigned does hereby respectfully make application for and petition the City Plan Commission and City Council to review and approve the Preliminary Subdivision Plat for the purpose stated herein. The undersigned also agrees to abide by all applicable federal, state and local laws, rules, and regulations.

Thomas M. Wood / Thomas M. Wood / 4/4/16
(Signature of applicant) (Print name of applicant) (Date)

This application must be submitted at least **30 days** prior to the Plan Commission meeting date.

Review fee: \$300 plus \$15 per lot; \$100 Development Agreement Fee	Amount paid: <u>\$480</u>
Scheduled meeting date: <u>May 18, 2016</u>	
Application accepted by: <u>Drew Pennington</u>	Date: <u>4/11/16</u>

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: May 18, 2016

Agenda Item: 4

File Number: CSM-2016-04

Applicant: RH Batterman

Owner: Forward Construction

Location: Elmwood Avenue, Town of Beloit

Existing Zoning: R2, Single and Two Family Residential District (Town Zoning)

Existing Land Use: Vacant

CSM Area: 1.61 Acres

Request Overview/Background Information:

In accordance with Section 12.05 of the Subdivision Ordinance, the applicant has submitted an Application for Review of a Minor Subdivision and three-lot Certified Survey Map (CSM) for the property located at the SE corner of Elmwood Avenue and Park Avenue in the Town of Beloit within the City's Extraterritorial Jurisdiction. The attached Location & Zoning Map shows the location of the property involved in this application.

Key Issues:

- The proposed CSM will create three lots from five existing platted lots. These lots are proposed to be developed for two-family residential uses in the Town of Beloit.
- Proposed Lot 1 is 28,178 sq.ft. and has frontage on Elmwood Avenue and Park Avenue. Proposed Lots 2 and 3 are each 21,000 sq.ft. and have frontage on Elmwood Avenue.
- Charter Communications noted the utilities along the southern border of the three parcels that the applicant should be aware of once building commences.
- City Engineering expressed a concern regarding driveway access to Proposed Lot 1. If the lot is developed as a duplex, the driveway should be as far east and south as possible in order to maximize the distance between the driveway and the intersection of Park Avenue and Elmwood Avenue. A condition of approval has been added to reflect this concern.
- Water Resources noted that Proposed Lot 1 is served by two water service laterals while Proposed Lots 2 and 3 are currently not served. Hook-up to City water will be required for this development. A condition of approval has been added to reflect this.
- No other comments, concerns, or recommendations were received from the City Review Agents.

Consistency with Comprehensive Plan and Strategic Plan:

The subject property is intended for Single Family Residential-Urban uses according to the Future Land Use Map. The intent of the land division is not consistent with the Comprehensive Plan. Consideration of this request supports City of Beloit 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

Staff Recommendation:

The Planning and Building Services Division recommends **approval** of the attached three-lot Certified Survey Map (CSM) for the property located at the SE corner of Elmwood Avenue and Park Avenue in the Town of Beloit, subject to the following conditions:

1. The applicant shall record the CSM with the Rock County Register of Deeds and shall provide the Planning and Building Services Division with a copy of the recorded CSM by December 31, 2016.
2. The driveway for Proposed Lot 1 shall be at least 50 feet from the intersection of Park Avenue and Elmwood Avenue, as measured at the right-of-way.
3. As part of the development of this land, hook-up to the City's water utility is required.

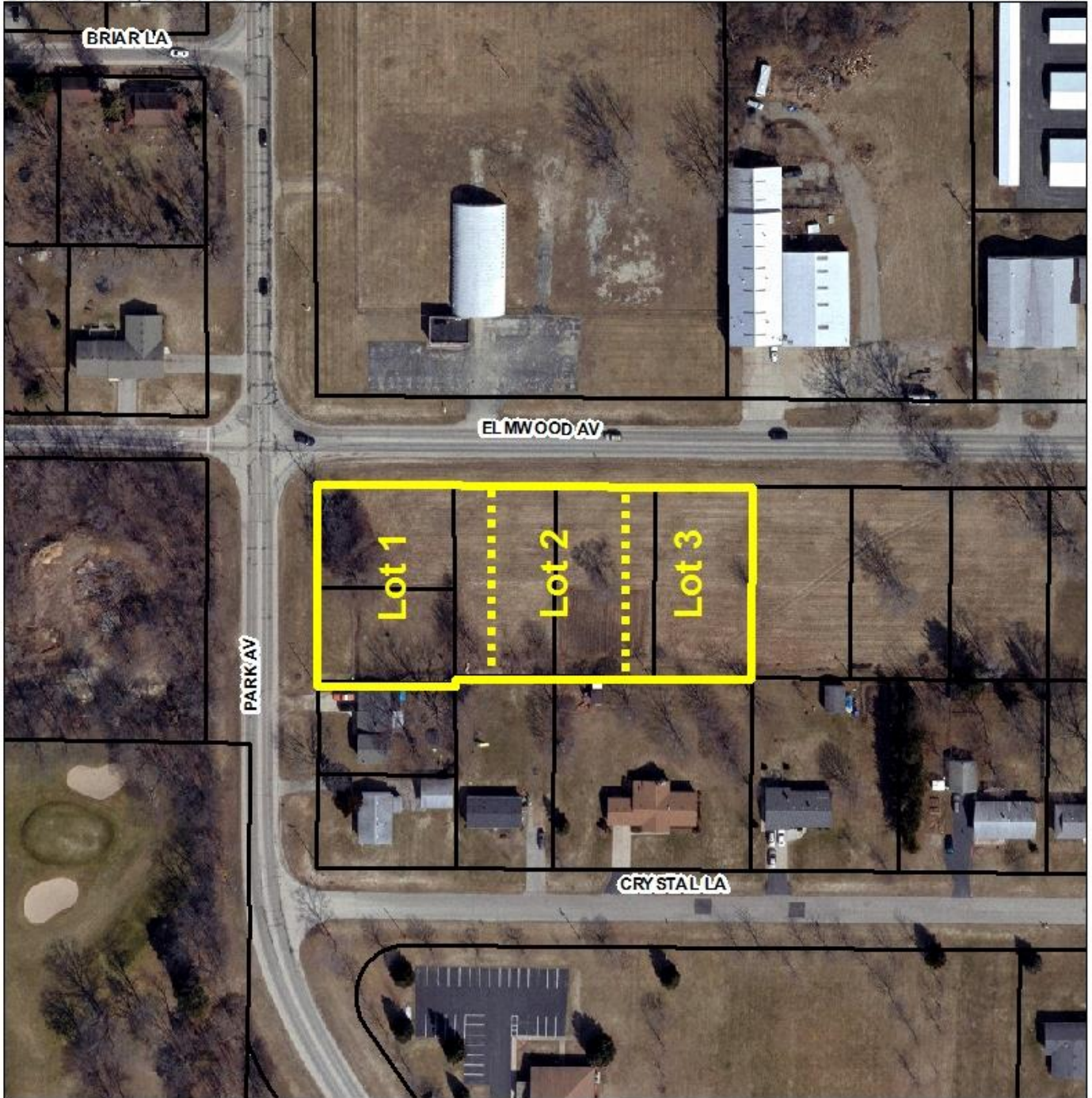
Fiscal Note/Budget Impact: N/A

Attachments: Location Map, Application, CSM, and Resolution.

Location Map

Elmwood Ave, Town of Beloit

CSM-2016-04



Planning and Building Services Division

Map prepared by: Alex Morganroth


Date: February 2016

For: City of Beloit

Planning & Building Services

Date of Aerial Photography: April 2011

Legend

 Town of Beloit Parcels



0 45 90 180
Feet

City of Beloit

Neighborhood Planning Division

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

Application for Review of a Minor Subdivision

(Please Type or Print)

File Number: CSM-2016-84

1. Address of property: Vacant Lots - Elmwood Avenue
2. Tax Parcel Number(s): 004 097025, 004 097026, 004 097027, 004 097030
3. Property is located in (circle one): City of Beloit or Town of: Turtle; Beloit; Rock or LaPrairie
In the SW Quarter of Section 13, Township 1 North, Range 12 East of the 4th P.M.
4. Owner of Record: Forward Construction, Scott Ward Phone: 365-1984
1011 Elmwood Ave Beloit WI 53511
(Address) (City) (State) (Zip)
5. Surveyor's name: RH Batterman & Co., Inc. Phone: 365-4464
2857 Bartells Drive Beloit WI 53511
(Address) (City) (State) (Zip)
6. Number of new lots proposed with this land division is 3 lot(s).
7. Total area of land included in this map: 70,178 SF +/-
8. Total area of land remaining in parent parcel: NA
9. Is there a proposed dedication of any land to the City of Beloit? No
10. The present zoning classification of this property is: R2
11. Is the proposed use permitted in this zoning district: Yes
12. **THE FOLLOWING ITEMS MAY NEED TO BE COMPLETED AND/OR ATTACHED:**
 - Site Assessment Checklist; is required if the total area of CSM is over 5 acres.
 - Pre-application meeting; pre-application meeting was held on 4-28-16
with City of Beloit Staff.
 - Developer's Statement; as required by section 12.02(7) of the Subdivision Ordinance.
 - Phase One Environmental Assessment; as per section 12.05(1)(c) of the Subdivision Ordinance.
 - Certified Survey Map: one copy as required by section 12.05(1) of the Subdivision Ordinance.

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct. The undersigned does hereby respectfully make application for and petition the City Plan Commission or City Council for approval of this Certified Survey Map for the purpose stated herein. The undersigned also agrees to abide by all applicable federal, state and local laws, rules, and regulations.

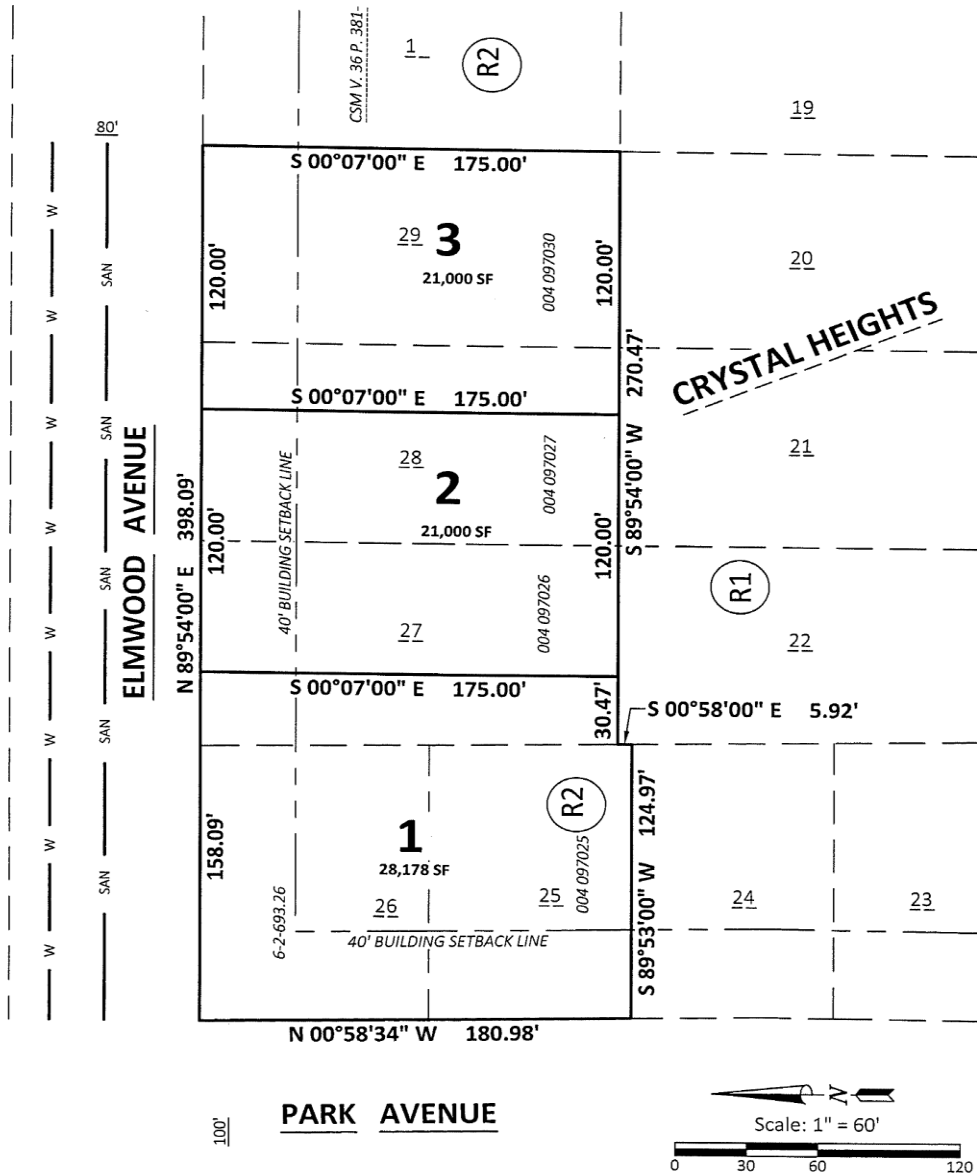
[Signature] / RH BATTERMAN / 4-28-16
(Signature of applicant) (Name of applicant) (Date)

This application must be submitted at least 21 days prior to the Plan Commission meeting date.


Review fee: <u>\$150 plus \$10 per lot</u>	Amount Paid: <u>\$180.⁰⁰</u>
Scheduled meeting date: <u>May 18, 2016</u>	
Application accepted by: <u>Drew Perington</u>	Date: <u>4/28/16</u>

PRELIMINARY CERTIFIED SURVEY MAP

LOTS 25, 26, 27, 28 AND 29 OF CRYSTAL HEIGHTS SUBDIVISION BEING
 A PART OF THE S.E. 1/4 OF THE S.W. 1/4 OF SECTION 13, T. 1 N., R. 12 E.
 BELOIT TOWNSHIP, ROCK COUNTY, WISCONSIN



BEARINGS BASED ON THE ROCK COUNTY COORDINATE
 SYSTEM, ROCK DATUM
 THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION
 13-1-12, BEARING S 89°34'11"E

<p>ORDER NO: 32404 DATE: 4-20-2016 BOOK ---- PG - PAGE 1 OF 1</p>	<p>CERTIFIED SURVEY MAP FOR THE EXCLUSIVE USE OF: SCOTT WARD 1011 E. ELMWOOD AVENUE BELOIT, WISCONSIN</p>	<p>Batterman engineers surveyors planners 2857 Bartells Drive Beloit, Wisconsin 53511 608.365.4464 www.rhbatterman.com</p>	
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RESOLUTION
APPROVING A THREE-LOT CERTIFIED SURVEY MAP
FOR THE PROPERTY LOCATED AT THE SE CORNER OF ELMWOOD AVENUE AND
PARK AVENUE IN THE TOWN OF БЕЛОIT

WHEREAS, Section 12.05(1)b of Chapter 12 of the Code of General Ordinances of the City of Beloit entitled “*Subdivision and Official Map Ordinance*” authorizes the City Plan Commission of the City of Beloit to approve, conditionally approve, or reject any minor subdivision of land within the extraterritorial jurisdiction of the City; and

WHEREAS, the attached three-lot Certified Survey Map for the property located at the SE corner of Elmwood Avenue and Park Avenue in the Town of Beloit is located within the extraterritorial jurisdiction of the City; and

WHEREAS, the City Plan Commission of the City of Beloit has reviewed the proposed three-lot Certified Survey Map, which pertains to the following described land:

Lots 25, 26, 27, 28 and 29 OF CRYSTAL HEIGHTS SUBDIVISION BEING A
PART OF THE SE ¼ OF THE SW ¼ OF SECTION 13, T. 1 N., R. 12 E., БЕЛОIT
TOWNSHIP, ROCK COUNTY, WISCONSIN, Containing 1.61 Acres, more or less.

NOW, THEREFORE, BE IT RESOLVED THAT the City Plan Commission of the City of Beloit does hereby approve the attached three-lot Certified Survey Map for the property located at the SE corner of Elmwood Avenue and Park Avenue in the Town of Beloit, subject to the following conditions:

1. The applicant shall record the CSM with the Rock County Register of Deeds and shall provide the Planning and Building Services Division with a copy of the recorded CSM by December 31, 2016.
2. The driveway for Proposed Lot 1 shall be at least 50 feet from the intersection of Park Avenue and Elmwood Avenue, as measured at the right-of-way.
3. As part of the development of this land, hook-up to the City’s water utility is required.

Adopted this 18th day of May, 2016.

James Faragher, Plan Commission Chairperson

ATTEST:

Julie Christensen, Community Development Director