



**PUBLIC NOTICE & AGENDA
BELOIT PLAN COMMISSION
City Hall Forum - 100 State Street, Beloit, WI 53511
7:00 PM
Wednesday, May 17, 2023**

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS
 - 2.a. Election of Chairperson
 - 2.b. Election of Vice-Chairperson
3. MINUTES
 - 3.a. Consideration of the minutes of the May 3, 2023 Plan Commission meeting
[Attachment](#)
4. PUBLIC HEARINGS

No public hearings have been scheduled for this meeting.
5. REPORTS
 - 5.a. Consideration of Resolution 2023-23 authorizing an extension to the Conditional Use Permit for the Drive-In Restaurant on property located at 2757 Prairie Avenue
[Attachment](#)
 - 5.b. Consideration of Resolution 2023-22 approving a three-lot Certified Survey Map for the property located at 400 Willowbrook Road
[Attachment](#)
 - 5.c. Consideration of the vacation of a portion of the right-of-way adjacent to 400 Willowbrook Road
[Attachment](#)
 - 5.d. Consideration of Resolution 2023-21 approving an Extraterritorial One-lot Certified Survey Map for the property located at 2335 W Forest Avenue in the Town of Beloit
[Attachment](#)
 - 5.e. Consideration of a request to annex the property located at 5037 E County Rd X and the vacant land to the west from the Town of Turtle
[Attachment](#)
6. STATUS REPORT ON PRIOR PLAN COMMISSION ITEMS

Permanent Zoning - 2030 Porter Avenue

Zoning Map Amendment - 2651 Fuller Drive

7. FUTURE AGENDA ITEMS

*Moore Street Easement for Wisconsin Power and Light
Zoning Map Amendment - 1006 Park Ave*

8. 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.

**MINUTES
PLAN COMMISSION
City Hall Forum - 100 State Street, Beloit, WI 53511
7:00 PM
Wednesday, May 3, 2023**

1. CALL TO ORDER AND ROLL CALL

Chairperson Ramsden called the meeting to order at 7:02 PM. Commissioners Ramsden, Flesch, Anderson, Jacobsen, and Councilor Day were present. Commissioners Janke and Elliott were absent.

2. MINUTES

2.a. Consideration of the minutes of April 19, 2023 Plan Commission meeting

Commissioner Flesch moved to approve the Minutes, seconded by Commissioner Jacobsen. Motion prevailed, voice vote (4-0).

3. PUBLIC HEARINGS

3.a. Consideration of Ordinance No 3790 amending the Zoning District Map of the City of Beloit for the properties located at 400 Willowbrook Road, 2300 Colley Road, 2000 Gateway Boulevard, and 2001 Gateway Boulevard

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Chairperson Ramsden opened and closed the public hearing.

Commissioner Flesch moved to approve Ordinance No 3790, seconded by Commissioner Anderson. Motion approved, voice vote (4-0).

4. Reports

4.a. Consideration of Resolution 2023-018 approving a one-lot Extraterritorial Certified Survey Map for the property located at 4146 S Afton Road in the Town of Beloit

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Jacobsen moved to approve the resolution, seconded by Commissioner Flesch. Motion approved, voice vote (4-0).

4.b. Consideration of Resolution 2023-019 approving a two-lot Extraterritorial Certified Survey Map for the property located at 2063 S Afton Road in the Town of Beloit

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Anderson moved to approve the resolution, seconded by Commissioner Flesch. Motion approved, roll call vote (4-0).

- 4.c. **Consideration of Resolution 2023-019 approving a one-lot Extraterritorial Certified Survey Map for the property located at 10532 S Walker Road in the Town of Turtle**
Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Flesch moved to approve the resolution, seconded by Commissioner Jacobsen. Motion approved, roll call vote (4-0).

- 4.d. **Appointment of Plan Commissioner(s) to Steering Committee for Comprehensive Plan**

Plan Commission discussed the process for updating the Comprehensive Plan and the role the Steering Committee would play. Commissioner Anderson and Chairperson Ramsden agreed to serve on the Steering Committee for Comprehensive Plan.

5. **STATUS REPORT ON PRIOR PLAN COMMISSION ITEMS**

Ms. Christensen updated the Plan Commission on the actions taken by City Council related to a variety of items previously reviewed by Plan Commission. Ms. Christensen said the next Plan Commission meeting is scheduled for May 17, 2023.

6. **FUTURE AGENDA ITEMS**

Julie Christensen outlined the future agenda items.

7. **ADJOURNMENT**

Commissioner Anderson moved to adjourn the meeting, seconded by Commissioner Jacobsen at 7:35 PM. Motion carried, voice vote (4-0).

Mike Ramsden, Chairperson



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 17, 2023

Agenda Item: 5.a.

File Number: CU-2023-05

General Information

Applicant: Vicki Schleisner

Owner: Cool Investments LLC

Address/Location: 2757 Prairie Avenue

Applicant's Request: An extension for an approved Conditional Use Permit (CUP) to allow a Drive-In Restaurant in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue.

Background

On June 6, 2022, City Council approved the applicant's Conditional Use Permit (see attached City Council Resolution 2022-093. Since that approval, a Watermain Easement has been approved and recorded. Building, Site, and Architectural Review plans have been approved. Building permits have been issued, and construction is underway. On the approved resolution, Ordinance Requirement number three requires the applicant to "complete construction and commence use of the drive-in or the CUP shall lapse and be of no further effect." The applicant is hoping to be open July 10, 2023 which is more than 12 months after the approval of Resolution. The applicant is requesting an extension until September 30, 2023 to finish construction and be operational.

STAFF RECOMMENDATION:

Section 2-511 of the Zoning Ordinance indicates that a Conditional Use Permit shall lapse if not established within one year. However, this section allows for the applicant to apply to the Plan Commission for an extension for the time requirement. This extension cannot exceed one year.

As indicated above, the applicant has requested an extension to September 30, 2023, although they are hoping to be open sooner.

The Planning and Building Services Division recommends **approval** of an extension of a Conditional Use Permit to allow a Drive-In use in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue, subject to the conditions listed below.

1. The Conditional Use Permit authorized under City Council Resolution 2022-093 is extended to September 30, 2023, and the proposed Drive-in Restaurant at 2757 Prairie Avenue must be established by said date.
2. All Ordinance Requirements and Permit Conditions included in City Council Resolution 2022-093 remain in full force and effect.

ATTACHMENTS: Extension Request, City Council Resolution 2022-093, Site Plan, Renderings, and Resolution 2023-023.

BELOIT BREW LLC
D/B/A SCOOTER'S COFFEE

VICKI L. SCHLEISNER
MEMBER

MAILING ADDRESS: 23 N. MAIN STREET
JANESVILLE, WISCONSIN 53545
TELEPHONE: (608) 921-2422

EMAIL: VICKISCHLEISNER@GMAIL.COM

April 11, 2023

Beloit Plan Commission and
Beloit City Council
c/o Hilary Rottmann

RE: Conditional Use Permit Extension
2757 Prairie Avenue, Beloit WI

Dear Commissioners and Council Members:

The Conditional Use permit to operate a Scooter's Coffee drive-thru at the address above was authorized on June 6, 2022. The authorization expires one year after issued. The construction is underway but will not be completed by expiration date. The anticipated completion date for construction is July 3, 2023 with a hopeful open date of July 10, 2023. We ran into some delays in the building process causing a delay in our open date. Please extend the Conditional Use permit to September 30, 2023, in case we run into additional delays.

Thank you for your time and consideration.

Sincerely,



VICKI L. SCHLEISNER



RESOLUTION 2022-093

**RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO ALLOW A
DRIVE-THROUGH RESTAURANT FOR 2757 PRAIRIE AVENUE**

WHEREAS, the application of Vicki Schleisner for a Conditional Use Permit (CUP) to allow a Drive-Through Restaurant in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue, 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 in the City Clerk's office; and

WHEREAS, the City of Beloit Plan Commission has recommended approval of the conditional use on the subject property, based upon the Findings of Fact and Conditional Use Decision Form for Plan Commission, subject to two ordinance requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit, Rock County, WI does hereby approve a CUP to allow a Drive-Through Restaurant in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue in the City of Beloit, based upon the substantial evidence described in the Findings of Fact and Conditional Use Decision Form for City Council which is attached hereto and incorporated herein by reference, for the following described premises:

LOT 4 OF CERTIFIED SURVEY MAP DOCUMENT NUMBER 1718381 IN VOLUME 29, PAGES 38-40 OF THE CERTIFIED SURVEY MAPS OF ROCK COUNTY, LOCATED IN THE CITY OF БЕЛОИТ, ROCK COUNTY, WISCONSIN (A/K/A 2757 PRAIRIE AVENUE). SAID PARCEL CONTAINS 0.73 ACRES, MORE OR LESS.

BE IT FURTHER RESOLVED that the applicant is formally advised of the following additional requirements:

Ordinance Requirements:

The following provisions of existing City Ordinances shall apply:

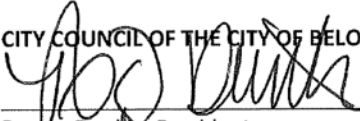
1. The developer shall obtain an Architectural Review Certificate, Certificate of Zoning Compliance, and Building Permit prior to beginning construction.
2. In accordance with Section 8-112 of the Zoning Ordinance stacking spaces may not impede on- or off-site traffic movements or movements into or out of off-street parking spaces. In addition, stacking spaces shall be designed to allow vehicles to exit the stacking lane without backing up or waiting until they have reached the end of the stacking lane.
3. In accordance with Section 2-506 of the Zoning Ordinance, the applicant shall have twelve (12) months from the date of CUP issuance to complete construction and commence use of the drive-in, or the CUP shall lapse and be of no further effect.

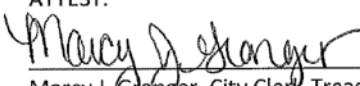
Permit Conditions:

1. This Conditional Use Permit authorizes a Drive-In use in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue.
2. Any major changes in the adopted conditions or use of the property shall be approved by the

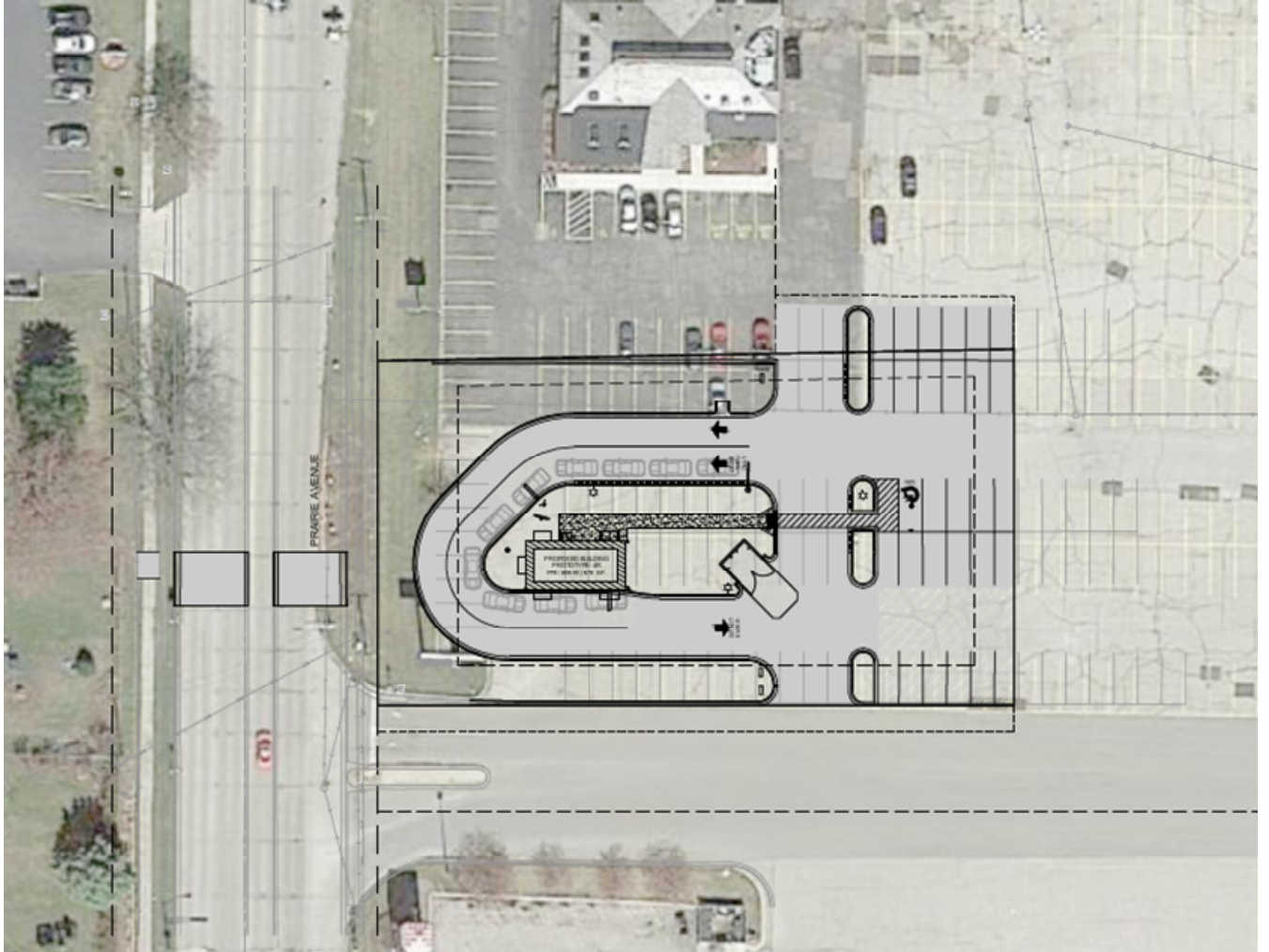
Plan Commission and City Council by amending this Conditional Use Permit. The Director of Planning and Building Services may approve minor changes administratively.

Approved this 6th day of June, 2020.

CITY COUNCIL OF THE CITY OF БЕЛОIT

Regina Dunkley, President

ATTEST:

Marcy J. Granger, City Clerk-Treasurer

SITE PLAN







2 EXTERIOR ELEVATIONS
SCALE: 3/8" = 1'-0"

BUILDING AREA: 273 SF



1 EXTERIOR ELEVATIONS
SCALE: 3/8" = 1'-0"

BUILDING AREA: 127 SF

RESOLUTION 2023-23

RESOLUTION AUTHORIZING AN EXTENSION TO THE CONDITIONAL USE PERMIT FOR THE DRIVE-IN RESTAURANT ON PROPERTY LOCATED AT 2757 PRAIRIE AVENUE

WHEREAS, the application of Vicki Schleisner on behalf of Cool Investments LLC for an extension for a Conditional Use Permit (CUP) to allow a Drive-In Restaurant in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue, having been considered by the Plan Commission of the City of Beloit, Wisconsin; and

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Beloit, Rock County, Wisconsin does hereby grant an extension for a CUP to allow a Drive-In Restaurant in a C-3, Community Commercial District, for the property located at 2757 Prairie Avenue in the City of Beloit, for the following described premises:

LOT 4 OF CERTIFIED SURVEY MAP DOCUMENT NUMBER 1718381 IN VOLUME 29, PAGES 38-40 OF THE CERTIFIED SURVEY MAPS OF ROCK COUNTY, LOCATED IN THE CITY OF БЕЛОИТ, ROCK COUNTY, WISCONSIN (A/K/A 2757 PRAIRIE AVENUE). SAID PARCEL CONTAINS 0.73 ACRES, MORE OR LESS.

BE IT FURTHER RESOLVED that the extension is subject to the following requirements:

1. The Conditional Use Permit authorized under City Council Resolution 2022-093 is extended to September 30, 2023, and the proposed Drive-in Restaurant at 2757 Prairie Avenue must be established by said date.
2. All Ordinance Requirements and Permit Conditions included in City Council Resolution 2022-093 remain in full force and effect.

Adopted this 17th day of May, 2023.

PLAN COMMISSION

Mike Ramsden, Chairperson

ATTEST:

Julie Christensen,
Community Development Director



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 17, 2023

Agenda Item: 5.b.

File Number: CSM-2023-10

General Information

Applicant R.H. Batterman & Co., Inc., on behalf the City of Beloit

Owner: City of Beloit

Address/Location: 400 Willowbrook Road

Applicant's Request: Approval of a three-lot Certified Survey Map (CSM)

Staff Analysis

Background Info: On February 6, 2023, City Council authorized the sale of approximately 4.2 acres of City-owned property located at 400 Willowbrook Road in the northeast corner of Willowbrook Road and C.T.H. P (Stateline Road) to Jason Turner DBA Pinnon Meats. Consequently, Jason Turner hired Angus Young and Associates to prepare a site plan for this new development. As the plans were developed, they requested the vacation of a portion of Willowbrook Road and other modifications that resulted in the area of land to be sold to increase slightly. This has resulted in an amended sales agreement, which will be considered by City Council on May 15, 2023.

The intent of this CSM is to subdivide the parent parcel located at 400 Willowbrook Road, which is approximately 26.95 acres, into one developable lot to be sold to Jason Turner, a second parcel owned by the City of Beloit, and one outlot. A portion of the right-of-way (a triangle of 10,777 square feet) along Willowbrook Road is the subject of a separate street vacation application and would add additional developable area to the proposed Lot 2. The CSM reflects that area being vacated, and so any approval of the CSM would be conditioned upon the right-of-way vacation being approved. A public hearing on the vacation will be required and is tentatively scheduled for the July 3, 2023 City Council meeting.

CSM Details: Lot 2 of the proposed CSM consists of 4.549 acres of land. That is the parcel that will be conveyed to Jason Turner for development of commercial space including a Pinnon Meats. Lot 1 consisting of 22.307 acres will be retained by the City. Outlot 1, which is a 0.094-acre parcel on the south end of the property will also be retained by the City for future right-of-way (R.O.W.) needs to accommodate planned intersection and roadway improvements related to an awarded federal RAISE grant.

As part of the sales agreement, the City has indicated that staff would initiate a rezoning to C-3 for the parcel that is created as part of this CSM. Since all of the land west of Willowbrook and south of Colley are shown on the Future Land Use Map included in the City's Comprehensive Plan, City staff initiated the rezoning of the entire 400 Willowbrook Road property as well as the property located north of that site from M-2, General Manufacturing, to C-3, Community

Commercial. Plan Commission recommended approval of that rezoning on May 3, 2023. The proposed lot meets and exceeds the minimum dimensions required by the Zoning Ordinance.

The overall site has existing utility easements including a 100-foot sanitary sewer easement through proposed Lot 1 and a 50-foot ANR pipeline easement through proposed Lots 1 and 2. Additionally, a proposed 20-foot watermain easement has been prepared and was approved by City Council as part of the sale which will accommodate an existing City watermain through proposed Lot 1, Lot 2 and Outlot 1.

Review Agent Comments: The proposed CSM was distributed to the Review Agents, and they had the following comments:

- The City Engineer noted that the separate water easement document has been prepared and will be recorded. As such, the watermain easement should not be indicated on the CSM.
- Alliant and Spectrum each indicated that utilities are present in the general area including gas, electric and fiber optic. If any utilities are in the area to be vacated, all easements and rights incidental to those utilities shall continue.

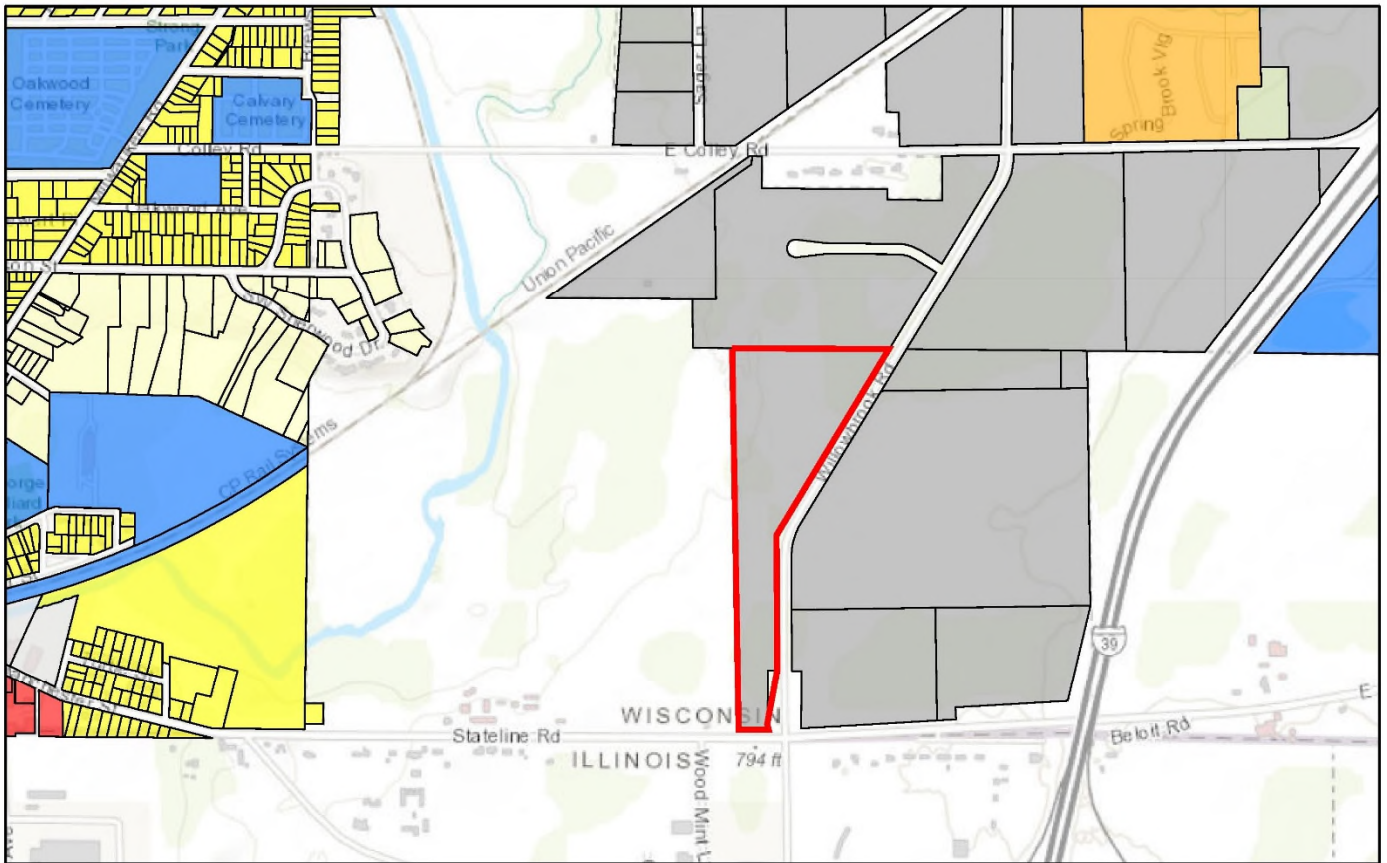
STAFF RECOMMENDATION:

The Planning and Building Services Division recommends approval of the attached three-lot CSM for the property located at 400 Willowbrook Road in the City of Beloit, subject to the following conditions:

1. The final CSM shall include any easements requested by area utilities and Engineering.
2. The Plat of Vacation for a portion of right-of-way located at 400 Willowbrook Road is approved by City Council.
3. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

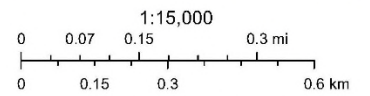
ATTACHMENTS: Location Map, Proposed CSM, Application, Site Assessment Checklist, Preliminary Concept Plan and Resolution.

Location and Zoning Map



5/10/2023

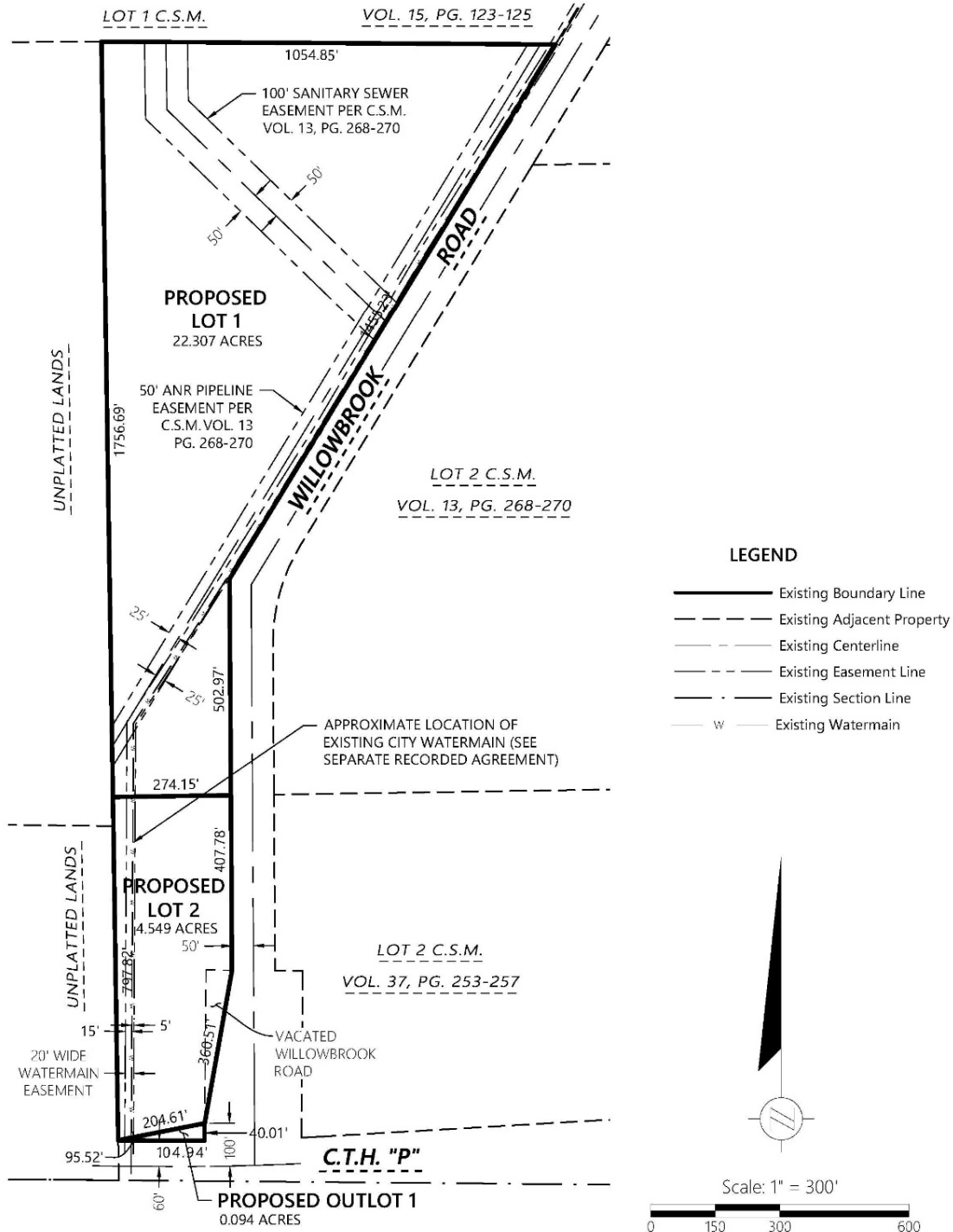
- Zoning Districts
- DH
 - M-2
 - R-1A
 - R-3
 - C-2
 - M-1
 - PLI
 - R-1B



Rock Co Land Information Office, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

PRELIMINARY CERTIFIED SURVEY MAP

LOT 4 OF CERTIFIED SURVEY MAP NO. 1073578, RECORDED IN
VOL. 13 ON PAGES 268-270, AND PART OF VACATED
WILLOWBROOK ROAD BEING PART OF THE NW 1/4 AND SW 1/4
OF THE SE 1/4 OF SECTION 31, T. 1 N., R. 13 E., OF THE 4TH P.M.,
CITY OF BELOIT, ROCK COUNTY, WISCONSIN



<p>ORDER NO: 34582 DATED: 4/14/2023 FIELD CREW: N/A DRAWN BY: KJB SHEET 1 OF 1</p>	<p>FOR THE EXCLUSIVE USE OF: Angus Young Associates, Inc. 555 S. River Street Janesville, WI 53548</p>	<p>Batterman engineers surveyors planners 2857 Bartels Drive 1040 N Wisconsin Street Beloit, Wisconsin 53511 Elkhorn, Wisconsin 53121 608.365.4464 262.379.2250</p>
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File Name: J:\34500_34599\34582 - AYA - Willowbrook - Pinpoint\SURVEY\RIIB DRAWING FILES

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: _____

1. Address of property: 400 Willowbrook Road

2. Tax Parcel Number(s): 23131500

3. Property is located in (circle one): **City of Beloit** or Town of: Turtle; Beloit; Rock or LaPrairie

In the SE Quarter of Section 31, Township 1 North, Range 13 East of the 4th P.M.

4. Owner of record: City of Beloit Phone: (608)364-6609

<u>100 State Street - 3rd Floor</u>	<u>Beloit</u>	<u>WI</u>	<u>53511</u>
(Address)	(City)	(State)	(Zip)

5. Surveyor's name: Kristin Belongia Phone: (608)364-4464

<u>2857 Bartells Drive</u>	<u>Beloit</u>	<u>WI</u>	<u>53511</u>
(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: 26.95 acres

8. Total area of land remaining in parent parcel: 0 acres

9. Is there a proposed dedication of any land to the City of Beloit? No

10. The present zoning classification of this property is: M-2

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;** a pre-application meeting was held on February 22, 2023 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.

<u>Kristin J. Belongia</u>	/	<u>Kristin Belongia</u>	/	<u>4/14/2023</u>
(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</u>
Scheduled meeting date: <u>5/17/23</u>	
Application accepted by: <u>[Signature]</u>	Date: <u>4-21-23</u>

CITY of BELOIT

Neighborhood Planning Division

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

SITE ASSESSMENT CHECKLIST

For property located at: 400 Willowbrook Road

Property owner's name: City of Beloit

ITEM OF INFORMATION	YES	NO
I. Land Resources; Does the project site involve:		
A. Changes in relief and drainage patterns? (Attach a topographical map showing, at a minimum, 2-foot contour intervals)	-----	----- X
B. A landform or topographical feature including perennial streams?	-----	----- X
C. A floodplain? (If Yes, attach a copy of the latest FEMA Floodway map with the parcel shown thereon.)	-----	----- X
D. An area of soil instability, or slopes greater than 12%, or hydric or alluvial soils as depicted in the "Soils Survey of Rock County"?	-----	----- X
E. An area of bedrock within 6 feet of the surface as depicted in the "Soils Survey of Rock County" or a more detailed source?	-----	----- X
F. An area with groundwater table within 5 feet of the surface as depicted in the "Soils Survey of Rock County" or a more detailed source?	-----	----- X
G. An area with fractured bedrock within 10 feet of the soil surface as depicted in the "Soils Survey of Rock County"	-----	----- X
H. Prevention of future gravel extraction?	-----	----- X
I. A drainage-way with a tributary area of 5 or more acres?	-----	----- X
J. Lot coverage of more than 50 percent impermeable surfaces?	-----	----- X
K. Prime agricultural land as depicted in the "Soils Survey of Rock County" or any adopted farmland preservation plans?	-----	----- X
L. Wetlands as depicted on a DNR wetland inventory map or more detailed source?	-----	----- X
II. Water Resources; Does the project site involve:		
A. An area traversed by a stream, intermittent stream or dry run?	-----	----- X
B. An impact on the capacity of a storm water storage system or flow of a waterway within one mile?	-----	----- X
C. The use of septic systems for on-site wastewater disposal?	-----	----- X
D. Lowering of water table by pumping or drainage?	-----	----- X
E. Raising of water table by altered drainage?	-----	----- X
F. Frontage on a lake, river, or other navigable waterway?	-----	----- X
III. Human and Scientific Interest; Does this project site involve:		
A. An area of archeological interest included on the Wisconsin Archeological Site Inventory?	-----	----- X
B. An area of historical interest, or historic buildings or monuments listed on the State or National Register of Historic Places?	-----	----- X

Site Assessment Checklist

(continued)

ITEM OF INFORMATION	YES	NO
IV. Biological Resources; Does the project site involve:	----	----
A. Critical habitat for plants and animals of community interest per DNR inventory?		X
B. Endangered or rare plant or animal species per the DNR Wisconsin Natural Heritage Inventory?		X
C. Trees with a diameter of 6 or more inches at breast height outside of "mature woodlands" as defined in the subdivision ordinance? (If Yes, all trees of such size must be mapped.)		X
D. Removal of over 40 % of the trees on the site within a "mature woodland" as defined in the subdivision ordinance?		X
E. Environmental corridors as mapped by the City of Beloit or Rock County?		X

V. Energy, Transportation and Communications:	----	----
A. Would the development increase traffic flow on any arterial or collector street by more than 10 % based upon the most recent traffic counts and trip generation rates provided by the Institute of Transportation Engineers (ITE)?		X
B. Is the land traversed by an existing or planned roadway corridor, as shown on the City's official map or comprehensive plan?		X
C. Is the land within a highway noise impacted area (within 500 feet of an interstate or state or Federal highway)?		X
D. Is the land traversed by an existing or planned utility corridor (gas, electrical, water, sewer, storm, communications)?		X

VI. Population:	----	----
A. Which public school service areas (elementary, middle and high school) are affected by the proposed development and what is their current available capacity?		
Elementary; Todd _____	E: Cap=	
Middle; _____	M: Cap=	
High School; _____	H: Cap=	

NOTES:

1. "YES" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development.
2. The Plan Commission may waive the filing of a Site Assessment Checklist for subdivisions of less than 5 acres in total area.

RESOLUTION 2023-22

**APPROVING A THREE-LOT CERTIFIED SURVEY MAP FOR THE
PROPERTY LOCATED AT 400 WILLOWBROOK ROAD**

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 jurisdiction of the City; and

WHEREAS, the attached three-lot Certified Survey Map for the property located at 400 Willowbrook Road, containing 26.95 acres, is located within the jurisdiction of the City of Beloit; and

WHEREAS, the City Plan Commission of the City of Beloit has reviewed the attached two-lot plus one outlot Certified Survey Map, which pertains to the following described land:

LOT 4 OF CERTIFIED SURVEY MAP NO. 1073578, RECORDED IN VOL. 13 ON PAGES 268-270, AND PART OF VACATED WILLOWBROOK ROAD BEING PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T. 1 N., R. 13 E., OF THE 4TH P.M., CITY OF BELOIT, ROCK COUNTY, WISCONSIN. CONTAINING 26.95 ACRES. (A/K/A 400 WILLOWBROOK ROAD).

NOW, THEREFORE, BE IT RESOLVED THAT the Plan Commission of the City of Beloit does hereby approve the attached three-lot Certified Survey Map for the property located at 400 Willowbrook Road, subject to the following conditions:

1. The final CSM shall include any easements requested by area utilities and Engineering.
2. The Plat of Vacation for a portion of right-of-way located at 400 Willowbrook Road is approved by City Council.
3. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

Adopted this 17th day of May, 2023.

PLAN COMMISSION

Mike Ramsden, Chairperson

ATTEST:

Julie Christensen
Community Development Director



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 17, 2022

Agenda Item: 5.c.

File Number: VA-2023-02

General Information

Applicant: City of Beloit

Owner: City of Beloit

Address/Location: 400 Willowbrook Road

Applicant's Request: Vacation of a portion of right-of-way located at 400 Willowbrook Road

Staff Analysis

Overview: The Planning and Building Services Division has received a petition from the City of Beloit to vacate a portion of the right-of-way located at 400 Willowbrook Road in the northwest corner of Willowbrook Road and C.T.H. P (Stateline Road). On February 6, 2023, City Council authorized the sale of a portion of 400 Willowbrook Road to Jason Turner DBA Pinnon Meats. As part of design development for 400 Willowbrook, it has been determined that the vacation of a portion of the right-of-way (a triangle of 10,777 square feet) would improve site layout by adding additional developable area. The right-of-way is extra wide in that portion of Willowbrook Road. The vacation has been reviewed by Engineering, and it has been determined that the portion of the right-of-way proposed to be vacated is not needed for current or future public roadway or infrastructure needs.

A public hearing will be required and is tentatively scheduled for the regular meeting of the City Council on July 3, 2023.

Public Notice and Comments Received: Under Wis. Stats §66.1003(4)(b) requires that public notices be sent by certified mail to adjacent property owners. No notices were sent since this vacation only impacts property owned by the City of Beloit.

Review Agent Comments:

- Engineering and Water Resources reviewed the proposed vacation. The City Engineer noted that the City does not currently have any utilities in this right-of-way and as such formally recommends vacating this right-of-way.

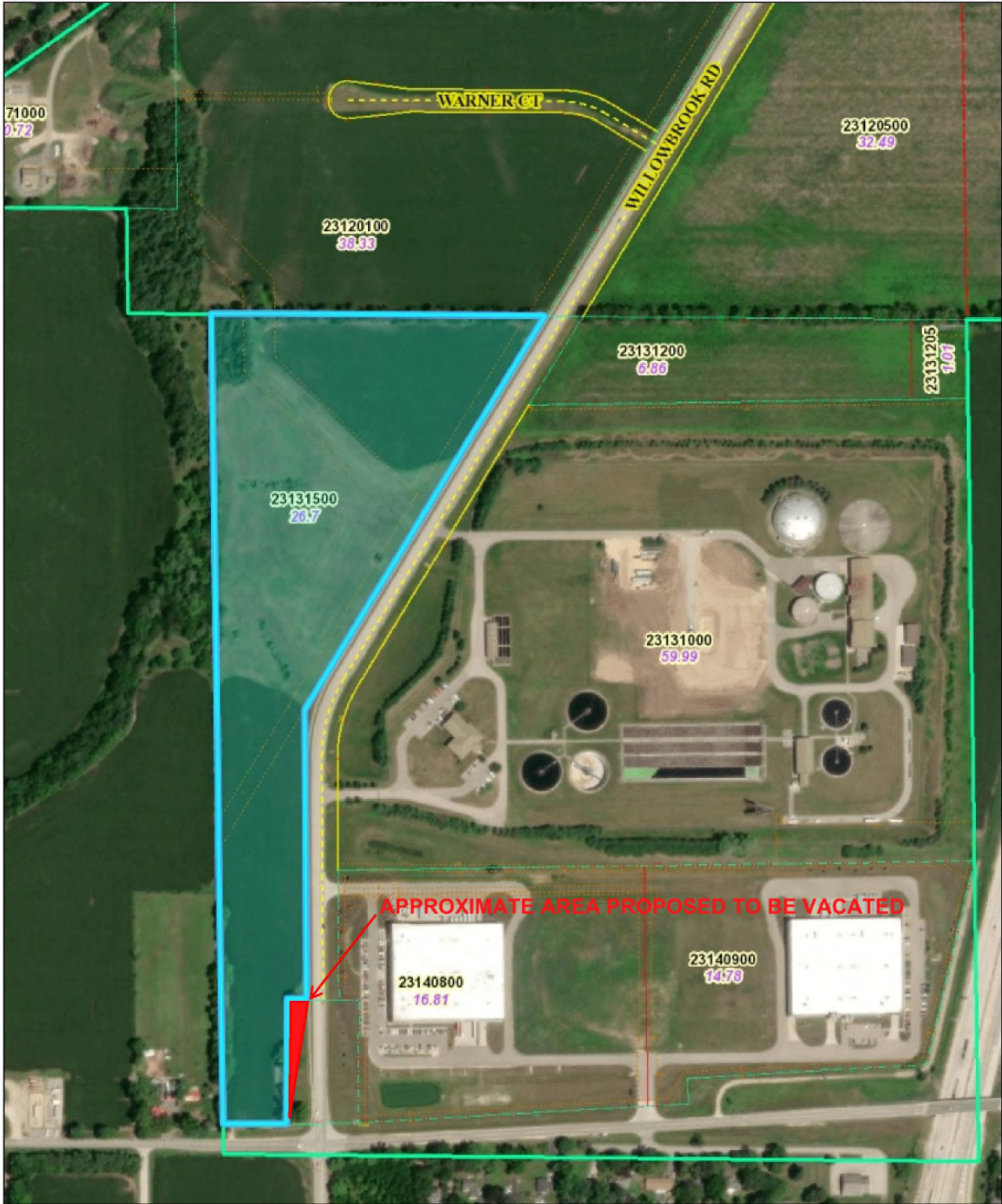
- Alliant and Spectrum each indicated that utilities are present in the general area including gas, electric and fiber optic. If any utilities are in the area to be vacated, per State law, whenever any public highway is vacated, all easements and rights incidental to the easements that belong to any utility shall continue.

STAFF RECOMMENDATION:

The Planning and Building Services Division recommends approval of the vacation of a portion of right-of-way located at 400 Willowbrook Road as described in the attached Plat of Vacation, and returning the right-of-way to the adjacent property owner.

ATTACHMENTS: Location Map, Plat of Vacation and Petition.

Location Map



400 Willowbrook Road
Web Print: 05/09/2023



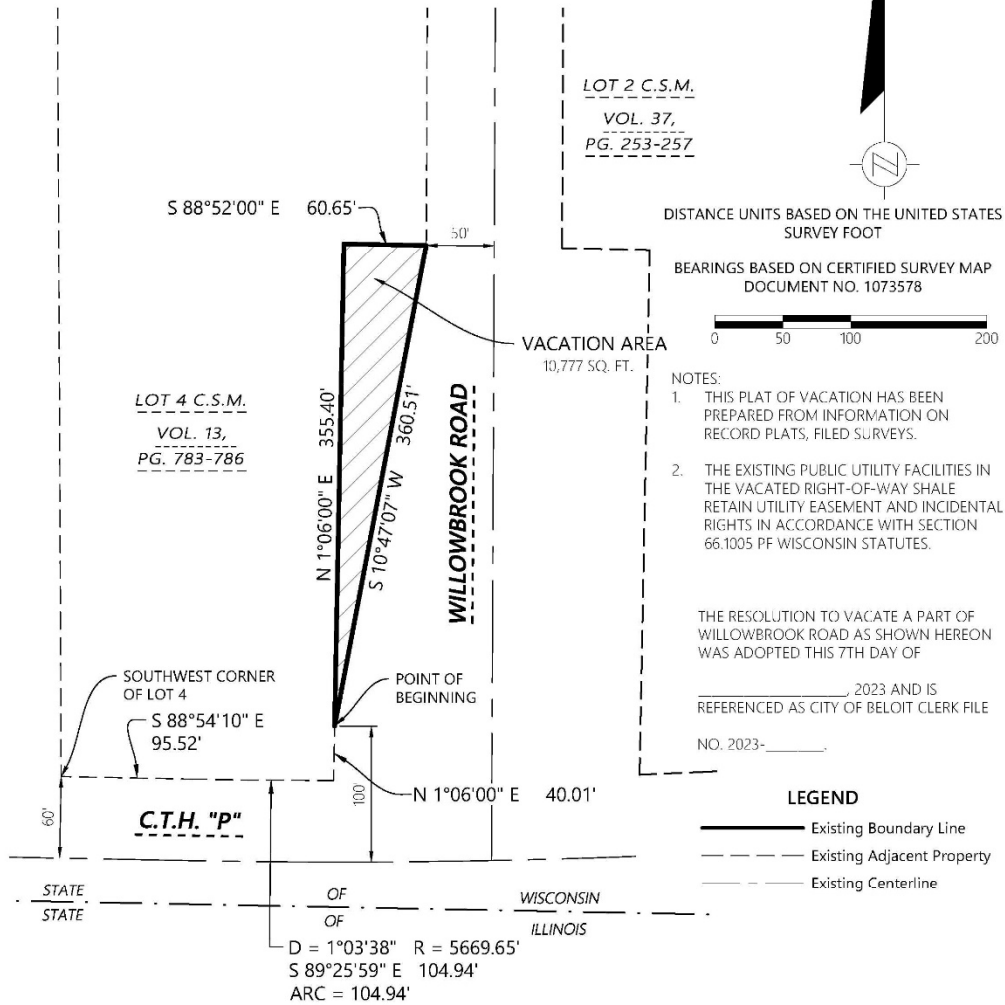
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



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PLAT OF VACATION

OF PART OF WILLOWBROOK ROAD, BEING PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 31, T. 1 N., R. 13 E., OF THE 4TH P.M., CITY OF BELOIT, ROCK COUNTY, WISCONSIN



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON CERTIFIED SURVEY MAP DOCUMENT NO. 1073578



NOTES:

1. THIS PLAT OF VACATION HAS BEEN PREPARED FROM INFORMATION ON RECORD PLATS, FILED SURVEYS.
2. THE EXISTING PUBLIC UTILITY FACILITIES IN THE VACATED RIGHT-OF-WAY SHALE RETAIN UTILITY EASEMENT AND INCIDENTAL RIGHTS IN ACCORDANCE WITH SECTION 66.1005 PF WISCONSIN STATUTES.

THE RESOLUTION TO VACATE A PART OF WILLOWBROOK ROAD AS SHOWN HEREON WAS ADOPTED THIS 7TH DAY OF

_____, 2023 AND IS REFERENCED AS CITY OF BELOIT CLERK FILE NO. 2023-_____.

LEGEND

- Existing Boundary Line
- - - Existing Adjacent Property
- - - Existing Centerline

D = 1°03'38" R = 5669.65'
 S 89°25'59" E 104.94'
 ARC = 104.94'

DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 4; THENCE SOUTH 88°54'10" EAST ALONG THE NORTHERLY RIGHT OF WAY OF C.T.H. "P" A DISTANCE OF 95.52 FEET; THENCE CONTINUE ALONG SAID NORTHERLY RIGHT OF WAY 104.94 FEET TO THE WESTERLY RIGHT OF WAY OF WILLOWBROOK ROAD; THENCE NORTH 1°06'00" EAST ALONG THE SAID WESTERLY RIGHT OF WAY A DISTANCE OF 40.01 FEET TO THE POINT OF BEGINNING OF LANDS HEREINAFTER DESCRIBED; THENCE CONTINUE NORTH 1°06'00" EAST A DISTANCE OF 355.40 FEET; THENCE SOUTH 88°52'00" EAST A DISTANCE OF 60.65 FEET; THENCE SOUTH 10°47'07" WEST A DISTANCE OF 360.51 FEET TO THE POINT OF BEGINNING. CONTAINING 10,777 SQUARE FEET (0.247) ACRES OF LAND, MORE OR LESS.

Kristin J. Belongia, P.L.S.
 Wisconsin Professional Land Surveyor S-2943

Dated this ____ day of _____, 2023.

<p>ORDER NO: 34582 DATED: 4/14/2023 FIELD CREW: N/A DRAWN BY: K.B SHEET 1 OF 1</p>	<p>FOR THE EXCLUSIVE USE OF: City of Beloit 100 State Street Beloit, WI 53511</p>	<p>Batterman engineers surveyors planners 2857 Bartells Drive 1040 N Wisconsin Street Beloit, Wisconsin 53511 Elkhorn, Wisconsin 53121 608.365.4464 262.379.2250</p>	
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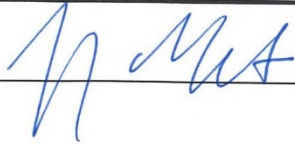
File Name: I:\34582-34599\34582 - AYA - Willowbrook - Plots\ASURVEY\RIIB DRAWING FILES


Submitted 4/18/23

PETITION FOR VACATION OF A PUBLIC RIGHT-OF-WAY

We, the undersigned hereby petition the City of Beloit to vacate the following portion(s) of the public right-of-way known as: (part of) Willowbrook Road

The portion of the right-of-way proposed to be vacated is further described on the attached *Plat of Vacation* prepared by Registered Land Surveyor:

Print NAME and ADDRESS of PETITIONER:	SIGNATURE: (If jointly owned, both owners should sign petition.)	DATE SIGNED:
Name: City of Beloit Address: 100 State Street, Beloit, WI 53511		4.18.23
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		
Name: Address:		

Contact person responsible for circulating this petition: Drew Pennington
 Address of contact person: 100 State St., Beloit, WI 53511
 Phone number of contact person: (608) 364-6748
 Signature of contact person: 

To be completed by Planning Staff	
Filing fee: \$150.00 Amount paid: _____	Meeting date: _____
Application accepted by: _____	Date: _____



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 17, 2023

Agenda Item: 5.d.

File Number: CSM-2023-09

General Information

Applicant: R.H. Batterman and Co., Inc.

Owner: Albeiro Aguirre

Address: 2335 West Forest Avenue

Jurisdiction: Town of Beloit

Applicant's Request: One-lot Extraterritorial Certified Survey Map (CSM)

Staff Analysis

Proposed Land Division: The intent of the proposed extraterritorial CSM is to combine the two lots (parcels 6-2-2285 and 6-2-2285.1) into one 0.372-acre lot.

Surrounding Land Use and Zoning: The subject property is zoned R1, Single-Family Residential and subject to Town zoning. The property is surrounded by R1 zoning with residential uses.

City of Beloit Comprehensive Plan and Strategic Plan: The Comprehensive Plan's Future Land Use Map recommends Single-Family Residential-Urban uses for the subject properties. However, land use cannot be considered when reviewing Extraterritorial CSM applications according to state law.

Review Agent Comments: No comments were submitted.

STAFF RECOMMENDATION:

The Planning and Building Services Division recommends **approval** of the attached one-lot Extraterritorial Certified Survey Map (CSM) for 2335 W. Forest Avenue in the Town of Beloit, subject to the following condition:

1. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

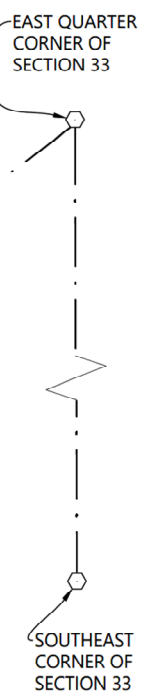
ATTACHMENTS: Location Map, Certified Survey Map, Application and Resolution.

LOCATION MAP



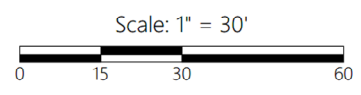
PRELIMINARY CERTIFIED SURVEY MAP

OF LOT 7, BLOCK 1, WESTVIEW, BEING PART OF THE NE
1/4 OF THE SE 1/4 OF SECTION 33, T. 1 N., R. 12 E., OF
THE 4TH P.M., TOWN OF BELOIT, ROCK COUNTY,
WISCONSIN



LEGEND

- Existing Boundary Line
- Existing Right-of-Way
- Existing Adjacent Property
- Existing Centerline



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

<p>ORDER NO: 34622</p> <p>FIELD CREW: XXX DRAWN BY: JPL SHEET 1 OF 1</p>	<p>FOR THE EXCLUSIVE USE OF:</p> <p>Albeiro Aguirre 2335 W Forest Ave Beloit, WI, 53511-5718</p>	<p>Batterman engineers surveyors planners</p> <p>2857 Bartells Drive Beloit, Wisconsin 53511 608.365.4464</p> <p>1040 N Wisconsin Street Elkhorn, Wisconsin 53121 262.379.2250</p>	
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File Name: J:\34600-34699\34622 - Albeiro Aguirre\SURVEY\RH8 DRAWING FILES

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-2023-09

1. Address of property: 2335 W. FOREST AVE
2. Tax Parcel Number(s): 6-2-2285, 6-2-2285.1
3. Property is located in (circle one): City of Beloit or Town of Turtle; Beloit; Rock or LaPrairie
In the SE Quarter of Section 33, Township 1 North, Range 12 East of the 4th P.M.
4. Owner of record: ALBEIRO AGUIRRE Phone: 608-607-2575
2335 W FOREST AVE BELOIT WI 53511
(Address) (City) (State) (Zip)
5. Surveyor's name: David J. Earl Phone: 608-365-4464
2827 S BARTELLS DR BELOIT WI 53511
(Address) (City) (State) (Zip)
6. Number of new lots proposed with this land division is 1 lot(s).
7. Total area of land included in this map: 0.372 ACRES
8. Total area of land remaining in parent parcel: 0.372 ACRES
9. Is there a proposed dedication of any land to the City of Beloit? NO
10. The present zoning classification of this property is: R-1
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;** a pre-application meeting was held on _____ 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.

_____/ David J. Earl / 4/14/2023
(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: \$150 plus \$10 per lot Amount paid: \$100.00
Scheduled meeting date: 5/17/2023
Application accepted by: HR Date: 4/19/2023

CK# 09527

RESOLUTION 2023-21

**APPROVING A ONE-LOT EXTRATERRITORIAL CERTIFIED SURVEY MAP FOR THE PROPERTY
LOCATED AT 2335 W. FOREST 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 one-lot Certified Survey Map for 2335 W. Forest Avenue in the Town of Beloit, containing 0.372 acres, more or less, is located within the extraterritorial jurisdiction of the City of Beloit; and

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

OF LOT 7, BLOCK 1, WESTVIEW, BEING PART OF THE NE ¼ OF THE SE ¼ OF SECTION 33, T. 1 N., R. 12 E., OF THE 4TH P.M., TOWN OF БЕЛОIT, ROCK COUNTY WISCONSIN. (A/K/A 2335 W. FOREST AVENUE).

NOW, THEREFORE, BE IT RESOLVED THAT the Plan Commission of the City of Beloit does hereby conditionally approve the attached one-lot Extraterritorial Certified Survey Map for 2335 W. Forest Avenue in the Town of Beloit, subject to the following condition:

1. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

Adopted this 17th day of May, 2023.

Plan Commission

Mike Ramsden, Chairperson

ATTEST:

Julie Christensen
Community Development Director



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 17, 2023

Agenda Item: 5.e.

File Number: ANX-2023-01

General Information

Applicant: Bradley Trewyn and Danita A. Trewyn

Owner: Bradley Trewyn and Danita A. Trewyn

Address/Location: The property located at 5037 E. County Road X and in the Town of Turtle

Applicant's Request: Approval of (Direct) Annexation of two properties located on the 5000 block of County Road X (parcel numbers 6-19-177A.1 & 6-19-177A.2). The City Council formally considered acceptance of the applicant's petition on May 15, 2023.

Jurisdiction: Town of Turtle

Staff Analysis

Background Info: The applicant is requesting approval to annex 20.57 acres of land from the Town of Turtle to the City of Beloit. Parcel 1 is a three-acre rural residence and Parcel 2 is 15.70 acres of agricultural land. If this annexation is approved, City staff will be recommending modifications to the City's Comprehensive Plan to allow for alternative uses of the vacant parcel. The subject properties are located within the City's Sewer Service Area and City sewer is located just west of the proposed annexation boundary near the existing corporate limits at Milwaukee Road and Hart Road. On May 5, 2023, the Annexation Review Questionnaire was submitted to the Wisconsin Department of Administration's Office for review. The Town of Turtle Clerk has been notified of this annexation request.

Surrounding Land Use and Zoning: To the east and south of the subject properties are residential uses zoned R-R, Rural Residential and C-2, Highland Conservation District Two. To the north is I-43 and agricultural land zoned A-E, Exclusive Agriculture. To the west is the I-43/E. Hart Road interchange at WI-81, and I-43 Storage zoned B-1, Local Commercial District all located in the Town of Turtle. To the southwest is a quarry owned by Corporate Contractors Inc. zoned M-2, General Manufacturing located in the City of Beloit.

Development: The applicant does not have plans to develop the vacant land at this time. Development would be required to meet the current zoning and landscape code, and likely would include a landscape buffer along the adjacent residential properties, depending on the

approved zoning of the subject properties.

City of Beloit Comprehensive Plan and Strategic Plan: The Future Land Use Map of the Comprehensive Plan recommends *Agricultural* uses for the subject properties. As mentioned above, if the annexation is approved, City staff will be recommending modifications to the City's Comprehensive Plan to allow for alternative uses. If approved, this request supports Strategic Goal #3 by creating and sustaining economic development.

Future Zoning Classification: In the past when properties were annexed to the City, a temporary zoning classification was assigned until an Ordinance approving a Zoning Map Amendment was adopted by the City Council.

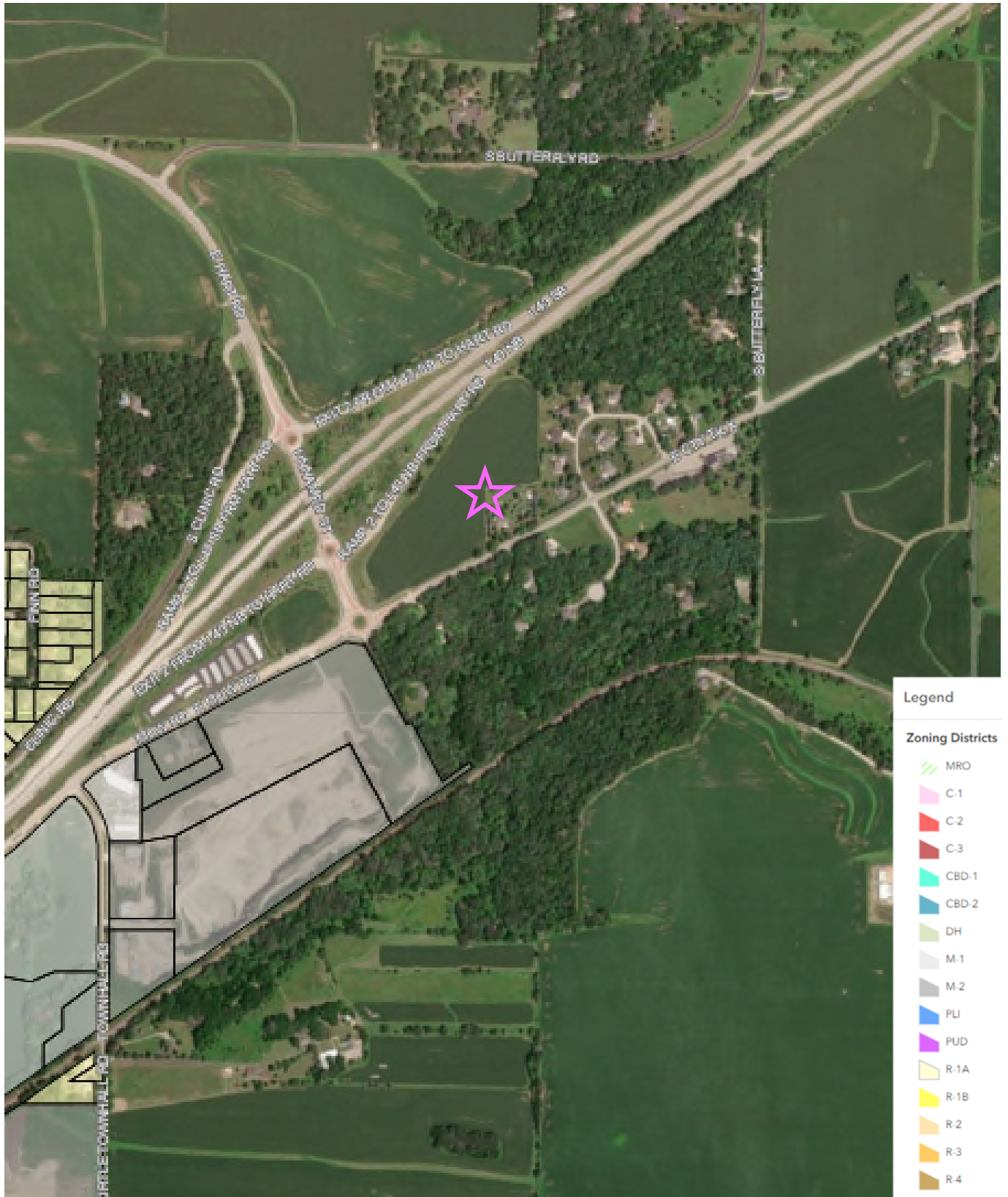
Section 66.0217(8) of Wisconsin Statutes allows for the assignment of temporary zoning until permanent zoning is approved. Staff recommends not assigning a temporary zoning at this time. A Comprehensive Plan Amendment and Zoning Map Amendment will be initiated if the annexation is approved.

STAFF RECOMMENDATION:

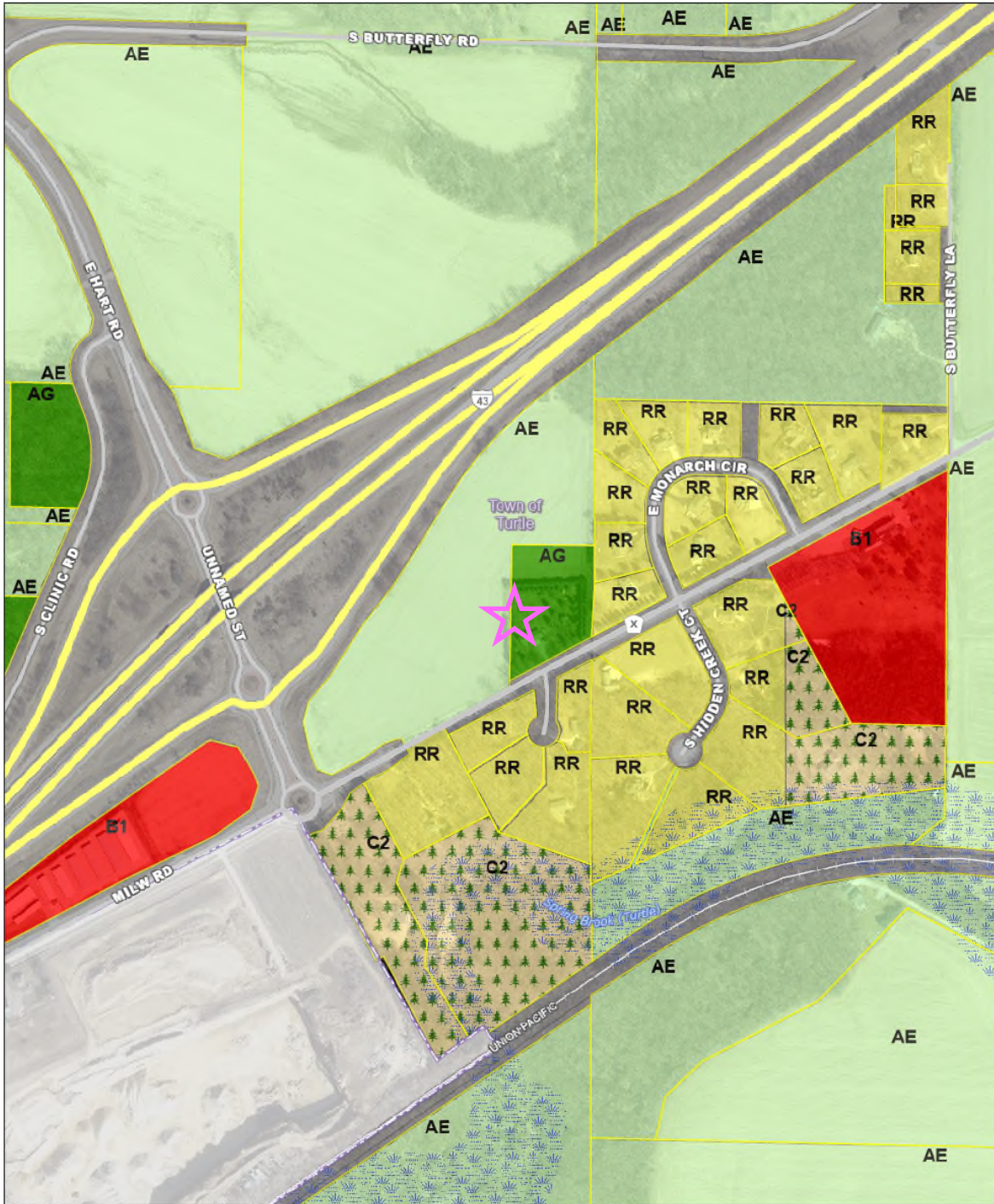
The Planning and Building Services Division recommends **approval** of (Direct) Annexation for two properties located on the 5000 block of E. County Road X (parcel numbers 6-19-177A.1 & 6-19-177A.2) in the Town of Turtle.

ATTACHMENTS: Location and Zoning Maps, Petition for Annexation, and Plat of Annexation.

City of Beloit Zoning Map

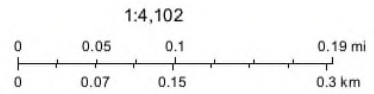


Town of Turtle Zoning Map



5/9/2023, 4:21:05 PM

- | | |
|-------------------------|---|
| Tax Parcels | Local Commercial District |
| Zoning Not Available | C2 Highland Conservancy |
| Zoning Districts | Dedicated, Right of Way or No Information Available |
| Exclusive Agriculture | Zoning Overlays |
| General Agriculture | Lowland Conservancy Overlay District; |
| Rural Residential | |



Rock County Land Information Office, County of Rock Land Information Office, Rock County, Wisconsin

**PETITION FOR ANNEXATION AND/OR ATTACHMENT
TO THE CITY OF БЕЛОИТ**

Address of Property: 5037 E. COUNTY ROAD X БЕЛОИТ, WI.

Property is located in (circle one): Town of Turtle Town of Beloit

If applicable, please circle the Town of Turtle island in which the property is located:

Lindale Place Turtle Ridge Sherwood Drive (N/A)

If this property is located within the Town of Turtle, is it located within the **Boundary Adjustment Area** as outlined in the Cooperative Boundary Agreement between the City of Beloit and Town of Turtle? (If you are not sure, please leave blank for Planning staff to answer.) YES NO

The current population or territory to be annexed and/or attached is 2 persons.

We the undersigned, constituting all of the owners of the real property in Rock County, Wisconsin, lying contiguous to the City of Beloit, or lying in a town island, respectfully petition the City Council of the City of Beloit to annex the territory described and shown on the attached scale map to the City of Beloit, Rock County, Wisconsin. (Plat of Annexation or Attachment must include a legal description of the subject property.)

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

We further respectfully request that this property be zoned COMMERCIAL / C-3.

Owner/Petitioner Signature:	Print Name:	Address:	Date:
	BRADLEY TREWYN	5037 E. COUNTY X BELOIT, WI. 53511	4-20-2023
	Danita Trewyn	5037 E. CO. X Beloit WI 53511	4-20-2023

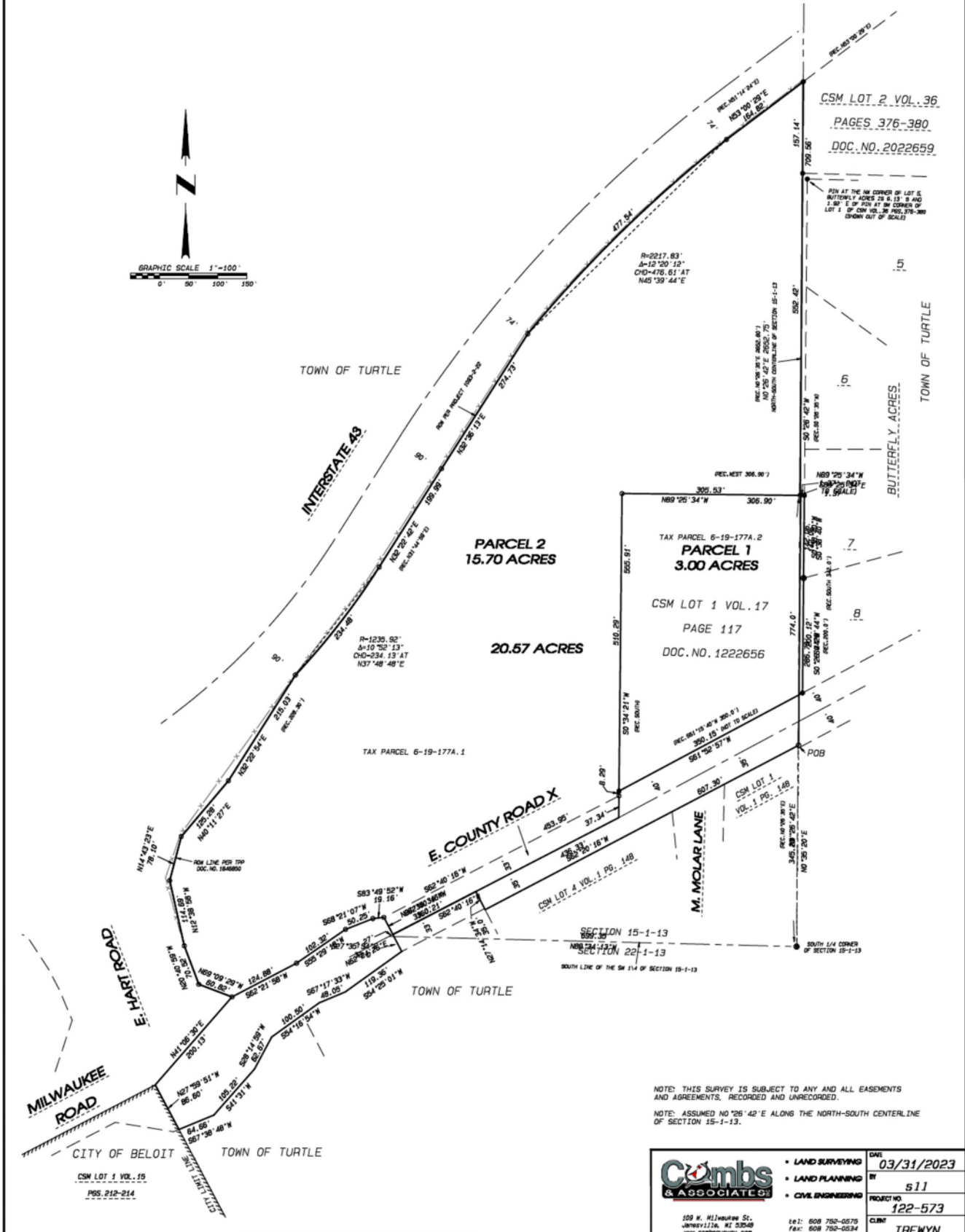
Personally came before me this 21st day of April, 2023, the above named, Danita Trewyn Bradley Trewyn to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Rock County, Wisconsin (SEAL)



My Commission is permanent or expires on: 7.9.23

ANNEXATION MAP



NOTE: THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: ASSUMED NO 126°42'E ALONG THE NORTH-SOUTH CENTERLINE OF SECTION 15-1-13.

 108 N. Milwaukee St. Janesville, WI 53408 www.combsurvey.com	• LAND SURVEYING	DATE	03/31/2023
	• LAND PLANNING	BY	511
	• CIVIL ENGINEERING	PROJECT NO.	122-573
		CLIENT	TREWYN
		TEL: 608 752-0575	
	FAX: 608 752-0534		