



MINUTES
PLAN COMMISSION
City Hall Forum - 100 State Street, Beloit, WI 53511
7:00 PM
Wednesday, August 23, 2023

1. CALL TO ORDER AND ROLL CALL

Chairperson Ramsden called the meeting to order at 7:01 PM. Commissioners Ramsden, Flesch, Elliott, Janke, and Anderson were present. Councilor Day and Commissioner Jacobsen were absent. Commissioner Abarca arrived at 7:03 PM.

2. MINUTES

2.a. Consideration of the minutes of the August 9, 2023 Plan Commission meeting

Commissioner Janke moved to approve the minutes, seconded by Commissioner Flesch. Motion prevailed, voice vote (5-0).

3. PUBLIC HEARINGS

No public hearings.

4. REPORTS

4.a. Consideration of a Resolution 2023-37 approving a two-lot Certified Survey Map for the properties located at 1221 and 1233 Division Street

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

Chairperson Ramsden asked if the owner plans to add acreage to the lot they will keep. Ms. Christensen said yes.

Commissioner Anderson moved to approve Resolution 2023-37, seconded by Commissioner Flesch. Motion prevailed, voice vote (5-0).

4.b. Consideration of a Memorial Bench and Tree Program policy

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

Bill Frisbee, Public Works Director, said that they would be identifying locations within the parks for benches and trees. Mr. Frisbee said that each year the fee would be updated and posted. Mr. Frisbee said that the trees would be \$285 at this point, and the cost for the bench is still being evaluated. That fee has not been updated in years. This would include the cost of purchasing, maintenance, or damage to bench or tree. They would make an effort to repair it if damaged, or if it costs too much, they would

remove it. The Director of Parks and Recreation would have approval of memorial benches and trees.

Chairperson Ramsden asked if someone would like to purchase a memorial bench for someone, would it come before Plan Commission. Mr. Frisbee said that that it would not come back to Plan and City Council, if this policy is approved.

Chairperson Ramsden said he has not seen any requests come through Plan Commission for Memorial Benches in the past. Mr. Frisbee said that there have been requests, but they have been waiting to process those requests until the policy could be established. Chairperson Ramsden was asking if the fees of benches would be the same cost if the benches were different material. Bill said that they may charge the same price for all benches, but the cost will be listed in the Fee Schedule.

Commissioner Anderson asked if logos are allowed on a memorial bench. Mr. Frisbee said it would go to the Director of Parks and Recreation for approval, and if needed they would discuss it with the City Manager. Mr. Frisbee said if there were any denials it would go to the City Attorney.

Commissioner Elliott moved to approve a Memorial Bench and Tree Program policy, seconded by Commissioner Janke. Motion prevailed, voice vote (6-0).

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 scheduled for September 6, 2023 will be cancelled.

6. FUTURE AGENDA ITEMS

Julie Christensen outlined the future agenda items.

7. ADJOURNMENT

Commissioner Abarca moved to adjourn the meeting, seconded by Commissioner Anderson at 7:16 PM. Motion carried, voice vote (6-0).



Mike Ramsden, Chairperson