



**PUBLIC NOTICE & AGENDA
BELOIT PLAN COMMISSION
City Hall Forum - 100 State Street, Beloit, WI 53511
7:00 PM
Wednesday, May 22, 2024**

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the May 8, 2024 Plan Commission meeting
[Attachment](#)
3. PUBLIC HEARINGS
No public hearings are scheduled.
4. REPORTS
 - 4.a. Consideration of a request to annex the property located at 2221 Milwaukee Road from the Town of Turtle into the City of Beloit
[Attachment](#)
5. STATUS REPORT ON PRIOR PLAN COMMISSION ITEMS
*Architectural Review Exception - 825 Liberty Avenue
Planned Unit Development Master Land Use Plan - Henry Dorrbacker's*
6. FUTURE AGENDA ITEMS
*Conditional Use Permit - 2660 Prairie Avenue - Starbucks
Two-Lot Certified Survey Map - 2660 Prairie Avenue
Three-Lot Certified Survey Map - 647 College Street and 722 Chapin Street
Extraterritorial One-Lot Certified Survey Map - 725 E. Baldwin Woods
Extraterritorial Two-Lot Certified Survey Map - 7136 E. Buss Road
One-Lot Certified Survey Map - 2064 Crane*
7. 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 8, 2024

1. CALL TO ORDER AND ROLL CALL

Chairperson Ramsden called the meeting to order at 7:00 PM. Commissioners Ramsden, Anderson, Abarca, Flesch, and Councilor Day were present. Commissioner Jacobsen, Elliott, and Winkelmann were absent.

2. ELECTION OF OFFICERS

2.a. Election of Chairperson

Commissioner Flesch nominated Mike Ramsden as Chairperson. Voice vote (4-0).

2.b. Election of Vice-Chairperson

Commissioner Flesch nominated Brian Anderson as Vice-Chairperson. Voice vote (4-0).

3. MINUTES

3.a. Consideration of the Minutes of the April 17, 2024 meeting

Commissioner Flesch moved to approve the Minutes, seconded by Councilor Day. Motion prevailed, voice vote (4-0), with Commissioner Anderson abstaining.

4. PUBLIC HEARINGS

There were no public hearings held.

5. REPORTS

5.a. Consideration of Resolution 2024-010 approving a one-lot Certified Survey Map for the property located at 1926 Lenox Avenue

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

Commissioner Anderson moved to approve the Resolution, seconded by Commissioner Abarca. Motion prevailed, voice vote (4-0).

6. STATUS REPORT ON PRIOR PLAN COMMISSION ITEMS

Ms. Christensen updated the Plan Commission on actions taken by City Council related to items previously reviewed by Plan Commission.

7. **FUTURE AGENDA ITEMS**

Julie Christensen outlined the future agenda items. She notified the Commission that the next meeting is scheduled for May 22, 2024. Chairperson Ramsden discussed revised procedures for amending motions.

8. **ADJOURNMENT**

Commissioner Abarca made a motion to adjourn the meeting, seconded by Commissioner Flesch at 7:16PM. Motion carried, voice vote (4-0).

Mike Ramsden, Chairperson



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: May 22, 2024

Agenda Item: 4.a.

File Number: ANX-2024-03

General Information

Applicant: Evan Bittner

Owner: Evan Bittner

Address/Location: The property located at 2221 Milwaukee Road in the Town of Turtle

Applicant's Request: Approval of (Direct) Annexation of 2221 Milwaukee Road (parcel number 6-19-1162) in the Town of Turtle. The City Council formally considered acceptance of the applicant's petition on May 20, 2024.

Jurisdiction: Town of Turtle

Staff Analysis

Background Info: The applicant is requesting approval to annex 0.511 acres of land, which includes an existing single-family residence on municipal water and private septic located at 2221 Milwaukee Road from the Town of Turtle to the City of Beloit. This parcel is contiguous to the City of Beloit. The applicant wishes to annex to the City of Beloit for sanitary sewer service. Rock County's 2030 Beloit Area Water Quality Management Plan specifies that this area is within the City's Sewer Service Area and will be served by the City's public sanitary sewer system. The applicant notified the Wisconsin Department of Administration's Municipal Boundary Review Office of this annexation request. The Municipal Boundary Review Office reviewed the request and notified the City of Beloit Clerk and the Town of Turtle Clerk that the annexation request is found to be in the public interest.

Surrounding Land Use and Zoning: To the north and west of the subject property are residential uses zoned R-1, Residential One District in the Town of Turtle. To the east of the subject property are residential uses zoned R-1A, Single-Family Residential District in the City of Beloit. To the south of the subject property across Milwaukee Road is Eastlawn Cemetery zoned PLI, Public Lands and Institutions District in the City of Beloit.

City of Beloit Comprehensive Plan and Strategic Plan: The Future Land Use Map of the Comprehensive Plan recommends a *Single Family Residential – Urban* land use for the parcel. If

approved, this request supports Strategic Goal #3 by creating and sustaining residential growth, and Strategic Goal #5 by creating high quality infrastructure and connectivity.

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.

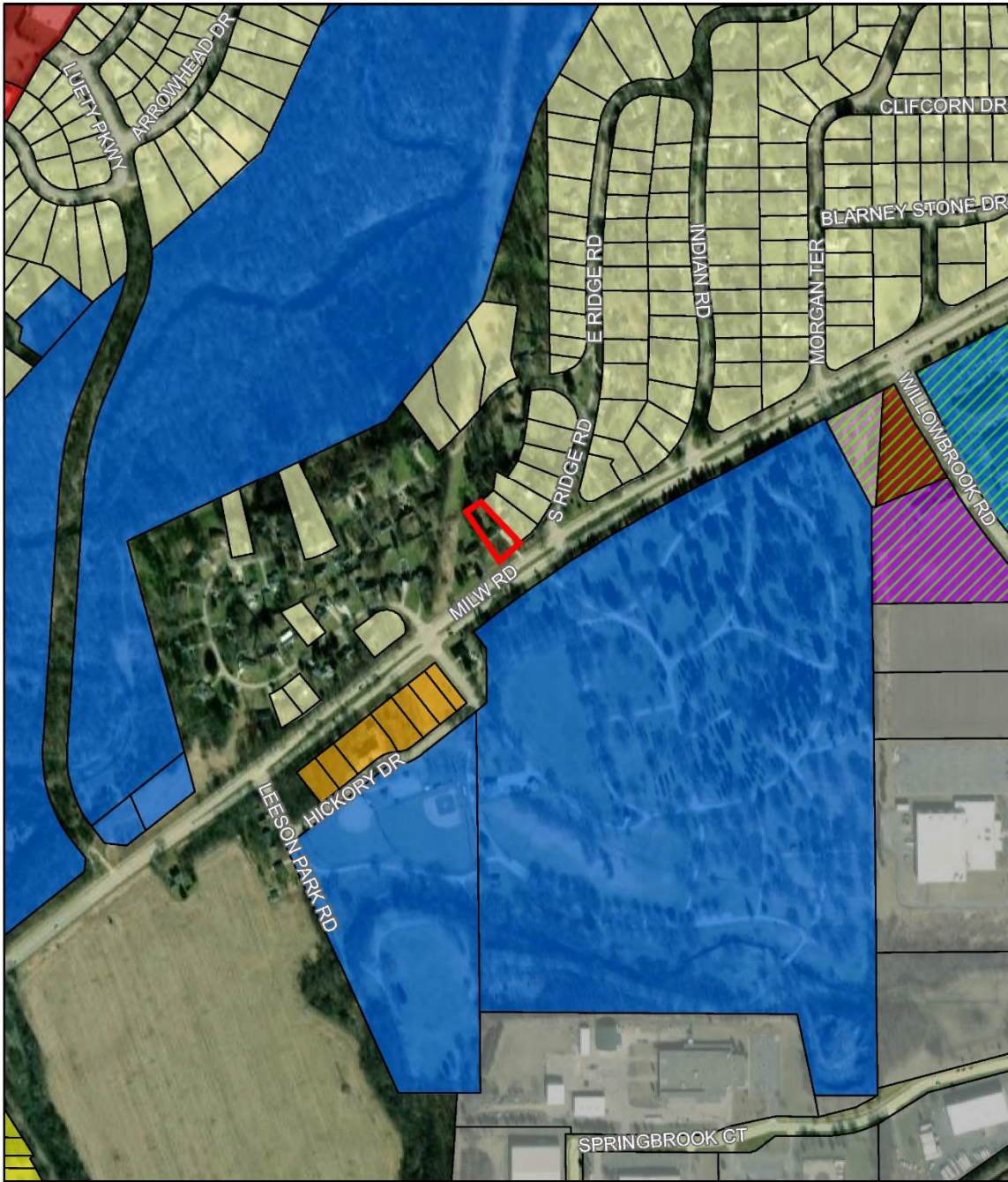
Section 66.0217(8) of Wisconsin Statutes allows for the assignment of temporary zoning until permanent zoning is approved. Staff recommends not assigning a temporary zoning at this time. A Zoning Map Amendment to assign a permanent zoning that is consistent with the Comprehensive Plan will be initiated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

STAFF RECOMMENDATION:

The Planning and Building Services Division recommends approval of (Direct) Annexation for the property located at 2221 Milwaukee Road (parcel number 6-19-1162) in the Town of Turtle.

ATTACHMENTS: Location and Zoning Maps, State Request for Annexation Review, Petition for Annexation, Plat of Annexation, Municipal Boundary Review Letter.

City of Beloit Location and Zoning Map

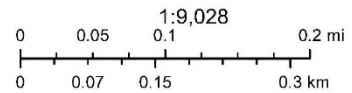


5/13/2024

- Zoning Districts
- PLI
 - ▨ MRO
 - C-1
 - C-2
 - C-3
 - M-2
 - PUD
 - R-1A
 - R-1B
 - R-3
 - World Imagery

- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 2.4m Resolution Metadata

Maxar



Town of Turtle Location and Zoning Map



Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102
wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>
This will speed up the process by eliminating the time it used to take to mail the check to us.**

Petitioner Information

Name: **Evan Bittner**

Phone: **815-980-2615**

Email: **evanbittner97@gmail.com**

RECEIVED

April 11, 2024

Municipal Boundary Review
Wisconsin Dept. of Admin.

Contact Information if different than petitioner:

Representative's Name: **David Earl (R. H. Batterman & Co., Inc.)**

Phone: **608-365-4464**

E-mail: **dearl@rhbatterman.com**

1. Town(s) where property is located: **Town of Turtle**

2. Petitioned City or Village: **City of Beloit**

3. County where property is located: **Rock**

4. Population of the territory to be annexed:

5. Area (in acres) of the territory to be annexed: **0.511 ACRES**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
6-19-1162

Include these required items with this form:

- Legal Description meeting the requirements of [s.66.0217 \(1\) \(c\)](#) [see attached annexation guide]
- Map meeting the requirements of [s. 66.0217 \(1\) \(g\)](#) [see attached annexation guide]
- Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(November 2022)

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$200 Initial Filing Fee (required with the first submittal of all petitions)
\$200 – 2 acres or less
\$350 – 2.01 acres or more

\$200 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)
\$200 – 2 acres or less
\$600 – 2.01 to 10 acres
\$800 – 10.01 to 50 acres
\$1,000 – 50.01 to 100 acres
\$1,400 – 100.01 to 200 acres
\$2,000 – 200.01 to 500 acres
\$4,000 – Over 500 acres

\$400 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Include check or money order, payable to: **Department of Administration**

DON'T attach the check with staples, tape, ...

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: 4-11-25

Payer: RH Batterman & CO

Check Number: 70452

Check Date: 3/26/24

Amount: \$400.00

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

- State the purpose of the petition:
 - Direct annexation by unanimous approval; OR
 - Direct annexation by one-half approval; OR
 - Annexation by referendum.

- Petition must be signed by:
 - All owners and electors, if by unanimous approval.
 - See 66.0217 (3) (a), if by one-half approval.
 - See 66.0217 (3) (b), if by referendum.

- State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

- The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR

- If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.

- The land may NOT be described only by:
 - Aliquot part;
 - Reference to any other document (plat of survey, deed, etc.);
 - Exception or Inclusion;
 - Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

- The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
 - A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
 - Bearings and distances along all parcel boundaries as described.
 - All adjoiners as referenced in the description.

- The map must include a **graphic scale**.

- The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

s. 66.0217 FILING

- The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.

- If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).

March 25, 2024

TJ Nee
Director of Planning and Building Services
City of Beloit
100 State Street
Beloit, WI 53511

Re: 2221 Milwaukee Road Annexation Plat Petition
RHB #34997

Dear TJ,

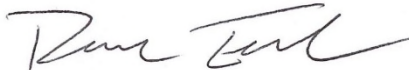
Please accept the enclosed signed Petition for Annexation to the City of Beloit. The request is for one tax parcel located at 2221 Milwaukee Road adjacent to the City of Beloit corporate limits. The statutory annexation method being used is Unanimous per Wisconsin Statutes s.66.0217(2).

Also included with the Petition is the Legal Description and Map meeting the requirements of Wisconsin Statutes s.66.0217(1). This Map is also required to be submitted simultaneously to the Department of Administration for their review and comment.

If you have any questions on any of the submittal materials or need additional information or copies, please contact me at dearl@rhbatterman.com or 608-365-4464.

Very truly yours,

R.H. BATTERMAN & CO., INC.
Engineering - Land Surveying - Planning



David J. Earl, PLS
Professional Land Surveyor/Senior Survey Project Manager

Pc: Wisconsin Department of Administration
Evan Bittner

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

Address of Property: 2221 Milwaukee Rd. Beloit, WI 53511

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.

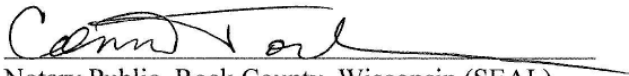
We the undersigned, constituting all of the owners of the real property in Rock County, Wisconsin, lying contiguous to the City of Beloit, or lying in a town island, respectfully petition the City Council of the City of Beloit to annex the territory described and shown on the attached scale map to the 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 R1-A.

Owner/Petitioner Signature:	Print Name:	Address:	Date:
	Evan Bittner	2221 Milwaukee Rd. Beloit, WI 53511	02/29/24

Personally came before me this 28th day of March, 2024, the above named, Evan Bittner to me known to be the persons who executed the foregoing instrument and acknowledged the same.

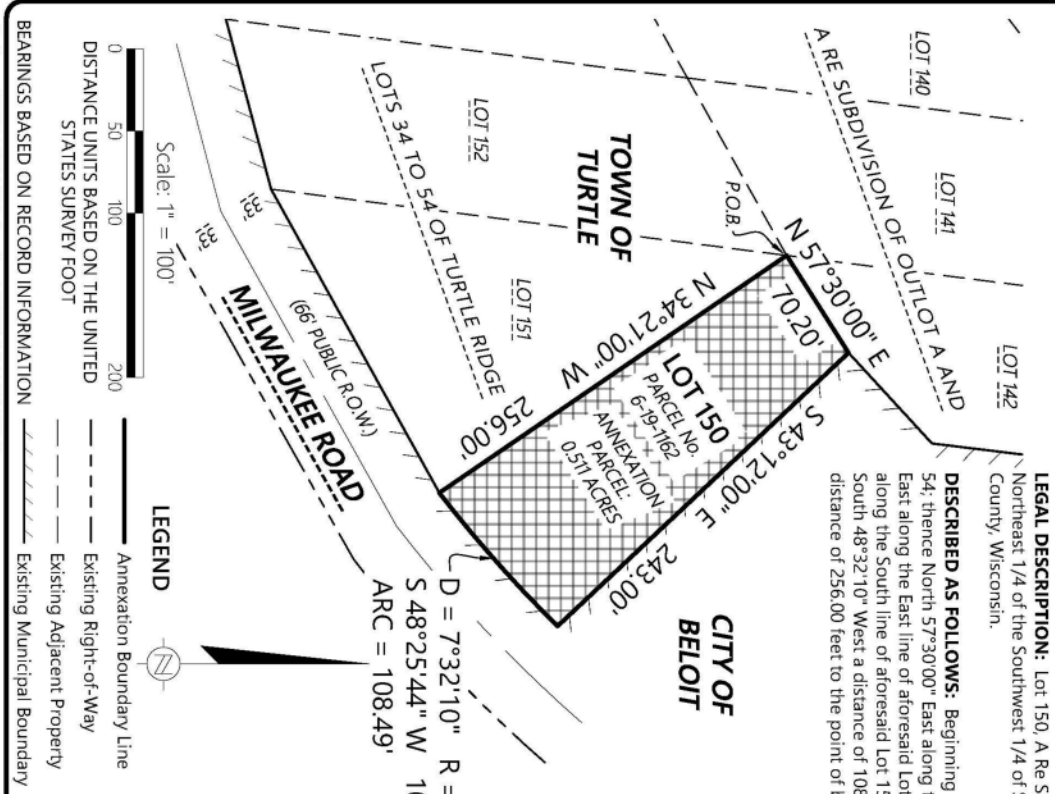

Notary Public, Rock County, Wisconsin (SEAL)

Connie Torkelson
Notary Public, State of Wisconsin

My Commission is permanent or expires on: Oct. 26, 2025

PLAT SHOWING TERRITORY ANNEXED TO THE CITY OF BELOIT

OF LOT 150, A RE SUBDIVISION OF OUTLOT A, AND LOTS 34 TO 54, OF TURTLE RIDGE, BEING PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 30, TOWN 1 NORTH, RANGE 13 EAST, OF THE 4TH P.M., TOWN OF TURTLE, ROCK COUNTY, WISCONSIN.



LEGAL DESCRIPTION: Lot 150, A Re Subdivision of Outlot A, and Lots 34 to 54, of Turtle Ridge, being part of the Northeast 1/4 of the Southwest 1/4 of Section 30, Town 1 North, Range 13 East, of the 4th P.M., Town of Turtle, Rock County, Wisconsin.

DESCRIBED AS FOLLOWS: Beginning at the Northwest corner of Lot 150 of A Re Subdivision of Outlot A, and Lots 34 to 54; thence North 57°30'00" East along the North line of aforesaid Lot 150 a distance of 70.20 feet; thence South 43°12'00" East along the East line of aforesaid Lot 150 a distance of 243.00 feet; thence Southwesterly a distance of 108.49 feet along the South line of aforesaid Lot 150 and arc of a curve to the right having a radius of 824.79 feet and a chord bearing South 48°32'10" West a distance of 108.41 feet; thence North 34°21'00" West along the West line of aforesaid Lot 150 a distance of 256.00 feet to the point of beginning. Containing 0.511 acres, more or less.

CITY OF BELOIT

**State of Wisconsin }
County of Rock**

That I hereby certify that the Plat of Annexation as described and hereon drawn correctly represents said territory as described and said Plat is true and correct.

Dated this 22nd day of March, 2024.

David J. Earl, PLS 3257

**State of Wisconsin }
County of Rock**

I, Marcy J. Granger, Clerk of the City of Beloit, Rock County, Wisconsin, do hereby certify that the above described parcel of real estate has by ordinance duly adopted by the City of Beloit, Rock County, Wisconsin, been annexed from the Town of Beloit, Rock County, Wisconsin, to the City of Beloit, Rock County, Wisconsin. That the Plat hereon drawn is a correct representation of the annexation of said territory.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the City of Beloit, Rock County, Wisconsin this ____ day of _____, 2024.

Clerk

Batterman
engineers surveyors planners

2857 Bartells Drive 1040 N Wisconsin Street
Beloit, Wisconsin 53511 Elkhorn, Wisconsin 53121
608.365.4464 262.379.2250

FOR THE EXCLUSIVE USE OF:
Evan Bittner
2221 Milwaukee Road
Beloit, WI 53511

ORDER NO: 34997
DRAWN BY: DJE
SHEET 1 OF 1

File Name: 1334900_34997_34997 - Evan Bittner\SURVEY\RH8 DRAWING FILES



TONY EVERS
GOVERNOR
KATHY BLUMENFELD
SECRETARY
Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: wimunicipalboundaryreview@wi.gov
Web: <http://doa.wi.gov/municipalboundaryreview>

May 1, 2024

PETITION FILE NO. 14660

MARCY GRANGER, CLERK
CITY OF BELOIT
100 STATE STREET
BELOIT, WI 53511-6234

KRISTINA BENNETT, CLERK
TOWN OF TURTLE
6916 COUNTY RD J
BELOIT, WI 53511-8964

Subject: BITTNER ANNEXATION

The proposed annexation submitted to our office on April 11, 2024, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Beloit, which is able to provide needed municipal services.

Note: The chord bearing of the curve along the south boundary of Lot 150 as shown in the legal description should match that shown on the scale map.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14660 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2734>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner