



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Beloit City Plan Commission
Wednesday, May 6, 2015 at 7:00 PM
The Forum
Beloit City Hall, First Floor
100 State Street, Beloit**

1. **Call to Order and Roll Call**
2. **Nomination and Election of Officers**
 - a. Nomination and Election of Chairperson
 - b. Nomination and Election of Vice-Chairperson
3. **Approval of the Minutes of the April 22, 2015 Meeting**
4. **Certified Survey Map – 601 Willowbrook Road**

Review and consideration of two-lot Certified Survey Map for property located at 601 Willowbrook Road in the City 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 Office at 364-6700 **no later than 4:00 PM the day before the meeting.**

Notice Mailed: April 30, 2015

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

MEETING MINUTES
Beloit City Plan Commission
Wednesday, April 22, 2015 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 7:04pm.

Commissioners Faragher, Moore, Ruster, Tinder, Kincaid, Johnson, and Mathis were present. Commissioner Finnegan was not present.

2. Approval of the Minutes of the April 8, 2015 Meeting

Commissioner Moore moved to approve the minutes. Commissioner Ruster seconded the motion. The motion passed (6-0).

3. Sign Ordinance Exception – Tilley’s Pizza House – 900 Fourth Street

Public hearing, review and consideration of an exception to Section 30.40(2)(e) of the Outdoor Sign Regulations to allow more than three secondary, on-premises signs in a C-3, Community Commercial District, for the property located at 900 Fourth Street

Julie Christensen presented the staff report and recommendation. She also relayed a message from Mr. Charles Haynes, a neighbor of Tilley’s Pizza. He was unable to attend the meeting but wanted to state that they were indifferent to the sign.

Ms. Christensen explained the history of the sign approval for Tilley’s Pizza, specifically in regard to the approval of the electronic sign and the conditions under which it was approved. She also explained that the electronic sign was in compliance with City Ordinances. The sign in question is the small Ballyhoo sign over the Ballyhoo Tavern on the north side of the building.

The commission discussed whether or not this was a self-created hardship and agreed that it was a self-created hardship.

Mr. Rick Brunton from JNB signs spoke on behalf of the sign at Tilley’s Pizza. He explained that in many other municipalities, a standing sign (much like the electronic sign Tilley’s installed) would be considered one sign, not two or four.

He also stated that the only reason the electronic sign was not considered the primary sign was because the white Ballyhoo sign is larger (although, as Mrs. Christensen later clarified, electronic signs are never considered the primary sign per City Ordinance). He further elaborated on the self-created hardship aspect of the application. According to Mr. Brunton, at the time of installing the electronic sign, they had attempted to remove an existing secondary sign. Due to inclement weather conditions, they were unable to take the lettering off the building in a workman like manner. Therefore, Mr.

Brunton himself suggested to the owner of Tilley's to apply for a Sign Ordinance Exception.

Commissioner Johnson moved to approve the Sign Ordinance Exception. Commissioner Ruster seconded the motion. The motion failed (2-4).

4. Conditional Use Permit – Apará Care – 2020 Cranston Road

Public hearing, review and consideration of a Conditional Use Permit to allow a Residential Care Apartment Complex in a C-1, Office District, for the property located at 2020 Cranston Road

Julie Christensen presented the staff report and the recommendation.

Councilman Kincaid inquired into the future use of the house that was on the previous lot. Mrs. Christensen explained that the house is no longer on the lot and that it is being retained as a house. The applicant completed a CSM and divided the lot. The house will remain as it is until the current owner passes away at which time the applicant will demolish the house. Councilman Kincaid asked what the applicant planned to do with the open space once the house has been demolished.

Commissioner Mathis asked how the applicant planned to keep the lines of communication open with Planning and Building Services.

Mr. Aaron Otto from Apará Care stated that they are willing to communicate however the City would prefer. Mr. Otto then explained that thus far they have been documenting and following up phone calls with emails.

Councilman Kincaid requested clarification from Ms. Christensen regarding whether or not having financing is a requisite. She stated that it is not a condition of approval because final financing is dependent upon the Conditional Use Permit. Councilman Kincaid asked whether or not the City would feel more comforted if a Letter of Intent were obtained from the lending institution of Apará Care. Ms. Christensen stated that it was not necessary from the Planning and Building Services standpoint.

Commissioner Mathis asked the applicant if financing would be available if a condition were added that financing were obtained prior to approval of the Conditional Use Permit. Mr. Otto explained that final financing is dependent upon the Conditional Use Permit and politely requested that the Commission did not make that a requisite.

Mr. Otto further expounded on the delay in breaking ground for the two previous permits. He stated that early on, they needed to receive authorization from the WAVE committee with the State because what Apará Care had proposed did not "fit into their box." The second time, Apará Care experienced issues with financing. This time around, financing is available and they are ready to move forward with the strict timeline the City has presented.

Councilman Kincaid clarified that the entry from Schuster Drive would only be used for emergencies. He also asked how emergency situations needing fire trucks would be handled as far as emergency personnel obtaining access to the building. Mrs.

Christensen explained the plans with reference to the house as well as the proposed building.

Commissioner Johnson moved to approve the amended motion. Commissioner Tinder seconded the motion. The motion passed (6-0).

5. Status Report on Prior Plan Commission Items

Julie Christensen presented a status report on prior Plan Commission items. She stated that the release of the utilities of the Gateway Park Pratt site, the AT&T easement along the Stateline Restoration Park, and the Bike Path in Big Hill Park were approved by Council.

She also informed the Commission that the Deerfield second addition will be presented to the Commission at the next meeting. Commissioner Johnson asked how the project will be funded. Ms. Christensen explained that it will be a jointly funded project, which the Commission would not need to approve or deny. She stated that the Commission would be approving/denying the street extension from Canterbury to Walnut Grove and the layout of the lots.

There will also be a Certified Survey Map for the billboard located on the edge of the land the Ho-Chunk will be purchasing. The Ho-Chunk do not want the billboard on their property.

6. Adjournment

The meeting adjourned at 7:40pm.

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: May 6, 2015

Agenda Item: 4

File Number: CSM-2015-06

Applicant: Becher Hoppe

Owner: City of Beloit

Location: 601 Willowbrook Road

Existing Zoning: M-2, General
Manufacturing District

Existing Land Use: Agricultural

Total Area: 7.868 Acres

Request Overview/Background Information:

Becher Hoppe has submitted an Application for the Review of a Minor Subdivision and a 2-Lot Certified Survey Map (CSM) for the City-owned property located at 601 Willowbrook Road in the City of Beloit. According to Section 12.05(1)(b) of the Subdivision Ordinance, the Plan Commission may approve, conditionally approve, or reject any minor subdivision of land within the City where there is no dedication of land to the City.

Key Issues:

- The intent of the proposed CSM is to subdivide this undeveloped 7.9-acre parcel into two lots in advance of the casino project.
- Proposed Lot 1 is 6.856 acres in area and has 326 feet on frontage on Willowbrook Road, and may be conveyed to the Ho-Chunk Nation for future casino-related development.
- Proposed Out-Lot 1 is approximately 1 acre, and includes an existing billboard subject to an unrecorded sign easement agreement. The City will retain ownership of Out-Lot 1. Out-lot 1 lacks street frontage and is not buildable, but will remain accessible through a 15-foot ingress/egress easement over the northernmost 15 feet of the adjacent wastewater treatment facility parcel.
- The Assessor's Office noted that Out-Lot 1 will be addressed as 655 Willowbrook Road (PIN: 23131205).
- The City's other Review Agents have reviewed the proposed CSM and have not submitted any comments.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan's Future Land Use Map designates the subject property as appropriate for Community Commercial land uses. Consideration of this request supports 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 & Building Services Division recommends **approval** of the attached two-lot Certified Survey Map (CSM) for the property located at 601 Willowbrook Road in the City of Beloit, subject to the following conditions:

1. Lot 1 shall retain the address of 601 Willowbrook Road and Out-Lot 1 shall be addressed as 655 Willowbrook Road (PIN: 23131205).
2. The final CSM shall include space for recordation information to be completed once the sign easement agreement has been recorded.
3. The final CSM shall be recorded with the Rock County Register of Deeds by December 31, 2015.

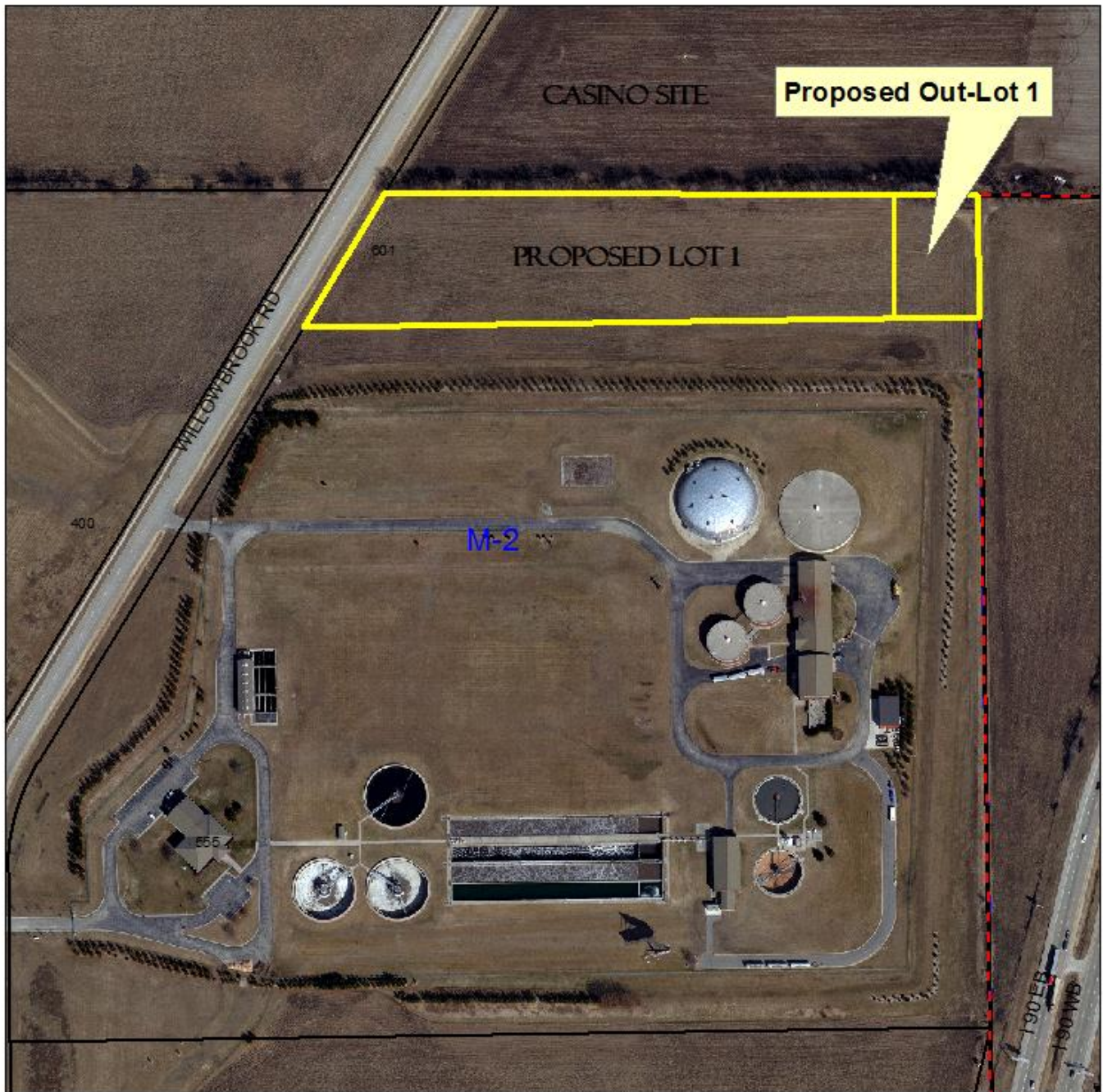
Fiscal Note/Budget Impact: N/A

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

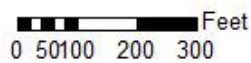
Location & Zoning Map

601 Willowbrook Road



CSM-2015-06



1 inch = 292 feet



Legend

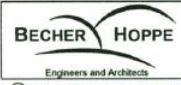
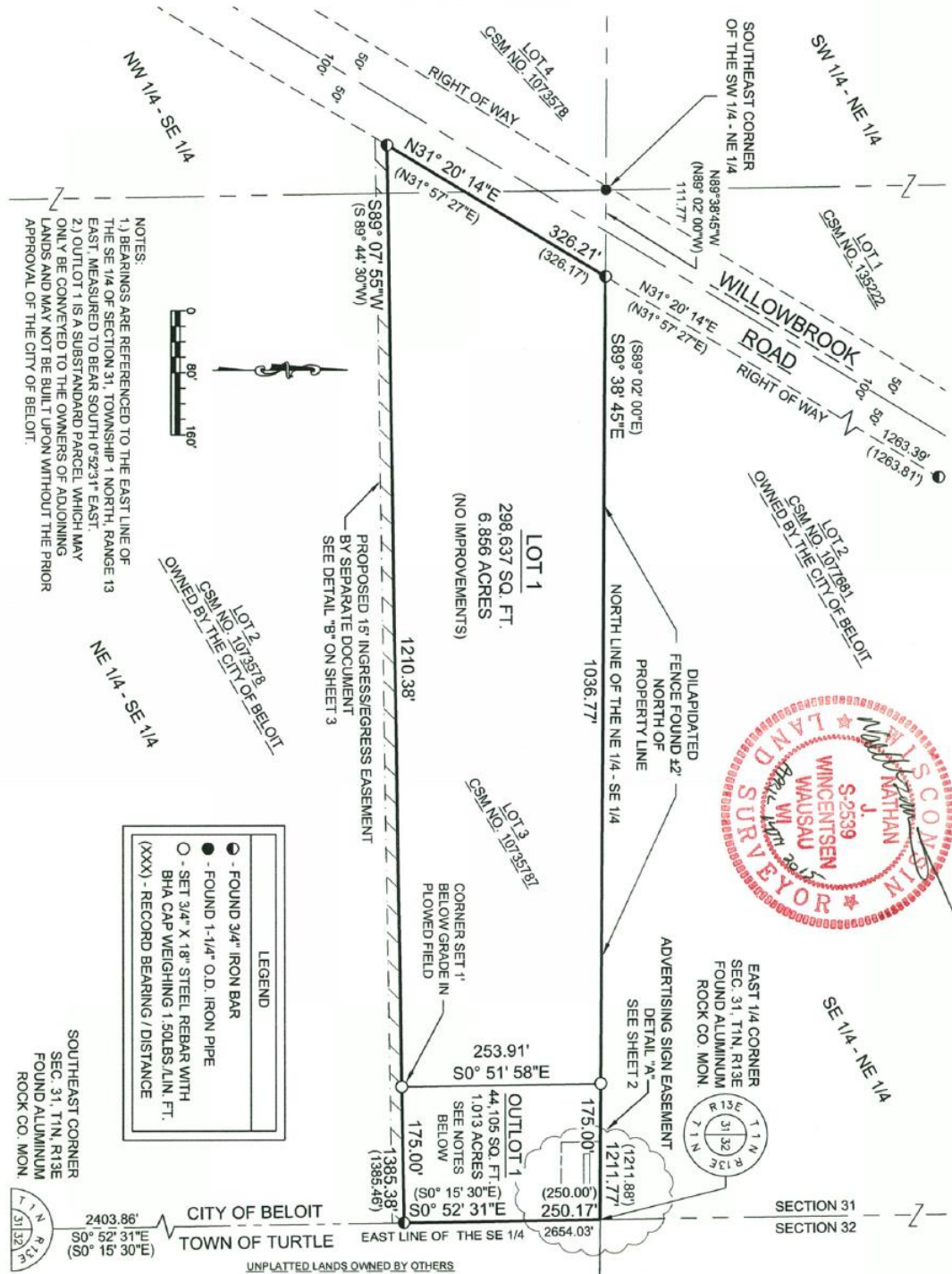
-  COB Parcels
-  Zoning District

Map prepared by: Drew Pennington, AICP
Date: April 2015
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

ROCK COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.



330 Fourth Street • PO Box 8000
Wausau, WI • 54402-8000
715.845.8000 • Fax 715.845.8008
becherhoppe.com

Drawn by: S. HAUGEN
Checked by: N. WINCENTSEN
Project No.: 2015.036
Date: 4/06/2015

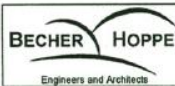
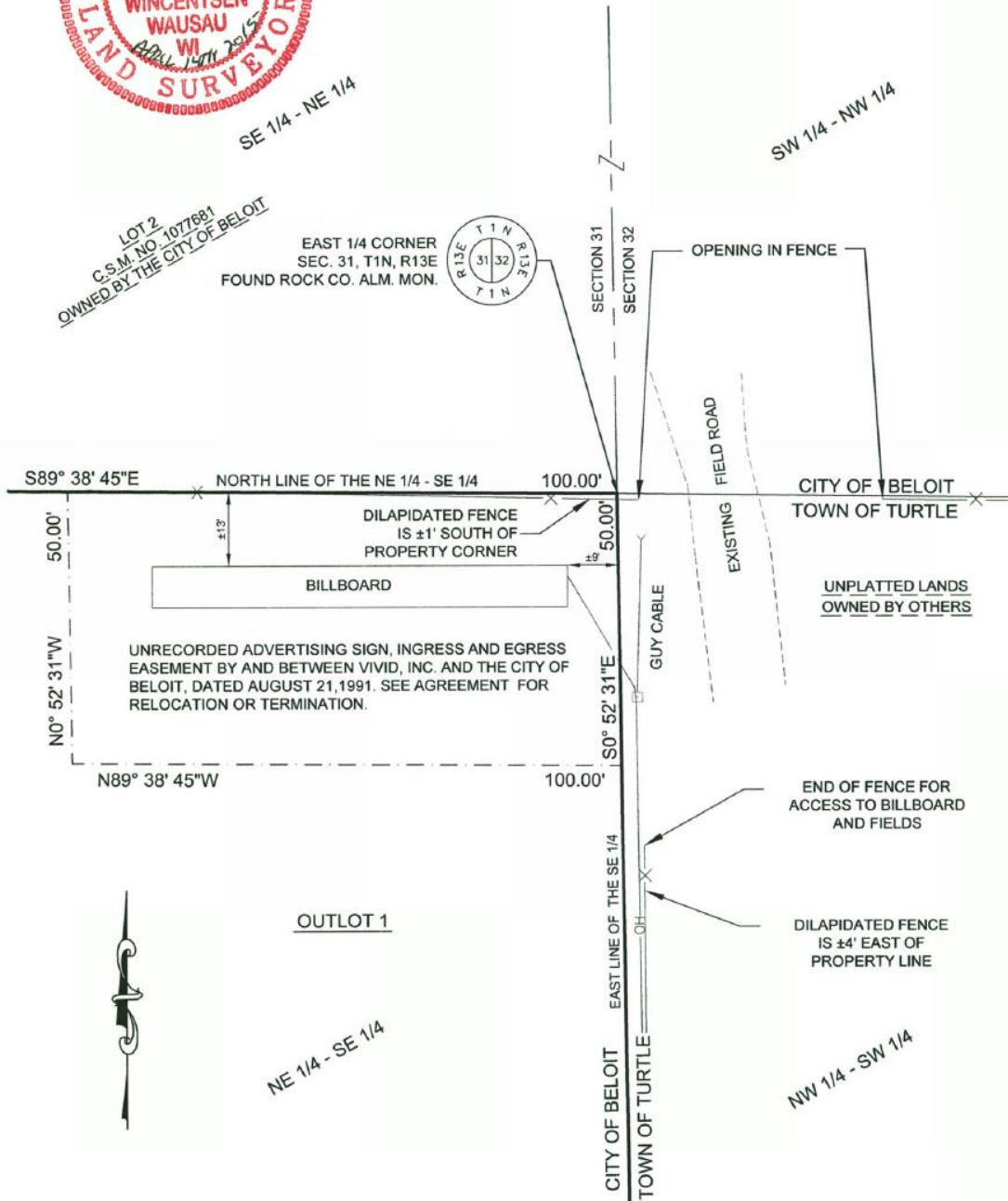
Client: CITY OF БЕЛОИТ

ROCK COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.



DETAIL A
NOT TO SCALE



330 Fourth Street · PO Box 8000
Wausau, WI · 54402-8000
715.845.8000 · Fax 715.845.8008
becherhoppe.com

Drawn by: S. HAUGEN
Checked by: N. WINCENTSEN
Project No.: 2015.036
Date: 4/6/2015

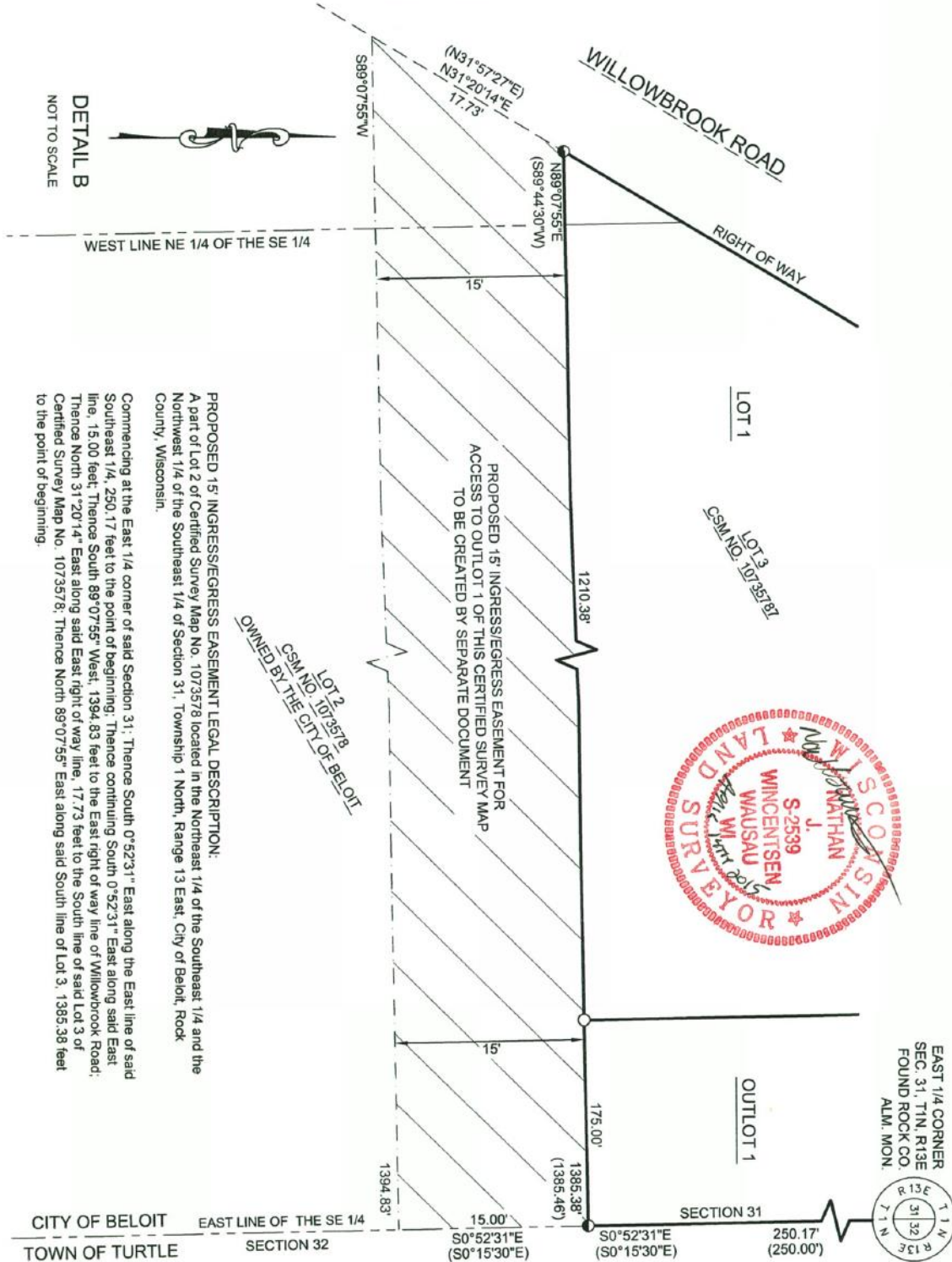
Client: CITY OF БЕЛОIT

Sheet 2 of 5

ROCK COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.

DETAIL B
NOT TO SCALE



BECHER HOPPE
Engineers and Architects
330 Fourth Street • PO Box 8000
Wausau, WI • 54402-8000
715.845.8000 • Fax 715.845.8008
becherhoppe.com

Drawn by: S. HAUGEN
Checked by: N. WINCENTSEN
Project No.: 2015.036
Date: 4/06/2015

Client: CITY OF БЕЛОIT

ROCK COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.

I, Nathan J. Wincentsen, Professional Land Surveyor S-2539, hereby certify to the best of my knowledge and belief: That I have surveyed, divided and mapped Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578, being located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin, described as follows:

Beginning at the East 1/4 corner of said Section 31; Thence South 0°52'31" East along the East line of said Southeast 1/4, 250.17 feet to the South line of said Lot 3 of Certified Survey Map No. 1073578; Thence South 89°07'55" West along said South line of Lot 3, 1385.38 feet to the East right of way line of Willowbrook Road; Thence North 31°20'14" East along said East right of way line, 326.21 feet to the North line of said Northeast 1/4 of the Southeast 1/4; Thence South 89°38'45" East along said North line of the Northeast 1/4 of the Southeast 1/4, 1211.77 feet to the point of beginning.

That the above described parcel of land contains 342,742 square feet, or 7.868 acres more or less;

That said parcel is subject to all easements, restrictions and right of ways of record; including the unrecorded advertising sign easement shown hereon.

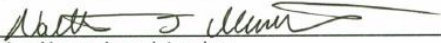
That Outlot 1 as shown hereon is a substandard parcel which may only be conveyed to the owners of adjoining lands and may not be built upon without the prior approval of the City of Beloit.

That I have made this survey, division and map thereof at the direction of the City of Beloit;

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of Beloit in Surveying, Mapping and Dividing the same.

That said map is a correct and accurate representation of the exterior boundaries of said parcel.

Dated this 14th day of APRIL 2015


Becher-Hoppe Associates, Inc.
Nathan J. Wincentsen
P.L.S. No. 2539




I hereby certify that the property taxes on the parent parcel are current and have been paid as of _____, 2015.

By: _____
Rock County Treasurer

Approved by the Planning Commission of the City of Beloit, this _____ day of _____, 2015.

By: _____
Drew Pennington,
Dir. of Planning and Building Services

 BECHER HOPPE Engineers and Architects	330 Fourth Street • PO Box 8000 Wausau, WI • 54402-8000 715.845.8000 • Fax 715.845.8008 becherhoppe.com	Drawn by: S.HAUGEN	Client: CITY OF БЕЛОIT
		Checked by: N. WINCENTSEN Project No.: 2015.036 Date: 4/6/2015	

ROCK COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast 1/4 of the Southeast 1/4 and the Northwest 1/4 of the Southeast 1/4, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.

The City of Beloit, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner, does hereby certify that said corporation caused the land described on this Certified Survey Map to be surveyed, divided, and mapped as represented on this Certified Survey Map. The City of Beloit does further certify that this Certified Survey Map is required by Sections 236.10 or 236.12 to be submitted to the following for approval or objection: The Plan Commission of the City of Beloit.

IN WITNESS WHEREOF, the City of Beloit has caused these presents to be signed by Larry N. Arft, its City Manager, and countersigned by Jelene Ahrens, its Deputy City Clerk, at Beloit, Wisconsin, and its corporate seal to be hereunto affixed on this _____ day of _____, 2015.

Larry N. Arft, City Manager

Jelene Ahrens, Deputy City Clerk

State of Wisconsin) Personally came before me, this _____ day of _____, 2015, Larry N. Arft, **County of Rock)ss.** City Manager, and Jelene Ahrens, Deputy City Clerk, of the above-named Corporation, to me known to be the persons who executed the forgoing instrument, and to me known to be such City Manager and Deputy City Clerk of said corporation and acknowledged that they executed the foregoing instrument as such officers as the deed of such corporations, by its authority.


Notary Public, Rock County, Wisconsin

My Commission Expires _____



DOCUMENT NO. _____ RECEIVED FOR RECORD THIS _____ DAY OF _____
A.D. 2015 AT _____ O'CLOCK _____ M. AND RECORDED IN VOLUME _____,
PAGES _____ OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN.

_____ REGISTER OF DEEDS

 BECHER HOPPE <small>Engineers and Architects</small>	330 Fourth Street • PO Box 8000 Wausau, WI • 54402-8000 715.845.8000 • Fax 715.845.8008 becherhoppe.com	Drawn by: S.HAUGEN Checked by: N. WINCENTSEN Project No.: 2015.036 Date: 4/6/2015	Client: CITY OF БЕЛОIT
		Sheet 5 of 5	

CITY of BELOIT

Planning and Building Services 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: CSA-2015-06

1. Address of property: 601 Willowbrook Road

2. Tax Parcel Number(s): 23131200

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

In the ___ Quarter of Section ___, Township ___ North, Range ___ East of the 4th P.M.

4. Owner of record: City of Beloit Phone: _____

100 State St. Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Becher Hoppe

330 4th Street Wausau WI 54402
(Address) (City) (State) (Zip)

(715) 845-8000 / /
(Office Phone #) (Cell Phone #) (E-mail Address)

6. Number of new lots proposed with this land division is 2 lot(s).

7. Total area of land included in this map: 7.868 Acres

8. Total area of land remaining in parent parcel: —

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: N/A - No

12. THE FOLLOWING ITEMS MAY NEED TO BE COMPLETED AND/OR ATTACHED:

- N/A Site Assessment Checklist; is required if the total area of CSM is over 5 acres.
- N/A Pre-application meeting; a pre-application meeting was held on _____ with City of Beloit Staff.
- N/A Developer's Statement; as required by section 12.02(7) of the Subdivision Ordinance.
- N/A 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], Larry N. Arft, City Manager, 4/16/15
(Signature of applicant) (Print 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: N/A

Scheduled meeting date: May 6, 2015

Application accepted by: Don Pennington Date: 4/14/15

**RESOLUTION
APPROVING A TWO-LOT CERTIFIED SURVEY MAP
FOR THE PROPERTY LOCATED AT 601 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 two-lot Certified Survey Map for the property located at 601 Willowbrook Road, containing 7.868 acres, more or less, 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 Certified Survey Map, which pertains to the following described land:

Lot 3 and a part of Lot 2 of Certified Survey Map No. 1073578 located in the Northeast ¼ of the Southeast ¼ and the Northwest ¼ of the Southeast ¼, Section 31, Township 1 North, Range 13 East, City of Beloit, Rock County, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED THAT the Plan Commission of the City of Beloit does hereby conditionally approve the attached two-lot Certified Survey Map for the property located at 601 Willowbrook Road, subject to the following conditions:

1. Lot 1 shall retain the address of 601 Willowbrook Road and Out-Lot 1 shall be addressed as 655 Willowbrook Road (PIN: 23131205).
2. The final CSM shall include space for recordation information to be completed once the sign easement agreement has been recorded.
3. The final CSM shall be recorded with the Rock County Register of Deeds by December 31, 2015.

Adopted this 6th day of May, 2015.

James Faragher, Plan Commission Chairman

ATTEST:

Julie Christensen,
Community Development Director