



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

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

1. **Call to Order and Roll Call**
2. **Approval of the Minutes of the April 6, 2016 Meeting**
3. **Street Vacation – Portion of the Springbrook Court Right-of-Way**  
Public hearing, review and consideration of the vacation of a small portion of the Springbrook Court right-of-way in front of the Department of Public Works (DPW) Operations Facility located at 2351 Springbrook Court
4. **Status Report on Prior Plan Commission Items**
5. **Adjournment**

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

Notice Mailed: April 29, 2016

Approved: Julie Christensen, Community  
Development Director

\*\*Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511



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**MEETING MINUTES**  
**Beloit City Plan Commission**  
**Wednesday, April 6, 2016 at 7:00 PM**  
**The Forum**  
**Beloit City Hall, First Floor**  
**100 State Street, Beloit**

**1. Call to Order and Roll Call**

Chairperson Faragher called the meeting to order at 7:02pm. Commissioners Tinder, Ruster, Faragher, Finnegan, and Councilor Kincaid were present. Commissioner Johnson was excused. Commissioner Moore was absent.

**2. Approval of the Minutes of the March 23, 2016 Meeting**

Commissioner Tinder moved to approve the minutes. Commissioner Ruster seconded the motion. The motion passed, voice vote.

**3. Certified Survey Map – 2401 Stateline Road**

Review and consideration of a two-lot Certified Survey Map for the property located at 2401 Stateline Road in the City of Beloit

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

Councilor Kincaid inquired the specifics of the easement, in particular, the pass-through of storm water from I-90.

Mike Flesh, the City Engineer, explained how the storm water runoff would impact the site and the easement area.

Councilor Kincaid inquired as to who would be responsible for the cost of improvements as well as mowing. Mr. Flesh stated that the developer would be responsible for the improvements and the mowing, and the City would be responsible for any extraordinary costs for maintaining the easement related to upstream development.

Commissioner Tinder moved to approve the minutes. Commissioner Finnegan seconded the motion. The motion passed, voice vote.

**4. Stormwater and Drainage Way Easement – 555 Willowbrook Road**

Review and consideration of a request to grant a Stormwater and Drainage Way Easement to Hendricks Commercial Properties, LLC along the southern edge of the property located at 555 Willowbrook Road.

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

Commissioner Ruster moved to approve the minutes. Commissioner Tinder seconded the motion. The motion passed, voice vote.

**5. Conditional Use Permit – 549 Shirland Avenue**

Public hearing, review and consideration of a Conditional Use Permit to allow a fitness studio for the property located at 549 Shirland Avenue (103 Eighth Street).

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

Councilor Kincaid mentioned that the dumpster located at this property was not screened according to code. Ms. Christensen stated that staff would follow up on this issue.

Robert Blakely, the lawyer representing the applicant, addressed the Commission. The Commission did not have any questions.

Commissioner Finnegan moved to approve the Conditional Use Permit. Commissioner Ruster seconded the motion. The motion passed, voice vote.

**6. Planned Unit Development (PUD) Master Land Use Plan Amendment – 1810 Sutler Avenue – Tractor Supply (former Staples store)**

Public hearing, review and consideration of an amendment to the Planned Unit Development (PUD) Master Land Use Plan to allow for outdoor display areas within the Morgan Square shopping center for the property located at 1810 Sutler Avenue.

Commissioner Tinder motioned for this proposal to be tabled. Commissioner Ruster seconded the motion. The motion passed, voice vote.

**7. Relocation Order – Branigan Road Re-alignment**

Review and consideration of a Relocation Order to acquire Right-of-Way (ROW) and a Temporary Limited Easement (TLE) over a portion of 2851 Milwaukee Road (Menards) and a TLE over a portion of 2785 Milwaukee Road (Walmart) in order to Realign the Branigan Road Intersection with the Private Driveways

Councilor Kincaid inquired into the current semi-truck traffic. Mr. Flesh stated that there is marginal truck traffic; however, this proposal would make it easier for all traffic to maneuver this intersection.

Councilor Kincaid also inquired into if the businesses would be reimbursed for the land. Mr. Flesh stated that there have been no official decisions made at this time as the approval of the Relocation Order is the first step in the process.

Mr. Flesh also stated that the Branigan Road extension would be dedicated as a Public Right of Way so that traffic laws are enforceable. As the driveways sit, the stop signs

are located on private property and therefore Police Officers are unable to enforce traffic laws.

Councilor Kincaid expressed a concern regarding the funds for the project. Mr. Flesh explained that the funds for the project would be raised from TIF monies, not the general budget.

Commissioner Tinder moved to approve the Relocation Order. Commissioner Finnegan seconded the motion. The motion passed, voice vote.

**8. Status Report on Prior Plan Commission Items**

The Public Hearings were held for the Zoning Ordinance Amendments for Erosion Control and Storm Water Management and Detached Accessory Structures for Garbage and Recycling. The City Council had the first reading and laid them over to the next City Council meeting.

On April 20<sup>th</sup>, there will not be a regular Plan Commission meeting. In place, there will be a workshop at the Library with City Council, Parks Commission, Plan Commission, and Landmarks Commission.

**9. Adjournment**

The meeting adjourned at 7:30pm.

Minutes respectfully submitted by Ashley Rosenbaum

# CITY OF BELOIT

## REPORT TO THE BELOIT CITY PLAN COMMISSION

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**Meeting Date:** May 4, 2016

**Agenda Item:** 3

**File Number:** VA-2016-02

**Applicant:** Chris Walsh, Director of  
DPW Operations

**Adjacent Zoning:** M-2, General  
Manufacturing District

**Adjacent Land Use:** DPW Operations  
Facility

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### Request Overview/Background Information:

The Planning & Building Services Division has received a petition to vacate a small portion of Springbrook Court right-of-way in front of the DPW Operations Facility located at 2351 Springbrook Court.

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### Key Issues:

- The proposed area to be vacated is 3,527 square feet in area, and consists of excess right-of-way that is a remnant from when Springbrook Court was platted as a dead-end street.
- The intent of this petition is to vacate & attach the excess right-of-way to the DPW Operations parcel in order to accommodate a new monument sign. A photo of the new sign is attached.
- The Petition for Vacation, proposed Plat of Vacation, and a Location Map are attached to this report.
- All required Public Notices have been distributed and published and the Notice of Pendency was recorded with the Rock County Register of Deeds.
- As required by Wisconsin Statutes, the City Council has adopted a Resolution setting a date for a public hearing for this vacation request of May 16, 2016.
- AT&T and Alliant Energy have noted the presence of buried utility lines in the affected area and have requested a blanket utility easement over the vacated area. The City's other Review Agents did not submit any comments or concerns.

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### Consistency with Strategic Plan:

- Consideration of this request supports City of Beloit Strategic Goal #5.

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**Sustainability:** (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **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

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### Staff Recommendation:

The Planning & Building Services Division recommends **approval** of the request to vacate a 3,527 square-foot section of Springbrook Court right-of-way adjacent to the DPW Operations Facility located at 2351 Springbrook Court, as described in the attached Plat of Vacation, returning the entire right-of-way to the adjacent property owner.

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**Fiscal Note/Budget Impact:** N/A

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**Attachments:** Map, Photo, Petition, Plat of Vacation, Public Hearing Resolution, & Public Notice.

# Location & Zoning Map

Springbrook Court



VA-2016-02



1 inch = 63 feet

05102030 Feet

## Legend

-  City Limits
-  Zoning District

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

# PLANNING & BUILDING SERVICES DIVISION

Area to be Vacated



**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 know as: SPRINGBROOK COURT

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: BRIAN M CARLSON

Print NAME and ADDRESS of PETITIONER:	SIGNATURE: (If jointly owned, both owners should sign petition.)	DATE SIGNED:
Name: <u>CITY OF BELOIT</u> Address: <u>2351 SPRINGBROOK</u>		
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: CHRIS WALSH

Address of contact person: 2351 SPRINGBROOK COURT BELOIT, WI. 53511

Phone number of contact person: 608-364-2934

Signature of contact person: \_\_\_\_\_

To be completed by Planning Staff	
Filing fee: <u>\$75.00</u> Amount paid: <u>waived - col</u>	Meeting date: _____
Application accepted by: <u>Don Pennington</u>	Date: <u>3/7/16</u>



# PLAT OF VACATION

OF PART OF SPRINGBROOK COURT LOCATED IN PART OF THE N.W. 1/4 OF THE N.E. 1/4 OF SECTION 31, T.1 N., R.13 E., OF THE 4TH P.M. CITY OF BELOIT, ROCK COUNTY WISCONSIN

## DESCRIBED AS FOLLOWS:

Commencing at the Southwest corner of Out-Lot 1 of Certified Survey Map Document No. 1327987 being in part of the N.W. 1/4 of the N.E. 1/4 and the N.E. 1/4 of the S.W. 1/4 of Section 31, also part of the S.W. 1/4 of the S.E. 1/4 and part of the S.E. 1/4 of the S.W. 1/4 of Section 30, all in T.1 N., R.13 E., of the 4th P.M. City of Beloit, Rock County Wisconsin, recorded in Volume 20 Pages 120-123 of Certified Survey Maps; thence North 89 degrees 08 minutes 08 seconds West, along the Southerly line of Lot 3 of said Certified Survey Map, a distance of 173.18 feet to the point of beginning for the following described parcel; thence South 79 degrees 10 minutes 38 seconds West, a distance of 188.15 feet to the Northeastery corner Lot 2 of said Certified Survey Map; thence North 0 degrees 15 minutes 38 seconds West, along the Southeastery line of Lot 3 of said Certified Survey Map, a distance of 30'-4 feet; thence South 89 degrees 08 minutes 08 seconds East, a distance of 185.00 feet to the point of beginning. Containing 3,527 square feet.

NORTH LINE OF THE N.E. 1/4 SEC. 31-4-13

LOT 3  
CSM VOL 20  
PG 120-123

5 89°08'08" E 185.00'

5 79°10'38" W 188.15'

01'88"  
M. 85.51, 0 N

LOT 2  
CSM VOL 20  
PG 120-123

ORDER NO. 32311

FOR THE EXCLUSIVE USE OF:  
CITY OF BELOIT

File Name: \A\32-300-32399\32311.dwg



Brian M. Carlson, P.L.S.  
WISCONSIN LAND SURVEYOR 3-2009  
DATED THIS 14TH DAY OF APRIL, 2024.

OUT-LOT 1  
CSM VOL 20  
PG 120-123

P.O.C.

N 89°08'08" W 173.18'

P.O.B.

SPRINGBROOK COURT

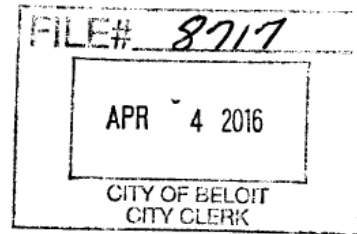


A RESOLUTION TO VACATE A PORTION OF SPRINGBROOK COURT AS SHOWN HEREON WAS ADOPTED \_\_\_\_\_ AND IS REFERENCED AS CITY OF BELOIT CLERK FILE NO. \_\_\_\_\_

**R.H. BATTERMAN & CO. INC.**  
LAND SURVEYORS - ENGINEERS - PLANNERS

2857 BARTELLS DRIVE  
BELOIT, WISCONSIN 53511  
(608) 365-4464 FAX 365-1850  
E-MAIL: RHB@RHBATTERMAN.COM

LOT 1  
CSM VOL 16 PG 419-421



**RESOLUTION**  
**SETTING A DATE FOR A PUBLIC HEARING FOR THE**  
**VACATION OF A PORTION OF SPRINGBROOK COURT RIGHT-OF-WAY**  
**IN THE CITY OF БЕЛОИТ, ROCK COUNTY, WISCONSIN**

**IT IS RESOLVED THAT** a public hearing on the proposed Resolution to discontinue and vacate a portion of Springbrook Court, lying adjacent to Lot 3 of Certified Survey Map Doc. No. 1327967, recorded in Volume 20 on Pages 120-123 of Certified Survey Maps, City of Beloit, Rock County, Wisconsin, shall be held at the regular **City Council Meeting on Monday, May 16, 2016**, and the City Clerk is authorized and directed to give notices required under Section 66.1003, Wisconsin Statutes.

Adopted this 4<sup>th</sup> day of April, 2016.

**City Council of the City of Beloit**

Charles M. Haynes, Council President

**Attest:**

Lorena Rae Stottler, City Clerk



## **NOTICE TO THE PUBLIC**

April 13, 2016

To Whom It May Concern:

The Planning & Building Services Division has received a petition to vacate a small portion of Springbrook Court right-of-way in front of the Public Works Operations Facility located at 2351 Springbrook Court. The proposed area to be vacated is 3,527 square feet in area, and consists of excess right-of-way that is a remnant of when Springbrook Court was platted as a dead-end street. The intent of this petition is to vacate & attach the excess right-of-way to the Operations parcel in order to accommodate a new monument sign. The proposed Plat of Vacation is attached.

This proposed vacation will be considered during the following meetings:

**City Plan Commission**: Wednesday, May 4, 2016, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

**City Council (Public Hearing)**: Monday, May 16, 2016, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

### **THE PUBLIC IS INVITED TO ATTEND THESE MEETINGS.**

#### **We are interested in your opinion.**

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

*For additional information, please contact Drew Pennington, AICP in the Planning & Building Services Division at (608) 364-6711 or [penningtond@beloitwi.gov](mailto:penningtond@beloitwi.gov). Comments will be accepted via telephone, email, and U.S. Mail.*