



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Beloit City Plan Commission
Wednesday, May 17, 2017 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 May 3, 2017 Meeting**
3. **Conditional Use Permit – 2667 Prairie Avenue – Car Wash**
Public hearing, review and consideration of a Conditional Use Permit to allow a Limited Vehicle Service use (car wash) on the property located at 2667 Prairie Avenue
4. **Status Report on Prior Plan Commission Items**
5. **Adjournment**

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

Notice Mailed: May 12, 2017

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



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING MINUTES
Beloit City Plan Commission
Wednesday, May 3, 2017 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 7:00pm. Commissioners Haynes, Weeden, Johnson, Faragher, Ruster, Finnegan, Tinder were present. Councilor De Forest was absent.

2. Nomination and Election of Officers

a. Nomination and Election of Chairperson

Commissioner Haynes nominated Commissioner Faragher to continue as Chairperson. Commissioner Ruster seconded the motion. The motion passed voice vote.

b. Nomination and Election of Vice Chairperson

Commissioner Ruster nominated Commissioner Weeden for Vice Chairperson. Commissioner Johnson seconded the motion. The motion passed voice vote.

3. Approval of the Minutes of the April 19, 2017 Meeting

Commissioner Weeden moved to approve the minutes from the April 19, 2017 meeting. Commissioner Ruster seconded the motion. The motion passed, voice vote.

4. Extraterritorial Certified Survey Map – Duggan Road and South Walters Road

Review and consideration of a three-lot Certified Survey Map for the property located between Duggan Road and South Walters Road in the Town of Beloit

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

Commissioner Weeden stated that on the site assessment checklist there is a yes checked next to endangered and rare plant species. He asked for an explanation of that item. Kristin Belungia, Surveyor for R.H. Batterman, stated that she had gotten the information from the DNR website, and she didn't exactly what species was on the site. Ms. Christensen said that in the future the City will provide an analysis with the checklist if anything is checked yes.

Commissioner Johnson moved to approve the resolution. Commissioner Tinder seconded the motion. The motion passed, voice vote.

5. Certified Survey Map – 1405 Madison Road and 1402 Townline Avenue

Review and consideration of a four-lot Certified Survey Map for the properties located at 1405 Madison Road and 1402 Townline Avenue in the City of Beloit

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

Commissioner Faragher asked if there is an existing driveway on Madison Road. Ms. Christensen stated that the applicant will be using the existing driveway on Madison Road that the state will not allow additional access on Madison Road, and we didn't want access on Townline Road because of the residential properties located across the street from the development.

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

6. Zoning Map Amendment – 3375 Prairie Avenue

Public hearing, review and consideration of a Zoning Map Amendment from R-1A, Single-Family Residential District to C-3, Community Commercial District, for the property located at 3375 Prairie Avenue

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

Commissioner Haynes moved to approve the resolution. Commissioner Ruster seconded the motion. The motion passed, voice vote.

7. Status Report on Prior Plan Commission Items

Ms. Christensen stated the City Council approved the Street Vacation for Penny Lane.

There will be a presentation of the Beloit Memorial High School Campus Master Plan before the school board on May 9th, 2017, and a presentation of this plan will be made to the City Council on May 15th, 2017.

The Metropolitan Planning Organization has just completed a parking study of downtown Beloit, and is presenting that to City Council on June 12, 2017 at Vision Beloit.

The Parks and the Outdoor Recreation Plan is nearing completion and will be presented to City Council on June 26th, 2017. Ms. Christensen asked if anyone wanted to be invited to those workshops. Everyone asked to be invited, so Julie agreed to send the meeting notices to the Commission.

Ms. Christensen notified the Commission that Sheila De Forest is the new City Council Representative on Plan Commission.

8. **Adjournment**

The meeting adjourned at 7:17 pm.

Minutes respectfully submitted by Amber DesRoberts.

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION

Meeting Date: May 17, 2017

Agenda Item: 3

File Number: CU-2017-05

Applicant: Gerardo Castro

Owner: NCP 2013 LLC

Location: 2667 Prairie Avenue

Existing Zoning: C-2, Neighborhood
Commercial District

Existing Land Use: Retail, Limited
Vehicle Service

Parcel Size: .33 Acres

Request Overview/Background Information:

Gerardo Castro has filed an application for a Conditional Use Permit (CUP) to allow an automotive hand wash business, Limited Vehicle Service, in the C-2, Neighborhood Commercial District, for the property located at 2667 Prairie Avenue.

Key Issues:

- The proposed car wash will provide hand wash services out of two existing bays and will not be automated.
- This property was previously used as an oil changing service facility, which closed in April of 2016.
- The property is zoned C-2, Neighborhood Commercial District, which does allow Limited Vehicle Services as a conditional use.
- The applicant plans on directing customer vehicles to the back of the building, through the existing one-way lane, where they will wait until one of the two service bays becomes available. Customers will wait in the indoor lobby while their vehicles are getting cleaned. Once the carwash is complete, the customers drive through the shared driveway and exit onto Prairie Avenue. The applicant estimates two cars can be cleaned and ready in approximately 10 minutes.
- This property shares a driveway, off Prairie Avenue, with an adjacent lot. City staff has reviewed traffic and vehicle stacking issues. The proposed use is not expected to result in more traffic than the previous Limited Vehicle Service use. The required vehicle stacking space for an automatic car wash is four spaces, and the required stacking space for a self-service car wash is three, when measured from the bay entrance. This proposed car wash is neither automatic nor self-service; however, the stacking requirement for self-service seems more appropriate for an automotive hand wash facility. There appears to be enough stacking in the rear parking lot for about 5 vehicles, as shown in the attached Vehicle Stacking Plan.
- Two parking spaces per service bay and one parking space per employee are required for limited vehicle service, per section 8-103 of the Beloit Zoning Code. Adequate parking should be provided for employees and customers; there are currently 5 existing parking stalls, located in the rear parking lot, and the pavement markings are in need of repair.
- The applicant has not proposed any exterior alterations to the building or landscaping; however, there are sections on the exterior walls of the building that were not painted because they were covered by wall signs. The wall signs were removed back in 2016, and the unpainted wall sections are visible from Prairie Avenue. These wall sections should be painted to match the existing paint on the rest of the building in order to help this property look more aesthetically pleasing.
- Landscape strips located between a parking lot and the street or alley shall have at least 10 landscape units per linear foot of street or alley frontage, and the landscape strip must be 10 ft. in width, per Section 34.21 (2), (c), of the Architectural Review and Landscape Code. The existing landscape strip in-between the front paved area and Prairie Avenue consists of grass and one shade tree. Improvements to the front landscape strip are needed in order for this property to be in compliance with the Landscape requirement.
- The application and photos were sent to review agents for comments. The Beloit Engineering Department clarified that all washing and rinsing should be done indoors and drain into the sanitary sewer system.
- The attached Public Notice was sent to the owners of the surrounding properties who did not comment.
- The application and photos are attached to this report.

Findings of Fact

Based on Section 2-504 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:

- a. *Whether the establishment, maintenance, or operation of the conditional use will be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;*
 - The subject property is located on an arterial street and is a commercial property within a commercial district that already experiences high traffic counts, noise, glare, and other attributes associated with existing retail businesses.

- b. *Whether the conditional use will be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted;*
 - The conditional use is not expected to be injurious to the use and enjoyment of nearby properties.
 - This site currently contains adequate parking spaces.
- c. *Whether the conditional use will substantially diminish or impair property values within the neighborhood of the subject property;*
 - This proposed development is not likely to negatively impact property values nearby.
- d. *Whether the establishment of the conditional use will impede the normal and orderly development and improvement of the surrounding property;*
 - This is an urbanized area and the surrounding properties are fully developed.
- e. *Whether the exterior architectural design or site layout of the proposed conditional use is so dissimilar or otherwise incompatible with existing or proposed development in the immediate neighborhood that it will cause a depreciation in property values;*
 - Condition 2, in the staff recommendation below, will improve the appearance of the building.
 - Detailed building elevations & materials will be reviewed by staff during Architectural Review.
- f. *Whether adequate utilities, access roads, drainage or other necessary facilities will be available to serve the proposed use at the time of its occupancy or use;*
 - This site has adequate public facilities; condition 1, in the staff recommendation below, will assure the public that all washing and rinsing will be done indoors and drain into the sanitary sewer system.
- g. *Whether adequate measures will be taken to minimize traffic congestion; and*
 - The proposed use is not expected to result in more traffic than the previous Limited Vehicle Service facility.
- h. *Whether the conditional use will comply with all applicable regulations of the Zoning Ordinance.*
 - The conditional use will comply with all other applicable regulations of the Zoning Ordinance.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan's Future Land Use Map recommends Planned Neighborhood uses of the subject property. This recommendation is intended to guide the long-term development of this entire area of the City, and is not relevant to this particular land use application. Consideration of this request supports City of Beloit Strategic Goal #3.

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 a Conditional Use Permit (CUP) to allow an automotive hand wash business, Limited Vehicle Service, in the C-2, Neighborhood Commercial District, for the property located at 2667 Prairie Avenue, based on the above Findings of Fact and subject to the following conditions:

1. Washing and rinsing shall be done indoors and drain into the sanitary sewer system.
2. Sections of exterior walls shall be painted to match existing, where wall signs were removed, by June 1, 2018.
3. A landscaping strip shall be installed between the front paved area and Prairie Avenue by June 1, 2018.
4. Repairs shall be made to the pavement markings and to the damaged sections of the parking lot by June 1, 2018.
5. The applicant shall obtain an Architectural Review Certificate and a Building Permit prior to beginning any alterations to the building, signage, or landscaping.
6. 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 & Building Services may approve minor changes administratively.

Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Vehicle Stacking Plan, Photos, Application, and Public Notice.

Location & Zoning Map

2667 Prairie Avenue

CU-2017-05



1 inch = 58 feet

0510 20 30 Feet

Legend

 Parcel Boundaries

Map prepared by: Rudy Moreno, Planner II
Date: April 21
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

Proposed Vehicle Stacking

2667 Prairie Avenue




CU-2017-05



Legend



1 inch = 30 feet
0 4.59 18 27 Feet

-  Existing Parking Stalls
-  Vehicle Stacking Space
-  Parcel Boundaries

Map prepared by: Rudy Moreno, Planner II
Date: April 21
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION





CITY of BELOIT
Planning and Building Services Division
 100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

Conditional Use Permit Application

(Please Type or Print) File Number: _____

1. Address of subject property: 2667 PRAIRIE AVENUE

2. Legal description: SEE ATTACHED

If property has not been subdivided, attach a copy of the complete legal description from deed.
 Property dimensions are: _____ feet by _____ feet = _____ square feet.
 If more than two acres, give area in acres: _____ acres.

3. Tax Parcel Number(s): 21850457

4. Owner of record: NCP 2013 LLC Phone: 303-447-8326
8111 28TH STREET BOULDER CO 80501
(Address) (City) (State) (Zip)

5. Applicant's Name: GERARDO CASTRO / JESUS NATIVIDAD
1233 9TH STREET BELoit WI 53511
(Address) (City) (State) (Zip)
 _____ / 608-312-1858 / _____
(Office Phone #) (Cell Phone #) (E-mail Address)

6. All existing use(s) on this property are: AUTO LUBRICATION + MAINTENANCE SERVICES

7. **THE FOLLOWING ACTION IS REQUESTED:**
 A Conditional Use Permit for: AUTO HAND WASH SERVICES
 _____ in a(n) _____ Zoning District.

8. All the proposed use(s) for this property will be:
 Principal use: AUTO HAND WASH SERVICES

 Secondary use: _____

 Accessory use: _____

AW

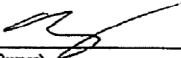
9. Project timetable: Start date: _____ Completion date: _____


10. I/We) represent that I/we have a vested interest in this property in the following manner:

- Owner ~~Sublease~~ ~~Sublease~~
- Leasehold, length of lease: 1 YEAR WITH 1 YEAR RENEWAL OPTION
- Contractual, nature of contract: _____
- Other, explain: _____

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

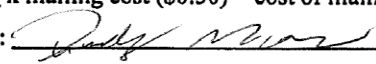
I/We, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/We represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/We also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.

 / Mike Verhoogen / 4/7/17
 (Signature of Owner) (Print name) (Date)

 / Gerardo Castro / 4/7/17
 (Signature of Applicant, if different) (Print name) (Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application, and all accompanying documents, to the Planning and Building Services Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting.

This application must be submitted with one copy of a scaled drawing showing the layout of the proposed development in accordance with all code requirements, and the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant and these costs are typically between \$5.00 and \$15.00.

To be completed by Planning Staff		
Filing fee: <u>\$275.00</u>	Amount paid: <u>\$25.00</u>	Meeting date: <u>4/7/17</u>
No. of notices: _____	x mailing cost (\$0.50) = cost of mailing notices: \$ _____	
Application accepted by: 	Date: <u>4/7/17</u>	



NOTICE TO THE PUBLIC

May 1, 2017

To Whom It May Concern:

Gerardo Castro has filed an application for a Conditional Use Permit (CUP) to allow an automotive hand wash business in the C-2, Neighborhood Commercial District, for the property located at:

2667 Prairie Avenue.

The applicant has proposed an automotive hand wash business in the former Grease Monkey building. The building on 2667 Prairie Avenue was previously used as an automotive service facility. Limited vehicle services are allowed in the Neighborhood Commercial District as a conditional use. The proposed project is considered a major change in the use of the property, and requires Plan Commission and City Council approval of a CUP.

The following public hearings will be held regarding this proposed Conditional Use Permit:

City Plan Commission: Wednesday, May 17, 2017 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: Monday, June 5, 2017 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 HEARINGS.

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 Rudy Moreno in the Planning & Building Services Division at (608) 364-6708 or morenor@beloitwi.gov. Comments will be accepted via telephone, email, and U.S. Mail.

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P O BOX T
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BELOIT, WI 53511

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