



**PUBLIC NOTICE & AGENDA
BELOIT 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
2. MINUTES
 - 2.a. Consideration of the minutes of the August 9, 2023 Plan Commission minutes
[Attachment](#)
3. PUBLIC HEARINGS
No public hearings are scheduled for tonight's meeting.
4. REPORTS
 - 4.a. Consideration of Resolution 2023-37 approving a two-lot Certified Survey Map for the properties located at 1221 and 1233 Division Street
[Attachment](#)
 - 4.b. Consideration of a Memorial Bench and Tree Program policy
[Attachment](#)
5. STATUS REPORT ON PRIOR PLAN COMMISSION ITEMS
*Annexation Ordinance for 5037 E County Road X and the vacant land to the West
Comprehensive Plan Visioning Workshop - Scheduled for August 28, 2023*
6. FUTURE AGENDA ITEMS
No new applications have been submitted.
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, August 9, 2023

1. CALL TO ORDER AND ROLL CALL

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

2. MINUTES

2.a. Consideration of the minutes of the July 19, 2023 Plan Commission meeting

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

Chairperson Ramsden moved the Public Hearing item up on the agenda, so that the public hearings should be held before acting on the items under Reports.

3. PUBLIC HEARINGS

3.a. Consideration of Ordinance No. 3806 amending the Zoning District Map for the property located at 5037 E County Road X and the vacant land to the West

Julie Christensen presented all the staff reports for all three items relation to 5037 E County Road X and the vacant land to the west.

Chairperson Ramsden opened the public hearing.

Brad Trewyn, 5037 E County Road X, stated that he is looking to annex into City of Beloit to allow for the development of his 15.7 acre vacant lot. He also indicated that he would like that property to be zoned C-3.

Commissioner Abarca asked Mr. Trewyn how many homes they plan to build. Mr. Trewyn said there is no plan, and the property was under a boundary line of agreement that has since expired. Mr. Trewyn said that this is the step he has to take to move forward.

Chairperson Ramsden closed the public hearing.

Commissioner Flesch moved to approve the Zoning District Map, seconded by Commissioner Jacobsen. Motion prevailed, voice vote (5-0).

4. REPORTS

4.a. Consideration of a request to annex the property located at 5037 E County Rd X and the vacant land to the west from the Town of Turtle

Commissioner Flesch moved to recommend approval of the annexation request for the property located at 5037 E County Rd X and the vacant property to the west, seconded by Commissioner Elliott. Motion prevailed, voice vote (5-0).

4.b. Consideration of an amendment to the Future Land Use Map of the Comprehensive Plan for the property located at 5037 E County Rd X and the vacant land to the west

Commissioner Flesch moved to approve the amendment to the Future Land Use Map of the Comprehensive Plan for the property located at 5037 E County Rd X and the vacant property to the west, seconded by Commissioner Jacobsen. Motion prevailed, voice vote (5-0).

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 is scheduled for August 23, 2023.

6. FUTURE AGENDA ITEMS

Julie Christensen outlined the future agenda items.

7. ADJOURNMENT

Commissioner Abarca moved to adjourn the meeting, seconded by Commissioner Jacobsen at 7:21 PM. Motion carried, voice vote (5-0).

Mike Ramsden, Chairperson



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: August 23, 2023

Agenda Item: 4.a.

File Number: CSM-2023-17

General Information

Applicant R.H. Batterman & Co., Inc.

Owner: Dennis and Shelley Gearing

Address/Location: 1221 and 1233 Division Street

Applicant's Request: Two-Lot Certified Survey Map (CSM) Lot line adjustment

Staff Analysis

CSM Details: Dennis and Shelley Gearing own two residential parcels located at 1221 and 1233 Division Street. They are replatting the parcels to add 46.75 feet of frontage and 13,954.9 square feet of lot area to the south parcel (1221 Division Street) from the north parcel (1233 Division Street). Lot 1 of the CSM (1221 Division Street) consists of 1.189 acres and an existing single family residence, which will remain with the owners, and Lot 2 consists of 0.548 acres and an existing single family residence, which they are looking to sell.). Both lots are currently zoned R-1A, Single-Family Residential District. Both proposed lots exceed the minimum dimensions in the Zoning Ordinance (a minimum of 70 feet wide and 8,750 square feet).

Review Agent Comments: This application was sent to the City's review agents, and no comments were submitted.

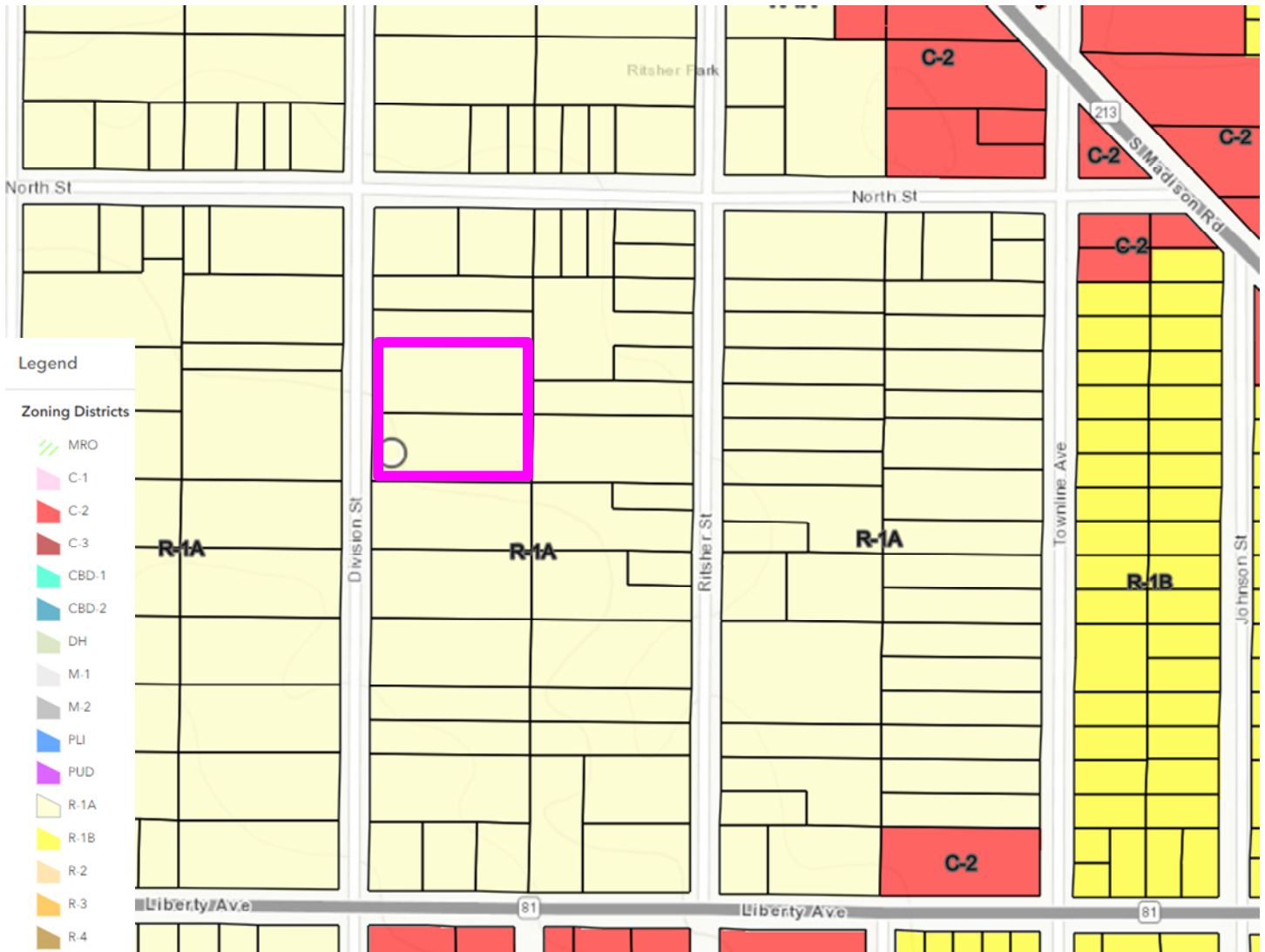
STAFF RECOMMENDATION:

The Planning and Building Services Division recommends **approval** of the attached Two-Lot CSM for the properties located at 1221 and 1233 Division Street in the City of Beloit, subject to the following condition:

1. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

ATTACHMENTS: Location and Zoning Map, Proposed CSM, Application, and Resolution.

Location and Zoning Map



PRELIMINARY CERTIFIED SURVEY MAP

OF LOT 17 AND 18 OF BLOCK 7 OF HARPER'S LITTLE FARMS,
 BEING PART OF THE SE 1/4 OF THE SW 1/4 OF SECTION 27,
 T. 1 N., R. 12 E., OF THE 4TH P.M.,
 CITY OF BELOIT, ROCK COUNTY, WISCONSIN



LEGEND

- Proposed Boundary Line
- Existing Boundary Line
- Existing Right-of-Way
- Existing Adjacent Property
- Existing Centerline



Scale: 1" = 60'



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

<p>ORDER NO: 34752</p> <p>FIELD CREW: TBD DRAWN BY: KRS SHEET 1 OF 1</p>	<p>FOR THE EXCLUSIVE USE OF:</p> <p>Dennis A. Gearing 1221 Division Street Beloit, WI 53511</p>	<p>Batterman engineers surveyors planners</p> <p>2857 Bartells Drive 1040 N Wisconsin Street Beloit, Wisconsin 53511 Elkhorn, Wisconsin 53121 608.365.4464 262.379.2250</p>	
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File Name: J:\34700-34799\34752 - Dennis Gearing\SURVEY\RHB DRAWING FILES

CITY of BELOIT

Neighborhood Planning 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: _____

1. Address of property: 1221 & 1233 Division Street, Beloit, WI 53511
2. Tax Parcel Number(s): 12750600 & 12750610
3. Property is located in (circle one) City of Beloit or Town of: Turtle; Beloit; Rock or LaPrairie
In the SW Quarter of Section 27, Township 1 North, Range 12 East of the 4th P.M.
4. Owner of record: Dennis Gearing & Shelley Gearing Phone: _____

<u>1221 Division Street</u> <small>(Address)</small>	<u>Beloit</u> <small>(City)</small>	<u>WI</u> <small>(State)</small>	<u>53511</u> <small>(Zip)</small>
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5. Surveyor's name: David J. Earl Phone: 608-365-4464

<u>2857 Bartells Drive</u> <small>(Address)</small>	<u>Beloit</u> <small>(City)</small>	<u>WI</u> <small>(State)</small>	<u>53511</u> <small>(Zip)</small>
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6. Number of new lots proposed with this land division is 2 lot(s).
7. Total area of land included in this map: 75,670 sq.ft. - or - 1.737 Acres
8. Total area of land remaining in parent parcel: 75,670 sq.ft. - or - 1.737 Acres
9. Is there a proposed dedication of any land to the City of Beloit? No
10. The present zoning classification of this property is: R-1A
11. Is the proposed use permitted in this zoning district: Yes

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

- Site Assessment Checklist;** is required if the total area of CSM is over 5 acres.
- Pre-application meeting;** a pre-application meeting was held on _____ with City of Beloit Staff.
- Developer's Statement;** as required by section 12.02(7) of the Subdivision Ordinance.
- 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.

David Earl / David Earl / 07/28/2023
(Signature of applicant) (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: _____
Scheduled meeting date: _____
Application accepted by: _____ Date: _____

RESOLUTION 2023-37

**APPROVING A TWO-LOT CERTIFIED SURVEY MAP FOR THE PROPERTIES
LOCATED AT 1221 AND 1233 DIVISION STREET**

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 properties located at 1221 and 1233 Division Street, containing 1.737 acres (combined), 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 17 AND 18 OF BLOCK 7 OF HARPER'S LITTLE FARMS, BEING PART OF THE SE ¼ OF THE SW ¼ OF SECTION 27, T. 1 N., R. 12 E., OF THE 4TH P.M., 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 properties located at 1221 and 1233 Division Street, subject to the following condition:

1. The final CSM shall be recorded with the Rock County Register of Deeds within one year of approval and a copy provided to the Planning and Building Services Division.

Adopted this 23rd day of August, 2023.

PLAN COMMISSION

Mike Ramsden, Chairperson

ATTEST:

Julie Christensen
Community Development Director



REPORT TO THE PLAN COMMISSION

Plan Commission Meeting Date: August 23, 2023

Agenda Item: 4.b.

File Number: RPB-2023-06

General Information

Applicant: City of Beloit, Department of Public Works

Owner: City of Beloit

Address/Location: City Parks

Applicant's Request: Approval of the Department of Public Works Memorial Bench and Tree Program Policy

Staff Analysis

Overview: The Department of Public Works has developed a Memorial Bench and Tree Program policy for reviewing and approving memorial benches and trees within City parks. The Memorial Bench and Tree Program allows community members to make a donation to the City of Beloit for the purchase and maintenance of a park bench or the planting of a tree to commemorate events for people either alive or deceased. The donation includes a plaque to be attached to the bench or in a paver near the tree. The Program is a way to honor a loved one while supporting the ongoing maintenance of Beloit's parks and open space areas.

State statute requires City Council referral and Plan Commission consideration and report on the location of "any statue or other memorial" before final action is taken by the Council. This would include every memorial bench and tree. Rather than referring each individual request for a memorial bench or tree to Plan Commission, the overall policy is being referred to Plan Commission for review and consideration. If the policy is recommended for approval, and subsequently approved by City Council, the approval of memorial benches and trees would no longer require referral by City Council to Plan Commission for review and recommendation. The Memorial Bench and Tree Program would be administered by City staff, including program details such as application procedure, bench and tree location, bench and tree type, plaque inscription guidelines, installation and maintenance. Costs and fees will be established by City Council.

The Park, Recreation and Conservation Advisory Commission (PRCAC) reviewed and approved the policy at its June 14, 2023 meeting. City Council action on the proposed policy is scheduled for September 5, 2023.

STAFF RECOMMENDATION:

The Planning and Building Services Division recommends approval of the Department of Public Works Memorial Bench and Tree Program Policy.

ATTACHMENTS: Memorial Bench and Tree Program Policy, City Council Resolution



**DEPARTMENT OF PUBLIC WORKS
POLICIES AND PROCEDURES**

Memorial Bench and Tree Program

Newest Revision Date August __, 2023	Original Issue Date August __, 2023	Prior Revision Date(s) -	Pages 2
Special Instructions/Attachments			

I. PROGRAM OVERVIEW

The City of Beloit Memorial Bench and Tree Program allows community members to make a donation to the City of Beloit for the purchase and maintenance of a park bench or the planting of a tree to commemorate events or people either alive or deceased. The Memorial Bench and Tree Program donation includes a plaque to be attached to the bench or tree. The Memorial Bench and Tree program is a way to honor a loved one while supporting the ongoing maintenance of Beloit’s parks and open space areas.

II. MEMORIAL BENCH PROGRAM DETAILS

- A. Benches are available to commemorate events or people who are alive or deceased.
- B. The location of the bench is on a first come first served basis. City staff will have final approval on the location. A waiting list will be created if the need arises.
- C. The style and size of the bench and plaque is pre-determined based on the corresponding bench style common to the park location. City staff will work with the donor on selection of the bench.
- D. No commercial advertising is allowed; however, a business may be mentioned in terms of a connection of person to business: “For John – Founder of Smith’s Store”. An example of unacceptable text is “Bench provided by Smith’s Store”.
- E. Inscription of the plaque may read “In Loving Memory of” or other sentimental inscription. All plaque inscriptions shall be reviewed by Director of Parks and Recreation for final approval.

III. MEMORIAL TREE PROGRAM DETAILS

- A. City staff will assist a sponsor work with the city’s third party vendors in (1) selecting the appropriate species of tree for the desired location of the memorial tree and (2) arranging for a plaque.
- B. A memorial plaque will be set into a paver by the City and placed near the memorial tree.
- C. No commercial advertising is allowed; however, a business may be mentioned in terms of a connection of person to business: “For John – Founder of Smith’s Store”. An example of unacceptable text is “Bench provided by Smith’s Store”.
- D. Inscription of the plaque may read “In Loving Memory of” or other sentimental inscription. All plaque inscriptions shall be reviewed by Director of Parks and Recreation for final approval.

IV. TERMS

- A. All benches and trees shall be installed by the City staff or an approved third-party vendor.
- B. Benches and trees will remain in place for the duration of the tree or bench's lifespan. At the end of this period, the City may, at its own discretion, replace or remove the bench or tree.
- C. The Memorial Bench and Tree Program includes the bench or tree, plaque, installation and maintenance for the life of the bench or tree.
- D. The City holds the ultimate ownership over all memorial benches and trees and it is prohibited for donors to decorate, personalize, or add adornment to any bench or tree.
- E. The bench or tree will be maintained by the City on a regular basis in accordance with the regular maintenance schedule of City park sites and facilities. The maintenance of the bench site will include graffiti removal, paint touch up, if necessary, and periodic cleaning. Special maintenance requests for specific benches or trees will not be granted except in cases of safety concerns or damage.
- F. If a bench or tree is vandalized or damaged, whether by an act of nature or otherwise, the City will make every effort to repair the bench or tree within the limits of its available funding. If the bench or tree is a hazard or unsightly, the City may remove the bench or tree.
- G. Any memorial plaque, tree or bench installed without approval of the City may be removed at the expense of the party who installed the unauthorized item.
- H. The City reserves the right to relocate the bench or tree for safety, environmental or land management reasons. In the event that this occurs, the City will make reasonable efforts to notify the donor of the new location of the bench or tree.
- I. The City cannot guarantee installation by a set date due to potential product backlog, workload issues or other unforeseen circumstances.

V. PROCEDURE

- A. A person desiring to donate a memorial bench or tree shall complete an application on a form provided by the City.
- B. A representative of the Parks and Recreation Division will work with the donors to ensure that the program is explained and questions are answered.
- C. The costs and fees of the donation shall be paid prior to the installation of the memorial bench or tree.

VI. COSTS

Costs and fees for the Memorial Bench and Tree Program shall be established by City Council resolution and listed in the Master Fee Schedule for the City.

VII. APPROVAL

This program has been reviewed and approved by the Park, Recreation and Conservation Advisory Commission, the Plan Commission and the City Council and is hereby approved and intended to supersede any and all prior policies addressing the subject matter of this document. A copy of the city council resolution approving this policy is attached to this document.

RESOLUTION 2023-128

RESOLUTION APPROVING THE MEMORIAL BENCH AND TREE PROGRAM

WHEREAS, the Department of Public Works has developed the Memorial Bench and Tree Program policy for reviewing and approving memorial benches and trees within City parks; and

WHEREAS, the Memorial Bench and Tree Program will be administered by City staff, including program details such as application procedure, bench and tree location, bench and tree type, plaque inscription guidelines, installation and maintenance; and

WHEREAS, costs and fees associated with the Memorial Bench and Tree Program will be established by City Council; and

WHEREAS, the Memorial Bench and Tree Program supersedes any and all prior policies and procedures addressing the subject matter of this program, including referral to Plan Commission for consideration and report on each memorial bench and tree before City Council action; and

WHEREAS, the Park, Recreation and Conservation Advisory Commission (PRCAC) reviewed and approved the policy at its June 14, 2023 meeting; and

WHEREAS, Plan Commission reviewed and recommended approval of the policy at its August 23, 2023 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Memorial Bench and Tree Program is hereby approved.

BE IT FURTHER RESOLVED that substantive revisions to the Memorial Bench and Tree Program policy shall be approved by City Council, with minor edits and clarifications approved administratively by the Director of Public Works.

Adopted this 5th day of September, 2023.

CITY COUNCIL OF THE CITY OF BELOIT

Regina Dunkin, President

ATTEST:

Marcy J Granger, City Clerk-Treasurer