

CITY OF PRESCOTT, WISCONSIN

MAY 2, 2016 PLAN COMMISSION MEETING MINUTES

Pursuant to due call and notice thereof, a meeting of the Plan Commission was held Monday, May 2, 2016 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Mayor Hovel called the meeting to order at 6:30 p.m. Commissioners present were Steve Eggers, Connie Wenzel, Kyle Warp and Ed Lucas. Jack Hoschette, Lother Nawrocki and Todd Dolan were excused. Public Works Director Hank Zwart and City Administrator Jayne Brand represented staff. Also present Greg Adams, City Engineer of Cedar Corporation.

Eggers/Wenzel motion to approve minutes for February 1, 2016 passed without a negative voice vote.

Mayor Hovel reviewed the need for an assessor plat to be completed on Lake Street. Greg Adams, City Engineer explained a boundary needs to be set to show which properties will be included in the assessor plat. Adams explained the properties to the east of Lake Street have been included in the boundary as their property lines will be found as part of the assessor plat. Adams explained there will also be title searches completed for all of the properties also. Commissioner Warp questioned if an assessor plat is required for a street project why would it not be completed as part of the street project. Adams explained an assessor plat could take some time to complete. Commissioner Lucas stated it appears some residents are going to be losing property and how is the city going to work with them. Adams stated the city will need to review what currently sits in the platted right of way and will need to work with the residents. Commissioner Eggers stated this is a project which needs to be completed so let's get it done. **Eggers/Lucas motion to approve boundary area as shown on map as presented passed without a negative voice vote.**

Commission discussed the vacation of platted unopen State Street between Lawrence Street and Washington Street. The street was supposed to have been vacated back in 2002 but the paperwork was never filed at the courthouse to complete the vacation. One item which was never addressed in 2002 is there is a 48" storm sewer pipe which runs under the street. The city will want to secure an easement for the storm sewer pipe. The width of the easement will have to be determined and this will depend on where it lies in the right of way and the depth of the pipe. Commissioner Eggers asked why the city would vacate the street if there are additional utilities which might need to go in the street easement. Mayor Hovel stated he could not see the utilities going in diagonally as the street is platted. There is also a triangle of land which appears to have been platted as part of the street also which should be determined if it should be vacated. Mayor Hovel stated we would want to get the easement filed before any street is vacated. Staff is to determine how much of easement is needed based on where the storm sewer pipe is in the ground and how deep it is placed and get the easement platted as it is a consensus of the commission to vacate the platted unopen State Street.

Commission discussed the vacation of alley between James and Henry, Pearl and Hampshire streets. It appears there are structures built within the alley right of way. A resident on the alley has been looking at possibly selling their property but upon doing a survey has found that not only are the structures encroaching in the alley but also onto his property. He is making a request for the city to vacate the alley. The alley to the blocks north and south of this block have already had their alleys vacated. Commissioner Lucas asked how the alley would be vacated. It was explained half goes to each property along the alley. Mayor Hovel said it would be best to get it cleaned up. **Warp/Eggers motion to have staff proceed with the vacation of the alley between James and Henry, Pearl and Hampshire Streets passed without a negative voice vote.**

Warp/Lucas motion to approve the building inspection report passed without a negative voice vote.

Warp/Wenzel motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator