



Planning Commission Meeting Minutes

April 3rd, 2023

Pursuant to due call and notice thereof, a meeting of the Planning Commission was held, May 1st, 2023, Municipal Building, 800 Borner Street, Prescott, Wisconsin 54021. The meeting was called to order at 6:00 PM

Committee Present: Rob Daugherty, David Hovel, Kate Otto, Steve Most, and John Peterson (arrived late).

Committee Absent: Rick Miller, Josh Gergen, and Todd Dolan

Staff Present: City Administrator Matt Wolf, Planner Carter Hayes

Others Present: Bob Colson of Cedar Corporation, Louie Filkins of Ogden Engineering, Jay Welter of Churchill LLC, and Kayla and Casey Waltz of Waltz Hardware.

1. Approve Minutes for March 6th, 2022.

David Hovel motioned to approve the minutes; Steve Most seconded the motion. Motion passed without a negative voice (5-0).

2. Site Plan Review – 1003 Campbell Street

The property at 1003 Campbell Street is currently owned by Churchill Market LLC. Churchill Market LLC is proposing a redevelopment of the property with plans to open Ace Hardware on site. A concept plan was brought before the Plan Commission on December 5th, 2022, which was approved.

Planner Carter Hayes presented information regarding the site plan. The Commission reviewed the architecture of the building and whether to require the wood façade on the frontage of the proposed addition. Commissioner Hovel and Commissioner Peterson favored the idea of requiring additional architectural components on the Campbell Street side of the building. Mayor Daugherty, Commissioner Otto, and Commissioner Most were of the opinion that a steel sided building would be satisfactory. Commissioner Most weighed the possibility that the 30' rear of the building would be imposing onto the adjacent residential homes. Louie Filkins, of Ogden Engineering, explained that there are large deciduous trees that would screen the building from the residential lots behind.

City Administrator Wolf reminded the Commission that they recently approved a proposed zoning code change for architectural design standards that would require

developments such as the one being currently reviewed to have additional architectural components rather than just steel siding. Commissioner Peterson commented that the discussion on whether the building should exhibit additional design components rather than steel siding comes down to personal preference at some point.

The Commissioners debated as to whether a matching color or a complimentary color would be best for the development.

Commissioner Hovel motioned with an added stipulation where the developers must use a steel siding that closely matches the colors on the front of the existing building or use the wood log façade of the existing building. Commissioner Most seconded; motion passed without a negative voice (5-0).

3. Zoning Code Review Chapter 635

The next sections of the Zoning Code Review are Accessory Structures and Traffic, Visibility, Loading, Parking and Access. The Accessory Structures changes were discussed during the last Planning Commission meeting, the proposed changes have been made to the code and are attached for review. Staff also worked with Cedar Corporation to update our parking standards under 635-54.

a. Accessory Structures

Bob Colson of Cedar Corporation presented information regarding the zoning code chapter changes. The Plan Commission reviewed those changes at the last meeting, Bob Colson updated the Commission with the new changes and any more modifications they would like to make.

Bob Colson explained that any structure with a roof would be counted towards an accessory structure limit. Commissioner Peterson asked if an open sided gazebo would be counted, in which it would because it has a roof. Bob Colson explained that sheds that are greater than 200 sqft would have to complement the principal structure in color. Commissioner Peterson asked if the local shed retailer sells sheds that are greater than 200 sqft, to gain a reference on the size requirement. In most cases, the sheds sold there are less than 200 sqft. Commissioner Peterson reiterated the accessory structure limit and offered a scenario as to whether it would be over or under the limit. The scenario included a gazebo, a pool, and a pool house. Under the new accessory structure limit, the scenario would be under the requirements.

Commissioner Most felt that the City was moving in the right direction with the changes to the accessory structures regulations. Commissioner Peterson asked if a pergola would count towards the accessory structure limit, Commissioner Hovel responded saying that it would not hold snow, so it couldn't be considered a roofed structure.

b. Traffic Visibility, Loading, Parking and Access

Bob Colson of Cedar Corporation presented information regarding the zoning code chapter changes. Commissioner Otto questioned whether some of the current

establishments would be nonconforming, in which some stores and buildings would be. Mayor Daugherty questioned how parking would be determined in the event a strip mall was to be developed. Bob Colson stated he would investigate requirements for strip malls. Commissioner Most asked whether the parking requirements could be amended once they are applied in the field to see if they are accurate requirements. Bob Colson explained that the ordinances can be amended afterwards, and should be encouraged to do so, as requirements and circumstances change with time. The Plan Commission discussed that existing buildings, if there were to be an expansion of business or change in use, would now be required to adhere to the current parking regulations. The Commission favored the proposed changes to the off-street parking in residential areas. Mayor Daugherty asked whether additional paved or graveled parking areas will count towards the impervious surface percentage on a residential lot, in which case it would.

Mayor Daugherty also presented a current issue in which commercial vehicles drive through and park in residential areas. Commissioner Peterson asked if there is an ordinance prohibiting commercial vehicles from parking in residential areas, Planner Carter Hayes answered that there is one that is based on weight and length of the vehicle.

4. Other Business

Commissioner Otto asked to address a problem downtown that is the parking in general. Commissioner Most stated the purchased property near Holiday is being turned into a parking lot. Commissioner Hovel said that the Plan Commission can discuss it at the next meeting. Mayor Daugherty explained that the City has discussed parking in other council meetings and workshops. Staff will update the Plan Commission on parking at the next meeting.

5. Adjourn

David Hovel motioned to adjourn; John Peterson seconded; motion passed without a negative voice (5-0). The meeting was adjourned at 7:24pm.

The next planning commission meeting will be held on Monday, June 5th, 2023, at 6:00 PM at Prescott City Hall.

Respectfully Submitted,

Carter Hayes

Carter Hayes
Planner