



Planning Commission Meeting Minutes

June 5th, 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

Commission Present: Rob Daugherty, Kate Otto, Steve Most, John Peterson, Josh Gergen.

Commission Absent: Rick Miller, Dave Hovel

Staff Present: City Administrator Matt Wolf, Planner Carter Hayes

Others Present: Bob Colson of Cedar Corporation, McCoulter Eaton of 154 Wacota Street, City Attorney Phil Helgeson.

1. Approve Minutes for May 1st, 2023.

John Peterson motioned to approve the minutes; Kate Otto seconded the motion. Motion passed without a negative voice (5-0).

2. Discussion on Remedial Action at 154 Wacota Street

154 Wacota Street is located off STH 35 in the C-2 Highway Commercial Zone. The city has sent numerous code violation letters requesting code compliance, dating back as far as May of 2022. Current Violations include: 443-9 – Safe, Sanitary, and Attractive Maintenance of Commercial Property. Relating to: Debris visible from street, debris encroaching onto City property.

Planner Carter Hayes presented information regarding the 154 Wacota Street Remediation Process. McCoulter Eaton was present and spoke about some of his progress he has made on the property. Mr. Eaton stated that he would need a “couple months” to fully complete the property. The Commission discussed whether the issue was the fence located on city property or the debris, staff stated that the main concern is the debris visible from Wacota Street and the encroaching debris onto city property on the rear.

The City will be sending Mr. Eaton a final letter under Chapter 410 Nuisances with 30 days to reach compliance. The Plan Commission favored the August Plan Commission meeting to determine whether remedial action would be needed on the property. City Attorney Phil Helgeson stated that sending the letter in June with a 30-day deadline also gives enough time for the 10-day remedial action notice before the August Meeting.

3. Overview of Chapter 635 Zoning Revisions

Beginning on December 5th, 2022, the Plan Commission has been in review of changes to the Chapter 635 Zoning Code.

City Administrator Matt Wolf presented information regarding the overview of changes to the Zoning Code Chapter. Commissioner Steve Most questioned 635-58 Off-street parking in residential areas where no more than 3 vehicles can be stored in a driveway. The clarification was that stored means permanent storage whereas parked means temporary storage. The Commission also asked whether an improved surface can be gravel or paved, in which it would be able to be. Commissioner Most raised the question if the architectural standards would be too heavy for developers to invest in the City. Commissioner Peterson asked a clarification to the impervious surface requirements of a residential lot, staff stated that no more than 70% of the lot can be impervious and no more than 30% of the rear yard can be impervious. After the comprehensive review, the Plan Commission favored the amendments to the zoning chapter.

Steve Most motioned to request City Council to approve a public hearing to be held by the Plan Commission on August 7th; Josh Gergen seconded. Motion passed without a negative voice (5-0).

4. Downtown Parking Discussion

As requested by the Plan Commission at the May 1st meeting, an update on downtown parking was discussed. Planner Carter Hayes presented information regarding the downtown parking project.

Commissioner Most asked how many of the downtown spots would be affected by paid parking, it is currently planned to have all spots be paid. Commissioner Gergen stated that he believed more than 10% of residents would pursue a parking permit. Commissioner Most then stated that residents may push back on this idea. Commissioner Otto asked whether this idea would be brought to council, Planner Carter Hayes stated that this has been discussed at 4 Council Workshops to date.

5. Other Business

N/A

6. Adjourn

Josh Gergen motioned to adjourn; Steve Most seconded; motion passed without a negative voice (5-0). The meeting was adjourned at 7:28pm.

The next planning commission meeting will be held on Monday, August 7th, 2023, at 6:00 PM at Prescott City Hall.

Respectfully Submitted,

Carter Hayes

Carter Hayes
Planner