

CITY OF PRESCOTT
MEETING NOTICE
ORDINANCE COMMITTEE
MONDAY, APRIL 11 AT 5:00 PM
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021

1. Call to Order
2. Roll Call
3. Approve Minutes for January 24, 2022
4. Zoning Ordinance Update Proposals
5. Code Enforcement Procedures & Discussion
6. Non-motorized Boat Launch – Lake Street Discussion
7. Public Comment
8. Other Business
9. Adjourn

NOTICE
ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT
ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY
HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

CITY OF PRESCOTT, WISCONSIN
JANUARY 24, 2022 ORDINANCE COMMITTEE MEETING MINUTES

Pursuant to due call and notice thereof, a meeting of the Ordinance Committee was held Monday January 24, 2022 at the Municipal Building, 800 Borner St. Prescott, WI 54021

Aldersperson Hintz called the meeting to order at 5:00 p.m. Members present were Dar Hintz, Tom Oss online and Bailey Ruona arrived at 5:30 pm. City Administrator Matt Wolf and City Clerk Jayne Brand represented staff.

Oss/Hintz motion to approve the minutes for September 13, 2021 passed without a negative voice vote.

City Administrator Matt Wolf reviewed the proposed changes for the ordinance regarding sewer connection fee. The sewer connection fee is \$4,750. The propose changes address who pays the fee, when it will be paid and payment of the sewer connection fee based on the number of residential living units. **Hintz/Oss motion to recommend approval of sewer connection fee proposed changes and move onto Council passed without a negative voice vote.**

City Administrator Matt Wolf reviewed the proposed changes for proposal to establish developer deposit for new development within the city. As development happens there are times when the city attorney or engineer may be needed. These bills are passed on to the developer. With the developer deposit the developer would pay funds upfront based off of the number units or square footage of a building. **Hintz/Oss motion to recommend approval of developer deposit proposed changed and move onto Plan Commission passed without a negative voice vote.**

The sign ordinance was discussed. When the sign ordinance was adopted into the current ordinances there were portions of the sign ordinance missing. The area which needs to be updated is permitted location of signs. **Hintz/Oss motion to recommend approval of sign ordinances changes and move to Council passed without a negative voice vote.**

Currently the city does not have within its code the prohibition of carrying a firearm within a public building. The proposed changes would establish that no person shall carry a firearm whether or not concealed, loaded or unloaded into any building owned, occupied or operated by the City of Prescott, or any special event organized/operated by the City of Prescott subject to Wisconsin State Statute 941.235. **Oss/Hintz motion to recommend approval of prohibition of carrying a firearm in a public building and move to Council passed without a negative voice vote.**

The committee discussed zoning change and code enforcement issues. There appears to be a number of violations in the industrial and commercial zoning districts. It was discussed to gather information on these violations and bring back to committee. It was also discussed the current zoning code should be reviewed. This would be done by a third party. City Administrator Wolf will look for companies which do this type of work and will be brought back to committee.

Ruona/Hintz motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Clerk



To: Ordinance Committee
From: Matt Wolf, City Administrator
Date: March 8, 2022
Subject: Zoning Ordinance Update Proposals

Background

At the last meeting it was discussed getting proposals to have a third party look at the City of Prescott's Zoning Ordinance Chapter 635. Staff reached out to three organizations to get a quote. Those organizations were Cedar Corporation based in Wisconsin, SRF Consulting based in Minnesota, and WSB based in Minnesota.

Discussion

Staff will present copies of all three proposals to the Ordinance Committee as part of the meeting. Staff would like feedback on next steps and will have a discussion with the committee on how the work could potentially be paid for in either 2022 or 2023.



To: Ordinance Committee
From: Matt Wolf, City Administrator
Date: March 8, 2022
Subject: Code Enforcement Procedures & Discussion

Discussion

Staff would like to develop a set procedure for addressing code enforcement issues now that the City of Prescott has brought on a full-time Planner. There have been several code enforcement issues that have been brought to the City's attention and as a result we would like to start addressing those issues. Additionally, the City Planner, Carter Hayes, has begun development of an internal GIS tracking application for code enforcement issues. We would like the Ordinance Committee to review these items and give their feedback.

Staff has attached a Code Enforcement Procedures overview along with the major properties that currently have code violations that need to be resolved.

Attachments

1. Code Enforcement Procedures

CODE ENFORCEMENT PROCEDURES*

1. City Planner goes to the site to take pictures of the code enforcement issues from road/street.
2. City Planner issues letter to property owner with notification to come into compliance.
Including:
 - a. Description of the real estate (address)
 - b. Include a statement of the reason or reasons why it is being issued and a statement of remedial actions, which, if taken, would affect compliance with the provisions of this chapter
 - c. State a reasonable date for the performance of any remedial actions
 - d. Be served upon the owner, occupant or the agent, as the case may require, provided that such notice shall be deemed to be properly served upon such owner, occupant or agent, if a copy is delivered personally or by leaving a copy at the place abode with a person at least 18 years of age residing there or by mailing by certified mail a copy to the last address and the date of mailing shall be deemed the date of service.
3. If code compliance is not met by deadline established in letter Police Department issues citation.
4. Once a citation is issued the City will wait until the issue is either resolved (cleaned-up) or our City Attorney lets us know that the matter has not been brought into compliance.
5. If the issue has not been brought into compliance the City will issue a letter to property notifying them that the City will be taking remedial actions (i.e. clean-up or removal) on the noncompliance code issues on site for which the cost shall be assessed against the real estate as a special charge. This letter shall be served upon the owner, occupant, or the agent and will include that right to hearing in front of the Plan Commission within 10 days of property owner having been served the notice of intent to remediate property.

Code Enforcement Property Requests

1. 810 Hope Street – Abandoned Vehicles and Nuisance Property (Breeding Places for Vermin, Street Pollution, Depreciation of Real Estate Values caused by Disrepair or Unattractive Appearance), Abandoned appliances
2. 634, 704, 710 Pine Street – Nuisance Property(s)
3. 945 Canton Street – Abandoned/Junk Vehicles
4. 154 Wacota Street – Nuisance Property
5. 1000 Canton Street – Abandoned/Junk Trailer Home
6. 253 Tower Heights Court – Abandoned Vehicle, Junk Appliances, Nuisance Property
*If property owners reach out at anytime during the process and offer a clean-up or compliance schedule, we delay the procedures to allow them the time to come into compliance if their schedule is within a reasonable timeframe.