



**CITY OF PRESCOTT, WISCONSIN
MEETING NOTICE
PLANNING COMMISSION
MONDAY, May 4, 2026
6:00 P.M.
PRESCOTT CITY HALL
800 BORNER ST., PRESCOTT, WI 54021**

- 1) Call to Order
- 2) Roll Call
- 3) Approve Plan Commission Minutes – April 6, 2026
- 4) Walnut Circle Final Plat
- 5) Other Business
 - a) Next Meeting – Monday, June 1 at 6:00 PM
- 6) Adjourn

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



Planning Commission Meeting Minutes

April 6th, 2026

Pursuant to due call and notice thereof, a meeting of the Planning Commission was held on April 6th, 2026, at the Municipal Building, 800 Borner Street, Prescott, Wisconsin 54021. The meeting was called to order at 6:00 PM

Commission Present: Mayor Robert Daugherty, Mike Gerke, Steve Most, Bailey Ruona, Dave Hovel, Josh Gergen, Kate Otto

Commission Absent:

Staff Present: City Administrator Matt Wolf, City Planner Luke Wiese

Others Present: Clynt Kistler from P City Properties LLC, Josh Miller from Cedar Corporation, Trevor Bohland from Capital Investment Partners, and members of the public.

1. Approve minutes for March 2nd, 2026

Commissioner Ruona motioned to approve the minutes, Hovel seconded; motion passed without a negative voice vote (7-0)

2. Public Hearing – Conditional Use Permit for ADU at 878 E Washington St.

Commissioner Ruona motioned to open the public hearing, Gerke seconded; motion passed without a negative voice (7-0)

Planner Wiese presented information regarding 878 E Washington St. The Conditional Use Applicant Clynt Kissler requested a Conditional Use Permit to allow an accessory dwelling unit within the existing detached accessory structure on the property

Laura Hammon of 953 Washington St. spoke regarding the history of the structure, the lack of prior City records showing formal approval, and concerns about how the property could be used as a rental. Staff and the applicant explained that the City does not have complete historical records for all older improvements, that the current request was to formally establish the ADU through the Conditional Use Permit process, and that the ADU would be subject to the owner occupancy and long-term rental requirements.

Gary Soberg of 912 Washington St. asked questions about occupancy and parking. The applicant stated the ADU is currently laid out as a studio and indicated off-street parking is available on site.

The Commission also discussed that, under Wisconsin Act 67, the review should focus on whether the application meets the ordinance standards and proposed conditions.

Commissioner Hovel motioned to close the public hearing, Ruona seconded; motion passed without a negative voice (7-0).

Commissioner Gerke motioned to approve resolution XX-26 to council for approval, Ruona seconded; motion passed without a negative voice (7-0).

3. The Bluffs Revised Development Proposal at 1452 Glenridge Drive

City Administrator Wolf reviewed the background of 1452 Glenridge Drive. Wolf explained that the original concept plan had previously been approved, but the Planned Unit Development request was recommended for denial due to the number of principal buildings and accessory structures. He stated that Capital Investment Partners had now submitted two revised concepts for Plan Commission review. Concept 1 included one four-story building with 112 units and no accessory structures. Concept 2 included three three-story buildings with 106 units and two accessory structures. The proposed \$75,000 fee in lieu of park land dedication and the planned pedestrian improvements were also discussed. Concept 1 would require relocation of the existing 12-inch water main running through the site, while Concept 2 would allow it to remain in place.

The applicant presented both concepts and stated that Concept 1 met R-4 requirements without a PUD, while Concept 2 was their preferred option because it avoided relocation of the water main and reduced the overall building mass. SEH Engineering also reviewed the traffic analysis and stated that the projected trip generation was relatively limited and did not directly align with Highway 10 peak traffic periods.

Commissioner Ruona raised concerns over the water main in concept 1. Ruona stated that a City easement would be required for access but because the 1 building proposal is on top of it, this would make it impossible without moving the existing water main. Ruona wondered who would be paying for this. City Administrator Wolf explained that because it is a concept plan this is not part of the current discussion, however it is true that this would need to be addressed.

Commission discussion also focused on the appearance and scale of buildings, traffic, parking and sewer capacity. Commissioner Otto stated a preference for Concept 1 and wanted remaining issues addressed through site plan review.

Commissioner Hovel stated that he preferred Concept 2 because the building scale would fit better with the surrounding area and it avoided concerns related to fire access and the water main

Commissioner Hovel motioned to recommend Concept Plan 2 to City Council for approval, Most seconded; motion passed (6-1).

Commissioner Gergen motioned to approve the resolution approving the site plan resolution for the Bluffs multi-family development at 1452 Glenridge Drive, Gerke seconded; motion passed (6-1).

Commissioner Gergen motioned to approve the resolution approving the Certified Survey Map for the Bluffs multifamily development, Gerke seconded; motion passed (6-1).

Commissioner Hovel motioned to recommend Park Option #1, to be located near the water tower just north of The Bluffs multifamily development, Gergen seconded; motion passed (6-1).

4. 2026 Façade Improvement Program

City Planner Wiese reviewed the 2026 Façade Improvement Program scoring results and reminded the Commission that the program is funded at \$50,000 annually from 2025 through 2030, with all grants awarded on a reimbursement basis. He summarized the five applications received and presented the average scores. The highest scoring project was 235 and 237 Broad Street, followed by 206 Broad Street, 144 Broad Street, 209 Broad Street, and 227 and 231 Broad Street. Staff also noted that, in addition to the \$50,000 allocated for 2026, \$8,710.50 remained from the 2025 program and could be added to this year's funding.

The commission considered how to allocate the available funds among the top scoring applicants. The Commission recommended allocating the full requested amount to 235 and 237 Broad street in the \$12,000 amount requested and to award the remaining \$46,710.50 to 206 Broad Street.

Commissioner Hovel motioned to recommend awarding the full requested amount to 235 and 237 Broad Street and awarding the remaining available funds to 206 Broad Street, Otto seconded; motion passed without a negative voice (7-0).

5. Comprehensive Plan Updates

Josh Miller reviewed the draft Comprehensive Plan and explained the highlighted changes. Miller reviewed the revised household and population projections, additional employment forecast information, and updates to policy language throughout the plan. The Plan Commission discussed the updated growth assumptions, future land use decisions, housing conditions in the City, renewable energy. There was also discussion about whether the Plan should include policy to help guide any future regulation of data centers. Miller

noted that additional minor revisions could be made before the public hearing draft is finalized.

Commissioner Ruona motioned to recommend holding the public hearing for the Comprehensive Plan on June 1, 2026, Gerke seconded; motion passed without a negative voice (7-0).

Commissioner Ruona motioned to adjourn. Gergen seconded; motion passed without a negative voice vote (7-0). The meeting was adjourned at 7:59 PM.

The next Plan Commission meeting will be held on Monday, May 4th, 2026, at 6:00 PM at Prescott City Hall.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Luke Wiese".

Luke Wiese
Planner



To: Plan Commission
From: Luke Wiese, Planner
Date: April 27, 2026
Subject: Walnut Circle Final Plat

Background

Pursuant to City Code §510-12, Doug Erickson and Ogden Engineering has submitted a Final Plat for Walnut Circle. A nine-lot single-family residential subdivision located near the intersection of Walnut and Dexter Street.

The City Council approved the Preliminary Plat and Development Agreement for the project on March 23, 2026. Under City Code § 510-12, the Plan Commission reviews a final plat for conformance with the approved preliminary plat, any conditions of preliminary approval.

Discussion

The submitted Final Plat remains consistent with the approved Preliminary Plat. The Walnut Circle. subdivision will include nine single-family residential lots, the Cul-de-sac, stormwater pond, and park dedication which will connect Walnut Circle to the Magee Park trail system are to be dedicated to the public.

The Final Plat includes a minor adjustment between the public park dedication area and the stormwater management outlot. The overall development layout remains consistent with the approved Preliminary Plat.

Item	Preliminary Plat	Final Plat	Comments
Residential Lots	9 lots	9 lots	No Change.
Outlot 1 – Public Park Dedication	23.302 acres	23.902 acres	Park dedication area increased by approximately 0.600 acre
Outlot 2 – Stormwater Management Pond	4.001 acres	3.386 acres	Stormwater outlot area decreased because a portion was shifted into the park dedication area.

Zoning & Lot Layout

The property is zoned R-1 Mixed Residential. The R-1 district requires a minimum lot area of 8,500 square feet. The Final Plat shows nine residential lots ranging from 41,491 square feet to 168,443 square feet. All lots meet the minimum lot area requirement. The final plat also shows the public right-of-way for the Cul-de-sac, utility easements, Stormwater pond outlot, and park outlot.

Utilities

As part of the approved Preliminary Plat and Development Agreement Walnut Circle public improvements include water, sanitary sewer, stormwater improvements, erosion control, public trail improvements, utility coordination and related construction obligations.

The City has also approved the Walnut Circle water main construction plans for submittal to the Wisconsin Department of Natural Resources. Construction of utilities remains subject to the approved plans, DNR requirements, and the terms of the development agreement

Grading and Sewer Grinder Pump Agreements

Due to the topography of Walnut Circle Lot grading is to be deferred to the building permit stage. Each future building permit application must include a site-specific grading plan or survey demonstrating compliance with City Code and compatibility with adjacent properties.

Each new home within the subdivision will also be required to install an individual sewer grinder pump system. A residential sewer grinder pump agreement must be executed and recorded before issuance of a building permit for each lot. As approved by the City Council with the Development Agreement, the sewer connection fee for lots within the Walnut Circle Subdivision is waived.

Recommendation

1. Consider Approval of the Walnut Circle Final Plat

Attachments

1. Final Plat Walnut Circle
2. Resolution XX-26 Approving the Walnut Circle Final Plat

Walnut Circle

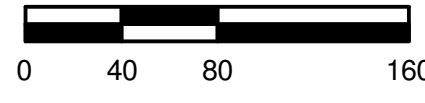
Located in the NW 1/4 of the SW 1/4 and the SW 1/4 of the SW 1/4, all in Section 11, T26N, R20W, City of Prescott, Pierce County, Wisconsin.

Legend

- County Section Corner Monument, found (Steel "Survey Mark" Nail unless otherwise noted).
- ⊙ 2 3/8" o.d. Iron Pipe, found.
- 1 1/4" o.d. Iron Pipe, found.
- 1 1/4" Iron Rebar, found.
- ⊗ 3/4" Iron Rebar, found.
- 1 1/4" x 18" round iron bar weighing 4.17 lbs./linear foot, set, 1 1/4" (o.d.) x 18" iron pipe weighing 1.68 lbs./linear foot set at all other lot and outlet corners.
- ⊕ 1 1/4" (o.d.) x 18" iron pipe weighing 1.68 lbs./linear foot, set.
- ⊙ Magnetic Survey Nail (Mag-Nail), set.
- (200.00) Previously recorded dimension.
- 10' Wide Utility Easement.
- ⋯ Special Building Setback Line (Contact the City of Prescott for information on other setback lines).

Boundary referenced to the West line of the SW 1/4 of Section 11, T26N, R20W, assumed to bear N 00°07'49" W.

Scale In Feet



Document Number 541864

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

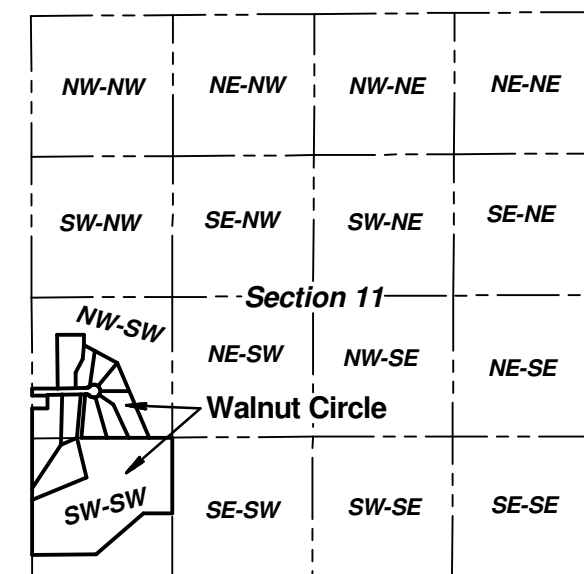
Certified _____, 20__

Department of Administration

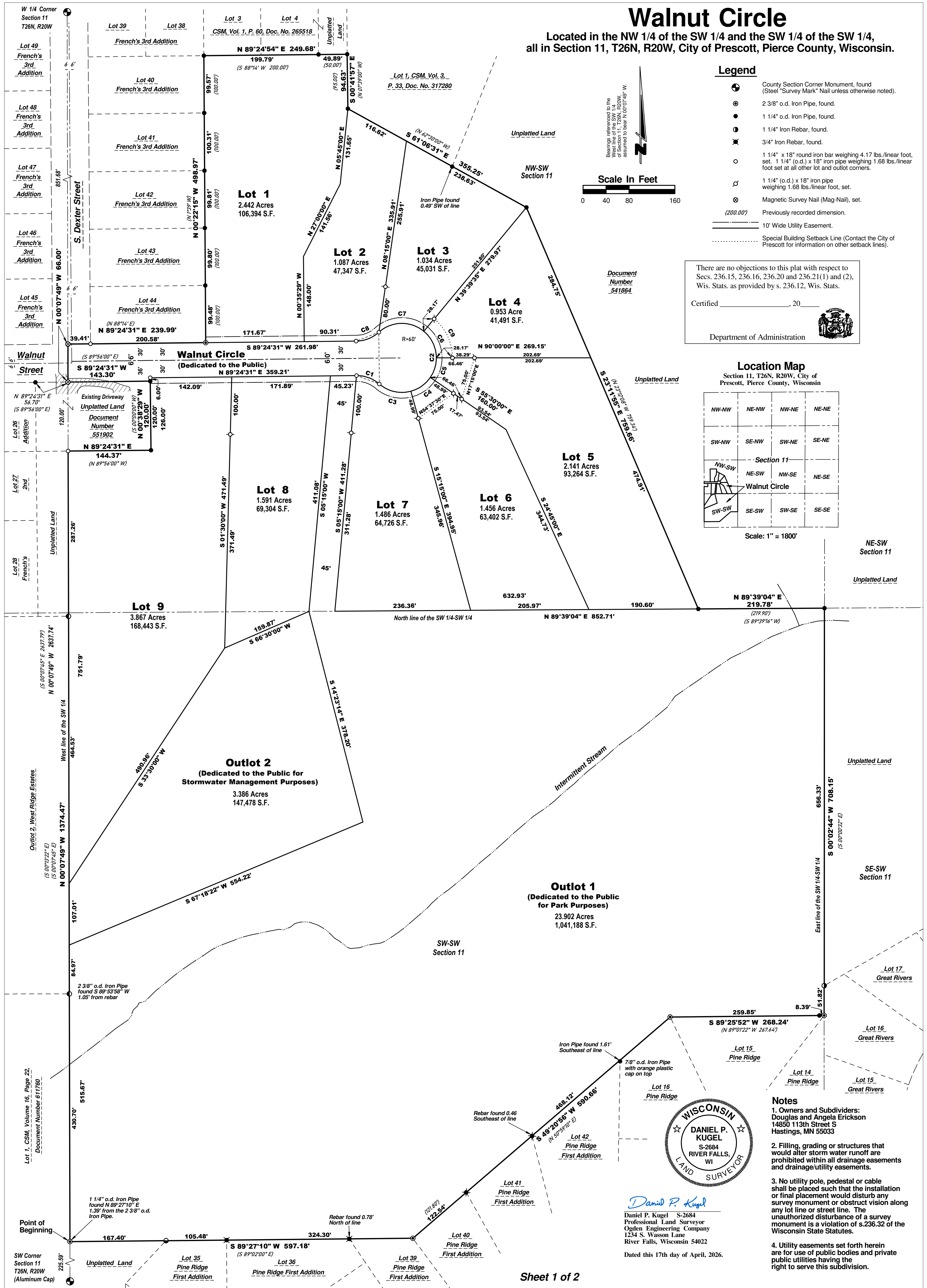


Location Map

Section 11, T26N, R20W, City of Prescott, Pierce County, Wisconsin



Scale: 1" = 1800'



**RESOLUTION XX-26
CITY OF PRESCOTT, WISCONSIN**

A RESOLUTION APPROVING THE FINAL PLAT FOR WALNUT CIRCLE

WHEREAS, Walnut Circle Development LLC (“Developer”) has submitted a Final Plat for a nine (9) lot single-family residential subdivision known as Walnut Circle Subdivision, located near the intersection of Walnut Street and Dexter Street, City of Prescott, Pierce County, Wisconsin; and

WHEREAS, the property is zoned R-1 Mixed Residential and the proposed lot sizes exceed the minimum requirements of Chapter 510 of the City Code; and

WHEREAS, the Plan Commission and City Council previously approved a Concept Plan for the development pursuant to §510-9 of the City Code; and

WHEREAS, the Plan Commission and Common Council approved the Preliminary Plat for Walnut Circle by Resolution 15-26; and

WHEREAS, the Common Council approved a Development Agreement with Walnut Circle Development LLC by Resolution 16-26, governing the construction, financing, and acceptance of public improvements associated with the subdivision; and

WHEREAS, the proposed development includes public improvements consisting of a 600-foot cul-de-sac (Walnut Circle), water and sanitary sewer infrastructure, stormwater management facilities including a regional stormwater pond, and an 8-foot multi-use trail; and

WHEREAS, the Developer proposes dedication of approximately 23.9 acres of land for future park and open space purposes, exceeding the 10% parkland dedication requirement under §510-47; and

WHEREAS, the Plan Commission has reviewed the Final Plat and related materials and has determined that the Final Plat substantially conforms to the approved Preliminary Plat, and is consistent with the City’s Comprehensive Plan and the intent and requirements of Chapter 510

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Prescott, Wisconsin, as follows:

1. The Final Plat for Walnut Circle Subdivision is hereby approved, subject to the conditions set forth herein:
 - a. Development Agreement – the Developer shall enter into a Development Agreement with the City pursuant to §510-22, including provision of an automatically renewable irrevocable Letter of Credit equal to 120% of outstanding public improvement costs, valid through a fourteen (14) month warranty period.

- b. Grading Plans – Each building permit application shall include a site-specific grading plan or survey demonstrating compliance with City Code and compatibility with adjacent properties.
- c. Grinder Pump Agreement - Each lot shall install an individual grinder pump system. A Residential Sewer Grinder Pump Agreement shall be executed and recorded prior to issuance of a building permit.
- d. Stormwater Management - Stormwater improvements shall be constructed in accordance with the approved hydrology study and applicable DNR requirements. The Developer’s engineer must provide the stormwater quality modeling results and must submit the storm water management plan to the City, that will be submitted to the WDNR.
- e. Street Signs – All street signs are subject to review of the City of Prescott Public Works Department; the Developer shall conform with any requests for additional signs or movement of signs to alternate locations.
- f. Utility Coordination – The contractor must coordinate with the City of Prescott prior to installation of sewer and water connections at the intersection of Walnut St and Dexter St.
- g. Private Utilities – The Developer shall provide final utility plan layout for gas, electric, and communications in compliance with §510-30 prior to commencement of construction.
- h. Swale Design - The engineer must provide design for the rip-rap swale, showing the velocities of flow and filter fabric/rip-rap design and channel size design.
- i. Erosion Control and Drainage - An erosion and sediment control plan permit must be obtained from the Zoning Administrator, pursuant to Section 500-8. The Developer must obtain a WDNR NOI per NR 216 and NR151. The Developer must provide a tracking pad at the entrance to Walnut/Dexter St.
- j. Compliance with All Ordinances - The Developer shall comply with all applicable City ordinances, permit requirements, and impact fee obligations.

Approved this 11th day of May 2026.

Michael H. Gerke, Mayor

Attest:

Rashel Temmers, City Clerk