

MINUTES FOR PLANNING COMMISSION

A Planning Commission was held on **Thursday, April 03, 2025 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile +13126266799,,2708608080#,,,,*206751# US (Chicago)

CALL TO ORDER

- Meeting called to order by the Commission Chair, Mayor Paul Dwyer, at 6:30pm.

Roll Call

1. Mayor Paul Dwyer: Present
2. Alderperson Scholze: Present
3. Alderperson Glynn: Present
4. Citizen Bryan Meyer: Present
5. Citizen Brian Rice: Present
6. Citizen Eric Prise: Present
7. Citizen Tina Thompson: Not Present

Chairperson States Rules of Order

- Mayor Paul Dwyer stated that the City Council had just received training on the rules of order and reminded members present to adhere to said rules.

ANYONE DESIRING TO APPEAR TO BEFORE THE PLANNING COMMISSION

No action will be taken by the Planning Commission under this agenda item. Members of the public will adhere to the rules of order stated by the Chairperson.

1. Mr. Don Roscovius addressed the Commission regarding an issue he is having regarding compliance with a sign on his property at 205 Arthur St. The sign was installed in 2007; however, in the public right of way in violation of local ordinance. However, Director Morales was able to working with LaCrosse Sign Company and retrieved a sign permit that the City of Tomah had issued at the time of installation. Mr. Roscovius would like the City Plan Commission to decide on whether or not he can keep the sign.

TRAINING

A. Vandewalle & Associates Planning Commission Training

- Mr. Ben Rohr of Vandewalle & Associates delivered a virtual presentation on the duties, responsibilities, and authorities of the City Planning Commission under Wisconsin State Statutes.

B. Review of Wisconsin State Statute 62.23

- Director Morales asked the members if they had any questions regarding Wisconsin State Statute 62.23; there were none.

C. Review of Municipal Ordinance Chapter 2: Administration, Division 4: City Plan Commission

- Director Morales asked the member if they had any questions regarding the City of Tomah ordinance established the City Plan Commission; Mr. Bryan Meyer asked two questions regarding Certified Survey Maps. It was determined that the City Plan Commission retained the authority to approved CSMs.

APPROVAL

A. March Meeting Minutes

- Motion to approve the March Meeting Minutes: Mr. Price
- Second: Mr. Meyer
- Discussion: None
- Vote:
 - Mayor Paul Dwyer: Yay
 - Alderperson Scholze: Yay
 - Alderperson Glynn: Yay
 - Citizen Bryan Meyer: Yay
 - Citizen Brian Rice: Yay
 - Citizen Eric Prise: Yay
 - Citizen Tina Thompson: Not Present

B. Site Plan Review: 1100 Superior Avenue

- Motion to approve the site plan: Mr. Prise
- Second: Mr. Rice
- Discussion: Director Morales reiterated that the site plan for said property met all checklist requirements. Alderperson Scholze asked if the Downtown Design Standards levied any additional requirements for the site plan. Director Morales answered that the site plan was compliant with DDS. The property owner and contractor for the project were both in attendance to answer questions; they were not summoned.
- Vote:
 - Mayor Paul Dwyer: Yay
 - Alderperson Scholze: Yay
 - Alderperson Glynn: Yay
 - Citizen Bryan Meyer: Yay
 - Citizen Brian Rice: Yay
 - Citizen Eric Prise: Yay
 - Citizen Tina Thompson: Not Present

DISCUSSION

A. April Reorganization

- Director Morales gave amplifying information regarding the memorandum in the agenda packet and asked if there were any additional questions; there were none.

B. Short Term Vacation Rentals

- Director Morales reiterated that the number one challenge facing the City is housing, and reiterated the comments from the memorandum in the agenda packet. Mr. Rohr explained the reasoning behind the two options for draft ordinances. Mr. Prise gave historical context on how long the City has dealt with this issue. Alderperson Scholze pointed out the complicated nature of this issue and its relation to tourism. Several members asked Director Morales and Mr. Rohr if there were other examples closer to Tomah for a draft ordinance. More research is needed. Members generally agreed that further discussion on an ordinance is prudent.

C. Department of Economic Development and Zoning Monthly Update

- Director Morales gave brief updates regarding Operation Welcome Home, Operation Phoenix, and Operation Clean Tomah. He stated that there has not yet been a significant increase in permit applications, but that the spring and summer building season is approaching.

D. Downtown Master Plan Status Update

- Director Morales and Mr. Rohr gave an update regarding the Downtown Master Plan. Mr. Prise asked what the way forward is with red items. Mr. Rohr explained that one of wins the City has achieved is the Façade Improvement Grant Program, and that traction had been gained on several projects.

FUTURE AGENDA ITEMS

Department of Economic Development and Zoning Monthly Report

- There was a general consensus for this item next month.

Downtown Master Plan Update

- There was a general consensus for this item next month.

Operation Welcome Home - Project Habitat For Humanity

- Director Morales elaborated on the work that has been done for Operation Welcome Home and that it is the appropriate time to invite Habitat For Humanity to give a presentation on doing a project in Tomah. There was a general consensus for this item next month.

Mr. Prise requested that Mr. Roscovius’s sign issue be added to the agenda for next month.

- There was a general consensus for this item next month.

FUTURE MEETING DATE

1 May 2025 at 5:30pm in the City Council Chambers

ADJOURN

- Motion to adjourn the meeting: Mr. Prise
- Second: Alderperson Scholze
- Discussion: None

- Vote:
 - Mayor Paul Dwyer: Yay
 - Alderperson Scholze: Yay
 - Alderperson Glynn: Yay
 - Citizen Bryan Meyer: Yay
 - Citizen Brian Rice: Yay
 - Citizen Eric Prise: Yay
 - Citizen Tina Thompson: Not Present
- The meeting was adjourned at 7:51pm.