



## **AGENDA FOR PLANNING COMMISSION**

### **MEETING NOTICE**

A Planning Commission meeting will be held on **Thursday, June 23, 2022 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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#### **Zoom Info**

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmJLVFEFb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

+13126266799,,2708608080#,,,\*,206751# US (Chicago)

#### **ROLL CALL**

#### **APPROVAL OF MEETING MINUTES**

- A. [Approval of Previous Meeting Minutes](#)

#### **PUBLIC HEARING**

- A. [Public hearing, Section 52-68, to consider the Conditional Use Permit application of Jan Sherwood, to obtain a permit to operate a physical and online sale of hair and beauty supplies from her residence at 612 Mubarak St. Parcel #: 286-02654-3214 HILL CREST LOT 14.](#)
- B. Discussion and recommendation related to the request from Jan Sherwood to obtain a Conditional Use Permit to operate a home business from her residence at 612 Mubarak St.

#### **DISCUSSION ITEMS**

- A. [Site Plan Review: 1520 N Superior Ave, Lebakkens Store](#)
- B. Discuss Downtown Design Standards
- C. [Discuss Ordinance Change to Residential District - Sec. 52-34 \(a\) \(1\)](#)

#### **ADJOURNMENT**

**NOTICE:** It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

## MINUTES FOR PLANNING COMMISSION

A Planning Commission was held on **Thursday, May 26, 2022 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. Mayor Mike Murray called the meeting to order at 5:30 PM.

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### **ZOOM MEETING INFO**

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmhLVFEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

+13126266799,,2708608080#,,, \*206751# US (Chicago)

### **ROLL CALL**

Present: Bryan Meyer, Brian Rice, Eric Prise, Tina Thompson, Mike Murray and John Glynn.

Absent: Adam Gigous.

### **APPROVAL OF MEETING MINUTES**

- A. Motion made by Meyers and second by Glynn to approve previous months minutes. All ayes.  
Motion carried.

### **DISCUSSION ITEMS**

- A. Reorganization of Planning Commission: Motion made by Glynn and second by Thompson to nominate Bryan Meyers for Vice Chair. All ayes. Motion carried.
- B. Review and Approve/Deny of moving permit for 209 W Benton: Motion made by Glynn to approve on the condition the insurance is approved by city attorney, Penny Precour, second by Thompson. All ayes. Motion carried.
- C. Discuss Conditional Uses in Residential District: Discussion on if agricultural usage should be in R1 condition use ordinance. June meeting will have an ordinance amendment to remove agricultural usage.

### **CERTIFIED SURVEY MAP**

Meyers reviewed the map and recommends it to be approved. Motion made by Meyers and second by Prise to approve the CSM for Tomah Storage LLC. All ayes. Motion carried.

Review/Approval of, Certified Survey Map (CSM) for Tomah Storage LLC, Description: Lots 1 and 2 of Vol. 23 Certified Survey Maps, Page 018, Document Number 593122, being part of the NW1/4-SW1/4, Section 22, T18N, R1W, City of Tomah, Monroe County, Wisconsin.

### **ADJOURNMENT**

Motion made by Prise and second by Thompson to adjourn at 5:45 PM.

Submitted by:

Casey Skowronski  
Casey Skowronski  
Public Works and Utilities Bookkeeper

05/31/2022  
Date

Meeting minutes to be approved on: June 23, 2022

**City of Tomah**  
**CONDITIONAL USE APPLICATION**

APPLICANT

Applicant Name: Jan Sherwood  
Address of Conditional Use Request: 612 Mubarak St. Tomah WI  
Owner of Site: Rod + Jan Sherwood

DESCRIPTION OF THE SUBJECT SITE

(1) Legal Description: \_\_\_\_\_  
\_\_\_\_\_

(2) Present Zoning Classification: R-3 Multi-Family  
\_\_\_\_\_

(3) Description of Existing Use Including Structures if any: - Single Family Home  
\_\_\_\_\_

(4) Describe Reason for Requesting a Conditional Use Permit: \_\_\_\_\_  
\_\_\_\_\_

ATTACHMENTS

- (1) Plat Plan Drawn to Scale
- (2) Names and Addresses of All Owners of Properties within 200 Feet of subject property. (City shall provide)
- (3) Fee Receipt in the Amount of \$125.00 from the City Treasurer

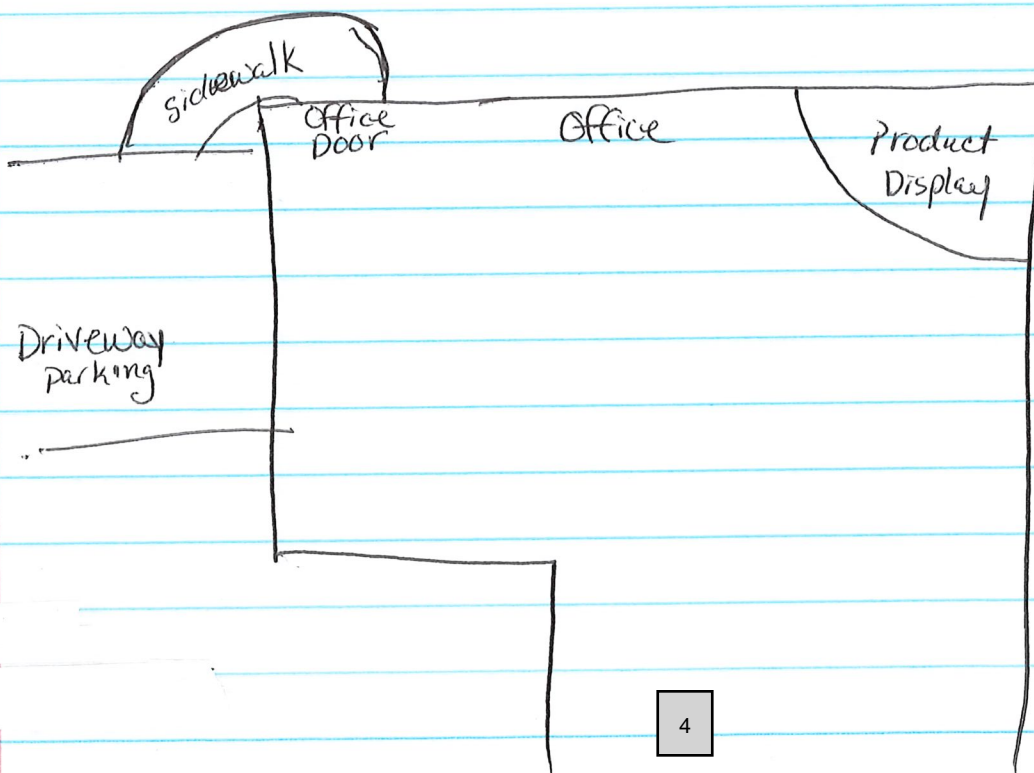
CERTIFICATION

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Janet M. Sherwood 612 Mubarak St 5-20-22  
Applicant Signature Address of Applicant Date

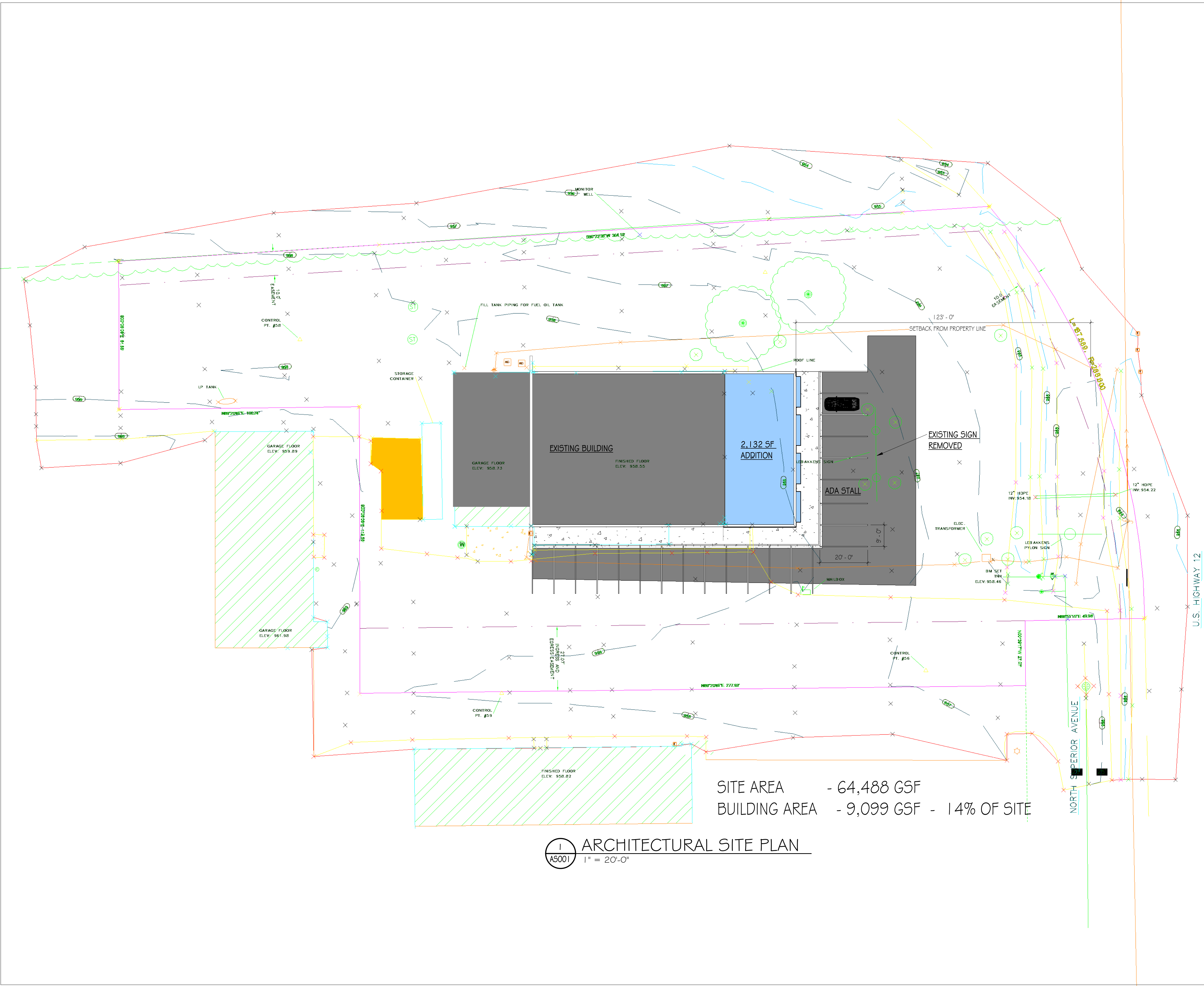
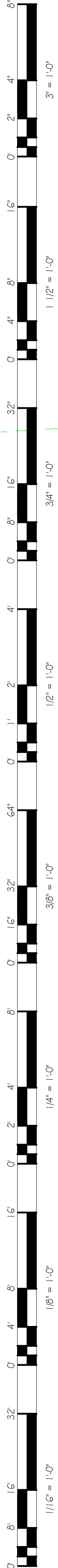
May 19 2022

Requesting the use of an in-home office for the physical & online Sale of hair & beauty related articles. Shampoos, conditioners, HairSprays, color, extentions, Styling products, styling utensils. No onstreet parking will be used. There will be no advertising or Signage used. Transactions will happen by appointment only and the average age of customers is over 35 years of age. Transactions would happen between the hours of 10Am - 5pm. 2-3 days during the week, NO weekends.





6/16/2022 4:33:40 PM Autodesk Docs://22.055 Lebakkens - Tomah/22.055 Lebakkens Tomah\_Cloud\_05.27.2022.rvt



SITE AREA - 64,488 GSF  
BUILDING AREA - 9,099 GSF - 14% OF SITE

1 ARCHITECTURAL SITE PLAN  
AS001 1" = 20'-0"

MARK	DATE	DESCRIPTION

DRAWN BY: Author  
FM: TT  
JOB NO: 22-055  
DATE: 05.24.2022  
ARCHITECTURAL SITE PLAN

AS001



LEBAKKENS  
LEBAKKENS - TOMAH  
1520 N Superior Ave, Tomah, WI 54660



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## Sec. 52-34. Residential districts.

(a) *R-1 single-family residential district.*

- (1) *Established.* The R-1 district is established to delineate areas now developed with one-family detached dwellings and to delineate adjoining areas presently undeveloped ~~or in agricultural usage likely to be developed~~ for single-family use.
- (2) *Principal use.* One-family dwellings except manufactured homes. Manufactured homes are permitted in the R-4 and R-5 districts only.
- (3) *Conditional uses.* Home or office occupation, government and cultural, utilities, and agricultural use pursuant to section 52-82(8).
- (4) *Lot, building, yards.* See schedule of regulations, section 52-40.

(b) *R-2 one- and two-family residential district.*

- (1) *Established.* The R-2 district is established to delineate certain areas of land, both developed and undeveloped, with peculiar characteristics, such as presently existing one- and two-unit dwellings, proximity to commercial development or proximity to major streets and because of a probable continued demand for such dwelling accommodations which are well-designed, pleasant places in which to live.
- (2) *Principal uses.* One- and two-family dwellings, zero lot line dwellings, and all uses permitted in the R-1 district.
- (3) *Conditional uses.* Public and quasi-public uses, planned residential developments, noncommercial meeting halls, nursing homes, home occupations, professional home offices, recreational uses and multifamily dwellings.
- (4) *Lots, buildings, yards.* See schedule of regulations, section 52-40.

(c) *R-3 multifamily residential district.*

- (1) *Established.* The R-3 district is established to delineate certain areas of land, both developed and undeveloped, with peculiar characteristics, such as existing high-density dwelling units, proximity to commercial developments or proximity to major streets and because of a probable continued demand for such dwelling accommodations which are well-designed, pleasant places to live.
- (2) *Principal uses.* Multifamily dwellings and all uses permitted in the R-1 and R-2 districts.
- (3) *Conditional uses.* Public and quasi-public uses, planned residential development, noncommercial meeting halls, nursing homes, home occupations, recreational uses and multifamily dwellings.
- (4) *Lots, buildings, yards.* See schedule of regulations, section 52-40.

(d) *R-4 manufactured home residential district.*

- (1) *Established.* The R-4 district is established to delineate certain areas of land presently undeveloped for manufactured homes for single-family occupancy.
- (2) *Principal use.* One-family dwellings.
- (3) *Conditional uses.* Government and cultural utilities and transportation uses.
- (4) *Standards of district.* The following standards shall be required of every district for manufactured homes.

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- a. All lots, buildings, accessory buildings and yards shall comply with all requirements of the R-1 district.
  - b. An R-4 district shall not be less than ten acres in area, including streets, parks, playgrounds and any other land dedicated to public use.
  - c. All units shall be installed on a raised concrete or masonry foundation no less than one foot above ground level. All excavation footings and foundations shall meet standards established by the department of industry, labor and human relations for one-family dwellings. Each unit shall be permanently anchored to the foundation.
  - d. All plans and specifications shall be filed and approved by the building inspector.
  - e. All roads and streets within the district shall be a minimum width of 60 feet and paved. Layout and construction of the roads and streets shall be approved by the director of public works.
  - f. The outer boundaries of an R-4 district shall contain a landscaped buffer zone. This buffer zone shall consist of a greenbelt strip not less than 15 feet in width located along all development boundaries. The buffer zone shall be composed of coniferous trees and shrubs.
  - g. The hitch, axle and wheel of the manufactured home shall be removed.
  - h. The foundation and dwelling shall be built to meet the floodplain requirements.

(e) *R-5 mobile home park district.*

- (1) *Definitions.* The provisions of Wis. Stats. § 66.0435 and the definitions therein are hereby adopted by reference and incorporated herein. In addition, the following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Campground* means the same as *Trailer camp*.

*Trailer camp* means any park, court, camp, site, plot, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodations for more than two trailers and shall include all buildings or intended for use as part of the equipment thereof, whether or not a charge is made for the use of the trailer camp and its facilities. The term "trailer camp" shall not include automobile or trailer sales lots on which unoccupied trailers are parked for purposes of inspection and sale.

- (2) *License required.* No person shall operate or maintain or offer for public use within the city any mobile home park or campground without first applying for and receiving from the city council a license to do so or without complying with the regulations contained herein.
- (3) *Application.* Every applicant for a license to maintain a mobile home park or campground shall file with the council a written application stating the name and address of the applicant, location of the park or campground, name of the owner, proprietor or manager of the campground and the dimensions of the campground. The application shall also state the actual or proposed sanitary facilities, maximum number of trailers that the park or campground will accommodate and such additional information as the council shall require. The applicant shall also file with his application a plat of the park or campground showing the location and proposed arrangement of trailers to be placed thereon and showing the location of streets, the location of toilets, showers or baths and all other sanitary facilities.
- (4) *Fees.*
- a. There is hereby imposed on each occupied, nonexempt mobile home located in the city a monthly parking fee as determined in accordance with Wis. Stats. § 66.0435. Such fees shall be

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paid to the city treasurer on or before the tenth day of the month following the month for which such fees are due.

- b. No person shall establish or operate upon property owned or controlled by him within the city a mobile home park without having first secured a license therefor from the city clerk. Such parks shall comply with Wis. Admin. Code ch. HSS 177, which is hereby adopted by reference and incorporated herein.
  - c. Licensees of mobile home parks and owners of land on which are parked any occupied, nonexempt mobile homes shall furnish information on such homes added to their park or land within five days after arrival of such home to the city clerk, on forms furnished by the city clerk in accordance with Wis. Stats. § 66.0435.
  - d. Occupants or owners of nonexempt mobile homes parked within the city limits shall remit such fees directly to the city treasurer as provided in Wis. Stats. § 66.0435, as amended.
  - e. Fees for licenses for campgrounds, camping resorts and recreational and educational camps shall be assessed by the city pursuant to the provisions of Wis. Stats. § 140.05(17). Such facilities shall comply with Wis. Admin. Code chs. HSS 177 and 178, which are hereby adopted by reference and incorporated herein.
- (5) *Health officer to inspect premises.* Before any license shall be granted, the health officer shall make or cause to be made an inspection of the premises for which a license has been applied for in order to determine whether the requirements of this section have or will be met by the applicant and no such license shall be granted until such inspection has been made. No license shall be granted for any land within the fire limits of the city. Annual inspections shall be made prior to the issuance of each license along with follow-up inspections to enforce corrections.
- (6) *Trailer camp standards.* The following shall be required of every campground:
- a. Every campground shall be located on a well-drained area which shall be sufficient in size to accommodate the number of trailers specified as the maximum number in the application. The owner or operator of the campground shall not offer to accommodate more trailers than the number of capacity of the camp.
  - b. An adequate supply of pure water for drinking and domestic purposes shall be available. There shall be provided in every campground adequate toilets connected with the city sewers for each sex. The minimum requirements shall be one toilet for each sex for every ten trailers, with urinals for males and one shower for each sex for every ten trailers.
  - c. Every campground shall be provided with a sufficient number of metal receptacles with close fitting metal covers for garbage and also suitable receptacles for other refuse. These receptacles shall at all times be maintained in a clean and sanitary condition.
  - d. Every campground shall be provided with means of lighting the same at night and all toilets and bath units shall be provided with sufficient lighting facilities so as to be safe and available for use at all times.
  - e. Every campground shall be equipped with at least one slop sink properly connected with the city sewer system.
  - f. Every campground shall be located so as to appear attractive, and the city may at any time require that any camp be screened by hedges or in some other suitable manner.
- (7) *Camp maintenance.* Every person owning or operating a campground shall maintain all toilets, baths or other permanent equipment in a state of good repair. The health officer shall enforce all the provisions of this section and for the purpose of securing enforcement thereof, the health officer, any member of



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the council or any other authorized representative of the city shall have the right and is hereby empowered to enter upon the premises of any campground now operating or which may be hereafter operated within the city to inspect the same and all accommodations connected therewith.

- (8) *Revocation of license.* Any license granted hereunder shall be subject to revocation or suspension by the city council as provided in this subsection.
- a. A notice shall be served on the person holding the license, specifying where he has failed to comply with this subsection and requiring him to appear before the council or a committee thereof at a day and hour therein specified, not less than ten days after the personal service of notice on such license holder, requiring him to show cause at such time and place why the license should not be revoked or suspended.
  - b. At the time and place mentioned in the notice, the person holding the license shall have the right to appear in person or by counsel to introduce such evidence as he may desire, and the health officer shall confront the licensee with any charges that the city may have against him. After such hearing, the city council may, at its discretion, revoke or suspend the license.
- (9) *Register.* Each owner or operator of a trailer camp shall keep a register of all guests, to be open at all times to inspection by city authorities, which shall show for all guests:
- a. Name and address.
  - b. State of legal residence.
  - c. Dates of entrance and departure.
  - d. License number.
  - e. Purpose of stay in camp.
  - f. Place of employment.
- (f) *R-6 zero lot line district.*
- (1) *Established.* The R-6 district is established to delineate areas of land, both developed and undeveloped, where duplexes may be sold as single-family homes.
  - (2) *Principal uses.* Single-family homes and duplexes.
  - (3) *Conditional uses.* There shall be no conditional permits issued in this district.
  - (4) *Lot, building, yard.* See schedule of regulations, section 52-40.
  - (5) *Standards of district.* The following standards shall be required of every R-6 district:
    - a. Each single-family home or unit of a duplex shall have its own water and sewer lateral.
    - b. All plans and specifications shall be filed and approved by the building inspector.
    - c. For duplexes sold as separate single-family homes, an appropriate agreement for any common walls shall be submitted to the city for review. Said agreement shall specifically provide for the maintenance of any common areas and facilities and include a procedure for the resolution of disputes regarding the maintenance of the structures and grounds. The agreement shall be signed and recorded with the county register of deeds as a covenant running with the land.

(Code 1993, § 17.22; Ord. No. 2007-09-08-C, § 2, 9-10-2007; Ord. No. 2015-05-05-D, § 1, 5-12-2015; Ord. No. 2020-10-13-D, § 2, 10-13-2020)