



AGENDA FOR LONG RANGE PLANNING COMMITTEE (AMENDED)

MEETING NOTICE

A Long Range Planning Committee (AMENDED) meeting will be held on **Tuesday, May 25, 2021**
at 5:30 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

Meeting Link: <https://zoom.us/j/91935372313?pwd=ZXdmNXFxd0UrZ2FaSG13VEErL3B6Zz09>

Meeting ID: 919 3537 2313

Passcode: 390111

Dial by your location: +1-312-626-6799 US

1. AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of April 27, 2021 Citizen Participation Committee Meeting Minutes](#)
- C. [Approval of April 27, 2021 Long Range Planning Committee Meeting Minutes](#)
- D. Nominations and Election of Officers (Chair and Vice-Chair)
- E. [Downtown Design Standards: Outdoor Food Service and Vending Unit](#)
- F. [Potential TID Amendments and TID Creation](#)
- G. Building Inspector Project Updates
- H. Administrator Updates

2. NEXT MEETING DATE: June 22, 2021

3. 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 JoAnn Cram, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.



ACTING AS CITIZEN PARTICIPATION COMMITTEE UNDER THE LONG RANGE PLANNING COMMITTEE

The City of Tomah Acting as Citizen Participation Committee (CPC) under the Long Range Planning Committee (LRPC) met on **Tuesday, April 27, 2021** at 5:30 p.m. in the Municipal Building, 819 Superior Avenue, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order – Roll Call: Member Powell called the meeting to order at 5:30 p.m. Members present: Adam Gigous, Remy Gomez, Mike Murray, Dustin Powell, Tina Thompson, Joanne Westpfahl, and Shawn Zabinski. Absent: Jeff Holthaus and Pete Reichardt. Quorum present.

Also in attendance: City Administrator Brad Hanson, Building Inspector Shane Rolff, Public Safety Director/Fire Chief Tim Adler, and Deputy City Clerk Berta Downs.

Community Development Block Grant - Public Facilities (CDBG-PF): Hanson thanked LRPC members for acting on behalf as the CPC board members. Hanson provided information on a CDBG-PF opportunity to help support the infrastructure for the city's new Fire/EMS department building. This program application will be brought before the May 4th, 2021 public hearing at the Special Council meeting to see if there's even community interest.

Fire Department Grant Application for 815 N Superior Ave: Hanson provided information on the application process. Division of Energy, Housing and Community Resources (DEHCR) offers a broad range of program assistance and funds to address public infrastructure and economic development opportunities. DEHCR requires the city to inform the community through various public meetings and other requirements will be completed after the public hearing on May 4, 2014. Hanson also advised the current residential house located at 815 N Superior Ave will be removed.

Community Development Block Grant - Other Grant Opportunities: Hanson advised city is working with a firm, Lexipol LLC, to discuss the American Rescue Plan (ARP). The city is anticipating 1.86 million in funds over the next two years; that amounts to \$930,000 each year. On behalf of the city, Lexipol will help create policies and give guidance on potential expenditures and what the city is allow to spend these funds on. ARP has earmarked funds for certain areas such as Fire Department and/or EMS personnel which will give the city an opportunity to save our tax payer's property taxes from increasing more than necessary.

Motion by Thompson, seconded by Gigous to accept items B, C, D with respect to proceed for application for various numbers of grants as Mr. Hanson described. Motion carried.

Next Meeting Date: May 25, 2021.

Adjournment: Motion by Thompson, seconded by Gomez to adjourn at 5:42 p.m. Motion carried.

Respectfully submitted by:

Berta Downs

Berta Downs, Deputy City Clerk, April 29, 2021



LONG RANGE PLANNING COMMITTEE

The City of Tomah Long Range Planning Committee (LRPC) met in session after the Citizen Participation Committee on **Tuesday, April 27, 2021** at 5:43 p.m. in the Municipal Building, 819 Superior Avenue, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order – Roll Call: Member Vice-Chair Dustin Powell called the meeting to order at 5:43 p.m. Members present: Adam Gigous, Remy Gomez, Mike Murray, Dustin Powell, Tina Thompson, Joanne Westpfahl, and Shawn Zabinski. Absent: Jeff Holthaus and Pete Reichardt. Quorum present.

Also in attendance: City Administrator Brad Hanson, Building Inspector Shane Rolff, Public Safety Director/Fire Chief Tim Adler, MSA Community Planner Steve Tremlett, Deputy City Clerk Berta Downs and seven community members.

Approval of March 23, 2021 Meeting Minutes: Motion by Murray, second by Zabinski to approve the minutes of the March 23, 2021 meeting. Motion carried.

Discuss Design Standards Amendment for Properties Located in Transitional Area: Rolff asked the board members to take a look at amending the Downtown Design Standards for the transitional areas rather than grant waiver after waiver. Several waivers have been considered and approved allowing the building to use vinyl siding, which is currently prohibited in this area per the Downtown Design Standards.

Steve Tremlett, MSA Community Planner, recommended amending the standards to allow for vinyl siding in the transitional area for the downtown with the following two options: Option 1, no use on Superior Avenue, but to allow use on all other sides, or Option 2, Allow for accent use on Superior Avenue, and use as the primary material on all other sides.

Murray left the meeting at 5:50pm. Quorum present.

Motion by Gomez, second by Gigous, to make a recommendation for the Common Council to approve Option 2, allowing vinyl siding accent use on Superior Avenue and to use as the primary material on all other sides in the transitional area. Motion carried.

Reviewing Certificate of Appropriateness and Waiver Request – 411 Superior Ave: Mary Maas, owner of Fastax LLC, has submitted an application for certificate of appropriateness for new vinyl siding and deck repair at 411 Superior Avenue. This building is located in the transitional area and Maas is requesting a waiver to use vinyl siding due to creating an undue hardship.

Motion by Thompson, second by Zabinski to approve the Certificate of Appropriateness for Fastax LLC at 411 Superior Avenue for Mary Maas as submitted and to allow the use of vinyl siding. Motion carried.

Reviewing Certificate of Appropriateness and Waiver Request – 111 E Jackson St: Judith Jonson Faulkner has submitted an application for certificate of appropriateness for new vinyl siding, metal roofing, and windows at 111 E Jackson Street. This building is located in the transitional area and Jonson Faulkner is requesting a waiver to use vinyl siding due to creating an undue hardship.

Motion by Thompson, second by Gomez to approve the Certificate of Appropriateness for Judith Jonson Faulkner at 111 E Jackson Street as submitted and to allow the use of vinyl siding. Motion carried.

Discussion on Food Truck Regulations: Currently, the city only requires a Direct Sellers/Transient Merchandise Registration application to run a food truck business as it is only temporary. Rolff address in the downtown care, how do we as a city regulate those standards? Currently, the city has no regulations to permit this use. The LRPC should concentrate on standards set for the downtown areas only and the planning commission will set regulations for the rest of the city.

Steve Tremlett, MSA Community Planner, provided regulations and design standards developed in other Wisconsin communities to initiate this conversation on food trucks. He also provided two major concerns for allowing this use: 1.) How do you procedural approve and keep track of this temporary use, and 2.) What regulations should be established with the use, during and after operation, and should the requirements differ by location (i.e. downtown vs. another location).

Anthony Rocco with BAD Properties presented to the board his envision of a food truck venue located in the downtown area. He wants to provide an area to eat, play lawn games, possibly add an outdoor movie center, and to help generate commerce in the downtown area.

Rolff advise the city is looking into setting standards for food trucks in and outside of the downtown area. This is informational only, no action needed on this item.

Building Inspector Project Updates: Rolff advised no new projects at this time. The project located at 935 N Superior Avenue is nearing completion and adding five executive offices to include a bathroom. The old hospital will be turned into a Community Based Residential Facility (CBRF) to include 30 - 40 beds.

Administrator Updates: Hanson advised the city is not ready to roll out the creation of the new TIF district which will lose some value due to the loss of a burnt building in the downtown area. The hotel comprehensive study for economic development is on-going and results should be back soon. It is very important for the business owners to complete these surveys to help collect information.

Next Meeting Date: May 25, 2021.

Adjournment: Motion by Thompson, seconded by Westpfahl to adjourn at 6:54 p.m. Motion carried.

Respectfully submitted by:

Berta Downs

Berta Downs, Deputy City Clerk, April 30, 2021

Outdoor Food Service & Vending Units

INTENT: To create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

SITE DESIGN

APPROPRIATE EXAMPLES



1. Outdoor food service areas **shall** be permitted under Chapter 32 of the City's Ordinances.
2. Outdoor food service **shall** be on private property, and **shall** be tied to the on-premise business (i.e., selling similar products already available in the store), or **shall** be approved on a case-by-case basis based on the merits of the business plan and may require meeting the corresponding recommendations in addition to the standards.
3. All ancillary structures of a permanent nature, including, but not limited to, storage facilities, restrooms and seating pavilions, **shall** comply with all applicable building standards within this handbook and applicable City, County and State building requirements.
5. Use of floor coverings are **prohibited**, including artificial turf, paint, and carpet.
6. Building entrances **shall** have a direct clear path unimpeded (minimum of five (5) feet) for ingress and egress.
7. Dining furniture (e.g., tables, chairs, bar stools, picnic tables, etc.) **shall** be of commercial grade, and **shall** be constructed primarily of finished-grade wood, metal or composite material. **Prohibited** dining furniture include: lightweight materials, unstained/unpainted pressure-treated wood, and/or primarily plastic.
8. If used, dumpsters and carts **shall** be screened from view from Superior Avenue through landscaping and/or fencing/walls.
9. Trash receptacles **shall** be provided, maintained and approved by LRPC.
10. Lighting **shall** meet Lighting standards in this Handbook (P15). If used, string lights **shall** be commercial-grade and affixed to supports or building through typical construction means (e.g., not affixed with tape, string, or other temporary method).

11. Sales from RVs and tents are **prohibited**, unless conditionally approved for a special event.
12. Outdoor display and storage areas **shall** be screened from view from adjacent residentially zoned property by a minimum of six (6) foot solid fence or wall.
13. **Vending Unit shall** be located on a paved pad, and **shall** adhere to the setback requirements of the underlying zoning district.
14. If multiple (**vending unit**) pads are proposed, they **shall** be a minimum of ten (10) feet apart.

Recommendations

- A. All outdoor food service areas open to the public are encouraged to be ADA compliant.
- B. **Vending Unit** use of plastic materials, concrete block, fabric, and other loose materials are **discouraged** base materials.
- C. Dumpsters are strongly discouraged for customer disposal.
- D. Trash and recycling, including dumpsters and carts, are encouraged to be screened from view from parking areas.
- E. Umbrellas are encouraged to be made of canvas-type fabric, complement the building style and color schema, and provide a minimum of seven (7) foot vertical clearance.
- F. Use of living plants and flowers to soften hard surfaces is strongly encouraged.

APPROPRIATE EXAMPLES



DISCOURAGED



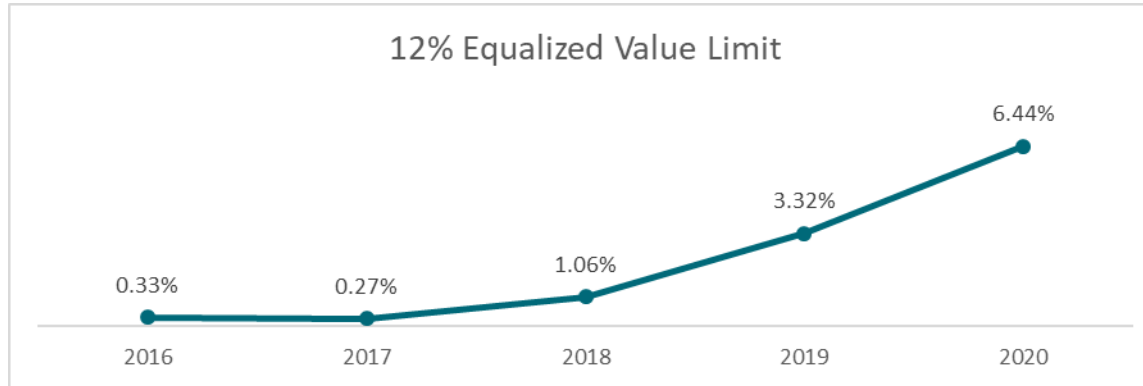
NOT PERMITTED



All TIF Districts

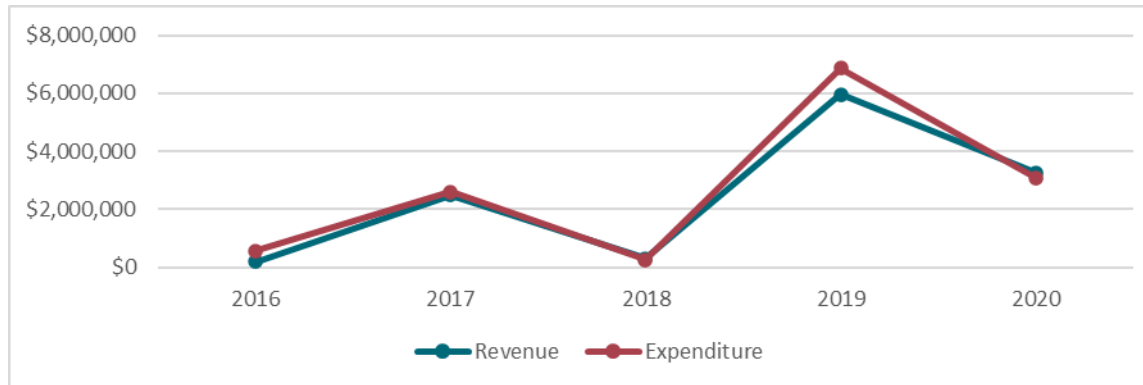
	DISTRESSED	BASE YEAR	CREATED	EXPENDITURE	MAX LIFE	EXTEND LIFE	EXPEND YEARS	STATUS
TID No. 10-Mixed Use	●	2018	5/8/2018	5/8/2034	5/8/2039		13	✓
TID No. 8-Rehabilitation/Conservator	●	2015	5/12/2015	5/12/2037	5/12/2042		16	✓
TID No. 9-Industrial Post 2004	●	2018	1/9/2018	1/9/2034	1/9/2039		13	✓

TIF Value Increment-All Districts



6.44% of the City's equalized value is in one of the three TIF districts, which is less than the 12% maximum limit. Therefore, the City can add territory to an existing TID or create a new TID. If the City's equalized value limit exceeds 12%, no additional territory could be added.

TIF Revenues & Expenditures-All Districts



Expenditures have outpaced revenues between 2016-2019 but revenue exceeded expenditures in 2020. The City can expect to see greater revenues as TIF values increase.

All TIDs are performing well.

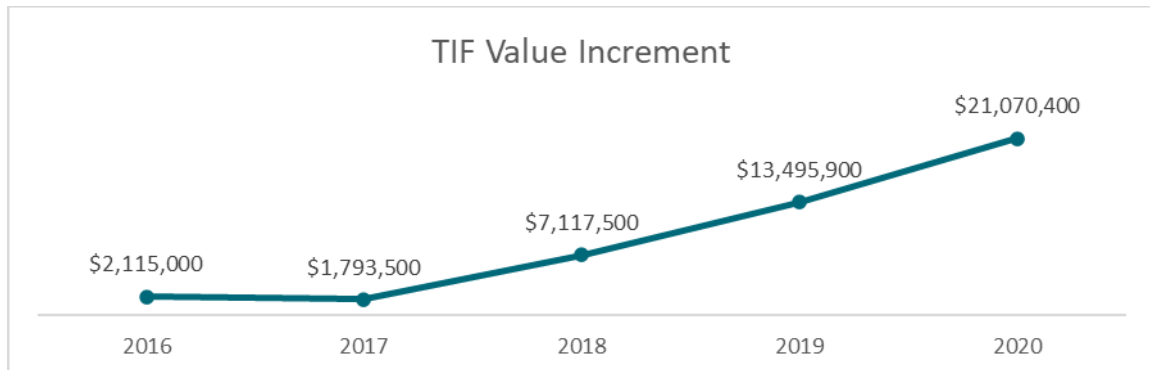
TIF District No. 8 Summary

TID Type	Rehabilitation-Conservation
Base Year	2015
Resolution Date	5/12/2015
Expenditure Date	5/12/2037
Expiration Date	5/12/2042
Extended Expiration	N/A
Distressed Status	N/A

TIF Value Increment

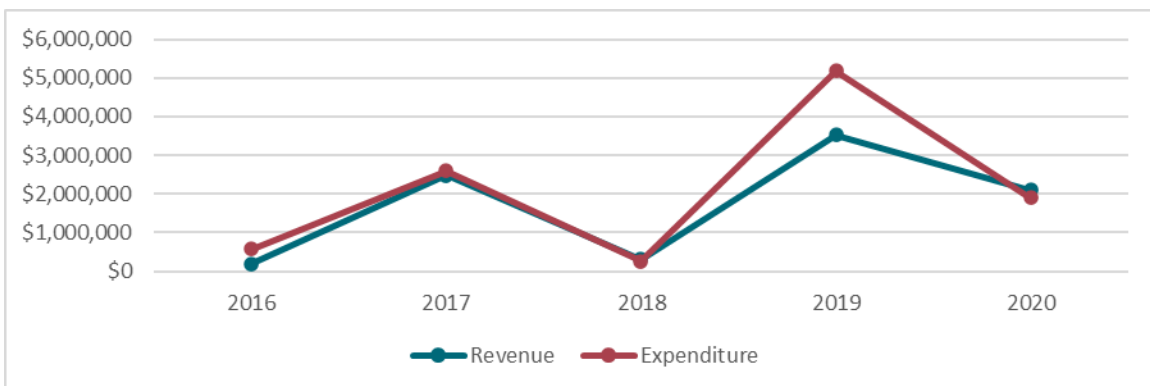
The TIF value Increment is the property value increase over the base value when the TID was created.

- The total value of the district has increased by **53%** since the TID was created in 2015.
- TIF value increment has increased by **896%** from 2016-2020.
- Value increment received in 2020 was **\$7,574,500** higher than expected (\$13,495,900 of value increment was predicted for 2020).
- Development is strong and ahead of schedule.
- The City will see a large increase of tax increment received in 2021 and 2022 based on the 2019 and 2020 development.









TIF Revenues & Expenditures








- Expenditures outpaced revenues from 2016-2019 but revenues exceeded expenditures in 2020.
- Details of revenues and expenditures can be found on the following page.



TIF Revenues 2016-2020

Debt Proceeds		\$6,088,135
Transfer from Other Fund		\$1,595,761
Tax Increment		\$552,317
Other Grant Sources		\$250,000
Other Revenue Sources		\$36,548
Exempt Computer Aid		\$33,958
Sale of Property		\$24,805
Grants		\$22,852
Investment Income		\$3,858
Grand Total	\$8,608,234	\$8,608,234

TIF Expenditures 2016-2020

Capital Expenditures		\$5,253,109
Developer Grant		\$2,100,000
Principal on Long-Term Debt		\$1,747,772
Transfer to Other Fund		\$984,464
Other Expenditure		\$205,035
Professional Services		\$130,783
Debt Issuance Costs		\$92,009
Administration		\$2,183
DOR Fees		\$1,450
Grand Total	\$10,516,805	\$10,516,805

Conclusions

- TID No. 8 is developing faster than expected and the City can expect to collect approximately \$465,000 of tax increment in 2021 and beyond (assuming no additional development).
- Assuming no additional development, the City should realize approximately \$10,700,000 of total tax increment.
- The TID is close to cash flowing with revenues exceeding expenditures in 2020.
- The City should consider amending its revolving loan fund program to include cash grants.

Proposed Changes

- The TID should add additional parcels to the north to encourage development on empty lots.
- The total value of the new parcels to be added to the TID is \$2,595,500.

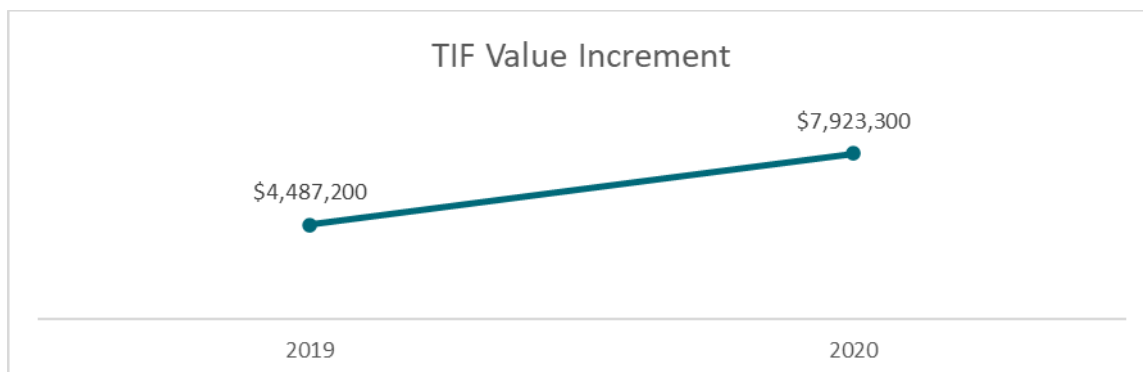
TIF District No. 9 Summary

TID Type	Industrial
Base Year	2018
Resolution Date	1/9/2018
Expenditure Date	1/9/2034
Expiration Date	1/9/2039
Extended Expiration	N/A
Distressed Status	N/A

TIF Value Increment

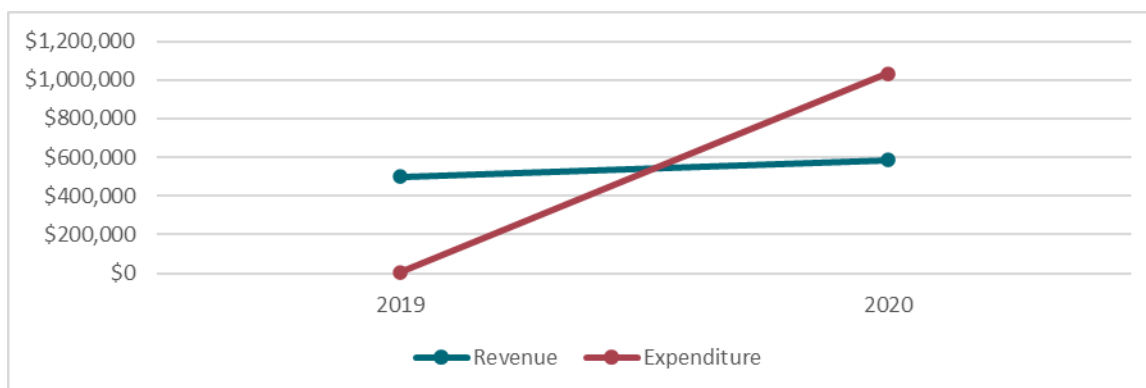
The TIF value Increment is the property value increase over the base value when the TID was created.

- The total value of the district has increased by **18%** since the TID was created in 2018.
- TIF value increment has increased by **77%** from 2019-2020.
- Value increment received in 2020 was **\$3,436,100** higher than expected (\$4,487,200 of value increment was predicted for 2020).
- Development is strong and ahead of schedule.
- The City will see a large increase of tax increment received in 2021 and 2022 based on the 2019 and 2020 development.



TIF Revenues & Expenditures

- Expenditures outpaced revenues in 2020, however the TID is still very young and is developing.
- Details of revenues and expenditures can be found on the following page.



TIF Revenues 2019-2020

Debt Proceeds		\$985,144
Tax Increment		\$99,116
Investment Income		\$251
Grand Total	\$1,084,511	\$1,084,511

TIF Expenditures 2019-2020

Principal on Long-Term Debt		\$516,927
Capital Expenditures		\$500,000
Debt Issuance Costs		\$13,422
Professional Services		\$6,852
DOR Fees		\$150
Grand Total	\$1,037,351	\$1,037,351

Conclusions

- TID No. 9 is developing after 2 years of existence and has exceeded 2019 projections.
- Assuming no additional development, the City should realize approximately \$3,400,000 of total tax increment.
- The City should consider amending its revolving loan fund program to include cash grants.

Proposed Changes

- Amend TID to include housing and equipment project costs.

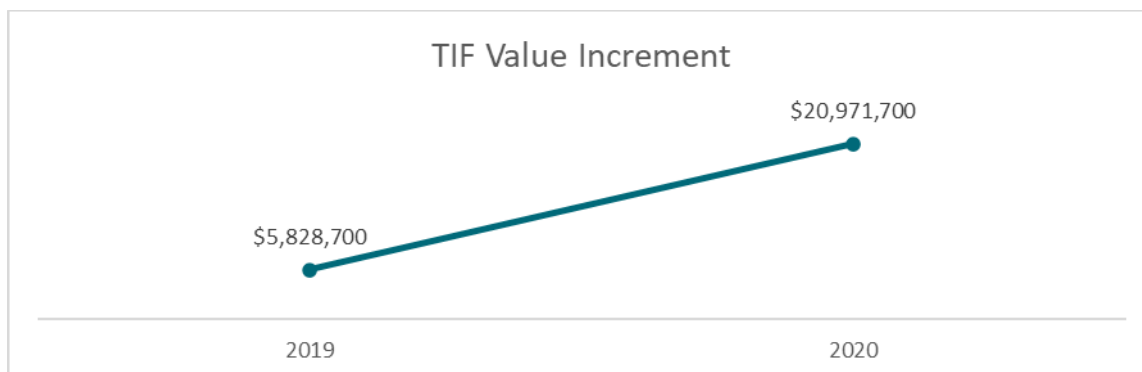
TIF District No. 10 Summary

TID Type	Mixed-Use
Base Year	2018
Resolution Date	5/8/2018
Expenditure Date	5/8/2034
Expiration Date	5/8/2039
Extended Expiration	N/A
Distressed Status	N/A

TIF Value Increment

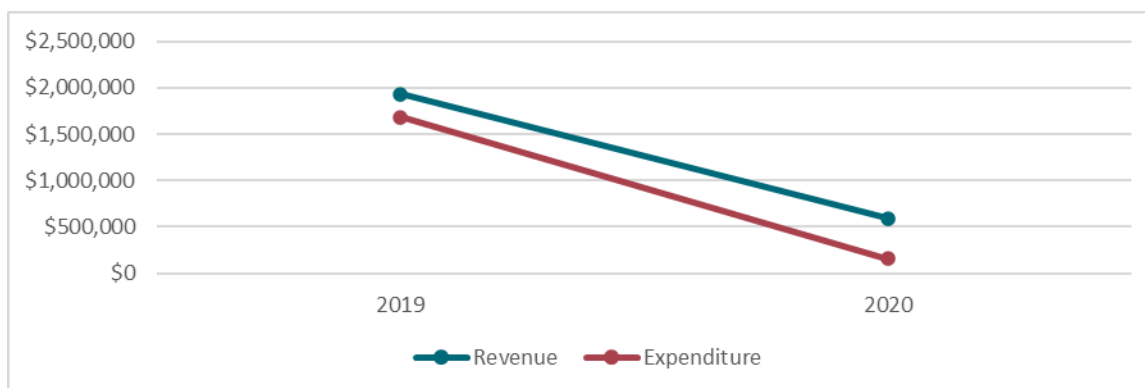
The TIF value Increment is the property value increase over the base value when the TID was created.

- The total value of the district has increased by **1,265%** since the TID was created in 2018.
- TIF value increment has increased by **260%** from 2019-2020.
- Value increment received in 2020 was **\$15,143,000** higher than expected (\$5,828,700 of value increment was predicted for 2020).
- Development is strong and ahead of schedule.
- The City will see a large increase of tax increment received in 2021 and 2022 based on the 2019 and 2020 development.






TIF Revenues & Expenditures





- Revenues have outpaced expenditures from 2019-2020 and both decreased in 2020.
- Details of revenues and expenditures can be found on the following page.



TIF Revenues 2019-2020

Debt Proceeds		\$1,611,478
Developer Guarantee		\$775,000
Tax Increment		\$128,748
Investment Income		\$6,591
Grand Total	\$2,521,817	\$2,521,817

TIF Expenditures 2019-2020

Capital Expenditures		\$948,552
Transfer to Other Fund		\$861,669
Professional Services		\$15,154
Debt Issuance Costs		\$11,511
DOR Fees		\$150
Administration		\$74
Grand Total	\$1,837,110	\$1,837,110

Conclusions




- TID No. 10 is developing fast after 2 years of existence and has exceeded 2019 projections.
- Assuming no additional development, the City should realize approximately \$8,900,000 of total tax increment.
- The City should consider amending its revolving loan fund program to include cash grants.

Proposed Changes

- Amend TID to include housing and equipment project costs.

Proposed
NEW TID 11
Boundary

City of Tomah
Monroe County, WI

-  City Limits
-  TID #11 - Initial
-  Parcels

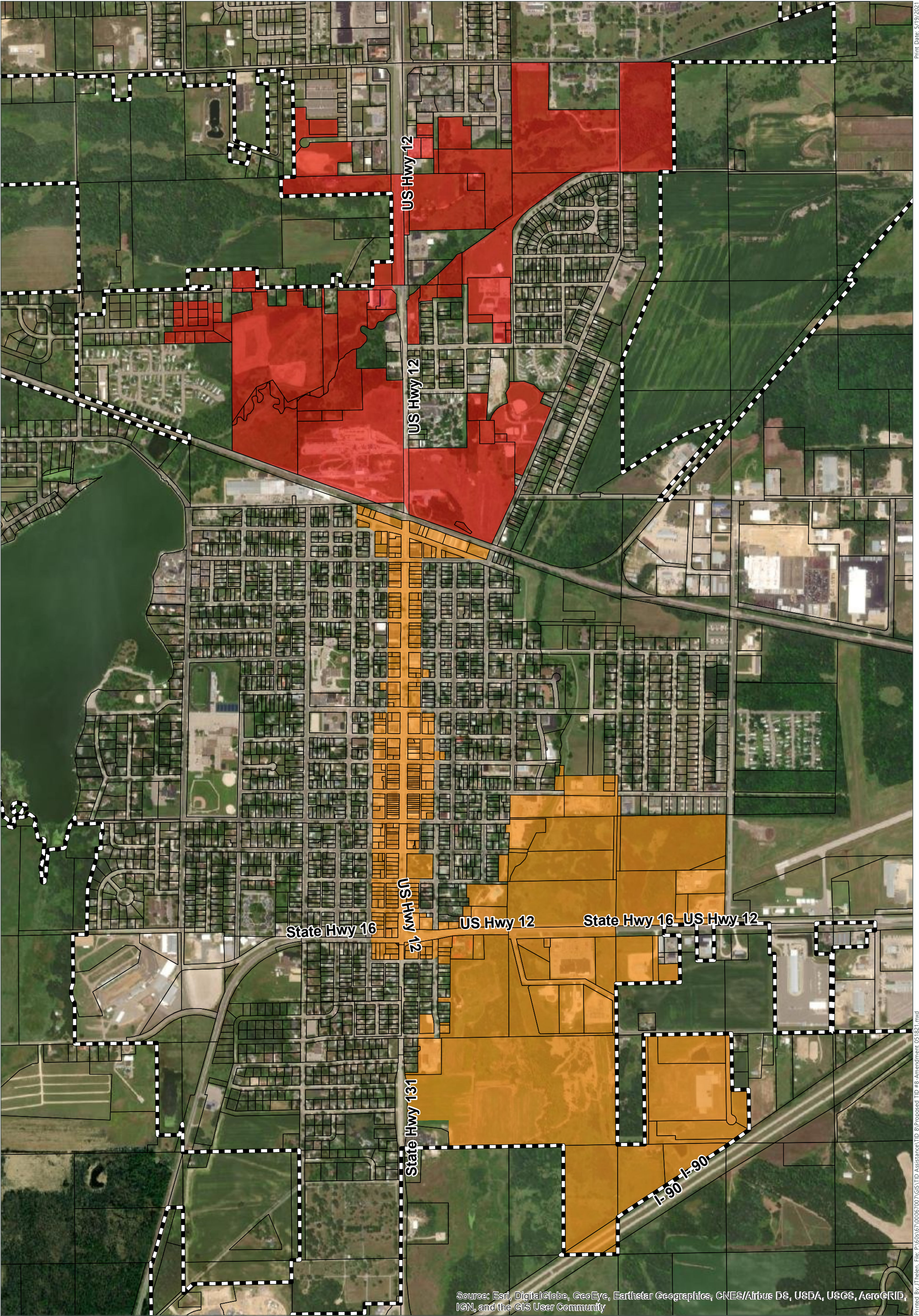
Data Sources:
Monroe County, WI

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



0 250 500 Feet





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Data Sources:
Monroe County
Imagry Provided by ESRI



LEGEND

- City Limits
- TID #8 Boundary Amendment
- Parcels
- TID #8 Existing Boundary

City of Tomah
Monroe County, Wisconsin

TID PROJECT PLAN AMENDMENTS (All TIDs)

Equipment Purchases

Eligible equipment purchases include but are not limited to ladder fire trucks, street sweepers, snowplows, sanitary jet/vacuum trucks, dump trucks, paving equipment, front-end loader, backhoe, lawn mowers, high boom or other equipment deemed necessary to support the TID.

Owner-Occupied Housing Rehabilitation

To maintain the City's existing housing stock as an adequate and affordable option for residents, the City will create a housing rehabilitation forgivable loan program using TIF funds. This program is for projects where the property owner occupies one of the units. Eligible properties include any properties with permitted residential units within the TIF district and within the ½ mile boundary per Wisconsin Statutes Section 66.1105(2)(f)(1)(n).

The City will provide matching funds for the following eligible projects*:

- structural repair and impacted building elements with similar material/value as one being replaced (e.g., flooring);
- asbestos removal and lead based paint mitigation (up to 100% loan coverage);
- repair/upgrades to ventilation, plumbing, electrical, heating, insulation, fire protection, weatherization, or other improvements necessary to comply with local building codes.
- replacement of roofing, siding, windows, gutters/downspouts, exterior walkways and driveway; and,
- ADA-compliant improvements for disabled or elderly persons.

** Any improvement/repair that includes asbestos and lead-based paint must be abated as part of the project to receive monies from this program.*

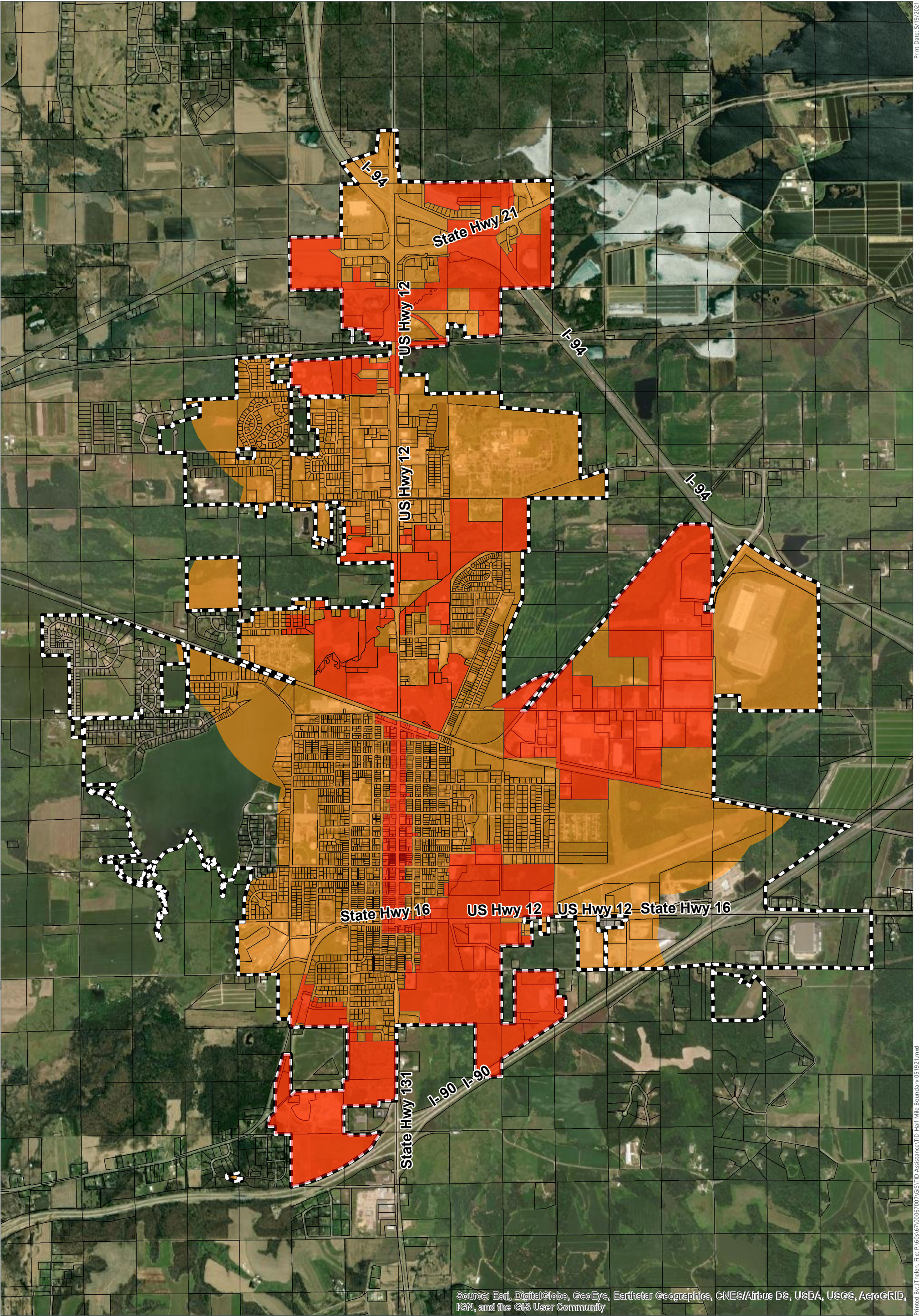
The City will not provide matching funds for the following ineligible projects:

- interior aesthetic improvements that are not necessary for code compliance or structural repair (e.g. flooring, trim, etc.); and,
- where the cost of improvements is more than 50% of the building's appraised value.

The Tomah Community Development Block Grant Committee will be responsible to adopt a project manual, identify income limits and other requirements and review program applicants. The City's Building Inspector must approve projects prior to the beginning of construction activities.





This program requires the applicant to match 25% of the total project with a minimum loan value of \$5,000 and a maximum loan value of \$50,000 (excludes asbestos and lead-based paint abatement cost that can be covered 100% in the loan). Loans are to be repaid and may be partially forgiven (converted to grants) as follows:

- Payments shall be made annually over a 10-year period
- 5% of the loan value shall be forgiven each year that the applicant continues to own and live in the property, up to a maximum of 50% of the total principle value of the loan after 10 years. If the owner no longer lives in the property, principle forgiveness no longer applies.
- Sale of the property shall result in repayment of all outstanding principle and interest payments owed on prorated basis.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

LEGEND

	TIF Districts		Parcels
	City Limits		TID Half Mile Boundary

TID 1/2 Boundary

City of Tomah
Monroe County, Wisconsin

CITY OF TOMAH

2021 TIF CREATION & AMENDMENTS

(Preliminary Schedule)

Pre-Planning Activities

Date

Long Range Planning Committee Meeting to review TID Health and planned amendments/creation

May 25, 2021

- Review TID Health, Discuss potential TID Amendments/Creation
- Consider Referral to Plan Commission & Council for Adoption

Joint Review Board -- Provide an Email Outlining Potential Amendments

May 31, 2021

TIF Adoption Process

Joint Review Board -- First Adoption Meeting
(within 14 days of 1st public hearing notice)

June 15, 2021

Planning Commission Meeting

June 24, 2021

- Conduct Public Hearing on TID Creation/Amendments
- Recommend Approval of Project Plan to the City Council

City Council Meeting

July 20, 2021

- At least 14 days after public hearing for creation or boundary amendment
- Approve Project Plan and Create/Amend TID(s) by Resolution

Joint Review Board -- Meeting No. 2

August 11, 2021

- Within 45 Days of Creation by City Council
- Review Statutory Requirements
- JRB Resolution Approving Creation of TID

Notify Wisconsin Department of Revenue (DOR) of the City's Creation Resolution

August 12, 2021

- Not later than 60 days after passage of resolutions

Joint Review Board Notifies City of Its Decision

August 12, 2021

- Not later than one week after JRB meeting No. 2

Secure Legal Opinion

October 15, 2021

Boundary Descriptions and Base Packets Completed

October 31, 2021

City Submits TID Base Packet(s) to DOR

October 31, 2021

- MSA to transmit written instructions & base packets to City Clerk
- Dependent on availability of DOR data