



AMENDED AGENDA FOR PLANNING COMMISSION

MEETING NOTICE

A Planning Commission meeting will be held on **Monday, November 28, 2022 at 5:30 PM**
in the **Public Works Conference Room, 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)

ROLL CALL

APPROVAL OF MEETING MINUTES

- A. [October 2022 Minutes](#)

PUBLIC HEARING

1. [Public hearing, Section 52-68, to consider the Conditional Use Permit application of Joseph Roraff, to covert a commercial occupancy into a residential occupancy at 603 1/2 Superior Ave.](#)
2. Discussion and recommendation related to the request from Joseph Roraff to obtain a Conditional Use Permit to convert a commercial occupancy into a residential occupancy.

DISCUSSION ITEMS

1. [Site Plan Review: 1115 Townline Rd](#)
2. [Certificate of Appropriateness Library - 716 Superior Ave](#)
3. [Exterior Lighting for Commercial/Industrial](#)

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, October 27, 2022 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Bryan Meyer called the meeting to order at 5:30 PM.

ROLL CALL

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

Absent: Mike Murray and Adam Gigous.

APPROVAL OF MEETING MINUTES

Motion made by Prise, second by Thompson to approve September and Special October meeting minutes. All ayes. Motion carried.

DISCUSSION ITEMS

1. Conditional Use Permit: 603 1/2 Superior Ave

Current owner, Joe appeared via zoom. Shane doesn't see any need to put conditions on the conditional use permit. Motion made by Glynn, second by Thompson. All ayes. Motion carried.

2. Site Plan Review: 201 Sime

The drawing that was submitted to the Plan Commission does not meet set back requirements. Shane will go back to the owner and request an updated drawing that meets requirements.

Motion made by Prise, on condition that new drawing meets M-2 setback requirements, second by Thompson to approve the site plan for 201 Sime. All ayes. Motion carried.

3. Site Plan Review: 202 E Washington

Motion made by Prise, second by Glynn to approve the site plan for 202 E Washington. All ayes. Motion carried.

4. Discussion and recommendation to form a Comprehensive Plan Adhoc Committee for the purpose of working on the City of Tomah Comprehensive Plan Update

Motion made by Glynn, second by Prise to approve the formation of a Comprehensive Plan Adhoc Committee. All ayes. Motion carried.

5. Discussion and recommendation for appointment of members for the Comprehensive Plan Update Adhoc Committee

Motion made by Glynn, second by Rice to approve the appointment of members to the Comprehensive Plan Adhoc Committee. All ayes. Motion carried.

6. Discussion on Outdoor Facilities

Line item 6 was moved after line item 1 as community members were present. Shane met with Lamont and Mitch to discuss changes to the current outdoor facility ordinance. Ordinance amendments would remove the Plan Commission as the reviewer/approval and replace it with Committee of the Whole and City Clerk. Currently, they review and approve liquor licenses. More discussion on this topic is needed before being finalized.

7. November Meeting Date: 11/28/2022

ADJOURNMENT

Motion made by Thompson, second by Rice to adjourn at 6:55PM.

STAFF COMMITTEE PREPARATION REPORT
October 27th, 2022

Agenda Item: Request from Joseph Roraff (WISCO Property Group LLC) to obtain a Conditional Use Permit to convert a commercial occupancy into a residential occupancy.

Summary and background information: Applicant wishes to convert a commercial occupancy into a residential occupancy. The current use of the property is one commercial occupancy and one residential occupancy. The conversion would create a duplex (two family) occupancy with no commercial occupancy. R-1, R-2 and R-3 dwellings are a listed conditional use in the B-Business District.

Sec. 52-35. - Business districts.

(a) B business district.

(1) *Established.* The B business district is established to delineate areas, both developed and undeveloped, where retail and limited wholesale trade establishments may exist. No use permitted in this district shall be dangerous, offensive or detrimental to the neighboring areas or residents by reason of the emission of dust, gas, smoke, noise, fumes, odors, vibrations, etc.

(4) *Conditional uses.* Governmental and cultural uses, transportation uses, drive-in theaters, drive-in restaurants, motels, funeral homes, drive-in banks, vehicle repair and sales, maintenance garages, recreational uses, recycling areas (not to include salvage yards or can crushing) provided the same are more than 500 feet from a residential area and enclosed by fences as directed by the planning commission, and R-1, R-2 and R-3 dwellings.

Recommendation: Based on review of the application I recommend approval of the Conditional Use Permit with any conditions set forth by the Plan Commission.

Shane Rolff

Zoning Administrator

10/3/22

Date

City of Tomah
CONDITIONAL USE APPLICATION

APPLICANT

Applicant Name:

Address of Conditional Use Request:

Owner of Site:

Joseph Roroff, member

(608)385-6558

Wisco Property Group, LLC

603 1/2 Superior Ave Tomah, WI

Wisco Property Group, LLC

DESCRIPTION OF THE SUBJECT SITE

(1) Legal Description:

(2) Present Zoning Classification:

(3) Description of Existing Use Including Structures if any:

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

To change the commercial zoning to residential zoning. so it can be used to rent to individuals as a 1 bed apartment.

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

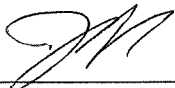
CERTIFICATION

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

Applicant Signature

Address of Applicant

Date



PO Box 842 Onalaska, WI 54650
~~8420~~

9/28/22

**City of Tomah – Planning/Zoning/Inspection Dept.
819 Superior Ave., Tomah WI 54660**

Memo

TO:

Owner Name	Owner Address	Owner City	Owner State	Owner Zip
BYZANTINE OF WISCONSIN, L.P.	PO BOX 1567	BEAVER FALLS	PA	15010
PAUL FREY	24304 FLINT AVE	TOMAH	WI	54660
ST. PAUL'S EVANGELICAL LUTHERAN CHURCH	525 SUPERIOR AVE	TOMAH	WI	54660
GEORGETTE C MARTIN	621 SUPERIOR AVE	TOMAH	WI	54660
HJS RENTALS LLC	18969 INNSWOOD RD	NORWALK	WI	54648
ELDRIDGE PROPERTIES II LLC	507 JOHN ST	NECEDAH	WI	54646
WISCO PROPERTY GROUP LLC	PO BOX 842	ONALASKA	WI	54650
FREDERIC E. LENZ	110 W BROWNELL ST	TOMAH	WI	54660
STANLEY A MACFARLANE	116 W BROWNELL ST	TOMAH	WI	54660
JAMIE NUSBAUM	122 W BROWNELL ST	TOMAH	WI	54660
TARA A SIVERTSEN	606 MCLEAN AVE	TOMAH	WI	54660
HOWARD J. SANDERS	608 MC LEAN AVE	TOMAH	WI	54660
ROBERT A. SPARKS	121 W SARATOGA ST	TOMAH	WI	54660
NANCY DE SANTIS	115 W SARATOGA ST	TOMAH	WI	54660

From: Shane Rolff – City of Tomah – Planning/Zoning Dept.

CC: Joseph Roraff

Date: 10/3/2022

Re: Notice to Property Owners within 200 feet of conditional use permit request for:

Notice

CONDITIONAL USE PERMIT

Notice is hereby given pursuant to City Ordinance, Section 52-152, at the City of Tomah Planning Commission meeting on October 27, 2022, at 5:30 P.M., via zoom.com, meeting ID: 270 860 8080, Passcode 206751 a Public Hearing will be held to consider the Conditional Use Permit application of Joseph Roraff, to convert a commercial occupancy into a residential occupancy at 603 ½ Superior Ave.

Parcel #: 286-01151-0000, HOLLISTER'S 2ND ADDITION LOT 6, BLK 2, EXC THE W 50'

You as a Property Owner within 200 feet of this conditional use permit request are given the opportunity to provide your input/feedback related to this request. If you have any questions or require additional information please call Shane Rolff at (608) 374-7429, e-mail srolff@tomahonline.com.

PLAN COMMISSION: Site Plan Review Data Checklist				Zoning Admin	Plan Comm	Compliant
ADDRESS: 1115 Townline Rd		PARCEL #: 286-02600-5000				
Zoning on the site: M2-General Industrial District						
<input checked="" type="checkbox"/> Permitted	<input type="checkbox"/> Conditional Use					
Max lot coverage = 60 %		Total Lot Area 108,514 X 60 % = 65,108	sq ft allowed for structures		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6,560 sq ft proposed = Compliant				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Min. frontage required: 100		Proposed frontage: 337		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveways (ingress/egress):		<input checked="" type="checkbox"/> Existing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculations for required number of parking and loading spaces, location, and layout (ADA compliant)						
Min. parking space = 180 sq ft.				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Min parking spaces needed: NA		Proposed parking spaces: NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed sidewalks provide handicap accessible access		NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Max building Height: 45'		Proposed building height: 21'		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airport Height Limitations: Within 1/2 mile boundary but less than 35' in height				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well head protection overlay zone:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal structure front 25 (NA)		rear 20(>30), and side yard 25 (25) setbacks		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessory structure front NA		rear NA, and side yard NA setbacks		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and type of exterior lighting of all proposed site (Fully shielded required)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of trash receptacle(s) and transformer pad(s) and method of screening		NA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of outdoor storage materials/equipment		No proposed storage		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finished graded surface (shall be dust free)		Existing gravel (any new surface shall be dust free)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENT: <input type="checkbox"/> Wetlands <input type="checkbox"/> Floodplain				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Administrator: <i>Shane Rolff</i>				<input type="checkbox"/>	APPROVED	



M-2 – General Industrial District

Lot Requirements

- Min. area = 20,000 sq. ft.
- Min. frontage = 100 ft.
- Max. building height = 45 ft.
- Max. lot coverage = 60%

Setbacks

- Principal structure setbacks:
 - Front = 25 ft.
 - Side = 25 ft.
 - Rear = 20 ft.
- Accessory structure setbacks:
 - Side = 10 ft.
 - Rear = 10 ft.

Permitted Uses

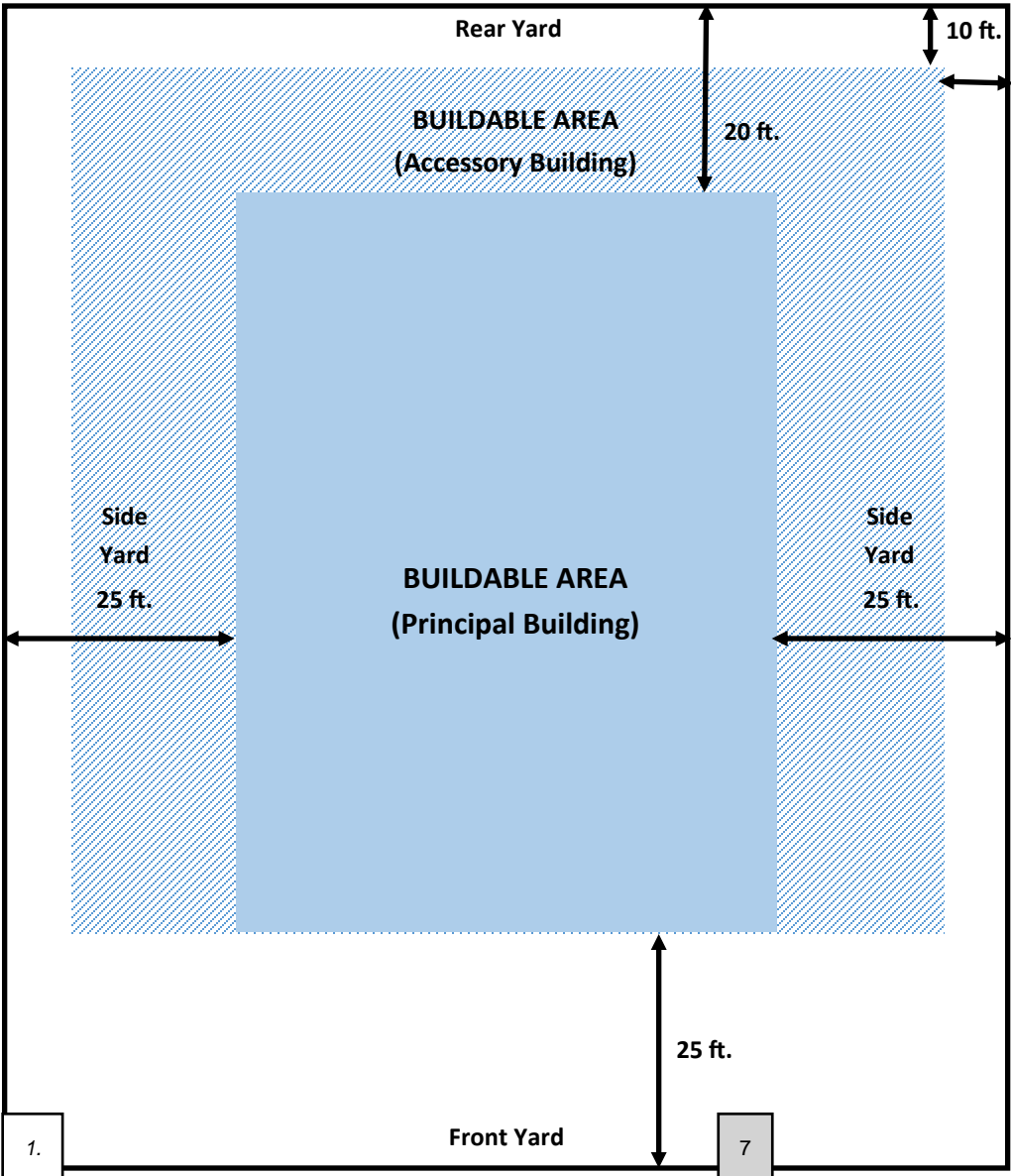
- All uses permitted in M-1
- Freight yards and terminals
- Ministorage facilities
- Transshipment
- All other manufacturing and processing uses except those listed as conditional

Conditional Uses

- All uses conditional in M-1
- Mineral extraction

Minimum Setbacks

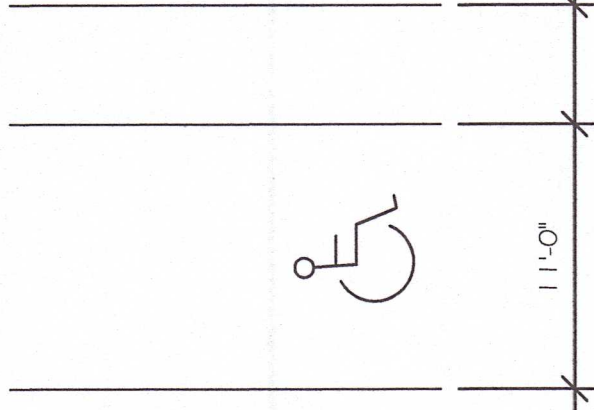
Principal Accessory



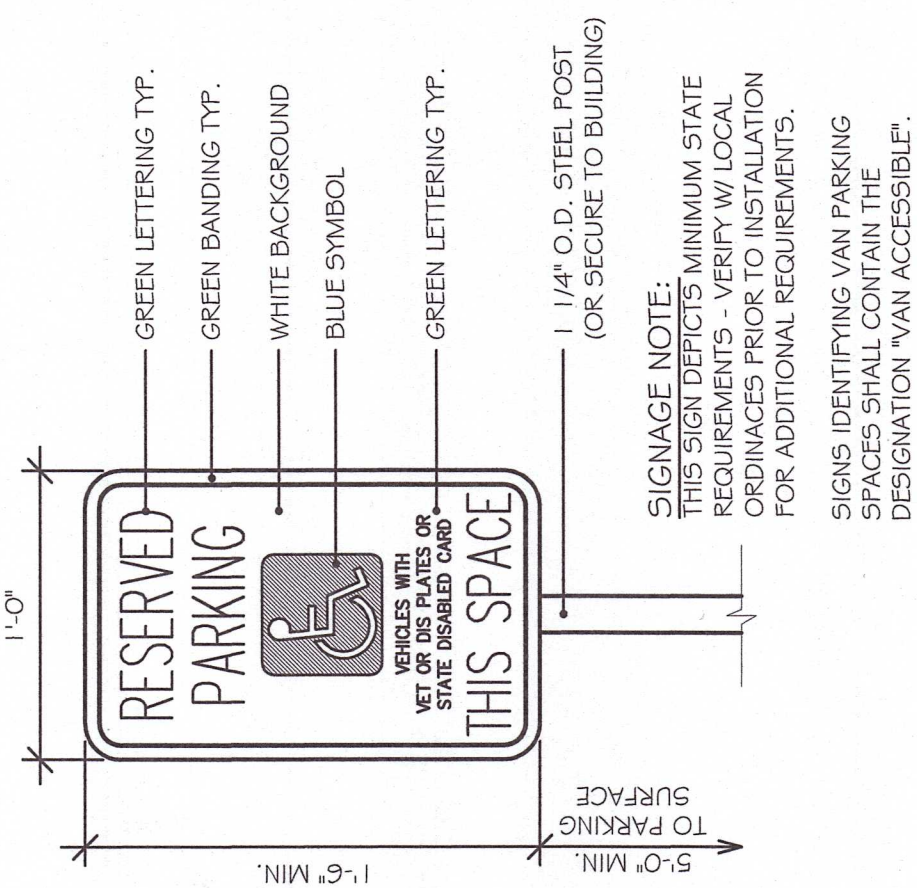
SEE CORRESPONDENCE

SCALE: N.T.S.

DATE: JANUARY 20, 2022



2022/PERFORMANCE MACHINE/PM-DRAWINGS DWG
SCALE: 1/8" = 1'-0"



SCALE: 1 1/2" = 1'-0"

DATE: JANUARY 20, 2022

TYPE CONSTRUCTION TYPE:	4,000 S.F.
XBG BUILDING FOOTPRINT:	2,560 S.F.
ADDITIONAL FOOTPRINT:	6,560 S.F.
TOTAL BUILDING FOOTPRINT:	60 S.F.
RESTROOM REMODEL:	1
NO. OF FLOORS:	5-1 / 5-2
OCCUPANCY GROUP:	NONE
SPRINKLERED:	3,000 psf ASSUMED
SOIL BEARING:	IBC 2015
BUILDING CODE:	

TOWNLINE ROAD

± 337' PROPERTY LINE

± 322' PROPERTY LINE

EXISTING FREE STANDING RESTROOM

EXISTING BUILDING

PROPOSED ADDITION

DASHED LINES SHOW TYP. H.C. ACCESS ROUTE FROM PARKING TO ENTRY MAX. SLOPE 1:20 MAX. CROSS SLOPE 1:40

H.C. PARKING STALL - SEE DETAIL 1/25P1

ALL PAVED AREAS AND SIDEWALKS GRADED NOT TO EXCEED 1:20 SLOPE MAX.

25'-0" SETBACK

20'-0" SETBACK

JEFFERSON COUNTY GIS

SCALE: 1 1/2" = 1'-0"

DATE: JANUARY 20, 2022

SCALE: N.T.S.

DATE: JANUARY 20, 2022

SCALE: APPROX. 1" = 30'-0"
MACHINE/PM-DRAWINGS DWG

DATE: JANUARY 20, 2022

1115 Townline Road
Tomah, WI 54660

DRAWING NAMES	
SITE PLAN	
DRAWING INDEX	
STRUCTURAL SUMMARY	
ADA PARKING DETAILS	
REVISIONS	
1	10/12/2022
PROJECT DATA	
DATE: 8/24/2022	
DRAWN BY: CL	
CHECKED BY: P.W.	
SHEET NO.	

1.1

the Design Alliance Architects, Inc.

Certificate of Appropriateness

City of Tomah: Building/Site Improvement Review Application for Certificate of Appropriateness

Please submit the following information:

- One historical (if available) and one modern photograph of building
- Two (2) copies of plans of proposed work, including color and/or material samples if appropriate.
- A completed downtown design standards checklist

Estimated total cost/budget for proposed project:

\$45,000

Do you have any questions or concerns?

No

I understand the criteria for this application, approval and reviews by the Plan Commission and/or Historic Preservation Commission (check with Zoning Administrator if unknown whom will review), and agree to be subject to the Downtown Design Standards and/or Historic Preservation Ordinance (if applicable) for the above described work in accordance with City ordinances.

Signed: Derek Miller

Date: 11/15/22

Property Owner / Applicant

FOR OFFICE USE ONLY

Received By:

Shane Roth

Date of Meeting:

11/28/22

Approved or Denied?:

11/15/22

Date Received:

Conditions of Approval or

Reasons for Denial:

Page 2 of 2

Design Standards Checklist

Checklist

Instructions

If a section of these standards does not apply to the proposed project (e.g. *parking standards for a facade renovation project*) the entire section can be skipped by checking the "does not apply" box ☐ NA. If any part of a section does apply, please fill out the entire section with checks for completed standards and cross out ☐ for any that do not apply.

In addition to this checklist, a site plan shall be submitted, including (as applicable):

- ☐ Trash and recycling containers
- ☐ Pedestrian pathways
- ☐ Parking and circulation
- ☐ Landscaping
- ☐ Stormwater management features
- ☐ Lighting

Applicant
Staff / ZA
PC

SIGNAGE DESIGN

Sign Type Usage Standards

☐ NA

Comments (office use only):

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance, -AND- have applied/acquired sign permit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. The project does not include following sign types: roof-mounted, pole, external neon cabinet/canister, billboard, -AND- there is no canopy in the public right-of-way.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. All ground signs, if any, utilize monument-style design.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Ground signs do not extend higher than the mean street grade following the restriction shown below. <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> <div style="font-size: 0.8em;">Downtown Core Only: 5 feet</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></div> <div style="font-size: 0.8em;">Transitional Area Only: 8 feet</div> </div>
<input type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Signage on awnings, marquees and canopies is > 75% of the front valance, flat profile, and/or roof. - AND - no signage is placed on the side of the structure.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign area, inclusive of the base area.
<input type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Signage is > 25% of each storefront display window/door area, excluding product display.

Design Standards Checklist

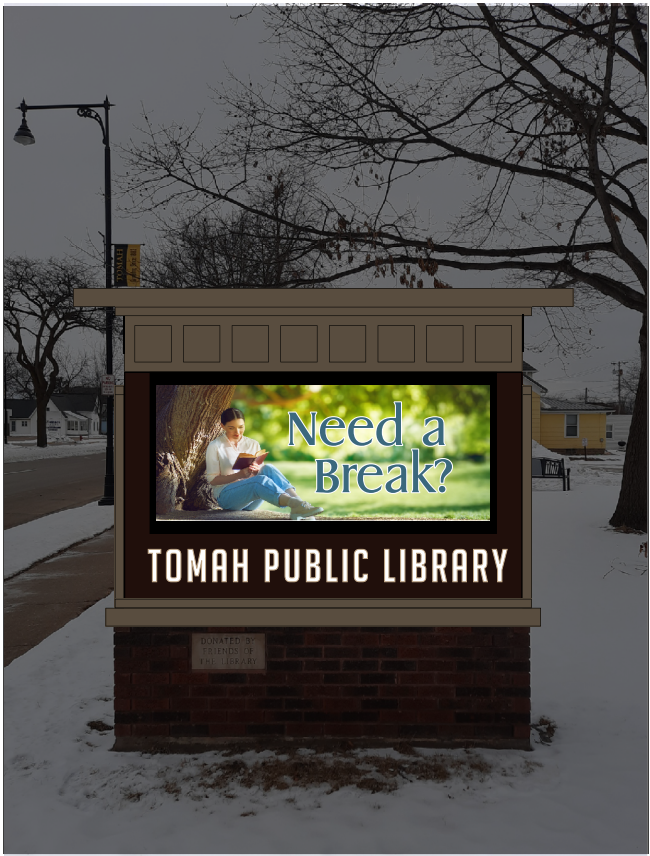
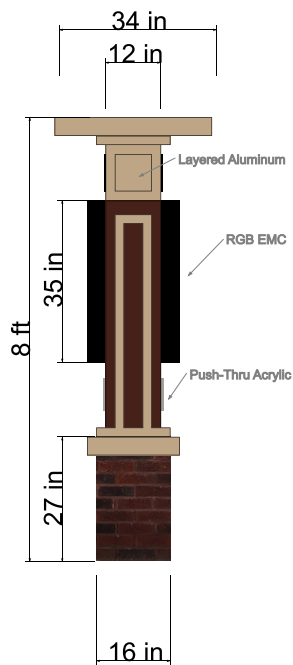
Design Standards Checklist

	Applicant	Staff / ZA	PC	
1. Signs are placed to fit in with the building's overall architectural composition -AND- do not significantly obscure the building's architectural features.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sign Placement, Installation & Lighting Standards <div>NA</div> Comments (office use only):
2. Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.	NA	NA	<input type="checkbox"/>	
4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. If a historic sign board area exists above the transom windows, the primary wall sign is placed inside this space -AND- does not extend above, below or beyond the edges of the signboard area.	NA	NA	<input type="checkbox"/>	
6. Awnings are not internally illuminated.	NA	NA	<input type="checkbox"/>	
7. Exterior lamps are located and shielded to prevent the casting of direct light or glare on roadways, adjacent properties and the sky, -AND- does not interfere significantly with the sign or sign bracket.	NA	NA	<input type="checkbox"/>	
8. <i>Downtown Core Only</i> , if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.	NA	NA	<input type="checkbox"/>	
9. There are no color changing and "chasing" LED features.	NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Checklist

[illegible]

Monument Sign with GT6x 90x225 8mm RGB EMC



Monument Sign 8'x7'6" = 60 sqft
EMC Active Area 2'5" x 6'0" = 14.5 sqft

Approved by: _____ Date: _____ Landlord: _____ Date: _____

This artwork is copyrighted and may not be otherwise used without permission. It is the property of La Crosse Sign Co., Inc., and must be returned to them.

lacrossesign.com

DESIGN

SALES

FILE

COLOR KEY

*COLORS ON SKETCH ARE ONLY A REPRESENTATION. ACTUAL COLOR OF FINISHED PRODUCT MAY DIFFER



1450 West Drive Onalaska, WI 54650 608-781-1450
2211 Ring Way Madison, WI 53718 608-222-5353
2502 Henry Street Eau Claire, WI 54703 715-835-6189

Drawing by: Chris Clark

Sign Type: Monument Sign

Date Created: 2-15-2021

Last Modified: 1-1-2022

Scale: 3/8"=1'

Job Name: Tomah Public Library

Job Address: 716 Superior Ave.

Tomah, WI 54660

Consultant: James

Job Number: 111760

Version Number: 2

Job File Location:

S:\T\Tomah Public Library\

111760 EMC\Design

1 TBD/Match Existing

2 TBD/Match Existing

3 Black

4

5

TOMAH PUBLIC LIBRARY

DONATED BY
FRIENDS OF
THE LIBRARY

Sec. 52-208. Performance standards; compliance.

This section permits specific uses in specific districts and these performance standards are designed to limit, restrict and prohibit the effects of those uses outside their premises or district. No structure, land or water shall hereafter be used, except in compliance with the district regulations and with the following performance standards:

- (1) *Air pollution.* No activity shall emit any fly ash, dust, fumes, vapors, mists or gases in such quantities as to cause soiling or danger to the health of persons, animals, vegetation or other forms of property. No activity shall emit any liquid or solid particles in concentrations exceeding 0.3 grains per cubic foot of the conveying gas, nor visible smoke of any color equal to or darker than No. 2 on the Ringleman Chart described in the United States Bureau of Mines Information Circular 7718 in any industrial district.
- (2) *Fire and explosion hazards.* All activity involving the manufacturing, utilization, processing or storage of inflammable and explosive materials shall be provided with adequate safety devices against the hazard of fire and explosion, and with adequate firefighting and fire suppression equipment and devices that are standard in the industry. All materials that range from active to intense burning shall be manufactured, utilized, processed and stored only in completely enclosed buildings which have incombustible exterior walls and an automatic fire extinguishing system.
- (3) *Glare and heat.* No activity shall emit glare or heat that is visible or measurable outside its premises, except activities in the general industrial district which may emit direct or sky-reflected glare which shall not be visible outside the district. All operations producing intense glare or heat shall be conducted within a completely enclosed building. Exposed sources of light shall be shielded so as not to be visible outside their premises.
- (4) *Liquid or solid wastes.* No activity shall discharge, onto any land or into any water or public sewer at any point any materials of such nature, quantity, noxiousness, toxicity or temperature which can contaminate, pollute or harm the quantity or quality of any water supply; overload the existing municipal utilities; or can injure or damage persons or property.
- (5) *Noise and vibrations.* There shall be no noise or vibration emanating from the operation which will be audible or discernible to human sensing beyond the boundaries or the immediate site.
- (6) *Odors.* No activity shall emit any odorous matter of such nature or quantity as to be offensive, obnoxious or unhealthful outside their premises.
- (7) *Radioactivity and electrical disturbances.* No activity shall emit radioactivity or electrical disturbances outside its premises that are dangerous or adversely affect the use of neighboring premises.

(Code 1993, § 17.71)