



## MEETING NOTICE

### AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on  
**Wednesday, January 17, 2024 at 5:30 PM**  
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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#### Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFJwMzdSZz09>

**Meeting ID:** 768 946 6740 **Passcode:** Tomah2020

**Dial by your location:** (312) 626-6799 **Meeting ID:** 768 946 6740 **Passcode:** 546782713

#### 1. AGENDA:

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- A. Call to Order - Roll Call
- B. [Approval of October 24, 2023 Long Range Planning Committee Meeting Minutes](#)
- C. [Review and recommendation to approve proposed Economic Development Work Plan to be completed by Vandewalle & Associates](#)
- D. [Discuss the Comprehensive Plan update schedule](#)

#### 2. 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 the City Clerk's office at 608-374-7420 x7420.



## LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Tuesday, October 24, 2023** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, 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:** Eric Prise called the meeting to order at 5:30 p.m. Members present: E. Prise, Travis Scholze, Pete Reichardt, and Tina Thompson. Absent: Mike Murray, Jeff Holthaus, and Shawn Zabinski. Quorum present. Also in attendance: Building and Zoning Administrator Shane Rolff, Deputy City Clerk Nicole Jacobs, and Deputy City Clerk Rachel Kreighbaum.

**Approval of Tuesday, February 28, 2023 Long Range Planning Committee meeting minutes:** Motion by T. Scholze, second by T. Thompson, to approve the minutes of the February 28, 2023 meeting. Motion carried.

**Discussion and possible recommendation to utilize Economic Development Funds to pay for a survey and for the completion of the 2023 Comprehensive Plan update:** S. Rolff explained to committee members that a survey seeking public input will be made available using Survey Monkey, containing roughly 25 questions, which will be reviewed at staff level. The final survey questions will be comparable to those contained in the last survey, which was completed in 2013. Rolff also explained that links will be set up for roughly three weeks through the city's website, Facebook, local media, and the Tomah Chamber of Commerce. Rolff added that the ADHOC Committee felt that the best use of economic development funds would be to utilize Vandewalle & Associates' skills and have the remainder of the comprehensive plan update completed by them. Rolff added that the LRPC was granted the liberty to use the funds for projects they deemed necessary and that there is roughly \$1 million available in the fund. Motion by T. Thompson, second by T. Scholze to recommend utilizing Economic Development funds to pay up to \$10,000 for a survey and for the completion of the 2023 Comprehensive Plan update. Motion carried.

**Discussion and possible recommendation on use of Economic Development Funds to contract Vandewalle & Associates to provide assistance with Economic Development duties:** S. Rolff described how the City currently has no committee or staff proactively involved in the economic development of Tomah and how he doesn't see a position for such being fully funded anytime in the near future. He said city staff feel that the economic development fund would be an appropriate source to pay Vandewalle & Associates to actively recruit potential developers. Rolff explained that a discussion would still have to happen with Vandewalle regarding expectations and services available, but he added that they do currently do this work for other municipalities. No recommendation made.

**Next Meeting Date:** The committee set the next meeting date for Tuesday, November 28, 2023, at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

**Adjournment:** Motion by T. Thompson, second by P. Reichardt to adjourn the meeting at 6:06 p.m. Motion carried.

Respectfully submitted by:

*Nicole Jacobs*

Nicole Jacobs, Deputy City Clerk, October 25, 2023

Areas of Focus	Components	Tasks	2024												
			Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	
Economic Development	On-Call City Liaison	Create process for V&A to handle all development inquires	█	█											
		Staff directs calls and email inquires to V&A			█	█	█	█	█	█	█	█	█	█	█
		Take calls, emails, and other inquires on development as they come in			█	█	█	█	█	█	█	█	█	█	█
		Track inquiries, follow-ups, and coordinate development process			█	█	█	█	█	█	█	█	█	█	█
		Provide regular updates to staff on inquires/access to tracking document			█	█	█	█	█	█	█	█	█	█	█
		Establish V&A once a month office hours at City Hall			█	█	█	█	█	█	█	█	█	█	█
	ED Point Person	Create process for V&A to handle all notifications	█	█	█	█	█	█	█	█	█	█	█	█	█
		Staff directs all state, federal, government, and RFI notifications to V&A			█	█	█	█	█	█	█	█	█	█	█
		Track notifications and distill into summaries for staff			█	█	█	█	█	█	█	█	█	█	█
		Identify grant and site opportunities as they come up			█	█	█	█	█	█	█	█	█	█	█
	Partnership Building	Reach out to local, regional, and state ED groups			█	█									
		Establish regular check-in meetings with groups				█	█								
		Provide regular updates to staff on meetings and communications				█	█	█	█	█	█	█	█	█	█
	Marketing	Develop an economic development webpage for the City website					█	█							
		Develop marketing materials to go onto new webpage						█	█						
		Establish contact channel via webpage							█	█					
		Monitor webpage and update on regular basis								█	█	█	█	█	█
	Local Business Assistance	Create a database of available properties and buildings									█	█	█		
		Establish commercial realtor contacts and reoccurring meetings										█	█	█	█
		Meet with large employers on a rotating basis (4-6 per year)									█	█	█	█	█
Meet with Chamber, Downtown Group on reoccurring basis										█	█	█	█	█	
Create a development handbook to guide development inquires		█	█												
Economic Strategy	Develop a scope of work for the project										█				
	Complete the plan writing and input process										█	█	█	█	
	Adopt the City-wide economic strategy													█	
	Update the strategy each year with annual ED workplans													█	
Comp Plan	Complete Plan Update	Develop project schedule and milestones	█												
		Conduct community survey		█	█										
		Complete draft plan and map revisions	█	█	█										
		LRPC and PC review changes and policy questions			█	█									
		Revise draft plan and maps				█	█								
		LRPC, PC, and CC final review and adoption						█	█						



**Tomah Comp Plan Update  
Project Schedule**

<b>Task</b>	<b>Timing</b>
Complete Update of Appendix B and Data	December 2023
PC and CC Adopt PPP	January 2024
Online Survey	January 12-February 2
Complete Draft #1 Comprehensive Plan	February 23
Staff Review Meeting	March 5
LRPC Review Meeting	March
PC Review Meeting	March
Complete Final Draft Comprehensive Plan	April
Public Open House Review (OPTIONAL)	April
30-Day Public Hearing Notice	April-May
LRPC Adoption Meeting	May
PC Adoption Meeting	May
CC Public Hearing and Adoption Meeting	May
Post Adopted Plan to Website	May

**CITY OF TOMAH COMPREHENSIVE PLAN  
PUBLIC PARTICIPATION PLAN**

Section 1: Introduction

A key required component of Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—is actively involving community stakeholders as each local comprehensive plan is being developed, updated, or amended. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens of the community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the City of Tomah to adopt, by resolution, written procedures designed to foster public participation at every stage in the preparation or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments. This document meets this statutory requirement. It serves to establish the procedures that will be used to consider and potentially adopt amendments to the City’s Comprehensive Plan.

Once this public participation plan is adopted by the City, it will continue to be valid, and it will apply to all amendments to the City’s Comprehensive Plan that are proposed and considered in the future.

Section 2: Major Goals of Public Participation Strategy

- Provide opportunities for the public to participate in processes to consider and adopt updates and amendments to the City’s Comprehensive Plan.
- Adopt plan updates and amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Meet both the letter and spirit of Wisconsin’s Comprehensive Plan legislation.
- Use the City’s Plan Commission and Long Range Planning Commission as a foundation for guiding the plan amendment process.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan update and amendments within a reasonable timeframe.

Section 3: Selected Public Participation Techniques

The City will, at a minimum, use the following techniques to obtain public input during a plan update or amendment process:

- Provide an opportunity for public input via an online survey that will be distributed through City communication channels and posted on the City’s website.
- Ensure that all Plan Commission, Long Range Planning Commission, and City Council meetings to consider and adopt updates or amendments are open to the public and are noticed as required by State open meeting regulations.
- Provide an opportunity for public comment at each public meeting held on plan updates or amendments. Some meetings will be intended to encourage wide participation from the public. Other meetings are intended to be work sessions for the Plan Commission, Long Range Planning Commission, City Council, or some combination. The public comment period will be provided at either the beginning or end of each public meeting, or at one or more other parts of the meeting, at the discretion of the body. This will allow the Commission or Council to

concentrate on completing tasks without interruption, while still allowing the public an opportunity to observe and comment.

- Hold at least one formal public hearing on any proposed comprehensive plan updates or amendments and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Section 4: Opportunities for Comments/Responses on Draft Comprehensive Plan Materials

The City will have available copies of draft plan materials on the City website and at City Hall during normal business hours. The City will also provide the draft and final plan to adjacent and overlapping governments and non-metallic mineral interests as required by statute, and to members of the participating public as requested. The City may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the process. Written comments may also be delivered, mailed, or emailed to the City Clerk. The City will respond to written comments via telephone, email, mail, meeting, and/or through consideration of appropriate changes to the comprehensive plan, or to the proposed updates or amendments to the comprehensive plan.



Friday, January 12, 2024

## News Release

For Immediate Release:

Contact:  
Shane Rolff  
City of Tomah  
608-374-7429

### City of Tomah Comprehensive Plan Update: Online Survey Opportunity

The City of Tomah has started on its 10-year update of the Comprehensive Plan, which was last significantly updated in 2013. The purpose of the plan is to provide a roadmap for the City's next twenty years. The plan touches on ten different topic areas including economic development, land use, transportation, historic preservation, natural resources, and several others. In addition, the document contains a community-wide vision, topic-specific goals, objectives, policies, and recommendations, and an action plan to help prioritize future projects.

An online survey has been created to gather community-wide input as the first step in the Comprehensive Plan update process. This survey is intended to gather input on land use, transportation, recreational, cultural, and natural resource assets, issues, and opportunities.

Next Steps:

- We encourage all community members to take the online survey which will help guide the development of the Comprehensive Plan. The survey will be open between January 12, 2024 through February 2, 2024. It will take approximately 10 minutes to complete, and all responses are anonymous. The survey is available online at:

<https://www.surveymonkey.com/r/TomahComp24>.



Additional information about the Comprehensive Plan Update is available by contacting Shane Rolff, Building Inspector/Zoning Administrator at [srolff@tomahwi.gov](mailto:srolff@tomahwi.gov) or 608-374-7429.

## City of Tomah Comprehensive Plan Community Input Survey

The City of Tomah is updating its Comprehensive Plan – the long-range plan for the community that identifies strategies to enhance the overall quality of life for its residents over the next 20 years. Public input will be gathered throughout the process to establish the City’s vision for the future.

This survey is intended to gather feedback as part of the initial drafting of the update to the plan. It will be open between January 12 and February 2.

Thank you for your time and participation in our survey. Your feedback is important.

**1. What are the most significant challenges facing Tomah today and over the next 10 years?**

**2. How would you describe the current image of Tomah? What makes the community different or unique from neighboring communities?**

**3. What are the three most important reasons you and your family choose to live in the Tomah area? (Please select three options from the list below)**

- Community services
- Near job/work here
- Property tax rates
- Quality neighborhood
- Cost of housing
- Quality schools
- Recreational opportunities
- Low crime rate
- Urban/city atmosphere
- Natural beauty of area
- Near family and friends
- Other (please specify)

**4. Overall, how would you rate the quality of life in the Tomah area?**

- Excellent**
- Good
- Fair
- Poor

**5. Please indicate the top three changes you think would improve the quality of life in the Tomah area. (Please select three options from the list below)**

- Improve K-12 education
- Improve post-secondary education opportunities
- Improve or add new recreational facilities

- Increase amount of different housing types
- Increase affordability of housing
- Decrease taxes and fees
- Improve road infrastructure
- Improve utility service (including telecommunications)
- Increase employment opportunities
- Expand retail shopping options
- Improve community services
- Improve quality of existing housing
- Decrease crime rate
- Improve bike and pedestrian facilities
- Improve public transit
- Other (please specify)

**6. The City maintains a wide array of public facilities and infrastructure with a limited budget. How would you like the City to prioritize maintenance and construction investments? Please indicate your spending preferences based on your satisfaction with these public facilities.**

	More Money	Same Money	Less Money	No Opinion
Airport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Major Streets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood streets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike routes and trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lake access and improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City Hall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sanitary sewers and treatment systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stormwater management systems (sewers, ponds, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public water supply	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (if other, please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**7. The City supports many public services with a limited budget. How would you like the City to prioritize spending on these services? Please indicate your spending preferences based on your satisfaction with these public services.**

	More Money	Same Money	Less Money	No Opinion
Police protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency medical/ ambulance services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspections (building code enforcement)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General City-wide clean-up, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts/Culture program funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordable housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for the elderly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yard waste/City composting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (if other, please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**8. What is the approximate distance of your commute to work (total)?**

- 0-3 miles
- 3-5 miles
- 5-10 miles
- >10 miles
- None-work from home
- None-retired
- None-unemployed

**9. Where is your place of employment?**

- City of Tomah
- Town of LaGrange
- Town of Tomah
- Monroe County (not in community listed above)
- Outside of Monroe County, but in Wisconsin

Retired  
At Home  
Not Employed  
Other (please specify)

**10. How often do you shop in Tomah?**

Never  
Daily  
Weekly  
Monthly  
Quarterly  
At least once per year

**11. How often do you leave the Tomah area to shop?**

Never  
Daily  
Weekly  
Monthly  
Quarterly  
At least once per year

**12. Please share your opinions about the supply of various retail and service businesses in the Tomah area. (need more, have enough, have too much, not sure)**

	Need More	Have Enough	Have too much	Not Sure
Downtown retail shopping/services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convenience retail/services in/near my neighborhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department and general merchandise stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boutique and specialty retail stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apparel and shoe stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fast-food restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sit-down restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grocery stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (if other, please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**13. What type of dwelling do you live in?**

- Single-family home
- Mobile home
- Unit in a duplex
- Unit in a building with 3+ units
- Unit in an assisted living facility
- Other (please specify)

**14. Do you rent or own your dwelling?**

- I own my home
- I rent or lease my home

**15. Please share your opinions about the supply of various housing types in the Tomah area. (need more, have enough, have too much, not sure)**

	Need More	Have Enough	Have too much	Not Sure
Single-family housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mobile/Manufactured housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Duplexes (2 units)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apartments (Studio/efficiency)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apartments (2 or 3+ bedrooms)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Townhomes and condominiums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordable housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing for veterans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior condominiums and apartments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assisted living facilities for seniors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Starter (first time buyer) homes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executive (high-end) homes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Downtown upper-story living	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**16. Which of the following aspects of housing is most important to improve in the Tomah area?**

- Housing Supply (need for more overall housing units and types)
- Housing Cost (need for more housing at various price points)
- Housing Quality (need for improved housing conditions)
- All of the above
- No Opinion

**17. What type of residential neighborhood make-up should be prioritized?**

- Homogenous (all similar sized homes and lots, price points, housing types, etc.)
- Mixed (mix of different sized homes and lots, price points, housing types, etc.)
- Some neighborhoods that are homogenous and some that are mixed

**18. What land use types should Tomah prioritize over the next decade? (select all that apply)**

- Increase residential
- Increase commercial/office/retail
- Increase mixed use (commercial and residential)
- Increase manufacturing and light industrial
- Increase green space and natural areas

Seek balanced growth of each

**19. For each of the following, should the City offer financial incentives to encourage development and investment?**

	Yes	No	It depends
For residential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For retail businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For non-retail employers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the downtown area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On vacant infill sites outside the downtown area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On undeveloped land (example: farmland)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**20. What should the City's top priority or most important goal be for the next 10 years?**

**21. Please share any additional comments you have that could assist the City of Tomah in planning for the future of the community.**

**22. What is your age?**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

**23. In what community do you currently live?**

- City of Tomah
- Town of LaGrange
- Town of Tomah
- Monroe County (not in community list above)
- Outside of Monroe County in WI
- Other (please specify)



PLAN COMMISSION RESOLUTION        -         
RECOMMENDING THE ADOPTION OF A PUBLIC PARTICIPATION PLAN  
FOR THE CITY OF TOMAH, WISCONSIN

WHEREAS, the City of Tomah on September 19, 2013, adopted the City of Tomah Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2013 Comprehensive Plan document advises both the regular Plan Commission update of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City’s consideration of potential updates or amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Tomah believes that meaningful public involvement in processes designed to consider and adopt updates or amendments to its Comprehensive Plan is important to assure that the resulting Plan meets the wishes and expectations of the public; and

WHEREAS, the attached “City of Tomah Comprehensive Plan Public Participation Plan” includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Tomah hereby recommends that the City Council adopt a resolution to constitute official City approval of the attached “City of Tomah Comprehensive Plan Public Participation Plan” as required under §66.1001(4)(a), Wisconsin Statutes.

Adopted this X<sup>th</sup> day of X, 2024.

\_\_\_\_\_  
Mike Murray, Mayor and Plan Commission Chair

\_\_\_\_\_  
Becki Weyer, City Clerk

CITY COUNCIL RESOLUTION \_\_\_\_\_ - \_\_\_\_\_  
ESTABLISHING PUBLIC PARTICIPATION PROCEDURES  
FOR THE 2024 UPDATE TO THE CITY OF TOMAH COMPREHENSIVE PLAN

WHEREAS, the City of Tomah on September 19, 2013, adopted the City of Tomah Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2013 Comprehensive Plan document advises both the regular Plan Commission update of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential updates or amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Tomah believes that meaningful public involvement in processes designed to consider and adopt updates or amendments to its Comprehensive Plan is important to assure that the resulting Plan meets the wishes and expectations of the public; and

WHEREAS, the attached "City of Tomah Comprehensive Plan Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

WHEREAS, at a noticed public meeting held on X,X, 2024, the City of Tomah Plan Commission adopted resolution 2024 - X recommending that the City Council adopt the attached "City of Tomah Comprehensive Plan Public Participation Plan" as its public participation procedures for updates or amendments to the City's 2013 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the procedures included in the "City of Tomah Comprehensive Plan Public Participation Plan" as its public participation procedures for updates or amendments to the City's Comprehensive Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Approved this X<sup>th</sup> day of X, 2024.

\_\_\_\_\_  
Mike Murray, Mayor

ATTEST:

\_\_\_\_\_  
Becki Weyer, City Clerk