



## MEETING NOTICE

### AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on  
**Tuesday, September 27, 2022 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=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09>

**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 Tuesday, June 28, 2022 Long Range Planning Committee Meeting Minutes](#)
- C. [Review of TID Annual Report from Joint Review Board meeting](#)
- D. [Industrial Development Fund Ordinance changes](#)
- E. Downtown Design Standards update - City Council approved first reading of ordinance amendment granting oversight to the Planning Commission
- F. [Comprehensive Plan update - timeline](#)
- G. [Senior Center Building Assessment scope](#)

**2. NEXT MEETING DATE:** Tuesday, October 25, 2022 at 5:30 p.m.

#### 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 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, June 28, 2022** 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:** D. Powell called the meeting to order at 5:30 p.m. Members present: Dustin Powell, Shawn Zabinski, Tina Thompson, Eric Prise, Pete Reichardt, Joanne Westpfahl, Mike Murray, Adam Gigous, and Jeff Holthaus. Absent: None. Quorum present.

Also in attendance: Public Works Director Kirk Arity and Deputy City Clerk Nicole Jacobs.

**Approval of Tuesday, May 24, 2022 Long Range Planning Committee meeting minutes:** Motion by E. Prise, second by S. Zabinski, to approve the minutes of the May 24, 2022 meeting. Motion carried.

**Review and discussion with Vandewalle & Associates of the Long Range Planning Committee's draft work plan:** Scott Harrington and Ben Rohr, representatives from Vandewalle met with the LRPC to discuss a draft work plan, which was comprised of a few elements committee members agreed to focus on following May's LRPC meeting including downtown redevelopment, affordable housing, and maximizing the city's TID districts. After meeting with city staff, Vandewalle combined those items into a draft work plan. A key next step will be determining the roles for each step and where assistance will be needed. No action taken.

**Discussion and possible recommendation of Vandewalle & Associates' proposed Housing Assessment:** B. Rohr explained the proposed housing assessment will provide the LRPC and city staff with an understanding of the existing housing situation and identify key opportunities for action. A document was presented to committee members outlining the proposed actions and intended outcomes. B. Rohr also presented committee members with a list of four proposed steps that will be taken to complete the housing assessment within 90 days at a cost of approximately \$7,500. Motion by E. Prise, second by S. Zabinski, to recommend moving forward with Housing Assessment as presented by Vandewalle & Associates. Motion carried.

**Discussion with Vandewalle & Associates regarding recommended steps for the City of Tomah Comprehensive Plan update:** B. Rohr explained how city staff views the LRPC as a guiding committee for the update process of the city's comprehensive plan, which will need to be updated by the end of 2023. Vandewalle proposed a project schedule as well as next steps. K. Arity explained that one of the first proposed steps is to utilize members of the LRPC to form a subcommittee in leading the plan update process with minimal support from Vandewalle. The subcommittee would need to meet at least once a month with no costs associated with the plan. B. Rohr recommended a collaborative effort between Planning Commission and the LRPC would be the most efficient route to involve both committees in the process. Motion by E. Prise, second by T. Thompson to approve recommended steps for the city's comprehensive plan update. Motion carried.

**Next Meeting Date:** The committee set the next meeting date for Tuesday, July 26, 2022 at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

**Adjournment:** Motion by T. Thompson, second by S. Zabinski to adjourn at 6:16 p.m. Motion carried.

Respectfully submitted by:

*Nicole Jacobs*

Nicole Jacobs, Deputy City Clerk, July 12, 2022

# City of Tomah Annual Joint Review Board Meeting

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JULY 21, 2022

# Active City of Tomah TIDs

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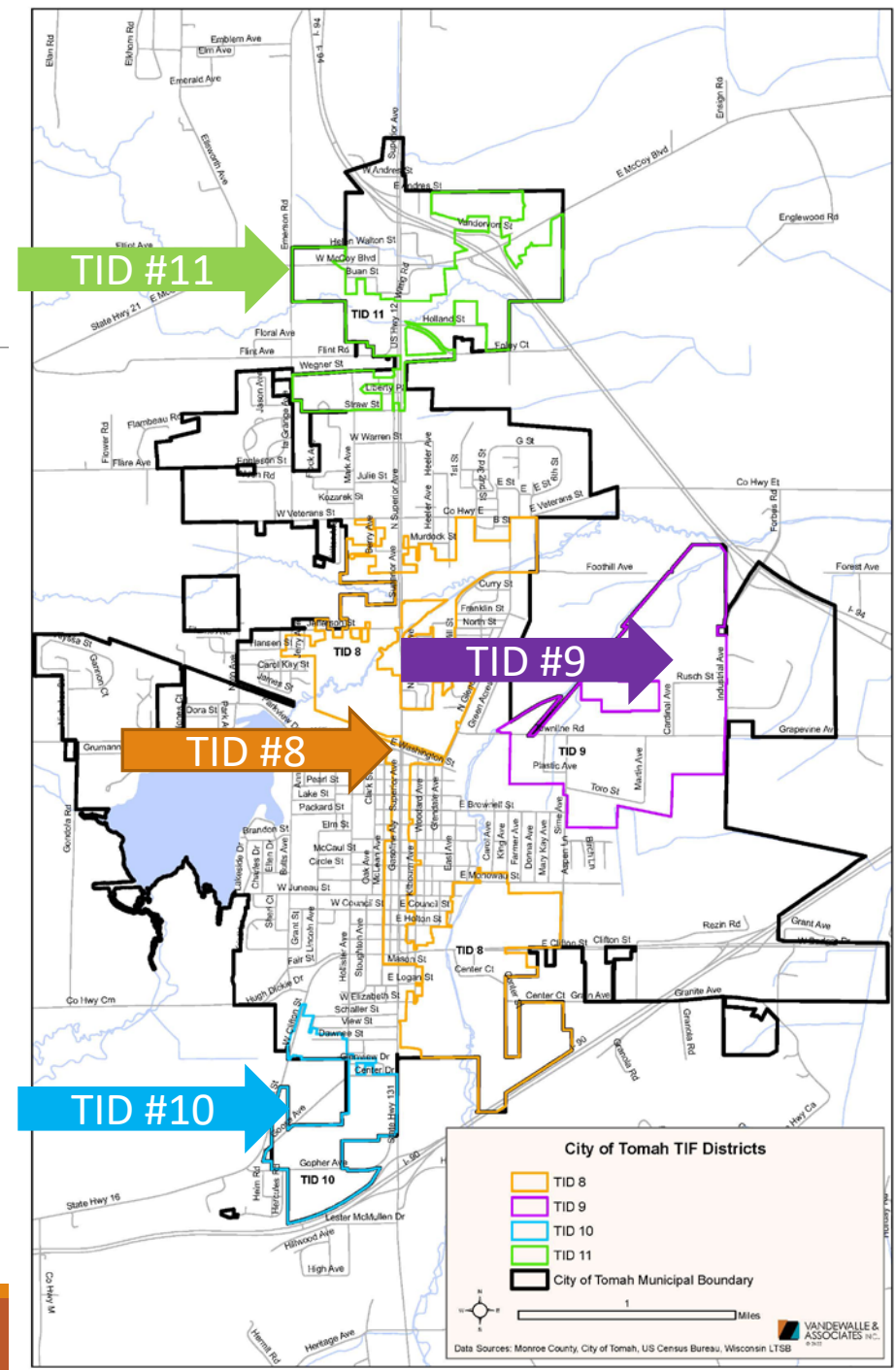
TID Number	Type	Created	Last Amended	Termination
TID #8	Rehab & Conservation	2015	September 2021	2042
TID #9	Industrial	2018	September 2021	2039
TID #10	Mixed Use	2018	September 2021	2039
TID #11	Mixed Use	2021	N/A	2041

# 12% Standing

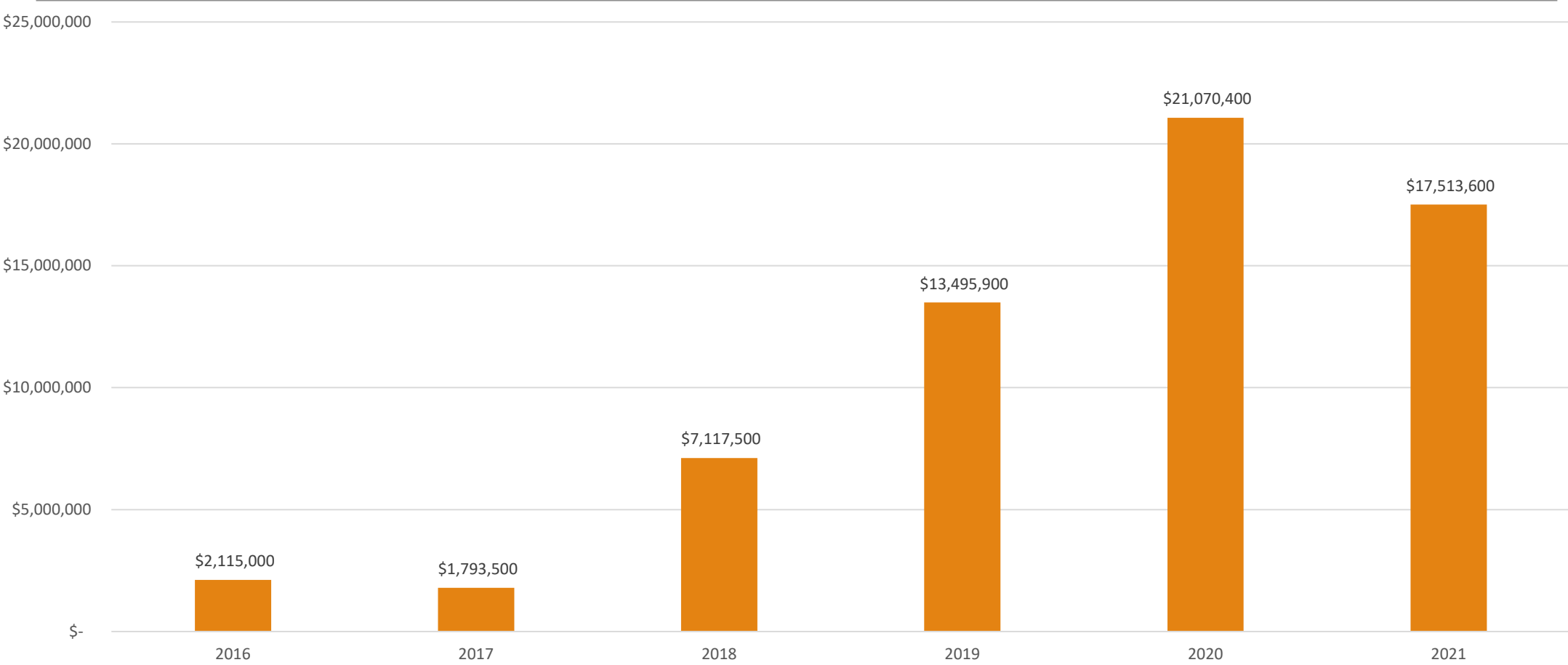
TID	2021 Total Value	2021 TID Value Increment	Percentage of TID Value Increment
TID #8	\$57,454,300	\$17,513,600	2.2%
TID #9	\$53,866,300	\$8,617,200	1.1%
TID #10	\$19,901,600	\$18,244,100	2.3%
TID #11	\$3,045,300	\$0	0%
Totals*	\$134,267,500	\$44,374,900	5.5%

\*By state law, the City must stay under 12% of its total assessed value located within its TIDs.  
 2021 total City value = \$803 million

# Active City of Tomah TIDs



# TID #8 Tax Increment





# TID #8

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2021 beginning year balance = \$-2,245,530

2021 end of year balance = \$-2,573,546

- \$1,614,728 in total revenues
- \$1,942,744 in total expenditures

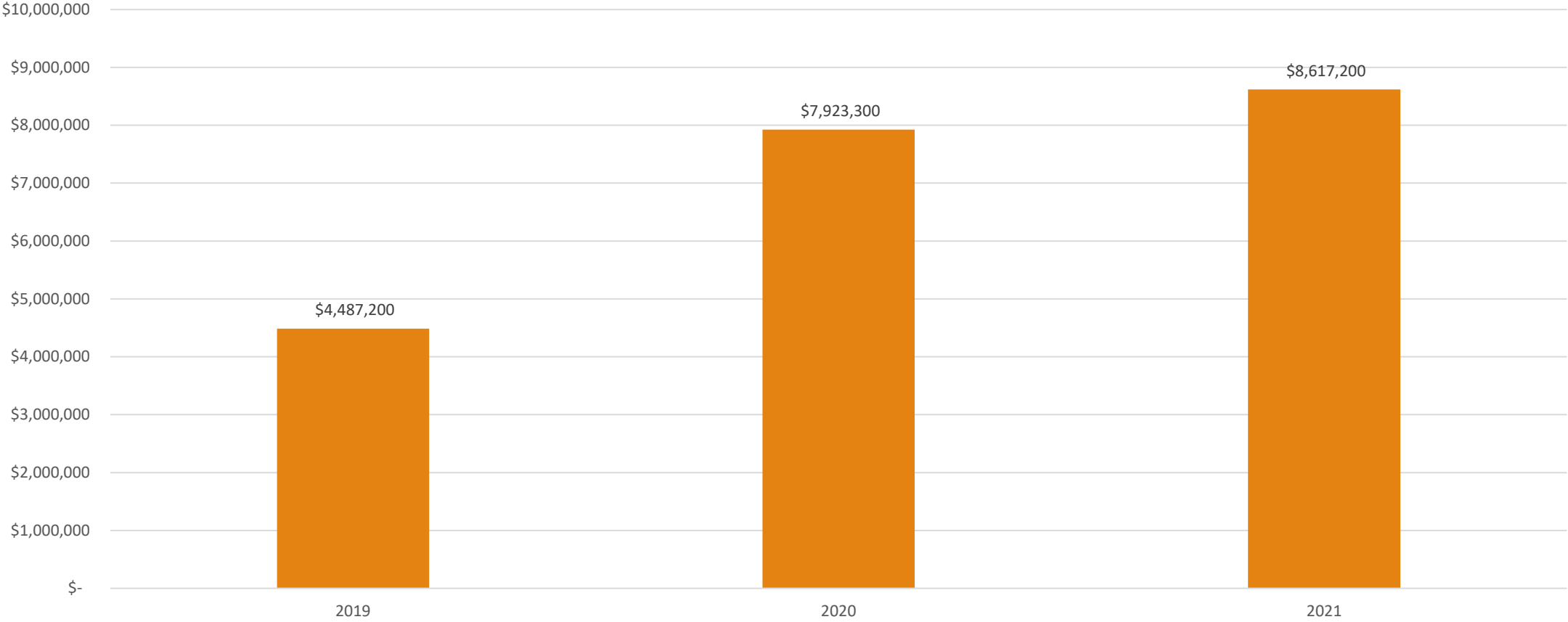
Base Value has increased by 728% since 2015

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Increment change – lost buildings to fire, some vacant buildings, new tax-exempt property

# TID #9 Tax Increment



# TID #9

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2021 beginning year balance = \$26,089

2021 end of year balance = \$-35,073

- \$169,692 in total revenues
- \$230,854 in total expenditures

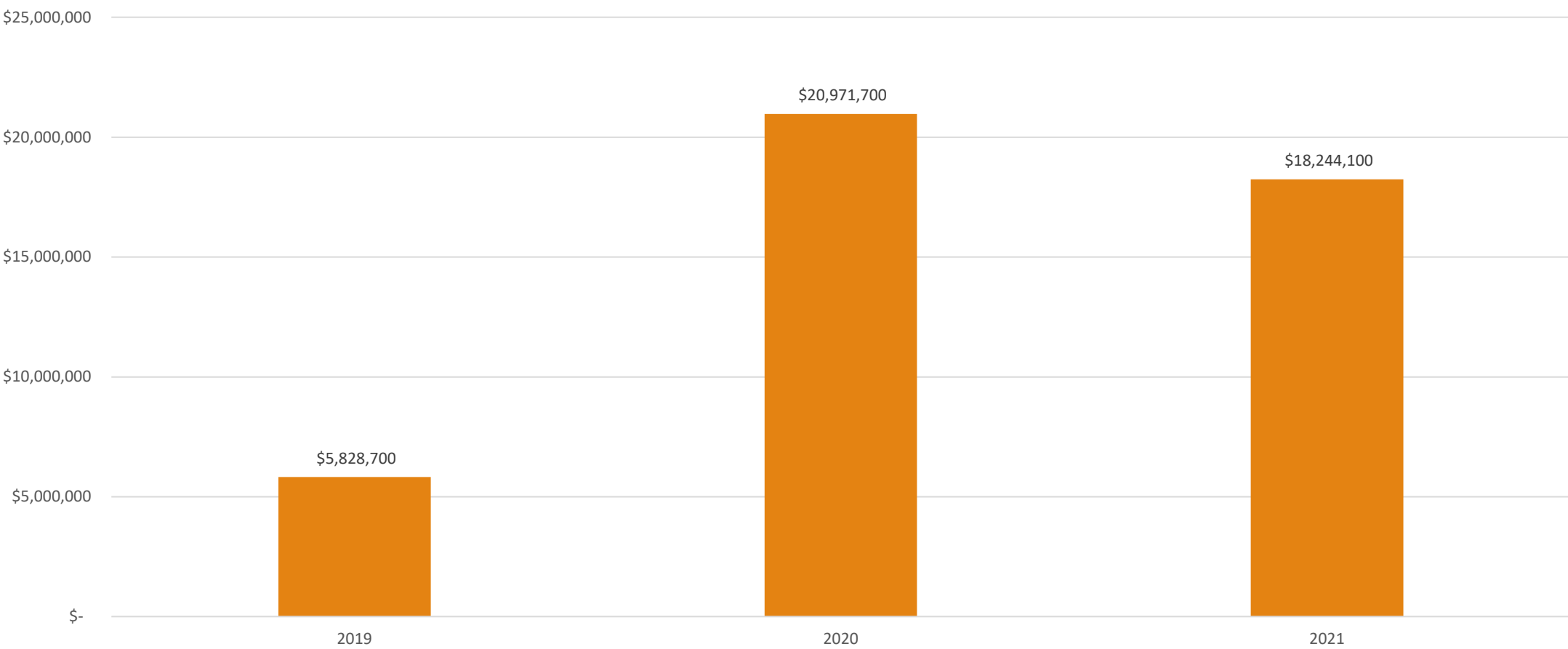
Base Value has increased by 92% since 2018

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Cardinal's expansion project should come on the tax rolls in 2023

# TID #10 Tax Increment



# TID #10

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2021 beginning year balance = \$684,707

2021 end of year balance = \$237,198

- \$449,148 in total revenues
- \$896,657 in total expenditures

Base Value has increased by 213% since 2018

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Increment change – clinic's assessed value went down due to personal property depreciation

# TID #11

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Created in 2021

Base Value was \$3,045,300

Key Project Plan items for 2022: No projects planned this year

Hotel development and new mobile homes should come on the tax rolls this year

# Summary Conclusion

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Both TID #8 and TID #9 have a negative end of the year balance (paying debt), but TID #10 is doing well in terms of a positive end of the year balance.

TID #8 and #10 experienced a slight decline in increment this past year.

The City will consider allocating funds to the downtown façade program this year (TID #8).

The City will expand its efforts to identify development or redevelopment sites and proactively pursue developers for them.

Protentional for a possible TID amendment yet this year to add a property that a developer is interested in.

CITY OF TOMAH LRPC  
STAFF COMMITTEE PREPARATION REPORT  
August 23<sup>rd</sup>, 2022

**Agenda Item:** Discussion on amending our current ordinance to retitle and redefine the Industrial Development Fund to fit the City of Tomah goals for economic development.

**Summary and background information:** Our current ordinance sets the parameters of uses for the Industrial Development Fund as stated in Sec. 2-350 below. The ordinance restricts the uses to only projects related to Industrial Development. Staff believes it would be advantageous to expand the uses to fit with Economic Development as defined in the proposed amendments.

**Sec. 2-350 - Industrial development duties.**

The plan commission shall have the power to collect, hold, manage, control and use all funds appropriated and provided for industrial development to collect, hold, manage, control and use all proceeds, earnings, and monies available for the sale, lease, rental, conveyance or other disposition of any property held or acquired; to construct, acquire by gift or purchase, reconstruct, improve or extend any industrial building within the city limits; and to acquire by gift or purchase lands or rights in lands in connection therewith in the name of the city; to develop an industrial park and to do or cause to be done all matters and things in connection therewith; to employ the personnel, agents, engineers, and consultants as the commission shall deem necessary; and to cause to be sold, leased, rented, conveyed, transferred, assigned, or donated any property acquired by the commission; and to exercise the other power and authority necessary to accomplish the purpose of this division. Provided, however, that any and all contracts entered into by the commission shall be subject to the approval of the city council.

**Sec. 2-351. - Industrial development fund.**

The industrial development fund previously created by ordinance is hereby re-established and shall be used for the purposes of financing and exercising the power of industrial development described above. Such fund shall consist of the sums of money as may be hereafter appropriated and provided for by the city council, and of all rentals, interest, income, dividends, earnings and monies available from the sale, lease, conveyance or other disposition of any property acquired pursuant to the power exercised by the commission under the terms of this division, and the other sums as may be provided for by ordinance or statute.

***Proposed amendment is attached.***

**Recommendation:** The Plan Commission has recommended reassigning the Industrial Development Fund to the LRPC for oversight and reclassifying the fund to allow for uses related to economic development.

Shane Rolff  
Zoning Administrator/Building Inspector

8/18/22  
Date



### City of Tomah Comprehensive Plan Amendment Schedule

Task #	Task	Timeframe
1	Public Participation Plan Adopted by Plan Commission <ul style="list-style-type: none"> <li>• Done</li> </ul>	August 25
2	Public Hearing Notice <ul style="list-style-type: none"> <li>• City: send notice to paper and post amendments to website <ul style="list-style-type: none"> <li>○ See Public Hearing Notice and 2022 City of Tomah Proposed Comprehensive Plan Amendments</li> </ul> </li> <li>• V&amp;A: prepare and mail letters</li> </ul>	September 7
3	Published in the Paper (30-day minimum notice period)	September 18
4	Public Participation Plan Adopted by City Council <ul style="list-style-type: none"> <li>• See Public Participation Plan and CC Resolution</li> </ul>	September 20
5	Plan Commission Recommendation Meeting <ul style="list-style-type: none"> <li>• See 2022 City of Tomah Proposed Comprehensive Plan Amendments and Plan Commission Recommendation Resolution</li> </ul>	September 22
6	City Council Public Hearing and Adoption Meeting <ul style="list-style-type: none"> <li>• See 2022 City of Tomah Proposed Comprehensive Plan Amendments and City Council Adoption Ordinance</li> </ul>	October 18
7	Send Adoption Mailings and City Updated Plan for website <ul style="list-style-type: none"> <li>• City notifies V&amp;A and V&amp;A sends out letters</li> </ul>	October 19

**PROPOSAL:****DRAFT August 25, 2022****TOMAH, WISCONSIN  
SENIOR CENTER REUSE STUDY**

Vandewalle & Associates offers the following scope of services in support of the economic and social vitality of downtown Tomah as well as the quality appearance of its downtown building stock. The study's findings will clarify the potential of the property for reuse and residential renovation. Deliverables will include conceptual interior layout solutions and façade treatment recommendations providing a tool for the City of Tomah to inspire, to recruit developers, and guide appropriate reuse design.

**SCOPE OF SERVICES****Review of existing building documentation [\$480]**

- Review architectural documentation (i.e. floor plans, elevations, insurance maps)
- Review relevant codes

**Site visit and tour of building interiors [\$1,850 + \$460]**

- Tour exterior to assess access and building condition
- Tour interior to determine structure configuration and condition
- Assess existing building condition and its reuse
- Summarize findings of site visit

*Deliverable: Memo: Summary of the project's constraints and opportunities*

**Development of renovation recommendations [\$2,510]**

- Determine residential access layout
- Develop floor plans (2) showing unit arrangement and common space layout
- Develop typical unit layout
- Package graphics

*Deliverables: Partial Ground Floor Plan, Upper Floor Plans, Typical Unit Floor Plan*

**Building façade improvement recommendations (optional) [\$1,500]**

- Determine original façade design
- Develop façade renovation recommendations

*Deliverables: Façade Elevations (2)*

**Project coordination [\$1,550]**

- Coordinate meetings (virtual)
- Communicate with client and others as needed
- Manage project schedule

Project Manager	Ben Rohr
Lead Designer	Dean Proctor
Graphics Lead	Elona Bartnick
Project Consult	Scott Harrington

**Budget: \$6,850** [Add \$1,500 for façade recommendations]

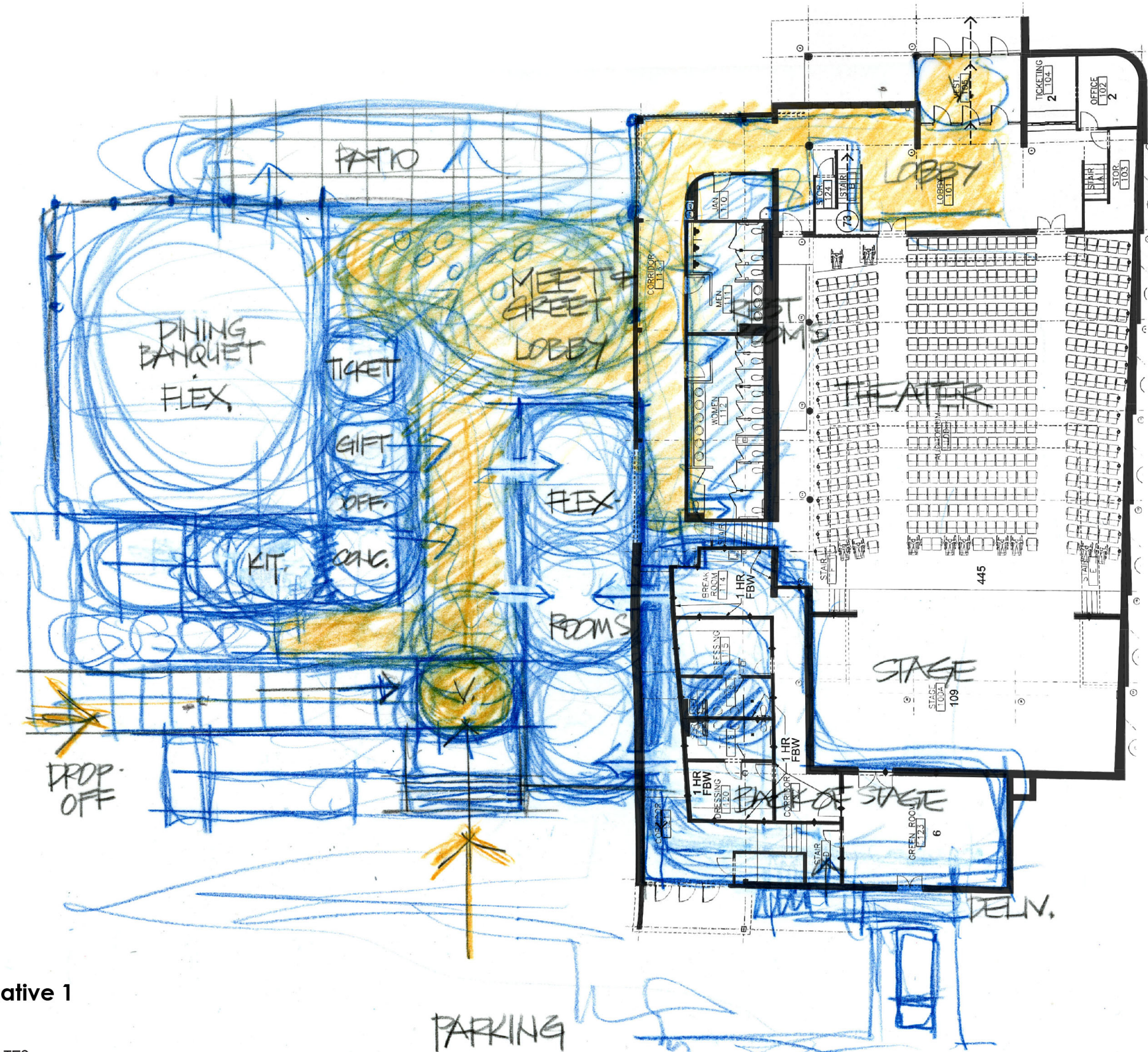


# Legacy Theater

Carthage, Illinois

Draft

Item G.



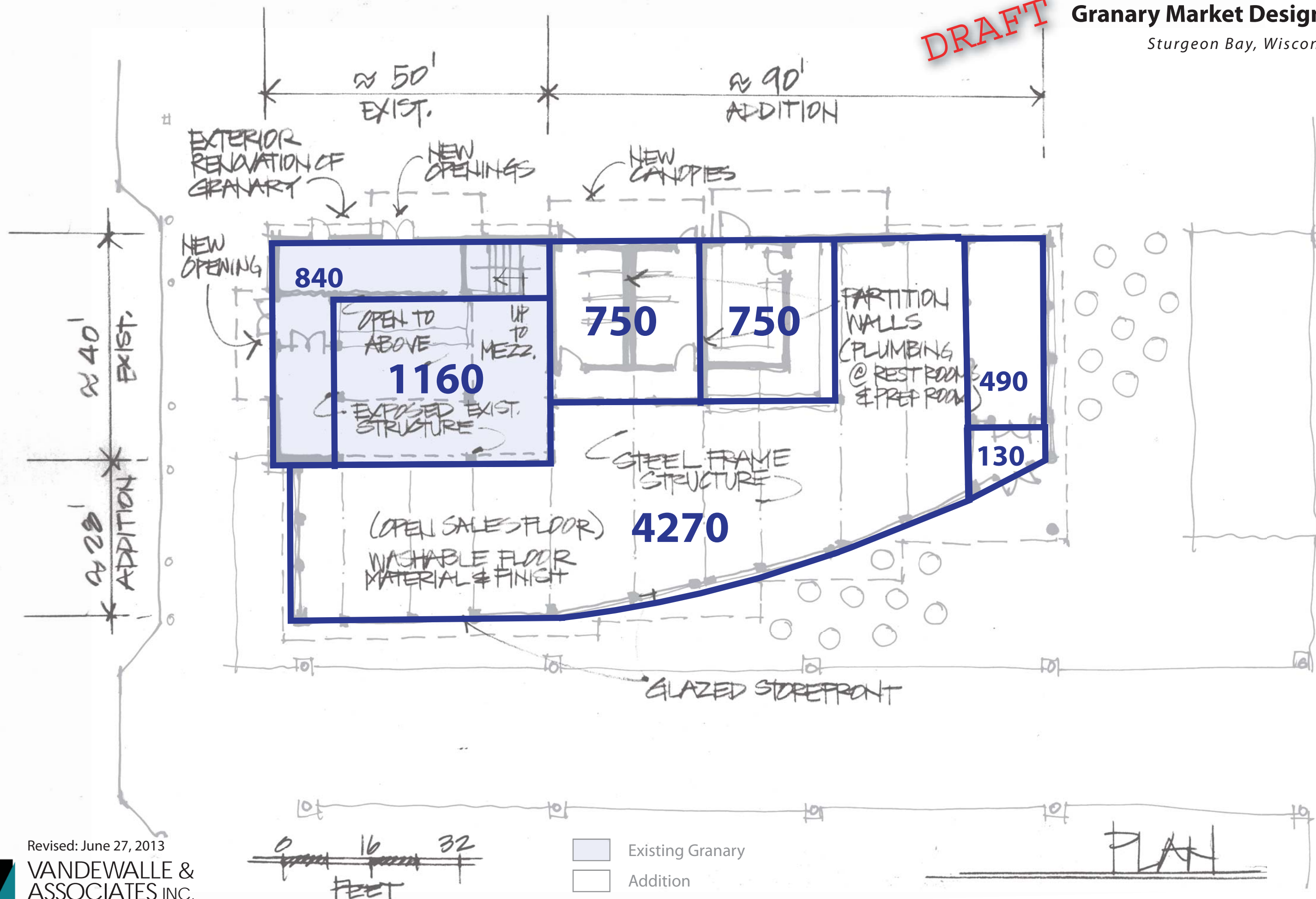
Concept Floor Plan Alternative 1





## Granary Market Design Concept

Sturgeon Bay, Wisconsin

**DRAFT**

Revised: June 27, 2013

VANDEWALLE &  
ASSOCIATES INC.

© 2013

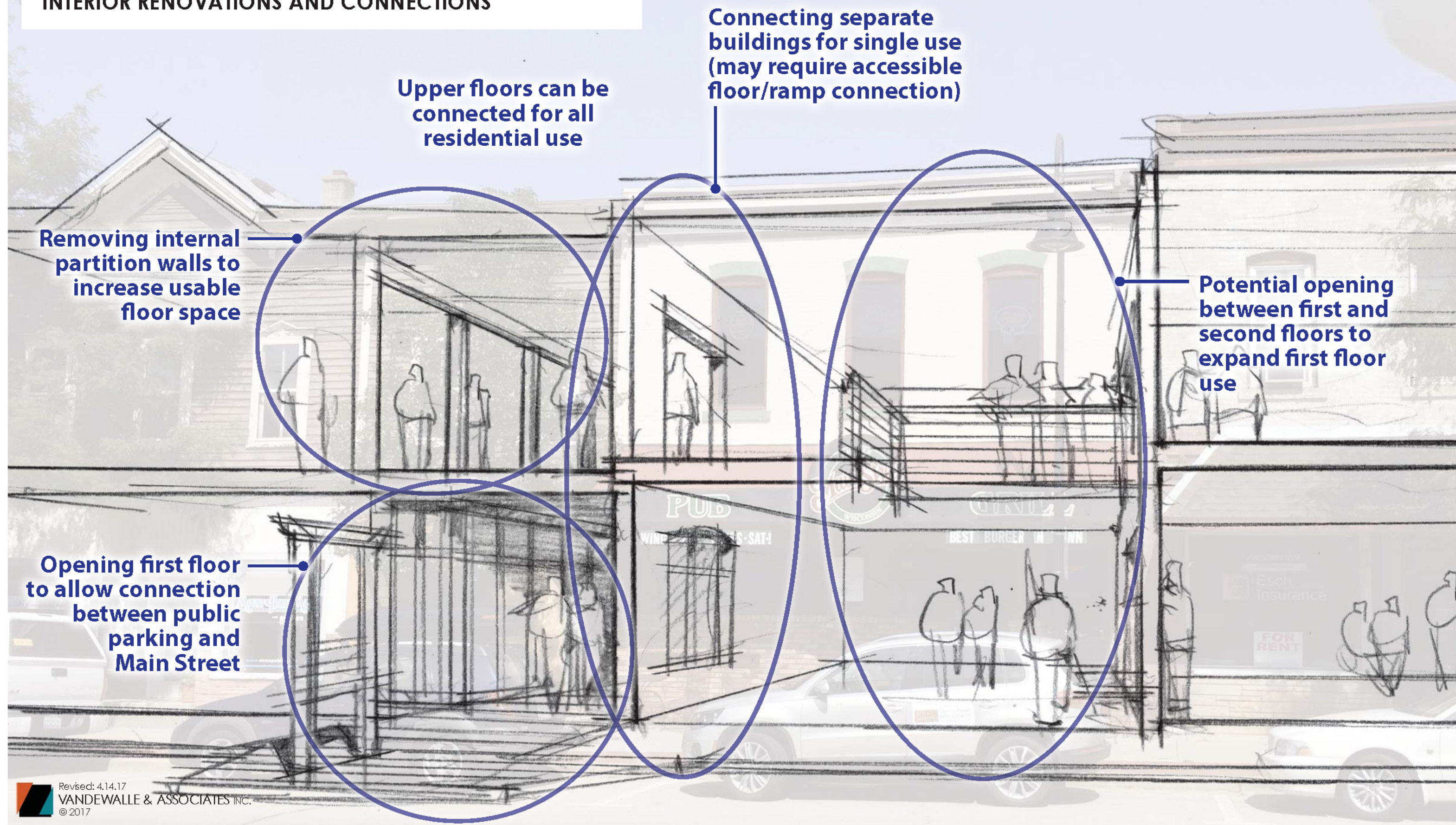
Preliminary Design, Not for Construction



FIG. 8

## VILLAGE OF MOUNT HOREB

### INTERIOR RENOVATIONS AND CONNECTIONS





# Western Slope Center for Sustainable Technology (CST)

## Preliminary Floor Plan

