



AGENDA FOR PLANNING COMMISSION

MEETING NOTICE

A Planning Commission meeting will be held on **Thursday, June 04, 2026 at 5:30 PM**
in the **Council Chambers at City Hall, 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

Pledge of Allegiance

Roll call

APPROVAL OF MEETING MINUTES

- [1.](#) Approval of May 7th Plan Commission Minutes

PUBLIC HEARING

- [2.](#) Application for a Conditional Use Permit for Off-Site Parking north of 147 Wittig Road

DISCUSSION ITEMS

- [3.](#) Application for Conditional Use Permit for Off-site Parking north of 147 Wittig Rd
- [4.](#) Application for Site Plan Approval north of 147 Wittig Rd.
- [5.](#) Application for a Certified Survey Map at 215 East Logan St.
- [6.](#) Department Monthly Reports
7. Election of Officers

FUTURE AGENDA ITEMS

FUTURE MEETING DATE:

8. July 2nd, 2026, 5:30 PM

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 Nicole Jacobs, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.



PLANNING COMMISSION 5/07/ 2026

A Planning Commission meeting was held on Thursday, May 7, 2026 at 5:36 PM in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:36 pm

ROLL CALL

Pledge of Allegiance

Roll Call:

Mayor Dwyer - Present

Alderman Glynn - Present

Alderman Koel - Present

Commissioner Prise - Present

Commissioner Meyer - Present

Commissioner Rice - Absent

Commissioner Thompson - Present

APPROVAL OF MEETING MINUTES

Meyer, and seconded by Alderman Koel to approve. Motion Carried Unanimously
 1. Approval of April 2nd, 2026 Plan Commission Minutes:

PUBLIC HEARING

2. Request for a Conditional Use Permit for a Home Occupation at 902 W Veterans St.

Motion was made by Commissioner Prise to open the public hearing, seconded by Commissioner Thompson. The public hearing was opened at 5:40 pm

Mayor Dwyer called for anyone wishing to speak in favor of the CUP; Josh Peot of 902 W Veterans Street gave a brief presentation of his application. He is proposing to have a home based business/ office. He is proposing minimal home visits, mostly an on-line presence, mostly by appointment hours of operation 9 am - 6 pm with all parking to be in the driveway.

Mayor Dwyer called for anyone else wishing to speak in favor and then anyone wishing to speak in opposition to this petition. Hearing none, Commissioner Prise made a motion to close the public hearing, seconded by Alderman Glynn. All present voted in favor of the motion. The public hearing was closed at 5:43 pm.

DISCUSSION ITEMS

3. Request for a Conditional Use Permit for a Home Occupation at 902 W Veterans St. A motion was made by Commissioner Prise to approve the Conditional Use Permit; the motion was seconded by Commissioner Thompson. All present voted in favor of the petition. The CUP was approved unanimously.

4. Zoning Department Monthly Reports: Administrator Handy discussed the monthly reports, rising permit numbers and budget revenues, and an open house held for builders and realtors.

5. Update on Sign Ordinance Administration: Administrator Handy provided a one page report on sign ordinance administration and a brief discussion about election/candidate signs and other administration ensued.

6. Swearing In of New Officers: Administrator Handy updated the Commission on the reorganization of Committees.

FUTURE AGENDA ITEMS

FUTURE MEETING DATE: June 4th, 2026 - 5:30PM

ADJOURNMENT A motion to adjourn was made by Alderman Koel and seconded by Commissioner Prise. Meeting was adjourned at 5:59 pm

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Site Plan Application Directly North of 147 Witting Rd to install a parking lot for Culvers and approve a Conditional Use Permit for off-site parking requirement in Section 52- 116(11) of the Zoning Ordinance

Summary and Background Information:

Culvers is in need of additional parking for employees. The bus parking area on Witting Rd. materials were paid for by Culvers. They agree that losing one bus parking stall is acceptable.

Recommendation From: Zoning Administrator

Minutes Attached:

Yes No

Budget Account: Not applicable. **Fiscal Impact:** Not applicable.

Staff Responsible for implementation: Zoning staff.

Economic Impact: Not applicable. **Zoning/Rezoning Issues:** None

Supports Organizational Goals:

Yes No

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: Approve

A motion to approve this item should read, "Approve of The Site Plan and Conditional Use Permit for Culvers Parking with the following Conditions:

1. The land must be in the same possession as the lot occupied by the use to which the parking facilities are accessory. Such possession shall be by deed whereby the owner of the land on which the parking facilities are to be located shall be bound by a covenant filed and recorded in the office of the Monroe County Register of Deeds requiring such owner or assignees to maintain the required facilities for the duration of the use served.
2. The applicant is required to find the end of the existing storm pipe invert and will need to determine the size of pipe and invert in the field.
3. The drawings show sidewalk stopping at the parking entrances. The sidewalk is required to be continued through the driveways, and the applicant shall extend the sidewalk to the end of the Eastern parking area.

Administrator

Date

Charles Handy
Department Director

5-19-2026
Date

Committee: Planning Commission

Meeting Date(s): June 04, 2026



560 Sunrise Drive
Spring Green, WI 53588
(608) 588-7484 FAX (608) 588-9322
email: info@jewellassoc.com

May 1, 2026

City of Tomah
Charlie Handy – Zoning Administrator
819 Superior Avenue
Tomah, WI 54660

RE: Culvers Employee Parking Lot Design Submittal

Dear Mr. Handy:

This letter is included in our submittal to the City of Tomah for the requested site development plan review. On behalf of Culver's, please accept this request to be placed on the next available agenda for Planning Commission

Culver's is proposing a parking lot directly across the street from the existing store in Tomah (147 Wittig Road). The intended use of this parking lot is mainly for employees. Included in this submittal is the cover letter, application, and civil plans.

Please reach out if any questions come up during the review process.

Sincerely,

Trent Kastenschmidt, PE
Jewell Associates Engineers, Inc.



SITE PLAN REVIEW APPLICATION

(This review does not include utilities and storm water)

The following checklist is required and will ensure the timely processing of your site plan review request:

Site Plan Review Checklist:

- ▶ Include all items applicable and requested on the checklist

If incomplete, no further processing of the application will occur until the deficiencies are corrected. All development must meet the requirements of the City of Tomah and any other applicable local, state, or federal ordinances.

Description of Proposed Development:

If you have any questions, please contact the Zoning Department at 608-374-7429.

Pro Address: No Official Address (Wittig Road - Directly north of Culvers)	Parcel Number: 286-02651-4526
--------------------------------------------------------------------------------------	----------------------------------

Applicant: Jewell Associates Engineers, Inc.	Mailing Address: 560 Sunrise Drive	City, State, Zip: Spring Green, WI 53588
Phone Number: <input type="text"/>	Email: <input type="text"/>	Primary Contact Scott Whitsett

Business: Owner/Contact: Tomah Culvers	Mailing Address: 147 Wittig Road	City, State, Zip: Tomah, WI 54660
Phone Number: (608) 343-0757	Email:	Primary Contact <input type="text" value="Al Laylan"/>

Property Owner: ILL Prc.pe.r1'it'..S IL LI.	Mailing Address: /364 22 ?.	City, State, Zip: l,....GroM,-c) WI 5'-f ,c3
Phone Number: <input type="text" value="608-78-1-111"/>	Email: <input type="text" value="L Al\..t£(@ I. a>M"/>	Primary Contact Co" \ 2 J 6M/Vf

The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Tomah Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant: Trent KaStenschmidt	Date:
Signature of Property Owner:	Date: 1-1--3 0 JG

OFFICE USE ONLY:	Date Received:	Application Received by:
Zoning District:		



Site Plan review is required for all development including new construction, movement, reconstruction, conversion or structurally alterations to structures pertaining to triplexes, multi-family housing, commercial, industrial, and public projects. The submittal of the proposed project must include the following information to be considered a complete application for Site Plan Review. Check appropriate boxes to indicate completion of the corresponding requirement.

Please provide the following with the site plan application submittal: 24" x 36" electronic version of entire plan set.

1. Completed Site Plan Review Application form with completed and signed checklist.
Attached

2. A cover letter is required describing the request for the Site Plan Review. The letter shall include a general (description of the proposed project). Describe the proposed phasing of all buildings and site improvements. Also, describe any land divisions that need to occur.
Attached

3. Site Plan. New development will require a professionally drawn site plan to be submitted, drawn to an engineered scale, and include the following items:
 - A. Name, address, and phone number for the owner, developer, and general contractor/designer.
 8. Legal description of the site or copy of plat/certified survey map.
 - C. Survey completed on the property.
 - D. The location and dimensions of all site property lines and existing/proposed structures. (Existing structures legal conforming status?)
 - E. Show North Arrow, scale of drawing, Bench Mark location and elevation to NGS (if required).
 - F. Label all building front, rear, and side yard setbacks of the new development to adjacent property lines.
 - G. Lot dimensions, frontage, area in conformance.
 - H. Building height.
 - I. Show the location and label widths of all existing and proposed public rights-of-way and public/private easements adjacent to and within the site.
 - J. Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails. Identify connections to existing/proposed sidewalks and trails.
 - K. Show existing and proposed driveways (ingress/egress), parking spaces (ADA), loading spaces, interior parking islands, sidewalks, and handicap ramp widths. Indicate the direction of travel for one-way drives and inside radii for all curves. Note dimensions of driveways and parking spaces and list total number of parking spaces required and provided. Provide cross-section drawings of proposed curbs and sidewalks.
 - L. Location and type of outside lighting.
 - M. Screening of dumpsters
 - N. Outside storage of materials or equipment

APPLICANT: Site Plan Review Data Checklist	Submitted	N/A
Cover/Title Page:		
Name and address of applicant and property owner	X	
Address and common description of property and complete legal description	X	
Dimensions of land and total acreage	X	
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	
Name and address of firm or individual who prepared the site plan	X	
Site and Zoning Data:		
Show North arrow, scaled drawing, Bench Mark location and elevation to NGS (if required)	X	
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site	X	
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site	X	
Label all building front, rear, and side yard setbacks of new development to adjacent property lines		X
All existing and proposed easements		X
Lot coverage, lot dimensions, frontage, area in conformance	X	
Finished graded surface /shall be dust free)	X	
Natural Features:		
Wetlands Floodplain	X	
Access and Circulation:		
Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements	X	
Location of proposed roads, driveways (ingress/egress), sidewalks, handicap ramp widths, and interior parking islands		X
Calculations for required number of parking and loading spaces, location, and layout (ADA compliant)		
Dimensions of parking spaces, islands, circulation aisles, and loading zones	X	
Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails	X	
Building, Structure, and Miscellaneous Site Information:		
Location, height, and outside dimensions of all buildings and structures		X
Utilizing a crane during build process <input type="checkbox"/> YES 1:81 NO		X
Building floor plans and total floor area		X
Details on accessory structures and any screening		X
Location of exterior lighting (site and building lighting)		X
Lighting details: Sec. 52-208(3) Exposed sources of light shall be shielded so as not to be visible outside their premises.		X
Screens and buffers: Sec. 52-207: Required buffer strips in industrial districts and property zoned business (North of Jefferson, East of Grain Ave, South of View St, West of Hugh Dickie Dr, and other similar areas) abuts a residential district.		X
Location of trash receptacle(s) and transformer pad(s) and method of screening		X
Location of outdoor storage materials/equipment		X

STAFF COMMITTEE PREPARATION REPORT

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Summary and Background Information:

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Recommendation From: Zoning Administrator

Minutes Attached:

Yes No

Budget Account: Not applicable. **Fiscal Impact:** Not applicable.

Staff Responsible for implementation: Zoning staff.

Economic Impact: Not applicable. **Zoning/Rezoning Issues:** None

Supports Organizational Goals:

Yes No

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: **Approve**

A motion to approve this item should read, "Approve of The Site Plan and Conditional Use Permit for Culvers Parking with the following Conditions:

1. The land must be in the same possession as the lot occupied by the use to which the parking facilities are accessory. Such possession shall be by deed whereby the owner of the land on which the parking facilities are to be located shall be bound by a covenant filed and recorded in the office of the Monroe County Register of Deeds requiring such owner or assignees to maintain the required facilities for the duration of the use served.
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Administrator

Date

Charles Handy
Department Director

5-19-2026
Date

Committee: Planning Commission

Meeting Date(s): June 04, 2026

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Certified Survey Map , Dobb’s Trust 215 E Logan St.

Summary and Background Information:

This CSM has been reviewed by Zoning staff per the City’s subdivision ordinance. We expect review by County Surveyor.

Recommendation From: Zoning Administrator

Minutes Attached:

Yes No

Budget Account: Not applicable.

Fiscal Impact: Not applicable.

Staff Responsible for implementation: Zoning staff, County Surveyor.

Economic Impact: Not applicable.

Zoning/Rezoning Issues: None

Supports Organizational Goals:

Yes No

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, “Approve of The Certified Survey Map for Dobb’s Trust at 215 East Logan St., Tomah, WI”

Administrator

Date

Charles Handy
Department Director

5-27-2026
Date

Committee: Planning Commission
Meeting Date(s): 4 June, 2026

MONROE COUNTY CERTIFIED SURVEY MAP NO. _____

ASR

SURVEYING LLC

N 2169 SHINKLE HILL RD.
MAUSTON WI. 53948
608-547-3012
PROJECT # 26196

**PART OF OUTLOT 246, ASSESSOR'S PLAT OF
TOMAH, LOCATED IN THE NW1/4 NE1/4 OF
SECTION 9, T. 17N., R. 1W., CITY OF TOMAH,
MONROE COUNTY, WISCONSIN**

SURVEYOR'S CERTIFICATE

I, BRET A. DAVIES, Professional Land Surveyor, hereby certify;

That I have surveyed and mapped part of Outlot 246, Assessor's Plat of Tomah, being located in the NW1/4 NE1/4 of Section 9, T. 17N., R. 1W., City of Tomah, Monroe County, Wisconsin, Bounded by the following described line;

Commencing at the North 1/4 corner of said Section 9; thence N88°59'28"E, 779.901 feet along the north line of said NE1/4; thence S01°00'32"E, 797.38 feet to the POINT OF BEGINNING

Thence S03°39'26"E, 270.49 feet; thence N70°20'07"W, 210.38 to a point on the east line of the alley of lying east of Block 4 and Block 5, Mason's Addition; thence N00°21'16"E, 199.15 feet along the east line of said alley; thence S89°59'50"E, 179.63 feet to the POINT OF BEGINNING.

Said parcel contains 1.01 Acres

That I have made such survey and map at the direction of Stacy and Margie Dobbs Trust, 215 East Logan St., Tomah, Wisconsin;

That such map is a correct representation of the exterior boundaries of the lands surveyed;

Subject to all easements, restrictions, reservations, and rights-of-way of record;

That I have fully complied with 236.34 of the Wisconsin Statutes, Section AE 7 of the Wisconsin Administrative Code and the City of Tomah Subdivision regulations in surveying, dividing, and mapping the same, to the best of my knowledge and belief.



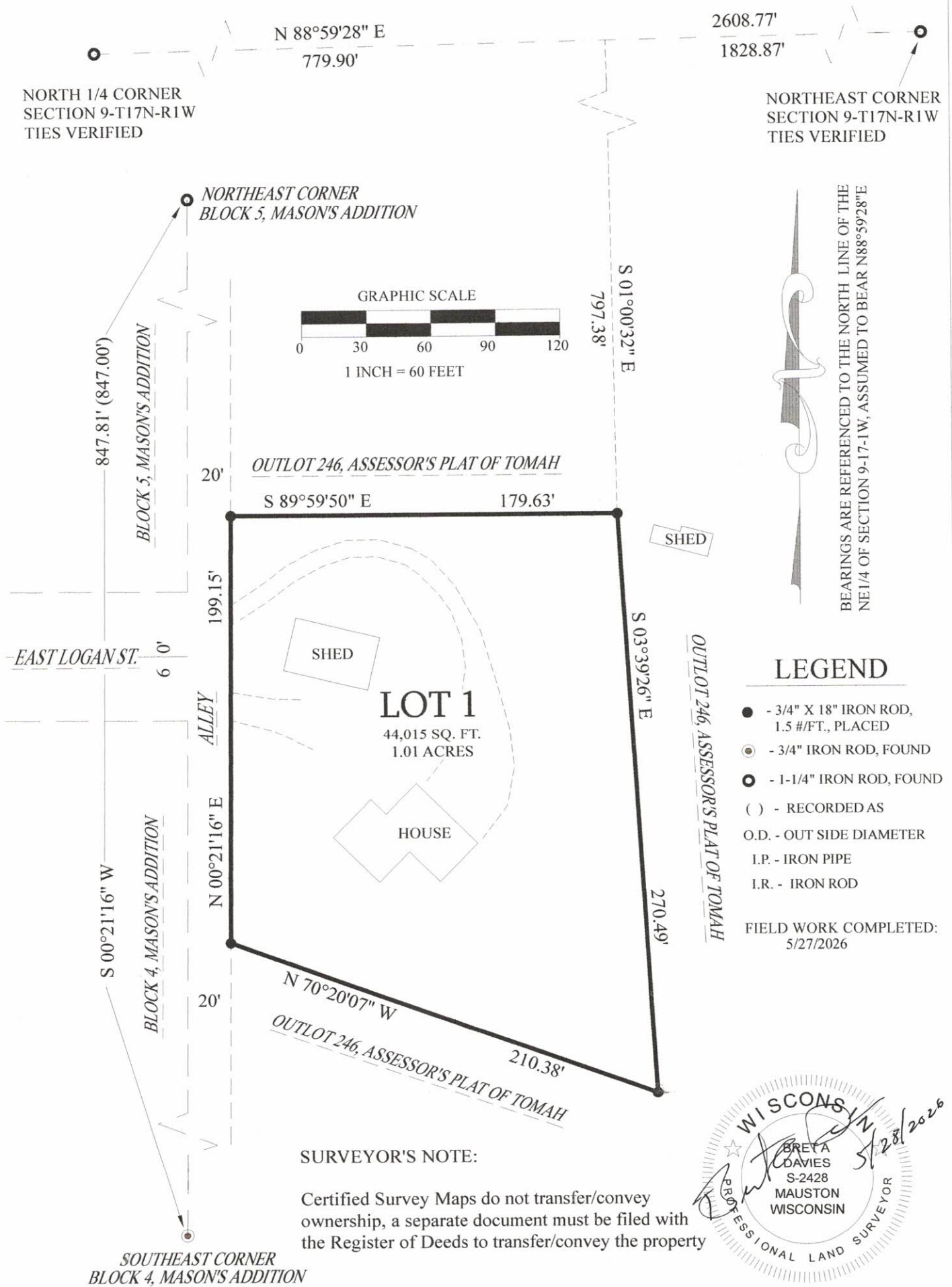
APPROVAL OF THE CITY OF TOMAH PLANNING COMMISSION

This Certified Survey Map is approved this _____ day of _____, _____.

Chairman

MONROE COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF OUTLOT 246, ASSESSOR'S PLAT OF TOMAH, LOCATED IN THE
 NW1/4 NE1/4 OF SECTION 9, T. 17N., R. 1W., CITY OF TOMAH, MONROE
 COUNTY, WISCONSIN



May GEC Permit Report

Owner Name	Building Address	Est Cost	Type	Fee
John Sedlo	900 Charles Drive	2300	131 - Electrical Only	\$ 171
Robert Moake	210 View Street	3029	131 - Electrical Only	\$ 171
Jeff Kelner	315 Dawnee St	11500	128 - Sheds	\$ 193
Tomah High School	901 Lincoln Ave	2000	131 - Electrical Only	\$ 220
Thomas Borowiec	823 W Veterans St	145	131 - Electrical Only	\$ 171
Cheryl Zingler	303 Cady Ave	35000	120 - Decks and Porches	\$ 193
Ethan Skala	115 Schaller St	30000	434 - Residential Add Alt	\$ 165
Bob Kewitt	530 Vandervort St.	1819	131 - Electrical Only	\$ 171
daniel amberg	415 w jackson st	1	434 - Residential Additio	\$ 385
Sheldon Best	310 Dawnee Street	31000	120 - Decks and Porches	\$ 301
Jeff Larsen	801 Lakeside Dr	15000	438 - Additions of Reside	\$ 193
Patrick Larson	212 Hollister Ave	30000	438 - Additions of Reside	\$ 193
USEMCO CO	1602 Rezin Rd	142000	131 - Electrical Only	\$ 220
Kevin Weaver	315 N. Lawrence A	1583	131 - Electrical Only	\$ 171
KATHERINE NASTA	308 MCLEAN AVE	3500	131 - Electrical Only	\$ 171
TOMAH HEALTH / H	601 STRAW STRE	277000	122 - Furnaces and/or C	\$ 728
Bruce Janusheke	503 Killbourn Ave	10000	434 - Residential Additio	\$ 165
Dawn Gordon	303 Nicholas St.	18647.77	434 - Residential Additio	\$ 165
Brad Plueger	905 Vicki Dr.	14234	434 - Residential Additio	\$ 165
Wesley Jahnke	629 E. Clifton St.	2500	131 - Electrical Only	\$ 220
Patricia Libera	2014 Hollister Ave	10052.33	434 - Residential Additio	\$ 165
Robert Baker	1515 Lakeview Driv	6500	434 - Residential Additio	\$ 165
ROBYN FUQUA	210 ALYSSA ST	23633	120 - Decks and Porches	\$ 198
Angela Addison	811 King ave	22000	434 - Residential Additio	\$ 165
Darren Price	201 Larkin Street	33000	328 - Other non-resident	\$ 413
Christian Yocam	1100 Lakeside Driv	8000	120 - Decks and Porches	\$ 271
				\$ 5,909
	ytd %	32%	YTD	\$ 25,633
	May %	42%	Budget	\$ 80,000



Zoning Monthly Report

May 2026

From Charlie Handy, Zoning Administrator

- Completed Plan Commission meeting, monthly reports, etc.
- Met with developers regarding potential short and long-term development projects
- Continue working on the 2026 Zoning dept. work plan
- Performed various enforcement activities, including 52 Code Enforcement Cases initiated or closed
- Continuing 18-month process of drafting update to Floodplain/Shoreland Zoning Ordinance per state model ordinance
- Assisting with update of Comprehensive Outdoor Recreation Plan
- Drafted TIF responses and potential developers' agreements for economic development projects
- Assisting with drafting 5-year City Strategic Plan
- Collaboration on Code Enforcement and other permit issuance with PD and FD
- Contractor Open House, was held on May 6th, 15 attended

IWORQS May permit report

Date	Type	Applicant	Description	Parcel Address
5/27/2026	Fence	Alan Fessenbecker	12' fence at patio	609 MUBARAK ST
5/26/2026	Fence	Candice Viero	Temporary no dig fence	841 HOLLISTER AVENUE
5/21/2026	Fence	Danielle Koca	Fence	536 W BENTON STREET
5/14/2026	Fence	Michael Gillis	Fence	425 Alyssa St.
5/12/2026	Sign Perm	Wolfgang Reineke	QTY (1) REFACE TENA	201 W VETERANS STREET
5/12/2026	Sign Perm	Freeman Mast	Furniture sign	0
5/11/2026	Fence	Steven Kuehl	Replacing old fence	1512 HOLLISTER AVENUE
5/11/2026	Fence	Guy Brohaugh	Adding a fence for safety	315 W CLIFTON STREET
5/7/2026	Sign Perm	Aquiles Garcia	replace sign faces	1119 SUPERIOR AVENUE
5/7/2026	Fence	James Flaurr	Dog Run	1310 BUTTS AVENUE
5/7/2026	Sign Perm	Brett Frizzell	Building For Lease Sign	0
5/6/2026	Fence	Susan Montgomery	6ft brown color privacy v	1708 MC LEAN AVENUE
5/5/2026	Fence	Dusty Robinson	updating fence for safety	515 MUBARAK STREET
				YTD
				Budget

\$35
\$35
\$35
\$35
\$70
\$70
\$35
\$35
\$70
\$35
\$70
\$35
\$35
\$595
\$3,475
\$4,200