

MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

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

Join Zoom Meeting

https://us06web.zoom.us/j/81433797957?pwd=WDhYd0xYcVJpTFVyejNNR2ZGRklqZz09

Meeting ID: 814 3379 7957 | Passcode: 371585

Dial by your location: +1-312-626-6799 | Meeting ID: 814 3379 7957 | Passcode: 371585

1. AGENDA:

- A. Call to Order Roll Call
- B. Approval of October 11, 2021 Long Range Planning Committee Meeting Minutes
- C. Design Standards Checklist Update
- D. Staff Report Fence Standards
- E. Reviewing Certificate of Appropriateness 1002 McLean Ave (Signage)
- F. Discussion of Mural at 1118 Superior Ave
- G. Building Inspector Project Updates
- H. Administrator Updates
- 2. NEXT MEETING DATE: January 25, 2022 (December 2021 Meeting Canceled)
- 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 Berta Downs, Deputy City Clerk, at 819 Superior Avenue, Tomah, WI 54660 or 608-374-7420 x7420.



LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Monday, October 11**, **2021** at 6:05 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 Statues.

Call to Order – Roll Call: Member Chair Remy Gomez called the meeting to order at 6:05 p.m. Members present: Adam Gigous, Remy Gomez, Mike Murray, Dustin Powell, Pete Reichardt, Tina Thompson, Joanne Westpfahl, and Shawn Zabinski. Absent: Jeff Holthaus. Quorum present.

Also in attendance: Building Inspector Shane Rolff, City Administrator Brad Hansen, Deputy City Clerk Berta Downs, BAD Property Group owner Anthony Damiano, Crow Bar owner Troy Gilson with subcontractor Dan Albrecht, and Alderperson Nellie Pater.

Approval of September 28, 2021 Minutes: Motion by Powell, second by Thompson to approve the minutes of the September 28, 2021 meeting. Motion carried.

Reviewing Certificate of Appropriateness – 1110 & 1112 Superior Ave (New Construction & Fencing): Owner of Bad Property Group, Anthony Damiano, has submitted an application for certificate of appropriateness (COA) for new construction at 1110 & 1112 Superior Avenue, Tomah. The proposed work includes building an outdoor food truck lot with a family venue and to include a rustic looking wood fence along Superior Avenue.

Rolff presented the review of this development from the last LRPC meeting and some areas where the board had questions was regarding the fence and wanted to bring back to see if BAD Property Group had any ideas of compromise by lowering the fence and adding landscaping, and is already in the process of painting the fence a neutral color per the standards. This fence isn't addressed in our current standards. All other fences are adjacent to parking lots and sidewalks which have regulations to follow for safety and vision clearance reasons.

Rolff reminded the board to keep in mind, the standards the city is looking to adopt at the planning commission and city council haven't been adopted yet, specifically with food trucks. We've been working with Mr. Damiano on the proposed standards even though they technically are not in effect yet. We can still try to apply where the board thinks it's appropriate, the existing downtown standards, which is a challenge.

The board discussed different materials used to create the fence façade such as: wood/metal, permanent/retractable, open/closed concept, and landscaping. Damiano followed the materials he was given by city and read in the standards the fence requirement was six (6) feet. He is willing to work with the city's standards to create the look the city wants to see, however, he is requesting to keep the fence up to retain a front door on his property. He needs the fence in place for security to keep people, garbage, and even feces off of his property, to keep people from stealing his equipment, and to showcase when the business is open verses closed. Damiano has also looked into real verses fake greenery and even though the fake is more expensive, it offers better maintenance and is looking to go that route to add in landscaping to the front façade. Powell advised that Mr. Damiano has been following the standards presented to him already and that the applicant is asking the LPRC board what we want to see to soften the frontage. We need to give him guidance so he can continue his project to get ready for opening day.

Motion by Gomez, second by Thompson to approve the Certificate of Appropriateness for BAD Property Group at 1110 & 1112 Superior Avenue, Tomah, with stipulation to work with Shane to stay within the code and to include landscaping to the front facade. Motion carried with one negative vote (Westpfahl).

Reviewing Certificate of Appropriateness – 1206 Superior Ave (Façade and Sign): Owner of Crow Bar, Troy Gilson, has submitted an application for certificate of appropriateness for façade and sign improvement at 1206 Superior Avenue, Tomah. The proposed work includes façade restoration, new front window, and signage to replace the deteriorating façade. The restoration will mimic what is already in place, however, with the new material, the building will be maintenance free. Gilson will work with Shane for review of the back lighting for the sign restoration.

Motion by Thompson, second by Zabinski to approve the Certificate of Appropriateness for Crow Bar at 1206 Superior Avenue, Tomah, as submitted, with the authorization of Shane approving the backlight on the sign. Motion carried.

Building Inspector Project Updates: Rolff advised no updates at this time. Westpfahl voiced her concerns for the deteriorating brick around the steps at the Library stating this is a historic building and we need to keep care of it. Rolff advised the Library Director is having a hard time finding a mason to complete the repairs.

Administrative Updates: Hansen advised the TCMC (Twins City Milwaukee Chicago) additional rail line has now been fully funded with possible construction beginning in 2023. The city has showed concern with closing off Superior Avenue four (4) times a day instead of currently two (2) times a day to allow Amtrack to unload/load. Keeping in discussion with the DOT Transit Rail and Canadian Pacific Rail, the city is looking into options of possibly moving the railroad depo to an alternate site. Potentially, the city could be moving back to two (2) lines with the possibility of another rail line coming into the city.

The city's emergency building site has been determined by council off of Glendale Avenue. Interdepartmental Corporation has been paramount to determining this site. The Parks and Rec department will lose one, possible two ball fields at the Glendale Ball Park. However, in the long run, this opens up the opportunity to gain three (3) new fields located at the Flare Avenue site with the possibility of building a community center.

Due to the pandemic, it is unheard of the amount of grants that are becoming available to municipalities from various organizations such as: FEMA, CDBG, WEDA, MRRPC, etc., with COVID relief funds. The council will be discussing grant writer opportunities to give department heads the ability to pursue grants and not have to bring back to council due to their short open/close window span. We don't want to miss out on opportunities to save our citizens tax dollars.

Next Meeting Date – Discussion of Rescheduling November and December 2021 Meeting Dates: Due to November and December's meetings falling on holiday weeks, Deputy Downs is requesting to reschedule these dates due to city staff and board members taking holiday vacation. Deputy Downs presented a calendar to the members for possible rescheduling dates. The board agreed to push back November's meeting and to cancel December's meeting as it will be hard to obtain a quorum.

Next Meeting Date: November 30, 2021 at 5:30 p.m.

Adjournment: Motion by Thompson, second by Powell to adjourn at 7:07 p.m. Motion carried.

Respectfully submitted by:

Berta Downs

Berta Downs, Deputy City Clerk, October 20, 2021

Checklist

		Applicant	Staff / ZA	LRPC	
	Outdoor food service areas is permitted under Chapter 32 of the City's Ordinances.				Outdoor Food Service & Vending Unit
	2. Outdoor food service is on private property and selling similar products already available in the store, or is approved based on merits of the business plan.				NA Comments (office use only)
dist	3. Ancillary structures of a permanent nature (e.g., storage facilities, restrooms, seating pavilion) comply with all applicable building standards in this handbook & applicable City/County/State requirements.	14 m			
heck	4. All outdoor food service areas open to the public meet ADA requirements.				
rds C	5. No usage of floors coverings (e.g, artificial turf, paint & carpet).				
anda	6. Building entrances have a direct clear path unimpeded (min. of 5 feet) for ingress & egress.				,
Design Standards Checklist	7. If used, dumpsters and carts are screened from view from Superior Avenue through landscaping and/or fencing/walls.				
esi	8. Trash receptacles are provided for customers.				
	9. Lighting meet Lighting Standards in this Handbook. If used, string lights are commercial-grade & affixed to supports or building through typical construction means (no temporary method).				
	10. Outdoor display & storage areas are screened from view from adjacent to a residential property by a minimum of 6-ft solid fence or wall.				
	11. No sales from RVs and tent, unless conditionally approved for a special event.				

	Applicant	Staff / ZA	LRPC		
Outdoor Food Service & Vending Unit (cont.) Standards				12. Dining furniture are commercial grade & are primarily constructed of finished-grade wood, metal or composite material. No use of lightweight materials, unstained/unpainted pressure-treated wood, and/or primarily plastic.	
Comments (office use only):				13. Vending unit is located on a paved pad & adheres to the setback requirements of the underlying zoning district.	
				14. If multiple (vending unit) pads are proposed, they are a minimum of 10 feet apart.	De
				15. Vending unit use of plastic materials, concrete block, fabric & other loose materials are not use as base materials.	sign St
					Design Standards Checklist

Item D.

CITY OF TOMAH STAFF COMMITTEE PREPARATION REPORT

November 23rd, 2021

Agenda Item: Discussion and recommendation on proposed amendment to the Downtown Design Standards to include language specific to fencing.

Summary and background information: Discussion and recommendation on proposed amendment to the Downtown Design Standards to include language specific to fencing. The current Design Standards lack specific language regarding the installation of fences in general. The following is proposed language provided by MSA regarding regulation of fences:

STANDARDS

- 1. Fencing **shall** be compatible with the building architecture, including material palette and design elements, as well as other site features.
- 2. If used, sectional rigid fencing **shall** be constructed of wood or metal (e.g., aluminum, steel, iron, or similar), and **shall** be painted or stained. Sectional fencing may include aircraft cable elements.
- 3. <u>Prohibited</u> fencing materials include: chain link, rope rails, chain rails, fabric, and other materials not specifically designed as fencing (e.g., buckets, newspaper stands, waste receptacles, etc.).
- 4. Fencing **shall** be between three and six feet in height.
- 5. Solid fencing **shall** include base plantings covering at least half of the width of the fencing with a minimum of two feet in height. Plant size is per maturity measurements.

RECOMMENDATOINS

- a. Plantings along the base of fencing is encouraged.
- b. Fencing 3-4 feet tall is preferred.

Recommendation: Discussion and recommendation to amend the Downtown Design Standards at a subsequent meeting.

Zoning Administrator

Date

Design Standards Checklist

Certificate of Appropriateness

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

Address of Property:	
1002 Mclean Avenue, Tomah, WI 54660	
Property Owner Name:	
Farmers & Merchants Bank	
Property Owner Address (if different from Address of Property):	
1001 Superior Avenue, Tomah, WI 54660 City of	Tomah WI
Street Munici	pality State
Property Owner Phone Number: (Home/Mobile):	
715-836-9994 x 11043	
Have you reviewed the Downtown Tomah Design Standards (if applica	ble)?
Yes No Not Applicable	
Have you reviewed the City's Historic Preservation Ordinance (if applic	rable)?
Yes No Not Applicable	
Is your property a historic site, in a historic district, or contain a histori	c structure?
Yes No	
Scope of project to include: (Please check appropriate items.)	
New Construction Siding	
Building Addition Landscaping / Fend	cing Exterior Lighting
Façade Restoration Parking / Rear Acc	ess Other:
Awning/Canopy/Shutters Doors, Windows, 8	& Entrances
Roofing Exterior Painting	
Briefly explain the proposed work: (Attach extra sheets if necessary.)	
Moving signage from 1001 Superior Ave locatio @ 1002 Mclean Ave. Also adding 2 new wall sign	n, and Eleva location to new location gns.
Last Modified: March 2, 2017	Page 1 of 2

Certificate of Appropriateness

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

The State of the	
Please	submit the following information:
	One historical (if available) and one modern photograph of building
0	Eight (8) 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:

\$6593.75

Do you have any questions or concerns?

Our customer would like the project completed as soon as possible.

I understand the criteria for this application, approval and reviews by the Long Range Planning Committee 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: Shelly Landhuk

Date:

10-12-21

Property Owner / Applicant

FOR OFFICE USE ONLY

Application Number:

Received By:

Date of Meeting:

Approved or Denied?:

Date Received:

10-12-21

Conditions of Approval or Reasons for Denial:

Last Modified: March 2, 2017

Page 2 of 2

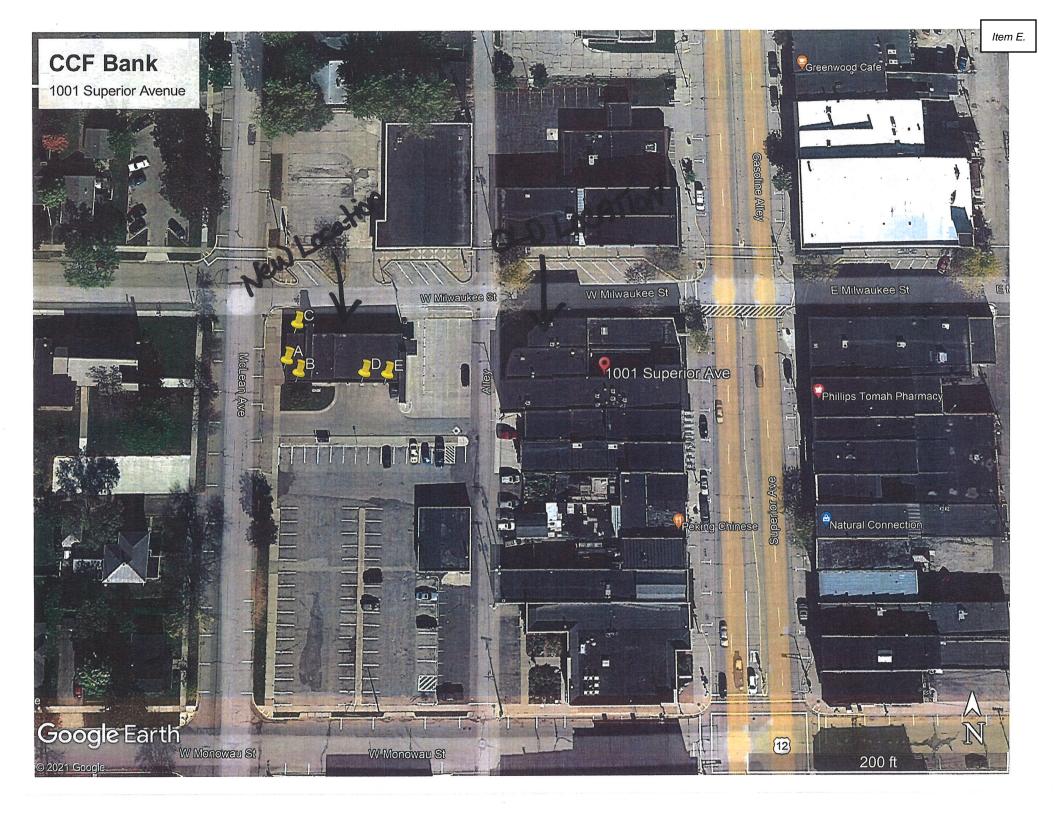
Checklist

Instructions If a section of these standards does not In addition to this checklist, a site apply to the proposed project (e.g. parking standards for a facade renovation project) the plan shall be submitted, including entire section can be skipped by checking the (as applicable): "does not apply" box NA . If any part of a section does apply, please fill out the entire Trash and recycling containers section with checks for completed standards Pedestrian pathways and cross outs for any that do not apply. Parking and circulation Landscaping LRPC Stormwater management features Lighting Design Standards Checklist SIGNAGE DESIGN Sign Type Usage 1. All signs conform to the sign design and maintenance requirements in the City's Zoning **Standards** Ordinance, -AND- have applied/acquired sign permit NA 2. The project does not include following sign types: Comments (office use only): roof-mounted, pole, external neon cabinet/canister, NA billboard, -AND- there is no canopy in the public right-of-way. 3. All ground signs, if any, utilize monument-style NA design. 4. Ground signs do not extend higher than the mean street grade following the restriction shown below. NA Downtown Core Only: 5 feet Transitional Area Only: 8 feet 5. Signage on awnings, marquees and canopies is > 75% of the front valance, flat profile, and/or NA roof. - AND - no signage is placed on the side of the structure. 6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign NA area, inclusive of the base area. 7. Signage is > 25% of each storefront display NA window/door area, excluding product display.

		Applicant	Staff / ZA	LRPC	
	1. Signs are placed to fit in with the building's overall architectural composition -AND- do not significantly obscure the building's architectural features.	×	V		Sign Placement, Installation & Lighting Standards
	Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.	\boxtimes	V		NA Comments (office use only):
list	3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.	×	V		
heck	4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.	\times	V		
dards C	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	-		
an	6. Awnings are not internally illuminated.	NA			
Design Standards Checklist	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			
О	8. Downtown Core Only, if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.	\times	V		8. Existing signs moved from adjacent building have a full illuminated background
	There are no color changing and "chasing" LED features.	NA			

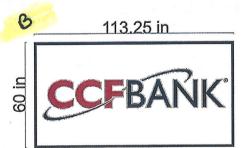
Checklist

	Applicant	Staff / ZA	LRPC		
Sign Materials, Colors & Lettering Standards	NA	4		Sign substrate is either MDO, Aluminum, or Aluminate. Acrylic material, if used, simulates metal or wood.	
NA	X	V		The sign style, color and materials complement the character of the building and other signage.	
Comments (office use only):	X			3. Highly reflective material is not used.	
	\times	V		 The color tones between the sign's lettering/ symbols and background have sufficient contrast to make the sign clearly legible. 	Des
	X	V		5. The main lettering and predominant background does not use fluorescent colors.	ign S
		SIT	E I	DESIGN	tan
Street Relationship Standards NA Comments (office use only):	NA			1. Downtown Core Only, primary structures will be built no more than 3-FT from the front property line, except a portion of the building may be set back per the following limitations: The space provides an outdoor seating area, a hardscape plaza, or similar accessible pedestrian	Design Standards Checklist
				space, AND 25%, or minimum of 10-FT, of the building width is built to the restricted setback, -AND- Maximum setback of 10-FT.	list
	NA			2. <i>Transitional Area Only</i> , primary structures will be built within 25-FT of the front property line.	
	NA			3. There is at least one functional building entrance provided on the facade facing the (most prominent) street.	









CCF Bank Lit Cabinets

Existing Cabinets move to Tomah Location New Vinyl Graphics | Urethane Paint Finish QTY: 1





212805 Connor Ave. | PO Box 134 | Stratford, WI 54484 Tel 715.687.3250 | Free 888.264.4459 Fax 715.687.4657 | www.stratfordsign.com

ART PROOF

SHEET 1 of 4

Order ID: PO #:

Client: CCF BANK Project: Tomah

Contact: Amber Bauer

Phone: 715-836-9994 x 11043 **Email:** abauer@ccf.us

Project Mgr: Drawn By: Zach

 PROOF DATES

 P1: 06.29.21
 P2: 07.02.21

 P3: 07.06.21
 P4: 07.21.21

 P5: 08.13.21
 P6: 00.00.00

File Name: C: CCF Bank Monument

Notes:

☐ APPROVED

☐ Approved w/ noted revisions

Revise and submit new proof





Signature

Date

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantitles, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot by reproduced without permission. Fee may apply if reproduced by others.



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ART PROOF

SHEET 2 of 4

Order ID: PO #:

Client: CCF BANK Project: Tomah

Contact: Jenn Kane

Phone: 715-836-9994 x 11063

Email: jkane@ccf.us

Project Mgr: Drawn By: Zach **PROOF DATES**

P1: 06.29.21 P2: 07.02.21 P3: 07.21.21 P4: 08.13.21 P5: 00.00.00 P6: 00.00.00

File Name: C: CCF Bank Monument

Notes:

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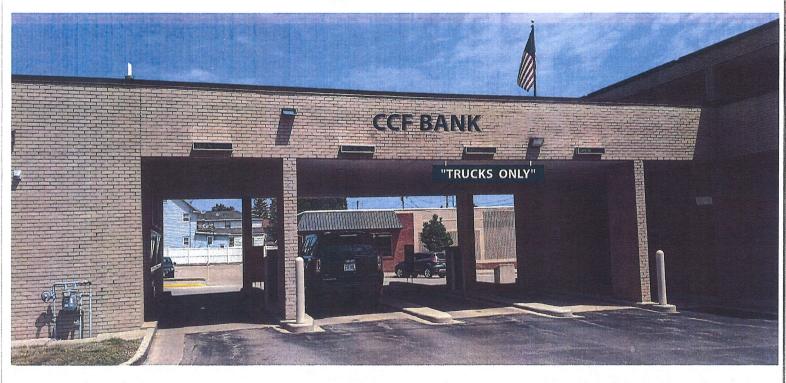
CCF Bank Lit Cabinets

Existing Cabinets move to Tomah Location New Vinyl Graphics | Urethane Paint Finish QTY: 1

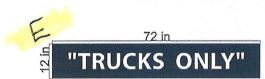




CABINET Urethane Paint Finish Match BLUE PMS 2767C







FONT USED MYRIAD PRO BOLD

Channel	Letter/Drive	Thru	Signage
Irothano	Daint Einich		

Urethane Paint Finish
Match BLUE PMS 2767C

Drive Thru Signage
Diecut 3M Opaque Vinyl
White 7125-10

CCF Bank Channel Letter

.25" THK Aluminum Letter| Painted to Match Blue PMS 2767C |Urethane Paint Finish

QTY: 2

CCF Bank Drive Thru Signage

.25" Alum Panel | Painted to Match Blue PMS 2767C |Urethane Paint Finish

QTY: 1



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ART PROOF

SHEET 3 of 4

Order ID: PO #:

Client: CCF BANK Project: Tomah

Contact: Jenn Kane

Phone: 715-836-9994 x 11063

Email: jkane@ccf.us

Project Mgr: Drawn By: Zach PROOF DATES

File Name: C: CCF Bank Monument

Notes:

-	
	APPROVED

reproduced by others.

☐ Approved w/ noted revisions

Revise and submit new proof

Signature

Da

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