



AGENDA FOR PLANNING COMMISSION

MEETING NOTICE

A Planning Commission meeting will be held on **Thursday, November 06, 2025 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)

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MEETING MINUTES from October Meetings

- [1.](#) 2 October 2025 Minutes
- [2.](#) 13 October 2025 Minutes

DISCUSSION ITEMS

- [3.](#) Public Hearing: 1409 Superior Ave
4. Approval: Condition Use Permit 2025-1, 1409 Superior Ave
- [5.](#) Approval: Certified Survey Map, Buan St.
- [6.](#) Review of Zoning Ordinance Amendments

FUTURE AGENDA ITEMS

- [7.](#) Recommend Adoption of Zoning Ordinance Amendments

FUTURE MEETING DATE: 12/04/2025

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.



AGENDA FOR PLANNING COMMISSION - AMENDED MEETING NOTICE

A Planning Commission - AMENDED meeting will be held on **Thursday, October 02, 2025 at
5:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Call to Order

- Call to order at 530pm

Pledge of Allegiance

ROLL CALL

1. Mayor Paul Dwyer: Present
2. Alderperson Koel: not Present
3. Alderperson Glynn: Present
4. Citizen Eric Prise: Not Present
5. Citizen Tina Thompson: Present by zoom
6. Citizen Brian Rice: not Present
7. Citizen Bryan Meyer: Present

APPROVAL OF MEETING MINUTES

1. 4 September 2025 Meeting Minutes
2. Correction not "John Meyer"
3. Bryan Meyer motion to approve with correction to date. John Glynn second
 - Vote: 4-0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: Not present
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: not present
 - 7. Byan Meyer: yay

DISCUSSION ITEMS

2. Approval: Site Plan Review Application for 411 Martin Ave (MARS PetCare)
 - a. Tina Thompson motion to approve, John Glynn second

- Vote:4-0

Planning Commission - AMENDED – October 02, 2025

- 1. Mayor Paul Dwyer: yay
- 2. Alderperson Koel: Not present
- 3. Alderperson Glynn: yay
- 4. Citizen Eric Prise: Not present
- 5. Citizen Tina Thompson: yay
- 6. Citizen Brian Rice: Not present
- 7. Citizen Bryan Meyer: yay

3. Approval: Site Plan Review Application for 1905 Superior (Helene Stein)

- a. John Glynn motion to approve, Bryan Meyer seconded

- Vote: 4-0

- 1. Mayor Paul Dwyer: yay
- 2. Alderperson Koel: Not present
- 3. Alderperson Glynn: yay
- 4. Citizen Eric Prise: Not present
- 5. Citizen Tina Thompson: yay
- 6. Citizen Brian Rice: Not present
- 7. Brian Meyer: yay

4. Approval: Site Plan Review Application for 111 Schaller (Helene Stein)

- a. Bryan Meyer motion to approve, John Glynn second

- Vote: 4-0

- 1. Mayor Paul Dwyer: yay
- 2. Alderperson Koel: Not present
- 3. Alderperson Glynn: yay
- 4. Citizen Eric Prise: Not present
- 5. Citizen Tina Thompson: yay
- 6. Citizen Brian Rice: Not present
- 7. Byan Meyer: yay

5. Approval: Monthly Building Permit Report

- a. Tina Thompson motion to approve, Bryan Meyer seconded

- Vote: 4-0

- 1. Mayor Paul Dwyer: yay
- 2. Alderperson Koel: Not present
- 3. Alderperson Glynn: yay
- 4. Citizen Eric Prise: Not present
- 5. Citizen Tina Thompson: yay

Planning Commission - AMENDED – October 02, 2025

- 6. Citizen Brian Rice: Not present
- 7. Bryan Meyer: yay

6. Approval: Fences, Signs, and Sheds < 120sqft Report

- a. Bryan Meyer motion to approve, Tina Thompson seconded
- Vote: 4-0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: Not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: Not present
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: Not present
 - 7. Bryan Meyer: yay

7. Approval: Monthly Code Enforcement Report

- a. Bryan Meyer motion to approve, John Glynn Second
- b. John Glynn verify list is all mattresses, Kendra Donohoo stated yes
- Vote: 4-0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: Not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: Not present
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: Not present
 - 7. Bryan Meyer: yay

FUTURE AGENDA ITEMS

- Administrator Morales notes we are processing one Certified Survey Map (CSM)
- Administrator Morales, noting we are hoping to have new Zoning Administrator, in the final interview stage.
- Administrator Morales, we are still working Habitat for Humanity and other projects.

FUTURE MEETING DATE: 6 November 2025

- John Glynn cannot attend in person
- Verify Bryan Meyer email address
- Vote:4-0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: Not present

Planning Commission - AMENDED – October 02, 2025

- 3. Alderperson Glynn: yay
- 4. Citizen Eric Prise: Not present
- 5. Citizen Tina Thompson: yay
- 6. Citizen Brian Rice: Not present
- 7. Byan Meyer: yay

ADJOURNMENT

- Meyer motion to approve, Glynn second approve
- Vote: 4-0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: Not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: Not present
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: Not present
 - 7. Byan Meyer: yay

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AGENDA FOR PLANNING COMMISSION SPECIAL MEETING MEETING NOTICE

A Planning Commission Special Meeting meeting will be held on **Monday, October 13, 2025 at
5:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

CALL TO ORDER at 1730 by Mayor Paul Dwyer

Pledge of Allegiance

ROLL CALL

- | | |
|---------------------------|-------------|
| 1. Mayor Paul Dwyer: | Present |
| 2. Alderperson Koel: | not Present |
| 3. Alderperson Glynn: | Present |
| 4. Citizen Eric Prise: | Present |
| 5. Citizen Tina Thompson: | Present |
| 6. Citizen Brian Rice: | Present |
| 7. Citizen Bryan Meyer: | not Present |

SITE PLAN REVIEWS

1. Nick Morales went over the reason for the special meeting and that we are trying to get site plans approved before winter.
2. 1620 Townline Road (Cardinal IG)
 - Charles Handy spoke to the staff review of the site plan, and that it meets minimum qualifications
 - Eric Prise motion to approve, Tina Thompson seconded
 - Vote: -0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: not present
 - 3. Alderperson Glynn: abstain
 - 4. Citizen Eric Prise: yay
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: yay
 - 7. Citizen Bryan Meyer: not Present

Planning Commission Special Meeting – October 13, 2025

2. 315 Plastic Avenue (Superior Rental LLC)

- Charles Handy spoke to staff review for site plan and approval meeting standards of plan
- Motion by Tina Thompson, seconded by Eric Prise to approve
- Vote: -0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: yay
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: yay
 - 7. Citizen Bryan Meyer: not Present

3. 111 North Superior Avenue (Tomah Lumber Incorporated)

- Charles Handy spoke to staff review of site plan, approval meeting minimum standards
- Motion by John Glynn, Seconded by Brian Rice
- Vote: -0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: yay
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: yay
 - 7. Citizen Bryan Meyer: not Present

ADJOURNMENT

Eric Prise motion to adjourn, seconded by John Glynn at 1734

- Vote: -0
 - 1. Mayor Paul Dwyer: yay
 - 2. Alderperson Koel: not present
 - 3. Alderperson Glynn: yay
 - 4. Citizen Eric Prise: yay
 - 5. Citizen Tina Thompson: yay
 - 6. Citizen Brian Rice: yay
 - 7. Citizen Bryan Meyer: not Present

Planning Commission Special Meeting – October 13, 2025

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STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Conditional Use Permit #2025-1 for 1409 Superior Avenue

Summary and Background Information: Appropriate conditions to establish for this Conditional Use Permit may include, but are not limited to, the following:

1. Resident/ Landowner acknowledges that the zoning district is for business purposes.
2. Residential structures must comply with section 52.34 (a) (4) of the Zoning Code.
3. Must adhere to all municipal ordinances, state laws, and federal laws.

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: Ensure that existing and future landowners are knowledgeable of the fact that they are within a business zoning district and acknowledge the appropriateness of those adjacent business uses authorized within this district.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, “Approve Conditional Use Permit 2025 – 1 at 1409 Superior Avenue with the following conditions: list the above or additional conditions.”

City Administrator

Date

Department Director

Date

Committee: Planning Commission
Meeting Date(s): 6 November 2025



Building & Zoning
819 Superior Ave
Tomah, WI 54660
608-374-7429

CONDITIONAL USE APPLICATION

This application shall be fully completed and submitted with the \$125 fee before the Zoning Department will process your application. Incomplete applications will be returned to you.

Completed applications must be received by the 1st working day of the month in order to schedule a public hearing on your proposal at the Plan Commission Meeting to be held during the current month.

The City of Tomah will publish a notice in the newspaper and notify all landowners, within 200 feet of the property you're proposing a conditional use, as to what you're proposing and where a public hearing will be conducted on your proposal.

Property Address of Conditional Use Request: 1409 Superior Ave		Parcel Number: 286-01801-0000
Property Owner: Zach Welch/Wynne Larson	Mailing Address: 1409 Superior Ave Apt C	City, State, Zip: Tomah, WI, 54660
Phone Number: 608-343-9214	Email: zw.welch22@gmail.com	Primary Contact ☐
Applicant: Zach Welch	Mailing Address: 1409 Superior Ave Apt C	City, State, Zip: Tomah, WI, 54660
Phone Number: 608-343-9214	Email: zw.welch22@gmail.com	Primary Contact ☒

The undersigned hereby makes an 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: 	Date: 10/27/25
Signature of Property Owner: Wynne P Larson	Date: 10/27/25 10/27/25

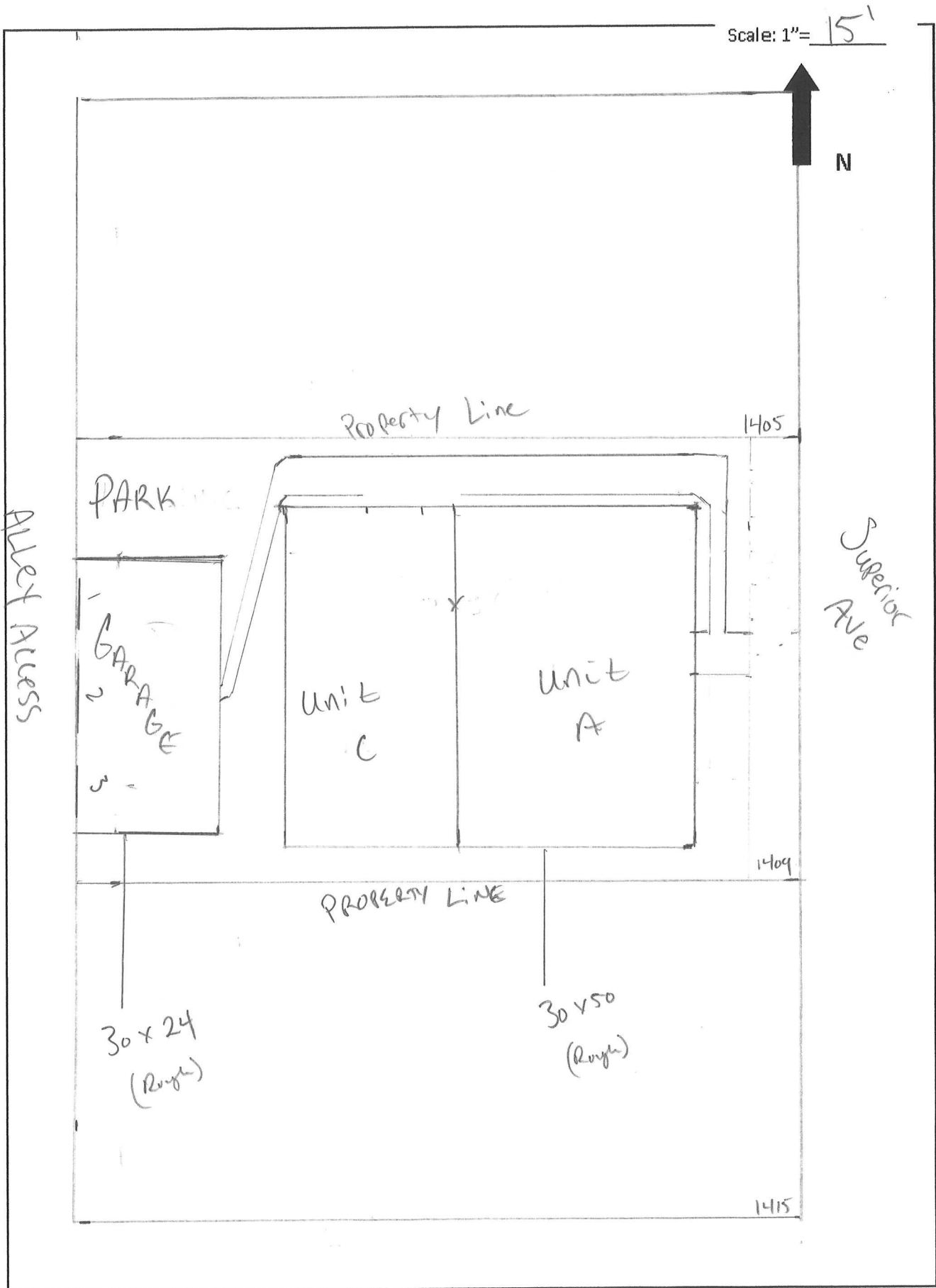
OFFICE USE ONLY:	Date Received:	Application Received by:
Zoning District: B	10-27-2025	CHANDY

APPLICANT: Conditional Use Checklist	N/A
Proposed Conditional Use: Request to continue to operate a two-family residential (R-2) duplex within the Business District. _____ _____ _____	☐
Hours of Operation: Residential Use - 24 hour occupancy	☒
Number of Employees: None	☒
Present Zoning Classification: Business District (B)	☐
Description of Existing Use – Including Structures, if any: Existing two-family dwelling with seperate units, detached 3 car garage	☐
What measures will be taken to prevent or control noise, odors, fumes, dust, vibrations, light, and other unusual activities or disturbances? Residetial use only. Normal household activity _____ _____ _____	☐
What measures will be taken to provide sufficient off-street parking and loading spaces to serve the proposed use? Three car garage plus tandem parking sport next to garage _____ _____ _____	☐

PLOT PLAN

A plot plan shall be submitted with all conditional use permit applications. Use the last page of this application to draw your plot plan. The plot plan should be drawn to scale (indicate scale on map) and include items whether existing or proposed as follows:

1. All structures on the property upon which the conditional use is being proposed. (Indicate the length, width, and height of each structure.)
2. All public roads, private driveways, and parking areas.
3. Wetlands, floodplains, and ordinary highwater mark of any navigable lake, river, or stream.



STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Certified Survey Map , Vol. 10, PG 045, Doc 440342, T18n R1W, City of Tomah (Superior Ave and Buan Street)

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 Vol. 10, PG 045, Doc 440342, T18NR1W, City of Tomah"

Administrator

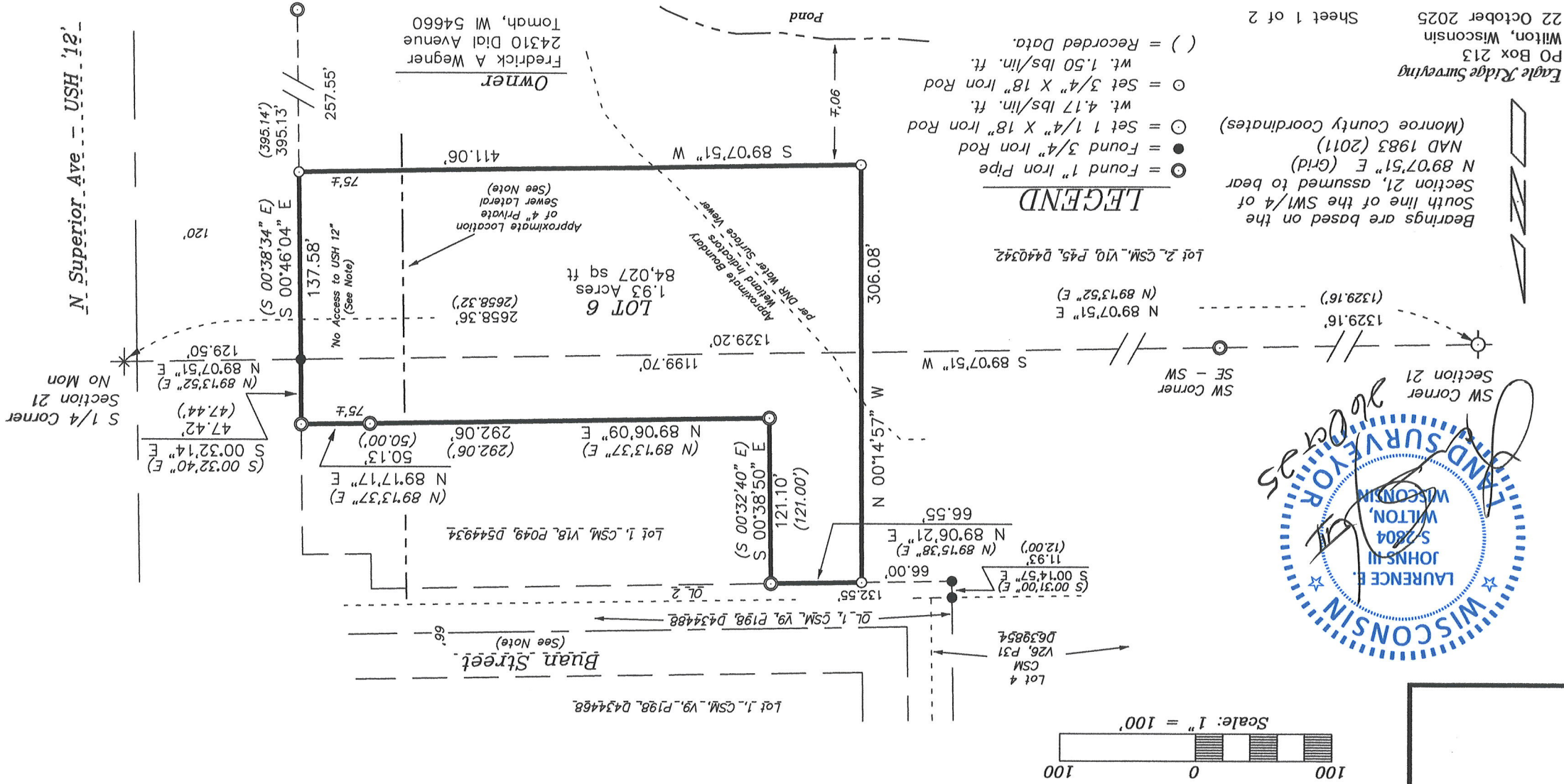
Date

Department Director

Date

Committee: Planning Commission
Meeting Date(s): 6 Nov. 2025

Located in The SE1/4 of The SW1/4 of Section 21 And The NE1/4 of The NW1/4 of Section 28, Including Part of Lot 2, Certified Survey Map, Vol 10, Pg 045, Doc 440342, T18N, R1W, City Of Tomah, Monroe County, Wisconsin



CERTIFIED SURVEY MAP
Located In The SE1/4 Of The SW1/4 Of Section 21
And The NE1/4 Of The NW1/4 Of Section 28,
Including Part Of Lot 2,
Certified Survey Map, Vol 10, Pg 045, Doc 440342,
T18N, R1W, City Of Tomah, Monroe County, Wisconsin

DESCRIPTION

A parcel of land located in the SE1/4 of the SW1/4 of Section 21 and the NE1/4 of the NW1/4 of Section 28; including part of Lot 2 of CSM, Vol 10, Pg 045, Doc 440342; being located in T18N, R1W, City of Tomah, Monroe County, Wisconsin the exterior boundary of which is described as follows:

Commencing at the SW Corner of Section 21;
thence N 89°07'51" E along the South line of the SW1/4 of Section 21, 1329.16 feet to the SW Corner of the SE1/4 of the SW1/4 of Section 21;

thence N 89°07'51" E along the South line of the SW1/4 of Section 21, 1199.70 feet to the East line of Lot 2 of CSM, Vol 10, Pg 045 and the point of beginning.

thence S 00°46'04" E along the East line of said Lot 2, 137.58 feet;

thence S 89°07'51" W, 411.06 feet;

thence N 00°14'57" W, 306.08 feet to the South Line of Outlot 2 of CSM, Vol 9, Pg 199;

thence N 89°06'21" E along the South line of said Outlot 2, 66.55 feet to the NW Corner of Lot 1, CSM, Vol 18, Pg 049;

thence S 00°38'50" E along the West line of said Lot 1, 121.10 feet to the SW Corner of said Lot 1;

thence N 89°06'09" E along the South line of said Lot 1, 292.06 feet;

thence N 89°17'17" E along the South line of said Lot 1, 50.13 feet to the SE Corner of said Lot 1;

thence S 00°32'14" E along the East line of Lot 2 of CSM, Vol 10, Pg 045, 47.42 feet to the point of beginning.

SURVEYOR'S CERTIFICATE

I, Laurence E Johns III, Professional Land Surveyor, hereby certify that by the order of and under the direction of Fredrick Wegner, I have surveyed, divided and mapped this property, that this map is a correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the City of Tomah Subdivision to the best of my knowledge and belief.

PLANNING COMMISSION APPROVAL

This Certified Survey Map as shown in the City of Tomah is hereby approved by the City of Tomah Planning Commission.

_____ Date

_____ Signature

Printed Name
Authorized Person



Note for Buan Street

No record was found for dedicating Buan Street to the public.

An easement from the City of Tomah may be needed to access this parcel.

There is no access from N Superior Avenue. Contact the Wisconsin Department of Transportation for more information.

The location of the private 4" sewer lateral shown on this survey is approximate and is for reference. It serves the property to the South of this parcel. An easement may be needed for maintenance of this lateral in the future.

CERTIFIED SURVEY MAP

Located In The SE1/4 Of The SW1/4 Of Section 21
And The NE1/4 Of The NW1/4 Of Section 28,
Including Part Of Lot 2,
Certified Survey Map, Vol 10, Pg 045, Doc 440342,
T18N, R1W, City Of Tomah, Monroe County, Wisconsin

DESCRIPTION

A parcel of land located in the SE1/4 of the SW1/4 of Section 21, T18N, R1W, City of Tomah, Monroe County, Wisconsin, including part of Lot 2 of CSM, Vol 10, Pg 045, Doc 440342, the exterior boundary of which is described as follows:

Commencing at the SW Corner of Section 21;
thence N 89°07'51" E along the South line of the SW1/4 of Section 21, 1814.70 feet to the SE Corner of Outlot 5, CSM, Vol 30, Pg 047 and the point of beginning.

thence N 00°14'57" W along the East line of said Outlot 5, 180.30 feet to the NE Corner of said Outlot 5;

thence N 89°06'25" E along the South line of Lot 4, CSM, Vol 26, Pg 031, 238.34 feet to the Northwest corner of Outlot 2, CSM, Vol 9, Pg 199;

thence S 00°14'57" E, 180.40 feet to the South line of the SW1/4 of Section 21;
thence S 89°07'51" W along said South line of the SW1/4, 238.34 feet to the point of beginning.

Lot 5 & Lot 6 are both together with a 66 wide easement for access & utilities across the entire Outlot 6 of this Certified Survey Map.

SURVEYOR'S CERTIFICATE

I, Laurence E Johns III, Professional Land Surveyor, hereby certify that by the order of and under the direction of Fredrick Wegner, I have surveyed, divided and mapped this property, that this map is a correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the City of Tomah Subdivision to the best of my knowledge and belief.

PLANNING COMMISSION APPROVAL

This Certified Survey Map as shown in the City of Tomah is hereby approved by
the City of Tomah Planning Commission.

_____	_____
Date	Signature
_____	_____
	Printed Name
	Authorized Person

Notes

No record was found for dedicating Buon Street to the public.

This parcel is not intended to be a stand-alone parcel. There is no legal access to a public street.

The intent is to be transferred to a neighboring parcel.



STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Discussion of Draft Ordinance for Short Term Residential Rentals

Summary and Background Information:

This ordinance is now ready for preliminary review. Public hearing to be scheduled at December Plan Commission.

Minutes Attached:

Yes ☐ No ☒

Budget Account: Not applicable.

Fiscal Impact: Collection of permit fees for STR's should offset additional cost for staff and committees to administer. Recommended permit fee of \$250

Staff Responsible for implementation: Zoning staff.

Economic Impact: None.

Zoning/Rezoning Issues: Minimize zoning and land use negative impacts by permitting and educating residents of short term rental locations and rules.

Supports Organizational Goals:

Yes ☒ No ☐

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: Staff recommends ordinance adoption upon discussion and drafting updates.

Administrator

Date

Department Director

Date

Committee: Planning Commission
Meeting Date(s): 6 November, 2025

Short-Term Rental Ordinance Summary

Ordinance Location: There is no established accessory land use section within the Zoning Code. The closest area of similar requirements was Article VII. – Supplemental Regulations. I would propose that this section then be added as the new Section 52-212. For reference purposes, the ordinance update should include a reference to the new Section 52-212 in each of the Zoning Districts listed in Article II, but right now there is no such reference established between Article VII and Article II.

Ordinance Formatting: The drafting of the ordinance update reflects starting with (1) not (a).

Elements: In the ordinance, the following elements are included and can be further customized to best fit Tomah's desired approach:

- **Annual license:** an annual license
- **Parking:** requires off-street parking
- **Site appearance, neighborhood impact, advertising:** No visible evidence of STR

Notable Standards:

Minimum Length of Stay	1 day
Maximum Length of Stay	180 consecutive days
Operational Period	180 consecutive days each year
Maximum Occupancy	Total number permitted by Wisconsin license

Short-Term Rental Ordinance Draft Amendment of Zoning Code

- (1) Short-Term Residential Rental: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients. It does not include private boarding houses or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Wis. Admin. Code ACTP § 72 & 73.
 - (a) Permitted by Right: All zoning districts.
 1. Land Use Requirement: Short-Term Residential Rentals shall only be located as an accessory use as defined in Section 52-14 to any principal land use that includes a dwelling unit as defined in Section 52-14.
 2. Annual City License Required: Each Short-Term Residential Rental shall operate only during the valid period of an Annual City of Tomah Short-Term Residential Rental License for each calendar year. Operating a Short-Term Residential Rental without a current version of a valid license shall be considered a violation of this Zoning Ordinance, and subject to the penalties of Section 52-278. The following information shall be provided on an annual basis, prior to issuance of said Annual City of Tomah Short-Term Residential Rental License:
 - a. Completed City of Tomah Short-Term Residential Rental Application, which includes the property owner name, address, and phone number and the designated operator's name, address, and phone number.
 - b. A current floor plan for the Short-Term Residential Rental at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one-inch equals ten feet showing on-site parking spaces and trash storage areas.
 - c. General Building Code Inspection by City, and submittal of Official Building Code Inspection Report with no outstanding compliance orders remaining.

- d. Proof of valid property and liability insurance for the dwelling unit.
 - e. Copy of State of Wisconsin Tourist Rental House License.
 - f. Payment of an Administrative Fee, set annually by the city, to cover the costs of administering the above.
 - g. City of Tomah Room Tax Permit; and,
 - h. The City of Tomah Short-Term Residential Rental License shall be issued with the completion of the above requirements.
3. Property Management Requirements. Each Short-Term Residential Rental shall be managed consistently with the following requirements:
- a. The total number of days of operation within any calendar year shall not exceed 180 days, which must be consecutive. This Period of Short-Term Residential Rental Operation shall be specified by the property owner in the required annual Short-Term Residential Rental Application.
 - b. The Minimum Rental Period shall be a minimum of one consecutive day by any one party.
 - c. The Maximum Rental Period shall be no more than 180 consecutive days by any one party.
 - d. The Maximum Number of Occupants shall not exceed the total number licensed by the State of Wisconsin.
 - e. The Short-Term Residential Rental shall be operated by the property owner or by a property manager explicitly designated in the valid Tomah Short-Term Residential Rental Application as the “Designated Operator”.
 - f. The property owner’s and the Designated Operator’s names, addresses, and 24-hour phone numbers shall be provided in the Short-Term Residential Rental Application and shall be updated within 24 hours upon any change in the property manager or the property manager contact information.
 - g. The Designated Operator must be available by phone 24 hours, seven days a week, during the period of operation designated in the Short-Term Residential Rental Application.
 - h. Each Short-Term Residential Rental shall provide and maintain a Guest Register and shall require all guests to register their true names and addresses before allowing occupancy. The Guest Register shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
 - i. Each Short-Term Residential Rental shall maintain the following written Business Record for each rental of the Short-Term Residential Rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of one consecutive day), and the monetary amount or consideration paid for the rental. The Business Record shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
4. Property Operational Requirements. Each Short-Term Residential Rental shall be operated per the following requirements:

- a. Parking Requirements:
 - i. In addition to the parking requirements for the principal land use (see Section 52-116), a minimum of two off-street parking spaces shall be provided on the subject property for each Short-Term Residential Rental.
 - ii. All guest parking for vehicles and trailers shall be within a legal off-street parking space on an area paved with concrete or asphalt. No parking is permitted on gravel, lawn, or planter bed areas. Street parking for guests is not permitted.
 - b. Site Appearance Requirements:
 - i. Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as a Short-Term Residential Rental visible on the exterior of the subject property.
 - ii. No exterior signage related to the Short-Term Residential Rental is permitted, other than the property address.
 - iii. No outdoor storage related to the Short-Term Residential Rental land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear yard.
 - iv. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests.
 - c. Neighborhood Impact Requirements:
 - i. No outdoor activity shall occur between the hours of 10:00 p.m. and 7:00 a.m.
 - ii. At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of Section 52.208.
 - iii. No vehicular traffic shall be generated by the Short-Term Residential Rental at levels exceeding those typical for a detached single-family dwelling unit.
 - d. Short-Term Residential Rental Advertising:
 - i. No outdoor advertising is allowed on the subject property.
 - ii. The Short-Term Residential Rental shall not be advertised for availability in any form of media unless the required Short-Term Residential Rental License has been issued.
5. Penalties and License Revocation
- a. Violations of the requirements for Short-Term Residential Rental, the provisions of the Short-Term Residential Rental License, and all other requirements of the Zoning Ordinance are subject to Section 52-278. Violations will be issued to, and will be the responsibility of, the property owner.
 - b. The Annual Short-Term Residential Rental License may be revoked for more than two violations of the requirements of the License, the requirements specific to Short-Term Residential Rental, the License, or the remainder of Zoning Code.

Potential City of Tomah Zoning Ordinance Amendments

City staff are seeking input from the LRPC and Plan Commission on a variety of zoning-related amendments recommended within the City's Comprehensive Plan and Housing Assessment.

2024 Comprehensive Plan Zoning Recommendations

- Reduce existing residential zoning district lot sizes and setbacks, and increase building coverage standards.
- Remove multi-family zoning district's minimum lot size standards by unit and utilize a flat minimum lot size.
- Allow zero lot line multi-family development by-right and adapt bulk dimensional standards to provide that option.
- Provide flexibility for residential infill development by allowing variable front setbacks by averaging existing development setbacks.

2022 Housing Assessment Zoning Recommendations

- Allow smaller-lot single-family housing options (4,000-6,000 sf)
- Allow missing middle housing options (either reduce existing minimum lot size requirement per unit or use alternative approach of certain number of units permitted by-right no matter the lot size)

Key Changes

- R-1 District: reduce lot sizes, lot frontage, principal structure setbacks, and minimum lot area per dwelling unit standards, in addition to increasing height and maximum lot coverage standards.
- R-2 District: reduce lot sizes, lot frontage, principal structure setbacks, and minimum lot area per dwelling unit standards, in addition to increasing height and maximum lot coverage standards. Finally, create a zero lot line option within the standard R-2 district.
- R-3 District: reduce lot sizes, lot frontage, principal structure setbacks, and minimum lot area per dwelling unit standards, in addition to increasing height and maximum lot coverage standards. Finally, create a zero lot line option within the standard R-3 district.
- R-1, R-2, and R-3 District: proposed changes create uniformity across the districts for simplified application of the standards for applicants and staff.

What Do These Changes Accomplish?

- Greater flexibility for existing residential properties, infill development, and new development.
- Reflects modern building and development practices for a variety of residential formats.
- Greater consistency, continuity, and simplification across the residential zoning districts in terms of bulk standards and lot requirements.
- Increased user-friendliness with diagrams and unified standards across residential zoning districts.
- Doesn't fully address the downtown vs. outside of downtown commercial areas along Superior Avenue because a more substantial set of zoning map amendments would be required.
- Doesn't fully address all recommended changes from adopted plans/studies because they would require a more substantial set of zoning map amendments. They could be addressed down the road with amendments or a full rewrite.

Section 52-40 Bulk Dimensional Standards

			Minimum Yard Requirements (Ft.)									
	Lot Requirements		Principal Buildings			Accessory Buildings		Maximum Building Height				
Zone	Area in Sq. Ft.	Frontage in Ft.	Front	Each Side	Rear	Each Side	Rear	Stories	Feet	% Max. Lot Coverage	Min. Lot Area / Dwelling	Land Uses Permitted
R-1 Residential	7,200	60	(h) 25	(c) 10	(i) 30	(c) 3	3 (g)	2	30	30	7,200	1-family dwelling
Alternative Approach	6,000	40	20	8	20	3	3	2	35	60	6,000	1-family dwelling
R-2 Residential	7,200	60	(h) 25	(c), (j) 10	(i) 30	(c) 3	3 (g)	2	35	40	3,600	2-family dwelling
Alternative Approach	6,000 or 3,000 (j)	40 or 20	20	8 or 0	20	3	3	2	35	60	3,000	2-family dwelling
R-3 Residential	7,200	60	(h) 25	(c), (j) 10	(i) 20	(c) 3	3 (g)	3	40	60	1,800	Multi-family dwelling
Alternative Approach	7,200 or 3,000 (j)	60 or 20	20	8 or 0	20	3	3	4	55 (k)	75	750	Multi-family dwelling
R-4 Residential (l)	7,200	60	(h) 25	(c) 10	(i) 30	(c) 3	3 (g)	2	30	30	7,200	Manuf. dwelling
R-5 Residential												Manuf. dwelling park
R-6 Zero Lot Line	7,200	50	25	(e), (j) 10	30	(e) 3	3 (g)	2	30	40	3,600	Duplex; single family dwelling
B Business	(a)3,000	20	None	(d)None	(d) 10	None	10	3	45	95	—	General business
B-2 Business	20,000	100	50	25	30	10	10	4	55 (k)	50	—	Highway business
B-1 Office Business	10,000	75	25	15	10	10	10	3	45	75	—	Office business
M-1 Industrial	20,000	100	25	(e) 15	(e) 20	10	10	3	45	50	(b)	Limited industrial
M-2 Industrial	20,000	100	25	(f) 25	(f) 20	10	10	3	45	60	(b)	General industrial
M-3 Industrial	20,000	100	25	25	20	10	10	3	45	60	(b)	Highway industrial
A-1 Agricultural	2 acres	100	100	50	50	50	50	—	50 (k)	—	—	Agricultural
C Conservancy	—	—	—	—	—	—	—	2	30	—	—	Parks & recreation
I Institutional	5,000	50	5	5	5	3	10	—	60 (k)	—	—	Hospitals, schools, government, churches

(a) Shopping centers require a minimum of four acres, minimum frontage 300 feet, maximum height 35 feet, front yard 100 feet, rear 40 feet and side 40 feet.

- (b) ~~Dwelling units not permitted except for watchman's/caretaker's quarters, not for rental.~~
- (c) ~~Minimum side yard for street side of corner lot, 15 feet.~~
- (d) Minimum side or rear yard when abutting a residential district is 15 feet.
- (e) Minimum side or rear yard when abutting a residential district must be 50 feet.
- (f) Minimum side or rear yard when abutting a residential district must be 100 feet.
- (g) Accessory buildings must be placed in the rear yard or conform to the yard requirements of a principal building.
- (h) Front yards. On every lot in a residential district and every existing residence in the business district, there shall be a front yard having a depth of not less than 25 20 feet.
- (j) Zero feet on the side of a common wall with the adjacent structure. The opposite interior side-yard setback shall be ten a minimum of eight feet.
- (k) All structures exceeding three floor levels or a height above grade of 45 feet shall require approval from the City of Tomah Fire Department.
- (i) Minimum 10 acres in area.

Proposed Diagrams

To note, the key numbers and text would be adapted to reflect the bulk standards as displayed above in Section 52-40.

Key to Figure

- A Minimum Lot Area ($A1 \times A2$)
- A1 Minimum Lot Width (at front setback line)
- B Minimum Lot Frontage at Right-of-Way
- C Minimum Front Street and Street Side Corner Setback (lot line to principal building or attached garage)
- D Minimum Porch Setback from Front and Street Side Corner
- E Minimum Side Yard Setback – Interior
- F Minimum Rear Yard Setback and Attached Deck Setback (lot line to principal building or attached garage)
- G Minimum Front-Loaded Garage Setback (garage door to front plane of the principal structure)
- H Minimum Building Separation
- I Minimum Pavement Setback (lot line to pavement excluding driveway entrance)
- J Minimum Accessory Building Front Yard or Street Side Corner Setback
- K Minimum Accessory Building Side Yard Setback – Interior
- L Minimum Accessory Building Rear Yard Setback

Figure X: R-1 Zoning District

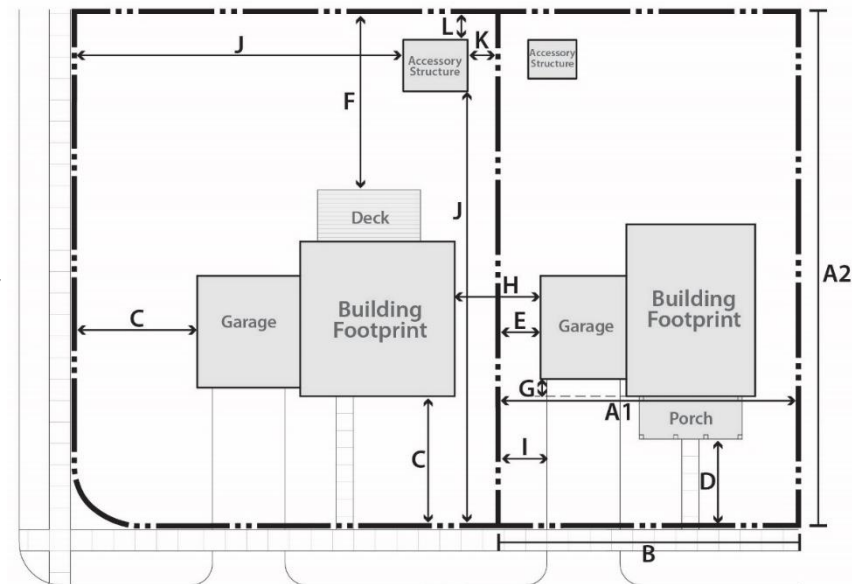


Figure X: R-2 Zoning District

Key to Figure

- A Minimum Lot Area ($A1 \times A2$)
- A1 Minimum Lot Width (at front setback line)
- B Minimum Lot Frontage at Right-of-Way
- C Minimum Front Street and Street Side Corner Setback (lot line to principal building or attached garage)
- D Minimum Porch Setback from Front and Street Side Corner
- E Minimum Side Yard Setback – Interior
- F Minimum Rear Yard Setback and Attached Deck Setback (lot line to principal building or attached garage)
- G Minimum Front-Loaded Garage Setback (garage door to front plane of the principal structure)
- H Minimum Building Separation
- I Minimum Pavement Setback (lot line to pavement excluding driveway entrance)
- J Minimum Accessory Building Front Yard or Street Side Corner Setback
- K Minimum Accessory Building Side Yard Setback – Interior
- L Minimum Accessory Building Rear Yard Setback

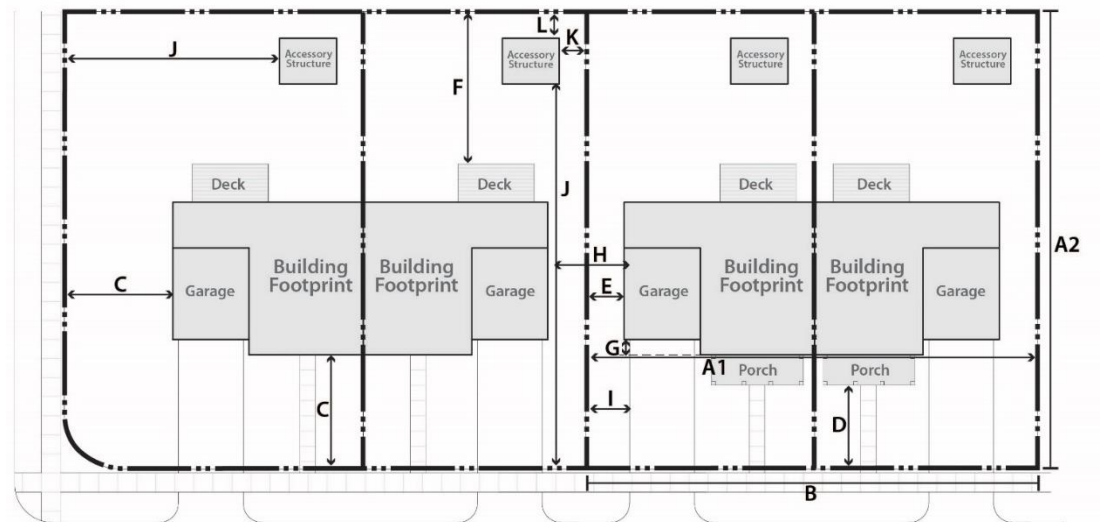


Figure X: R-3 Zoning District

Key to Figure

- A Minimum Lot Area (A1 x A2)
- A1 Minimum Lot Width (at front setback line)
- B Minimum Lot Frontage at Right-of-Way
- C Minimum Front Street and Street Side Corner Setback (lot line to principal building or attached garage)
- D Minimum Porch Setback from Front and Street Side Corner
- E Minimum Side Yard Setback – Interior
- F Minimum Rear Yard and Attached Deck Setback (lot line to principal building or attached garage)
- G Minimum Front-Loaded Garage Setback (garage door to front plane of the principal structure)
- H Minimum Pavement Setback (lot line to pavement excluding driveway entrance)
- I Minimum Accessory Building Front Yard or Street Side Corner Setback
- J Minimum Accessory Building Side Yard Setback - Interior
- K Minimum Accessory Rear Yard Setback

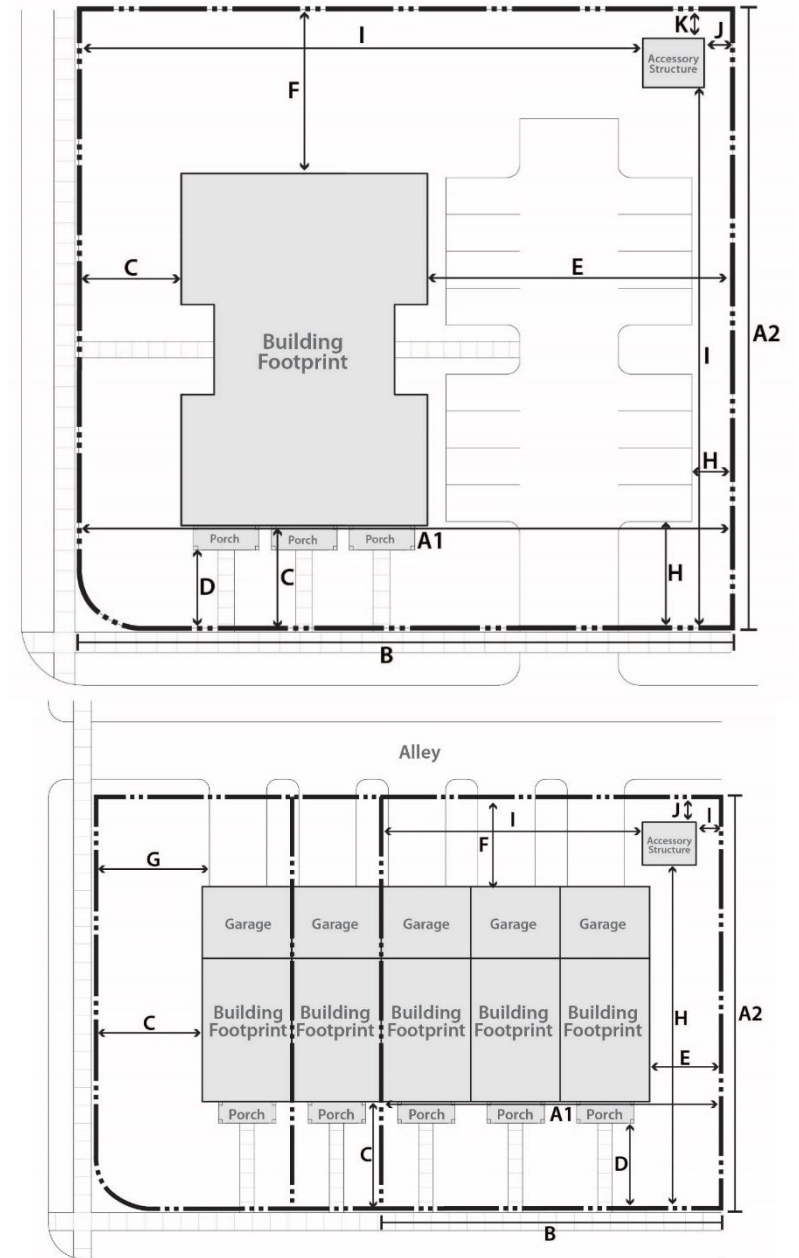
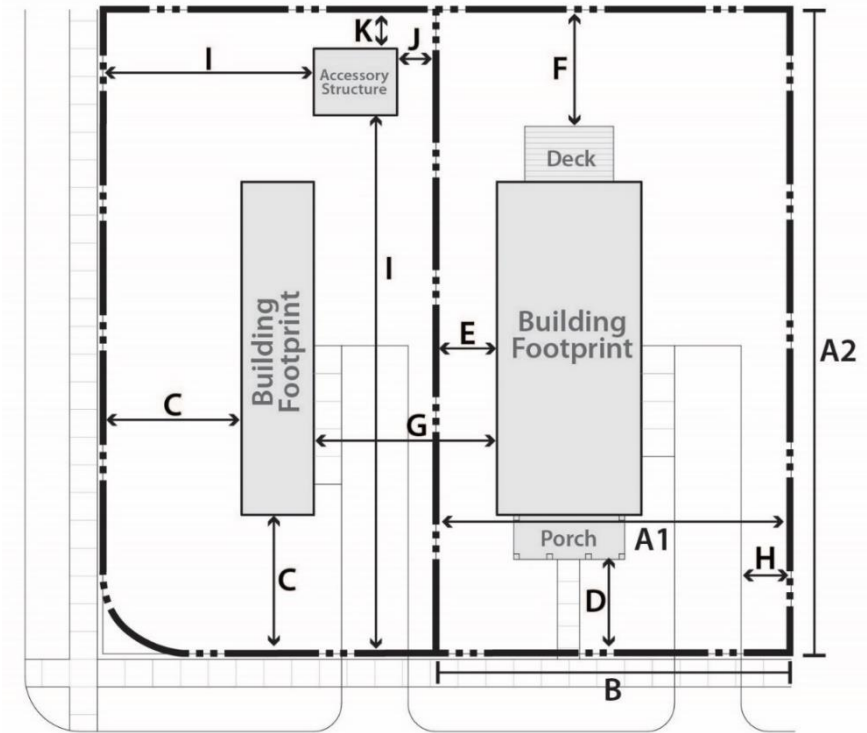


Figure X: R-4 and R-5

Key to Figure

- A Minimum Lot Area ($A1 \times A2$)
- A1 Minimum Lot Width (at front setback line)
- B Minimum Lot Frontage at Right-of-Way
- C Minimum Front Street and Street Side Corner Setback (lot line to principal building or attached garage)
- D Minimum Porch Setback from Front and Street Side Corner
- E Minimum Side Yard Setback – Interior
- F Minimum Rear Yard Setback and Attached Deck Setback (lot line to principal building or attached garage)
- G Minimum Building Separation
- H Minimum Pavement Setback (lot line to pavement excluding driveway entrance)
- I Minimum Accessory Building Front Yard or Street Side Corner Setback
- J Minimum Accessory Building Side Yard Setback – Interior
- K Minimum Accessory Building Rear Yard Setback





Permit Report

10/01/2025 - 10/31/2025

PDF

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CSV

Show entries

Search:

Permit #	Permit Date	Permit Type	Main Status	Applicant	Project Description	Parcel Address	Parcel #
7042	10/1/2025	Sign Permit	Approved	Ignite Dispensary Tomah	LED sign mounted on west facing wall of building	111 W ANDRES STREET	286026510800
7043	10/2/2025	Sign Permit	Approved	Janna Engle		1114 SUPERIOR AVENUE	286019420000
7044	10/2/2025	Sign Permit	Approved	Jessie Gearing		1114 SUPERIOR AVENUE	286019420000

Permit #	Permit Date	Permit Type	Main Status	Applicant	Project Description	Parcel Address	Parcel #
7045	10/2/2025	Sign Permit	Approved	Summit Locations, LLC Lauran Bunting	off premise billboard	1621 N SUPERIOR AVENUE	286026531500
7046	10/6/2025	Sign Permit	Approved	La Crosse Sign Group	(2) new sets of illuminated channel letters. (1) set of letters is new and (1) set is to replace existing "Rehab and Wellness Center" letters.	501 Gopher Dr.	286027500000
7047	10/27/2025	Shed Permit<150 square feet	Submitted	Karl Springer	6ft White Privacy Fence To Enclose Yark	609 ALYSSA STREET	286026739056

Permit #	Permit Date	Permit Type	Main Status	Applicant	Project Description	Parcel Address	Parcel #
7048	10/27/2025	Fence	Submitted	Karl Springer	Enclosing in back yard with 2 runs of privacy fencing. one 15ft and one 51 ft	609 ALYSSA STREET	286026739056
7049	10/29/2025	Fence	Submitted	Malissa Griffiths	Privacy Fence on the North side of the house. I will contact diggers hotline once I have a permit so I have a start date. I will call surveyor to verify the landmarks that mark the property lines are correct.	213 MC LEAN AVENUE	286010850000
7050	10/30/2025	Sign Permit	Submitted	hansen's iga	hansen's iga tomah		

Permit #	Permit Date	Permit Type	Main Status	Applicant	Project Description	Parcel Address	Parcel #
7051	10/30/2025	Sign Permit	Submitted	hansen's iga	resigning motler grocery store		

Showing 1 to 10 of 10 entries

Previous

1

Next

11/04/2025

Permit Number	Municipality	Date	Property Owner	Property Address	Parcel #	Est Cost	Census Code
25-0127-41-286	Tomah (city)	10/22/25	Ben Miller	203 N Superior Ave	286023560000	\$3,500.00	120 - Decks And Porches
25-0126-41-286	Tomah (city)	10/21/25	Pat Rezin	1836 Grumman	286007138200	\$149,000.00	438 - Additions Of Residen And Carports (attached & I
25-0125-41-286	Tomah (city)	10/16/25	Cardinal Ig Randy Roth	1620 Townline Road	286027205000	\$250,000.00	328 - Other Non-residentia
25-0124-41-286	Tomah (city)	10/15/25	Tomah Health	601 Straw Street	286-02735-0025	\$8,230.00	131 - Electrical Only
25-0123-41-286	Tomah (city)	10/15/25	Chuck Roeske	1311 Dora St	286012742200	\$11,000.00	131 - Electrical Only
25-0122-41-286	Tomah (city)	10/13/25	Kim And Ken Schmidt	801 Packard St	286-00478-0000	\$10,381.00	434 - Residential Additions Alterations
25-0121-41-286	Tomah (city)	10/13/25	Roots Managment Group Group	800 Sime D806	286026085000	\$2,000.00	131 - Electrical Only
25-0120-41-286	Tomah (city)	10/13/25	Roots Management Group	800 Sime Ave D824	286026085000	\$700.00	131 - Electrical Only
25-0119-41-286	Tomah (city)	10/13/25	Alix Jorden	500 Norsk Ave	286-00814-0000	\$13,439.00	130 - Plumbing Only
25-0118-41-286	Tomah (city)	10/09/25	Jonathan Westpfahl	N. Lawrence	286-02546-1800	\$340,000.00	101 - Single Family Houses Exclude Mobile Homes
25-0117-41-286	Tomah (city)	10/09/25	Adam Robarge	1906 Superior Ave	286-00626-0000	\$10,000.00	128 - Sheds
25-0116-41-286	Tomah (city)	10/09/25	Patrick Larson	212 Hollister Ave	286-01100-0000	\$650.00	434 - Residential Additions Alterations
25-0115-41-286	Tomah (city)	10/08/25	Judy L Conner	500 Superior Ave		\$2,000.00	131 - Electrical Only
25-0114-41-286	Tomah (city)	10/08/25	David Tripp	411 Martin Ave	286-02599-0000	\$170,000.00	329 - Structures Other Tha
25-0113-41-286	Tomah (city)	10/07/25	Amy Madlom	1101 Lakeside Dr.	286-01625-0000	\$10,000.00	434 - Residential Additions Alterations
25-0112-41-286	Tomah (city)	10/03/25	Aaron Steffel	1415 Grant St	286-02488-0000	\$10,666.00	434 - Residential Additions Alterations
25-0111-41-286	Tomah (city)	10/02/25	Dale Losinski	1601 Bow Street	286026 760000	\$14,000.00	128 - Sheds
25-0110-41-286	Tomah (city)	10/02/25	Tomah Lumber	Tbd West Veterans Street	286-00963-6000	\$350,000.00	103 - Duplexes
25-0109-41-286	Tomah (city)	10/01/25	Erica Pike	441 W Juneau St	286009870000	\$16,907.00	434 - Residential Additions Alterations
25-0108-41-286	Tomah (city)	10/01/25	Oakwood Village Mhc	800 Sime Ave. (807 Cedar)	286026085000	\$65,000.00	101 - Single Family Houses Exclude Mobile Homes
25-0107-41-286	Tomah (city)	10/01/25	Oakvillage Mhp	800 Sime (806) Dogwood	286026085000	\$65,000.00	101 - Single Family Houses Exclude Mobile Homes
25-0106-41-286	Tomah (city)	10/01/25	Gail Johnson	1410 Stoughton Ave	286-01783-0000	\$16,005.00	434 - Residential Additions Alterations

Permit Number	Municipality	Date	Property Owner	Property Address	Parcel #	Est Cost	Census Code
25-0105-41-286	Tomah (city)	10/01/25	Lucas Gordon	222 Alyssa St.	286026738049	\$1,700.00	131 - Electrical Only
25-0104-41-286	Tomah (city)	10/01/25	Dick Riddle	313 W. Benton St.	286010700000	\$3,500.00	131 - Electrical Only
25-0103-41-286	Tomah (city)	10/01/25	Matt Smith	1502 Stoughton Avenue	286-01749-0000	\$7,000.00	131 - Electrical Only
25-0099-41-286	Tomah (city)	10/01/25	David Tripp	411 Martin Ave	286-02599-0000	\$15,000.00	131 - Electrical Only
25-0098-41-286	Tomah (city)	10/01/25	Greg Passini	1422 Mclean Ave	286017970000	\$13,436.00	131 - Electrical Only
25-0097-41-286	Tomah (city)	10/01/25	Roger Pipkin	415 W. Council St.	286-00327-0000	\$10,422.00	434 - Residential Additions Alterations
25-0096-41-286	Tomah (city)	10/01/25	Rush Hour Towing	1512 Eaton Ave	286026517800	\$3,000.00	131 - Electrical Only
25-0094-41-286	Tomah (city)	10/01/25	Christina Lewis	1314 Lakeview Dr	286026260000	\$1,959.00	434 - Residential Additions Alterations
25-0091-41-286	Tomah (city)	10/01/25	St Marys	2409 Superior Ave	286-02648-0000	\$4,631.00	131 - Electrical Only
25-0088-41-286	Tomah (city)	10/01/25	Pam Melby	502 Glendale Ave	286-02252-0000	\$4,300.00	131 - Electrical Only
25-0087-41-286	Tomah (city)	10/01/25	Monroe County Housing Authority	711 Wisconsin Ave	286013060000	\$2,900.00	131 - Electrical Only
25-0075-41-286	Tomah (city)	10/01/25	David Tripp	411 Martin Ave	286-02599-0000	\$75,000.00	437 - Nonresidential And N Housekeeping Additions Ar
25-0072-41-286	Tomah (city)	10/01/25	Patrick Larson	212 Hollister Ave	286011000000	\$15,000.00	120 - Decks And Porches
25-0059-41-286	Tomah (city)	10/01/25	Scott & Deboralynn Westfahl	209 W Benton St	286-01056-0000	\$35,000.00	128 - Sheds
25-0057-41-286	Tomah (city)	10/01/25	Patrick Larson	212 Hollister Ave	286-01100-0000	\$2,050.00	131 - Electrical Only
25-0054-41-286	Tomah (city)	10/01/25	Colin Meltesen	1011 Wisconsin Ave	286-00982-5500	\$10,332.00	131 - Electrical Only
25-0051-41-286	Tomah (city)	10/01/25	Bob Sistrunk	205 Nicholas St	2 Of 15csm149	\$1,000.00	434 - Residential Additions Alterations
25-0049-41-286	Tomah (city)	10/01/25	Andres Valencia	1509 Bow St	286026882200	\$15,000.00	649 - Demolition And Razir Other Buildings & Structure
25-0048-41-286	Tomah (city)	10/01/25	Ashley & Brennon Path	1813 Goodland Ave	286-02221-0000	\$1.00	131 - Electrical Only

Zoning Monthly Report

October 2025

From Charlie Handy, Zoning Administrator

- Zoning Administrator completed onboarding, introduction to staff and City Leadership
- Received access to and training on various software and City of Tomah applications along with other various training activities
- Met with General Engineering staff Kent and Aaron and Ben from Vandewall for introductions and communication
- Reviewed ordinance updates, worked with staff and consultants to make minor updates
- Worked with applicants to prepare the Plan Commission agenda
- Various introductions to County staff and intergovernmental collaboration
- Prepare various budget reports
- Met with developers regarding potential short and long-term development projects
- Begin preparing the 2026 Zoning dept. work plan
- Comprehensive Plan 2025 review and report for December meetings
- Begin preparing for the onboarding of Mike Pruess, Code enforcement officer starting November 10th