



AGENDA FOR LONG RANGE PLANNING COMMITTEE

MEETING NOTICE

A Long Range Planning Committee meeting will be held on **Tuesday, April 27, 2021 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

*****SPECIAL NOTE*****

The Citizen Participation Committee and the Long Range Planning Committee will be a combined meeting with two (2) agendas.

On March 30, 2021 at a Special Council meeting, the Common Council appointed the Long Range Planning Committee (LRPC) to sit as the members for the newly created Citizen Participation Committee (CPC). The CPC will meet first at 5:30 p.m. to take roll call and conduct business. Once the CPC adjourns, the LRPC will take roll call and discuss agenda items.

Join Zoom Meeting

<https://zoom.us/j/94727424692?pwd=MVlzMk24wNHlrMWWhQL2xNWkdHdWdTdz09>

Dial by your location: +1-312-626-6799 US (Chicago)

Meeting ID: 947 2742 4692 | Passcode: 874740

1. AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of March 23, 2021 Meeting Minutes](#)
- C. [Discuss Design Standards Amendment for Properties Located in Transitional Area](#)
- D. [Reviewing Certificate of Appropriateness and Waiver Request - 411 Superior Avenue](#)
- E. [Reviewing Certificate of Appropriateness and Waiver Request - 111 E. Jackson St.](#)
- F. [Discussion on Food Truck Regulations](#)
- G. Building Inspector Project Updates
- H. Administrator Updates

2. NEXT MEETING DATE: ENTER DATE HERE

- A. May 25, 2021

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 JoAnn Cram, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.



LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee met on **Tuesday, March 23, 2021** at 5:30 p.m. via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order – Roll Call: Member Chair Travis Scholze called the meeting to order at 5:30 p.m. Members present: Remy Gomez, Jeff Holthaus, Dustin Powell, Pete Reichardt, Travis Scholze, Tina Thompson, and Joanne Westpfahl. Absent: Mike Murray and Shawn Zabinski. Quorum present.

Also in attendance: City Administrator Brad Hanson, Alderperson Lamont Kiefer, and Deputy City Clerk Berta Downs.

Approval of February 23, 2021 Minutes: Motion by Westpfahl, second by Thompson to approve the minutes of the February 23, 2021 meeting. Motion carried.

Building Inspector Updates: No updates at this time.

Administrative Updates: Hanson summarized about the different TID/TIF districts in Tomah, involving city resident land owners with their concerns of tax raises, inquiring property for the Fire Department storm water issues, and working on the grant process for the new Fire Department building. Hanson advised he'd like the Common Council to formally recognize the Long Range Planning Committee (LRPC) members to sit on the Citizen Participation Committee (CPC) for the CDBG Program and appoint them at the next available council meeting. This new committee would require one member to be certified as a low income and would be kept confidential.

Tax Increment District (TID) Cash Flow Reporting: Hanson provided documentation of the cash flow for the city's TID accounts. The city is currently working with a multi-million dollar vendor that could potentially bring in 50 jobs to the city and would be constructed within an existing TID.

Next Meeting Date: April 27, 2021.

Adjournment: Motion by Thompson, seconded by Gomez to adjourn at 6:09 p.m. Motion carried.

Respectfully submitted by:

Berta Downs

Berta Downs, Deputy City Clerk, March 26, 2021



To: Tomah Long Range Planning Committee
From: Steve Tremlett, Community Planner
Subject: Re: Downtown Design Standards Amendment - Colors & Materials
Date: April 19, 2021

Long Range Planning Committee Members,

There have been several waivers considered/approved allowing building to have vinyl siding in the transitional area of the downtown, which is prohibited per the Downtown Design Standards. The intent of the waiver process is to allow an exemption due to unique situations such as: 1) inability to meet the standard on their property; 2) it creates an undue hardship; or, 3) the intent of the standard can be met successfully through an alternative design. To maintain this as a special case exemption/waiver, I am recommending amending the standards to allow for vinyl siding in the transitional area of the downtown with two options provided. Either option will relax the material restrictions that appear to be too stringent per recent waivers allowed.

OPTION 1: No use on Superior Avenue, but allow use on all other sides.

Colors & Materials (P24)

- **Standard #3:** Prohibited building materials include gravel aggregate materials, rough sawn wood, vinyl siding (**Superior Avenue facades only**), manufactured stone veneer, and polished stone.
- **Standard #5b:** Transitional Area only, vinyl siding **shall not cover more than seventy-five (75) percent of all non-Superior Avenue facing facades. Vinyl siding is prohibited on facades facing Superior Avenue.**

OPTION 2: Allow for accent use on Superior Avenue, and use as the primary material on all other sides.

(Note: increase in allowance of metal panel/siding systems on all other sides in this amendment as well)

Colors & Materials (P24)

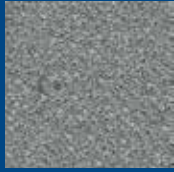
- **Standard #3:** Prohibited building materials include gravel aggregate materials, rough sawn wood, **vinyl siding**, manufactured stone veneer, and polished stone.
- **Standard #5:** Transitional Area only, **vinyl siding**, metal panel/siding systems and other panelized products **shall not cover more than twenty-five (25) percent of facades facing Superior Avenue and shall not cover more than ~~fifty (50)~~ seventy-five (75) percent of all other facades.**

Attachment: Design Standards: Colors & Materials (P24)

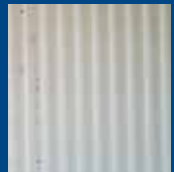
Colors & Materials

INTENT: To reinforce the existing character, and to provide for variety and visual interest.

BUILDING DESIGN



NOT PERMITTED (from top left to bottom right): aggregate material, vinyl siding, manufactured stone veneer, and polished stone.



NOT PERMITTED The above materials are not permitted as the primary building material on facades facing Superior Avenue, cross streets of Superior (up to alley) or river/riverwalk (from left to right): corrugated metal, ribbed metal and other panelized metal products.



NOT PERMITTED



Use of metal products as an accent material above the base of the building is allowed; however, use as a primary facade material is prohibited.



APPROPRIATE Example of preferred colors for the primary facade, meeting Recommendation "A".

Standards

1. Day-glo or fluorescent colors are **prohibited**.
2. Bright colors are **prohibited** for the primary facade color, but are acceptable as a secondary color to highlight expression lines or details.
3. **Prohibited** building materials include gravel aggregate materials, rough sawn wood, vinyl siding, manufactured stone veneer, and polished stone.
4. **Downtown Core Only, metal panel/siding systems** and other panelized products are **prohibited** on facades that are visible from Superior Avenue (i.e., Superior Avenue facades and corner facades), and **shall not** cover more than twenty-five (25) percent on all other facades.
5. **Transitional Area only, metal panel/siding systems** and other panelized products **shall not** cover more than twenty-five (25) percent of facades facing Superior Avenue and **shall not** cover more than fifty (50) percent of all other facades.
6. EIFS, metal panel/siding systems and other panelized products are **prohibited** at the base of the building where susceptible to damage (a minimum of three (3) feet above grade).
7. A picture and a sample of each exterior material and a facade illustration that indicates colors/materials **shall** be submitted with the Checklist.

Recommendations

- A. Muted tones are **preferred** for the primary facade color (see color palettes on the right).
- B. **Preferred** exterior finish materials include kiln-fired brick, terra cotta, wood siding / details, fiber cement siding, **engineered wood** siding (e.g., LP smartside, TruWood), and high-quality natural cut stone or brick veneer.
- C. Where allowed, metal siding/panels are **encouraged** to be horizontally-oriented and use panels with deep/mega rib spacing (e.g., 7.2 panel) with a concealed fasteners system.
- D. **EIFS** is **discouraged** as a principle facade material.

Certificate of Appropriateness

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

Address of Property:

411 Superior Ave, Tomah WI 54660

Property Owner Name:

Fastax LLC - Mary Maas

Property Owner Address (if different from Address of Property):

Street Municipality State

Property Owner Phone Number: (Home/Mobile):

fastaxllc@yahoo.com
608-374-4466 (office) 608-343-6279 (cell)

Have you reviewed the Downtown Tomah Design Standards (if applicable)?

☒ Yes☐ No☐ Not Applicable

I am in Transition area

Have you reviewed the City's Historic Preservation Ordinance (if applicable)?

☐ Yes☐ No☒ Not Applicable

Is your property a historic site, in a historic district, or contain a historic structure?

☐ Yes☒ No

Scope of project to include: (Please check appropriate items.)

☐ New Construction☒ Siding☐ Signage☐ Building Addition☐ Landscaping / Fencing☐ Exterior Lighting☐ Façade Restoration☐ Parking / Rear Access☐ Other: _____☐ Awning/Canopy/Shutters☐ Doors, Windows, & Entrances☐ Roofing☒ Exterior Painting

Briefly explain the proposed work: (Attach extra sheets if necessary.)

new siding - Slate Blue with white Trim - Vinyl
Repair front porch decking - Siding matching on garage
Some exterior painting of white Trim where siding is not appropriate

Last Modified: March 2, 2017

Page 1 of 2

Certificate of Appropriateness

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

Please submit the following information:

- One historical (if available) and one modern photograph of building
- 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:

\$ 15,000 - \$ 20,000.

Do you have any questions or concerns?

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: Melissa Mas

Date: 3/24/21

Property Owner / Applicant

FOR OFFICE USE ONLY

Application Number: _____

Received By: _____

Date of Meeting: _____

Approved or Denied?: _____

Date Received: _____

Conditions of Approval or Reasons for Denial:

Last Modified: March 2, 2017

Page 2 of 2

Design Standards Checklist

Checklist

	Applicant	Staff / ZA	LRPC	
Colors & Materials Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. There are NO day-glo or fluorescent colors used on the building.
<div>NA</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. There are NO bright colors used as the primary facade color.
Comments (office use only):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Gravel aggregate materials, rough sawn wood, vinyl siding, manufactured stone veneer and polished stone are NOT being used on any facade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Downtown Core Only , metal panel/siding systems and other panelized products are: <input type="checkbox"/> NOT visible from Superior Avenue (including corner facades), -AND- <input type="checkbox"/> Does NOT cover more than 25% on all other facades (excluding Superior Avenue).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Transitional Area Only , metal panel/siding systems and other panelized products do NOT cover more than: <input type="checkbox"/> 25% of facades facing Superior Avenue -AND- <input type="checkbox"/> 50% of all other facades.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. EIFS, metal panel/siding systems and other panelized products are NOT used at the base of the building (from 0-3 feet above street grade).
Slate Blue - see attached list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A picture and a sample of each exterior material -AND- a facade illustration indicating colors/materials is submitted.

Design Standards Checklist



STORE # 3115 ONAL
1301 SAND LAKE ROAD
ONALASKA, WI 54650

FAX: (608) 783-7826
EMAIL: ONALBuildingMaterials@menards.com

Prices shown are valid today only.

ONAL 78900



Item D.

GUEST NAME - ADDRESS - PHONE

Maas, Mary

Ph:
JOB DESC:

PICKING LIST - GUEST COPY

PAGE 1 OF 1

SOLD BY: SCOTT H.
DATE: 03/19/21



AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
37 EACH	10' STARTER STRIP VINYL LAP	146-1004
15 EACH	10' TIMBERCREST OSC 3/4" WHITE	146-1457
10 EACH	10' TIMBERCREST ISC 3/4" WHITE	146-1460
40 EACH	12' 6" TIMBERCREST JTRIM 3/4" WHITE	146-1473
276 EACH	D4" CEDAR CREEK .040 SLATE BLUE	146-2951
25 EACH	10' UNDERSILL TRIM SLATE BLUE	146-3251
7 EACH	3/4" EZ-CORNER 8/PACK WHITE	147-0982

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

Guest Instructions:

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

PRE-TAX TOTAL: 2,121.15

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

READ THE TERMS AND CONDITIONS CAREFULLY. All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

THIS IS NOT A RECEIPT

SELF-SCAN HERE ==>





STORE # 3115 ONAL
1301 SAND LAKE ROAD
ONALASKA, WI 54650

FAX: (608) 783-7826
EMAIL: ONALBuildingMaterials@menards.com

Track your order online at Menards.com using this order number ==>
Prices shown are valid today only.

ONAL 79062

Item D.



TRACKABLE PREPAID ORDER
PAGE 1 OF 1

ESTIMATED ARRIVAL DATE.
NOT BINDING ON MENARD, INC.
BASED ON PROMISES BY OTHERS 04/07/21

SOLD BY: SCOTT H.
DATE: 03/19/21

NOTIFICATION:
EMAIL: Fastax11c@yahoo.com



AT YARD ENTRANCE

GUEST NAME - ADDRESS - PHONE
Maas, Mary
Ph:
JOB DESC:

QUANTITY	DESCRIPTION	SKU NUMBER
2 EACH	3/4" EZ-CORNER 8/PACK WHITE	147-0982

Once your merchandise arrives at the store, you have 14 days to pick it up. If you have provided an email address, an email will be sent to that address when your merchandise arrives at the store. If you have not provided an email address, you will receive no notification, and it is your responsibility to track your order on www.menards.com.

This is a quote valid today. Upon payment this quote becomes a picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Failure to pick up products on this picking list within 14 days of this product being available may result in a 10% restocking fee.

Guest Instructions:

1. Take this picking list to a cashier to pay for the merchandise.
2. You can track the progress of your order at www.menards.com by using the tracking number in the top right-hand corner of this document.
3. You will receive an email at the above-listed email address when the store receives the merchandise, you then have 14 days to pick up the merchandise. If no email address is given, you will not receive an email, and it is your responsibility to check the status of your order on www.menards.com.
4. Once your product is at the store, simply return to the store to pick up the product. For larger items, you may enter the outside yard with a copy of this document (all vehicles entering the outside yard are subject to inspection).
5. Any merchandise not picked up within 14 days of its arrival at the store will no longer be available, and you will receive a refund subject to Menards' posted return policy.

PRE-TAX TOTAL: 15.90

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

READ THE TERMS AND CONDITIONS CAREFULLY. All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** **MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

THIS IS NOT A RECEIPT

SELF-SCAN HERE ==>





Item D.

819 SUPERIOR AVE.
TOMAH, WI 54660
PHONE: 608-374-7429
SROLEFF@TOMAHONLINE.COM

Permit # _____

GENERAL BUILDING PERMIT APPLICATION

☐ BUILDING ☐ ADDITION ☒ ALTERATION/REMODEL ☐ DEMOLITION

PROJECT ADDRESS: Fastax LLC - 411 Superior Ave, Tomah\$ COST OF PROJECT 1000.00

INTENDED USE OF LAND AFTER DEMOLITION: _____

(Owner and contractor responsible for lawful containment, abatement and disposal of all hazardous materials)

DESCRIPTION OF WORK: Repair Garage Posts - install temporary support posts, remove damaged posts, install new support posts

(PRINT) OWNER INFORMATION

INSPECTOR

Owner Name Fastax LLC - Mary Maas
Owner Address 411 Superior Ave, Tomah
608-343-6279 cell
Owner Phone 608-374-4416 office

Zoning _____ No. of Stories _____

Commercial: Yes No Flood Plain: Yes No

Contractor Name none / self
Contractor Address _____
Contractor Phone# _____
Mobile# _____

Dwelling Contractor Certification # _____

Dwelling Contractor Qualifier Certification # _____

DHS Lead Company Cert# _____

(If structure was built prior to 1978) Exp. Date _____

DO NOT CONCEAL ANY WORK WITHOUT FIRST RECEIVING INSPECTION APPROVAL. IT'S THE OWNER'S RESPONSIBILITY TO SEE THAT INSPECTION REQUESTS ARE CALLED IN TO INSPECTOR.

OK To Issue by: _____ Date: _____

FEES

Plan Review \$ _____

Permit Fees \$ _____

\$ _____

TOTAL FEE: \$ _____

Received By: _____ Check #: _____

It is hereby agreed between the applicant, as owner, owner's agent or servant, and the City of Tomah that for and in consideration for the premises and of the permit to construct, erect, alter, move, raze, or install and the occupancy of a building or property as above described, to be issued and granted by the Department of Building and Inspections of the City of Tomah, that the work thereon will be done in accordance with the descriptions set forth in this statement, and as more fully described in the specifications and plans herewith file; and it is further agreed to construct, erect, alter, move, raze or install and occupy in strict compliance with the ordinances of the City of Tomah, and to obey any and all lawful orders of the Department of Building and Inspections of the City of Tomah and State of Wisconsin laws relating to the construction, alteration, repairs, removal and safety of buildings and other structures and permanent building equipment.

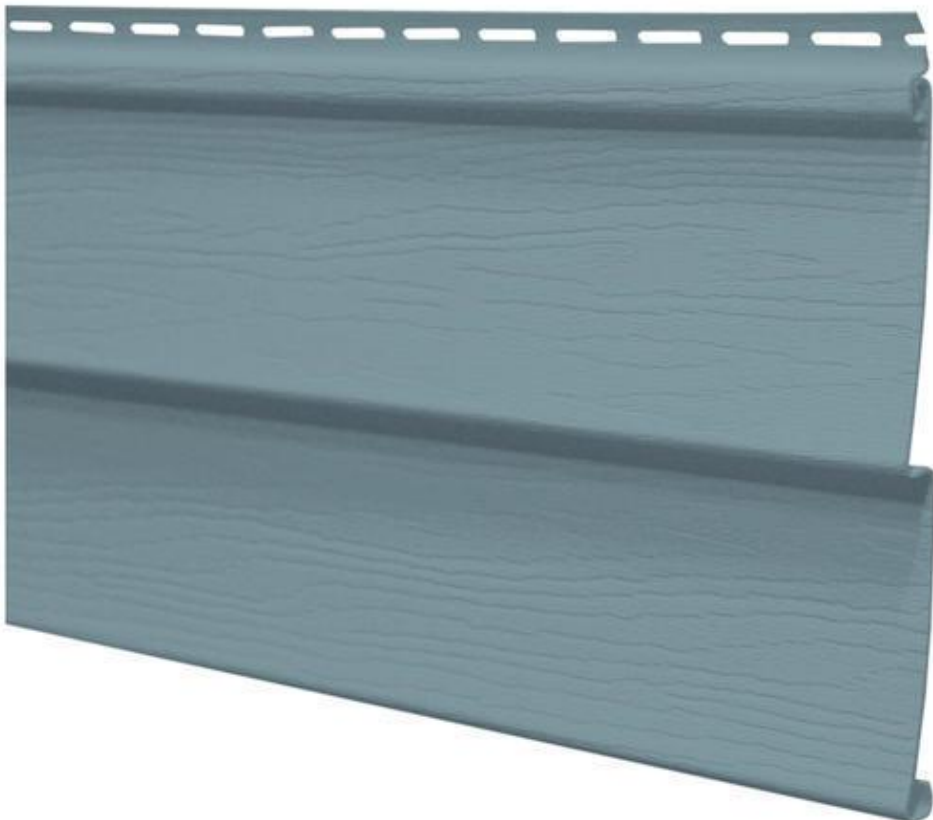
Mary A. Maas
(PRINT) AGENT/CONTRACTOR NAME

Mary Maas
(PRINT) OWNER NAME

Mary Maas 3/29/21
Signature (Agent/Contractor) Date

Mary Maas 3/29/21
Signature (Owner) Date

fastaxllc@yahoo.com











PRODUCT 118

Proposal

Page No.

of

Pages

Ray Olsen Construction LLC

18435 Iowa Road
Tomah, WI 54660
608-372-3344

1271

PROPOSAL SUBMITTED TO <i>Mary Maas - Fastax</i>		PHONE	DATE
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Remove old siding and replace with primed wood siding on office. This bid includes all disposal and a \$15,000⁰⁰ painting allowance. Any trim repair or decayed wood would be billed time + material additional cost.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Sixty - two thousand - five hundred - fifty - seven Dollars & 00/100 dollars (\$ *62,557⁰⁰/100*).

Payment to be made as follows:

50% down payment + remainder upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Ray Olsen

Note: This proposal may be withdrawn by us if not accepted within *30* days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Certificate of Appropriateness

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

Address of Property:

111 E Jackson St. Tomah WI 54660

Property Owner Name:

Judith Jonson Faulkner

Property Owner Address (if different from Address of Property):

1414 Superior Ave Tomah WI 54660
Street Municipality State

Property Owner Phone Number: (Home/Mobile):

608-343-7670

Have you reviewed the Downtown Tomah Design Standards (if applicable)?

☒ Yes ☐ No ☐ Not Applicable

Have you reviewed the City's Historic Preservation Ordinance (if applicable)?

☒ Yes ☐ No ☐ Not Applicable

Is your property a historic site, in a historic district, or contain a historic structure?

☐ Yes ☒ No

Scope of project to include: (Please check appropriate items.)

<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Siding	<input type="checkbox"/> Signage
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Landscaping / Fencing	<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Façade Restoration	<input type="checkbox"/> Parking / Rear Access	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Awning/Canopy/Shutters	<input checked="" type="checkbox"/> Doors, Windows, & Entrances	_____
<input checked="" type="checkbox"/> Roofing	<input type="checkbox"/> Exterior Painting	_____

Briefly explain the proposed work: (Attach extra sheets if necessary.)

New siding, roofing, windows.

Certificate of Appropriateness

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

Please submit the following information:

- One historical (if available) and one modern photograph of building
- 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:

\$ 15,000

Do you have any questions or concerns?

no

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: _____

Property Owner / Applicant

Date: _____

4/19/21

FOR OFFICE USE ONLY

Application Number: _____

Received By: _____

Date of Meeting: _____

Approved or Denied?: _____

Date Received: _____

Conditions of Approval or Reasons for Denial:

Last Modified: March 2, 2017

Page 2 of 2

Design Standards Checklist

Checklist

Instructions

If a section of these standards does not apply to the proposed project (*e.g. parking standards for a facade renovation project*) the entire section can be skipped by checking the "does not apply" box ☐ NA. If any part of a section does apply, please fill out the entire section with checks for completed standards and cross out ☐ for any that do not apply.

In addition to this checklist, a site plan shall be submitted, including (*as applicable*):

- ☐ Trash and recycling containers
- ☐ Pedestrian pathways
- ☐ Parking and circulation
- ☐ Landscaping
- ☐ Stormwater management features
- ☐ Lighting

Applicant
Staff / ZA
LRPC

SIGNAGE DESIGN

Sign Type Usage Standards



Comments (*office use only*):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance, **-AND-** have applied/acquired sign permit

2. The project does not include following sign types: roof-mounted, pole, external neon cabinet/canister, billboard, **-AND-** there is no canopy in the public right-of-way.

3. All ground signs, if any, utilize monument-style design.

4. Ground signs do not extend higher than the mean street grade following the restriction shown below.

- ☐ **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 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 area, inclusive of the base area.


7. Signage is > 25% of each storefront display window/door area, excluding product display.

Design Standards Checklist


Design Standards Checklist

	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sign Placement, Installation & Lighting Standards</p> <p></p> <p>Comments (office use only):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
2. Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Awnings are not internally illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Downtown Core Only , if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. There are no color changing and "chasing" LED features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist

	Applicant	Staff / ZA	LRPC	
Sign Materials, Colors & Lettering Standards  Comments (office use only): _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Sign substrate is either MDO, Aluminum, or Aluminate. Acrylic material, if used, simulates metal or wood.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The sign style, color and materials complement the character of the building and other signage.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Highly reflective material is not used.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The color tones between the sign's lettering/symbols and background have sufficient contrast to make the sign clearly legible.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The main lettering and predominant background does not use fluorescent colors.

SITE DESIGN

Street Relationship Standards  Comments (office use only): _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <ul style="list-style-type: none"> <input type="checkbox"/> The space provides an outdoor seating area, a hardscape plaza, or similar accessible pedestrian space, AND <input type="checkbox"/> 25%, or minimum of 10-FT, of the building width is built to the restricted setback, -AND- <input type="checkbox"/> Maximum setback of 10-FT.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Transitional Area Only , primary structures will be built within 25-FT of the front property line.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. There is at least one functional building entrance provided on the facade facing the (most prominent) street.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist

Design Standards Checklist


	Applicant	Staff / ZA	LRPC	
1. Exterior building and parking light fixtures are either semi- or full-cutoff -AND- not directed to the sky (excluding ground lights directed at building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Lighting Standards <div style="text-align: center;"><input checked="" type="checkbox"/> NA</div> Comments (office use only):
2. Light trespass does not exceed 1.0 footcandles at the property line adjacent to park/residential use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Parking/security poles are no taller than the building height restrictions in the underlying zoning district, or 35-FT, whichever is less. If abutting residential, the poles are no taller than 25-FT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior light fixtures are designed to complement the character/style of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spec sheets for each light fixture are submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Parking (5+ vehicles) are paved and include concrete curbs along all parking/drive areas (excluding gaps to allow stormwater flow to basins).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Areas Standards <div style="text-align: center;"><input checked="" type="checkbox"/> NA</div> Comments (office use only):
2. There is no off-street parking in front of building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Downtown Area Only , side yard parking is no more than 66-FT wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Transitional Area Only , side yard parking is no more than 140-FT wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Walkways are provided connecting the building entrances to the public sidewalk. If the walkway crosses parking areas or a drive aisle they are clearly marked by striping or material change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Parking stalls & drive aisles are separated from the public ROW & adjacent properties by a planted landscape buffer (at least 5 feet wide).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parking rows of more than 15 parking spaces are interrupted by a landscape island/median.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Parking lots adjacent to residential properties have a semi-opaque buffer (min. of 4 feet in height).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist


	Applicant	Staff / ZA	LRPC	
Storage & Service Areas Standards <input checked="" type="checkbox"/> NA Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Screening is compatible with the building architecture, as well as other site features.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Street-level/rooftop mechanical equipment are not visible from the street or municipal parking lot.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Dumpsters are fully screened, including dumpster gate, to not be visible from a public street, unless it has been determined that the screening impedes functionality/service.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Service boxes are located away from the pedestrian zone (e.g., side/rear yard).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Permanent loading docks / staging areas are not in the front yard -AND- if visible from the street or facing residential property it is screened with landscaping and/or wall \geq 6-FT in height and integrated with the overall site and building design.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. There is no outdoor storage of products, materials, or equipment in the front yard (excluding short-term display items or items available for purchase).
Landscaping Standards <input checked="" type="checkbox"/> NA Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All landscaping will be completed within 12 months of the issuance of an occupancy permit or final inspection, in accordance to the approved landscaping plan.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Parking lots (5+ vehicles) include 5 points worth of landscaping per parking space (based on landscaping point system shown on page 19) placed on the parking lot or within 10-FT of said lot.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Transitional Area Only , development includes 10 points worth of planting per 1,000 SF of enclosed ground floor area (based on landscaping point system shown on page 19) placed along the base of the building, around storage areas and/or along street frontages.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Plantings and low fences located between parking areas and the public sidewalk do not (and naturally will not) obscure vision 3-8 feet above the ground.

Checklist

Design Standards Checklist

	Applicant	Staff / ZA	LRPC	
BUILDING DESIGN				Scale, Articulation & Roofline Standard
1. If a new building, it is at least 18-FT tall from grade to top of the parapet or midpoint of a pitch roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <p>Comments (<i>office use only</i>):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Any floor over three is set back from the remainder of the facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If a new building, vertical proportions on the street facade is established (e.g., windows, doors, structural expression, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any building with a total width equal to or greater than its height utilizes one or more of the following techniques: <input type="checkbox"/> Expression of structural bay, <input type="checkbox"/> Variation in material, -AND/OR- <input type="checkbox"/> Variation in the building plane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5a. If a new buildings, a discernible base, middle and top is created using details or changes in materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5b. A discernible base is at least 2-FT in height, but may include the entire first floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any secondary facade facing a public street (corner building) incorporates design qualities similar to the primary facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Downtown Core Only , new buildings utilize a horizontal expression line that project at least 2 inches, articulating the transition between first and second floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Street-facing facades over 100 feet in length have at least 25% of the facade vary in height, with such difference being 4-FT or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Downtown Core Only , a flat or mansard roof system is used, unless a pitched roof system is deemed appropriate to the site and building style.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist

	Applicant	Staff / ZA	LRPC	
Scale, Articulation & Roofline Standards (cont.) Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Transitional Area Only , there is a positive visual termination at the top of the building, using either a pitched roof with gable(s) or parapet facing the street, mansard roof, or a flat roof with a defined cornice.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. The roof has a slope no less than 5:12.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. An accurately-measure elevation of each exposed building facade, including roofline, is submitted. The elevations include for reference purposes any adjacent buildings, including the roof profile, window configuration, and any other important architectural features.
Projections Standards  Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Signage on projections meet the requirements under Signage Design section (P.11-13).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Projections, excluding awnings, do NOT extend more than 5-FT beyond the property line. Awnings do NOT extend closer than 3 ft. from the street curb.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Canopies and marquees do not use wood or shingle components.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Canopies and marquees are a minimum of 10-FT above sidewalk grade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Awnings are not made of shiny materials or have a shiny finish.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Awnings/Canopies are at least 3 feet in depth and at least 8 feet above the sidewalk
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The building has no glowing awnings (backlit, light shows through the material).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Downtown Core Only , awnings are mounted below the horizontal expression line that defines the ground floor.

Design Standards Checklist

Checklist

Design Standards Checklist

1. Ground-level facades facing the public street are comprised of at least 25% clear glass (up to 10 feet above street grade), excluding Superior Avenue facades in the **Downtown Core** (see Standard #2).

2. **Downtown Core Only**, ground-level facades facing Superior Avenue are comprised of at least 35% clear glass (up to 10 feet above the street grade).

3. New buildings with upper stories have windows on all street-facing facades.

4. **Downtown Core Only**, there are NO garage doors facing Superior Avenue.

5. **Transitional Area Only**, NO new garage doors are facing Superior Avenue, unless it is only providing pedestrian access to the building's interior space.

6. Where allowed, new vehicle-access garage doors facing a public street use one or more of the following techniques to mitigate their impact on the street frontage:

- ☐ Set back the garage bays from the primary facade a minimum of 4-FT,
- ☐ Set back every third garage door a minimum of 2-FT from the remaining garage door bays, and/or
- ☐ Screening garage doors from the street.

7. Diagram(s) illustrating the percentage of transparent glass on each street-facing facade is submitted.

Applicant

Staff / ZA

LRPC

Window, Door & Garage Standards

☒ NA

Comments (office use only):

Checklist

	Applicant	Staff / ZA	LRPC	
Colors & Materials Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. There are NO day-glo or fluorescent colors used on the building.
NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. There are NO bright colors used as the primary facade color.
Comments (office use only): vinyl siding used to reinforce an urban, pedestrian- friendly environment. This is a tri-plex used for residential use only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Gravel aggregate materials, rough sawn wood, <u>vinyl siding</u> , manufactured stone veneer and polished stone are NOT being used on any facade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Downtown Core Only , metal panel/siding systems and other panelized products are: <input type="checkbox"/> NOT visible from Superior Avenue (including corner facades), -AND- <input type="checkbox"/> Does NOT cover more than 25% on all other facades (excluding Superior Avenue).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Transitional Area Only , metal panel/siding systems and other panelized products do NOT cover more than: <input type="checkbox"/> 25% of facades facing Superior Avenue -AND- <input type="checkbox"/> 50% of all other facades.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. EIFS, metal panel/siding systems and other panelized products are NOT used at the base of the building (from 0-3 feet above street grade).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A picture and a sample of each exterior material -AND- a facade illustration indicating colors/ materials is submitted.

Design Standards Checklist

Checklist

Design Standards Checklist

Applicant

Staff / ZA

LRPC

SUPER GRAPHIC DESIGN

1. The super graphic does NOT include lettering or imagery that could be construed as a commercial message (i.e., advertising business conducted, services rendered or goods produced/sold).

☐☐☐

Super Graphics Standards



Comments (office use only):

2. The super graphic shall meet the following design requirements:

- ☐ a. Harmonizes with the structure(s) on the parcel on which it is to be painted;
- ☐ b. Is suitable and appropriate to the district;
- ☐ c. Is well-designed and pleasing in appearance;
- ☐ d. Does not constitute a nuisance to the occupants of adjacent or contiguous property (as determined by the Zoning Administrator or the reviewing entity); -AND-
- ☐ e. Does not constitute a traffic and safety hazard (i.e. it is not distracting, or is not considered indecent or otherwise offensive to public morals).

☐☐☐

3. Super graphics is NOT on the Superior Avenue Facade.

☐☐☐

4. NO part of the super graphic exceeds the height of the structure to which it is tiled, painted or fixed, -AND- does NOT extend more than six inches from the plane of the wall.

☐☐☐

5. Super graphic is NOT placed over windows, doors or vents.

☐☐☐

6. A graffiti resistant, clear sealer or suitable varnish/topcoat will be applied to finish the mural.

☐☐☐

7. Super graphic will NOT consist of, or contain, electrical components, mechanical components or changing images. Static illumination turned off and back on not more than once a day is excluded from this standard.

☐☐☐

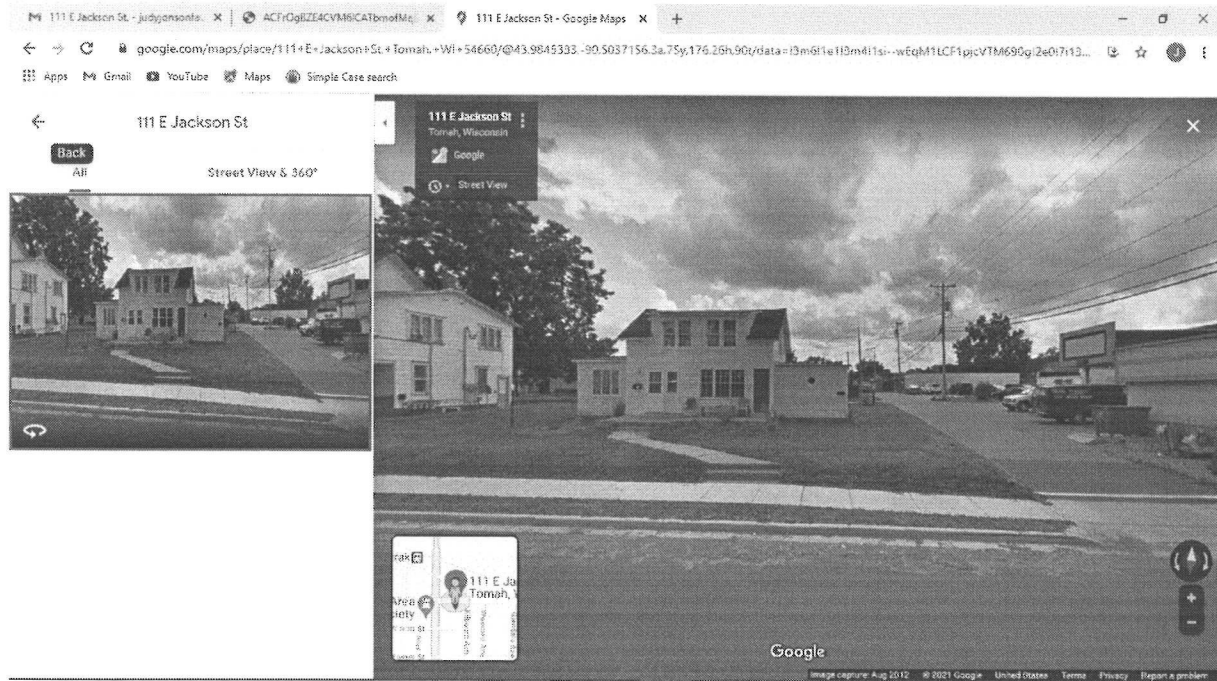
Checklist

Design Standards Checklist

111 E Jackson St — Residential Triplex, not intended for comerial use

Historical Photo: Not Available

Current Photo via google street view:



Plans/Proposed work:

Roof — Metal

Siding — Vinyl

Windows — White replacement to match existing windows



To: Tomah Long Range Planning Committee
From: Steve Tremlett, Community Planner
Subject: Re: Food Truck Regulations
Date: April 19, 2021

Long Range Planning Committee Members,

There has been interest in setting up food carts/trucks/vendors in the City with the latest request in the downtown. This use does provide a benefit to the community (and the downtown), as it provides a unique place of activity and can offer a low cost start-up opportunity for an eatery/café/restaurant. However, it can also detract if not maintained/run/designed properly.

Current City regulations do not describe how to permit this use. A direct sellers permit is required under the Chapter 32 (Peddlers, Solicitors and Direct Sellers); however, it does not address in great detail specific criteria related to the location and operations of food carts/trucks/vendors.

There are two major concerns with allowing this use: 1) How do you procedural approve and keep track of this temporary use?; and, 2) What regulations should be established with the use (during operation and during off hours) and should the requirements differ by location - downtown vs. another location?

To begin this conversation, I am providing regulations and design standards developed in other Wisconsin communities. The first attachment provides additional regulations under the Peddlers, Solicitors and Direct Sellers Chapter with the second providing design standards and recommendations for use in the downtown. The latter might be something to consider for the downtown (non-transitional area), but revised to be a bit more relaxed on the standards.

Attachment: Sun Prairie Ordinance Language; Wisconsin Dells Design Standards (Food Vendor)

SUN PRAIRIE EXAMPLE

- A. Any person delivering newspapers, fuel, dairy products or bakery goods to regular customers on established routes;
- B. Any person selling goods at wholesale to dealers in such goods;
- C. Any person selling agricultural products which such person or member(s) of his or her immediate family has grown;
- D. Any permanent merchant or employee thereof who takes orders away from the established place of business for goods regularly offered for sale by such merchant within this county and who delivers such goods in their regular course of business;
- E. Any person who has an established place or business where the goods being sold are offered for sale on a regular basis, and in which the buyer has initiated contact with, and specifically requested a home visit by, such person;
- F. Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- G. Reserved;
- H. Any person holding a sale required by statute or by order of any court and any person conducting a bona fide auction sale pursuant to law;
- I. Any employee, officer or agent of a charitable organization who engages in direct sales for or on behalf of such organization, provided that there is submitted to the city clerk proof that such charitable organization is registered under Section 440.42, Wisconsin Statutes. Any charitable organization not registered under Section 440.42, Wisconsin Statutes, or which is exempt from that statute's registration requirements shall be required to register under this chapter. Except those persons who are not members of the organization and who have been independently contracted by and receive compensation for their solicitation activities from the herein described organizations, these persons are required to obtain a solicitor's permit;
- J. Any person who claims to be a permanent merchant; provided, that there is submitted to the city clerk, proof that such person has leased for at least one year, or purchased, the premises from which he or she is conducting business;
- K. No permit shall be required of any vendor participating in the Downtown Farmer's Market.

(Ord. 596, § 1, 4-7-2015)

5.32.040 - Registration.

- A. Applicants for registration must complete and return to the city clerk an application form furnished by the clerk which shall require the following information:
 - 1. Full name (first, middle, last), permanent address and telephone number, and temporary address and phone number, if any.
 - 2. Height, weight, gender, color of hair and eyes, date of birth, driver's license number or state issued identification number, and state issuing driver's license or identification.
 - 3. Name, address, email address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold.
 - 4. Street address and telephone number from which business will be conducted, if any.
 - 5. Nature of business to be conducted and a description of the goods offered, and any services offered.
 - 6. Proposed method of delivery of goods, if applicable.

7. Make, model and license number of any vehicle to be used by applicant in the conduct of his or her business, state of vehicle registration.
8. List of last cities, villages, towns, not to exceed three, with name of contact persons and addresses where applicant conducted similar business, prior to making this application.
9. Address and phone number where applicant can be contacted for at least seven days after leaving this city.
10. Statement as to whether applicant has been convicted of any crime, ordinance or statutory violation within the last five years; the nature and date of the offense and the place and date of conviction.
11. The applicant may be requested to come to the municipal building to pick up the permit or for additional clarification concerning the information received on the application.
12. A photograph approximately two inches by two inches showing the head and shoulders of such person, which has been taken not more than one year prior to such application.
13. A copy of any other license or permit required by the State of Wisconsin, Dane County, or the city of Sun Prairie for the applicant's business activity.
14. If vending is for outdoor sales applicant shall provide a site plan for the location where the unit will be located. The plan shall include a drawing showing the street address, location of unit, signage to be used, traffic and pedestrian flow. The site plan will also state the size of the vending unit and equipment specifications.
15. A mobile vendor applicant will submit a description and specification of the unit the sales will be conducted from.

B. In addition to the above requirements outdoor vendors shall also provide the following information:

1. The zoning for the property upon which the outdoor vending activities will occur and a copy of the approved zoning permit, if necessary.
2. Written authorization from a landowner to the outdoor vendor to use the landowner's premises for outdoor vending activities. The authorization document shall give the address of the property and the beginning and ending dates for such authorization.
3. A sign-off of the application document that the applicant has met with and received approval from a member of the city planning department, and that the application complies with city zoning requirements and permits.
4. If the outdoor vendor is to be located in a city park the applicant shall also provide a sign-off of the application document that the applicant has met with and received approval from the recreation and public works directors, and that the application complies with all requirements of that department.

C. Applicant shall present to the city clerk for examination and to make copies:

1. A driver's license, state issued ID, or passport as may be reasonably required;
2. A state certificate of examination and approval from the sealer of weights and measures where applicant's business requires use of weighing and measuring devices approved by state authorities;
3. A state health officer's certificate where applicant's business involves the handling of food, clothing, humans or animals and is required to be certified under state law; such certificate to state that applicant is apparently free from any contagious or infectious disease, dated not more than ninety (90) days prior to the date the application for a permit is made.

D. Permit Registration Fee.

1. At the time the application is returned, the fees shall be paid to the city clerk. The fee for a solicitor's permit shall be: thirty dollars (\$30.00) per week; sixty-five dollars (\$65.00) per month;

three hundred dollars (\$300.00) per year. Annual licenses issued on or after July 1 shall be issued for one-half the required fee. In addition to the fees stated, all processed applications will be assessed the actual cost of the background check as incurred by the city.

2. Door-to-door solicitors and mobile vendors must apply for a separate permit for each person.
3. An outdoor vendor may employ one assistant without payment of an additional permit fee. Each person must file a separate application form.
4. If the application is for an outdoor vending permit to be located in a city park the applicant shall pay the registration fee, plus any expenses for additional services for cleanup and maintenance of the location as authorized by the public works director.
5. The permit fee for a mobile food vending unit shall be one hundred fifty dollars (\$150.00) per year. The permit shall be good from January 1 through December 31 of the year for which the permit is granted. A permit is required for each cart. The fee for each mobile food vendor is twenty-five dollars (\$25.00). In addition to the fees stated, all processed applications will be assessed the actual cost of the background check as incurred by the city.
6. Upon payment of such fee, the signing of such statement, and approval from the appropriate departments, the city clerk shall issue the applicant a permit and date the entry.

E. Sponsors for Juveniles.

1. No person under the age of eighteen (18) years of age shall be permitted to engage in solicitation activities except as provided in this subsection or as provided as exception under Section 5.32.030.
2. An adult person may act as a sponsor for one or more persons under the age of eighteen (18). The sponsor shall apply for and obtain a permit required by this section before any door-to-door sales, mobile food vending, mobile vending, or outdoor vending activities are engaged in by the juveniles being sponsored. A sponsor shall at the time of application provide the city clerk with a list of the names, addresses and telephone numbers of all juveniles being sponsored. Each sponsor and juvenile sponsored shall complete an application and pay the appropriate fee.
3. The sponsor shall be responsible for supervising and controlling the conduct of all persons under eighteen (18) years of age who engage in door-to-door solicitation activities under the sponsor's permit. The sponsor shall be liable for payment of any forfeiture imposed for violations by the juvenile of any of the terms and conditions of the sponsor's permit, including the regulations and restrictions set forth in this section.
4. A sponsor shall comply with all requirements of applicable state and federal employment laws, including laws pertaining to the employment of minors.
5. The sponsor shall require all persons under eighteen (18) years of age to wear such identification as required under this section, so that it is clearly visible at all times when the individual is engaged in solicitation activities.

F. Requirements for Mobile Food Vending. The following restrictions apply to all mobile food vendors and mobile food vending units operating within the city:

1. All mobile food vending units must comply with the Public Health Madison and Dane County requirements for mobile food establishments.
2. Food vending units may locate in any legal parking space within a city right-of-way, except on arterial streets or on the same side of the street as residential uses.
3. Mobile food vending units may not locate within two hundred (200) feet of the property line of a fast-food restaurant or restaurant as defined in Section 17.08.040.
4. Mobile food vending shall only be permitted between the hours of seven a.m. and nine p.m.
5. Seating for consumer consumption of products sold is not allowed within the right-of-way.

6. Mobile food vendors shall provide a minimum four foot clearance on sidewalks and rights-of-way for pedestrian access and traffic.
7. When operating in the public right-of-way, serving and dispensing of food products shall be directed toward the sidewalk or terrace area immediately adjacent to the food vending unit.
8. No mobile food vendor shall conduct business within twenty (20) feet of a fire hydrant.
9. A mobile food vending unit shall maintain clear access and visibility of cross walks and street corners.
10. No mobile food vendor shall conduct business within three hundred (300) feet of school property during school hours, unless written permission is granted by the school superintendent or other equivalent authority and such documentation is placed on file with the city clerk.
11. To encourage the integrity, comprehensiveness and success of special events, the Sun Prairie Farmer's Market, or other city approved events, no mobile food vending units shall be permitted on public streets, sidewalks or in any city parks within five hundred (500) feet of the event premises where the city of Sun Prairie has issued a special event permit or other approval during the hours approved for such event, unless the mobile food vending unit is part of the aforementioned event.
12. Connection of a mobile food vending unit to a public source of electricity, water or sewer is prohibited.
13. No mobile food vendor may use any public property such as light poles or other utility poles, flower planters, trees, or other amenities to attach any ropes, posters, signs, electrical cords, or other objects used in his/her operations.
14. Food vending and adjoining areas shall be kept clean and free from litter, garbage, rubble, and debris at all times. All mobile food vending units shall be equipped with at least one leak-proof container for the deposit of waste, garbage, litter and refuse. All such containers shall be kept covered with tight-fitting lids. When leaving vending area, the mobile vendor and his/her employee(s) shall be responsible for the removal of all litter resulting from the vending operations.
15. The permittee or other operator of a mobile food vending unit shall be present with the mobile food vending unit at all times during which products are displayed or sold, except that a licensee or other operator may leave his/her vending location and mobile food vending unit unattended during lawful vending hours for a maximum of four hours, provided the mobile food vending unit does not impede pedestrian or vehicular access or traffic.
16. The Sun Prairie Police Department shall have the authority to remove or cause the removal of any food vending equipment, mobile food vending unit, food, beverages, goods, wares or merchandise found on the highway, street, alley, sidewalk, public right-of-way or other vending location in violation of this chapter. In addition to any forfeiture that may be imposed, the violator shall also be liable for any removal, towing and storage charges incurred by the city as a result.
17. Mobile food vendors, who have obtained a permit through the city of Sun Prairie and obtained written permission from the property owner, may locate on private or public property other than in the right-of-way, up to thirty (30) days per calendar year, provided the mobile food vending unit does not impair traffic flow or obstruct vision for intersecting streets, driveways, sidewalks or other traffic areas. Vendors may operate up to an additional thirty (30) days on private property, but no more than sixty (60) days in total, subject to approval of the property owner and the city clerk.
18. If locating a mobile food vending unit on public property, the permit application is subject to review and approval by the public works and police departments prior to issuance by the city clerk.

Outdoor Food Service - General

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

APPROPRIATE EXAMPLES



SITE DESIGN

Standards

1. Outdoor food service **shall** be on private property and **shall** be tied to the on-premise business (i.e., selling similar products already available in the store).
2. Outdoor food service areas **shall** meet the City's Code Section 19.811(A) or 19.811(B), whichever is applicable. **Vending Unit(s)** **shall** meet the Outdoor Food Service - Vending Unit standards in this handbook (pages 34-35).
3. All ancillary structures of a permanent nature, including, but not limited to, storage facilities, restrooms and seating pavilions, **shall** comply with all applicable building standards within this handbook and applicable City, County and State building requirements.
4. **Private Outdoor Commercial Food and Beverage Service (Large Scale)** **shall** be no more than fifty (50) percent of the floor area of the restaurant/tavern, unless conditionally approved by the DRC.
5. **Private Outdoor Commercial Food and Beverage Service (Small Scale)** **shall** be no more than fifteen hundred (1,500) square feet in size.
6. All outdoor food service areas open to the public **shall** be ADA compliant. Non-paved flooring surface is **prohibited** in these areas, unless approved by the DRC. Floor coverings are **prohibited**, including artificial turf, paint, and carpet.
7. Building entrances **shall** have a direct clear path unimpeded (minimum of five (5) feet) for ingress and egress.
8. Dining furniture (e.g., tables, chairs, bar stools, picnic tables, etc.) **shall** be of commercial grade, and **shall** be constructed primarily of finished-grade wood, metal or composite material. **Prohibited** dining furniture include: lightweight materials, unstained/unpainted pressure-treated wood, and/or primarily plastic.

9. Structures used to provide shelter to customers **shall** be permanent in nature.

10. Receptacles **shall** be provided, maintained and approved by DRC.

11. Raised seating areas over public right-of-way (i.e., more than four (4) feet above the adjacent ground level) **shall not** have tables placed closer than two (2) feet from the edge, unless a system is in place to catch/stop potential items from going over the edge (e.g., solid wall, glass railing, breathable fabric, etc.). Opaque fabric attached to a railing is **prohibited**, and **shall not** meet this standard.

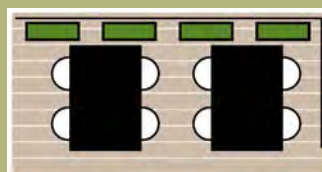
12. Dumpsters **shall not** be used for customer disposal, and if dumpsters are located in the outdoor food service area they **shall** be screened.

13. Umbrellas **shall** use a canvas-type fabric, **shall** complement the building style and color schema, and **shall** provide a minimum of seven (7) foot vertical clearance.

14. Sales from ***RVs, Food Trucks*** and tents are **prohibited**.

Recommendations

- A. Umbrellas constructed of metal is discouraged.
- B. Branded umbrellas including business logos are discouraged.
- C. Use of living plants and flowers to soften hard surfaces is strongly encouraged.
- D. Use of a mix of square and round table styles, as well as a multiple sized tables, is encouraged.



APPROPRIATE

Both examples on the left show how table layout can help to mitigate potential dropped items from a balcony. Either place chairs against railings (vs. tables) and/or use planters or other aesthetically-pleasing barriers.

APPROPRIATE EXAMPLES



Outdoor Food Service - Vending Unit

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

APPROPRIATE EXAMPLES



SITE DESIGN

Standards

1. **Vending Unit shall** be either a **Food Cart** or **Food Trailer**.
2. **Vending Unit shall** be on private property and **shall** be tied to the on-premise business (i.e., selling similar products already available in the store).
3. **Vending Unit shall** meet applicable standards in this handbook, specifically Signage Design - General (pages 10-15) and Outdoor Food Service - General (pages 30-31).
4. If designed with a base, it **shall** be solid, permanent, and use high-quality materials (e.g., wood fencing/ platform, solid concrete, brick wall, etc.). Plastic materials, concrete block, fabric, and other loose materials are **prohibited** base materials.
5. **Vending Unit shall** be located on a paved pad, and **shall** adhere to the setback requirements of the underlying zoning district or a minimum of six (6) feet from all property lines, whichever distance is greater.
6. If multiple (vending unit) pads are proposed, they **shall** be a minimum of ten (10) feet apart.
7. **Vending Unit shall not** be more than twenty-six (26) feet long or more than ten (10) feet tall.
8. **Vending Unit shall** be constructed of quality materials and **shall** be designed as one cohesive unit.
9. **Vending Unit shall** have integral roofs or umbrellas.
10. Awnings or umbrellas affixed to the **Vending Unit shall** be comprised of metal or canvas-type fabric, and shall provide a minimum of seven (7) foot vertical clearance.
11. **Vending Unit shall** enclose or screen from view of the right-of-way and abutting residentially zoned property all accessory items not used by customers, including, but not limited to, tanks, barrels, or other accessory items.

12. Floor coverings are **prohibited**, including artificial turf, paint, and carpet.
13. Generators are **prohibited** from being used with the **Vending Unit**.

Recommendations

- A. Designs that incorporate faux looking materials is discouraged (see example below).



- B. An adjustable/pop-up panelized roof system is discouraged (see image below).



NOT PERMITTED EXAMPLES



NOT PERMITTED Food trucks are not allowed in the downtown.



NOT PERMITTED Exposed (unscreened) accessory items (such as gas tanks) and use of floor coverings are prohibited.



NOT PERMITTED Loose straw-like skirts at the base of the food cart is prohibited.

SITE DESIGN