



MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on
Tuesday, February 28, 2023 at 5:30 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFwMzdSzz09>

Meeting ID: 768 946 6740 **Passcode:** Tomah2020

Dial by your location: (312) 626-6799 **Meeting ID:** 768 946 6740 **Passcode:** 546782713

1. AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of November 22, 2022 Long Range Planning Committee meeting minutes](#)
- C. [Senior Center Reuse Study presentation - Vandewalle & Associates](#)
- D. [Housing Report next steps: Prioritize potential housing opportunity sites - Vandewalle & Associates and City Staff](#)
- E. PSC Energy Innovation Grant application update - Vandewalle & Associates
- F. [Economic Development Fund introduction - City Staff](#)
- G. Full Comprehensive Plan update - City Staff
- H. [Discussion and possible recommendation of amendment to Ordinance Sec. 2-557. Composition; term; quorum; meetings as it relates to the Long Range Planning Committee](#)

2. NEXT MEETING DATE

3. ADJOURNMENT

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's office at 608-374-7420 x7420.



LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Tuesday, November 22, 2022** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order – Roll Call: P. Reichardt called the meeting to order at 5:30 p.m. Members present: Eric Prise, Tina Thompson, Shawn Zabinski, Jeff Holthaus, Pete Reichardt, Mike Murray, and Adam Gigous. Absent: Joanne Westpfahl. Quorum present.

Also in attendance: Building and Zoning Administrator Shane Rolff, Ben Rohr of Vandewalle & Associates via Zoom, and Deputy City Clerk Nicole Jacobs.

Nomination and election of officer/s (Chair and possibly Vice-Chair) following the resignation of Chair Dustin Powell: M. Murray nominated E. Prise for Committee Chairperson. Second by S. Zabinski. There were no other nominations. E. Prise was duly elected Chairperson of the Long Range Planning Committee. P. Reichardt will remain as Committee Vice-Chairperson.

Approval of Tuesday, September 27, 2022 Long Range Planning Committee meeting minutes: Motion by M. Murray, second by T. Thompson, to approve the minutes of the September 27, 2022 meeting. Motion carried.

Discussion and review of the draft Housing Assessment: B. Rohr of Vandewalle & Associates presented findings from a study on the existing housing situation in Tomah. The assessment identified gaps and needs, provided strategies to address the needs, as well as in-depth analysis, local stakeholder insight, and best practices to identify recommended opportunities for the City to help reverse trends, increase housing units and provide opportunities. No action taken.

Update on Senior Center Building Assessment project: B. Rohr informed committee members that Vandewalle's in-house architect toured the building and had some good discussions with city staff and the committee should expect a more in-depth update at its January meeting regarding the project. No action taken.

Update on the full Comprehensive Plan: S. Rolff informed the committee that a proper Ad-Hoc committee had been formed, consisting of five members and a meeting has been scheduled for Thursday, December 1, 2022. Once the committee is up and running, S. Rolff explained he would share discussion and updates with the LRPC. No action taken.

Next Meeting Date: The committee set the next meeting date for Tuesday, December 27, 2022, at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

Adjournment: Motion by S. Zabinski, second by A. Gigous to adjourn the meeting at 6:28 p.m. Motion carried.

Respectfully submitted by:

Nicole Jacobs

Nicole Jacobs, Deputy City Clerk, November 23, 2022

TOMAH SENIOR CENTER BUILDING ASSESSMENT REUSE STUDY

DRAFT 1.16.23

(1000-1004 NORTH SUPERIOR STREET)

TOMAH, WISCONSIN

Purpose of study:

To evaluate the potential for the renovation of two adjacent City-owned properties on Superior Avenue to support the functions of the Senior Center and provide income for the City. This study assumes the Senior Center will stay on this downtown site and there is potential for the City to earn income to support the Senior Center by renovating portions of these properties for residential use.

Current Ownership and Use:

- The City owns two buildings, 1000/1002, 1004 Superior Avenue. The City does not own or control 1006 Superior Avenue (owned by J&R Variety).
- The Senior Center utilizes all of 1002 and the rear portion of 1000 Superior Avenue.
- The front portion of 1000 is currently leased by Morgan Stanley whose lease will expire in April of 2023.
- 1004 Superior Avenue (the old pharmacy space) is currently for lease by the City. There has been some interest expressed by some potential buyers and from the Senior Center.

Potential Senior Center Use:

- The Senior Center could benefit from access to more activity spaces for casual use and gathering. The Second Floor of 1000/1002 Superior Ave. is currently accessible, but only via a long steep stairway.
- Increasing accessible and usable space for the Senior Center could be accomplished by (1) expanding vertically and using the Second Floors of 1000/1002 Superior Avenue or (2) expanding horizontally and using the First Floor of 1000-1004 Superior Avenue.
- Expanding horizontally would free the Second Floors of 1000/1002 and 1004 Superior Avenue for residential renovation and its income for the City, would not require an elevator for the Senior Center, and better connect Senior Center activities to the public realm of Superior Avenue.

Potential Commercial Use:

- The ground floor could accommodate at least one reconfigured commercial tenant space to provide revenue support to the Senior Center, but also provide additional activity, kitchen, and office space for the Senior Center.

Potential Residential Use:

- Residential use could provide income for the City and add activity to the downtown and Superior Avenue.

- The Second Floors of both buildings are relatively well-suited for renovation into residential use:
 - Adjacent parking available
 - Exterior wall exposure and large number of windows
 - Second Floor location up and off the street
- There are some constraints for the residential use:
 - Small amount of exterior wall space in the 1004 Superior Avenue property
 - Deep floor plate in the 1000/1002 Superior Avenue property
 - Second floors of the two buildings do not align
- A relatively efficient residential layout can be created by:
 - Connecting the two Second Floor levels
 - Creating a shared circulation core with hallway, elevator, and egress stairs
 - Using all exterior floor space for residential units
- The unit types and sizes can vary and be determined by the market and the City's intentions and needs.

Existing Building Conditions and Findings:

- The east addition on 1000/1002 Superior Avenue houses offices and an apartment. The upper floor does not align with the original building.
- Both buildings appear to be in fair to good structural condition (based only on one on-site tour, not an in-depth structural analysis).
- All the storefronts have been modified through the years.
- All masonry window openings have been filled to some degree with siding and smaller windows.
- Basements appear to be partially improved, in fair condition, and relatively dry.
- Bearing walls separate 1000 and 1002 Superior Avenue and columns support the Second Floor in 1004 Superior Avenue.
- There is a difference in floor levels between the two buildings. Building 1004 Superior Avenue is approximately 29 inches than 1002 Superior Avenue.
- While there is an interesting old elevator in 1002, there is no functional elevator in either property.
- Connections between 1004 and 1006 Superior Avenue have been closed with stud and drywall walls. With this separation there is no internal stairway connection between the two floors.
- There is a lot of usable space on the second floor of 1000/1002, but it is only accessible via a long stairway.
- There are two existing kitchens (recent investments) in the Senior Center.
- Tin ceilings are found on the First and Second Floor of the 1004 Superior property.

Opportunities and Recommendations:

Site

- Dedicate several on-street Superior Avenue parking spaces in front of the Senior Center for its use.
- Enhance the streetscape of the south side of Milwaukee St., especially if a new entry is created on the north facade of 1000 Superior Avenue property.
- Remove the east addition of the 1000 Superior Avenue property.
- Enhance the courtyard area behind 1004 Superior Avenue for Senior Center users and access to the Second Floor residents.
- Dedicate parking spaces in the public parking lots to the southeast of the properties for Senior Center users and residents.
- Dedicate a drop-off area and several delivery and service parking spaces between the rear of 1000/1002 Superior Avenue and the alley.
- Study the modification of Milwaukee St. so the diagonal parking is on the south side of the street. Dedicated disabled parking spaces. Add a bump-out that aligns with north side building entry. Make all paths ADA compliant.

Building (Both floors)

- Remove the addition to 1000/1002 Superior Avenue.
- If feasible, install an elevator to serve the Second Floor. If the two Second Floors are connected, one elevator could serve both buildings and potentially the Senior Center and basement.
- Highlight the old elevator as a very interesting artifact and interesting piece of equipment.
- Open portions of the masonry walls within 1000/1002 and between 1002 and 1004 Superior Avenue to connect circulation routes and activity spaces.
- Where feasible, remove existing suspended ceilings to expose tin ceilings for renovation.

Basement (Below First Floor)

- Upgrade to provide additional Senior Center and apartment renter storage space with elevator access.

Building (First Floor)

- Renovate First Floor facades so they are transparent to Superior Avenue.
- Locate service entries on the back (east) sides of both buildings.
- Provide clear entry points to the Senior Center, but limit the total number due to security issues that could arise with too many entries from Milwaukee Street, Superior Avenue, and rear parking lots. Each new entryway should be covered.
- Include at least two office spaces with visibility to activity space within the reconfigured Senior Center.
- Upgrade the existing kitchen space to meet the needs of the Senior Center and be commercial kitchen compliant.

- Allocate portions of First Floor for residential lobby and egress stairways from Second Floor.

Building (Second Floor)

- Create common vertical and horizontal circulation space serving all occupied areas.
- Locate common circulation on the interior to free space for residential units on the outside areas and walls.
- Create apartment units, located to take full advantage of the outside walls and windows.
- Create two means of egress from all residential units and spaces on the Second Floor.
- Connect the two Second Floor levels so that one set of egress stairs will serve both buildings.
- Connect the different levels of the two buildings (with a vertical disparity of about 29 inches) with stairs and a ramp.
- Create two large units in the 1004 Superior Avenue building. There is relatively little outside wall exposure that limits the number of units.
- Use internal space in 1004 Superior Avenue for tenant storage, utility and storage space, fitness room, or common space used by all building residents.
- Utilize skylights to allow daylight into the interior common spaces.
- Allow for a possible future access connection between the common corridor space of the 1002/1004 Superior Avenue building and the 1006 Superior Avenue building.

Facades

- West façade
 - Remove existing opaque enclosure walls on street level.
 - Install new storefronts with windows, doors, kickplates, transoms, and address panels.
 - Consider an awning option to block low, west sun.
 - Install new recessed door for Second Floor residential egress.
 - Install new windows that fill the masonry openings on the Second Floor.
 - Clean and repair brickwork.
- North façade
 - Remove all existing opaque enclosure walls on street level and Second Floor.
 - Install new storefront panels and window in the large openings.
 - Preserve the exposed steel beams and lettering above these openings.
 - If a new north side entry is created, install a new storefront of windows, doors, kickplates, and transoms.
 - Restore old door and transom.
 - Install new windows that fill all the masonry openings on the Second Floor.
 - Clean and repair brickwork and highlight decorative brick.
 - Consider using opaque portion of street level brick façade for mural and/or Senior Center signage or promotion.

Second Floor Concept Layout Options – Unit Counts

	Studio	1 Bedroom	1+ Bedroom	2 Bedroom	2+ Bedroom	Total Units
Option A	0	2	2	2	1	7
Option B	0	7	0	1	0	8
Option C	1	4	2	0	0	7
Option D	2	2	2	0	2	8
Option E	4	4	2	0	0	10

Graphic Deliverables:

- Study Location and Existing Conditions
- First Floor Concept Plan
- Second Floor Concept Plan
- Second Floor Apartment Layout Options
- Building Section
- West Elevation
- North Elevation

DRAFT

Western Technical College

E MILWAUKEE ST

Western Technical College Parking

KILBOURN AVE

SUPERIOR AVE



1000

1002

1004

Existing Senior Center Entrance

1006

ALLEY

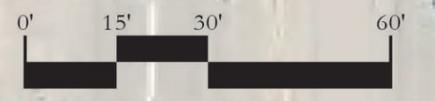
Public Parking

1012

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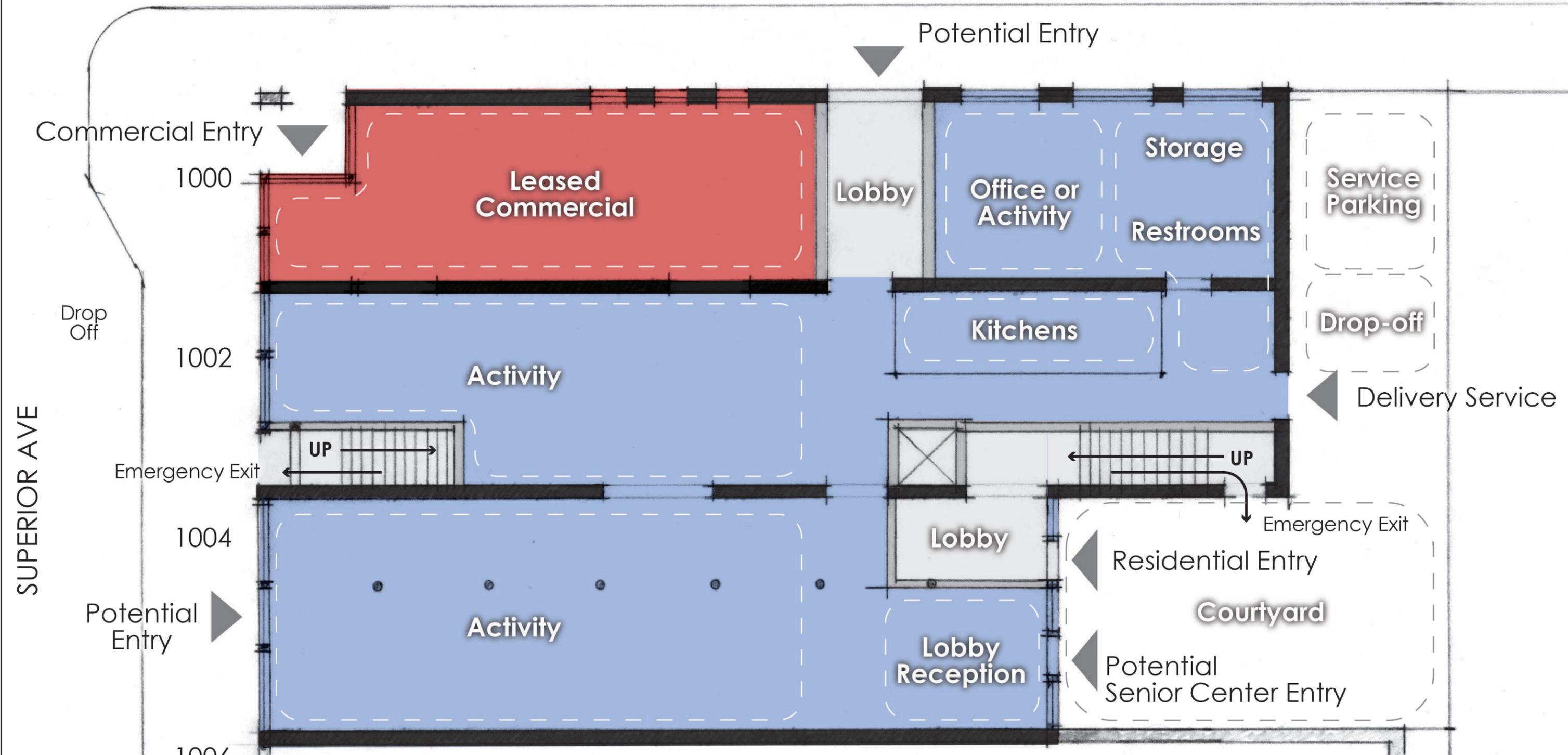
Existing Conditions
Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI

Created: December, 20 2022



E MILWAUKEE ST

*Potential diagonal parking and drop-off



DRAFT Concept Plan A
Senior Center & Leased Commercial
 Tomah Senior Center
 Building Assessment Reuse Study
 Tomah, WI

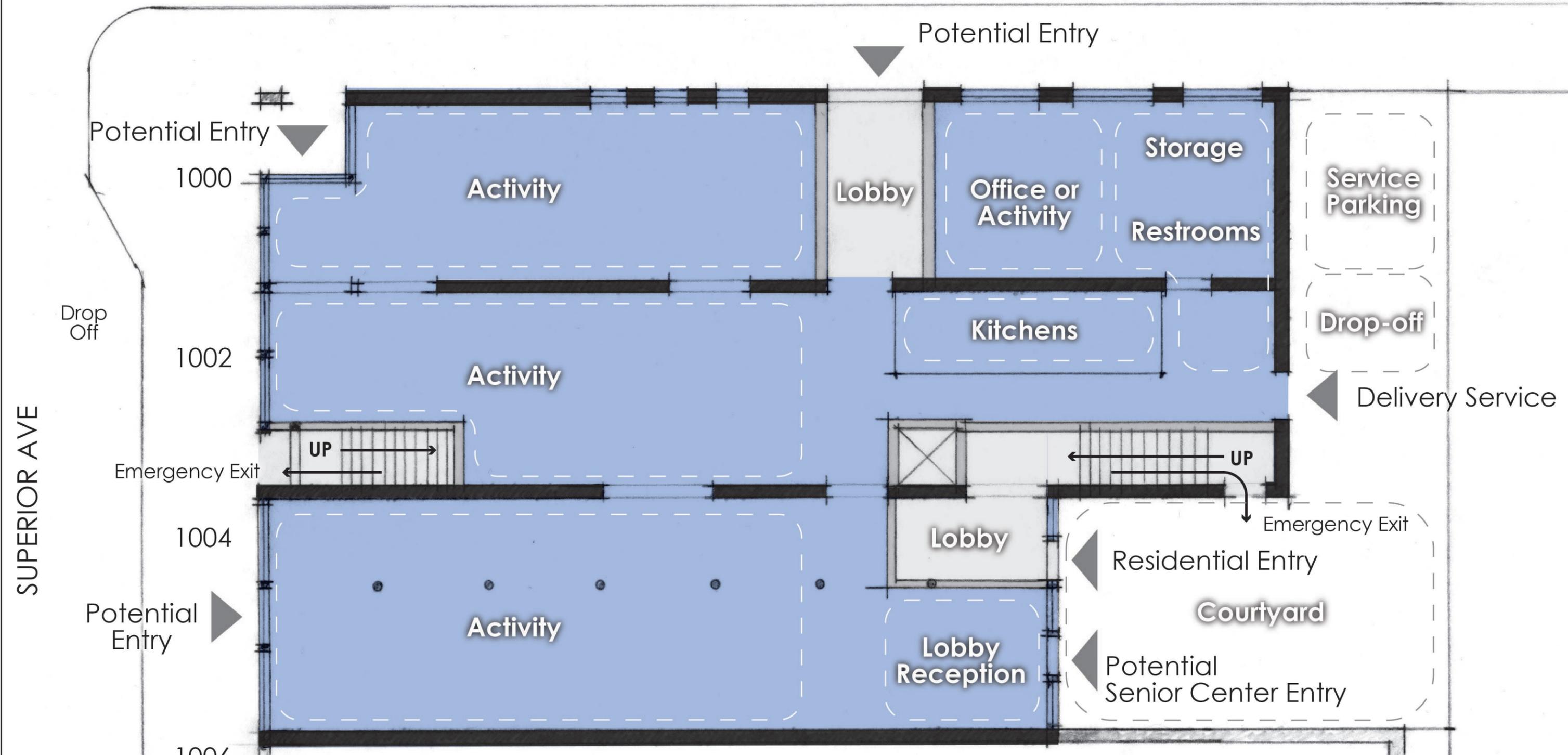
Edited: January, 16 2023

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 © 2022

0' 6' 12' 24'

E MILWAUKEE ST

*Potential diagonal parking and drop-off



SUPERIOR AVE

DRAFT **Concept Plan B**
Senior Center Expansion
 Tomah Senior Center
 Building Assessment Reuse Study
 Tomah, WI

Edited: January, 16 2023

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E MILWAUKEE ST

SUPERIOR AVE

1000
1002
1004
1006

Apartment Units

Corridor

Elevator

Corridor

Apartment

Common Use
(Fitness, storage, etc.)

Apartment

New Windows in Masonry Openings

Addition Removed

Restored Facade with New Windows

Restored Facade with New Windows



And Possible Future Connection

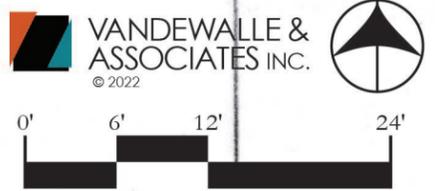
(to more potential future apartments in 1006 Superior Ave)

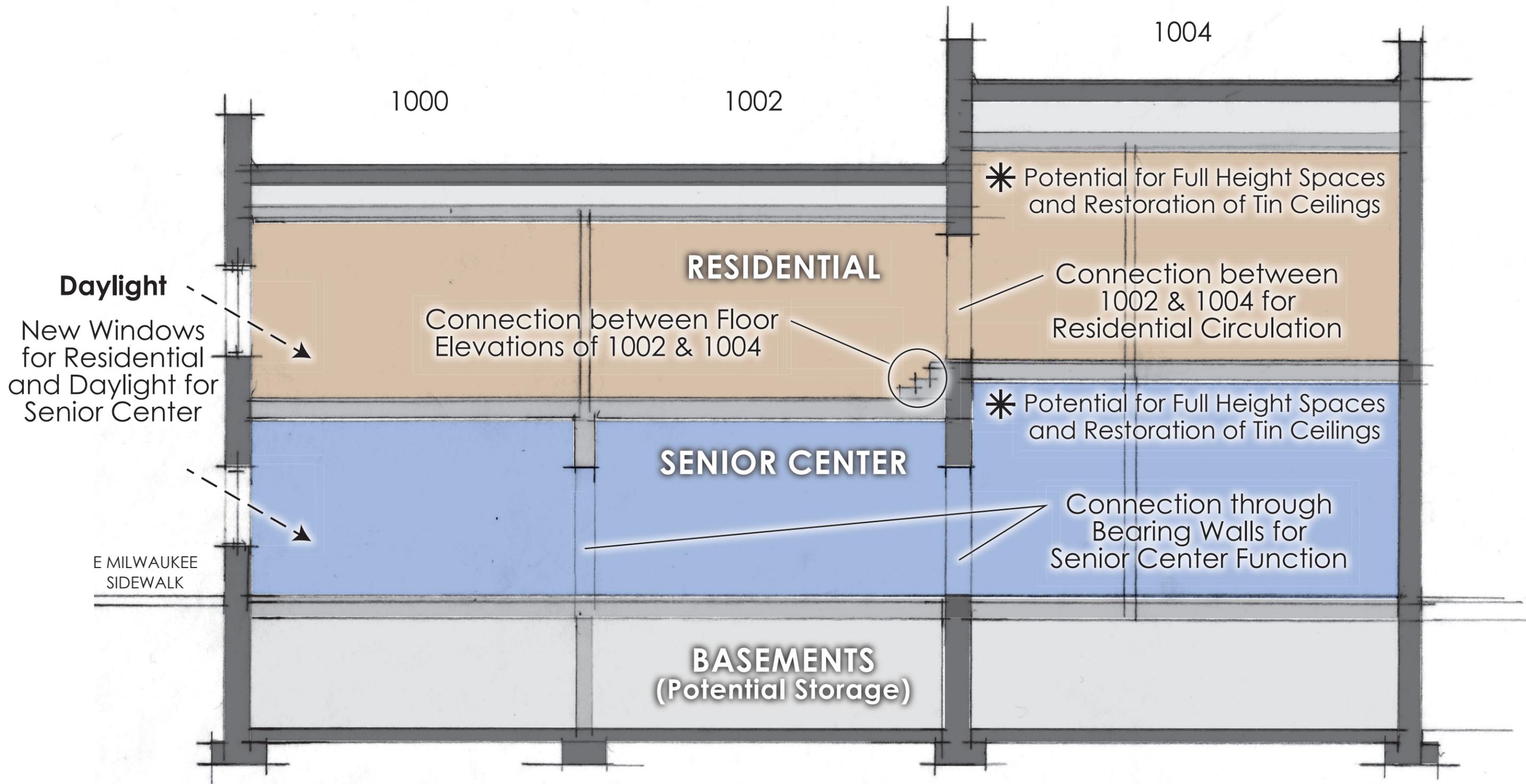
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Second Floor Concept Plan

Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI

Edited: January, 13 2023



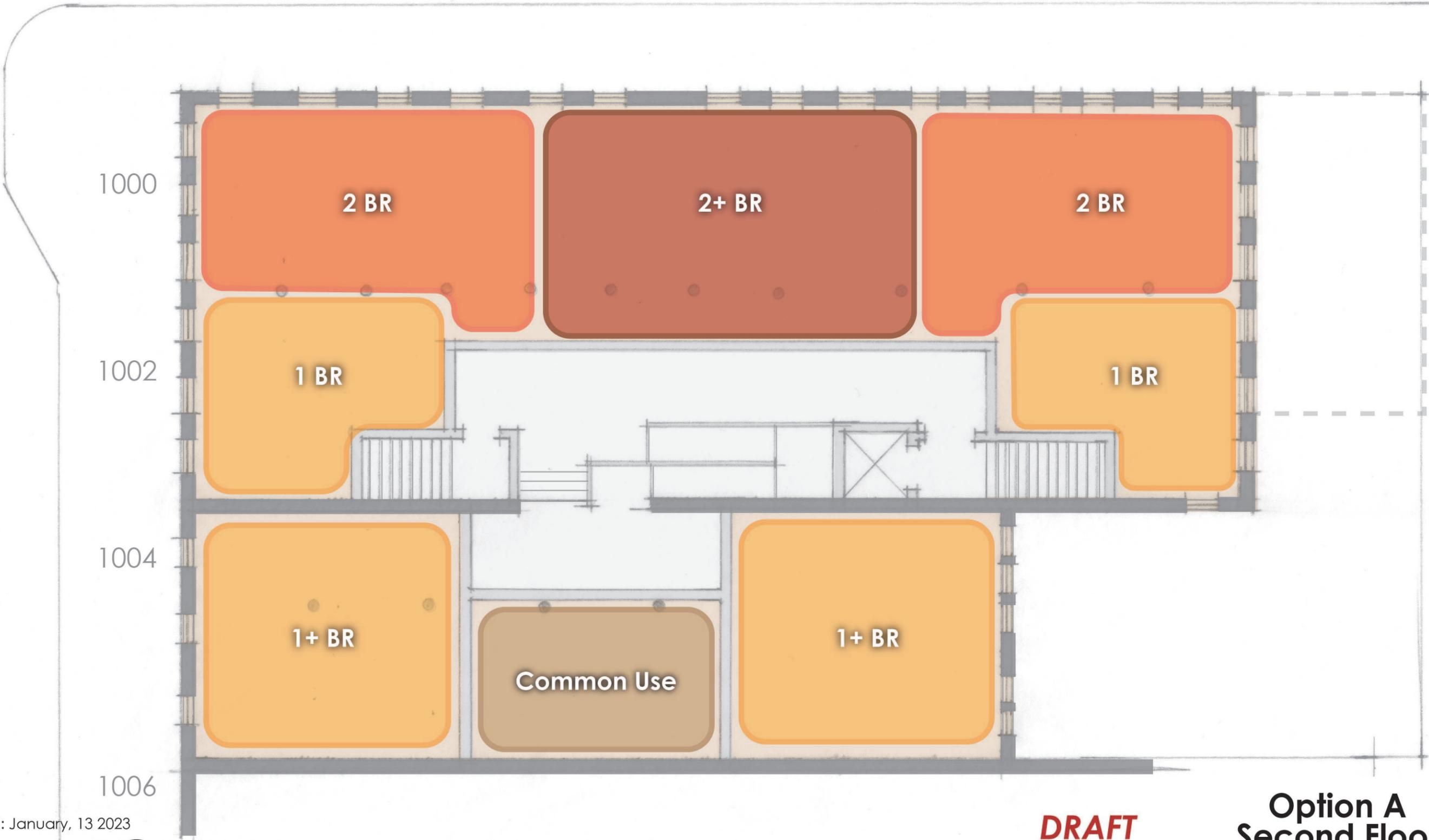


**Building Section
Looking East**

Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI

DRAFT

Created: December, 28 2022



1000

1002

1004

1006

2 BR

2+ BR

2 BR

1 BR

1 BR

1+ BR

Common Use

1+ BR

DRAFT

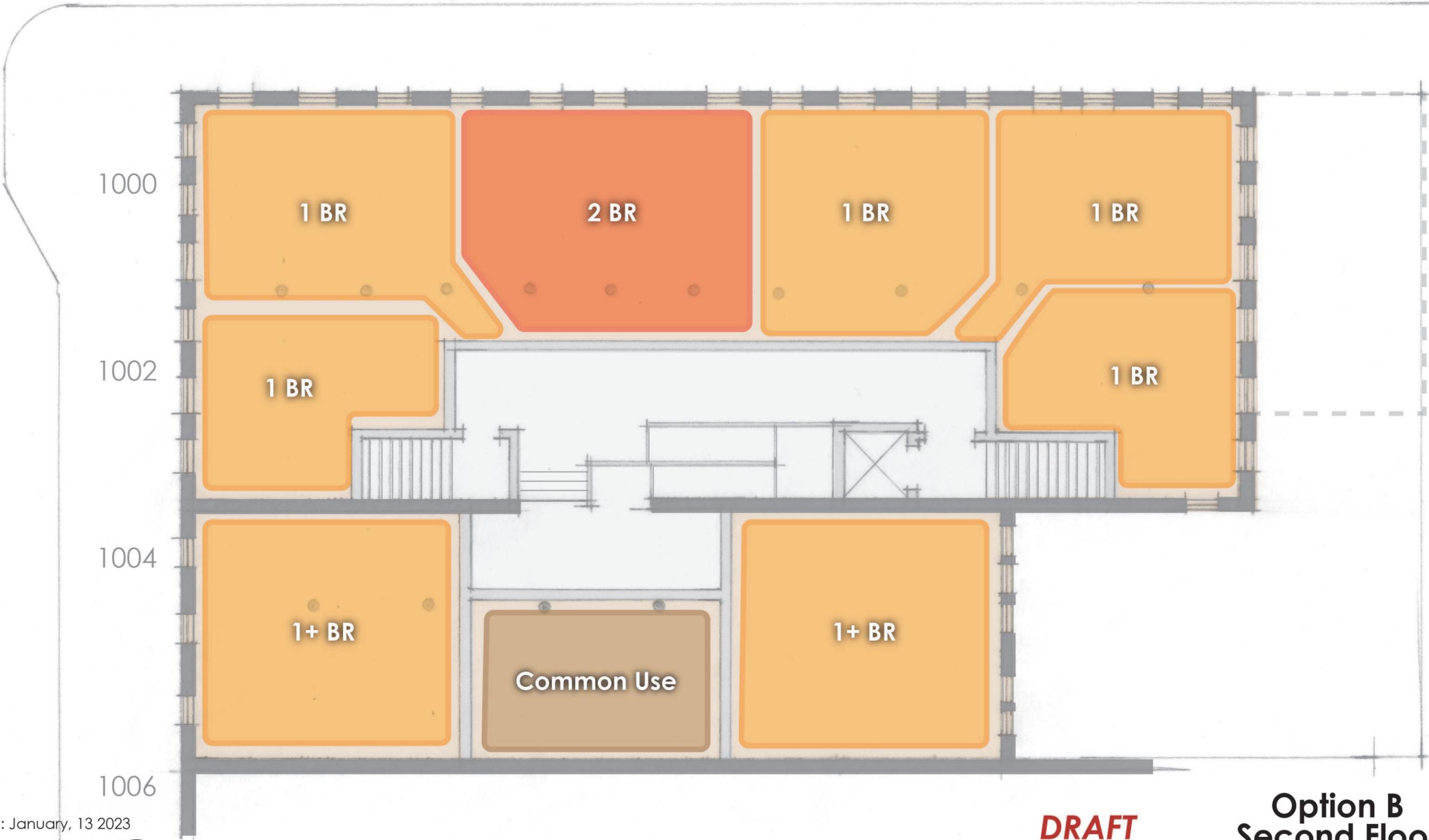
Option A Second Floor

Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI

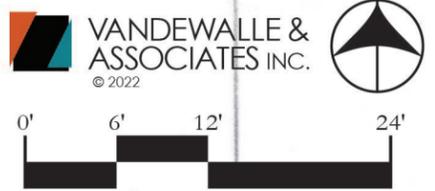
Edited: January, 13 2023

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0' 6' 12' 24'

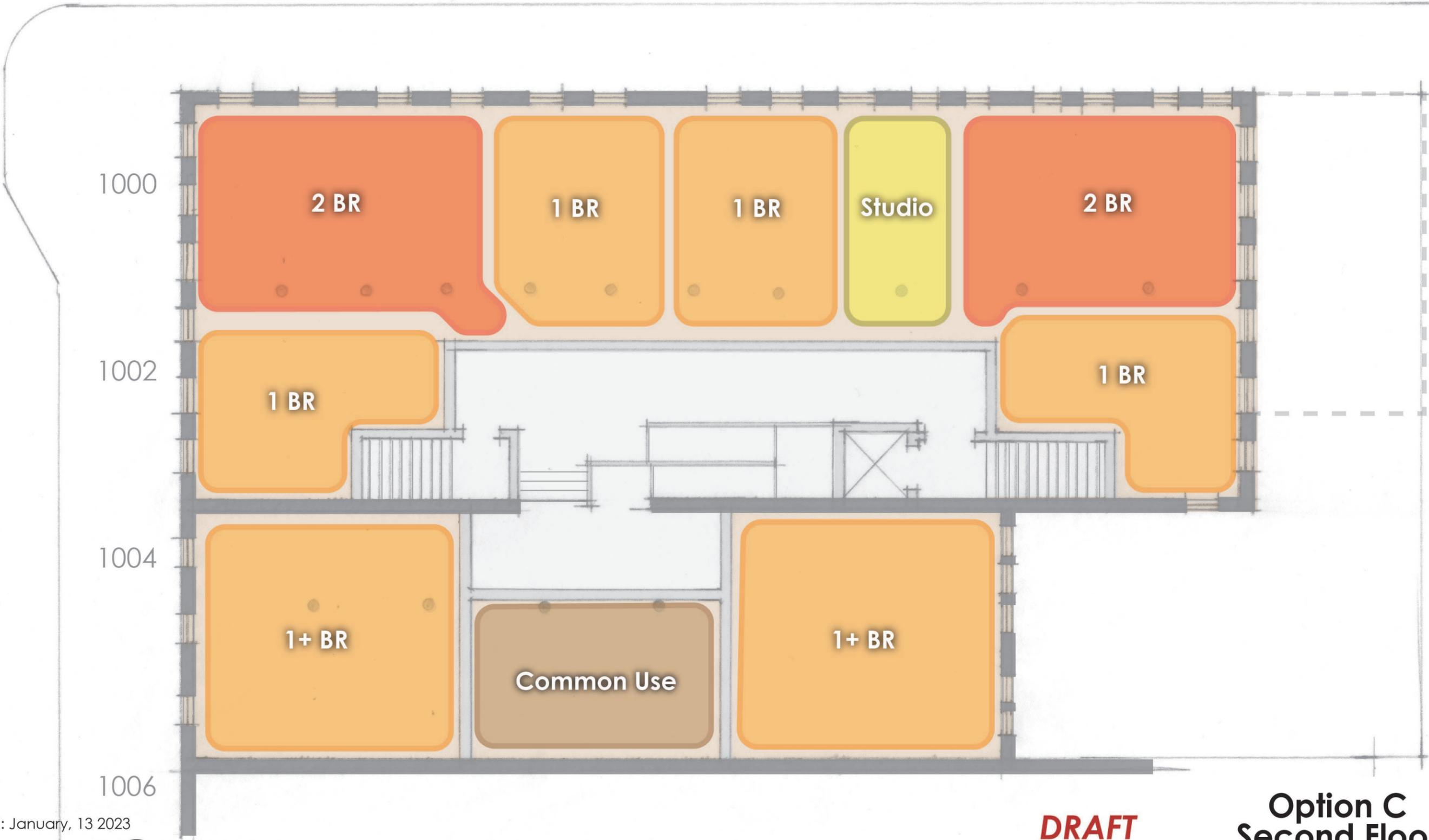


Edited: January, 13 2023



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**Option B
Second Floor**
Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI



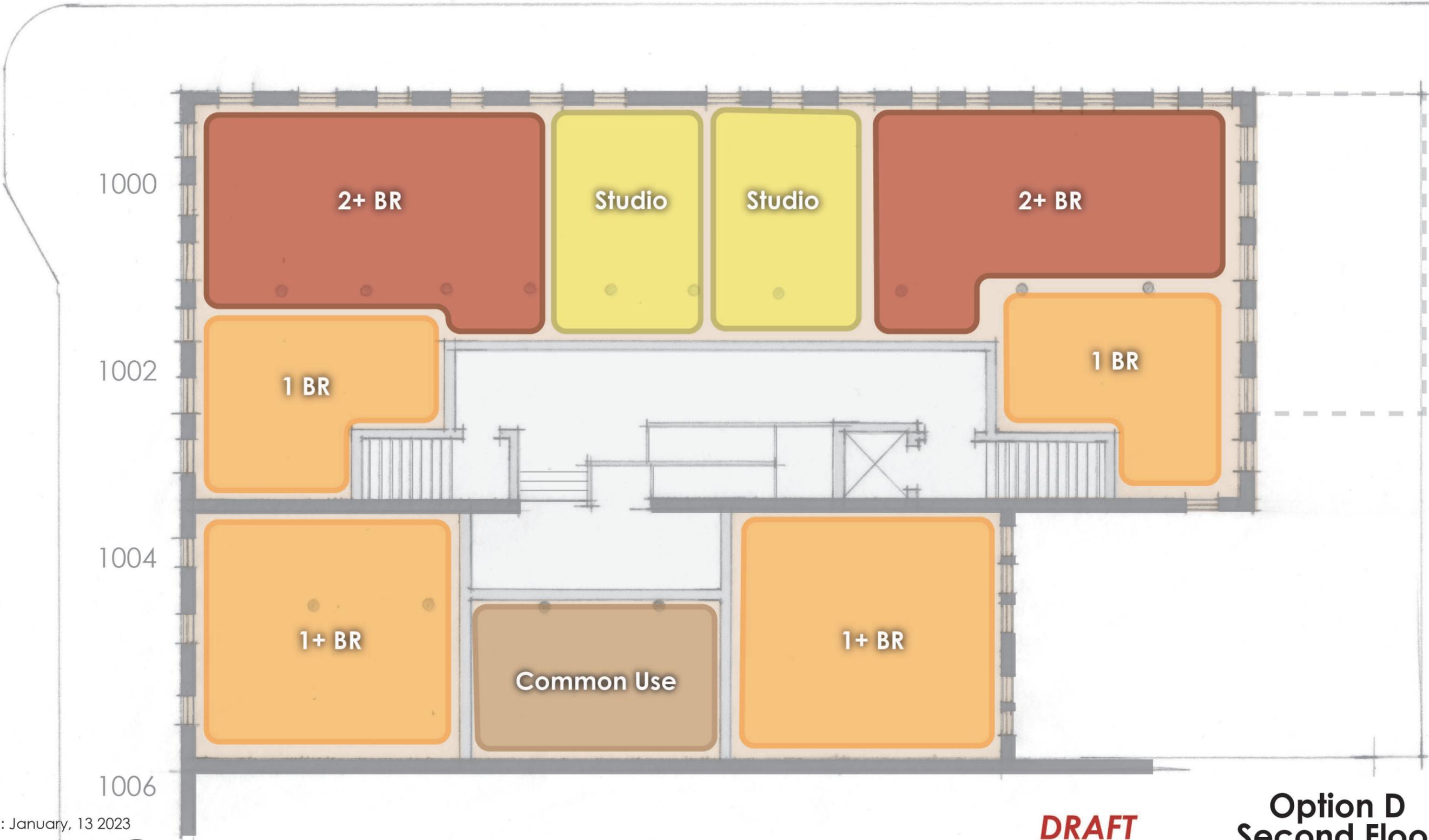
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**Option C
Second Floor**
Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI

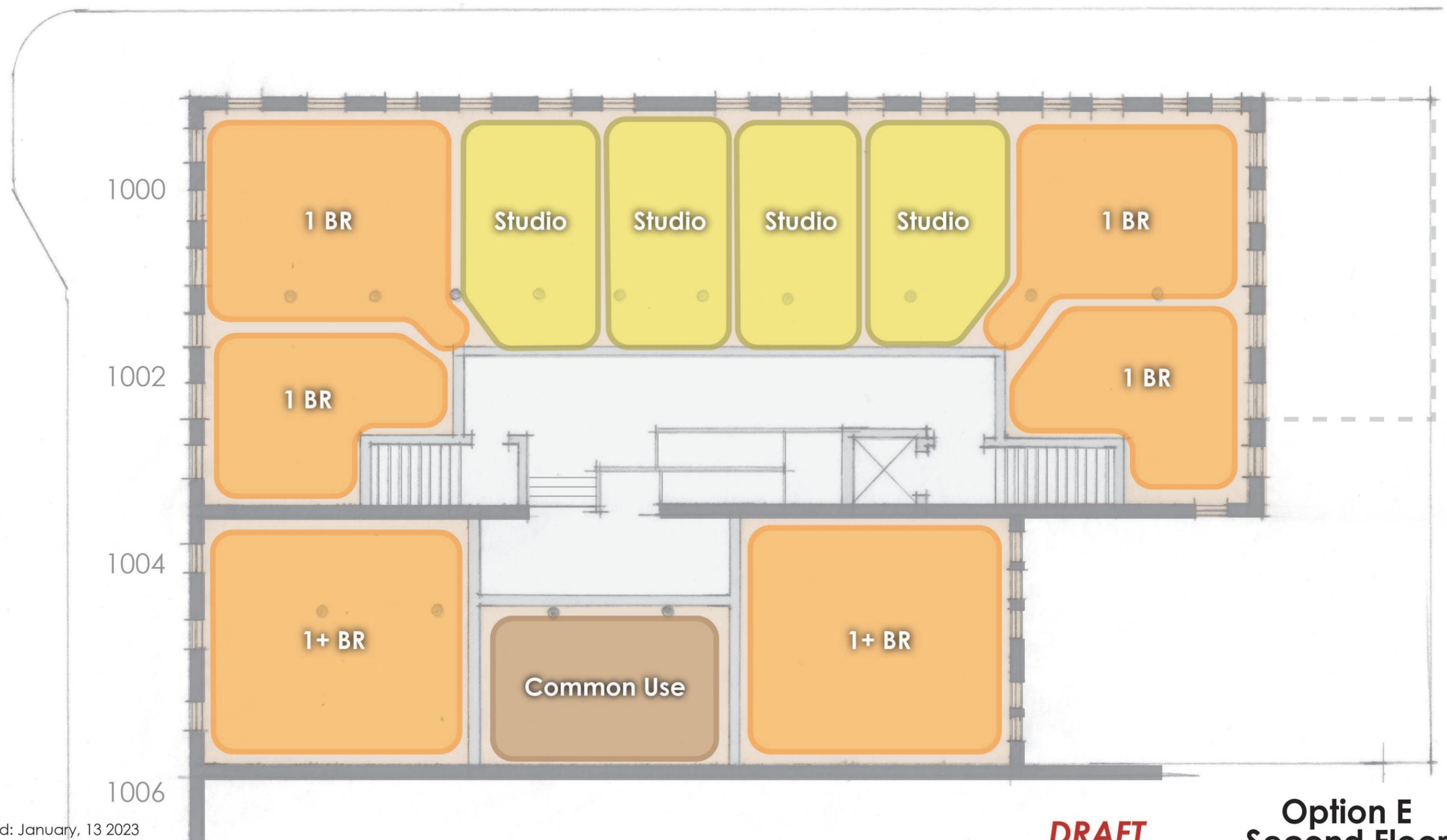


Edited: January, 13 2023



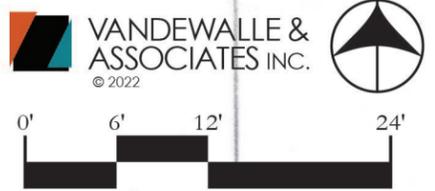
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**Option D
Second Floor**
Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI



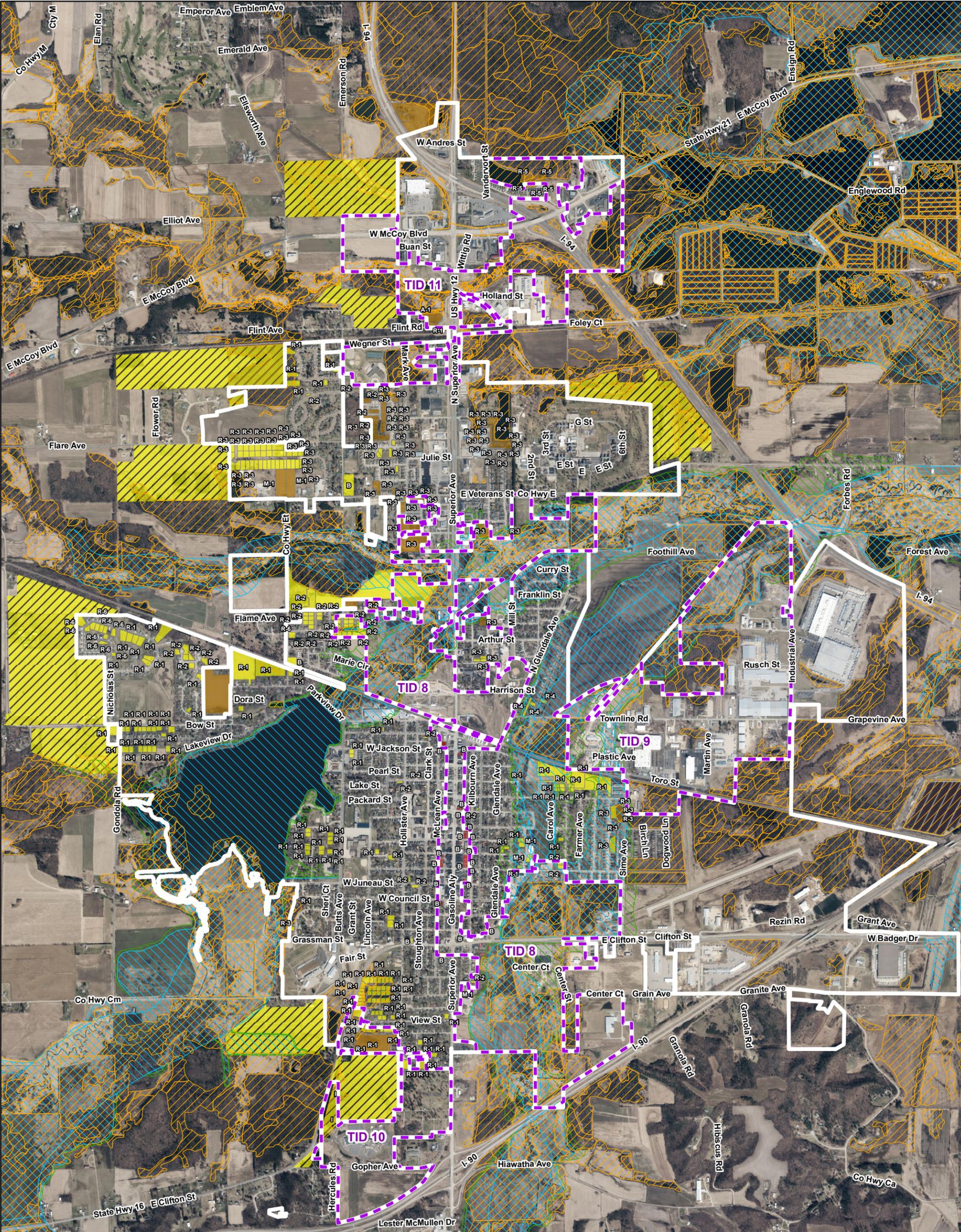
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Edited: January, 13 2023



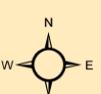
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**Option E
Second Floor**
Tomah Senior Center
Building Assessment Reuse Study
Tomah, WI



Tomah Site Identification - Vacant Residential Sites

- | | |
|--|--|
|  TID Boundaries |  Low Density Residential |
|  City of Tomah Municipal Boundary |  Medium Density Residential |
|  DNR Wetlands |  High Density Residential |
|  100 Year Floodplain (FEMA) |  Planned Neighborhood |
|  500 Year Floodplain (FEMA) |  Downtown Mixed Use |



1 Miles

Data Sources: Monroe County, City of Tomah, US Census Bureau, Wisconsin LTSB



819 Superior Ave
Tomah, WI 54660
Phone: (608) 374-7420
Fax: (608) 374-7424

Industrial Development Fund - \$770,000

Fund was originally created to promote and assist with the development of the industrial park.

CDBG Fund - \$425,000

Money collected on community development block grant loans. These funds were turned over by the Federal Government and can be used as determined by the City. The original intention was to use these funds on affordable housing projects.

ED Loan Fund - \$130,000

This is a loan fund traditionally used to fund economic development loans within the City. These funds could be used to fund future loans but are not designated for this purpose.

- CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE VI. - COMMITTEES
DIVISION 6. LONG RANGE PLANNING COMMITTEE

DIVISION 6. LONG RANGE PLANNING COMMITTEE¹

Sec. 2-556. Creation; purpose.

The long range planning committee is an advisory committee which assists the common council in the performance of its duties to the city. The committee shall serve as a venue to thoroughly re-evaluate the existing corporate limits of the city with a view of the revitalization of presently occupied areas as well as undeveloped sections of the city.

(Ord. No. 2009-01-01-D, § 1, 1-13-2009)

Sec. 2-557. Composition; term; quorum; meetings.

The long range planning committee shall consist of the mayor, two members of the common council, and ~~six~~ **4** members with two of said members being members of the planning commission. The council member terms shall be for two years. Members shall be appointed by the mayor at the annual organizational meeting of the council subject to confirmation by the council. Each of the remaining members shall hold office three years, unless sooner removed for cause. ~~Five~~ **Four** members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of all members of the committee. The members shall elect the officers and hold the meetings as necessary and proper for carrying on its functions.