



AGENDA FOR LONG RANGE PLANNING COMMITTEE

MEETING NOTICE

A Long Range Planning Committee meeting will be held on **Tuesday, December 15, 2020 at 5:30 PM**
in the **VIA TELECONFERENCE**.

Join Zoom Meeting

<https://zoom.us/j/97265936818?pwd=eHp4OFFzciYyRWxhSXhXUXBJbE03dz09>

Meeting ID: 972 6593 6818

Passcode: 452331

One tap mobile

+19292056099,,97265936818#,,,,,0#,,452331# US (New York)

+13017158592,,97265936818#,,,,,0#,,452331# US (Washington D.C)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 972 6593 6818

Passcode: 452331

AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of November 17, 2020 Meeting Minutes](#)
- C. [Reviewing Certificate of Appropriateness - 1021 Superior Avenue \(Signage\)](#)
- D. [Reviewing Certificate of Appropriateness - 1106 Superior Avenue \(Signage\)](#)
- E. Building Inspector Project Updates
- F. Administrator Updates

NEXT MEETING DATE: ENTER DATE HERE

- A. January 26, 2021

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 in regular **TELECONFERENCE SESSION** on **Tuesday, November 17, 2020** at 5:30 p.m. via Zoom teleconference.

Call to Order – Roll Call: Member Vice-Chair Dustin Powell 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: Deputy City Clerk Berta Downs.

Approval of August 25, 2020 Minutes: Motion by Thompson, second by Holthaus to approve the minutes of the August 25, 2020 meeting. Motion passed without negative vote.

Council Appointment of Membership for Travis Scholze Expiring April 2021: Travis Scholze was welcomed back to the Long Range Planning Committee after being appointed to Alderperson District 5 by the council at the November 10, 2020 Common Council meeting.

Nominations and Election of Officers for Chair and Vice-Chair: After Travis Scholze withdrew his position as Alderperson, the Vice-Chair, Dustin Powell, directed the meetings in his absence. Nominations and elections of a new chairperson were made as follows:

CHAIR – Motion by Powell, second by Thompson to nominate Travis Scholze as Committee Chairperson. There were no other nominations. Travis Scholze was duly elected Long Range Planning Committee Chairperson.

VICE-CHAIR – Motion by Thompson, second by Remy to nominate Dustin Powell as Committee Vice-Chairperson. There were no other nominations. Dustin Powell was duly elected Long Range Planning Committee Vice-Chairperson.

Reviewing Certificate of Appropriateness Applications. No applications at this time.

Building Inspector Updates on Minor Projects. No project updates at this time.

Administrative Updates: The City of Tomah has hired a new City Administrator, Brad Hanson, who will take office on Monday, December 28, 2020. Powell requested to invite the new City Administrator to our December meeting. It would be beneficial for the committee, if he is available to attend, to familiarize himself with upcoming projects.

Next Meeting Date: December 15, 2020. This is a date change from the normal scheduling.

Adjournment: Motion by Thompson, seconded by Westpfahl to adjourn. Motion passed without negative vote. Meeting adjourned at 5.40 p.m.

Respectfully submitted by:

Berta Downs, Berta Downs, Deputy City Clerk

Certificate of Appropriateness

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

Address of Property:

1021 Superior Avenue

Property Owner Name:

Brieske & Briske Properties LLC

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

9850 Elkhorn Road

Tomah

WI

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

Joel Brieske - 715-321-0219 | Ronald Brieske - 608-567-9655

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.)

☐ 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.)

Removing existing bank signage from wall and installing new sign; removing existing bank lettering from monument sign and installing new lettering.

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: \$4,425

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: Kari Sabol

Date: 11-19-20

Property Owner / Applicant

FOR OFFICE USE ONLY

Application Number: Shane Rott

Received By: 12-

Date of Meeting: 11-19-20

Approved or Denied?: 11-19-20

Date Received: 11-19-20

Conditions of Approval or Reasons for Denial:

Last Modified: March 2, 2017

Page 2 of 2

Design Standards Checklist

Design Standards Checklist

1. Signs are placed to fit in with the building's overall architectural composition **-AND-** do not significantly obscure the building's architectural features.

X

✓

2. Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.

X

✓

3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.

NA

4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.

X

✓

5. If a historic sign board area exists above the transom windows, the primary wall sign is placed inside this space **-AND-** does not extend above, below or beyond the edges of the signboard area.

NA

6. Awnings are not internally illuminated.

X

✓

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.

X

✓

8. **Downtown Core Only**, if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.

NA

9. There are no color changing and "chasing" LED features.

X

✓

Sign Placement, Installation & Lighting Standards

NA

Comments (office use only):

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 outs ☒ 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

☐ NA

Comments (office use only):

Existing S.R

<input checked="" type="checkbox"/> X	<input checked="" 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.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> ✓	<input type="checkbox"/>	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.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> ✓	<input type="checkbox"/>	3. All ground signs, if any, utilize monument-style design.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> ✓	<input type="checkbox"/>	4. Ground signs do not extend higher than the mean street grade following the restriction shown below. <input checked="" type="checkbox"/> Downtown Core Only: 5 feet <input type="checkbox"/> Transitional Area Only: 8 feet
<input checked="" type="checkbox"/> X	<input type="checkbox"/> NA	<input type="checkbox"/>	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.
<input checked="" type="checkbox"/> X	<input type="checkbox"/> NA	<input type="checkbox"/>	6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign area, inclusive of the base area.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> ✓	<input type="checkbox"/>	7. Signage is > 25% of each storefront display window/door area, excluding product display.

Design Standards Checklist

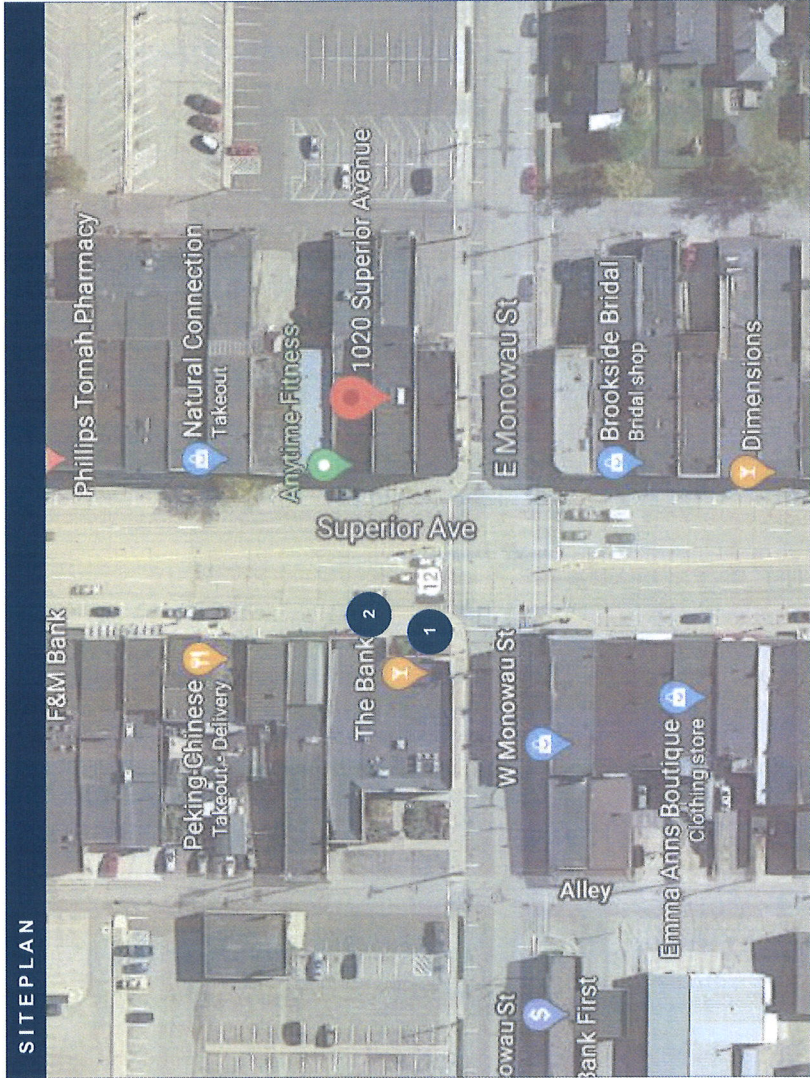
Checklist

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

SITE DESIGN

Street Relationship Standards <input checked="" type="checkbox"/> NA 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.





N.T.S.

WORK SCOPE

- 1 FC.1 : FCO LETTERS (Qty 4)
- 2 FC.2 : FCO LETTERS (Qty 1)
- 3 DV.W.1 : DOOR VINYL (Qty 1)
- 4 RL.C.12 : RECEPTION LETTERS (Qty 1) - PREFERRED
- 4 RL.C.12.P : RECEPTION LETTERS w/ PRACTICE (Qty 1) - ALT

CODE ALLOWANCE

2sq ft per linear elevation

JONES SIGN Your Vision. Accomplished. WWW.JONESIGN.COM	JOB # 251594-R2 DATE 08.28.2020 DESIGNER: L.Holton SALES REP: X.Xxxxx PROJECTOR: C.Arendt		CLIENT APPROVAL LANDLORD APPROVAL		DATE	DATE	THRIVENT # TS41035 1020 SUPERIOR AVE TOMAH, WI 54660	SHEET NUMBER 0.0

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SURVEY PHOTOS



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1 FC.1 FCO LETTERS (Qty 2 SETS FOR D/F SIGN)

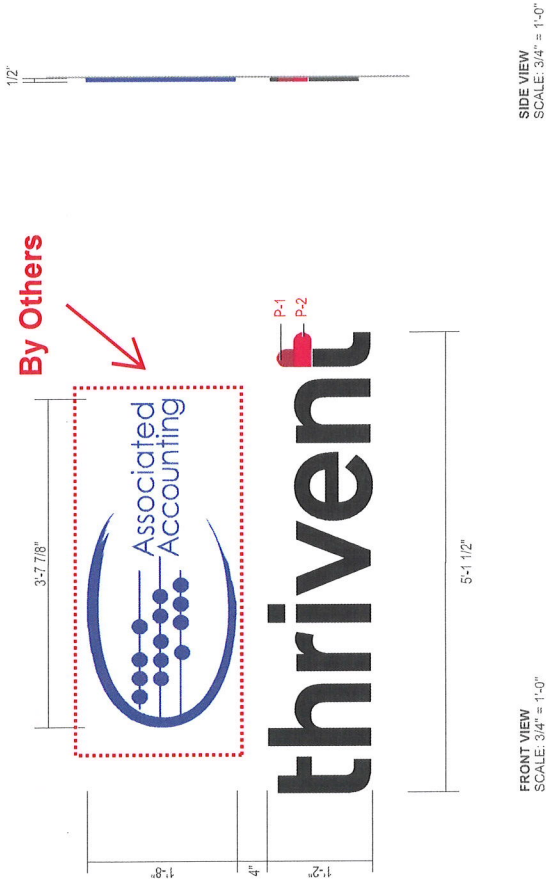


EXISTING
SCALE: N.T.S.



PROPOSED
SCALE: N.T.S.

WO 0003
TF1FC14-62-1X



FRONT VIEW
SCALE: 3/4" = 1'-0"

SIDE VIEW
SCALE: 3/4" = 1'-0"

SPECIFICATIONS

1. 1/2" THK. FLAT CUT ACRYLIC, FACES & RETURNS P-1 P-2 P-3 P-4
2. MOUNT FLUSH TO WALL, VHB TAPE APPLIED TO ENTIRE BACK OF LETTER, LEAVING SPACE FOR SILICONE

NOTES

- REMOVAL OF EXISTING LETTERS BY LANDLORD
- PATCH & PAINT

COLORS/FINISHES

- P-1 MP TO MATCH PMS 1945C DARK RED
- P-2 MP TO MATCH PMS 1925C LIGHT RED
- P-3 MP BLACK
- P-4 DARK BLUE T8D

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EXISTING
SCALE: N.T.S.



PROPOSED
SCALE: N.T.S.

SPECIFICATIONS

- 1. 1/2" THK. FLAT CUT ACRYLIC, FACES & RETURNS P-1, P-2, P-3
- 2. STUD MOUNT FLUSH TO WALL

NOTES

- REMOVAL OF EXISTING LETTERS BY LANDLORD
- PATCH & PAINT

COLORS/FINISHES

- P-1 MP TO MATCH PMS 1945C DARK RED
- P-2 MP TO MATCH PMS 1925C LIGHT RED
- P-3 MP BLACK



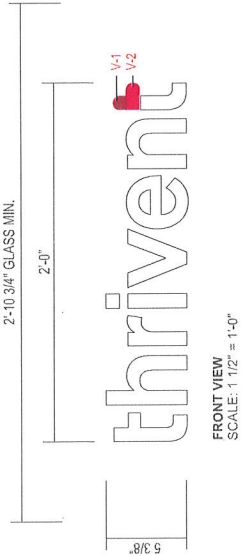
<div>JONES SIGN</div> <div>Your Vision. Accomplished.</div> <div>WWW.JONESIGN.COM</div>		JOB # 251594-R2		DATE: 08.28.2020		DESIGNER: L.Holton		SALES REP: X.Xxxxx		PROJECT MGR: C.Arendt		REV. DATE DESCRIPTION				CLIENT APPROVAL		thrivent	THRIVENT # TS41035 1020 SUPERIOR AVE TOMAH, WI 54660		SHEET NUMBER 2.0
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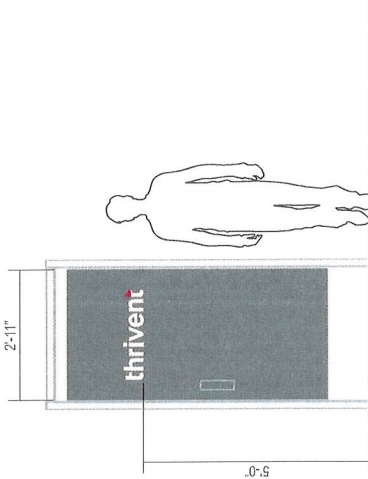
3 DV.W.1 DOOR VINYL (Qty 1)



WO 0005
TF1VI6-24-1X



EXISTING
SCALE: N.T.S.



PROPOSED
SCALE: 3/8" = 1'-0"

SPECIFICATIONS

- 1. VINYL GRAPHICS APPLIED 1ST SURFACE TO GLASS V-1, V-2, V-4

NOTES

- REMOVE EXISTING VINYL
- CLEAN FACE SURFACES PRIOR TO APPLYING VINYL GRAPHICS

COLORS/FINISHES

- V-1 3M 3830-53 CARDINAL RED OVER OPAQUE WHITE VINYL (DARK RED)
- V-2 3M 3830-73 VIVID ROSE OVER OPAQUE WHITE VINYL (LIGHT RED)
- V-4 3M 7725-20 OPAQUE WHITE

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4

RL.C.12

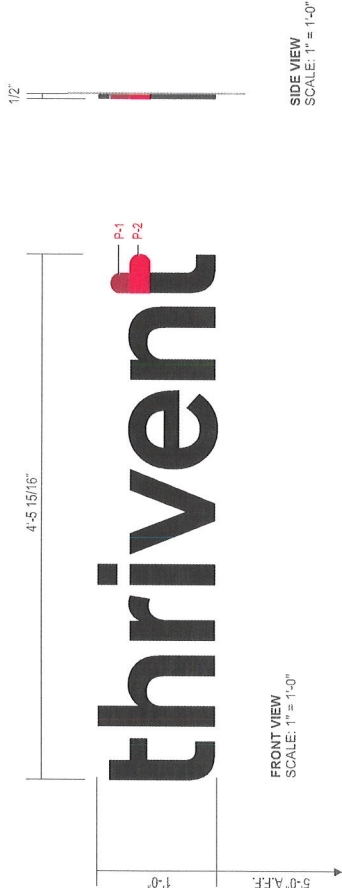
BLACK RECEPTION LETTERS (Qty 1)

WO 0006

PREFERRED OPTION



EXISTING
SCALE: N.T.S.



COLORS/FINISHES

P-1

MP TO MATCH PMS 1945C DARK RED

P-2

MP TO MATCH PMS 1925C LIGHT RED

P-3

MP BLACK

SPECIFICATIONS

1. 1/2" THK. FLAT CUT ACRYLIC, FACES & RETURNS **P-1**, **P-2**, **P-3**

2. MOUNT FLUSH TO WALL. VHB TAPE APPLIED TO ENTIRE BACK OF LETTER, LEAVING SPACE FOR SILICONE

NOTES

- REMOVE EXISTING

- PATCH & PAINT WALL. SEAM TO SEAM. PAINT COLOR TO BE BM 2121-70 CHANTILLY LACE, UNLESS OTHERWISE SPECIFIED

JONES SIGN Your Vision. Accomplished. WWW.JONESSIGN.COM	JOB # 251594-R2 DATE 08.28.2020 DESIGNER L.Hallon SALES REP X.Xxxxxx PROJECT MGR C.Arendt	REV. DATE BY DESCRIPTION 1 08.28.20 JH 1/16" ACCOUNTING, HARBOR 2 08.28.20 JH 1/16" ACCOUNTING, HARBOR 3 08.28.20 JH 1/16" ACCOUNTING, HARBOR 4 08.28.20 JH 1/16" ACCOUNTING, HARBOR 5 08.28.20 JH 1/16" ACCOUNTING, HARBOR 6 08.28.20 JH 1/16" ACCOUNTING, HARBOR	CLIENT APPROVAL LANDLORD APPROVAL	DATE DATE	THRIVENT # TS41035 1020 SUPERIOR AVE TOMAH, WI 54660	SHEET NUMBER 4.0
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CITY OF TOMAH

819 SUPERIOR AVENUE
TOMAH, WI 54660
Ph: (608) 374-7429
Fax: (608) 374-7444

**INSPECTION
DEPARTMENT**

APPLICATION FOR SIGN PERMIT

DATE 11.19.20

Jones Sign Company, Inc

(Applicant's name)

1711 Scheuring Road De Pere WI 54115

(Applicant's mailing address)

804.325.1131

(Phone #)

1021 Superior Ave

(Address / Location of proposed sign)

Remove existing wall sign and install new; remove existing monument sign lettering and install new; remove existing door vinyl and install new

(Description of proposed sign installation)

Does hereby apply for permission to place a sign, on the described premises, to comply with City Ordinance # 52-150. The fee of \$ 30.00 to be paid at the time of application.

Attached to this application is a complete drawing of the proposed sign, including location on premises, distance from lot lines, sign dimensions, and building frontages (wall signs only).


(Signature of applicant)

(This section for office use only)

PERMIT: **GRANTED / DENIED**

Shane Rolff, Building Inspector

Date







Certificate of Appropriateness

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

Address of Property:

1106 Superior Ave Tomah

Property Owner Name:

Miranda Zeller

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

W15138 Busse Rd Melrose WI 54642

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

608-387-2878

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 type="checkbox"/> Siding	<input checked="" 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 type="checkbox"/> Doors, Windows, & Entrances	_____
<input type="checkbox"/> Roofing	<input type="checkbox"/> Exterior Painting	_____

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

Picture sent w- Application

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:

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: Murande Zelle Date: 12-8-2020
Property Owner / Applicant

FOR OFFICE USE ONLY

Application Number: Shane Rott
Received By: 12-15-2020
Date of Meeting: 12-8-2020
Approved or Denied?: 12-8-2020
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	
Sign Materials, Colors & Lettering Standards				
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Highly reflective material is not used.
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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				
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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.



Town
nutrition

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Bridal

