

MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on Tuesday, May 23, 2023 at <u>5:30 PM</u> in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Join Zoom Meeting

https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09

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 Tuesday, February 28, 2023 Long Range Planning Committee Meeting Minutes
- C. Discussion and update on LRPC Work Plan Vandewalle & Associates
- D. Property owner outreach update Vandwalle & Associates/City Staff
- E. Update and discussion on Wayfinding Project Vandewalle & Associates
- F. Discussion on potential use of Economic Development Fund to purchase blighted properties for demolition and redevelopment City staff
- G. Building Inspector Project Updates

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, February 28, 2023** 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 Statues.

Call to Order – Roll Call: Eric Prise called the meeting to order at 5:30 p.m. Members present: E. Prise, Tina Thompson, Jeff Holthaus, Adam Gigous and Shawn Zabinski Absent: Pete Reichardt and Mike Murray. Quorum present. Also in attendance: Building and Zoning Administrator Shane Rolff, Ben Rohr and Dean Proctor of Vandewalle & Associates (both via Zoom,) Deputy City Clerk Nicole Jacobs, Deputy City Clerk Rachel Kreighbaum, Alderpersons Richard Yarrington and Lamont Kiefer, and Senior Center Director Pam Buchda

Approval of Tuesday, November 22, 2022 Long Range Planning Committee meeting minutes: Motion by T. Thompson, second by S. Zabinski, to approve the minutes of the November 22, 2022 meeting. Motion carried.

Senior Center Reuse Study Presentation: D. Proctor, an architect with Vandewalle & Associates presented the findings of a study conducted on how to increase usable space of the existing senior center for the potential to provide additional income to the City of Tomah. Proctor found the building to be in good shape with good potential and discussed certain constraints that exist. Committee members discussed all of the possible opportunities as well as costs associated with any potential projects. No action taken.

Housing Report Next Steps - Prioritize Potential Housing Opportunity Sites: B. Rohr reminded committee members that the committee reviewed the housing report in November and Rohr then presented it to the City Council in December for its feedback. A map of potential sites was presented to the committee, reflecting existing sites and identifying sites with the best potential. Rohr also informed the committee that the next step is to work with city staff to fine-tune where the greatest opportunities lie to advance through the report, and start seeking potential developers and to bring those findings to next month's meeting. No action taken.

PSC Energy Innovation Grant Application Update: B. Rohr informed committee members that the Public Services Commission (PSC) has an annual grant cycle for energy innovation projects. After discussions with city staff, it was decided to go after a grant. Rohr explained to the committee the City's opportunity to look at installing electric vehicle charging stations, given Tomah's unique placement at the split. Rohr suggested maybe installing the stations in a different part of the community, such as downtown, where visitors could spend more time at downtown businesses while waiting for their cars to charge. Meetings with Alliant Energy were held, where it was determined they were fully onboard with the project. The grant application was submitted in January and staff are now waiting to hear back. No action taken.

Economic Development Fund Introduction: S. Rolff presented the committee with documentation prepared by the City Treasurer, showing funds, which were reclassified as an economic development funds.

The original intent of the funds was for affordable housing projects, and city staff felt this was a good use of said funds going forward. Rolff explained the three funds discussed are all stand-alone funds available for the LRPC to make recommendations on their usage. No action taken.

Full Comprehensive Plan Update: S. Rolff updated the committee that a proper Ad-Hoc committee had been formed and held its first meeting. No action taken.

Discussion and possible recommendation of amendment to Ordinance Sec. 2-557. Composition; term; quorum; meetings as it relates to the Long Range Planning Committee: S. Rolff presented the idea of reducing the committee members from nine to seven and lowering the quorum requirements to four members in an effort to ensure a quorum more regularly. Motion by T. Thompson, second by S. Zabinski to recommend to the council an amendment to Ordinance Sec. 2-557. Motion carried.

Next Meeting Date: The committee set the next meeting date for Tuesday, March 28, 2023, at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

Adjournment: Motion by T. Thompson, second by S. Zabinski to adjourn the meeting at 6:37 p.m. Motion carried.

Respectfully submitted by:

Nicole Jacobs

Nicole Jacobs, Deputy City Clerk, March 10, 2023

Updated LRPC Work Plan

Introduction

In April – June of 2022, the LRPC worked to prioritize projects through the development of a work plan for the second half of 2022 through the end of 2023. Since that time, several projects have been completed and several are underway. City staff and Vandewalle & Associates felt that it would be important to revisit the work plan at this juncture because it has been approximately a year since it was last discussed with the group.

The status of each task is identified on the far-right column. Everything else within the work plan remains the same as the June 2022 version when it was last reviewed by the committee.

Status Column Definitions

- Completed: the task is finished
- In Progress: the task is underway but not yet complete
- Not Started: the task has not yet been pursued to this point in time
- TBD: the task has not yet started because it is contingent upon the outcome of other tasks

City staff and Vandewalle & Associates will provide an update on the work plan and status of various inprogress tasks. The goal of the discussion with the LRPC will be to:

- Identify any tasks within the work plan that have not yet been started, but should be prioritized over the next 6 months.
- Identify any tasks within the work plan that have not yet been started, but are not a priority over the next 6 months.
- Identify any tasks that that are missing and need to be added to the work plan.

Following the May meeting, the work plan will be further refined and modified accordingly.

	Tasks		2022						2023												
Components		Roles	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug	Sep.	Oct.	Nov.	Dec.	Status
	Identify greenfield housing sites	LRPC, Staff, V&A																			Completed
Cha IdaariCaari	Identify redevelopment housing sites	LRPC, Staff, V&A																			In Progress
Site Identification	Create master list of housing sites with ownership, zoning, future land use	Staff																			Completed
	Prioritize 1-5 sites to pursue	LRPC																			Completed
Relationship Building	Gather contact information for prioritized sites	Staff																			Completed
	Engage property owners of prioritized sites	LRPC, Staff																			In Progress
	Determine selling price and plans for prioritized sites	LRPC, Staff																			In Progress
Property Acquisition	Pursue acquisition of key site for new housing development	LRPC, CC																			TBD
· , , .	Develop conceptual development plans for acquired site	LRPC, Staff																			TBD
Conceptual Planning	Review concepts with PC and CC	Staff																			TBD
Davidson Brand't and	Informally recruit developers for prioritized sites	LRPC, Staff																			In Progress
Developer Recruitment	Issue RFP for property acquisition site	CC																			TBD
Developer Negotiation	Facilitate/negotiate development agreement for site(s)	LRPC, Staff																			TBD
	Determine if housing assessment is needed	LRPC																			Completed
Assessment	Conduct housing assessment	V&A, Staff																			Completed
	Review and adopt housing assessment	LRPC, CC																			Completed
Design Review	PC and CC recommendation and adoption of ordinance changes	V&A, Staff																			Completed
Facado Cranto	Determine funding source for program	Staff																			Not Started
Façade Grants	Public awareness campaign for program	Staff																			Not Started
	Evaluate action items to determine accomplishments and next steps	LRPC, Staff																			Not Started
Downtown Plan	Prioritize 1-5 action items to pursue implementation	LRPC																			Not Started
	Begin working on prioritized action items	LRPC, Staff, V&A																			Not Started
	Discuss needs and opportunities for the future of the senior center	Senior Center, Staff																			Completed
Canian Cantan	Engage Housing Authority and Couleecap on reuse options for site	Staff																			Completed
Senior Center	Evaluate existing building for reuse opportunities	Senior Center, Staff																			Completed
	Recruit developers for building reuse	LRPC, Staff, V&A																			TBD
A annual Davieur	Review the TIDs annual review	LRPC																			Completed
Annual Review	Prioritize TID areas to focus on	LRPC																			Completed
Project Plans	Review each TID Project Plan and prioritize projects to pursue	LRPC																			Not Started
	Begin working on prioritized TID projects	LRPC, Staff, V&A																			Not Started
	Identify greenfield sites in each TID	LRPC, Staff, V&A																			In Progress
Cha IdaariCaari	Identify redevelopment sites in each TID	LRPC, Staff, V&A																			Not Started
Site Identification	Create master list of sites with ownership, zoning, future land use	Staff																			Not Started
	Develop interaction online map of all sites in each TID	V&A, Staff																			Not Started

				2022						2023											
Components	Tasks	Lead Org.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov. Dec.	Status	
Plan Update	Establish subcommittee	LRPC																		Completed	
	Develop work plan for update	V&A, Staff																		Completed	
	Subcommittee reviews existing plan and identifies needed changes	LRPC																		Completed	
	LRPC review needed changes and policy questions	LRPC																		In Progress	
	Subcommittee starts developing updated text, data, maps, etc.	LRPC																		In Progress	
	LRPC review of draft update and recommend to PC/CC for adoption	LRPC																		In Progress	
	Adoption of updated plan	CC																		In Progress	
	Research and identify funding resources available	Staff																		Completed	
Information Gathering	Determine total amount available and how it can be used	Staff																		Completed	
	Present information and next steps to LRPC and CC	Staff																		Completed	
	Track active grants	Staff																		In Progress	
Grants	Identify grants that match prioritized projects	Staff																		In Progress	
	Pursue grant opportunities	Staff																		In Progress	