



## **AGENDA FOR PLANNING COMMISSION**

### **MEETING NOTICE**

A Planning Commission meeting will be held on **Thursday, October 01, 2026 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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### **Join Zoom Meeting**

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile +13126266799,,2708608080#,,,,\*206751# US (Chicago)

### **CALL TO ORDER**

Pledge of Allegiance

Roll Call

### **APPROVAL OF MEETING MINUTES**

- [1.](#) Approval of Minutes of Sept. 3, 2026

### **SITE PLAN REVIEWS**

[Discussion](#) of Site Plan for 1730 Rezin Rd.

### **DISCUSSION ITEMS**

- [2.](#) Department Monthly Reports
3. Recommendation to Council on Re-organization of Committees
4. Discussion regarding extra-territorial plat review

### **FUTURE AGENDA ITEMS**

### **FUTURE MEETING DATE:**

5. Nov. 5th, 2026, 5:30 pm

### **ADJOURNMENT**

**NOTICE:** It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Nicole Jacobs, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.



## PLANNING COMMISSION 09/03/ 2026

**A Planning Commission meeting was held on Thursday, Sept. 3, 2026, at 5:30 PM in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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### ROLL CALL

Pledge of Allegiance

Roll Call:

Mayor Dwyer – Absent

Alderman Glynn – Present

Alderman Koel – Present

Commissioner Prise – Present

Commissioner Meyer - Present

Commissioner Rice - present

Commissioner Thompson - Present

### APPROVAL OF MEETING MINUTES

1. Approval of Aug. 6<sup>th</sup>, 2026, Plan Commission Minutes: A motion was made by Commissioner Prise and seconded by Commissioner Rice to approve said minutes. All members present voted in favor, Motion Carried Unanimously

### PUBLIC HEARING

A motion was made by Commissioner Koel and seconded by Commissioner Rice to open the Public Hearing. All members present voted in favor; the Public Hearing was opened at 5:31 PM

2. Conditional Use Permit at 1010 Townline Rd.

Vice Chair Meyer called for the applicant to present his application. Present was Joey Weilandt, 1116 N Superior Ave. Tomah. He discussed the project and corrected the staff report to report no grooming at this location. Vice Chair Meyer called for any other member of the public to comment on the application. There being no other comment, Meyer moved on to the next item in the public hearing.

3. Annexation Ordinance, Direct Annexation by Unanimous Approval for Brett B and Amy Anderson

Vice Chair Meyer called for any other member of the public to comment on the ordinance. Appearing before the commission was Brett Anderson, 23961 STH 16, Tomah. He resides at this address, gave

some details on the request. Vice Chair Meyer called for any other member of the public to comment on the ordinance. Hearing none the next item on the public hearing was called.

4. Annexation Ordinance, Annexation of Territory owned by a City, Jefferson St.

Vice Chair Meyer called for any other member of the public to comment on the ordinance. A question was raised by Rebecca Godfrey at 26711 Grapevine Ave in Tomah. She asked about the location of the annexation, a detailed explanation of its location between Jefferson Street and the cell tower to the north was given. Vice Chair Meyer called for any other member of the public to comment on the ordinance. hearing none the next item was called.

5. Area Variance request at 1730 Rezin Rd.

Vice Chair Meyer called for the applicant to present his application. Appearing in favor was Sean P Rezin, 1730 Rezin Rd., tomah, Patrick Rezin same address, and Casey Thompson, 9269 67tjh St. Cottage Grove Mn. The applicants described the project in detail. The need for the project is due to significant company expansion and demand for the company's product. The company has doubled since 2020. Usemco has hired between 90 and 160 additional FTE employees. Their product lines have diversified and now require larger manufacturing and product finishing equipment that will be accommodated in this expansion facility. They have reviewed numerous alternatives on their site and others in the area. This is the only alternative location and building design that is feasible for numerous reasons, mainly for operational efficiencies and accuracy of product. They cannot transport the product from production into finishing without creating significant inefficiencies and additional cleaning steps. They discussed the regulations and height restrictions, again providing their documentation that the height restrictions currently in place create a hardship for this location. They then presented a study completed by the FAA on the variance request. The FAA approved of the proposal to exceed the FAA maximum height restriction and allow their project height. There was additional discussion about surrounding topography, vegetation and other safety issues with the adjacent airport and specifically runway.

Vice Chair Meyer called for any other member of the public to comment on the application.

Rebecca Godfrey at 26711 Grapevine Ave. asked a couple of questions regarding the city's requirement that some of the trees on her property be cut down to a certain elevation. Her questions were answered. Vice Chair Meyer called for any other member of the public to comment on the ordinance. hearing none

There being no further comment, Alderman Koel made a motion to close the public hearing. Commissioner Rice seconded the motion. All members present voted in favor; the Public Hearing was closed at 5:56 pm.

## **DISCUSSION ITEMS**

### **6. Consideration of Conditional Use Permit at 1010 Townline Rd.**

Motion by Alderman Koel, Second by Commissioner Thompson to Approve the CUP with one condition:

1. The applicant is required to abide by all representations made during this hearing and in the application.

All members present voted in favor, the CUP was approved

### **7. Recommend Approval of Annexation Ordinance for Brett and Amy Anderson**

Motion by Alderman Koel, Second by Commissioner Rice to recommend approval of this annexation ordinance to the City Council

All members present voted in favor, the motion was approved

### **8. Recommend Approval of Annexation Ordinance for City of Tomah**

Motion by Commissioner Thompson, Second by Commissioner Rice to recommend approval of this annexation ordinance to the City Council

All members present voted in favor, the motion was approved

### **9. Consideration of Area Variance for 1730 Rezin Rd.**

Motion by Alderman Glynn, Second by Commissioner Rice to approve of this area variance request

All members present voted in favor, the motion was approved

### **10. Consideration of Site Plan Approval at 1730 Rezin Rd.**

Motion by Commissioner Prise Second by Alderman Glynn, to approve of this Site Plan.

All members present voted in favor, the motion was approved

### **11. Consideration of Site Plan Approval at 124 E Veterans St.**

Staff recommend the Commission consider either tabling to the October Plan Commission meeting or approve contingent upon city engineer approval of amended site plan which was partially submitted at 1 pm today. Discussion by Commission. Mitch Koel, applicant requested that the committee consider approval contingent as the impending weather and other scheduling constraints would be better for him to start as soon as possible with the project.

Motion by Alderman Glynn Second by Commissioner Thompson, to approve of this Site Plan.

Contingent upon approval of submitted plans by staff and engineers. All members present voted in favor, with Alderman Koele abstaining from commission discussion and vote the motion was approved

12. Department Monthly Reports. Staff presented monthly reports  
Administrator Handy went over the monthly reports as submitted. The Commission discussed the budgeted revenue, permit numbers and staff activities.

Motion by Commissioner Prise Second by Alderman Koel, to approve of the reports.  
All members present voted in favor, the motion was approved

13. Update on Residential RFPs advertised on Sept. 1st  
A motion was made by Commissioner Prise, seconded by Alderman Glynn to accept the monthly reports. All members present approved the motion.

#### **FUTURE AGENDA ITEMS**

14. Extra-Territorial Sub-division review

15. Duties of Long-Range Plan Commission and Plan Commission

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**FUTURE MEETING DATE: October 1st, 2026 - 5:30PM**

**ADJOURNMENT** A motion to adjourn was made by Commissioner Prise and seconded by Alderman Koel.

All members present approved the motion.

Meeting was adjourned at 6:21 pm



## SITE PLAN REVIEW APPLICATION

(This review does not include utilities and storm water)

**The following checklist is required and will ensure the timely processing of your site plan review request:**

### Site Plan Review Checklist:

- Include all items applicable and requested on the checklist

*If incomplete, no further processing of the application will occur until the deficiencies are corrected. All development must meet the requirements of the City of Tomah and any other applicable local, state, or federal ordinances.*

### Description of Proposed Development:

If you have any questions, please contact the Zoning Department at 608-374-7429.

|                                                         |                               |
|---------------------------------------------------------|-------------------------------|
| <b>Property Address:</b> 1730 Rezin Rd, Tomah, WI 54660 | Parcel Number: 286-02585-0000 |
|---------------------------------------------------------|-------------------------------|

|                            |                                 |                                    |
|----------------------------|---------------------------------|------------------------------------|
| <b>Applicant:</b> USEMCO   | Mailing Address: 1650 Rezin Rd. | City, State, Zip: Tomah, WI, 54660 |
| Phone Number: 608-372-5911 | Email: srezin@usemco.com        | Primary Contact<br>Sean Rezin      |

|                                           |                                 |                                    |
|-------------------------------------------|---------------------------------|------------------------------------|
| <b>Business:</b> Owner/Contact:<br>USEMCO | Mailing Address: 1650 Rezin Rd. | City, State, Zip: Tomah, WI, 54660 |
| Phone Number: 608-372-5911                | Email: srezin@usemco.com        | Primary Contact<br>Sean Rezin      |

|                                                           |                                 |                                     |
|-----------------------------------------------------------|---------------------------------|-------------------------------------|
| <b>Property Owner:</b><br>PATRICK D REZIN; JUDITH K REZIN | Mailing Address: 1650 Rezin Rd. | City, State, Zip: Tomah, WI, 54660  |
| Phone Number: 608-374-8904                                | Email: prezin@usemco.com        | Primary Contact<br>Patrick D. Rezin |

*The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Tomah Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.*

|                                                                                                                    |               |
|--------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Signature of Applicant:</b>  | Date: 8/27/26 |
| <b>Signature of Property Owner:</b>                                                                                | Date: 8/27/26 |

|                         |                |                          |
|-------------------------|----------------|--------------------------|
| <b>OFFICE USE ONLY:</b> | Date Received: | Application Received by: |
| Zoning District:        |                |                          |



City of Tomah Building & Zoning  
819 Superior Ave  
Tomah, WI 54660

Site Plan review is required for all development including new construction, movement, reconstruction, conversion or structural alterations to structures pertaining to triplexes, multi-family housing, commercial, industrial, and public projects. The submittal of the proposed project must include the following information to be considered a complete application for Site Plan Review. Check appropriate boxes to indicate completion of the corresponding requirement.

**Please provide the following with the site plan application submittal: 24" x 36" electronic version of entire plan set.**

1. Completed Site Plan Review Application form with completed and signed checklist.  
Attached
2. A cover letter is required describing the request for the Site Plan Review. The letter shall include a general (description of the proposed project). Describe the proposed phasing of all buildings and site improvements. Also, describe any land divisions that need to occur.  
Attached
3. Site Plan. New development will require a professionally drawn site plan to be submitted, drawn to an engineered scale, and include the following items:
  - A. Name, address, and phone number for the owner, developer, and general contractor/designer.
  - B. Legal description of the site or copy of plat/certified survey map.
  - C. Survey completed on the property.
  - D. The location and dimensions of all site property lines and existing/proposed structures. (Existing structures legal conforming status?)
  - E. Show North Arrow, scale of drawing, Bench Mark location and elevation to NGS (if required).
  - F. Label all building front, rear, and side yard setbacks of the new development to adjacent property lines.
  - G. Lot dimensions, frontage, area in conformance.
  - H. Building height.
  - I. Show the location and label widths of all existing and proposed public rights-of-way and public/private easements adjacent to and within the site.
  - J. Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails. Identify connections to existing/proposed sidewalks and trails.
  - K. Show existing and proposed driveways (ingress/egress), parking spaces (ADA), loading spaces, interior parking islands, sidewalks, and handicap ramp widths. Indicate the direction of travel for one-way drives and inside radii for all curves. Note dimensions of driveways and parking spaces and list total number of parking spaces required and provided. Provide cross-section drawings of proposed curbs and sidewalks.
  - L. Location and type of outside lighting.
  - M. Screening of dumpsters
  - N. Outside storage of materials or equipment

| APPLICANT: Site Plan Review Data Checklist                                                                                                                                                                                                            |             | Submitted | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|-----|
| <b>Cover/Title Page:</b>                                                                                                                                                                                                                              |             |           |     |
| Name and address of applicant and property owner                                                                                                                                                                                                      | Included    |           |     |
| Address and common description of property and complete legal description                                                                                                                                                                             | Included    |           |     |
| Dimensions of land and total acreage                                                                                                                                                                                                                  | Included    |           |     |
| Description of proposed project or use, type of building or structures, and name of proposed development, if applicable                                                                                                                               | Included    |           |     |
| Name and address of firm or individual who prepared the site plan                                                                                                                                                                                     | Included    |           |     |
| <b>Site and Zoning Data:</b>                                                                                                                                                                                                                          |             |           |     |
| Show North arrow, scaled drawing, Bench Mark location and elevation to NGS (if required)                                                                                                                                                              | Included    |           |     |
| Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site                                                                                                                     | Forthcoming |           |     |
| Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site                                                                                                                                 | Forthcoming |           |     |
| Label all building front, rear, and side yard setbacks of new development to adjacent property lines                                                                                                                                                  | Included    |           |     |
| All existing and proposed easements                                                                                                                                                                                                                   |             |           | N/A |
| Lot coverage, lot dimensions, frontage, area in conformance                                                                                                                                                                                           | Included    |           |     |
| Finished graded surface ( <i>shall be dust free</i> )                                                                                                                                                                                                 | Included    |           |     |
| <b>Natural Features:</b>                                                                                                                                                                                                                              |             |           |     |
| Wetlands                                                                                                                                                                                                                                              | Floodplain  | Included  |     |
| <b>Access and Circulation:</b>                                                                                                                                                                                                                        |             |           |     |
| Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements                                                                                                                    | Included    |           |     |
| Location of proposed roads, driveways (ingress/egress), sidewalks, handicap ramp widths, and interior parking islands                                                                                                                                 |             |           | N/A |
| Calculations for required number of parking and loading spaces, location, and layout (ADA compliant)                                                                                                                                                  | Included    |           |     |
| Dimensions of parking spaces, islands, circulation aisles, and loading zones                                                                                                                                                                          | Included    |           |     |
| Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails                                                                                                                                            |             |           | N/A |
| <b>Building, Structure, and Miscellaneous Site Information:</b>                                                                                                                                                                                       |             |           |     |
| Location, height, and outside dimensions of all buildings and structures                                                                                                                                                                              | Included    |           |     |
| Utilizing a crane during build process <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                            |             |           |     |
| Building floor plans and total floor area                                                                                                                                                                                                             | Included    |           |     |
| Details on accessory structures and any screening                                                                                                                                                                                                     |             |           | N/A |
| Location of exterior lighting (site and building lighting)                                                                                                                                                                                            | Included    |           |     |
| Lighting details: Sec. 52-208(3) Exposed sources of light shall be shielded so as not to be visible outside their premises.                                                                                                                           | Included    |           |     |
| Screens and buffers: Sec. 52-207: Required buffer strips in industrial districts and property zoned business (North of Jefferson, East of Grain Ave, South of View St, West of Hugh Dickie Dr, and other similar areas) abuts a residential district. |             |           | N/A |
| Location of trash receptacle(s) and transformer pad(s) and method of screening                                                                                                                                                                        |             |           | N/A |
| Location of outdoor storage materials/equipment                                                                                                                                                                                                       | Included    |           |     |

| IWorQs september 2026 |                  |                     |            |
|-----------------------|------------------|---------------------|------------|
| Permit Date           | Permit Type      | Parcel Address      | Total Fees |
| 9/18/2026             | Fence            | 1332 MARK AVENUE    | \$35.00    |
| 9/17/2026             | Accessory buildi | 526 N Lawrence Ave. | \$27.00    |
| 9/16/2026             | Sign Permit      | 115 W ANDRES STREE  | \$70.00    |
| 9/16/2026             | Fence            | 210 W BENTON STREE  | \$35.00    |
| 9/10/2026             | Sign Permit      | 111 W ANDRES STREE  | \$70.00    |
| 9/8/2026              | Sign Permit      | 605 FAIR STREET     | \$70.00    |
| 9/8/2026              | Fence            | 1010 TOWNLINE ROAD  | \$35.00    |
| 9/2/2026              | Sign Permit      | 901 Mclean Ave.     | \$70.00    |
|                       |                  | Subtotal            | \$412.00   |
|                       |                  | ytd                 | \$5,485.00 |
|                       |                  | budget              | \$4,200.00 |

### GEC Permits September 2026

| Permit Issued D | Building Address   | Census Code                 | Fee Total |
|-----------------|--------------------|-----------------------------|-----------|
| 9/1/2026        | 303 McAdams Dr.    | 131 - Electrical Only       | \$ 171    |
| 9/1/2026        | 680 Jefferson st   | 101 - Single Family Houses  | \$ 1,056  |
| 9/1/2026        | 701 Superior Ave.  | 131 - Electrical Only       | \$ 220    |
| 8/27/2026       | 301 West Foster St | 434 - Residential Additions | \$ 165    |
| 9/1/2026        | 1612 Kilbourn Ave  | 434 - Residential Additions | \$ 220    |
| 9/2/2026        | 532 Alyssa St      | 434 - Residential Additions | \$ 556    |
| 9/3/2026        | 422 E Lacrosse St. | 120 - Decks and Porches     | \$ 193    |
| 9/3/2026        | 800 Superior Ave   | 131 - Electrical Only       | \$ 220    |
| 9/3/2026        | 804 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/3/2026        | 808 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/3/2026        | 811 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/3/2026        | 534 Vandervort St  | 434 - Residential Additions | \$ 275    |
| 9/10/2026       | 1200 Glendale Ave  | 438 - Additions of Resident | \$ 419    |
| 9/10/2026       | 813 W. Veterans Av | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | Schaller St        | 101 - Single Family Houses  | \$ 2,047  |
| 9/11/2026       | 1210 E Clifton     | 122 - Furnaces and/or Cen   | \$ 116    |
| 9/11/2026       | 1226 LaGrange Ave  | 128 - Sheds                 | \$ 193    |
| 9/11/2026       | 812 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 813 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 814 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 815 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 816 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 817 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 820 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 822 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 824 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/11/2026       | 826 Aspen Lane     | 131 - Electrical Only       | \$ 171    |
| 9/16/2026       | 419 W. Foster St.  | 120 - Decks and Porches     | \$ 248    |
| 9/16/2026       | 605 Fair Street    | 131 - Electrical Only       | \$ 220    |
| 9/16/2026       | 215 E Logan        | 120 - Decks and Porches     | \$ 193    |
| 9/22/2026       | 812 Aspen Lane #B  | 131 - Electrical Only       | \$ 171    |
| 9/22/2026       | 513 Mclean Ave.    | 120 - Decks and Porches     | \$ 193    |
| 9/22/2026       | 316 Kilbourn Ave   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026       | 803 Birch Lane     | 131 - Electrical Only       | \$ 171    |

|           |                  |                             |           |
|-----------|------------------|-----------------------------|-----------|
| 9/22/2026 | 811 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 805 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 809 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 813 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 817 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 822 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 824 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 812 Cedar Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 821 Cedar Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 812 Birch Lane   | 131 - Electrical Only       | \$ 171    |
| 9/22/2026 | 316 Kilbourn     | 434 - Residential Additions | \$ 165    |
| 9/22/2026 | 317 Sumner St    | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 825 Cedar Lane   | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 826 Cedar Lane   | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 803 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 808 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 809 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 810 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 812 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 813 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 815 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 821 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 823 Dogwood Lane | 131 - Electrical Only       | \$ 171    |
| 9/23/2026 | 211 Glendale Ave | 131 - Electrical Only       | \$ 171    |
|           |                  | Subtotal                    | \$ 13,710 |
|           | 79%              | YTD                         | \$ 63,362 |
|           | 75%              | Budget                      | \$ 80,000 |



## Zoning Monthly Report

Sept. 2026

From Charlie Handy, Zoning Administrator

- Completed Plan Commission meeting, monthly reports, etc.
- Met with developers regarding potential short and long-term development projects
- Continue working on the 2026 Zoning dept. work plan
- Performed various enforcement activities
- Started 18-month process of drafting update to Floodplain/Shoreland Zoning Ordinance per state model ordinance
- FEMA started the 90 day public comment period on the updated FIRM floodplain maps
- Drafted TIF responses and potential developers' agreements for economic development projects
- Conducted Weekly Economic Development Staff meetings
- Responded to questions regarding Residential RFP's for two tomah sites
- Finalizing two annexation submittals
- Working collectively with staff to draft Tomah Marketing Plan
- Will Complete a Developer's Tour for Sept. 30<sup>th</sup>
- Soliciting / surveying largest employers for workforce needs