



## **AGENDA FOR PLANNING COMMISSION**

### **MEETING NOTICE**

A Planning Commission meeting will be held on **Thursday, March 05, 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)

### **ROLL CALL**

Pledge of Allegiance

Roll Call

### **APPROVAL OF MEETING MINUTES**

- [1.](#) Approval of Feb. 5th, 2026 Plan Commission Minutes

### **PUBLIC HEARING**

- [2.](#) Public Hearing for Michael's Repair, 1814 Kilbourne

### **DISCUSSION ITEMS**

- [3.](#) Approval of CUP for Michael's Repair, 1814 Kilbourne
- [4.](#) Approval of Site Plan for 1905 Superior Ave.
- [5.](#) Monthly Staff Report

### **FUTURE AGENDA ITEMS**

### **FUTURE MEETING DATE:**

6. April 2nd, 2026 - 5:30PM

### **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 MINUTES

A Planning Commission - meeting was held on **Tuesday, February 05, 2026 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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### Call to Order

- Mayor Paul Dwyer Called the meeting to order at 530pm

### ROLL CALL

1. Mayor Paul Dwyer:	Present	5. Citizen Tina Thompson:	Present
2. Alderperson Koel:	Present	6. Citizen Brian Rice:	Present - 5:35 pm
3. Alderperson Glynn:	Present	7. Citizen Bryan Meyer:	Present
4. Citizen Eric Prise:	Present		

### APPROVAL OF MEETING MINUTES

#### 1. 06 January 2026 Plan Commission

Alderperson Koel made a motion to approve the minutes. Eric Prisesecoded

- Unanimous Approval: 7-0

### PUBLIC HEARING

Alderperson Glynn made a motion to open the public hearing. Commissioner Meyer seconded

- Unanimous Approval: 7-0, Public hearing open at 5:31 pm.

#### 2. Conditional Use Permit Application/Renewal - 600 Industrial Ave:

Hawkin Mathison, S1805 Hegge Rd., Westby spoke in favor of the request for the five year extension of the conditional use permit. Brief discussion of the original approval of this CUP and subsequent five year extensions. This approval would extend until five years from the date Council provides final approval, likely February 17th, 2031. Mayor Dwyer asked for any other members of the public wishing to speak. There being none:

Commissioner Meyer made a motion to close the public hearing, seconded by Commissioner Rice.

- Unanimous Approval: 7-0, Public Hearing was closed at 5:33 pm.

### DISCUSSION ITEMS

#### 3. Conditional Use Permit Application/Renewal - 600 Industrial Ave

Commissioner Prise made a motion to approve the Conditional Use Permit extension for five years, seconded by Commissioner Thompson.

Unanimous Approval: 7-0,

4. Monthly Reports

Brief discussion about content and annual budgeting projections.

Commissioner Prise made a motion to approve the monthly reports, seconded by Commissioner Thompson. Unanimous Approval: 7-0

5. Consideration to Request Bids for Sidewalk Snow Removal

Administrator Handy informed the Commission that this item is the purview of the Public Works Commission.

6. Future Agenda Items

7. Future Meeting Date: March 5th, 5:30 PM

Commissioner Prise made a motion to Adjourn, Second by Commissioner Thompson,  
Unanimous Approval: 7-0,

ADJOURNMENT 5:50 pm



Building & Zoning  
819 Superior Ave  
Tomah, WI 54660  
608-374-7429

**CONDITIONAL USE APPLICATION**

219<sup>00</sup>

This application shall be fully completed and submitted with the \$125 fee before the Zoning Department will process your application. Incomplete applications will be returned to you.

Completed applications must be received by the 1<sup>st</sup> working day of the month in order to schedule a public hearing on your proposal at the Plan Commission Meeting to be held during the current month.

The City of Tomah will publish a notice in the newspaper and notify all landowners, within 200 feet of the property you're proposing a conditional use, as to what you're proposing and where a public hearing will be conducted on your proposal.

<b>Property Address of Conditional Use Request:</b> 1814 Kilbourn Ave Tomah WI 54660		<b>Parcel Number:</b> 286-01498-0000
<b>Property Owner:</b> Dwayne Eppers	<b>Mailing Address:</b> 23191 STATE Hwy 16	<b>City, State, Zip:</b> TOMAH WI 54660
<b>Phone Number:</b> 608-343-0859	<b>Email:</b> 	<b>Primary Contact</b> <input type="checkbox"/>

<b>Applicant:</b> Michael K. Kirchoff	<b>Mailing Address:</b> 1814 Kilbourn Ave	<b>City, State, Zip:</b> TOMAH WI 54660
<b>Phone Number:</b> 608-387-9039	<b>Email:</b> MOTOR MOUTH UROOM UROOM @ YAHOO.COM	<b>Primary Contact</b> <input checked="" type="checkbox"/>

The undersigned hereby makes an 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> 	<b>Date:</b> 2/12/2026
<b>Signature of Property Owner:</b> 	<b>Date:</b> 2-12-26

2.000690136

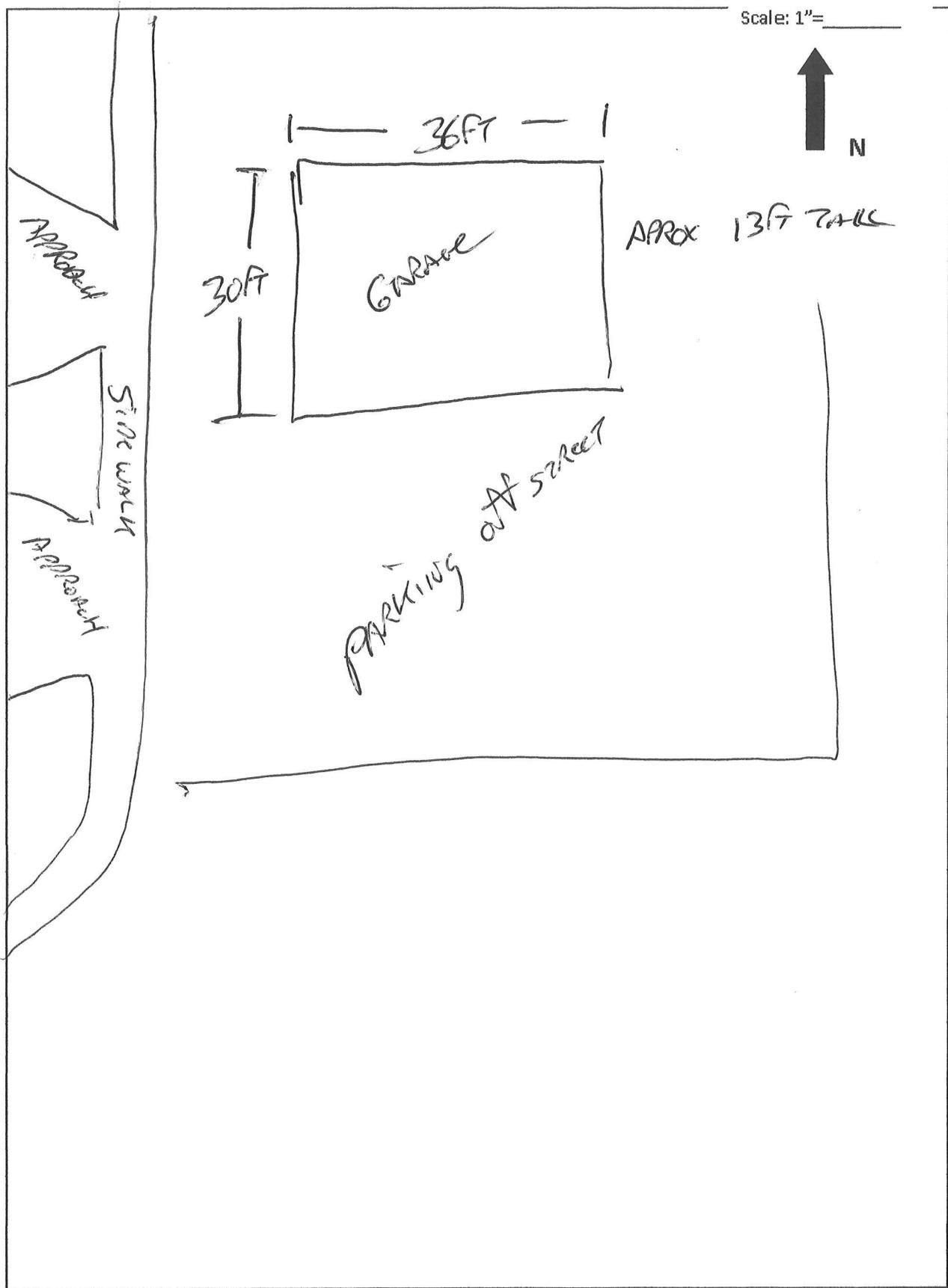
<b>OFFICE USE ONLY:</b>	<b>Date Received:</b> 02-12-2026	<b>Application Received by:</b> JST 438 <sup>00</sup>
<b>Zoning District:</b>		

APPLICANT: Conditional Use Checklist	N/A
Proposed Conditional Use: <u>General Auto Repair</u>	<input type="checkbox"/>
Hours of Operation: <u>9AM - 6PM MON - SUN</u>	<input type="checkbox"/>
Number of Employees: <u>1</u>	<input type="checkbox"/>
Present Zoning Classification: <u>COMMERCIAL M-1 INDUSTRIAL</u>	<input type="checkbox"/>
Description of Existing Use - Including Structures, if any: <u>2 BAY GARAGE</u>	<input type="checkbox"/>
What measures will be taken to prevent or control noise, odors, fumes, dust, vibrations, light, and other unusual activities or disturbances? <u>DOORS CLOSED AFTER HOURS TO PREVENT NOISE POLLUTION</u>	<input type="checkbox"/>
What measures will be taken to provide sufficient off-street parking and loading spaces to serve the proposed use? <u>SIDE PARKING AREA</u>	<input type="checkbox"/>

**PLOT PLAN**

A plot plan shall be submitted with all conditional use permit applications. Use the last page of this application to draw your plot plan. The plot plan should be drawn to scale (indicate scale on map) and include items whether existing or proposed as follows:

1. All structures on the property upon which the conditional use is being proposed. (Indicate the length, width, and height of each structure.)
2. All public roads, private driveways, and parking areas.
3. Wetlands, floodplains, and ordinary highwater mark of any navigable lake, river, or stream.



## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Approval of Conditional Use Permit 1814 Kilbourne, Michael's Repair LLC

### Summary and Background Information:

This CUP is an after-the-fact CUP application for the operation of a business use within the M-1 Limited Industrial zoning district. The application is complete and notice of the public hearing has been published.

**Recommendation From:** Zoning Administrator

### Minutes Attached:

Yes  No

**Budget Account:** Not applicable. **Fiscal Impact:** Not applicable.

**Staff Responsible for implementation:** Zoning staff.

**Economic Impact:** Not applicable. **Zoning/Rezoning Issues:** None

### Supports Organizational Goals:

Yes  No

### Questions from Administrator:

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Approve of The Conditional Use permit with the following Conditions:

1. Applicant to abide by all representations made in application and at public hearing
2. No more than 8 motor vehicles to be stored outside at any time

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Date**

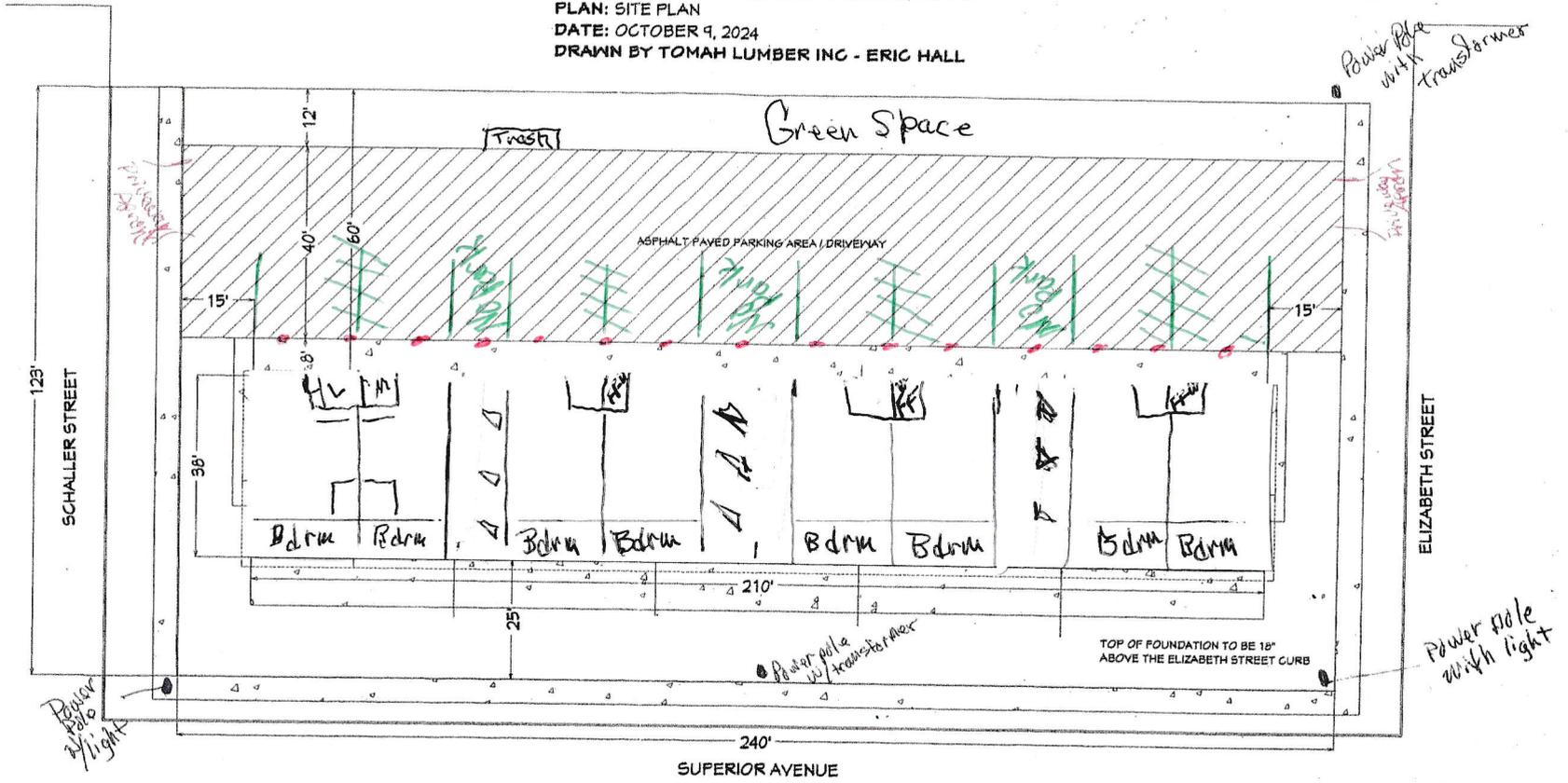
Charles Handy  
**Department Director**

2-21-2026  
**Date**

**Committee:** Planning Commission

**Meeting Date(s):** 5 March, 2026

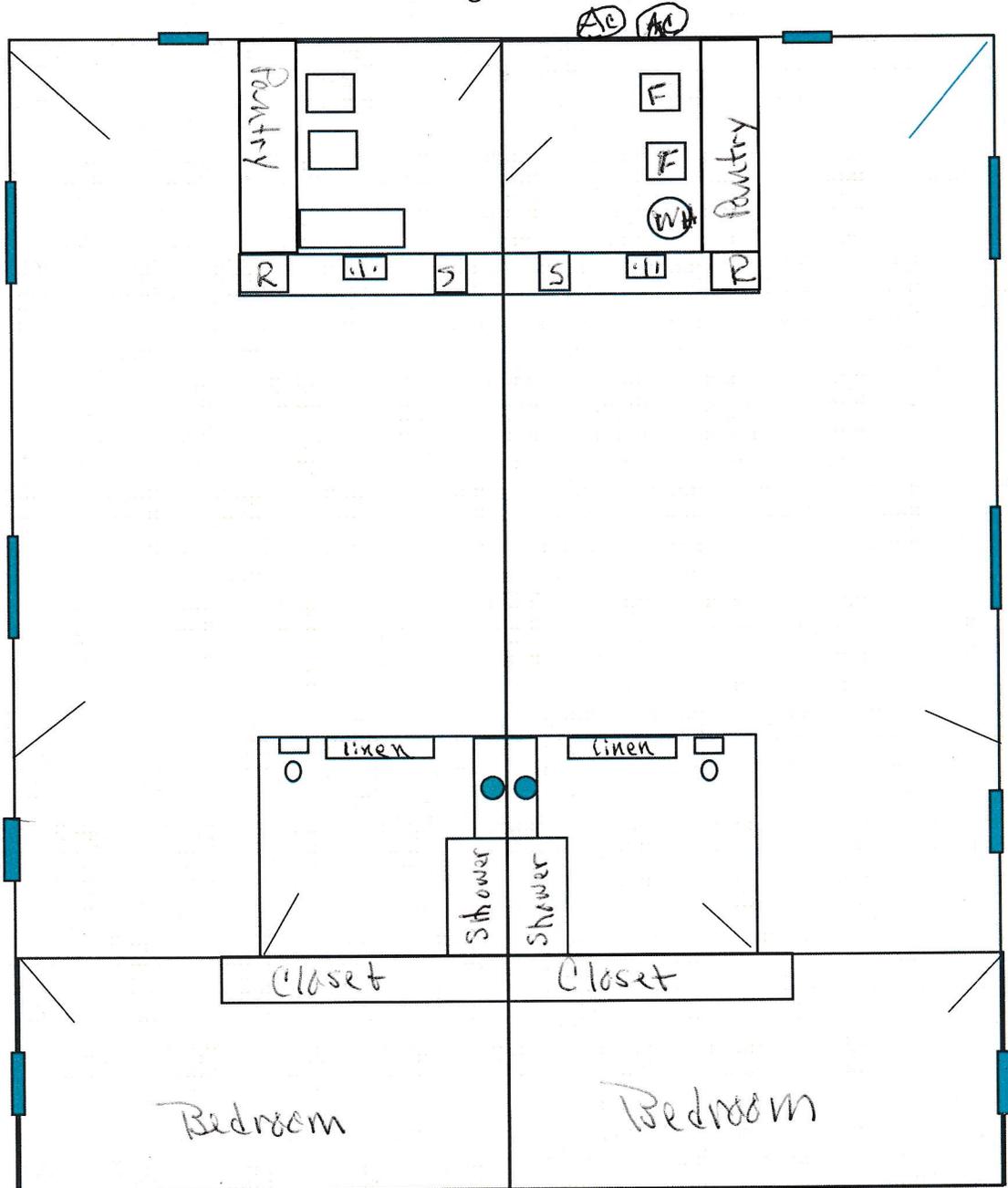
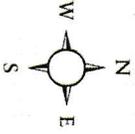
PROJECT 22 1905 Superior Rebuild Project Part #1 Revised  
 SITE ADDRESS: 1905 SUPERIOR AVENUE, TOMAH  
 PLAN: SITE PLAN  
 DATE: OCTOBER 9, 2024  
 DRAWN BY TOMAH LUMBER INC - ERIC HALL



1905 Superior Ave Duplex layout

building is 42x38, each apartment is 21x38 1 bedroom with 1 bath

4 identical buildings on the lot



## STAFF COMMITTEE PREPARATION REPORT

**Agenda Item:** Approval of Amended Site Plan for 1905 Superior Ave

### Summary and Background Information:

Site Plan Application was completed with all submission requirements. The site plan was originally approved in October of 2025. Amendments include reducing the number of units and four buildings instead of one. This submittal meets all zoning requirements, to include setbacks and maximum height restrictions. This site plan is ready for approval.

### Minutes Attached:

Yes  No

**Budget Account:** Not applicable. **Fiscal Impact:** Not applicable.

**Staff Responsible for implementation:** Zoning Staff **Economic Impact:** None.

**Zoning/Rezoning Issues:** None.

### Supports Organizational Goals:

Yes  No

**Questions from City Administrator:** \_\_\_\_\_

**Grants Pursued/Opportunity Pursued:** Not applicable.

**Recommendation:** A motion to approve this item should read, "Motion to approve the amended site plan for 1905 Superior Ave.

\_\_\_\_\_  
**Zoning Administrator**

\_\_\_\_\_  
**Date**

**Committee:** Planning Commission  
**Meeting Date(s):** 5 March, 2026

Site Plan Review

1905 Superior Rebuild project

January 30, 2026

To whom it may concern,

Part #1 - 1905 Rebuilding project plan revised –

This project is to add additional low-income housing in the City of Tomah to aid in the fight against homelessness.

Replacing the current building that has 4 Units with a 4-building duplex layout to include 8 – 1-bedroom apartments, front facing Superior Ave. North side bordered by Elizabeth St., south side bordered by Schaller St., west side bordered by neighbors' fence and 111 Schaller St phase of project.

The current building is currently occupied by 4 formerly homeless veterans, would remain in the building as to not unhouse them. They would then reapply and be moved into new apartments when completed. This design is to keep the residential look as visitors enter the City of Tomah from I-90 and Hwy 131.

A construction site fence would need to be erected for safety of the current tenants per insurance.

Once tenants are moved into their new apartments the current 2-story building will be removed and demolished. Plans for Habitat for Humanity donation are being considered. The area where the current building stands would then become driveway for parking having a 20' apron on each side for entrance from Schaller St and exit onto Elizabeth St.

Each unit will be fully handicap accessible, single story, with 42' – 44' doors both interior and exterior, minimum 0 entry thresholds for ease of entry, 0 entry in showers with grab bars in bathrooms, bedrooms that will accommodate a queen bed with large closet space and open concept kitchen / living room areas, and additional storage within the apartment. Each building will contain laundry room with a coin operated washer and dryer available and folding table – these areas will have cameras for security reasons only. Off-street parking for those that have a vehicle, bollards will be placed and marked for each parking area (see below). Concrete walkways around the entire building approximately 10' – 15' wide and 14' concrete patios between each building for outside chairs. Polished concrete floors, ¾ hour sheet rock walls and ceilings, steel roof, vinyl siding and windows will complete each unit. Building height at peak would be approximately 20'. All entrances will have exterior LED soft lighting on a dawn to dusk control pointing down from eaves at each entrance, no switches so no flashing lights. All units will be furnished with an electric range, range hood, and full-size refrigerator. Each unit will maintain the ability to control their own heating and cooling as needed.

Parking –

Will be provided at the rear of each unit. Each unit will have a minimum of 20' parking area. This will accommodate any need for ADA compliance. Each space will be 8' feet with 4' clearance for handicapped vans or vehicle loading down the center of each area. Bollards will be placed for safety of the tenants in the Units. **Sec. 52-116. - Parking requirements. Multifamily dwellings**

(except senior/elderly housing) Studio or **1-Bedroom Unit - 1 stall per dwelling unit 2+ Bedroom Unit - 2 stalls per dwelling unit.** A 20' apron on both the Schaller St and Elizabeth St entrances to off street parking and driveway will accommodate larger vehicles.

Garbage –

MDS will be handling the garbage and recycling. A pad and a 20' by 5' buffer will be placed at the west edge of the driveway approximately 20-25' south from the neighbor's lot line and fence within the 12' of green space that is currently planned. The 3-sided buffer will be placed north of the current bush growing there. MDS will assist in any further planning.

Buffers –

There are neighbor's fences currently standing between the properties. See attached lot settings from Beacon Schneider Corp maps. Per Gary Dechant East – West fence of Olson property lies on the property line, North- South fence is connected to the house and is approximately 5' from the property lines. Red line indicates where current fencing lies. Green space is planned between the Olson and HHH Rentals property.



Projected rent per unit from \$1000 to \$1300

Projected heating and electricity cost paid by the tenant

Water and sewer costs will be included.

Helene M. Stein

HHH Rentals of Warrens LLC

30752 Exodus Ave

Warrens WI 54666

608-343-3008



## Permit Report

02/01/2026 - 02/25/2026

Permit #	Permit Date	Permit Type	Project Description	Parcel Address	Total Fees	
7068	2/3/2026	Street Privilege Pe	Dumpster in ROW	407 E SARATOGA STREET	\$25.00	
7067	2/3/2026	Sign Permit	(1) reface replace exist EMC with	940 N SUPERIOR AVENUE	\$70.00	
7069	2/11/2026	Sign Permit	(1) new pylon sign and electronic	901 Lincoln Ave.	\$70.00	
7070	2/19/2026	Street Privilege Pe	Dumpster in ROW	623 MC LEAN AVENUE	\$25.00	
7071	2/19/2026	Sign Permit	Replace existing changeable copy	1201 N SUPERIOR AVENUE	\$70.00	
					<b>\$260.00</b>	
total records: 5			02/25/2026	YTD	\$1,483.00	
					Annual Budget	\$4,200.00

### GEC February 2026 Monthly Report

Issued Date	Owner Name	Building Address	Est Bldg C	Census Code	Fee Total
2/1/2026	Jean/ William Lane	404 Nicholas St	\$6,423	434 - Residential Additions	\$165
2/2/2026	Tammy Kruseal	618 Farmer Ave	\$3,000	131 - Electrical Only	\$171
2/9/2026	Melby Rentals LLC	1902 Superior Ave	\$13,580	122 - Furnaces and/or Cer	\$287
2/11/2026	Sheri Finnigan	111 E. Nott St.	\$3,000	131 - Electrical Only	\$171
2/16/2026	Paul Schendel	220 W Veterans St.	\$2,900	131 - Electrical Only	\$171
2/16/2026	John Sedlo	900 Charles Drive	\$2,300	131 - Electrical Only	\$171
2/18/2026	Kyle Lamoreaux	1604 Rusch St.	\$54,738	328 - Other non-residentia	\$275
2/24/2026	Robert Moake	210 View Street	\$3,029	131 - Electrical Only	\$171
			<b>\$88,970</b>		<b>\$1,582</b>
				<b>YTD</b>	<b>\$6,067</b>
				<b>Ann Budget</b>	<b>\$80,000</b>