



AGENDA FOR PLANNING COMMISSION

MEETING NOTICE

A Planning Commission meeting will be held on **Thursday, April 02, 2026 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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 minutes of February 5th 2026

DISCUSSION ITEMS

- [2.](#) Site Plan Approval 315 West Monroe
- [3.](#) Approval of Certificate of Appropriateness for a sign at 901 Kilbourne
- [4.](#) Approval of Certified Survey Map , Eric Russell 402 Gondola Rd
- [5.](#) Approval of Site Plan for Monowau and Sime
- [6.](#) Monthly Department Reports

FUTURE AGENDA ITEMS

7. Rezoning of Parcels at Monowau and Sime

FUTURE MEETING DATE:

8. May 7th, 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 3/5/ 2026

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

Meeting was called to order at 5:30 pm

ROLL CALL

Pledge of Allegiance

Roll Call: All members of the Planning Commission were present

APPROVAL OF MEETING MINUTES

1. Approval of Feb. 5th, 2026 Plan Commission Minutes: Motion was made by Commissioner Meyer, and seconded by Alderman Koel to approve the minutes.

Motion Carried Unanimously

PUBLIC HEARING

2. Public Hearing for Michael's Repair, 1814 Kilbourne:

Motion was made by Commissioner Prise, Seconded by Commissioner Rice to open the public Hearing. Motion carried unanimously, public hearing was opened at 5:31 pm. Michael Kirchoff, the applicant appeared and explained his request for a Conditional Use Permit for an auto repair business at 1814 Kilbourne. He discussed some traffic and parking issues. He requested 15 parking spaces on the lot and to remove parking on the West Side of the street and on the curve for his proposed business. No one else was present to speak at the public hearing. Motion by Commissioner Meyer, seconded by Commissioner Rice to close the public hearing. Motion carried unanimously, hearing was closed at 5:35 pm.

DISCUSSION ITEMS

3. Approval of CUP for Michael's Repair, 1814 Kilbourne

Motion was made by Commissioner Prise, seconded by Alderperson Glynn to approve the Conditional Use Permit with the following three conditions:

1. Applicant to abide by all representations made in application and at public hearing
2. No more than 15 parking stalls on site for motor vehicles to be stored outside at any time
3. No on street parking for this business on the West side of Kilbourne or in the sweeping curve

Motion carried Unanimously

4. Approval of Site Plan for 1905 Superior Ave. Helene Stein appeared and discussed this proposal as an amendment to a previously approved site plan for 1905 Superior Ave. The proposal is for four

duplex buildings and associated parking on the lot. Motion made by Commissioner Prise, seconded by Alderman Koel to approve the site plan. Approved unanimously.

5. Monthly Staff Report: Zoning Administrator Handy presented the staff reports. Discussion about permits and budget. Report was recommended for approval.

FUTURE AGENDA ITEMS

Commissioner Prise requested an update on sign ordinance enforcement, and potential updates

FUTURE MEETING DATE:

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

ADJOURNMENT at 5:46 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:

Addition onto school

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

Property Address: 315 W. Monroe St - Tomah	Parcel Number:
--	-----------------------

Applicant: Jeff Attehn	Mailing Address: 315 W. Monroe St	City, State, Zip: Tomah, WI 54660
Phone Number: 608-343-8338	Email: jattehn@queenoftheapostles.com	Primary Contact: Jeff

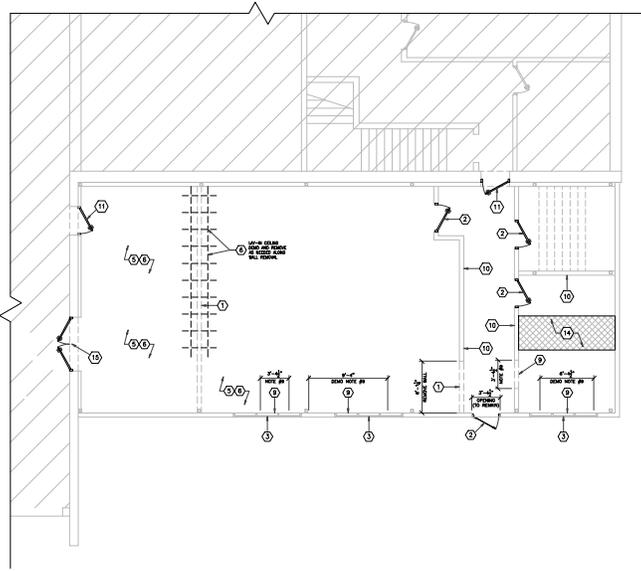
Business: Owner/Contact: Queen of the Apostles	Mailing Address: 315 W. Monroe St.	City, State, Zip: Tomah, WI 54660
Phone Number: 608-343-8338	Email: same	Primary Contact: Jeff

Property Owner: Queen of the Apostles	Mailing Address: 315 W. Monroe St.	City, State, Zip: Tomah, WI 54660
Phone Number: 608-343-8338	Email: same	Primary Contact: Jeff

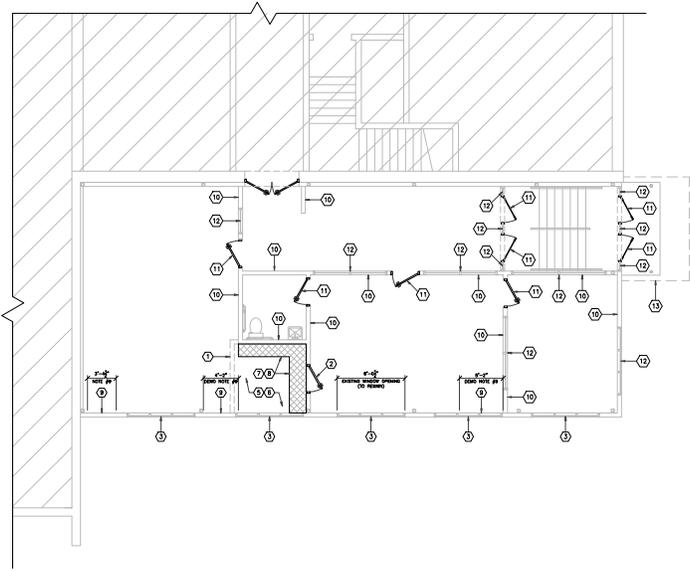
The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Tomah Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant: <i>Jeff Attehn</i>	Date: 3-10-26
Signature of Property Owner: <i>Jeff Attehn</i>	Date: 3-10-26

OFFICE USE ONLY:	Date Received:	Application Received by:
Zoning District: I-INST.	3-10-26	CH



1 DEMO PLAN (LOWER)
1048-1214 - 1'-0"



2 DEMO PLAN (UPPER)
1048-1214 - 1'-0"

NOTE #	DESCRIPTION	REMARKS
1	REMOVE EXISTING WALL FRAMING	
2	REMOVE EXISTING WALK DOOR	
3	REMOVE EXISTING ALUMINUM FRAMED WINDOW	SAVE WINDOW FOR RELOCATION TO NEW BUILDING ADDITION (SEE FLOOR PLANS)
4	REMOVE EXISTING SECURITY WINDOW	
5	REMOVE EXISTING FLOORING AND BASE	
6	REMOVE EXISTING LAY-IN CEILING TILES AND LIGHT FIXTURES	
7	CUT HOLES IN EXISTING PRESTRESS CONCRETE SLAB AS NEEDED FOR NEW PLUMBING FUTURE CONNECTION	
8	REMOVE, REMOVE, AND REPLACE EXISTING CONCRETE TOPPING AS NEEDED FOR NEW PLUMBING CONNECTION	
9	CREATE / ENLARGE OPENINGS IN EXISTING WALLS FOR NEW OPENINGS (SEE FLOOR PLANS)	
10	EXISTING WALL FRAMING TO REMAIN	
11	EXISTING WALK DOOR TO REMAIN	
12	EXISTING WINDOW TO REMAIN	
13	EXISTING ENTRANCE ROOF CANOPY STRUCTURE TO REMAIN	
14	REMOVE, REMOVE, AND REPLACE CONCRETE FLOOR AS NEEDED FOR NEW PLUMBING FUTURE CONNECTION	
15	EXISTING DOUBLE DOOR TO BE REMOVED AND ROTATED TO REVERSE SWING INTO EXISTING CORRIDOR	

PROJECT DATE: _____

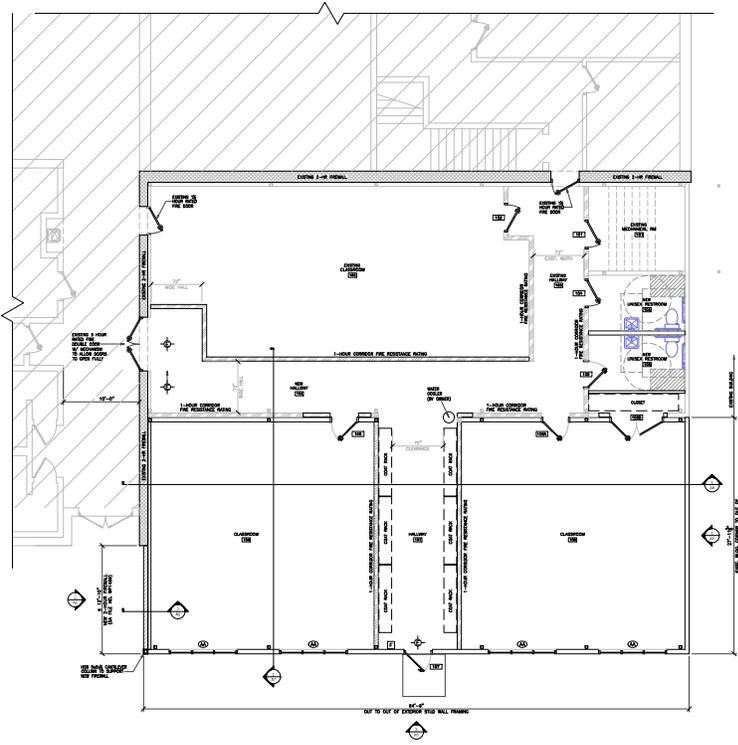
BRICK WORK
CORPORATION
1048-1214 - 1'-0"

FOR APPROVAL

Queen of the Apostles School
210 W. Monroe Street
Tomball, TX 77460

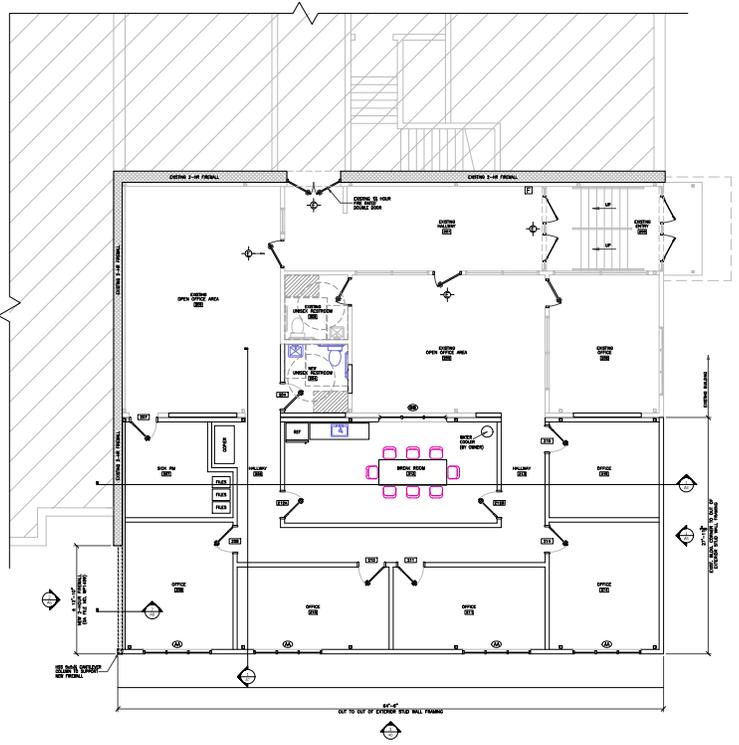
DESIGNED BY: _____
CHECKED BY: _____
DATE: _____

A2



1 LOWER FLOOR PLAN
Scale: 1/8" = 1'-0"

INTERIOR SYMBOL KEY	
SYMBOL	DESCRIPTION
[Symbol]	SINGLE FACE EXIT LIGHT TYPICAL AT SEVEN (7) LOCATIONS - (SEE PLAN)
[Symbol]	GLASS ABC FIRE EXTINGUISHER TYPICAL AT TWO (2) LOCATIONS - (SEE PLAN)
[100]	DOOR KEY (SEE SCHEDULE ON SHEET A3.2)
[AA]	WINDOW KEY (SEE SCHEDULE ON SHEET A3.2)



2 UPPER FLOOR PLAN
Scale: 1/8" = 1'-0"

MINIMUM R-VALUE TABLE	
R VALUE	MATERIAL
10.0	FOUNDATION WALL INSULATION = (2" RIGID)
21.0 + CL 8.0	WALL INSULATION (SEE BUILDING SECTIONS)
33.0	ROOF INSULATION (SEE BUILDING SECTIONS)

BRICKWORK

PROJECT DATE:

FOR:



BRICKWORK
Brickwork | Construction Materials | Insulation
100% Recycled Content. No Lead. No Mercury. No Hexavalent Chromium. No Formaldehyde. No VOCs.

PROJECT NO: A3-1
FOR APPROVAL

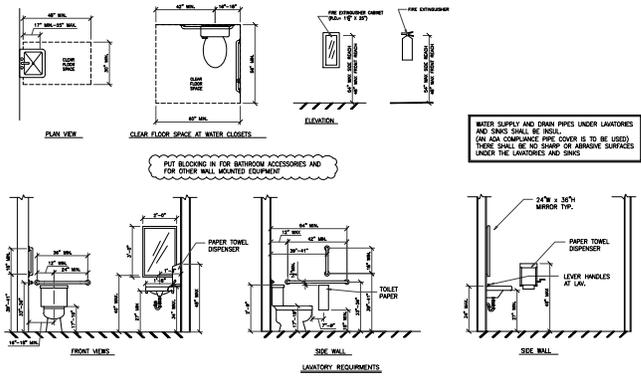
Owner: Queen of the Apostles School
210 Williams Street
Farmingdale, NY 11735

DATE: 08/20/2020
BY: David Mayer
REV: 08/20/2020
APP: Juel Dismantle

PROJECT NUMBER:
SHEET NUMBER:
A3.1

ROOM FINISH SCHEDULE										
ROOM #	NAME	FLOOR	FINISHES						CLG. HT.	REMARKS
			BASE	NORTH	SOUTH	EAST	WEST	CEILING		
100	EXISTING HALLWAY									NO WORK / CHANGES
101	EXIST. MED. RM.									NO WORK / CHANGES
102	EXISTING CLASSROOM	F1	B1	W1	W1	W1	W1			CEILING REPAIR AS NEEDED
103	NEW HALLWAY	F1	B1	W1	W1	W1	W1	C1	8'-10"	
104	NEW UNSEX RESTROOM	F2	B2	W2	W2	W2	W2	C2	8'-10"	
105	NEW UNSEX RESTROOM	F2	B2	W2	W2	W2	W2	C2	8'-10"	
106	CLASSROOM	F1	B1	W1	W1	W1	W1	C1	8'-10"	
107	HALLWAY	F1	B1	W1	W1	W1	W1	C1	8'-10"	
108	CLASSROOM	F1	B1	W1	W1	W1	W1	C1	8'-10"	
200	EXISTING ENTRY									NO WORK / CHANGES
201	EXISTING HALLWAY									NO WORK / CHANGES
202	EXISTING OFFICE									NO WORK / CHANGES
203	EXIST. OPEN OFFICE AREA									
204	NEW UNSEX RESTROOM	F2	B2	W2	W2	W2	W2	C2	8'-10"	
205	EXIST. UNSEX RESTROOM									NO WORK / CHANGES
206	EXIST. OPEN OFFICE AREA									NO WORK / CHANGES
207	STCK ROOM	F1	B1	W1	W1	W1	W1	C1	8'-10"	
208	OFFICE	F1	B1	W1	W1	W1	W1	C1	8'-10"	
209	HALLWAY	F1	B1	W1	W1	W1	W1	C1	8'-10"	
210	OFFICE	F1	B1	W1	W1	W1	W1	C1	8'-10"	
211	OFFICE	F1	B1	W1	W1	W1	W1	C1	8'-10"	
212	BRKAC ROOM	F1	B1	W1	W1	W1	W1	C1	8'-10"	
213	HALLWAY	F1	B1	W1	W1	W1	W1	C1	8'-10"	
214	OFFICE	F1	B1	W1	W1	W1	W1	C1	8'-10"	
215	OFFICE	F1	B1	W1	W1	W1	W1	C1	8'-10"	

FINISH SCHEDULE LEGEND
 F1 2B CC COMMERCIAL SPACE CARPETTING
 F2 2B CC COMM. TILE
 B1 4" VINYL BASE
 B2 4" VINYL COMM. TILE BASE
 W1 FINISHED 1/2" OSBUM BOARD WALLS WITH ONE (1) PRIME COAT & TWO (2) FINISH COATS PAINT
 W2 FINISHED 1/2" OSBUM BOARD WALLS WITH ONE (1) PRIME COAT & TWO (2) FINISH COATS PAINT
 C1 2B HEMLOCK LAM. HOLLOW 1/4" THK. CEILING TILES (SEE SHEET A)
 C2 2B VINYL COVERED 1/4" THK. CEILING TILES (SEE SHEET A)



WINDOW SCHEDULE										
NO.	SIZE	COL. SIZE	ROOF OVERHANG	DESCRIPTION	FRAME TYPE	GLASS TYPE	INS. REQ. (IN)	SH. TYPE	REMARKS	
88	8	6/0 x 3/8	48" x 48"	FIXED LITE WINDOW	ALUMINUM FINISHED STONEPOW	1" INSULATED	7'-2" A.F.V.	SOLID SURFACE	EXISTING WINDOWS RELOCATED TO NEW WALL	
89	1	6/0 x 3/8	48" x 48"	FIXED LITE WINDOW	HOLLOW METAL FINISHED	CLEAR TEMPERED	7'-2" A.F.V.	NONE	NEW WINDOW WINDOW	

WALK DOOR SCHEDULE																			
DOOR #	DOOR OPENING	CALL SIZE	DOOR INFORMATION						FRAME	HANGING SPEC.				MISC.					
			WTL.	HGHT.	THICKNESS	MATL.	GLASS	SWING		FINISH/COLOR	REMARKS	WTL.	HGHT.		TYPE	FINISH			
101	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	LH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	101
102	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	RH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	102
104	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	LH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	104
105	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	RH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	105
106	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	LH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	106
107	48" x 84"	3/0	7/8	1 1/2"	DOOR AL.	N/A	N/A	FULL GLASS	RH	EXISTING	EXISTING PUSH / PULL HANGING	N/A	N/A	DR	PRIVACY	DRY	EXISTING	DOOR CLOSER / HINGED / W/ / SWEEP	107
108A	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	LH	T.A.D.	NH	14	20 MIN.	LEADER	PRIVACY	BALL BRG.	T.A.D.	DOOR CLOSER	108A
108B	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	20 MIN.	BLANK	DOUBLE	T.A.D.	NH	14	N/A	LEADER	STOREROOM	BALL BRG.	T.A.D.		108B
204	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	BLANK	RH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.	LEADER VIEW AT BOTTOM	204
207	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	RH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		207
208	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	RH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		208
210	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	LH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		210
211	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	RH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		211
213A	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	RH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		213A
213B	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	LH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		213B
214	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	LH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		214
215	48" x 84"	3/0	7/8	1 1/2"	S.C. ON	N/A	N/A	FULL GLASS	LH	T.A.D.	NH	14	N/A	LEADER	PRIVACY	BALL BRG.	T.A.D.		215

DOOR SCHEDULE LEGEND
 SC SOLID CORE
 NH HOLLOW METAL
 AL ALUMINUM EXTERIOR/INTERIOR
 DR DOUBLE
 LH LEFT HAND
 RH RIGHT HAND
 W/ POWERED BESENER STRIP

NOTE: ALL HOLLOW METAL DOOR FRAMES ARE TO BE FINISH PAINTED ON SITE WITH OWNER SELECTED PAINT COLOR

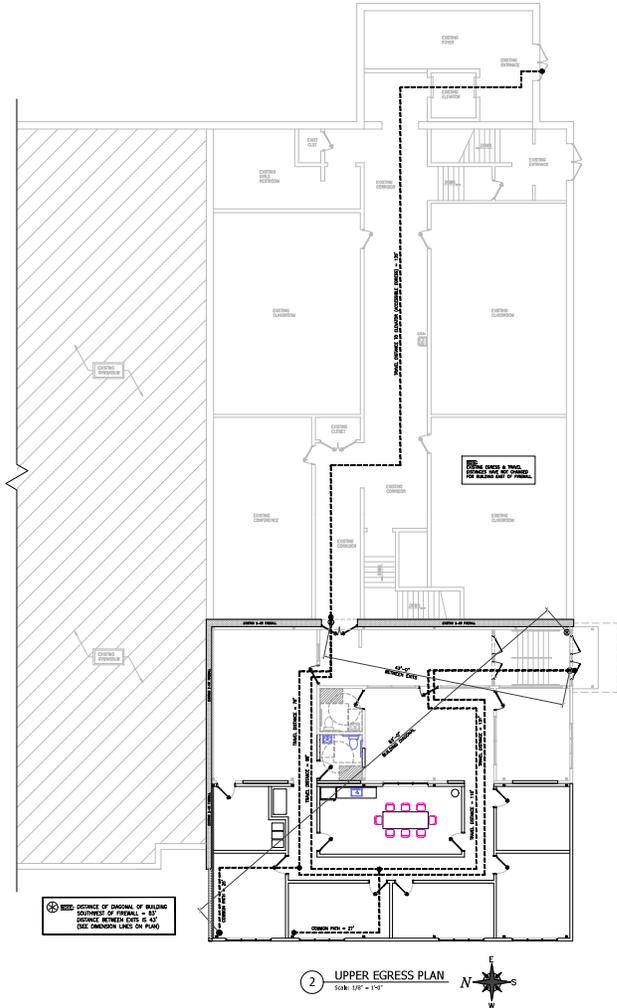
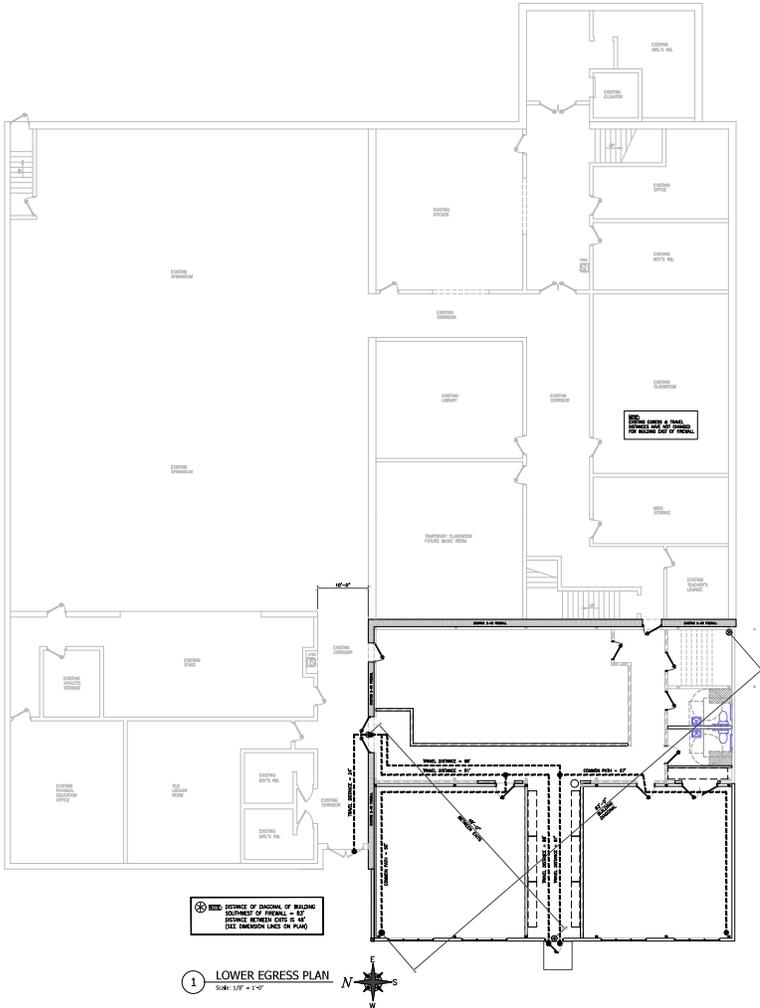
PROJECT DATE: _____

REVISIONS:

FOR: _____

BRICK MASON
 Brick Mason Construction, Inc.
 210 W. Monroe Street
 Funch, VA 54680

PREPARED BY: _____
 CHECKED BY: _____
 DATE: _____
 SCALE: _____
A3.2



BUREAU OF FIRE PREVENTION
PLANT SAFETY

FOR APPROVAL

FOR

BRICKWORK
BRICKWORK CONSULTANTS ARCHITECTS & ENGINEERS
1000 COMMONWEALTH AVENUE, SUITE 100
FALLS CHURCH, VA 22033

PROJECT: CO-315
FOR APPROVAL

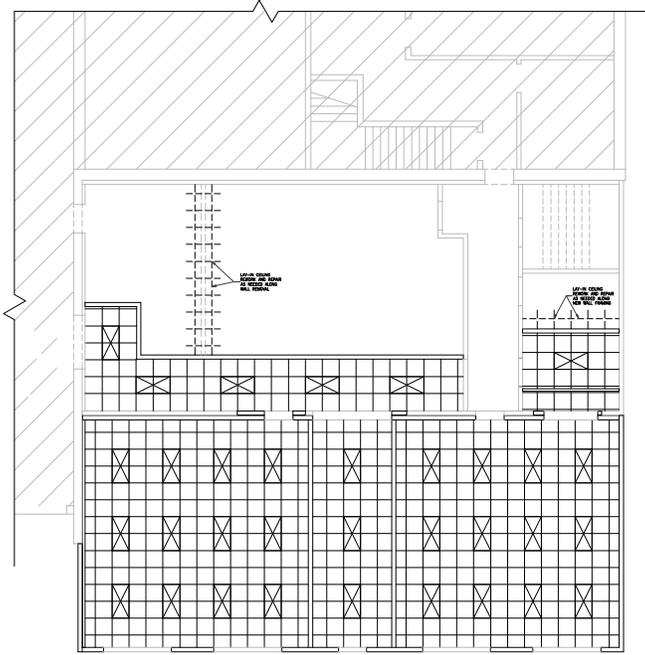
Queen of the Apostles School
210 Williams Street
Trenton, NJ 08602

DATE: 08/20/2020
BY: David M. Taylor
TITLE: ARCHITECT

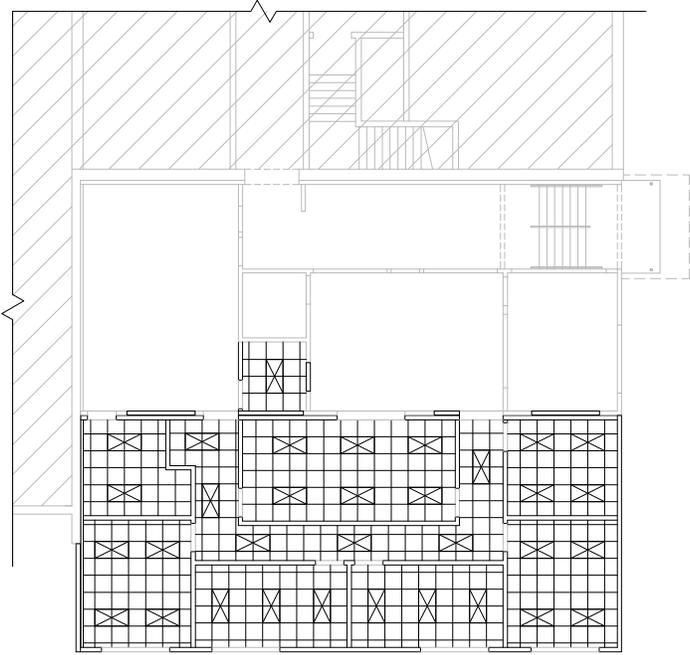
DATE: 08/20/2020
BY: Jeff D. Quinlan
TITLE: ARCHITECT

PROJECT: CO-315
FOR APPROVAL

A3.3



1 REFLECTIVE CEILING PLAN (LOWER) Scale: 3/16" = 1'-0" N



2 REFLECTIVE CEILING PLAN (UPPER) Scale: 3/16" = 1'-0" N

PROJECT DATE:

REVISED:

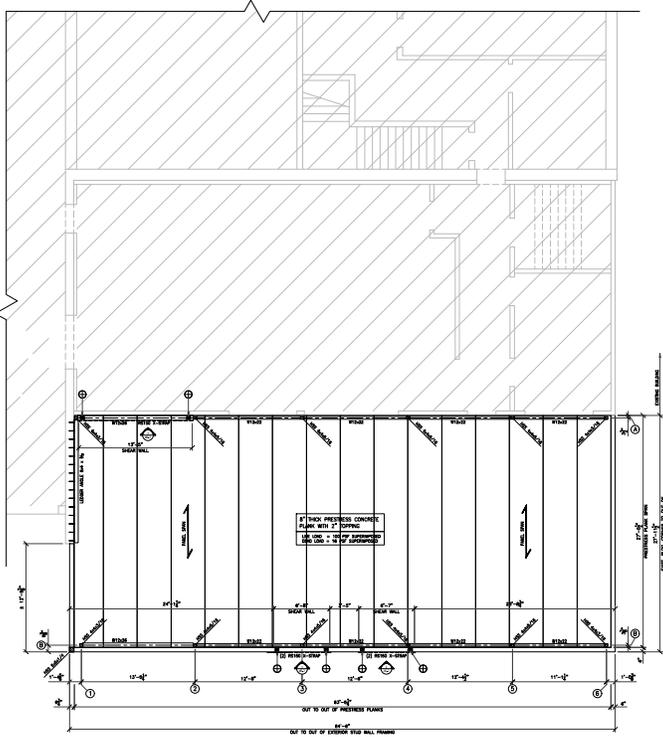
FOR:

FOR USE FOR APPROVAL

Queen of the Apostles School
210 Wilkes Street
Tunali, VA 24680

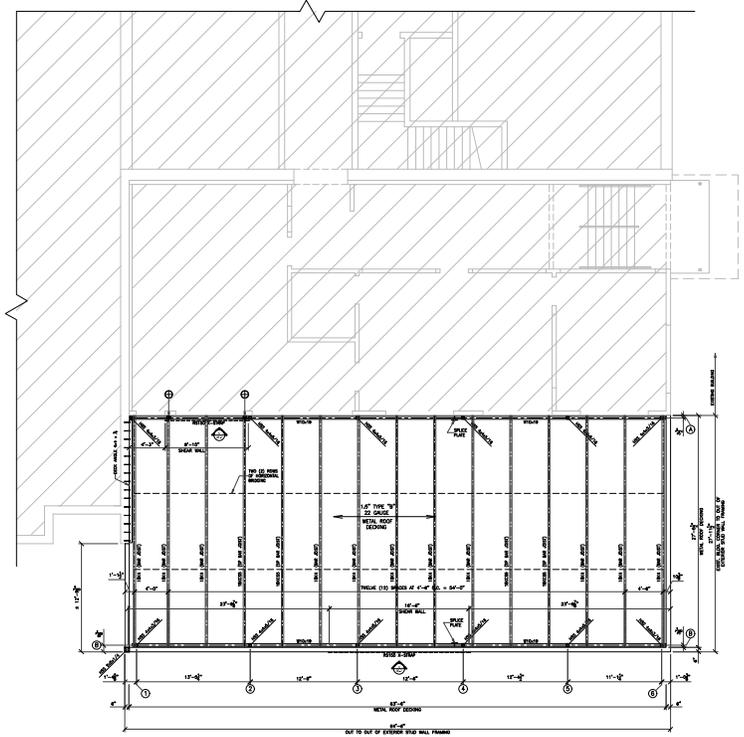
DATE: 08/20/2020
BY: David Mayer
APP: 08/20/2020
BY: Joel Dismore

PROJECT NUMBER:
Drawing Name:
SHEET NUMBER:
A4



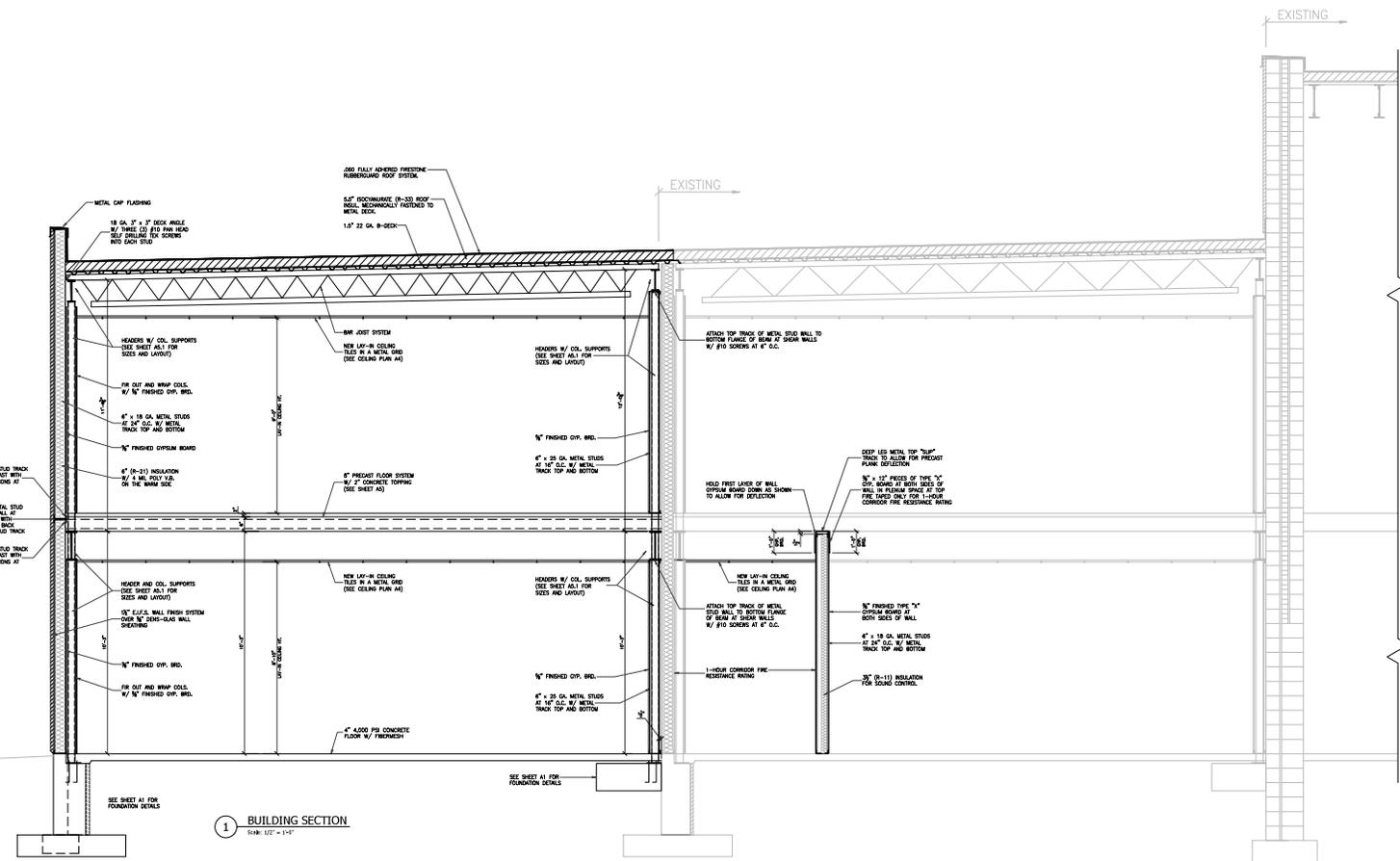
1 PRESTRESS CONCRETE PLAN
Scale: 3/16" = 1'-0"

HOLD DOWN NOTE:
 (H) COMPAN BR/ND/KA HOLD DOWN W/ ONE (1) 3/8" x 14" LONG AISI 316 THREADED ROD INTO CONCRETE WITH 5" PROJECTION ABOVE CONCRETE (IF EMBEDMENT) FASTEN TO DOUBLE 4" x 18 GA. METAL STUDS W/ SIX (6) #14 SELF DRILLING SCREWS TYPICAL AT EIGHT (8) LOCATIONS (SEE PRESTRESS CONCRETE PLAN FOR LOCATIONS AND DETAIL 6 ON SHEET A5.2 FOR SPECIFICATIONS)



2 ROOF STRUCTURAL PLAN
Scale: 3/16" = 1'-0"

BUREAU
PROJECT DATE:
REVISIONS:
FOR:
 BRICK MASON Bricklayers Masons Plasterers Blocklayers <small>1000 West 10th Street, Norfolk, VA 23510</small>
PREPARED BY: FOR APPROVAL: Queen of the Apostles School 210 Williams Street Norfolk, VA 23500
DATE: 08/20/2020 BY: David Mayer TITLE: ARCHITECT FIRM: Juelz Architects
PROJECT: QUEEN OF THE APOSTLES SHEET NUMBER: A5.1



1 BUILDING SECTION
Scale: 1/2" = 1'-0"

BUREAU
PROJECT DATE:
REVISED:
FOR:
PREPARED BY: FOR APPROVAL: Queen of the Apostles School 210 Williams Street Tunks, VA 54660
DATE: 05/20/20 BY: David Mayer TITLE: ARCHITECT FIRM: J&J CONSULTANTS
PROJECT NUMBER: BUILDING NUMBER: SHEET NUMBER: A7

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Site Plan for 315 W Monroe

Summary and Background Information:

Site Plan Application was completed with all submission requirements. 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 site plan for 315 W Monroe St.

Zoning Administrator

Date

Committee: Planning Commission
Meeting Date(s): 2 April, 2026

Certificate of Appropriateness

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

Address of Property:

907 Kilbourn Ave

Property Owner Name:

Area Community Theatre

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

Same

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

608-374-7469

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.)

Replace existing Manual Sign Board with Electronic Sign Board

Certificate of Appropriateness

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

Please submit the following information:

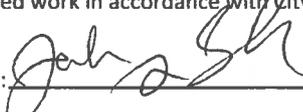
- One historical (if available) and one modern photograph of building
- Eight (8) copies of plans of proposed work, including color and/or material samples if appropriate.
- A completed downtown design standards checklist

Estimated total cost/budget for proposed project:

6000.00

Do you have any questions or concerns?

I understand the criteria for this application, approval and reviews by the Plan Commission 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: 

Date: 3-11-2026

Property Owner / Applicant

FOR OFFICE USE ONLY

Received By: _____

Date of Meeting: _____

Approved or Denied?: _____

Conditions of Approval

or Reasons for Denial: _____

Page 2 of 2



La Crosse Sign Group
lacrossesign.com

1450 Oak Forest Drive Onalaska, WI 54650 608-781-1450
2242 Mustang Way Madison, WI 53718 608-222-5353
2502 Melby Street Eau Claire, WI 54703 715-835-6189

This artwork is copyright La Crosse Sign Group and may not otherwise be used without permission. It is the property of La Crosse Sign Group and must be returned to them upon request.

Client

Tomah Area Community Theater
907 Kilbourn Ave.
Tomah, WI 54660

Project

A - Wall Sign w/RGB EMC

Consultant

James Fuchsel

Design Art

Chris Clark

Monument Sign Specifications

- 24"x147" Aluminum Cabinet
- Routed Aluminum Face
- Push-Thru Flush Acrylic
- Flat Cut 3M Opaque Vinyl
- Mount Flush Exterior Brick
- LED Lighting
- RGB EMC GT6x 6mm 180x600

Area

- 75.5 sqft

Color Key

- 1 Black
- 2 White
- 3
- 4
- 5

Job Number

132604

Creation Date

3-18-2026

Revision Date

Revision Number

File Path

Documents\T\TOMAH AREA COMMUNITY THEATER
\TOMAH\132604-Digital Marquee Sign\Design

Approved by: _____ Date: _____ Landlord: _____ Date: _____

Design Artwork not for Production

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.

*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Certificate of appropriateness for sign replacement at 907 Kilbourne, Tomah Area Community Theatre

Summary and Background Information:

This COP is an application for a “Major Project” as defined in the Downtown Design Standards, where the applicant is asking for approval of said certificate for the replacement of an existing manual message board sign with an electronic message board sign.

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 Certificate of Appropriateness.”

Administrator

Date

Charles Handy

3-21-2026

Department Director

Date

Committee: Planning Commission

Meeting Date(s): 2 April, 2026

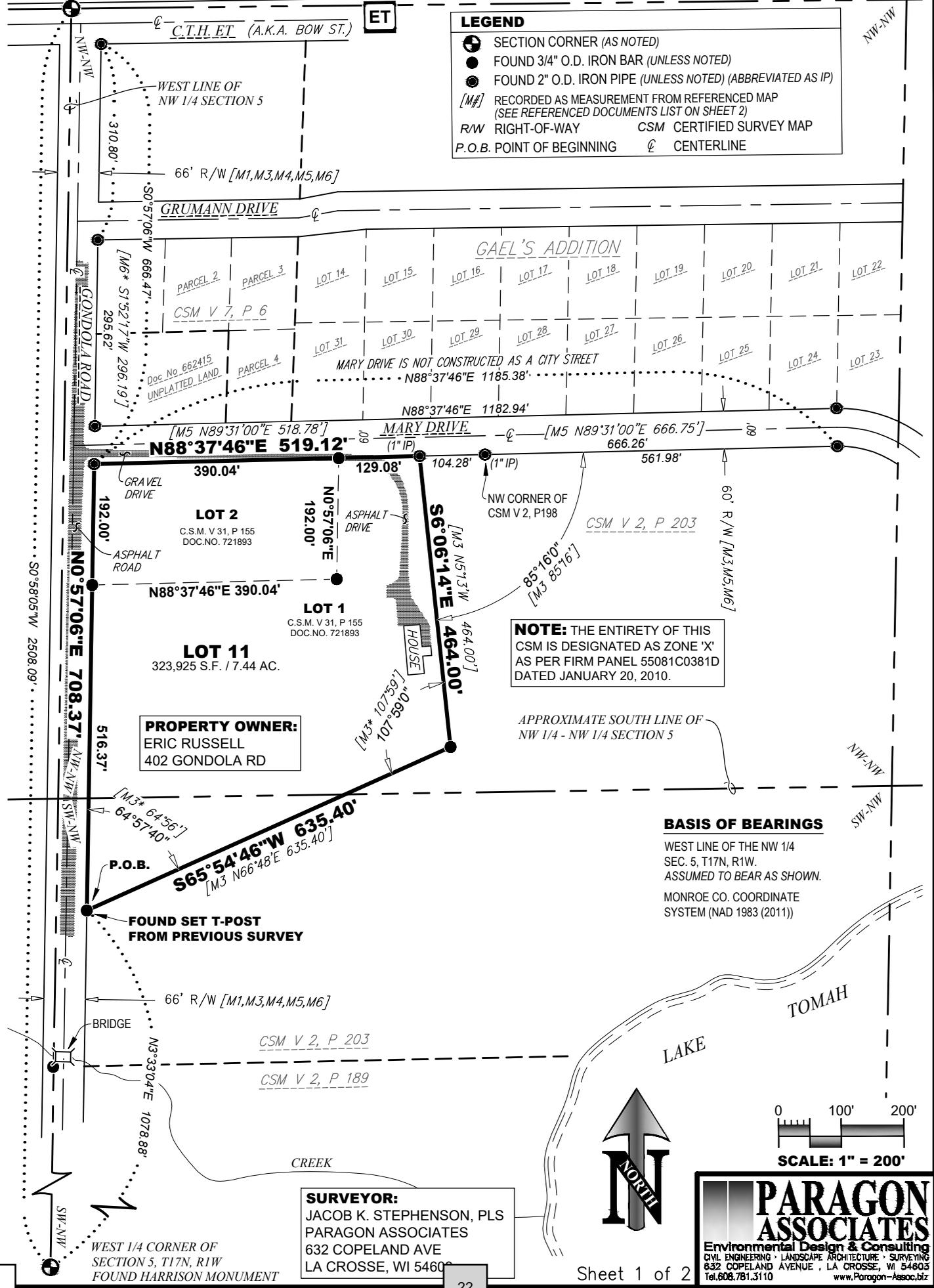
CERTIFIED SURVEY MAP No. _____

ALL OF LOT 1 AND LOT 2 OF CSM V 31, P 155, DOC. NO. 721893, LOCATED IN PART OF THE NW 1/4 OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NW 1/4 OF SECTION 5, TOWNSHIP 17 NORTH, RANGE 1 WEST, CITY OF TOMAH, MONROE COUNTY, WISCONSIN.

NOTE: PURPOSE OF THIS C.S.M. IS TO COMBINE LOT 1 AND LOT 2 INTO ONE LOT.

NORTHWEST CORNER OF SECTION 5, T17N, R1W FOUND 1-1/4" IRON BAR

LEGEND	
	SECTION CORNER (AS NOTED)
	FOUND 3/4" O.D. IRON BAR (UNLESS NOTED)
	FOUND 2" O.D. IRON PIPE (UNLESS NOTED) (ABBREVIATED AS IP)
[M#]	RECORDED AS MEASUREMENT FROM REFERENCED MAP (SEE REFERENCED DOCUMENTS LIST ON SHEET 2)
R/W	RIGHT-OF-WAY
CSM	CERTIFIED SURVEY MAP
P.O.B.	POINT OF BEGINNING
℄	CENTERLINE



LOT 2
C.S.M. V 31, P 155
DOC. NO. 721893

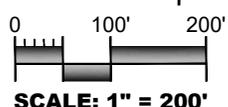
LOT 1
C.S.M. V 31, P 155
DOC. NO. 721893

LOT 11
323,925 S.F. / 7.44 AC.

PROPERTY OWNER:
ERIC RUSSELL
402 GONDOLA RD

NOTE: THE ENTIRETY OF THIS CSM IS DESIGNATED AS ZONE 'X' AS PER FIRM PANEL 55081C0381D DATED JANUARY 20, 2010.

BASIS OF BEARINGS
WEST LINE OF THE NW 1/4 SEC. 5, T17N, R1W.
ASSUMED TO BEAR AS SHOWN.
MONROE CO. COORDINATE SYSTEM (NAD 1983 (2011))



SURVEYOR:
JACOB K. STEPHENSON, PLS
PARAGON ASSOCIATES
632 COPELAND AVE
LA CROSSE, WI 54601

PARAGON ASSOCIATES
Environmental Design & Consulting
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • SURVEYING
632 COPELAND AVENUE • LA CROSSE, WI 54603
Tel. 608.781.3110 www.Paragon-Assoc.biz

CERTIFIED SURVEY MAP No. _____

ALL OF LOT 1 AND LOT 2 OF CSM V 31, P 155, DOC. NO. 721893, LOCATED IN PART OF THE NW 1/4 OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NW 1/4 OF SECTION 5, TOWNSHIP 17 NORTH, RANGE 1 WEST, CITY OF TOMAH, MONROE COUNTY, WISCONSIN.

LEGAL DESCRIPTION

ALL OF LOT 1 AND LOT 2 OF CSM V 31, P 155, DOC. NO. 721893, LOCATED IN PART OF THE NW 1/4 OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NW 1/4 OF SECTION 5, T17N, R1W, CITY OF TOMAH, MONROE COUNTY, WISCONSIN.

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 5;

THENCE S0°58'05"W, ALONG THE WEST LINE OF SAID NW 1/4, 2508.09 FEET TO THE WEST 1/4 CORNER OF SAID SECTION;

THENCE N3°33'04"E 1078.88 FEET TO THE EAST RIGHT-OF-WAY OF GONDOLA ROAD, A NORTHWESTERN CORNER OF CERTIFIED SURVEY MAP VOLUME 31, PAGE 155 AND THE POINT OF BEGINNING;

THENCE N0°57'06"E, ALONG SAID EAST RIGHT-OF-WAY, 708.37 FEET TO THE INTERSECTION OF SAID EASTERN RIGHT-OF-WAY WITH THE SOUTHERN RIGHT-OF-WAY OF MARY DRIVE;

THENCE N88°37'46"E, ALONG SAID SOUTH RIGHT-OF-WAY, 519.12 FEET TO THE NORTHEAST CORNER OF CERTIFIED SURVEY MAP VOLUME 31, PAGE 155;

THENCE S6°06'14"E, ALONG THE EAST LINE OF SAID CERTIFIED SURVEY MAP VOLUME 31, PAGE 155, 464.00 FEET TO THE SOUTHWESTERLY CORNER THEREOF;

THENCE S65°54'46"W, ALONG THE SOUTH LINE OF SAID CERTIFIED SURVEY MAP VOLUME 31, PAGE 155, 635.40 FEET TO THE POINT OF BEGINNING.

ABOVE DESCRIBED LANDS CONTAIN 323,925 SQUARE FEET, OR 7.44 ACRES

ABOVE DESCRIBED LANDS ARE SUBJECT TO ALL COVENANTS, RESTRICTIONS AND EASEMENTS, IMPLIED OR RECORDED.

SURVEYOR'S CERTIFICATE

I, JACOB K. STEPHENSON, PROFESSIONAL LAND SURVEYOR # 3076, HEREBY CERTIFY THAT:

I HAVE SURVEYED AND MAPPED THE DESCRIBED PARCEL AT THE DIRECTION OF ERIC RUSSELL,

THE ATTACHED SURVEY MAP IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF,

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES,

THAT I HAVE FULLY COMPLIED WITH ALL PERTINENT ORDINANCE AND REGULATIONS OF THE CITY OF TOMAH AND MONROE COUNTY IN SURVEYING, DIVIDING AND MAPPING THE ABOVE DESCRIBED PARCEL.

JACOB K. STEPHENSON PLS # 3076 DATE _____
PARAGON ASSOCIATES

OWNER'S CERTIFICATE

I, ERIC RUSSELL, AS OWNER, DO HEREBY CERTIFY THAT I HAVE CAUSED THE ABOVE DESCRIBED LAND TO BE SURVEYED, DIVIDED, AND MAPPED AS SHOWN HEREON.

_____, SIGNED THIS _____ DAY OF _____, 20____.
ERIC RUSSELL

NOTARY: (STATE OF WISCONSIN)
(MONROE COUNTY) §

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____,
THE ABOVE NAMED ERIC RUSSELL TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

_____, NOTARY PUBLIC, _____, WISCONSIN.

MY COMMISSION EXPIRES: _____.

APPROVAL OF THE CITY OF TOMAH PLANNING COMMISSION

THIS CERTIFIED SURVEY MAP IS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF TOMAH THIS _____ DAY OF _____, 20____.

_____, SIGNED _____ PRINTED
CHAIRMAN

REFERENCED DOCUMENTS

M#	DATE	TYPE	DESCRIPTION	DOCUMENT ID
[M1]	1974	CSM	BY D. MARTEN	V 2, P 189 / Doc. No. 315043
[M3]	1975	CSM	BY W. BANDOW	V 2, P 203 / Doc. No. 320835
[M4]	1975	CSM	BY D. MARTEN	V 2, P 291 / Doc. No. 321853
[M5]	1984	SUBDIVISION PLAT	GAEL'S ADDITION	Doc. No. 370463
[M6]	1988	CSM	BY R. PARISH	V 7, P 6 / Doc. No. 391775

NOTE: [#*] ON MAP INDICATES A MEASUREMENT CALCULATED FROM THE RECORD DOCUMENT.



STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Certified Survey Map , Eric Russell 402 Gondola Rd

Summary and Background Information:

This CSM has been reviewed by Zoning staff per the City's subdivision ordinance. We expect review by County Surveyor.

Recommendation From: Zoning Administrator

Minutes Attached:

Yes No

Budget Account: Not applicable.

Fiscal Impact: Not applicable.

Staff Responsible for implementation: Zoning staff, County Surveyor.

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 Certified Survey Map for Eric Russell at 402 Gondola Rd., Tomah"

Administrator

Date

Charles Handy

3-23-2026

Department Director

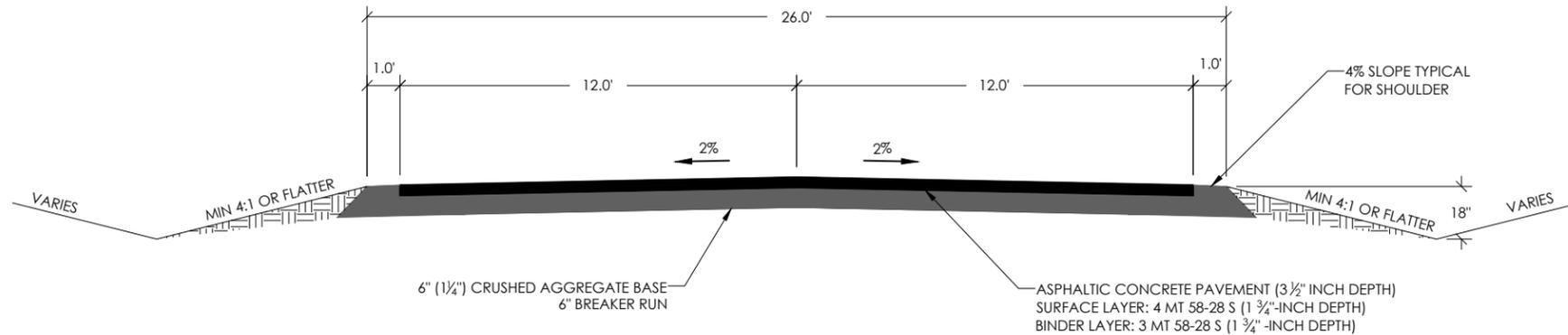
Date

Committee:

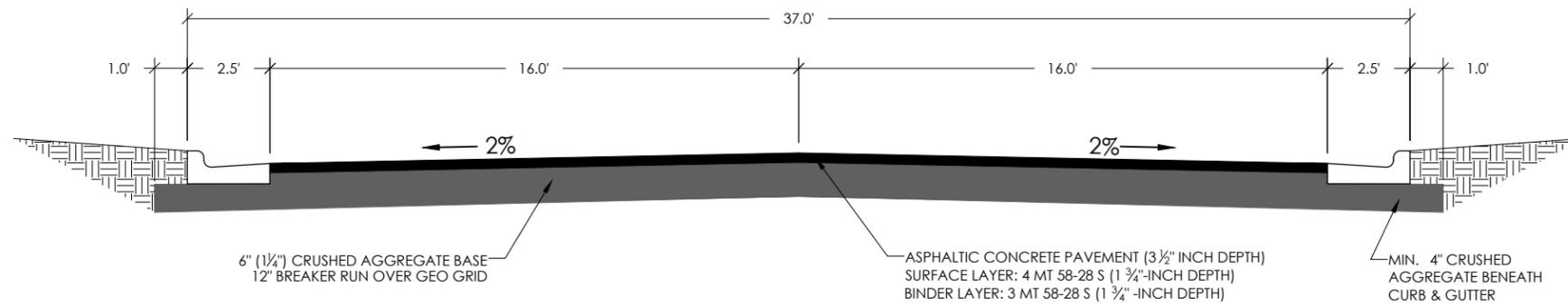
Planning Commission

Meeting Date(s):

2 April, 2026



TYPICAL 2% PRIVATE DRIVEWAY SECTION



TYPICAL URBAN STREET SECTION

R:\GERKE\Q2\2025\Q2 BJ Rice\CDT.dwg

PROJECT:	ADDRESS:	SHEET NAME:	REVISION:	PROJECT NO:	CENTRAL STATE TESTING & ENGINEERING, LLC	SHEET
5. PROPOSED PUD BJ RICE	TOMAH, WI	PROPOSED ROAD 25 IONS	REVISIONS NO. BY DATE	Q2	15341 STATE HWY 131 - Tomah, WI 54660 608-372-4203 (Office) - www.centralstatellc.com	C200

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PLOT DATE: 3/25/26
PLOT BY: SSR



SITE DEVELOPMENT DATA:
 PARCEL NUMBER 286-02608-0000
 OWNER
 CITY OF TOMAH
 819 SUPERIOR AVE
 TOMAH, WI 54660

PROPOSED BUILDING AREA = 14,700 SF
 GARAGE AREA = 4,608 SF
 ASPHALT PAVEMENT = 15,647 SF
TOTAL PRO IMPERVIOUS = 34,955 SF < 1 ACRE

SHEET KEYNOTES
 1. ALL EXISTING UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE AND SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION.

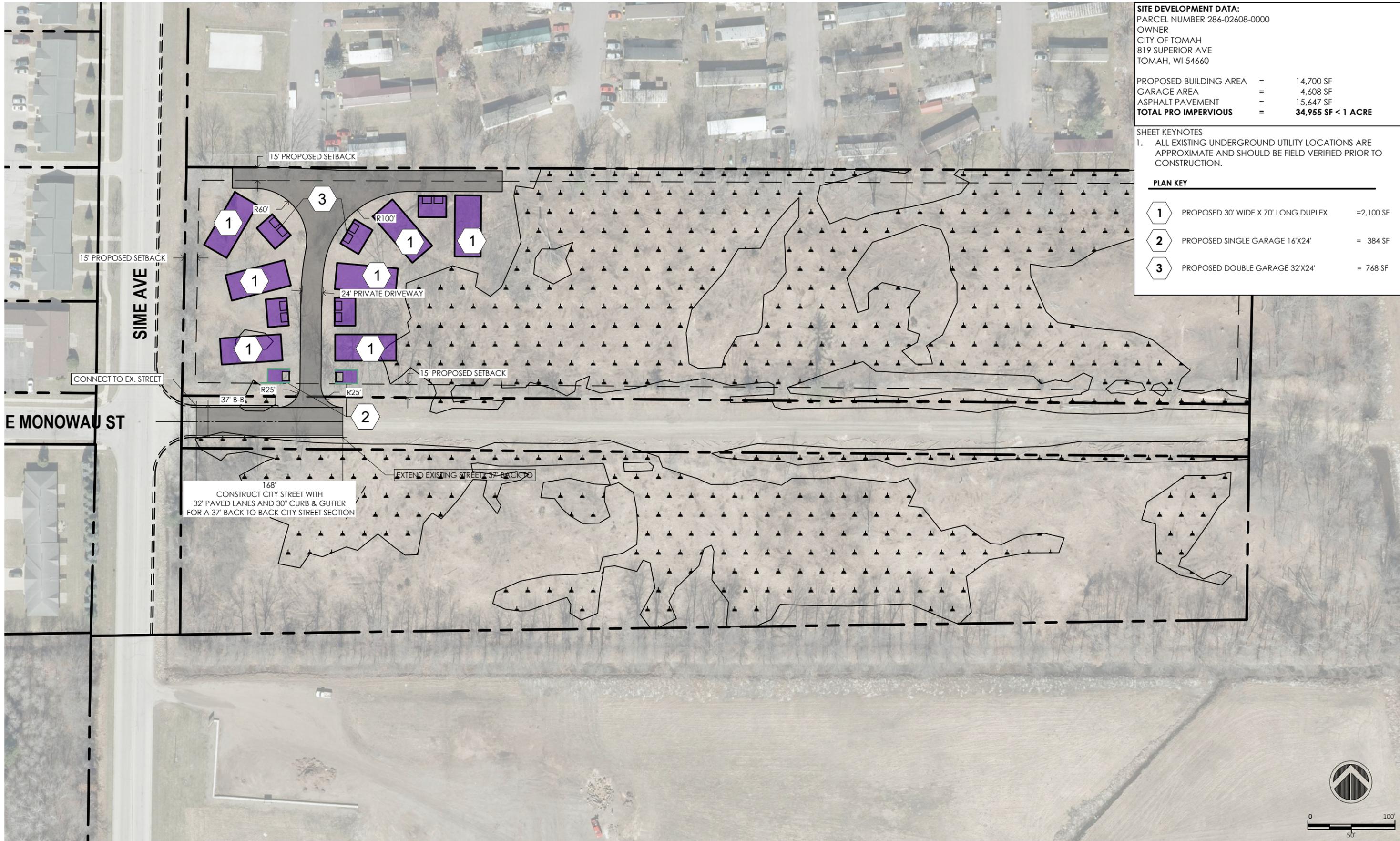
PLAN KEY

1	PROPOSED 30' WIDE X 70' LONG DUPLEX	=2,100 SF
2	PROPOSED SINGLE GARAGE 16'X24'	= 384 SF
3	PROPOSED DOUBLE GARAGE 32'X24'	= 768 SF

FILE: \\gdrive\02\2025\Q2 BJ Rice\CAD\Bases1.dwg

PROJECT:	ADDRESS:	SHEET NAME:	REVISION:	PROJECT NO:	CENTRAL STATE TESTING & ENGINEERING, LLC	SHEET
5. PROPOSED PUD BJ RICE	TOMAH, WI	PROPOSED SITE PL 26	REVISIONS NO. BY DATE	Q2	15341 STATE HWY 131 - Tomah, WI 54660 608-372-4203 (Office) - www.centralstatelc.com	C100

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 PLOT DATE: 3/17/26
 PLOT BY: SSR



I:\projects\022025\02 BJ Rice\CAD\Bases1.dwg

PROJECT:	ADDRESS:	SHEET NAME:	REVISION:	PROJECT NO:	CENTRAL STATE TESTING & ENGINEERING, LLC	SHEET
5. PROPOSED PUD BJ RICE	TOMAH, WI	PROPOSED SITE PL 27	REVISIONS NO. BY DATE	Q2	15341 STATE HWY 131 - Tomah, WI 54660 608-372-4203 (Office) - www.centralstatelc.com	C100

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 PLOT DATE: 3/25/26
 PLOT BY: SSR

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Amended Site Plan for Monowau and Sime

Summary and Background Information:

Site Plan Application was completed with all submission requirements. This submittal requires a rezoning to either R-3 or PUD district. This site plan review will also serve as the PUD Pre-application process. The plan shows building setbacks, public street and private driveway specifications and other necessary public works details. This site plan is ready for approval. This project is not in the floodplain. It is proposing to mitigate less than 10,000 Sq. Ft. of wetlands. The developer is acting as a representative of the landowner, City of Tomah.

Minutes Attached:

Yes No

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

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

Zoning/Rezoning Issues: to be addressed in the near future.

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 site plan for Monowau and Sime.

Zoning Administrator

Date

Committee: Planning Commission
Meeting Date(s): 2 April, 2026



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.

Property Address: NA	Parcel Number: 286-0208-0000
--------------------------------	--

Applicant: Brian Rice	Mailing Address: 113 East Andrew Street	City, State, Zip: Tomah WI 54660
Phone Number: 608 343 9568	Email: bjriceent@gmail.com	Primary Contact

Business: Owner/Contact:	Mailing Address:	City, State, Zip:
Phone Number:	Email:	Primary Contact

Property Owner:	Mailing Address:	City, State, Zip:
Phone Number:	Email:	Primary Contact

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.

Signature of Applicant: 	Date: 3/26/2026
Signature of Property Owner:	Date:

OFFICE USE ONLY:	Date Received:	Application Received by:
Zoning District:		

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

GEC Month;y Permit Report March 2026

Permit Number	Permit Issued	Building Address	Est Bldg Cost	Census Code
26-0011-41-286	3/1/2026	618 Farmer Ave	3000	131 - Electrical Only
26-0012-41-286	3/1/2026	1902 Superior Ave	13580	122 - Furnaces and/or
26-0014-41-286	3/1/2026	220 W Veterans St.	2900	131 - Electrical Only
26-0015-41-286	3/1/2026	900 Charles Drive	2300	131 - Electrical Only
26-0017-41-286	3/1/2026	210 View Street	3029	131 - Electrical Only
26-0018-41-286	2/26/2026	625 East Clifton Street	3000	130 - Plumbing Only
26-0019-41-286	3/3/2026	327 Green Acres Ave	130000	101 - Single Family Ho
26-0020-41-286	3/5/2026	1320 Stoughton Ave	70000	434 - Residential Addit
26-0021-41-286	3/17/2026	319 W. Juneau Street	4200	131 - Electrical Only
26-0022-41-286	3/19/2026	315 DAWNEE ST	10050	120 - Decks and Porch
26-0023-41-286	3/23/2026	312 Superior Ave	10000	131 - Electrical Only
26-0024-41-286	3/23/2026	115 W La Crosse St	46748	131 - Electrical Only
26-0025-41-286	3/23/2026	311 Plastic Ave	3000	131 - Electrical Only
26-0026-41-286	3/23/2026	2001 Haven Drive	89450	328 - Other non-reside
				March Fees
				YTD
				2026 Budget

Fee Total	
\$	171.00
\$	287.00
\$	171.00
\$	171.00
\$	171.00
\$	303.00
\$	1,194.00
\$	715.00
\$	171.00
\$	193.00
\$	220.00
\$	495.00
\$	220.00
\$	165.00
\$	4,647.00
\$	10,714.00
\$	80,000.00



Zoning Monthly Report

March 2026

From Charlie Handy, Zoning Administrator

- Completed Plan Commission meeting, monthly reports, etc.
- Ordinance updates: City Council approved as recommended, begin administering these ordinance updates April 1st 2026.
- 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
- Assisting with update of Comprehensive Outdoor Recreation Plan
- Drafted TIF responses and potential developers' agreements for economic development projects
- Assisting with drafting 5-year City Strategic Plan

I - WorQs Monthly Permit Report, March

Permit #	Permit Date	Permit Type	Project Description
7082	3/25/2026	Excavating & Grading	site prep and fill
7081	3/23/2026	Fence	Replacing small white fence with v
7080	3/23/2026	Fence	6ft pine privacy fence, 2ft from lot
7079	3/23/2026	Shed Permit<150 sq	Shed
7078	3/18/2026	Fire Suppression Sys	pipe and sprinklers for office addit
7077	3/17/2026	Sign Permit	Moving (1) set of lit channel letters
7076	3/9/2026	Fence	0
7075	3/5/2026	Sign Permit	(1) double faced illuminated monu
7074	3/4/2026	Sign Permit	replace manual sign board to elec
7073	3/3/2026	Sign Permit	Refacing existing price sign
7072	3/2/2026	Sign Permit	Wall Sign, Blade Sign, and Windo

2026

Parcel Address	Total Fees
Sime and Monowau	waived
1803 SUPERIOR AVENUE	35
615 MUBARAK ST	35
315 MC ADAMS DRIVE	27
1620 TOWNLINE ROAD	350
201 HELEN WALTON DRIV	70
308 ANN STREET	35
1620 TOWNLINE ROAD	70
901 KILBOURN AVENUE	70
907 E MC COY BOULEVAR	70
1103 SUPERIOR AVENUE	70
March Permit Fees	832
YTD	2315
Annual Budget	4200