



AGENDA FOR PLANNING COMMISSION MEETING NOTICE

A Planning Commission meeting will be held on **Thursday, April 25, 2024 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

APPROVAL OF MEETING MINUTES

[March 2024 Meeting Minutes](#)

PUBLIC HEARING

1. [Request from Vicki Allen-Wedl to rezone the property located at 210 McLean Ave., from B-Business District to R3-Multifamily Residential District.](#)
2. Discussion and Recommendation related to the request from Vicki Allen-Wedl to rezone the property located at 210 McLean Ave from B-Business District to R3-Multifamily Residential District.

PUBLIC HEARING

1. [Public hearing, section 52-10 \(1\)\(a\)\(2\), to consider amendments to Use restrictions and performance standards.](#)
2. Discussion and Recommendation on Ordinance Amendment for Section 52-10 (1)(a)(2).

DISCUSSION ITEMS

1. [Discussion and Recommendation of Certificate of Appropriateness: 716 Superior Ave](#)
2. [Discussion and Recommendation of Certificate of Appropriateness: 309 Superior Ave](#)
3. [Discussion on Comprehensive Plan Draft #2](#)

FUTURE AGENDA ITEMS

FUTURE MEETING DATE: May 30, 2024

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 Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

AMENDED MINUTES FOR PLANNING COMMISSION

A Planning Commission was held on **Thursday, March 28, 2024 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 by Mike Murray.

ROLL CALL

Present: Bryan Meyer, Tina Thompson, Eric Prise, Mike Murray and John Glynn.

Absent: Travis Scholze and Brian Rice. Also present: Shane Rolff and Ben Rohr.

APPROVAL OF MEETING MINUTES

Motion by Prise, second by Thompson to approve the meeting minutes for February 2024. All ayes. Motion carried.

DISCUSSION ON COMPREHENSIVE PLAN DRAFT #1

Ben Rohr from Vandewalle and Associates gave an overview of the Comprehensive Plan Draft #1. The public's main focus on the survey was more affordable housing. Glynn had questions about the airport and the possibility of more hangers. Draft #2 will be discussed at April's meeting.

PUBLIC HEARING

Public Hearing, Section 52-34 (a)(3), to consider amendments to Conditional Uses for Residential districts.

Public hearing was opened at 6:09 PM. Rolff gave an overview the ordinance amendment. Public hearing was closed at 6:10 PM.

Discussion and Recommendation on Ordinance Amendment for Section 52-34 (a)(3), Residential districts.

Motion by Price, second by Glynn to approve the ordinance amendment as presented. All ayes. Motion carried.

CERTIFIED SURVEY MAP

Review/Approval of Certified Survey Map (CSM) for Terry Jackson, Description: Located in Lot 30 of Sunny Hills West, being part of the NE1/4-SE1/4, Section 31, T18N-R1W, City of Tomah, Monroe County, Wisconsin.

Motion by Meyer, second by Prise to approve the CSM as presented. All ayes. Motion carried.

Review/Approval of Certified Survey Map (CSM) for Terry Jackson, Description: Located in Lot 44 of Sunny Hills West, being part of the NE1/4-SE1/4, Section 31, T18N-R1W, City of Tomah, Monroe County, Wisconsin

Motion by Meyer, second by Thompson to approve the CSM as presented. All ayes. Motion carried.

DISCUSSION ITEMS

A. Certificate of Appropriateness: 716 Superior Ave

Rolff gave an overview of the construction of Library steps. Keller will match the materials as best they can.

B. Discussion on Due Process

Postponed until after the election.

C. Discussion on Ordinance 52-10 Accessory Structures

Rolff discussed the ordinance amendment for accessory structures. Will bring back for a public hearing.

FUTURE AGENDA ITEMS

-Public hearing on ordinance amendment 52-10

-Review of Downtown Design Standards

FUTURE MEETING DATE: April 25, 2024

ADJOURNMENT

Motion by Meyer, second by Thompson to adjourn the meeting at 6:29 PM.

Written and submitted by Casey Kinnear

CITY OF TOMAH PLAN COMMISSION
STAFF COMMITTEE PREPARATION REPORT
April 25th, 2024

Agenda Item: Request from Vicki Allen-Wedl to rezone the property located at 210 Mclean Ave., from B-Business District to R3-Multifamily Residential District.

Summary and background information: Applicant wishes to rezone the property located at 210 Mclean Ave. from B-Business District to R3-Multifamily Residential District. The property is currently undeveloped. The rezone is consistent with the City of Tomah Future Land Use Map. ** See attached maps for reference.

Sec. 52-34. - Residential districts.

(c) *R-3 multifamily residential district.*

(1) *Established.* The R-3 district is established to delineate certain areas of land, both developed and undeveloped, with peculiar characteristics, such as existing high-density dwelling units, proximity to commercial developments or proximity to major streets and because of a probable continued demand for such dwelling accommodations which are well-designed, pleasant places to live.

(2) *Principal uses.* Multifamily dwellings and all uses permitted in the R-1 and R-2 districts.

(3) *Conditional uses.* Public and quasi-public uses planned residential development, noncommercial meeting halls, nursing homes, home occupations, recreational uses and multifamily dwellings.

(4) *Lots, buildings, yards.* See schedule of regulations, [section 52-40](#).

Recommendation: Based on review of the application I recommend approval of the rezoning as it is consistent with the City of Tomah Comprehensive Plan Future Land Use map.

Shane Rolff

Zoning Administrator

4/2/24

Date



SHANE ROLFF
BUILDING AND ZONING
819 SUPERIOR AVE
TOMAH, WI 54660
608-374-7429

REZONING APPLICATION

ADDRESS OF REZONE REQUEST: 210 McLean Ave., Tomah, WI 54660

OWNER

NAME: Vicki L. Allen-Wedl

MAILING ADDRESS: 26652 County Highway CA, Tomah, WI 54660

PHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIPTION OF THE SUBJECT SITE

LEGAL DESCRIPTION: LTS 3,4,5,6,19,20,21, & 22, BLK 8, HOLLISTER'S FIRST ADDITION; ALSO W15' OF CHASE ST ABUTTING LTS 3 THRU 6 (VICKI ALLEN-WEDL RES LIFE STATE)

PRESENT ZONING CLASSIFICATION: B - Business, suitable for storage and other.

PROPOSED ZONING CLASSIFICATION: R-3 - Multifamily Residential.

DESCRIPTION OF EXISTING USE INCLUDING STRUCTURES (if applicable):
Vacant Land

DESCRIBE REASON FOR PROPOSED CHANGE IN ZONING:

Multi-Family compliant with R-3 and Transitional downtown design standards.

REQUIRED APPLICATION ATTACHMENTS TO BE SUBMITTED BY APPLICANT

Plat Plan Drawn to Scale

Application Fee in the Form of a Check or Money Order Paid to the Order of: City of Tomah in the Amount of \$125.00

Name and Addresses of All Owners of Properties within 200 Feet of Area to be Changed. (City will provide)

CERTIFICATION

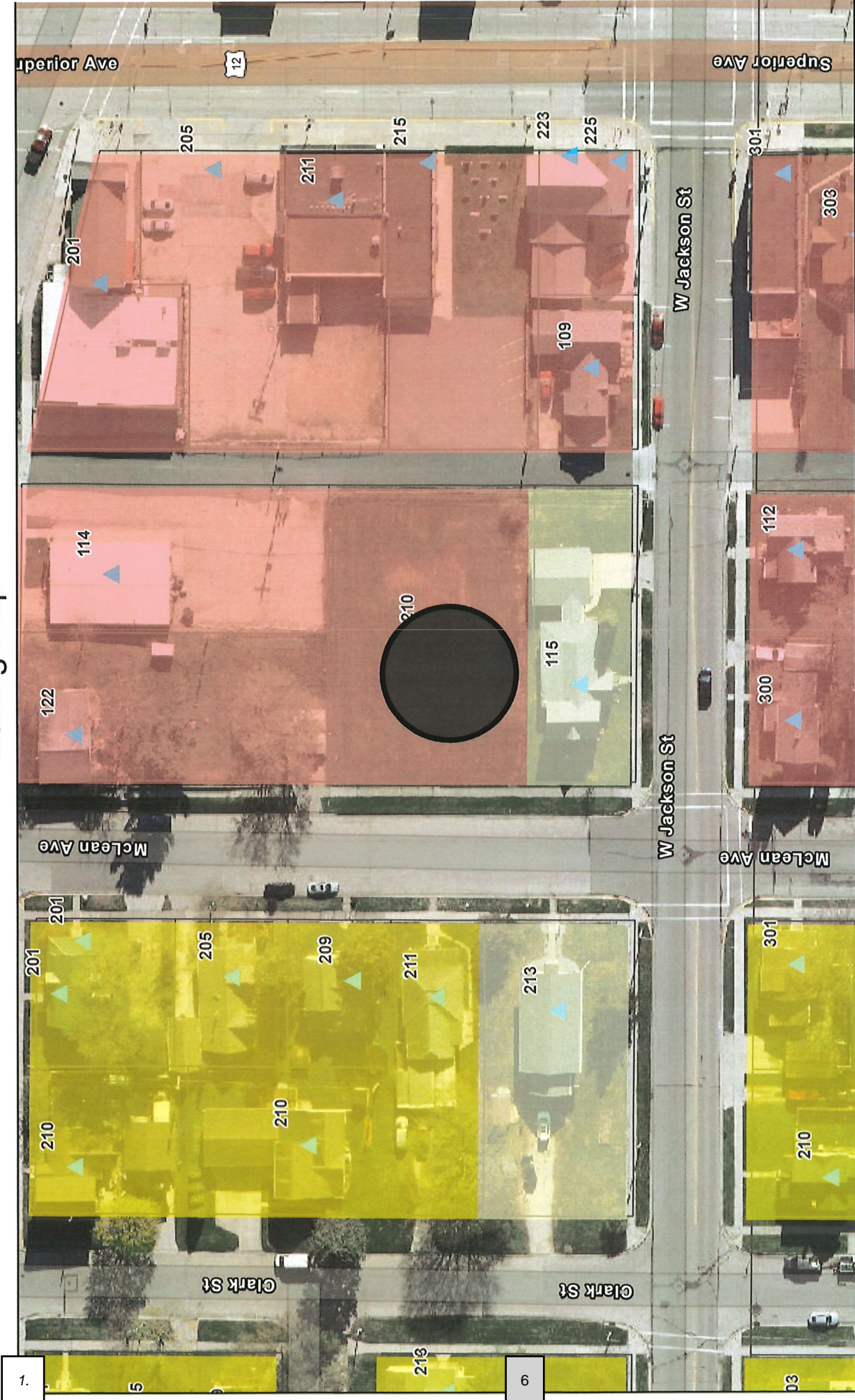
I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Vicki Allen-Wedl
Signature

3/11/2024
Date

REZONING APPLICATION-r01

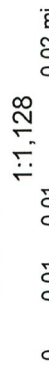
Zoning Map



4/2/2024, 7:50:06 AM

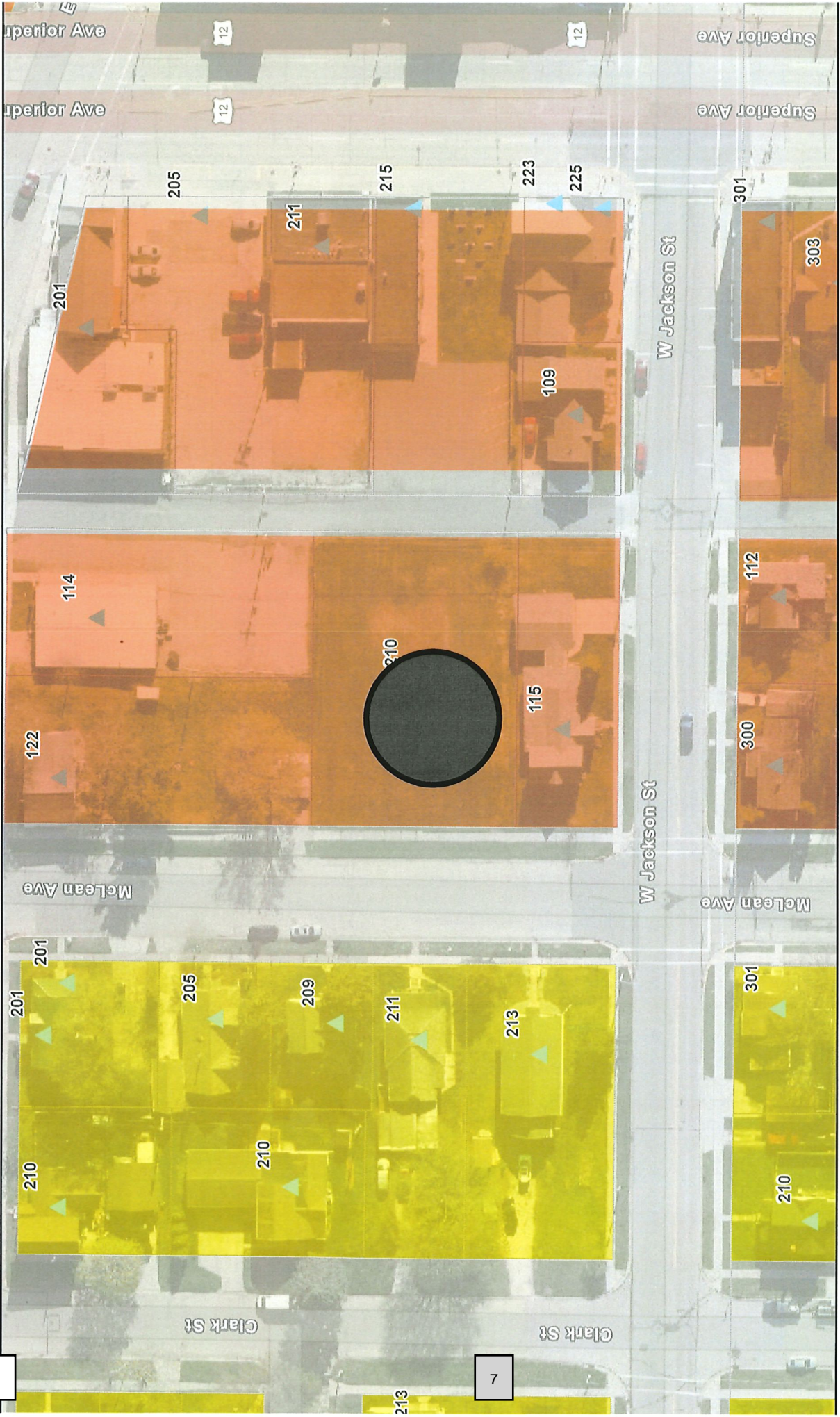
Tomah_Zoning_407

- R-2 One- and two-family residential district
- B Business district
- M-2 General industrial district
- R-1 Single-family residential district
- TomahBaseData_1344
- TomahBaseData_7786
- TomahBaseData_4883



1:1,128
 Esri Community Maps Contributors, © OpenStreetMap, Microsoft, ©
 Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, E
 Census Bureau, USDA, USFWS

Future Land Use Map



1.

7

1/2024, 3:10:23 PM

mahDowntownAGO_d2f9688a2df544d7b9c6fad1b8f09ad8_6800

- Medium Density Residential
- Downtown Mixed Use
- Transportation
- TomahBaseData_1344
- TomahBaseData_7786
- TomahBaseData_4883

0 0.01 0.01 0.02 0.02 mi

1:1,128

0 0.01 0.02 0.04 km

Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, EPA, NPS, Census Bureau, USDA, USFWS

3.2 FUTURE LAND USE CATEGORIES

Downtown Mixed Use

The Downtown Mixed-Use (DMU) area is intended to provide a unique mix of commercial, residential, public and related uses in a pedestrian-friendly environment. It is expected that the downtown area will continue to include a mix of retail and service commercial, office, institutional, higher density residential, public uses and/or park and recreation uses. Uses in the DMU area are expected to be integrated both vertically and horizontally.

Suitable Zoning Districts:

Areas identified as Downtown Mixed Use are regulated by the City of Tomah Zoning Code. Generally acceptable zoning districts within DMU areas include: Business (B), Multi-Family Residential (R-3), and Zero Lot Line Residential (R-6). In addition, those properties between McLean Ave and the alley running parallel to Superior Ave., and between Kilbourn Ave. and the alley running parallel to Superior Ave., may be zoned for One- and Two-Family Residential (R-2).

Land Use Strategies:

1. Urban services will be required for all new development, including municipal water, wastewater, and stormwater management systems.
2. The City encourages all new development, or exterior site and building renovations, in the downtown area to maintain the urban fabric and character. New buildings should fit their context by including the following techniques.

Design Context and Architectural Character:

New buildings should fit their context. Consider the following techniques:

A) The surrounding context, especially adjacent buildings, should always be documented and considered before design begins. City reviewers should require photos of this context during the review process.

B) Buildings should incorporate architectural elements that provide visual interest and human scale, such as differentiation of the ground floor level, awnings or canopies over entrances, etc.

C) It is not necessary to replicate historic architectural styles with new buildings, but there should be some consistency of the scale and rhythm of design features, such as windows and floor heights, that help fit a new building within a block of older buildings

D) Building materials should be consistent with other nearby buildings. Brick and stone are strongly encouraged in most parts of downtown, but other quality, long-lasting materials may be appropriate in some places.

D) Building design and signage should incorporate small accents that celebrate the City's history (e.g. Gasoline Alley), culture, and industries (e.g. Cranberry Country).

Building Height: Multi-story buildings are strongly encouraged on all downtown sites.

Relationship to the Street: Buildings and sites should be designed to establish visual and physical connections between the public realm of the street and the private realm of the building. Consider the following techniques (*see Figure 3.4*):

A) In most cases there should be no setback from the sidewalk, though occasional partial setbacks to create usable space, as for an outdoor seating area, are acceptable. Shallow setbacks may be permissible for properties that do not face Superior Ave.

B) The front door should face the primary street.

C) There should be clear vision windows on the street facade. Retail and service spaces should have large, clear windows that provide good visual connection between the building interior and the sidewalk.

CITY OF TOMAH
STAFF COMMITTEE PREPARATION REPORT
April 25th, 2024

Agenda Item: Recommendation on amending our current ordinance to allow for taller accessory structures on larger parcels with an increased building setback for such structures.

Summary and background information: Our current ordinance restricts the height of accessory structures to 20' maximum height regardless of the size of the building and/or parcel. Parcels larger than 1 acre are allowed a total building size of 2400 sq ft but are still restricted to a 20' maximum height which creates a challenge for traditional construction practices for building height and pitch of the roof. The proposed amendment allows for an increase in building height to 25' with an increase in building setback from 3' to 10' for the structure.

Sec. 52-10 Use Restrictions and performance standards.

(1) a. Accessory uses and structures may be allowed where they comply with the following conditions and requirements:

1. Size of accessory structures in residential districts. Accessory structures in residential districts on lots less than or equal to one acre in size may not occupy more than 1,200 square feet or ten percent of the lot area, whichever is smaller. Accessory structures in residential districts on lots greater than one acre in size may not occupy more than 2,400 square feet or ten percent of the lot area, whichever is smaller. The measurement of accessory structure size shall include the total of all detached accessory buildings on the lot.
2. No detached accessory structure **that is less than or equal to 1200 square feet** shall exceed 20 feet in height. **Detached accessory structures greater than 1200 square feet shall not exceed 25 feet in height with a setback of 10 feet from the rear and side yards.**

Recommendation: I recommend adopting the ordinance amendment as proposed.

Shane Rolff

4/22/24

Zoning Administrator/Building Inspector

Date

Sec. 52-10. Use restrictions and performance standards.

The following restrictions and regulations shall apply:

- (1) *Principal uses.* Only those principal uses specified for a district, their essential services and the following shall be permitted in that district.
 - a. Accessory uses and structures may be allowed where they comply with the following conditions and requirements:
 1. Size of accessory structures in residential districts. Accessory structures in residential districts on lots less than or equal to one acre in size may not occupy more than 1,200 square feet or ten percent of the lot area, whichever is smaller. Accessory structures in residential districts on lots greater than one acre in size may not occupy more than 2,400 square feet or ten percent of the lot area, whichever is smaller. The measurement of accessory structure size shall include the total of all detached accessory buildings on the lot.
 2. No detached accessory structure that is less than or equal to 1200 square feet shall exceed 20 feet in height. Detached accessory structures greater than 1200 square feet shall not exceed 25 feet in height with a setback of 10 feet from the rear and side yards.
 3. Accessory uses and structures are permitted in any district, but not until their principal structure is present or under construction.
 4. All accessory structures which are attached to the principal building shall comply with the yard requirements of the principal building except for open decks. Open decks (without a roof or enclosure) may not exceed one-half the distance of the required front, side and rear yard setbacks for the zoning classification of the property.
 - b. *Unclassified or unspecified uses.* Unclassified or unspecified uses may be permitted by the plan commission after the commission has made a review and recommendation, provided that such uses are similar in character to the principal uses permitted in the district.
 - c. *Temporary uses.* Temporary uses, such as real estate sales field offices or shelters for equipment and materials being used in the construction of a permanent structure, may be permitted by the zoning inspector.
- (2) *Performance standards.* Performance standards as listed in section 52-208 shall be complied with by all uses in all districts.

(Code 1993, § 17.14; Ord. No. 2008-02-03-C, § 1, 2-12-2008; Ord. No. 2019-08-07-D, § 1, 8-13-2019; Ord. No. 2023-05-05-D, § 1, 5-16-2023)

ORDINANCE NO. _____

**Ordinance Amending Section 52-10 (1)(a)(2) of the City of Tomah
Municipal Code**

The Common Council of the City of Tomah, Monroe County, Wisconsin, do ordain as follows:

SECTION ONE: Section 52-10 (1)(a)(2) of the City of Tomah Municipal Code is hereby amended to read as follows:

2. No detached accessory structure that is less than or equal to 1200 square feet shall exceed 20 feet in height. Detached accessory structures greater than 1200 square feet shall not exceed 25 feet in height with a setback of 10 feet from the rear and side yards.

SECTION TWO: All ordinances in conflict with the foregoing are hereby repealed.

SECTION THREE: This ordinance shall take effect upon passage and publication.

Paul Dwyer, Mayor

ATTEST:

Rebecca Weyer, City Clerk

READ:

PASSED:

PUBLISHED:

Certificate of Appropriateness

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

Address of Property:

716 Superior Ave.

Property Owner Name:

City of Tomah

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

819 Superior Ave.

Tomah

WI

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

(608)374-7470

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

Currently listed on the Federal & State register of Historic Structures. Not listed as a City of Tomah Historic Structure.

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

Replacement of deteriorated

Roofing

Exterior Painting

front landing & stairs

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

**See attached

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
- Two (2) 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:

\$200,000

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: Irma Keller Date: 3-20-24

Property Owner / Applicant

FOR OFFICE USE ONLY

Received By: _____

Date of Meeting: _____

Approved or Denied?: _____

Date Received: _____

Conditions of Approval or

Reasons for Denial:

Page 2 of 2

Checklist

	Applicant	Staff / ZA	PC	
Colors & Materials Standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. There are NO day-glo or fluorescent colors used on the building.
<input type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. There are NO bright colors used as the primary facade color.
Comments (office use only):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Gravel aggregate materials, rough sawn wood, vinyl siding, manufactured stone veneer and polished stone are NOT being used on any facade.
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Downtown Core Only , metal panel/siding systems and other panelized products are: <ul style="list-style-type: none"> <input type="checkbox"/> NOT visible from Superior Avenue (including corner facades), -AND- <input type="checkbox"/> Does NOT cover more than 25% on all other facades (excluding Superior Avenue).
	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/>	5. Transitional Area Only , metal panel/siding systems and other panelized products do NOT cover more than: <ul style="list-style-type: none"> <input type="checkbox"/> 25% of facades facing Superior Avenue -AND- <input type="checkbox"/> 50% of all other facades.
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. EIFS, metal panel/siding systems and other panelized products are NOT used at the base of the building (from 0-3 feet above street grade).
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. A picture and a sample of each exterior material -AND- a facade illustration indicating colors/ materials is submitted.

Design Standards Checklist

Certificate of Appropriateness

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

Address of Property:

309 Superior Ave

Property Owner Name:

Chris Poff / Jennifer Poff

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

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

608 387 0632

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.)

Last Modified: March 2, 2017

Page 1 of 2

11. Sales from RVs and tents are **prohibited**, unless conditionally approved for a special event.
12. Dining furniture (e.g., tables, chairs, bar stools, picnic tables, etc.) **shall** be of commercial grade, and **shall** be constructed primarily of finished-grade wood, metal or composite material. **Prohibited** dining furniture include: lightweight materials, unstained/unpainted pressure-treated wood, and/or primarily plastic.
13. **Vending Unit shall** be located on a paved pad, and **shall** adhere to the setback requirements of the underlying zoning district.
14. If multiple (**vending unit**) pads are proposed, they **shall** be a minimum of ten (10) feet apart.
15. **Vending Unit** use of plastic materials, concrete block, fabric, and other loose materials are **discouraged** base materials.

Recommendations

- A. Dumpsters are **strongly discouraged** for customer disposal.
- B. Trash and recycling, including dumpsters and carts, are **encouraged** to be screened from view from parking areas.
- C. Umbrellas are **encouraged** to be made of canvas-type fabric, complement the building style and color schema, and provide a minimum of seven (7) foot vertical clearance.
- D. Use of living plants and flowers to soften hard surfaces is **strongly encouraged**.

APPROPRIATE EXAMPLES



NOT PERMITTED EXAMPLES



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:

\$ 40,000

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: _____

3-18-24

Property Owner / Applicant

FOR OFFICE USE ONLY

Application Number: _____

CK

Received By: _____

4/25/2024

Date of Meeting: _____

Approved or Denied?: _____

3/27/2024

Date Received: _____

Conditions of Approval or Reasons for Denial:

Page 2 of 2

Design Standards Checklist

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Checklist

Instructions

If a section of these standards does not apply to the proposed project (e.g. parking standards for a facade renovation project) the entire section can be skipped by checking the "does not apply" box NA . If any part of a section does apply, please fill out the entire section with checks for completed standards and cross out for any that do not apply.

In addition to this checklist, a site plan shall be submitted, including (as applicable):

- Trash and recycling containers
- Pedestrian pathways
- Parking and circulation
- Landscaping
- Stormwater management features
- Lighting

Applicant
Staff / ZA
PC

Design Standards Checklist

SIGNAGE DESIGN

Sign Type Usage Standards

NA

Comments (office use only):

	Applicant	Staff / ZA	PC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance, -AND- have applied/acquired sign permit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The project does not include following sign types: roof-mounted, pole, external neon cabinet/canister, billboard, -AND- there is no canopy in the public right-of-way.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. All ground signs, if any, utilize monument-style design.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Ground signs do not extend higher than the mean street grade following the restriction shown below. <input type="checkbox"/> Downtown Core Only: 5 feet <input type="checkbox"/> Transitional Area Only: 8 feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Signage on awnings, marquees and canopies is > 75% of the front valance, flat profile, and/or roof. - AND - no signage is placed on the side of the structure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign area, inclusive of the base area.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Signage is > 25% of each storefront display window/door area, excluding product display.

Checklist

	Applicant	Staff / ZA	PC	
Sign Materials, Colors & Lettering Standards <input type="checkbox"/> NA Comments (office use only): _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Sign substrate is either MDO, Aluminum, or Aluminate. Acrylic material, if used, simulates metal or wood.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The sign style, color and materials complement the character of the building and other signage.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Highly reflective material is not used.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The color tones between the sign's lettering/symbols and background have sufficient contrast to make the sign clearly legible.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The main lettering and predominant background does not use fluorescent colors.

SITE DESIGN

Street Relationship Standards <input type="checkbox"/> NA Comments (office use only): _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Downtown Core Only , primary structures will be built no more than 3-FT from the front property line, except a portion of the building may be set back per the following limitations: <ul style="list-style-type: none"> <input type="checkbox"/> The space provides an outdoor seating area, a hardscape plaza, or similar accessible pedestrian space, AND <input type="checkbox"/> 25%, or minimum of 10-FT, of the building width is built to the restricted setback, -AND- <input type="checkbox"/> Maximum setback of 10-FT.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Transitional Area Only , primary structures will be built within 25-FT of the front property line.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. There is at least one functional building entrance provided on the facade facing the (most prominent) street.

Checklist

Design Standards Checklist	Applicant	Staff / ZA	PC	
1. Exterior building and parking light fixtures are either semi- or full-cutoff -AND- not directed to the sky (excluding ground lights directed at building)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="text-align: right; border: 1px solid black; padding: 2px;">NA</div> Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/>
2. Light trespass does not exceed 1.0 footcandles at the property line adjacent to park/residential use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Parking/security poles are no taller than the building height restrictions in the underlying zoning district, or 35-FT, whichever is less. If abutting residential, the poles are no taller than 25-FT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior light fixtures are designed to complement the character/style of the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spec sheets for each light fixture are submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Parking Areas Standards
1. Parking (5+ vehicles) are paved and include concrete curbs along all parking/drive areas (excluding gaps to allow stormwater flow to basins).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="text-align: right; border: 1px solid black; padding: 2px;">NA</div> Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. There is no off-street parking in front of building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <i>Downtown Area Only</i> , side yard parking is no more than 66-FT wide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <i>Transitional Area Only</i> , side yard parking is no more than 140-FT wide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. <i>Walkways are provided connecting the building entrances to the public sidewalk.</i> If the walkway crosses parking areas or a drive aisle they are clearly marked by striping or material change.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Parking stalls & drive aisles are separated from the public ROW & adjacent properties by a planted landscape buffer (at least 5 feet wide).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parking rows of more than 15 parking spaces are interrupted by a landscape island/median.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Parking lots adjacent to residential properties have a semi-opaque buffer (min. of 4 feet in height).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist

	Applicant	Staff / ZA	PC	
Storage & Service Areas Standards <input type="checkbox"/> NA Comments (office use only): _____ _____ _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Screening is compatible with the building architecture, as well as other site features.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Street-level/rooftop mechanical equipment are not visible from the street or municipal parking lot.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Dumpsters are fully screened, including dumpster gate, to not be visible from a public street, unless it has been determined that the screening impedes functionality/service.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Service boxes are located away from the pedestrian zone (e.g., side/rear yard).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Permanent loading docks / staging areas are not in the front yard -AND- if visible from the street or facing residential property it is screened with landscaping and/or wall ≥ 6-FT in height and integrated with the overall site and building design.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. There is no outdoor storage of products, materials, or equipment in the front yard (excluding short-term display items or items available for purchase).
Landscaping Standards <input type="checkbox"/> NA Comments (office use only): _____ _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All landscaping will be completed within 12 months of the issuance of an occupancy permit or final inspection, in accordance to the approved landscaping plan.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Parking lots (5+ vehicles) include 5 points worth of landscaping per parking space (based on landscaping point system shown on page 19) placed on the parking lot or within 10-FT of said lot.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Transitional Area Only , development includes 10 points worth of planting per 1,000 SF of enclosed ground floor area (based on landscaping point system shown on page 19) placed along the base of the building, around storage areas and/or along street frontages.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Plantings and low fences located between parking areas and the public sidewalk do not (and naturally will not) obscure vision 3-8 feet above the ground.

Checklist

	Applicant	Staff / ZA	PC	
Scale, Articulation & Roofline Standards (cont.) Comments (office use only): _____ _____ no roof on addition _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Transitional Area Only , there is a positive visual termination at the top of the building, using either a pitched roof with gable(s) or parapet facing the street, mansard roof, or a flat roof with a defined cornice.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. The roof has a slope no less than 5:12.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. An accurately-measure elevation of each exposed building facade, including roofline, is submitted. The elevations include for reference purposes any adjacent buildings, including the roof profile, window configuration, and any other important architectural features.
Projections Standards <input type="checkbox"/> NA Comments (office use only): _____ _____ _____ _____ _____ _____ _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Signage on projections meet the requirements under Signage Design section (P.11-13).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Projections, excluding awnings, do NOT extend more than 5-FT beyond the property line. Awnings do NOT extend closer than 3 ft. from the street curb.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Canopies and marquees do not use wood or shingle components.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Canopies and marquees are a minimum of 10-FT above sidewalk grade.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Awnings are not made of shiny materials or have a shiny finish.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Awnings/Canopies are at least 3 feet in depth and at least 8 feet above the sidewalk
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The building has no glowing awnings (backlit, light shows through the material).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Downtown Core Only , awnings are mounted below the horizontal expression line that defines the ground floor.

Design Standards Checklist

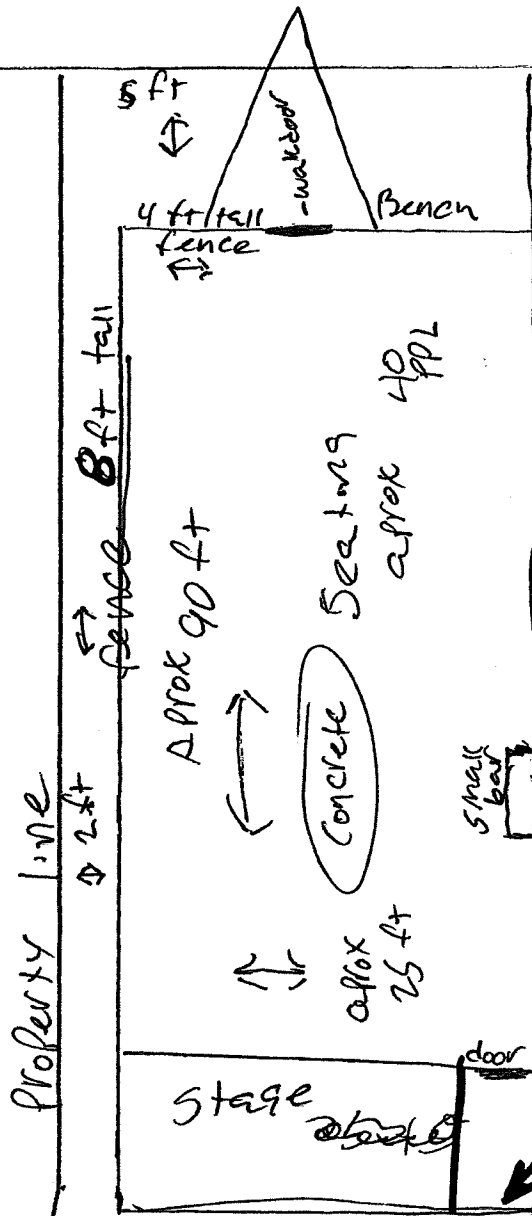
Checklist

Design Standards Checklist

	Applicant	Staff / ZA	PC	
1. Ground-level facades facing the public street are comprised of at least 25% clear glass (up to 10 feet above street grade), excluding Superior Avenue facades in the Downtown Core (see Standard #2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Window, Door & Garage Standards</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Downtown Core Only , ground-level facades facing Superior Avenue are comprised of at least 35% clear glass (up to 10 feet above the street grade).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. New buildings with upper stories have windows on all street-facing facades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Downtown Core Only , there are NO garage doors facing Superior Avenue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Transitional Area Only , NO new garage doors are facing Superior Avenue, unless it is only providing pedestrian access to the building's interior space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Where allowed, new vehicle-access garage doors facing a public street use one or more of the following techniques to mitigate their impact on the street frontage: <ul style="list-style-type: none"> <input type="checkbox"/> Set back the garage bays from the primary facade a minimum of 4-FT, <input type="checkbox"/> Set back every third garage door a minimum of 2-FT from the remaining garage door bays, and/or <input type="checkbox"/> Screening garage doors from the street. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Diagram(s) illustrating the percentage of transparent glass on each street-facing facade is submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Side walk Section (3)

305 Superior Ave.

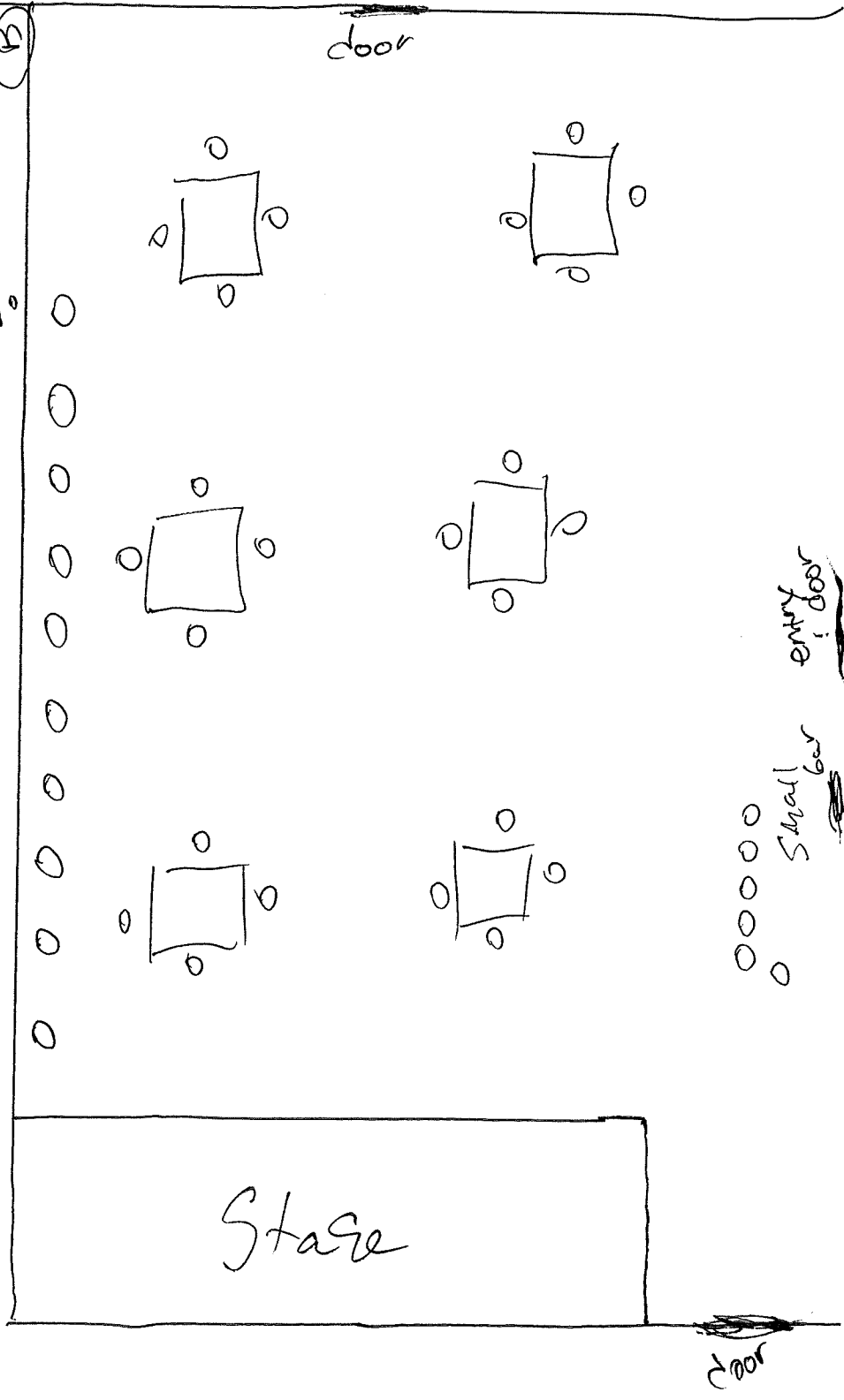


Sac's Steakhouse

Sidewalk

Seating :

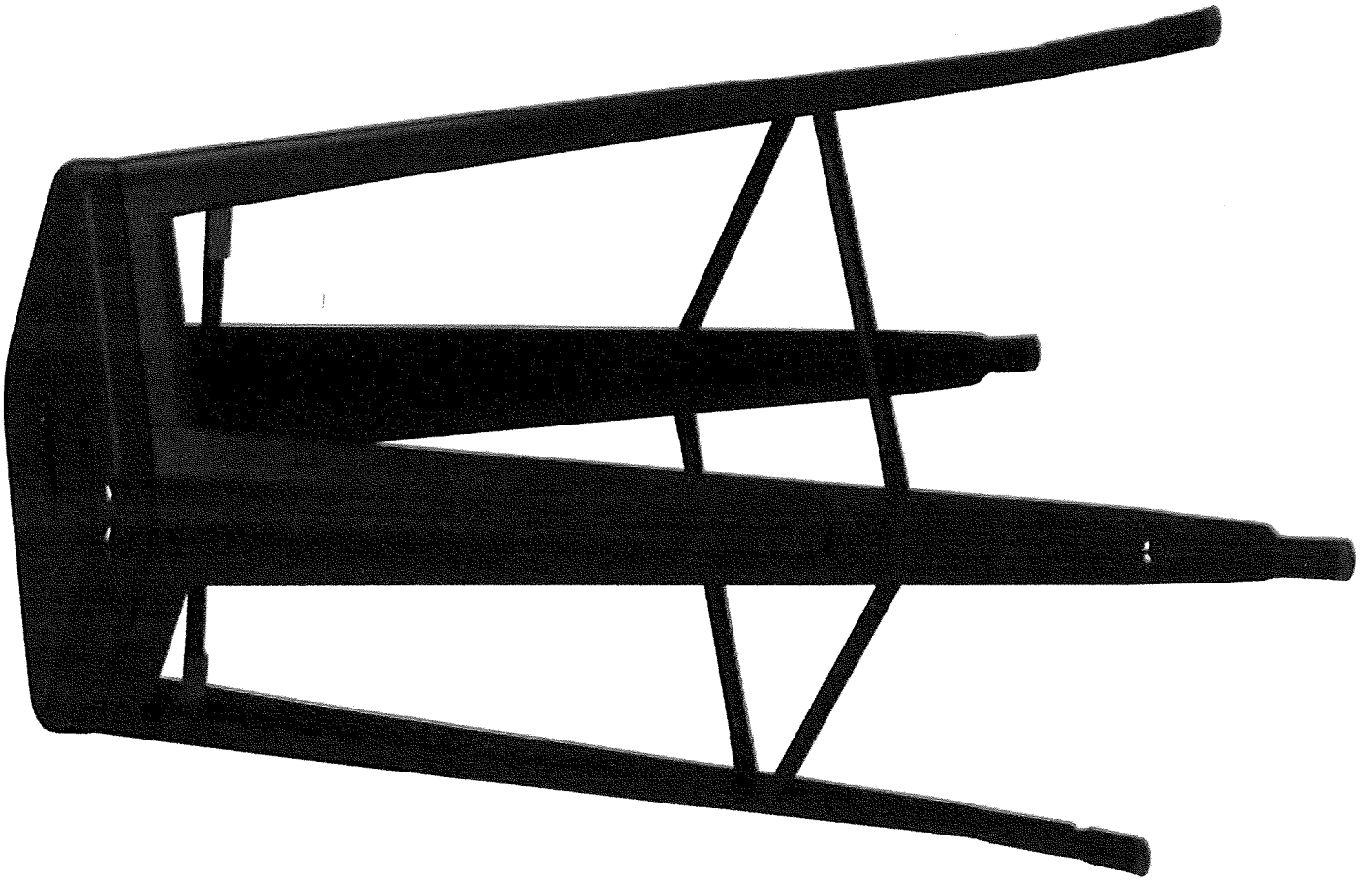
(A) Barstool
(B) Table + chairs



2/3

A

Metal



B

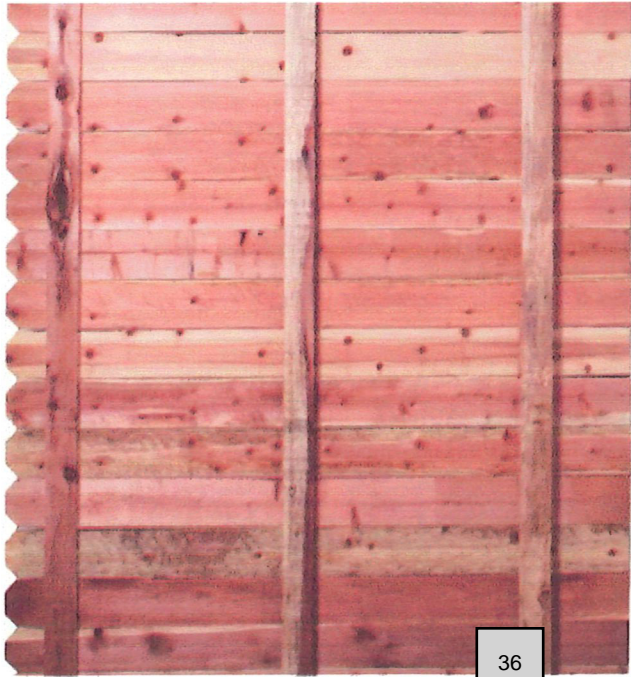
metal



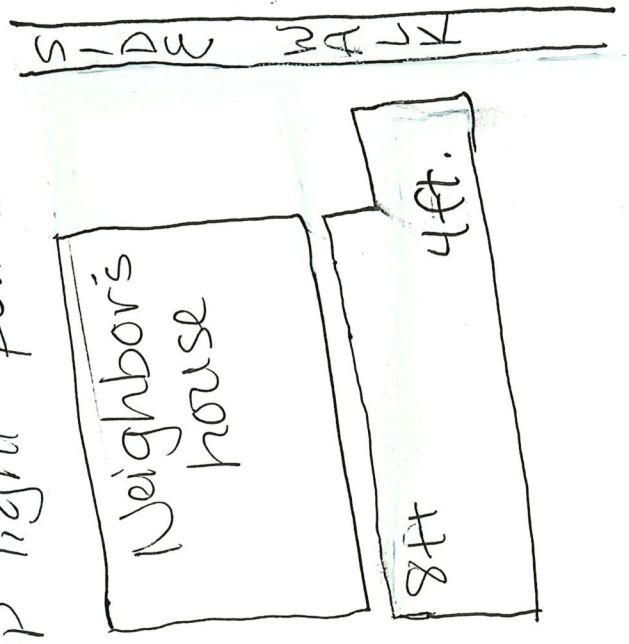


Trying to
re-color or
re-do
owning





8 ft along house
 drop it down to 4 ft.
 at the edge of the house
 so the fence won't be
 noticed as much, to
 stop light pollution.



fence →

Check website for latest pricing and availability. Images may be subject to copyright. [Learn More](#)

Share

AA Q wood fence panels

< > 🔍 📄 📌



On the front next to the side walk. Both sides of entry door.

4 ft high

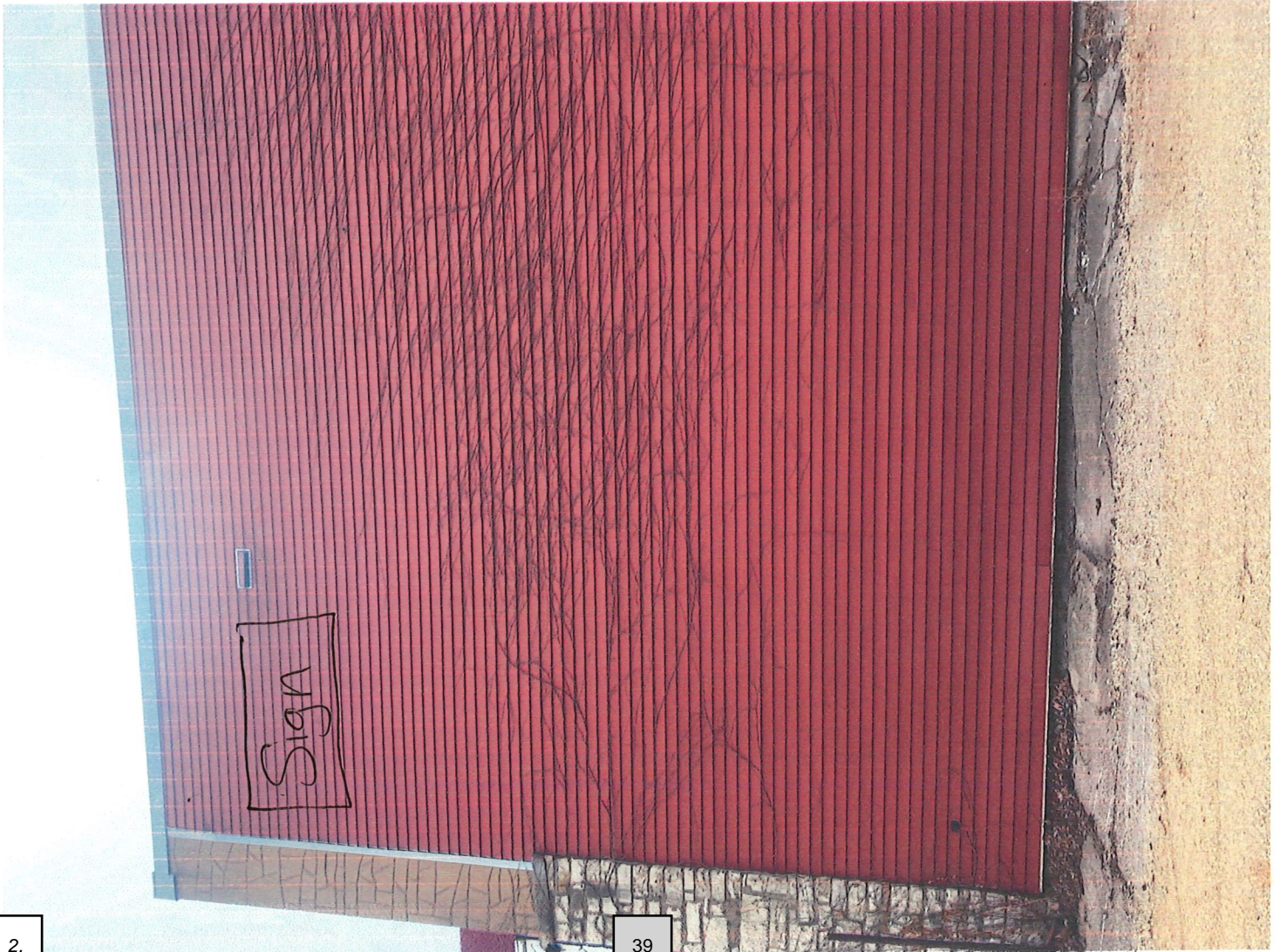
8

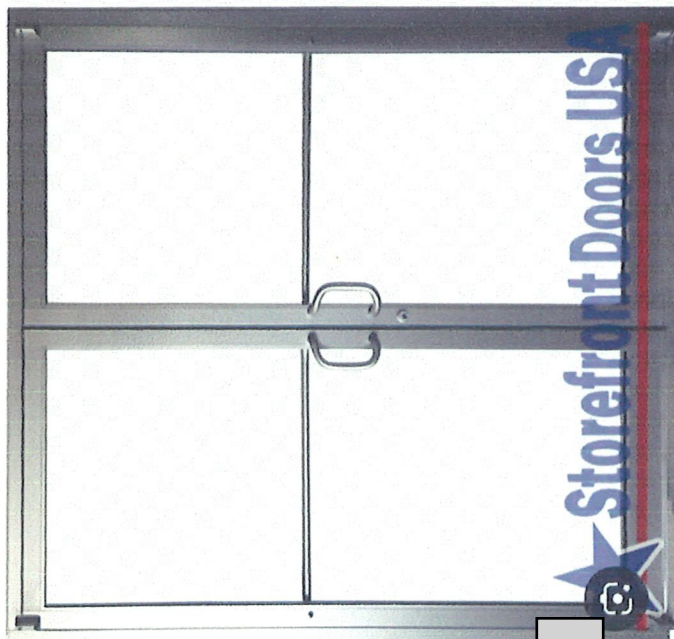
Sign @



sign ①

4 x 8





DOOR (D)

Visit >

Commercial Double Storefront Door - 6'0" x 7'0" (72" X 84")

\$1,875.00* · In stock · Brand: Storefront Doors USA

- Doors are brand new. Standard sizes for pairs are 72" X 84", - The frame size is 75-1/2" x 85-3/4", - The rough opening is 76" X 86", Package ...

* Check website for latest pricing and availability. Images may be subject to copyright. Learn More

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Sponsored

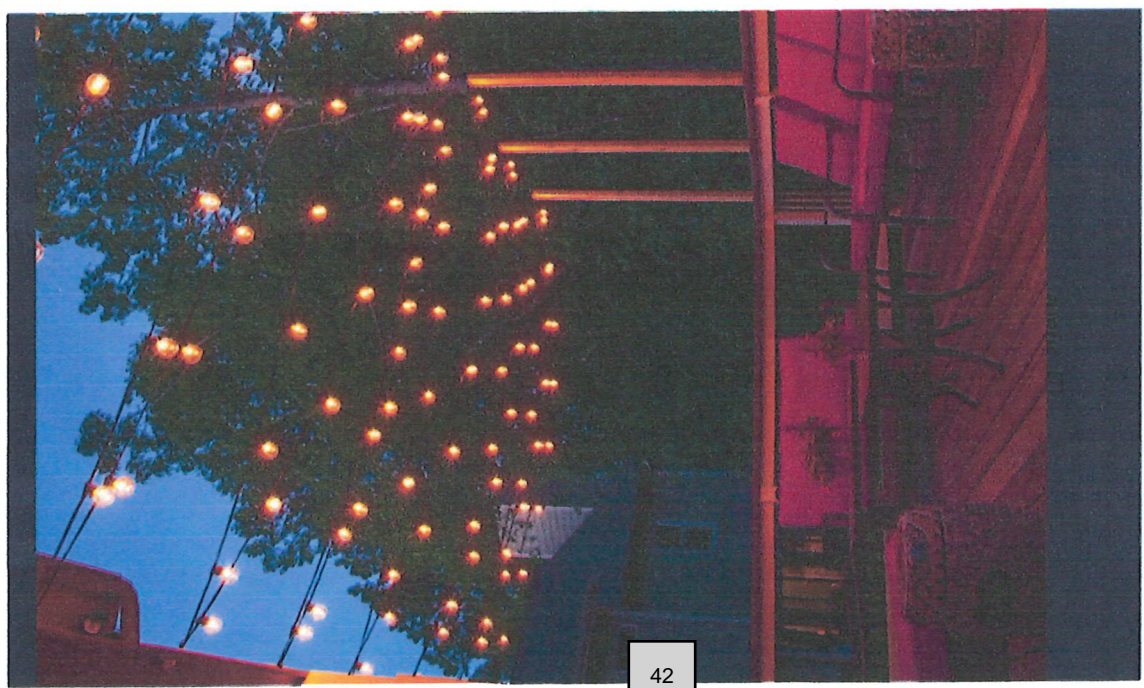
commercial steel doors with glass



2.

10:21

LTE



AA outdoor patio lights

AA

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Example
of pent
pattern

42







Sign on side
of Sac's
up Hill

2024 City of Tomah Draft #2 Comprehensive Plan Review Meeting April 2024

City of Tomah Comprehensive Plan Update Project Schedule

Task #	Event	Date
1	Subcommittee and Staff Review of 2013 Plan	2023
2	V&A Begins Draft 2024 Plan	December 2023
3	Online Survey	January 2024
4	Staff Review of Draft #1	February 2024
5	LRPC and Plan Commission Review of Draft #1	March 2024
6	Complete Draft #2	April 2024
7	LRPC and Plan Commission Review of Draft #2	April 2024
8	Complete Public Draft	May 2024
9	Public Draft Release and Online Feedback Opportunity	May 2024
10	Public Hearing and Adoption	Summer 2024

Changes From Draft #1

- Appendix A: added last month’s meeting summary
- Appendix B: added new maps
- Main Plan: reformatted, added references to City’s Park Plan, minor updates to other areas based on past meeting feedback, and new future land use map

Goals For This Meeting

- Review of new maps
- Discussion and questions on future land use map
- Guidance and direction on any changes needed to text or maps
- Ready (after today’s discussion) for public debut of plan

Discussion Items – Future Land Use Map Key Areas

- South Side:
 - Proposed Regional and Planned Mixed Use around interchange
- Downtown:
 - Proposed Downtown Mixed Use on blocks surrounding Superior Avenue corridor
- Neighborhoods South of Railroad:
 - Proposed combination of Medium Density Residential, Institutional, and Parks, some Planned Mixed Use where commercial exists today

- Far East Side:
 - Proposed Regional Mixed Use, Airport, and Parks
- Superior Avenue North of Railroad:
 - Proposed Planned Mixed Use with Medium and High Density Residential on either side
- I-94/STH 21 Interchange:
 - Proposed Planned Mixed with Regional Mixed Use to the south and Planned Neighborhoods to the west
- Key Changes:
 - Using new land use categories and names (discussed last meeting)
 - No more splitting of parcels with land use designations
 - Filled in gaps for contiguity of growth areas beyond existing boundaries
 - Expanded higher density residential along West Veteran's Street
 - Other minor changes to correct errors in map
 - Slightly larger Regional Mixed Use areas around southern interchanges
 - Added some new long-term growth areas on north side

Next Steps

- Make changes from today's discussion
- Public Draft release – May
- Pursue Adoption – Summer



VANDEWALLE & ASSOCIATES INC.

CITY OF TOMAH ECONOMIC DEVELOPMENT WORKPLAN PROGRESS REPORT APRIL 23, 2024

As directed by the Long Range Planning Commission (LRPC), City staff and Vandewalle & Associates are actively implementing the City of Tomah Economic Development Workplan. This progress report aims to illustrate what work has been done since the last LRPC meeting and what's to come in the months ahead. Below is a summary of progress made related to each task within the Workplan:

April

On-Call City Liaison

City staff and Vandewalle & Associates met to discuss the desired approach to handling new development inquiries. It was determined that the following roles and responsibilities will be employed:

- City Staff: handles all basic procedural steps and inquires related to developments that only requires a Site Plan or other smaller-scale projects that do not include anything listed below.
- V&A: as directed by City staff, handles projects of larger scale that include any type of potential assistance, the Comprehensive Plan, annexations, mixing of uses, or interest in doing something that requires additional procedural steps beyond just a Site Plan.

This process is very similar to the existing approach utilized between City staff and V&A that will continue over the next year. V&A will continue to track each inquiry directed to them by City staff and perform updates on progress during monthly staff meetings. The process will be reevaluated on an as-needed basis moving forward.

It was also determined that there was little value in establishing V&A regular office hours at City Hall. V&A will continue to provide services via email, virtual meetings, phone calls, and occasional visits to Tomah.

ED Point Person

No work on this task was performed during the month.

Partnership Building

City staff attended the Monroe County Economic Development and Tourism Conference in March. A summary and all materials from this event were provided to V&A for reference purposes.

City staff attended a meeting with the local WEDC representative in April. V&A instructed staff on potential topics to discuss and to establish a working relationship with this important resource in the event that the City could leverage potential alternative funding sources or programs in the future for local economic development projects.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way, Suite 530 • Milwaukee, Wisconsin 53204 • 414.988.8631
www.vandewalle.com

V&A continues to track active grant opportunities at the local, state, and federal level. Any opportunity that fits a known project is provided to City staff for consideration. No grants were further discussed or explored this month.

Marketing

City staff began looking into website capabilities and drafting ideas for a new economic development webpage for the City website. V&A will review and provide feedback on the webpage approach following City staff's work.

Local Business Assistance

City staff and V&A met with a local employer to discuss planning in and around their location and, more generally, that portion of the City. Prior meetings had occurred between the groups, but this was the first time all parties were together for an in-person discussion. It is anticipated that additional group meetings and employer meetings will occur in the future.

Economic Strategy

No work on this task was performed during the month.

Other Work

- Developed Draft #2 of the Comprehensive Plan
- Reviewed potential parking ordinance amendments
- Continued discussions with potential developers and property owners on housing site opportunities
- Continued to develop TID site inventory assessment

What's Next?

- On-Call Staff Liaison: continue to track inquiries and discuss at monthly staff meetings, evaluate how the process could be streamlined and improved
- ED Point Person: staff to determine a system of directing information to V&A and V&A to establish a tracking system to provide regular updates to staff
- Partnership Building: explore additional opportunities to establish connections with local, regional, and state economic development groups
- Marketing: produce marketing materials and implement webpage changes on City website
- Local Business Assistance: determine next steps
- Economic Strategy: determine next steps
- Other Work: continue progress related to ongoing work