



MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on
Tuesday, June 28, 2022 at 5:30 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFllwMzdSZz09>

Meeting ID: 768 946 6740 **Passcode:** Tomah2020

Dial by your location: (312) 626-6799 **Meeting ID:** 768 946 6740 **Passcode:** 546782713

1. AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of Tuesday, May 24, 2022 Long Range Planning Committee Meeting Minutes](#)
- C. [Review and discussion with Vandewalle & Associates of the Long Range Planning Committee's draft work plan](#)
- D. [Discussion and possible recommendation of Vandewalle & Associates' proposed Housing Assessment](#)
- E. [Discussion with Vandewalle & Associates regarding recommended steps for the City of Tomah Comprehensive Plan update](#)

2. NEXT MEETING DATE

3. ADJOURNMENT

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's office at 608-374-7420 x7420.



LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Tuesday, May 24, 2022** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to Order – Roll Call: D. Powell called the meeting to order at 5:31 p.m. Members present: Dustin Powell, Shawn Zabinski, Tina Thompson, Mike Murray, and Eric Prise. Absent: Jeff Holthaus, Pete Reichardt, Joanne Westpfahl, and Adam Gigous. Quorum present. Also in attendance: Building Inspector/Zoning Administrator Shane Rolff and Deputy City Clerk Nicole Jacobs.

Approval of Tuesday, April 26, 2022 Long Range Planning Committee meeting minutes: Motion by E. Prise, second by S. Zabinski, to approve the minutes of the April 26, 2022 meeting. Motion carried.

Determine key initiatives/roles the LRPC would like to pursue as a committee and possibly develop a work plan: S. Rolff facilitated a discussion amongst committee members to determine key initiatives the committee would like to pursue moving forward. Vandewalle & Associates provided a list of ideas for key initiatives. S. Rolff and committee chair, D. Powell had a preliminary discussion prior to the meeting to discuss their thoughts on what areas would be best to concentrate on. D. Powell felt some of the ideas weren't necessarily measurable. He would like to see the committee focus on initiatives that best support the committee's goal of seeing continual improvement in the outlook of the town. D. Powell suggested the committee's key initiatives be TIDs, redevelopment, and housing. All of the committee members were on board with the LRPC focusing primarily on those three items. S. Rolff will meet with Vandewalle and come back to the committee with a working plan going forward with a focus on those three initiatives. No action taken.

Recommendation for Planning Commission to replace language regarding procedures for approvals in the Downtown Design Standards Handbook from the LRPC to the Planning Commission: S. Rolff explained that City staff went through the entire document, replacing the LRPC with the Planning Commission. The Planning Commission will take action on an actual ordinance amendment. Motion by T. Thompson, second by S. Zabinski, to recommend Planning Commission replace language regarding procedures for approvals in the Downtown Design Standards Handbook from the LRPC to the Planning Commission. Motion carried.

Staff Report – Alternate member for the LRPC ordinance amendment: At the committee's April meeting, S. Rolff suggested the committee have an alternate member that won't count toward a quorum, but will act in the event there is no quorum. Motion by M. Murray, second by T. Thompson, to recommend council amend City Ordinance Sec. 2-557 to add an alternate member to the Long Range Planning Committee. Motion carried.

Next Meeting Date: The committee set the next meeting date for Tuesday, June 28, 2022 at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

Adjournment: Motion by E. Prise, second by S. Zabinski to adjourn at 6:01 p.m. Motion carried.

Respectfully submitted by:

Nicole Jacobs

Nicole Jacobs, Deputy City Clerk, May 31, 2022

Draft LRPC Work Plan

Introduction

Over the past two LRPC meetings, the committee has discussed and determined key initiatives that it has a strong interest in pursuing (redevelopment, affordable housing, and maximizing the City's TIF districts). The draft work plan is reflective of discussions with City staff, the feedback generated through the past two LRPC meetings, and the action items Vandewalle & Associates has successfully employed in other communities to achieve desired outcomes.

The June meeting will focus on a review and discussion of the draft work plan. This draft will be further refined following the meeting.

City staff and Vandewalle & Associates recognizes that assistance will be needed in completing the various tasks identified. Collectively, a key next step will be determining the roles for each step and where this assistance will be needed.

Beyond the draft work plan, City staff has requested that Vandewalle & Associates prepare two additional documents. These correspond to several tasks listed within the work plan. They include:

- Housing Assessment Process: A key first step in determining strategic housing initiatives is an understanding of the existing situation. The June meeting discussion will focus on determining if pursuit of a City Housing Assessment is needed. The document outlines the proposed process for discussion purposes.
- Comprehensive Plan Update Recommend Steps: City staff views the LRPC as the guiding committee for the update process. We have been asked to draft the steps needed to complete the update process based on our experience in assisting many other communities through this process.

[illegible]

[illegible]

City of Tomah Housing Assessment

Introduction

To provide the LRPC and City of Tomah with an understanding of the existing housing situation and identification of key opportunities for strategic action, a Housing Assessment is proposed. This would include collecting, analyzing, and summarizing relevant housing data to provide a perspective on the existing housing market in the City of Tomah, with a focus on existing gaps, needs, and underserved market opportunities. Overall, the intended outcomes of this process include:

- Understanding the existing gaps and needs within the City's housing market
- Identification of underserved markets
- Feedback from local employers, businesses, and realtors on housing challenges
- High-level recommendations to address the challenges
- Ability to determine strategic action steps needed to address prioritized gaps and needs

The following steps would be taken to complete the Housing Assessment within 90-days at a cost of approximately \$7,500.

Proposed Project Steps

Task 1: Data Collection, Inventory, and Analysis

Vandewalle & Associates will collect, inventory, and analyze relevant City, County, State, and regional data. This will include data from the following sources: U.S. Census American Community Survey, U.S. HUD, Zillow, MIT Living Wage, MLS, and others. This data will provide an understanding of the City's housing situation in comparison to Monroe County and the state as a whole.

Task 2: Virtual Stakeholder Meetings

Vandewalle & Associates will attend and facilitate one virtual two-hour meeting with local employers, businesses, and realtors to gather insight on the issues, opportunities, and challenges associated with the existing housing market. Following the meeting, input from the meeting will be summarized and added to the final document produced in Task 3.

Task 3: Produce Housing Market Assessment

Vandewalle & Associates will take combine the data and analysis from Task 2 with the input gathered from the virtual stakeholder meeting in Task 3 to produce a Housing Market Assessment. This document will include key findings and summary data points that give the City insights on the community's housing situation.

Task 4: Present Report to LRPC

Vandewalle & Associates will attend and present the findings of the report to the Long-Range Planning Committee to assist in understanding the community's needs and the committee's focus areas moving forward.

City of Tomah Comprehensive Plan Update – Recommended Steps

Introduction

Wisconsin State Statutes require every community in the state to complete an update of their Comprehensive Plan every 10 years. This is important because all zoning ordinance and map amendments must be consistent with an up-to-date Comprehensive Plan. Tomah's Comprehensive Plan was last updated in 2013, meaning that it should be updated by the end of 2023.

City staff intends to have the LRPC lead the update process. As such, we have developed a set of steps for the update of the City's Comprehensive Plan over the 12-18 months. This includes the recommended tasks and timeframes for review, writing, and adoption the plan.

We have assisted many communities in the update of their Comprehensive Plan. The proposed steps and schedule are intended to be a guide and suggestion for how this process could be done in-house. The goal is to help the LRPC and staff think through the process and what will be needed to accomplish the update within the next 12-18 months. Vandewalle & Associates is happy to assist with any task or portion of the process, upon request.

Proposed Project Schedule

Task	Timeline
2022	
Organization	June-July
Data Inventory and Analysis + Goals, Objectives, and Policies	July-November
2023	
Future Land use Map and Land Use Categories	January-April
Implementation Action Items	April-July
Plan Commission and City Council Review and Action	July-September
Adopted Comprehensive Plan Posted to City Website	October

Proposed Project Steps

Organization

- Step 1: Establish an LRPC Subcommittee (3 or so members).
 - In leading the plan update process, the subcommittee will need to meet at least once a month. Additionally, in combination with City staff, this will include evaluating the existing plan elements, leading the review and discussion of key recommended changes or policy questions with the full LRPC at regular meetings, and completing the needed changes to be incorporated within the updated plan.
- Step 2: Develop a Public Participation Plan (required by state statutes) that will be approved by the Plan Commission and City Council at the forefront of the process. V&A can provide a model.

Data Inventory and Analysis + Goals, Objectives, and Policies

- Step 3: Compile and collect all new data sets for demographics, housing, transportation, economic development, etc. to update Appendix B.

- Step 4: Conduct an evaluation and review of the existing goals, objectives, and policies (Chapter 2). Determine which remain relevant and which need to be added, modified, or removed.
- Step 5: Bring the updated Appendix B data and evaluation of Chapter 2 to the full LRPC for review, discussion, and prioritization.
- Step 6: Make the necessary text changes to Appendix B and Chapter 2 based on feedback received from the LRPC.

Future Land Use Map and Land Use Categories

- Step 7: Review and evaluate the Future Land Use Map and Land Use categories for needed changes such as identifying new growth areas or growth that has taken place over the past decade, or changes to reflect the City's new goals and vision.
- Step 8: Bring the proposed changes to the Future Land Use Map and Land Use categories to the full LRPC for review, discussion, and prioritization.
- Step 9: Make the necessary text and map changes to the Future Land Use Map and Land Use categories based on feedback received from the LRPC.

Implementation Action Items

- Step 10: Review and evaluate the Implementation Action Items (Chapter 4) to reflect the changes made to other chapters, items that have been completed over the past decade, or those that need to be added, modified, or removed.
- Step 11: Bring the proposed changes to Chapter 4 to the full LRPC for review, discussion, and prioritization.
- Step 12: Make the necessary text changes to Chapter 4 based on feedback received from the LRPC.

Plan Commission and City Council Review and Action

- Step 13: Provide the full updated plan, maps, and data to the Plan Commission and City Council for review.
- Step 14: Complete the necessary changes to the draft updated plan based on feedback received from the Plan Commission and City Council.
- Step 15: Plan Commission and City Council hold a joint meeting which includes a Public Hearing and action by both bodies to recommend and adopt the updated plan.