

## **MEETING MINUTES**

### **LONG RANGE PLANNING COMMITTEE JANUARY 24, 2017**

Acting Chairperson Pete Reichardt called the meeting to order at 5:15 p.m. Present: Tina Thompson, Joanne Westpfahl, Eric Prise, Steve Peterson, Pete Reichardt, Nellie Pater, and Jeff Holthaus. Absent: Jeremy Haldeman, Rick Carlson and Chris King. Quorum present. Also present: Andrew Bremer of MSA, Planning/Building Inspector Director Shane Rolff, Alderperson Wayne Kling and Deputy City Clerk Diane Webster.

**Review and Approval of Meeting Minutes of 9/27/2016.** Motion by Prise, second by Thompson, to approve the meeting minutes of September 27, 2016 as presented. Motion passed without negative vote.

**Upcoming Schedule.** February 28, 2017 - Continue review of the downtown master plan draft. March 28, 2017 - Regular meeting date. March 30, 2017 - Joint meeting of LRPC and Planning Commission and a joint public hearing on the plan. April 10 – Master plan presentation to Committee of Whole. April 11 - City Council votes on adoption of plan.

Feedback from October public informational meeting: Lower than expected turnout but there seemed to be general satisfaction with the proposed plan. 350 completed survey responses were received. .

#### **Review of Draft – Downtown Master Plan Project – Andrew Bremer, MSA.**

Volume 1 – Public Engagement & Existing Conditions: A review of the existing conditions and public feedback provided during the Downtown planning process. This volume consists of public input, land use conditions, parking and market studies.

Tina Thompson has contacted owners of empty downtown storefronts about the possibility of using them for short term “pop up” businesses to bring more business to downtown as well as to provide more exposure to the properties for future sale or rental. So far there has been little interest. She has discussed this with staff in Viroqua who has had success with this type of program.

The possibility of joining the Connect Communities program was discussed. Participants have immediate access to experienced staff within the Wisconsin Economic Development Corporation (WEDC) and to the leaders within the Connect Communities Network.

Volume 2 - Visions, Strategies & Actions is a manual guiding public improvements and private investments in the City's historic downtown. Preserving historic character, providing more diversity in uses and functions, offering a mix of housing options, and providing an environment that is friendly to both vehicles and pedestrians; Public Use & Infrastructure is addressed by using median enhancements, street lighting, parking improvements, community and wayfinding signage, street furniture; Land use & Redevelopment Goals to create an identity for the downtown and enhance the existing business climate, attract and retain businesses that strengthen and diversify the local economy, improve the aesthetics of sites and buildings, and

expanding housing options. Plan of Action: Divided into Administration, Funding strategies, Marketing and Events, Streetscaping, Parking & Signage, and Redevelopment.

Pete Reichardt left the meeting at 6:45 p.m. Mayor Pater presided over the remainder of the meeting.

Volume 3 - Design Standards Handbook is a guide to help the City achieve a more consistent and successful urban form in the historic downtown. It is recommended that this volume be implemented into the City's existing zoning ordinance.

**Historic Preservation Ordinance.** Wayne Kling discussed the proposed Historic Preservation Ordinance (HPO). He is requesting that the LRPC endorse approval of the ordinance at the February Council meeting. Andrew has found some items in the HPO that could contradict with the proposed Downtown Master Plan. He feels that it should be reviewed and modified so it coincides with the master plan. Both ordinances can be adopted at the same time. Andrew suggested that an Ad Hoc Historical Preservation committee be formed until the ordinance is adopted after which an official committee can be formed.

Motion by Thompson, seconded by Westpfahl to table recommending approval of the Historic Preservation Ordinance until it can be modified to coincide with the Downtown Master Plan. Suggested changes to the ordinance will be reviewed at the February LRPC meeting for recommendation at the March City Council meeting. Eric is suggesting that a list of recommended members for the HPC Motion passed without negative vote.

Andrew advised that the Long Range Planning Committee also handle duties of Historical Preservation Committee. Wayne feels that there is a benefit to having two separate committees. Andrew suggested that if the committees are separate, a LRPC member should be on the HPC.

**Ordinance to Amend the Comprehensive Plan of the City of Tomah, WI.** The City of Tomah Comprehensive Plan map was amended to change the designation of the property located at 24004 Gopher Avenue from Planned Neighborhood to Public and Institutional. A copy of the amended plan and map which were adopted on 1/10/17 was provided.

**Update on New Businesses.** Steve Peterson, Monroe County Economic Development Director discussed an upcoming Monroe County Economic Development conference which is being held February 22<sup>nd</sup> and 23<sup>rd</sup> at Three Bears Lodge.

**Next Meeting Date** – February 28, 2017 at 5:15 p.m.

Motion by Westpfahl, seconded by Prise to adjourn. Motion passed without negative vote. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Diane Webster, Deputy City Clerk