

City of Tomah Long Range Planning Committee Minutes

The City of Tomah Long Range Planning Committee met in regular session on Tuesday, May 23, 2017 in the council chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Acting Chairperson Chris King called the meeting to order at 5:20 p.m. Members present: Chris King, Tony Farmer, Tina Thompson, Joanne Westpfahl, Travis Scholze and Eric Prise. Members absent: Nellie Pater, Pete Reichardt, Steve Peterson and Jeff Holthaus. Quorum present. Also in attendance: City Administrator Roger Gorius, Public Works & Utilities Director Kirk Arity, Building Inspector/Zoning Director Shane Rolff, Lamont Kiefer, Andrew Bremmer, MSA, Judy Jonson-Faulkner and Deputy Clerk Diane Webster.

Motion by Thompson, seconded by Prise to approve the February 28, 2017 meeting notes. Motion passed without negative vote.

Motion by Thompson, seconded by Westpfahl, to approve the March 30, 2017 minutes. Motion passed without negative vote.

Motion by Westpfahl, seconded by Farmer, to nominate Eric Prise as Committee Chairperson. Motion passed without negative vote. There were no other nominations. Eric Prise was duly elected Committee Chairperson.

Motion by Thompson, seconded by King, to nominate Joanne Westpfahl as Committee Vice-Chairperson. Motion passed without negative vote. There were no other nominations. Joanne Westpfahl was duly elected Committee Vice-Chairperson.

TIF Development Incentive Policy Manuals and Applications.

Redevelopment projects: These projects typically include the razing of existing structures, site prep, and construction of new structures with an identified end use/user; a significant net increase in the property value of the project site; the creation of new jobs and/or housing; projects costs exceed \$150,000. Developers must meet the evaluation criteria as listed in the manual to qualify for public assistance which normally caps out at 20% of the of the estimated total project costs. Financing of project must be addressed by Committee of the Whole then approved by City Council. First point of contact will be City Administrator for applications. PDF fillable apps will be available on the City website. Need to decide on application fee and retainer amount. Application is more detailed than for a rehab project.

Discussion: Payback period - up to 20 years? Change cash flow requirement to 5 years instead of 2 years. Chris King - would like to address providing some low income/senior living units in multi-unit buildings. Tina Thompson -Is there anywhere in application to address the applicant's prior experience with the type of development? Kirk Arity - cash up front vs pay as you go terms-would it be possible to use a mix of those options in a project. Suggested using the retainer to discourage frivolous applications.

Andrew will modify the policy manual and application to address affordable housing, applicant experience, payback period cash flow requirement, reduce retainer amount to \$2,500 and application fees, return of application fee with a successful project.

Rehabilitation projects: These projects typically include the rehabilitation of existing properties and structures through façade, lighting, signage, parking, landscaping, or other inter or exterior site and building improvement projects; the razing of existing structures and site preparation to bring a property to shovel ready status where an end use/user has yet to be determined; a modest net increase in the property value of the project site, or a temporary decline due to demolition of blighted structures; project costs are under \$150k. Proposed projects must meet the criteria as listed in the manual. Application process is not as detailed as for redevelopment. Retainer should be lower because value of a rehab will be less than redevelopment. City would cover up to 33% of project cost.

Recommended changes: Change retainer to \$1,000 and application fee to \$100. Retainer not required until project is approved, or return balance of unused retainer if project is not approved. The requirement that project be within the boundaries of the City's TID be changed to include "or upon approval of TID".

Discussion of the Downtown Design Standards Handbook. The City Council approved the Downtown Master Plan in April 2017. Volume III is only a guideline until codified.

Changes; Andrew would like to address murals in the design standards handbook-only on sides or back of building not the front of building, no advertising such as a billboard. Joanne Westpfahl recommended that there be language added requiring maintenance of murals.

In order to implement the design standards handbook, a public hearing must be held at a Planning Commission meeting to amend the zoning code, after which the City Council will need to amend the ordinance. Due to legal notice requirements, this could be addressed at the June Planning Commission meeting then approved at the July City Council meeting.

Update on New Business. There is concern about the press making new business updates available to the public before the potential business is ready to release information. From now on the agenda will address updates as administrative and will be discussed in a more generic form.

Next Meeting Date. 06/27/2017 at the new regular meeting time of 5:30 p.m.

Adjourn. Motion by King, second by Farmer to adjourn. Motion passed without negative vote. Meeting adjourned at 7:15 p.m.

Respectfully submitted:

Diane Webster, Deputy City Clerk