

# LONG RANGE PLANNING COMMITTEE

November 17, 2017

## **MEETING NOTICE**

A Long Range Planning Committee Meeting will be held on **Tuesday, November 28, 2017, at 5:30 p.m.** in the Municipal Center Council Chambers 819 Superior Ave., Tomah, WI.

## **AGENDA**

1. Call to Order – Roll Call
2. Review and Approval of September 26, 2017 Meeting Minutes
3. Discuss Possible TID Assistance to the Veterans Assistance Foundation
4. Discussion of Downtown Information Center
5. Downtown Master Plan Marketing Discussion
6. Administrative Updates
7. Next Meeting Date – January 23, 2018 (No December meeting)
8. Adjourn

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 JoAnn Cram, City Clerk, 819 Superior Avenue, Tomah, WI 54660.

## **Tomah Long Range Planning Committee Minutes**

The City of Tomah Long Range Planning Committee met in regular session on Tuesday, September 26, 2017 in the council chambers at City Hall, 819 Superior Ave., Tomah, WI.

**Call to Order/Roll Call:** Chairperson Eric Prise called the meeting to order at 5:30 p.m. Members present: Steve Peterson, Pam Buchda, Tony Farmer, Eric Prise, Joanne Westpfahl, Travis Scholze, and Jeff Holthaus. Absent: Nellie Pater, Tina Thompson and Pete Reichardt. Quorum present. Also in attendance: City Administrator Roger Gorius, City Building Inspector Shane Rolff, Public Works and Utilities Director Kirk Arity, and Alderperson Lamont Kiefer.

**Review and Approval of August 31 and September 13, 2017 minutes.** Motion by Buchda, second by Holthaus to approve the August 31, 2017 and September 13, 2017 meeting minutes. Motion carried without negative vote.

**Discussion of Downtown Information Center.** A new concept for the building remodel is being considered. Most of the building will be used for cold storage for Parks and Recreation Department however there will be two public bathrooms that will be open during park season. Electric baseboard heat will be installed so the building can be used for special events year round. A mini split unit could be used to provide air in the summer. Updates are planned for the exterior of the building. Recessed wood carriage-type overhead doors will be installed, the façade will include stone pillars, brick and horizontal wood siding. Neutral colors will be used, recessed and decorative light fixtures and a black canopy. The overall design will reflect the theme of Gillette Park. An ADA water fountain and benches are being considered. Plans are to eliminate the guard rail on north side of the lot and a fence or shrubbery will be added on the east side. Because of existing ground contamination there will be no change to the concrete area and some green space will be added in the form of shrubs and trees. Much of the work will be done by Public Works personnel with the exception of limited plumbing and electrical work. The property will be treated as an extension of Gillette Park and would be taken over by the Parks and Recreation Department. The proposed design was approved by the Parks and Recreation Commission. The plan will be revised and brought back to the committee in October. For now the storm sewer and sanitary sewer lateral are being repaired and the exterior is being cleaned up to improve the property's appearance. In order to comply with the Downtown Master Plan waivers will be needed for overhead doors, green space and glazing on front windows.

**Review of Certificate of Appropriateness process.** MSA is working on a checklist that can be followed during review of certificate of appropriateness in order to have a more streamlined and consistent process. It was suggested that a representative from MSA be present during these reviews either in person or by video communication to provide guidance during the review process. All information and materials related to the applications must be submitted prior to the agenda going out so that members have time to review the proposed projects. Business owners, contractors and financial institutions will be notified of how this process works and the Chamber of Commerce will be kept informed and involved to increase awareness of the Downtown Design Standards.

**Administrative Updates.** 1. 3<sup>rd</sup> Gen: The City Council approved either of the two financing scenarios: \$2 million pay as you go option or 2.5 million upfront whereas the City would keep any grant monies received. 2. An existing company in Tomah is proposing a \$30 million expansion project with a potential of 35-40 jobs being created. Considering creating TID 9 to provide \$2 million pay as you go financing. 3. The section of land between Interstate 90 and Gopher Ave is owned by an investment group who is interested in annexing the property to the City to sell for future development. Looking at starting TID #10 to improve infrastructure. Offering such incentives can make the City of Tomah more attractive to developers and more competitive with

other communities who are also offering incentives. 4. On behalf of the Mayor, Eric Prise asked members of the committee to give some thought to encouraging people who apply for conditional use permits for home based businesses to instead consider renting or purchasing vacant downtown buildings.

**Next meeting date.** October 24, 2017 at 5:30 p.m. (Eric Prise will not be at meeting)

**Adjourn:** Motion by Farmer, second by Holtaus to adjourn. Motion passed without negative vote. Meeting adjourned at 6:45 p.m.

Respectfully submitted by: Diane Webster