

## LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee met in regular session on Tuesday, June 25, 2019 at 5:30 p.m. in the municipal center council chambers, 819 Superior Ave., Tomah, WI.

**Call to Order – Roll Call:** Chairman, Travis Scholze, called the meeting to order at 5:30 p.m. Members present: Remy Gomez, Pete Reichardt, Travis Scholze, Tina Thompson, and Shawn Zabinski. Absent: Mike Murray, Jeff Holthaus, Steve Peterson, and Joanne Westpfahl. Quorum present. Also in attendance: Building Inspector/Zoning Administrator Shane Rolff, Sixth District Alderman Lamont Kiefer, Jerry Schomberg with Vantage Architects, Deputy City Clerk Berta Downs, and two members from Union Bank of Sparta. City Administrator Roger Gorius was unable to attend.

**Approval of April 23, 2019 Minutes:** Motion by Thompson, second by Zabinski to approve the minutes of the April 23, 2019 meeting. Motion passed without negative vote.

**Application for Certificate of Appropriateness – 1301 Superior Ave:** River Holding Company DBA Union Bank of Sparta has submitted an application for certificate of appropriateness for a new business at 1301 Superior Avenue. The project consists of a new bank and drive-up facility located on site cleared for development with an estimated proposed cost of \$600,000.

Jerry Schomberg with Vantage Architects presented the site plans to the board members and stated the design should accommodate the city's downtown master plan very well. He reviewed the location of the building relative to the sidewalks along Superior Ave and West Council Street. This building will facilitate a drive through and on-site parking lot with service access coming off West Council Street and the alleyway. The design is ADA accessible and includes a fully screened refuse enclosure to hide garbage dumpsters. The building will include manufactured stone base with brick walls, shingled roof, and a bulletproof drive-up window. The outside lights will consist of LED bulbs with one pole light located in the parking lot. There should be no concerns with the neighbors regarding the placement of lighting.

Pete Reichardt voiced his concern for the approval of the easement from the building to Superior Avenue. Shane Rolff explained the easement was approved under the city's jurisdiction. Rolff explained a concern he shared with MSA regarding a buffer between the bank and the neighbor to the south. This was resolved by adding a plant bed buffer between the building's drive through and the neighbor to the south.

Per the contractor, the bank is hoping to break ground within two to three weeks and to complete the project by mid to late October of 2019. The bank's state approval inspection is scheduled for the first week of August. The bank will employ about three to four employees.

Jerry also explained they did not have completed plans for signage at this time but should be ready within thirty days. He asked the board members if he should present the signage to them when the plans are ready for viewing. The board agreed as a whole to approve the signage plans at the next available meeting.

Motion by Gomez second by Zabinski to approve the application as presented and to return later to approve the bank's signage plans. Motion passed without negative vote.

**Ongoing Project Updates:** There was no open projects to discuss at this time.

**Administrative Updates:** Roger Gorius was unable to attend the meeting. He will follow up at the next meeting.

**Next Meeting Date:** July 23, 2019.

**Adjourn:** Motion by Thompson, seconded by Gomez to adjourn. Motion passed without negative vote. Meeting adjourned at 5:45 p.m.

Respectfully submitted by:  
Berta Downs