

LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee met in regular **TELECONFERENCE SESSION** on **Tuesday, May 26, 2020** at 5:30 p.m. via teleconference from each members home.

Call to Order – Roll Call: Chairman Travis Scholze called the meeting to order at 5:30 p.m. Members present: Mike Murray, Dustin Powell, Pete Reichardt, Travis Scholze, Tina Thompson, Joanne Westpfahl, Shawn Zabinski, and Remy Gomez. Absent: Jeff Holthaus. Quorum present. Also in attendance: Building Inspector/Zoning Administrator Shane Rolff and Deputy City Clerk Berta Downs.

Approval of May 5, 2020 Minutes: Motion by Thompson, second by Gomez to approve the minutes of the May 5, 2020 special meeting. Motion passed without negative vote.

Nominations and Election of Officers:

CHAIR – Thompson nominated Travis Scholze as Committee Chairperson. There were no other nominations. Travis Scholze was duly elected Long Range Planning Committee Chairperson.

VICE-CHAIR – Murray nominated Dustin Powell as Committee Vice-Chairperson. There were no other nominations. Dustin Powell was duly elected Long Range Planning Committee Vice-Chairperson.

Discussion Regarding Procedures for Future Projects: Scholze reminded the board members of being bogged down last month with the certificate of appropriateness application. As a committee, how will the LRPC view these applications? What does this body want their level of involvement to be with certificate of appropriateness applications or potential financing?

Westpfahl voiced concern that the City spent a lot of money on the downtown master plan. Murray advised things will be coming down the line and more clarity is coming in beginning of June. Scholze advised there is a check list in place for these applications and should follow it appropriately. Part of that check list will bring the project to LRPC for review. Gomez advised lots of time and money was spent on this process and the projects are going through multiple levels before it gets to this group. Westpfahl advised there is a plan and the direction the group should be to literally stick to it. If we don't stick to the plan it will be a hodgepodge. Thompson advised it was a bit of a circus and misdirection was given to our business owner. Going forward, we need to put in place better planning and communication.

Scholze questioned Building Inspector Rolff if the certificate of appropriateness that is received by the city is reviewed by MSA before bringing to LRPC? Rolff advised yes the applications are reviewed with MSA before bringing to LRPC. Rolff advised the group on different types of projects such as minor verses major. Some minor projects, for example, changing a sign, could be staff reviewed and approved as long as it met code and the City's ordinances. Major projects would be reviewed by MSA first, then approved by LRPC. Scholze questioned who determines if the project is minor or major. Rolff will review and if it fits the standards, he will approve. If Rolff thinks something doesn't fit, he will forward on to MSA for review. Does the board have an appetite to review ALL projects? The board members have trust in the Building Inspector to approve the minor projects and to forward on the major projects to MSA. The board members would like to see a recap of minor projects, but don't need the details to approve. If a project is forward to LRPC for review, the members will always receive a staff report from MSA.

Murray advised to streamline the applications would make a huge difference and would narrow things down in an appropriate matter. The board members agreed to leave the approval process as is and to provide monthly updates on any changes or minor projects.

Project Updates: Rolff informed the group of current construction projects such as the new 51 apartments unit located off of Berry Ave to include underground parking, a staging area at Walmart for a drive-through online pickup area, and demo/expansion of the Toro building.

Administrative Updates: The City does not have a City Administrator at this time to provide updates. Murray advised some clarification on applications will be coming through and will require discussion at a later date.

Next Meeting Date: June 23, 2020. The board members agreed it was important to meet regularly so items don't slip through the crack and to stay up to date.

Adjournment: Motion by Thompson, seconded by Westpfahl to adjourn. Motion passed without negative vote. Meeting adjourned at 5:51 p.m.

Respectfully submitted by:

Berta Downs

Berta Downs, City Deputy Clerk