

## **LONG RANGE PLANNING COMMITTEE MINUTES**

The City of Tomah Long Range Planning Committee met in regular **TELECONFERENCE SESSION** on **Tuesday, July 28, 2020** at 5:30 p.m. via Zoom teleconference.

**Call to Order – Roll Call:** Chairman Travis Scholze called the meeting to order at 5:30 p.m. Members present: Remy Gomez, Mike Murray, Dustin Powell, Pete Reichardt, Travis Scholze, Tina Thompson, Shawn Zabinski, and Joanne Westpfahl. Absent: and Jeff Holthaus. Quorum present. Also in attendance: Steve Tremlett of MSA, Building Inspector/Zoning Administrator Shane Rolff, Alderperson Lamont Kiefer, Fire Chief Tim Adler, and City Clerk JoAnn Cram. Mark Tralmer was also present.

**Approval of June 23, 2020 Minutes:** Motion by Thompson, second by Gomez to approve the minutes of the June 23, 2020 meeting. Motion passed without negative vote.

**Reviewing City of Tomah's TIF Manual – LRPC Role.** Steve Tremlett of MSA provided information regarding the City's TIF Manual Policy amendments. If the application gets verified that it's complete, a staff report would be completed through the City Administrator or MSA, and the intent is to limit the workload on MSA. The staff report should go through the criteria and give the information necessary to move it on to the Committee of the Whole and City Council. The 2020 TIF Manual now covers all TIF Districts and it includes two program/project types: New Development (includes all districts) and Façade Improvements (TID 8 only). Other changes were pay-as-you-go for new developments and if funds available, cash grants. Façade improvements would be a low interest loan with possible forgiveness or reduction at the end. It also allow for tenants to request funds with permission of the property owner. It would be LRPC's role to say that the application meets the base criteria and it can go on to the Committee of the Whole or if it doesn't meet the specifications, modifications must be made in order to go forward.

Mark Tralmer spoke regarding a recap of his experience in a recent application process. Mr. Tralmer approached the City Administrator to see how much he wanted to invest into the building. Mr. Tralmer believes the issue going forward is when someone is willing to improve a downtown building, possibly consider having a separate grant from the TID. We need the downtown buildings to look nice. The problem that occurs with regards to updating an old building, the owner can't afford to make the building look better. Mr. Tralmer put \$170,000 into his building renovation and he feels the City needs to step up and contribute to improve the downtown.

All TIF applications will come through the LRPC. The LRPC will review the staff report and the TIF application with supporting materials to verify that the project and request are consistent with the City's adopted plans and ordinances and Development Incentive Qualifications. Review of a project's Development Incentive Qualifications is a new role for LRPC and is limited to verification that the application meets the minimum qualifications. LRPC will not be expected to make an approval recommendation regarding TIF assistance. LRPC will either affirm to the Committee of the Whole that the application is qualified to proceed, or respond back to the application to identify any qualifications not satisfied. The applicant may resubmit with modifications to the City Administrator or their designee, which can be administratively forwarded to the Committee of the Whole or referred back to the LRPC for verification of qualifications. The LRPC will be the body to review the Development Incentive Qualifications to verify that the TIF request can be considered by the Committee of the Whole/Council. In some cases, the staff report will already note compliance, while other items may need further discussion by the LRPC. LRPC requested to see how current TIF assistance has already been expended. Finalized copies of the new policy, story map, and brochure will be provided to be added to the Chamber website as well as the City website. Mr. Tralmer was advised he could re-submit an application for façade work. The City Council could reconsider the façade request.

### **Reviewing Certificate of Appropriateness Applications:**

1. Century 21 located in the 3<sup>rd</sup> Gen Building: The only concern on the application was the sign was going to be backlit. After correspondence, it was determined that only the letters will be lit at night. The checklist meets all qualifications.

Motion by Thompson, second by Murray to approve the Certificate of Appropriateness for the sign permit at 810 Superior Avenue for Century 21-Affiliated as submitted. Motion passed without negative vote.

**Certificate of Appropriateness:**

Motion by Thompson, second by Powell to approve the Certificate of Appropriateness for the sign permit for Penny J Precour at 810 Superior Avenue, Tomah, WI as presented. Motion passed without negative vote.

**Building Inspector Updates on Minor Projects:**

Building Inspector Rolff informed the group there is nothing new on the commercial end. Progress is still on pace for the apartment building off of Berry Ave.

**Project Updates:** No additional updates noted.

**Administrative Updates:** No updates at this time.

**Next Meeting Date:** August 25, 2020.

**Adjournment:** Motion by Westpfahl, seconded by Thompson to adjourn. Motion passed without negative vote. Meeting adjourned at 6:16 p.m.

Respectfully submitted by:

*JoAnn Cram*

JoAnn Cram, City Clerk