

# LONG RANGE PLANNING COMMITTEE

September 7, 2018

## **MEETING NOTICE**

A Long Range Planning Committee Meeting will be held on **Tuesday, September 18 (3<sup>rd</sup> Tuesday of the month), 2018, at 5:30 p.m.** in the Municipal Center Council Chambers 819 Superior Ave., Tomah, WI.

## **AGENDA**

1. Call to Order – Roll Call
2. Approval of May 22, 2018 Minutes
3. Review of Revised TIF Development Incentive Policy Manuals and Applications
4. Review of Downtown Marketing Material
5. Downtown Information Center Update
6. Request by Judy Jonson Faulkner to Discuss 800 Superior Avenue
6. Administrative Updates
7. Next Meeting Date – October 23, 2018
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.

The City of Tomah Long Range Planning Committee met in regular session on Tuesday, May 22, 2018, at 5:30 p.m. in the Municipal Center Council Chambers 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: Eric Prise, Travis Scholze, Pete Reichardt, Mike Murray, Tina Thompson, Joanne Westpfahl, Shawn Zabinski and Mitchell Koel. Absent: Jeff Holthaus and Steve Peterson. Quorum present. Also in attendance: City Administrator Roger Gorius, Public Works & Utilities Director Kirk Arity, Larry Baribeau, Alderpersons Richard Yarrington and Lamont Kiefer, and Andrew Bremer, MSA.

**Nomination and Election of Officers (Chair and Vice Chair):** Motion by Thompson, seconded by Westpfahl, 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 Murray, seconded by Reichardt, to nominate Travis Scholze as Committee Vice-Chairperson. Motion passed without negative vote. There were no other nominations. Travis Scholze was duly elected Committee Vice-Chairperson.

**Review of Revised TIF Development Incentive Policy Manuals and Applications:** City Administrator explained the order in which applications for financing will be processed: The application will be submitted to the City Administrator, then be addressed at the Long Range Planning Committee. The LRPC will review and refer the application to Committee of the Whole. The application then goes to Common Council for final approval.

Andrew Bremer reviewed the proposed changes made to the program policy manual. Significant changes are as follows:

Section 1-Purpose: New development projects and improvement projects are not limited to TIF District 8. New development projects should have a net increase in the assessment value of the property and is intended for projects costs exceeding \$250,000. The 20% cap in the amount of public assistance for new development projects and the \$50,000 cap for rehabilitation projects were removed from the Purpose section of the manual. The list of financing options are now listed in Section 5.

Section 5-Methods of Financing & Project Completion Assurances: The amount of TIF assistance changed from “20%” to “maximum amount as allowed under this policy manual. Changed combination of financing options from “loan” to “Pay-go” to be granted at occupancy. Added “Loans may be provided at project start (e.g. after approval of the development agreement and within 60 days of receiving all necessary site and building permits for the project”. “The use of future tax increments generated from the project to pay back the loan from the City is not applicable”. Added “The City reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans”. Cash grants will be provided after approval of the development agreement and within 60 days of receiving all necessary site and building permits for the project). The City reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The City reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans”.

Section 6-Evaluation Criteria “Non-Discretionary” changed to “Development Incentive” Qualifications. Ownership criteria: Commercial building tenants are also eligible for funding with the property owner’s written permission and inclusion in the development agreement.

Maximum Assistance Criteria and Payback Period Criteria were changed depending on the type of financing applied for. The City may now require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance. Deleted the criteria that the project will not result in a tax exempt property and deleted the stipulation that the applicant not be a member of any City committee, official, employee or agent of the City.

Section 8-Application Procedure: Processing fees were changed to \$250 for loan requests and \$500 for all other requests.

Mike Murray left at 6:20 p.m.

**Review of Downtown Marketing Material:**

Andrew Bremer displayed a story map which will provide an online resource for businesses who are considering building or making improvements to their building facades.

**Downtown Information Center Update:**

A rendering of the exterior design was handed out. Plans are to install a retaining wall with pillars and lights on north side of building. A clock will be installed in the center of the lot surrounded by a raised garden bed with seating; concrete will be removed from the boulevard area on Superior Ave. and Council St. and grass will be planted to match the Gillette Park boulevard. Public Works employees are working on landscaping while waiting for the new windows. On the north side of the lot there will be two approximately 6’ x 6’ tree wells installed with stools and bar ledges. The south side of property will address handicap accessibility. To date \$46,000 has been spent of the \$270,000 budgeted.

**Administrative Updates:**

3<sup>rd</sup> Gen project is on schedule and a \$250,000 grant was received by WEDC.

**Next Meeting Date – June 26, 2018.**

**Adjourn:** Motion by Thompson, second by Koel to adjourn. Motion carried without negative vote. Meeting adjourned at 6:50 p.m.

Respectfully submitted by Diane Webster.