

**COLUMBUS COMMON COUNCIL – REGULAR MEETING**  
**TUESDAY, JANUARY 5, 2016 – 6:30 PM**  
**COLUMBUS CITY HALL**  
**AGENDA**

1. Roll Call
2. Pledge of Allegiance
3. Notice of Open Meeting
4. Approve Agenda
5. Correspondence & Communications

**Consent Agenda**

1. Council Minutes – 12/15/15
2. HLPC – 12/09/15
3. Library Board – 11/17/15
4. W&L Commission – 11/12/15

**Unfinished Business**

1. Consider and take action on City Budget Line-Item Policy

**New Business**

1. Consider and possible action on the Letter of Credit for the Highland Ridge Addition #1.
2. Consider and possible action on Ordinance 724-15, "An Ordinance to Repeal and Recreate Section 94-52 of the City Code of Ordinances Concerning the Imposition of a Room Tax"
2. Consider and take action on the application for a "Class B" liquor license for Chef's Corner, LLC, 158 E James Street, Columbus
3. Ordinance 725-15, "An Ordinance to Repeal and Recreate Section 6-44 (e) of the City Code of Ordinances Concerning Minimum License Use Requirement"
4. Ordinance 726-15, "An Ordinance to Repeal and Recreate Certain Provisions of the Columbus Code of Ordinances Regarding the Collection and Distribution of Room Tax"
5. Ordinance 727-15, "An Ordinance to Repeal and Recreate Section 78.53 Regarding Fees in the City Columbus"
6. Consider and take action on makeup of an ad hoc finance committee for financial policy review
7. Consider and take action on application of Rodney Cooley for a conditional use permit for 629 Chapel St for a motor repair/welding shop.
8. Consider and take action on the request of Badger Motor Cars, LLC for an amendment to their conditional use permit to allow "Class B" liquor license at 336 N Spring St
9. Consider and possible action on transfer of City-raised donations for the Pavilion project to HLPC
10. Consider and take action on the request for change of agent: Ultra Mart Foods, LLC, Donald F Klug, Agent
11. Consider and take action on applications for Operator Licenses: Stephanie Smart, Kelsey M Goebel
12. Consider and take action on claims in the amount of \$497,484.97
13. Report of City Officers – City Administrator, Mayor

**Adjourn**

**COLUMBUS COMMON COUNCIL – REGULAR MEETING  
TUESDAY, DECEMBER 15, 2015 – 6:30 PM  
COLUMBUS CITY HALL**

The Columbus Common Council held a regular meeting on Tuesday December 15, 2015 at 6:30 pm at Columbus City Hall. The meeting was called to order by Mayor Crombie and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Clark, Melotte, Reid, Royem, Rule and Thom, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media.

Mayor Crombie led the Council in the pledge of allegiance. Motion by Clark second by Thom to approve the agenda as posted. Motion carried voice vote. There were no citizen comments for the Council.

Mayor Crombie reviewed the items on the Consent Agenda. No items were asked to be removed. Motion by Thom second by Rule to approve the Consent Agenda as read. Motion carried voice vote.

Consideration of a proposed city budget line-item policy to the next regular meeting, January 5, 2016.

Motion by Clark second by Reid to approve granting a "Class B" liquor license in the City of Columbus for L&L Events & Banquets, LLC, Robbins Creek Event & Banquet Center, 277 Industrial Drive. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Royem second by Clark to approve a contract with Columbus Baseball Organization for 01/01/2016 – 12/31/2017. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Clark second by Royem to approve a contract with Economic Development Partners LLC in the amount of \$5,000 to pursue a grant application for a community center, funds to come from the 2015 Contingency Fund. Any additional costs of the contract will be covered by the Library Board. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Royem second by Rule to approve a contract with Design Coalition Architects Inc. for design and construction management services for an ADA Accessibility project on Firemans Park Pavilion, funds to come from the Historic Landmarks & Preservation Commission. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Clark second by Reid to approve a contract with Dodge County for handling stray animals for 2016 with the options of \$1,500, dogs only and must have approval before accepting any animal. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Ordinance 724-15, "An Ordinance to Repeal and Recreate Section 94-52 of the City Code of Ordinances Regarding the Imposition of a Room Tax" was introduced and read by title only for the first reading. Referred to the next regular meeting of the Council, January 5, 2016.

Motion by Clark second by Melotte to approve the recommendation of the Plan Commission and grant a conditional use permit to Countryside Ford for 333 Transit Road to allow a motor vehicle subject to addressing the issues in the Ruckert Mielke letter dated December 7, 2015. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Royem second by Rule to approve the recommendation of the Plan Commission to amend the Highland Commons Planned Unit Development to allow single family residences. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Thom second by Rule to approve the recommendation of the Plan Commission to approve the Certified Survey Map to create separate tax parcels for 1501.01 and 1501.02. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Thom second by Clark to approve the recommendation of the Plan Commission to approve the Certified Survey Map to create separate tax parcels for 1501.07 and 1501.08. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Royem second by Melotte to approve the appointment of election clerks for the term 01/01/2016 through 12/31/2017. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Clark second by Rule to approve a contract with Columbus West Travel Center for the purchase of fuel for 2016. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Melotte second by Clark to approve the purchase from Columbus Self Storage for part of Outlot 2 of Columbus Commerce Center plat owned by the City of Columbus in the amount of \$50,000, contingent upon the working out the final items identified by City Attorney Johnson and City Engineer Lietha. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Royem second by Clark to grant operator licenses to Charles A Drugg, Brian Derr, Mary Larson, Brian Swomia, and Jacob J Glynn. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

Motion by Clark second by Rule to approve payment of claims in the amount of \$217,951.79. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

City Administrator Vander Sanden reported Confidential Administrative Secretary Lana Platz will be retiring after 25 years of service; there will be an amendment to the State Municipal Agreement for the James St project.

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Columbus Common Council  
Regular meeting

Mayor Crombie reported Columbus is a great community with neighbors helping neighbors, volunteers lots of donations from the holiday train strong city exceptional amount of new homes lots being developed strong business community Ottery TIF #4 happy holiday season and happy new year

The meeting adjourned to closed session at 7:10 pm on a motion by Thom second by Melotte per 19.85(1)(c) personnel to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically the City of Columbus and Columbus Professional Police Association Local 237 WPPA. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

The meeting reconvened to open session at 7:23 pm on a motion by Clark second by Melotte. Motion carried voice vote.

Motion by Clark second by Royem to approve a contract between the City of Columbus and Columbus Professional Police Association Local 237 WPPA for the term 01/01/2016 – 12/31/2017.

The meeting adjourned to closed session at 7:30 pm on a motion by Thom second by Clark per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically to consider Ottery development agreement and TIF #4 funding request. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

The meeting reconvened to open session at 7:47 pm on a motion by Thom second by Royem. Motion carried voice vote.

Motion by Royem second by Clark to approve a development agreement between Ottery Brothers LLC, the City of Columbus and B2 Enterprises LLC and a TIF #4 funding request subject to completing the attachments to the agreement except the Wastewater Agreement will be completed and approved separately, and land use and building permits can be issued. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

The meeting adjourned to closed session at 7:51 pm on a motion by Royem second by Thom per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically the Hydro Street Revolving Loan. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting 'Yes.'

The meeting reconvened to open session at 8:09 pm on a motion by Thom second by Clark. Motion carried voice vote.

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Columbus Common Council  
Regular meeting

Items placed on file through the Consent Agenda:

Council Minutes – 12/01/15                      Senior Citizens Advisory – 11/05/15  
Treasurer's Report – November 2015        W&L Commission – 10/08/15

The meeting adjourned at 8:17 pm on a motion by Royem second by Thom. Motion carried voice vote.

Anne Donahue  
City Clerk

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE  
TUESDAY, DECEMBER 15, 2015 – 8:17 PM  
COLUMBUS CITY HALL**

The Columbus Common Council held a Committee of the Whole meeting on Tuesday December 15, 2015 at 8:17 pm at Columbus City Hall. The meeting was called to order by Council President Thom and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Clark, Melotte, Reid, Royem, Rule and Thom, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media.

Motion by Royem second by Rule to approve the agenda as posted. Hearing no objection, Chair Thom announced the agenda approved. There were no citizen comments on agenda items.

Department reports were accepted as submitted from the Department of Public Works, the Fire Department and the Senior Center.

The application for a "Class B" liquor license in the City of Columbus for Chef's Corner, LLC, 158 E James Street, Charles A Drugg agent was referred to the next regular meeting of the Council, January 5, 2016.

The use of the chapel in the Hillside Cemetery was discussed. An agreement will be drafted for the use over the winter months. Referred to the Hillside Cemetery Board.

Draft Ordinance 725-15, "An Ordinance to Repeal and Recreate Section 6-44 (e) of the City Code of Ordinances Concerning Minimum License Use Requirement" was referred to the next regular meeting of the Council, January 5, 2016.

Draft Ordinance 726-15, "An Ordinance to Repeal and Recreate Certain Provisions of the Columbus Code of Ordinances Regarding the Collection and Distribution of Room Tax Funds" was referred to the next regular meeting of the Council, January 5, 2016.

Draft Ordinance 727-15, "An Ordinance to Repeal and Recreate Section 78.53 Regarding Fees of the City of Columbus" was referred to the next regular meeting of the Council, January 5, 2016.

The special meeting for a workshop to discuss special assessments for 2016 projects and the Sewer Portion of 2016 Street Project will be held Thursday January 7, 2016.

An ad hoc finance committee for financial policy review made up of at least three elected officials was referred to the next meeting of the Council, January 5, 2016.

The meeting adjourned at 9:20 pm on a motion by Royem second by Rule. Motion carried voice vote.

Anne Donahue  
City Clerk

**Columbus Historic Landmarks and Preservation Commission  
Monthly Meeting, Community Center/Recreation Building, 5:00 PM**

**Date: December 9, 2015**

**Attendees:**

**Carolyn Fredericks Beth Altschwager Retta Kurth Kris Schirmacher**

- 1. Call to Order**
- 2. Properly posted meeting**
- 3. Approve Agenda of December 9, 2015 Meeting**  
Motion: Kurth Second: Schirmacher Motion Approved
- 4. Approve Minutes of November 11, 2015 Meeting**  
Motion: Schirmacher, Second: Altschwager Motion Approved
- 5. Treasurer Report-Attached:**  
Motion: Kurth Second: Schirmacher Motion Approved.

Schirmacher made a motion for the City to cut a check to HLPC for funds currently held by the City for the ADA project by the end of the year. Kurth seconded the motion. The motion carried. Account #: 245-484817-000; Amount: \$24,806.75 + Interest and any additional funds through 2015.

- 6. CHLPC City budget summary** – Council approved \$1500 carry-over of the “new projects” account to the 2016 budget to cover the Historic Intensive Survey.
- 7. Old Business:**
  - A. Resthaven project ideas:** City Council approved \$20,000 for the roof. Discussion of having Roger Smith of Design Engineering look at the report from General Engineering and proceed to opening it up for bids.  
  
Money from 2016 calendar sales will be allocated to projects after the roof is completed. Designated funds for bathroom renovations can be put toward engineering and design.
  - B. Pavilion donor plaques:** Tabled
  - C. 2016 Calendar:** Calendars at area businesses were redistributed for better sale potential.
  - D. Pavilion ADA Project:**
    - 1) Marketing / Articles – Special meeting in January?** All committee members present agreed to meet in January to follow up on marketing issues.  
  
**2) Design Coalition Contract:** Signing of the contract is scheduled for mid-December. It was suggested to contact Jim Sewell as a consultant for issuance of permits required by State & Federal agencies.

**8. New Business:**

**A. Resthaven roof:** City approved \$20,000 in the 2016 budget for roof repair/replacement.

**B. Other:** It was agreed to contact Curt Hanson about doing an article for the paper to highlight the \$25,000 matching funds promotion for the Pavilion ADA project.

**9. Council Liaison report:** No report.

**10. Adjourn:** Motion made by Altschwager, seconded by Schirmacher. Motion carried. Meeting adjourned at 6:30 pm.

Respectfully Submitted,  
Retta Kurth, Sec.

**Columbus Public Library  
Library Board Meeting  
Tuesday, November 17, 2015  
Phyllis Luchsinger Callahan Meeting Room**

Peter Kaland called the regular meeting to order at 5:00 PM. Present: Trina Reid, Bill O'Donnell, Kate Stover, Mary Lou Sharpee, Nora Vieau, Cindy Fesemyer, Jenny Perkins and Dan Stuntebeck.

**Adoption of the Agenda:** Kate moved and Jenny seconded a motion to approve the Agenda as presented. Motion carried.

**Board Minutes:** Mary Lou moved and Kate seconded a motion to accept the Board meeting minutes from October 20th. Motion carried.

**Strategic Planning :** The Library Board's Strategic Plan will be presented at the City Council meeting on December 1st.

**Financial Secretary's Report:** The balance at Farmers and Merchants Bank is \$5,733.76. The SCLS Foundation Fund balance is \$234,846.41 The balance at Anchor Bank is \$34,051.54. Bill moved and Dan seconded a motion to accept the report. Motion carried.

**2015 Budget :** The budget is on track for this point in the year.

**Approval of Bills:** Pete moved and Jenny seconded a motion to accept the bills in the amount \$7213.40. Motion carried.

**Friends of the Library:** has used its funds to give 3 new, lightweight tables to the Library. The Boards appreciates the work and contributions of the Friends of the Library.

**Director's Report :**

- Cindy gave an update on the coming W. James Street construction project
- Cindy gave an update on the new My PC software
- Cindy let us know about the "Printer On" replacement solution
- Cindy reminded us that we are invited to attend the Cornerstone Award event in Portage this Thursday night (Nov 19th) the library is receiving the Giddy Up Partner Award for doing cool stuff with other folks like the Hospital, Schools, Recreation and the Senior Center. As a reminder, this event is casual event. All Board members are welcome. Location: 205 Vino, 205 De Witt St, Portage, Time: event starts at 5:00 (free grub, cash bar) and the program starts around 6 pm All Board members are welcome to attend.

- the Winter Story Walk boards are being put in store windows around town, next week.
- We discussed fines, fees and stats.

**Correspondence:** none

**Committee Reports** :

**Building Ad Hoc Committee :** none

**Bldg & Grounds :** none

**Policy :** none

**Personnel :** Kate moved and Trina seconded a motion to approve Izzy Dawson as the new Library Page. Motion carried.

**President's Report:** none

**Unfinished Business:** none

**New Business:** Holiday Recognition. The Board will distribute holiday gifts cards to the staff immediately following the next Board meeting/holiday party.

There being no further business, Bill moved and Nora seconded a motion to adjourn the meeting. Motion carried.

Bill O'Donnell, Secretary

COLUMBUS WATER & LIGHT  
COMMISSION MEETING  
NOVEMBER 12, 2015

CWL Commission President Poser called the CWL Commission meeting to order at 4:00 pm. Commissioners present: Poser, Lang, Sanderson, Robbins, Crombie, Melotte and Andler. Also present at the meeting was CWL Sup't. Anthon, ESRs Schieble and Stieve, Phil Hansen of WPPI, City Engineer Lietha, CA Vander Sanden and Economic Development & Marketing Specialist Carlson.

It was reported that the City Clerk, as required by appropriate Wisconsin Statutes, had given proper public notice of the meeting.

The Agenda for the meeting was amended to move items 1, 2 and 3 under new business to the beginning of the meeting approved on a motion by Crombie, seconded by Melotte.

Anna Stieve, ESR from WPPI introduced herself to the Commission.

Visitor's Comments and Utility Communications: Anthon noted the thank-you note from the Columbus Area Endowment for the recent contribution in honor of Al Strohschein and Kathy Hoch.

The Consent Agenda which consisted of the October 8th CWL Commission Meeting minutes, Monthly Treasurer's Report and Outage Report was approved on a motion from Lang, seconded by Crombie.

**UNFINISHED BUSINESS:**

July 13<sup>th</sup> Wind Storm Review/Update: Anthon reported that he had a meeting with Jeff Weigen in mid October and had given Jeff additional information that he requested. Jeff is a senior claims adjuster for RGACM. According to Jeff he needed to have his information submitted to the insurance company within 30 days of meeting with Anthon. Anthon contacted Dennis Buchda of Richards Insurance Agency today to inquire about the progress of the insurance payment. Buchda was going to check with EMC Insurance to see if any progress was made with the payment. Anthon will update the Commission on the progress of the insurance claim payment as information is available.

E3P Account Discussion/PSC Question on LED Street Light Improvements: Based on the discussion at the last CWL Commission Meeting, Anthon contacted Joe Fontaine of the PSC to inquire about the possibility of using E3P funds for the decorative LED Street Lights that will be installed as part of the James Street Project. Fontaine responded that the LED Street Lights would not qualify for an appropriate use of the E3P Funds. Anthon further inquired about using E3P Funds for AMI Metering. Again, Fontaine pointed out that AMI Metering would not be an appropriate use of the funds.

**NEW BUSINESS:**

2016 Street Projects, Water Main Task Order: City Engineer Lietha explained the street projects that will be completed in 2016. CWL will be responsible for the water main costs on these street projects. Lietha further explained the 'Task Order' (TO) from Ruckert and Mielke (R&M) for the design, bidding and construction observation for the water main component of this project amounts to \$102,913. Motion by Melotte, seconded by Sanderson to accept R&M's TO in the amount

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of \$102,913 for the design, bidding and construction observation for the 2016 water main projects, motion carried.

AMI Metering Discussion: The Commission reviewed the memo that was included in this month's packet on this subject. Phil Hansen, WPPI Chief Information Officer, explained that CWL successfully implemented the AMI Large Power system over a year ago and the next logical step would be to implement an AMI system with the residential customers. Hansen further explained that the cost of the AMI Meters could be covered under the WPPI 0% Loan for a period of the next 10 years. Motion by Sanderson, second by Robbins to proceed with the Elster AMI project and purchase 2,623 single phase Elster meters, using the WPPI 0% Loan to finance the project over the next ten years, motion carried.

Economic Development Funding Discussion/Request: CA Vander Sanden discussed the merits of CWL contributing to Economic Development. Poser inquired about Carlson's availability to promote/'market' the E3P Program for CWL seeing as how Schieble was retiring. Vander Sander and Carlson indicated that Carlson could assist in marketing the E3P program to businesses and residents. Sanderson inquired about the contribution amount that Vander Sanden and Carlson were seeking. Vander Sanden stated that \$5,000 would cover the Economic Development Contribution for 2016. Motion by Sanderson, second by Robbins to provide \$5,000 to Economic Development/E3P Marketing for 2016, motion carried.

Election of CWL Officers: Election of CWL Commission Officers: Motion by Robbins, for the current slate of officers consisting of Heidi Poser, Jack Sanderson and Rolf Lang to continue as President, Vice-President and Secretary respectively, seconded by Melotte, motion carried.

Cash Disbursements/Accounts Payable Reports: The Commission reviewed the October Cash Disbursements Report. Checks numbered 18058-18133 and 35 wire and ACH transfers, totaled \$914,045.56. The Commission reviewed the Accounts Payable Report and ordered paid 57 requests totaling \$234,628.63. Motion by Crombie, second by Robbins, to approve paying the 57 requests from the AP Report, and to transfer \$44,407.35 from the James Street Account #1266 to General Checking Account #1310 motion carried. The October cost per kilowatt-hour was \$0.07702. Reports were approved and placed on file.

Appoint CWL Commissioners to serve on Commission/Employee Annual Negotiations Team: Robbins, Lang and Crombie and will serve as the Commissioner Negotiation team this year.

2016 CWL Commission Meeting Dates: The 2016 schedule provided in this month's packet was adopted. The meeting dates will be the second Thursday of each month and the meetings will begin at 4:00 pm at the CWL Administrative Building at 950 Maple Avenue. A commission/employee lunch was planned on for the October 13<sup>th</sup>, 2016 meeting.

Update/Discussion on 2016 Street Projects, James Street Project and Borrowing Needs: Anthon reviewed the construction projects that CWL has planned for 2016 and 2017. All totaled the projects are estimated to cost \$3,953,915. In looking at financing options Anthon contacted David Drown

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Associates through the Wisconsin Rural Water Association. Drown reviewed CWL's financials and explained to Anthon that issuing Mortgage Revenue Bonds (MRBs) would be the best course for CWL. Anthon exchanged e-mails with Greg Johnson of Ehlers Associates about CWL's upcoming financial needs. Johnson indicated that he thought MRBs would have an interest rate of approximately 2.9%. Anthon will gather further information from Johnson on timing and report back to the CWL Commission at the December meeting.

Discussion/Approval of 2016 CWL Budget: Anthon discussed the proposed 2016 CWL budget. Debt Service coverage for 2016 is projected to be 4.00%. WPPI Purchased Power costs are expected to increase 2.73% in 2016 versus 2015 Purchased Power costs. Electric Department Revenue is expected to be approximately \$299,954 versus anticipated income for 2015 of \$233,816. 2016 Revenue for the water department is expected to be \$214,400 versus an expected income of \$95,704 in 2015 with the difference being the expense of painting the water tower in 2015. There being no further discussion, motion by Lang, second by Melotte to approve the 2016 Budget, motion carried.

**REPORTS:**

Financial Report was given by Sup't. Anthon and placed on file.

Mayor Comments: The Mayor spoke on various topics related to projects throughout Columbus.

Superintendent's Report:

- Over the past month, Anthon has attending several DOT Meetings dealing with James Street, HWY 16&60 Intersection and the HWY 16&151 Intersection. All indications are that the HWY 16&60 intersection project will be constructed in 2016, James Street in 2017 and the HWY 16&151 intersection on/off ramps will occur in 2021.
- Ottery Brothers of Campbellsport, WI, purchased land from Richard Sheard, adjacent to the Columbus West Travel Center in order to construct a new 13,300 square foot facility that specializes in interior food grade semi truck tank washes and exterior semi truck tank washes. Anticipated water usage for this new facility is 200,000 gallons per month. Construction is anticipated to begin in early December.
- On Wednesday, November 4th, Anthon received an email from Mike Peters, WPPI CEO, explaining that 34 out of the 51 WPPI members have approved the Long Term Power Supply Contract (LTPSC). Under the terms of the Amendment, specifically paragraph 5, effective date, at least 34 members needed to approve the amendment by March 31, 2016, for it to become effective. Peters is anticipating that the remainder of the membership will adopt the amendment to the LTPSC by the deadline of March 31, 2016.
- On Friday, October 23rd, the MEUW Executive Committee announced that Matt Bromley has been hired as the next Executive Director for MEUW. Matt will begin his employment with MEUW on Monday, November 30, 2015. Matt is currently the Executive Director at the Customers First! Coalition, a statewide non-profit organization of electricity providers, workers and customers that was

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formed to protect the interest of electric consumers in Wisconsin. MEUW is a member of CFC. Matt has been with the Customers First! Coalition since 2007. His major responsibilities have included board management, member relations, financial management, advocacy, communications and event planning.

- Anthon noted that he sent a letter to Gene Ganta as a result of Gene's inquiry into the delinquent Utility Charges that were placed on his property tax.
- The Oconomowoc pole attachment case has been heard by the Public Service Commission of Wisconsin. The PSC threw out the argument from Charter and Time Warner that the FCC pole attachment rate should be used instead of the pole attachment agreement that is used by municipal utilities in Wisconsin.
- JR Underground will be completing the underground boring on the James Street Project for 2015, early next week by placing a 6" duct in the James and Main Street intersection. JR will also be completing some boring on Transit Drive for the Country Side Ford project.
- CWL Foreman Joe Hammer and Anthon walked the James Street Project on Thursday, October 30th to inventory the overhead electrical services that need to be converted to underground. There are 21 homes and 4 businesses that will need to have new meter sockets installed.
- Country Side Ford has acquired the property across Transit Drive from Estes Trucking and to the east of Farmers Implement, in order to build a new facility. According to Keller Builders, ground breaking is set for March 2016.
- The west overhead garage door was damaged recently and will be fixed early next week. Anthon noted that he turned a claim into CWL's insurance carrier for the repairs.

Motion by Crombie, second by Melotte to adjourn at 5:58 pm.

**\*\*Next Scheduled Meeting – Thursday, December 10<sup>th</sup>, 4:00 pm at Columbus Water & Light\*\***

Respectfully Submitted,

Rolf Lang  
CWL Commission Secretary

# 2016 AGENDA ITEM

**MEETING DATE:** January 5, 2016

**AGENDA ITEM:** Highland Ridge Phase 2, LOC

## **DETAILED DESCRIPTION OF SUBJECT MATTER:**

At the City Council meeting on October 9, 2015, the City Council approved an extension to the Letter of Credit to JJB for the Highland Ridge subdivision project. The Letter of Credit was continued at the \$126,815 level and extended for 3 months, until January 9, 2016.

The January 9<sup>th</sup> deadline is fast approaching, but JJB has addressed a number of issues relative to their project, but some others still remain. Jason Lietha has reviewed the project and is comfortable with reducing the Letter of Credit (see attached).

Jim Hartung, the JJB representative, is requesting that the Letter of Credit be reduced to \$18,156.25 and extended for 6 months. The reason he would like 6 months is because they plan to begin work on the 2<sup>nd</sup> phase of the development (which would complete Highview Lane through to Tower Drive and make another 8 residential lots available. Jim thought the Letter of Credit can be set at that time to a level appropriate for the second phase.

City staff does not have any concerns with the 6 month extension, so long as a means to complete the project exists. The intent to work on the 2<sup>nd</sup> phase is also a good thing for the City.

**ACTION REQUESTED OF COUNCIL:** Consider a reduction in the Highland Ridge Letter of Credit and extension for 6 months to July 2016.

COPY

Boxes Checked Are Applicable.  
Boxes Not Checked Are Not Applicable.

IRREVOCABLE STANDBY LETTER OF CREDIT

Farmers & Merchants Union Bank  
159 W James St, PO Box 226  
Columbus, WI 53925  
(NAME AND ADDRESS OF ISSUER)

BENEFICIARY  
City of Columbus  
105 North Dickason Blvd  
Columbus, WI 53925  
Attn: Patrick B. Vander Sanden Administrator

LETTER OF CREDIT NO.  
359

DATE  
January 9, 2016

WE HEREBY AUTHORIZE YOU TO DRAW ON US FOR THE ACCOUNT OF ACS RBHS LLC and JJB Commercial Real Estate LLC

UP TO AN AGGREGATE AMOUNT OF Eighteen Thousand One Hundred Fifty-Six Dollars and 25/100 (\$ 18,156.25 )

AVAILABLE BY YOUR DRAFTS AT SIGHT TO BE ACCOMPANIED BY  
An affidavit executed by an authorized Municipality official stating that the Developer is in default under the terms of the Development Agreement between ACS RBHS LLC, JJB Commercial Real Estate LLC and the City of Columbus dated October 15, 2014.

SPECIAL INSTRUCTIONS:

ALL BANKING CHARGES OTHER THAN ISSUER'S ARE FOR BENEFICIARY'S ACCOUNT.  
PARTIAL DRAWINGS  PERMITTED  NOT PERMITTED.

ALL DRAFTS MUST BE MARKED "DRAWN UNDER LETTER OF CREDIT OF Farmers & Merchants Union Bank  
(NAME OF ISSUER)

NO. 359 DATED January 9, 2016 ."

THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES (1998), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590. WE AGREE WITH YOU TO PAY DRAFT(S) DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS LETTER OF CREDIT IF PRESENTED AT THIS OFFICE TOGETHER WITH THIS LETTER OF CREDIT ON OR BEFORE THE CLOSE OF OUR BUSINESS ON June 30, 2016 .

January 9, 2016 (DATED)  
Farmers & Merchants Union Bank NAME OF ISSUER  
BY Douglas E Lambert AUTHORIZED SIGNATURE  
Douglas E Lambert, Assistant Vice President mg

11/25/2015 Letter of Credit Reduction Request

ENGINEER'S ESTIMATE

Highland Ridge Addition No. 1

Item No.	Description	Estimated Quantity	Unit	Price	Cost from original Estimate
1.	Mobilization Bonds and Insurance	0.1	LS	\$10,500.00	\$10,500.00
2.	Unclassified Excavation	0	LS	\$11,200.00	\$0.00
3.	Seed / Fertilizer / Mulch	500	SY	\$0.75	\$375.00
4.	Erosion Control	0	LS	\$2,500.00	\$0.00
5.	Traffic Control	0	LS	\$500.00	\$0.00
6.	Silt Fence	0	LF	\$1.40	\$0.00
7.	Clear / Grub Trees	0	LS	\$600.00	\$0.00
8.	Concrete Curb/Gutter Type A	0	LF	\$11.94	\$0.00
9.	Concrete sidewalk	0	SF	\$3.54	\$0.00
10.	CABC 3/4 Inch Gradation (4" thick)	200	SY	\$3.00	\$600.00
11.	CABC 3 inch Gradation (8" thick)	0	SY	\$5.00	\$0.00
12.	Asphaltic Binder (1.75" Thick)	200	SY	\$8.50	\$1,700.00
13.	Asphaltic Surface (1.5" Thick)	200	SY	\$6.50	\$1,300.00
14.	EBS	0	TON	\$15.72	\$0.00
15.	Sanitary Manhole	0	EA	\$1,200.00	\$0.00
16.	Sanitary Sewer 8 - inch	0	LF	\$35.00	\$0.00
17.	Sanitary Lateral 4 - inch	0	LF	\$28.00	\$0.00
18.	Sanitary WYE	0	EA	\$100.00	\$0.00
19.	Sewer Televising	0	LF	\$3.00	\$0.00
20.	D.I. Water main 8 - inch	0	LF	\$38.00	\$0.00
21.	Valve and Road box 8 - inch	0	EA	\$1,500.00	\$0.00
22.	32 bend water main	0	EA	\$350.00	\$0.00
23.	Copper Water Service 1 - inch	0	LF	\$15.00	\$0.00
24.	Corporation, Curb Stop and Box 1 - inch	0	EA	\$500.00	\$0.00

Items covered on the Punch List 09-10-15

25.	Terrace Trees	10	EA	\$700.00	\$7,000.00
26.	Sanitary sewer locate boxes	2	EA	\$500.00	\$1,000.00
27.	Red Diamond at end of temporary dead end	1	LS	\$500.00	\$500.00 (working this out with DPW)

subtotal \$13,025.00  
 Outstanding invoices to City \$1,500.00  
 total \$14,525.00

New LOC Amount **25% city admin** **\$18,156.25**

CITY OF COLUMBUS

ORDINANCE 724 – 15

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 94-52 OF THE CITY CODE OF ORDINANCES CONCERNING THE IMPOSITION OF A ROOM TAX**

The Common Council of the City of Columbus, Columbia County, Wisconsin do hereby ordain as follows:

1. Section 94-52, Imposition of a Room Tax, is repealed and recreated to now read as follows:

Pursuant to Wis. Stats. §66.0615 a room tax is hereby imposed on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by hotel keepers, motel operators and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for use of the accommodations. The tax shall be at the rate of 6% of the gross receipts from such furnishing of rooms or lodging. Such tax shall not be subject to the selective sales tax imposed by Wis. Stats., §77.52(2)(a).

2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
3. **Effective Date.** This Ordinance shall become effective on April 1, 2016.

Adopted this \_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie, Mayor

By: \_\_\_\_\_  
Anne Donahue, City Clerk

**CITY OF COLUMBUS**  
**ALCOHOL BEVERAGE LICENSE APPLICATIONS**  
LICENSING PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016

Action regarding the applications will be taken by the City Council at its meeting on January 5, 2016 at approximately 6:30 pm. These applications are on file in the office of the City Clerk and are open to public inspection Monday through Friday, 8:00 AM - 4:30 PM, at 105 N. Dickason Blvd, Columbus, Columbia County, Wisconsin. Anne Donahue, City Clerk

**"CLASS B" LIQUOR AND FERMENTED MALT BEVERAGE**

**Business:** Chef's Corner, LLC, 158 E James Street, Charles Drugg, Agent  
**Owner:** Chef's Corner, LLC, 131B S Ludington St, Columbus WI 53925

CITY OF COLUMBUS

ORDINANCE 725 – 15

AN ORDINANCE TO REPEAL AND RECREATE SECTION 6-44(e) OF THE CITY  
CODE OF ORDINANCES CONCERNING MINIMUM LICENSE USE  
REQUIREMENTS

The Common Council of the City of Columbus, Columbia County, Wisconsin do hereby ordain as follows:

1. Section 6-44(e) of the Municipal Code of Ordinances is repealed in its entirety and recreated to now read as follows:
  - (e) **Minimum License Use Requirement.** A licensee shall be open for business with adequate stock and equipment for at least 125 days during the term of the license. In the event that a licensee is not open for business for at least 125 days during the license period, or the premises is closed or not operating for any period of 90 consecutive days or more, the Common Council may commence an action for suspension, revocation or non-renewal of the licensee's license pursuant to Wis. Stats. §125.12. In deciding to suspend, revoke or non-renew the license, the Common Council may consider such factors as: Damage to the premises rendering it temporarily unfit for safe operation under the license; closing for reasonable periods to alter, repair, remodel or redecorate the premises; seasonal operation of the licensed business; acquisition of licenses by commercial lenders incidental to a foreclosure proceeding or deed in lieu of foreclosure; or any other closing for periods beyond that permitted by this section due to unusual circumstances not under the control of the licensee.
2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie, Mayor

By: \_\_\_\_\_  
Anne Donahue, City Clerk

## CITY OF COLUMBUS

### ORDINANCE 726 – 15

#### AN ORDINANCE TO REPEAL AND RECREATE CERTAIN PROVISIONS OF THE COLUMBUS CODE OF ORDINANCES REGARDING THE COLLECTION AND DISTRIBUTION OF ROOM TAX FUNDS

The Common Council of the City of Columbus, Columbia County, Wisconsin does hereby ordain as follows:

1. Sections 2-379 – 2-382 of the Columbus Code of Ordinances regarding the creation of the Columbus Tourism Committee are hereby repealed in their entirety.
2. Division 9 of Chapter 2, including Sections 2-379 – 2-382 are recreated to now read as follows:

#### **Division 9.-Columbus Tourism Commission**

**Section 2-379 Purpose.** The Columbus Tourism Commission is created and shall be responsible for developing ideas for promotion of the City of Columbus by creating marketing projects and a marketing plan for the greater Columbus area. The Commission shall be responsible for developing rules and regulations for the evaluation of room tax applications and other funds designated by the City Council for marketing of the City. The Commission shall be responsible for coordinating tourism promotion and tourism development for the City. “Tourism promotion and tourism development” has the meaning as provided in Section 2-382 B of this Chapter as amended from time to time.

**Section 2-380 How Constituted.** The Columbus Tourism Commission shall consist of the Mayor, one representative from the Common Council, one representative from the Wisconsin hotel and motel industry that is currently doing business within the City of Columbus, and three citizen residents of the City of Columbus.

**Section 2-381 Terms.** The Mayor shall serve during the duration of his or her term. The Council representative shall be appointed annually by the Mayor and confirmed by the Common Council at its first meeting of May in each year. The Mayor shall appoint the

member of the Commission that represents the hotel and motel industry, and the three citizen members. The member of the hotel/motel industry and the three citizen members shall be confirmed by a majority vote of the members of the Common Council who are present when the vote is taken. The member of the hotel and motel industry, and the citizen members shall each serve a one-year term, beginning on January 1 of each year, and each term shall be served at the pleasure of the Mayor, and each may be appointed for successive one-year terms. The members of the Commission shall meet regularly, and at its first meeting of each calendar year, shall elect a chairperson, vice chairperson and secretary.

**Section 2-382 Duties.**

- A. The Columbus Tourism Commission is charged with creating a marketing plan for tourism promotion and development within the City of Columbus.
- B. The Commission shall allocate and disburse the room tax revenue that it receives from the City for tourism promotion and tourism development in the municipality. For purposes of this Chapter, “tourism promotion and development” means any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment on which a room tax may be imposed, that are owned by different persons and located within the municipality in which a room tax is in effect; or, if the City has only one such establishment, reasonably likely to generate paid overnight stays in that establishment:
  - 1) Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials or efforts to recruit conventions, sporting events or motor coach groups.
  - 2) Transient tourist informational services.
  - 3) Tangible municipal development, including a convention center.
- C. The Commission shall be responsible for receiving and reviewing applications requesting funds generated by the City of Columbus room tax. Any person or entity desiring room tax funds shall make application to the

Commission upon forms and procedures as established by the Commission. Upon receiving an application, the Commission shall review the application and determine if the application furthers the goal of tourism promotion and development within the City.

- D. The Commission shall report annually to the City the purposes for which the room tax revenues were spent.
  - E. The Commission may not use any room tax revenue to construct or develop a lodging facility.
  - F. The Commission shall report any delinquencies or inaccurate reporting to the City that is due the tax.
3. The definition of hotel or motel as set forth in Section 94-51 is amended to delete the phrase “including mobile homes as defined in Wis. Stats., §66.0435(1)(d)” and in its place the language “including mobile homes as defined in §101.91(10), manufactured homes as defined in §101.91(2), and recreational vehicles as defined in §340.01(48R) is inserted in its place.
4. Section 94-53 Distribution of Room Taxes Collected is repealed in its entirety and replaced with the following:

Section 94-53 **Distribution of Room Taxes Collected.** At least 70% of the room tax collected by the City shall be forwarded to the Columbus Tourism Commission to be spent on tourism promotion and development as defined by Section 2-382 B.

5. Section 94-54 Administration is repealed in its entirety and recreated to read as follows:

**94-54 Administration.**

- A. Collection of the room tax shall be administered by the City Treasurer. Tax imposed under this section is due 30 days at the end of each calendar quarter for which imposed. A state sales tax return shall be filed with the City Treasurer along with the taxes due by those furnishing retail rooms and lodging on or before the same date tax is due and payable.
- B. As a means of enforcing any room tax imposed by the City the City may exchange audit and other information with the Wisconsin Department of Revenue and may do all of the following:
  - 1) If the City has probable cause to believe that the correct amount of room tax has not been assessed

or that the tax return is not correct, inspect and audit the financial records of any entity or person pertaining to the furnishing of accommodations to determine whether the correct amount of room tax is assessed and whether any room tax return is correct.

- 2) Enact a schedule of forfeitures not to exceed 5% of the tax to be imposed on any person who fails to comply with the request to inspect and audit the person's financial records.
- 3) Determine the tax due according to its best judgment if a person required to make a return fails, neglects or refuses to do so for the amount, in the manner and form and within the time prescribed by the City.
- 4) Require each person who is subject to the tax to pay an amount of taxes that the City determines to be due plus interest at the rate of 1% per month on the unpaid balance. No refund or modification of the payment determined may be granted until the person files a correct room tax return and permits the City to inspect and audit its financial records.

C. Annually, on or before May 1, on a form created and provided by the Wisconsin Department of Revenue, the City that imposes a room tax shall certify and report to the Department of Revenue all of the following:

- 1) The amount of room tax revenue collected, and the room tax rate imposed, by the municipality in the previous year.
- 2) A detailed accounting of the amounts of such revenue that were forwarded in the previous year for tourism promotion and tourism development, specifying the Commission or tourism entity that received the revenue. The detailed accounting shall include expenditures of at least \$1,000.00 made by a Commission or tourism entity.
- 3) A list of each member of the Commission and each member of the governing body of a tourism entity to which the municipality forwarded tax revenue in the previous year, and the name of the business entity the member owns, operates or is employed by, if any.

6. Section 94-58 Confidential Records is repealed in its entirety and recreated to read as follows:

**94-58 Confidential Records.** All tax returns, schedules, exhibits, writings or audit reports relating to such returns on file with the City Treasurer are deemed to be confidential, except for persons requiring or using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The City may provide for the publishing of statistics classified so as not to disclose the identity of particular returns. A person violating this section shall be required to forfeit not less than \$100.00 nor more than \$500.00.

7. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
8. **Effective Date.** This Ordinance shall take effect upon publication and posting.

Adopted this \_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie, Mayor

By: \_\_\_\_\_  
Anne Donahue, City Clerk

**CITY OF COLUMBUS**

**ORDINANCE 727-15**

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 78.53  
REGARDING FEES OF THE CITY OF COLUMBUS**

The Common Council of the City of Columbus, Columbia County, Wisconsin do hereby ordain as follows:

1. Section 78.53 is repealed and recreated to now read as follows:

<b>Proceeding</b>	<b>Fee</b>
Annexation (without annexation agreement)	None
Annexation with agreement	\$ 250
Amendment (Zoning text)	\$ 400
Amendment (Zoning Map)	\$ 400
Comprehensive Plan Amendment	\$ 350
Conditional Use Permit	\$ 400
Variation to zoning ordinance	\$ 250
Interpretation of zoning ordinance	\$ 25
Appeal of Zoning Administrator's decision	\$ 100
Planned Unit Development	
1. Concept plan	\$ 250
2. General Development Plan	\$1,250
3. Amendment to GDP	\$ 250
Certified Survey Map (CSM)	\$ 250 for each CSM under 2 \$ 350 for each CSM over 2
Subdivision	
1. Concept Plan	\$ 100
2. Preliminary Plat - <b>50 lots and under</b>	\$ 500, plus \$20 for each lot, outlot or parcel within the preliminary plat.
3. Preliminary Plat - <b>Over 50 lots</b>	\$1,250, plus \$15 for each lot, outlot or parcel in excess of 50 lots within the preliminary plat.
4. Amendments or revisions	\$ 100 for each amendment, or revised preliminary plat.
5. Final Plat	\$ 100, plus \$10 per lot, outlot, or parcel in the final plat.
Special meeting of the Plan Commission	\$ 400

2. Building Permit Fees. The schedule of building permit fees which were previously part of section 78-53 shall now be adopted by Resolution of the City Council, and amended from time to time, and such schedule shall be on file in the office of the City Clerk.
3. Severability. If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
4. Effective Date. This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie, Mayor

By: \_\_\_\_\_  
Anne Donahue, City Clerk

# 2015 AGENDA ITEM

Committee of the Whole Meeting Date: \_\_\_\_\_

Council Meeting Date: JANUARY 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER: Conditional Use Permit – Rodney Cooley, 629 Chapel St

### Recommendation

Motion by Monday second by Hansen to recommend to the Common Council to grant the request of Rodney Cooley for a conditional use permit to operate a motor repair/welding shop at 629 Chapel Street. Motion carried 5-0 on a roll call vote with Hansen, Monday, Schumann, Thom and Zapotecny voting "Yes".

### LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

NAME OF DOCUMENT(S) CUP Application

NUMBER OF ATTACHMENT PAGE(S) 16

IS FUNDING REQUIRED? \_\_\_\_\_ YES  NO

FUNDING SOURCE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

MOTION REQUESTED OF COUNCIL:



# CITY OF COLUMBUS

105 N DICKASON BLVD \* COLUMBUS, WISCONSIN 53925-1565  
920.623.5900 \* FAX 920.623.5901 [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

## APPLICATION: CONDITIONAL USE PERMIT

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid by **12:00 p.m.** on the application filing deadline date as identified in the Plan Commissions Development Review Calendar. **No partial applications will be accepted and final acceptance will be determined by City Staff.**

### Applicant Information:

Name: Rodney Cooley  
Address: 629 Chapel Street  
City: Columbus State: WI ZIP: 53925  
Phone: (H) (920)623-9042 (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: rccooley1@yahoo.com

### Property Owner information (if different from Applicant):

Name: Melissa Cooley  
Address: 629 Chapel Street  
City: Columbus State: WI ZIP: 53925  
Phone: (H) (920)623-9042 (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: mimcool-1@yahoo.com

### Contractor involved with project:

Name: N/A  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect and/or engineer involved with project:**

Name: N/A

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ (C) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please complete all items from the list below.**

**(1) General submittal requirements.**

- (a) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and abutting property owners of record.
- (b) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the current and proposed zoning districts.
- (c) Plat or survey prepared by a registered land surveyor showing all of the information required for a certificate of zoning compliance.
- (d) Signature of the current property owner or original signed letter of authorization.

**(2) Narrative.** A narrative or cover letter shall include the following:

- (a) Owner and/or developer's name, phone number, and address.
- (b) Where applicable, the architect's or engineer's name, phone number, and address.
- (c) Description of all proposed buildings indicating proposed uses and building size.
- (d) Descriptions of the location, type, and size of all outside signs.
- (e) Calculations indicating the total site size, building floor area, number of parking spaces, amounts of impervious surfaces, and amount of non-impervious green space.
- (f) Anticipated taxable and nontaxable value of the project upon completion.

**(3) Disclosure statement.** In addition to the basic narrative listed above, each of the following points must be addressed and numbered accordingly in a document submitted at the time of application. If, in the opinion of the applicant, the matter is not pertinent, that should be stated explicitly in writing and submitted as part of the disclosure statement.

- (a) Zoning ordinance and comprehensive plan purposes and intent. The proposed use and development will be in harmony with the general and specific purposes for which this chapter was enacted and for which the regulations of the zoning district in question were established and with the general purpose and intent of the city's comprehensive plan or element thereof.
- (b) Adverse impact. The proposed use and development will not have a substantial or undue adverse or detrimental effect upon or endanger adjacent property, the character of the area, or the public health, safety, morals, comfort, and general welfare and will not substantially diminish or impair property values within the community or neighborhood.
- (c) Interference with surrounding development. The proposed use and development will be constructed, arranged, and operated so as not to interfere with the use

and development of neighboring property according to the applicable zoning district regulations.

- (d) Adequate public facilities. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities including public water supply system and sanitary sewer, police and fire protection, refuse disposal, public parks, libraries, schools, and other public facilities and utilities, or the applicant will provide adequately for such facilities.
  - (e) Traffic management. That vehicular ingress and egress at the proposed site will be appropriately designed and will minimize undue negative traffic impacts.
  - (f) Destruction of significant features. The plan commission may recommend and the common council may impose reasonable conditions on the proposed use and development to avoid or minimize the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance, taking into account the surrounding uses, the existing use of the site, and public convenience.
  - (g) Compliance with standards. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified to a more restrictive requirement by the common council pursuant to the recommendations of the plan commission.
- (4) **Site plan.** A site plan shall include the following:
- (a) Name of project and date of plan preparation.
  - (b) Scale of drawing and north arrow.
  - (c) Property boundaries.
  - (d) Where applicable, the 100-year floodplain and floodway delineations.
  - (e) Where applicable, wetlands as delineated by the applicant's scientists and confirmed by a concurrence letter from the Wisconsin Department of Natural Resources.
  - (f) Existing and proposed easements on the subject property.
  - (g) Adjoining public street rights-of-way, sidewalk locations, existing and proposed driveways and curb cuts, and parking and unloading areas.
  - (h) Locations of existing and proposed building footprints with building setback lines shown.
  - (i) Location of any existing or proposed signs.
  - (j) Location and type of all outdoor lighting proposed to illuminate the site.
  - (k) Existing land use and zoning of adjacent properties within 100 feet of the site, including: existing buildings, structures, and major features including but not limited to woodlands, wetlands, floodplains, steep slopes, and drainageways.
  - (l) Location of any existing or proposed fire hydrants providing protection to the site.
- (5) **Building plans.** Building plans shall include the following:
- (a) Architectural elevation drawings, at a specified engineering scale depicting each side of new or remodeled buildings indicating materials and building dimensions.
  - (b) One colored rendering of the front façade of the principal building showing the proposed color.
- (6) **Grading and stormwater plans.** Grading and stormwater plans shall include the following:
- (a) Spot elevations, including an onsite benchmark elevation.
  - (b) Plan should clearly indicate proposed drainage patterns.
  - (c) Existing and proposed topography shown at a contour interval of not less than two feet at national geodetic vertical datum.

- (d) Location and dimension of stormwater retention or detention basins and/or stormwater conveyances including calculations of anticipated stormwater impacts for the site.
  
- (7) **Lighting plans.** Lighting plans must be provided and shall include:
  - (a) A photometric plan of the entire site.
  - (b) Catalog cuts for the selected fixtures.
  - (c) Pole design and mounting height.
  
- (8) **Landscaping plans.** Landscaping plans must be provided and shall include:
  - (a) Notation of drawing scale.
  - (b) Drawing orientation (indicated by conventional north arrow).
  - (c) Name of landscape design professional.
  - (d) Location of all existing vegetation which is equal to or exceeds the following sizes: 1) Deciduous trees greater than three-inch caliper; 2) evergreen trees five feet high or greater; and 3) shrubs greater than 36 inches in height.
  - (e) Common name, location, botanical name, quantity, and planting size of all proposed plant material; and the location of other pertinent landscape features.
  - (f) The location, design, height, and building material of all proposed walls, planter boxes, fences, bicycle racks and other site appurtenances.
  - (g) Proposed method of saving existing vegetation during construction.
  - (h) Plant installation details.
  - (i) Proposed layout of vehicular use areas including the location, dimensions of parking spaces, curb islands, interior plantings, pedestrian walkways, and maneuvering aisles.
  - (j) Location of existing and proposed street lights and fire hydrants in public right-of-way.
  - (k) Size and location of all existing and proposed public and private utility improvements within the public right-of-way.
  - (l) Property lines, easements, and right-of-way frontage with dimensions shown.
  - (m) Sight triangles at intersections and at alley or driveway curb cuts.
  
- (9) **Traffic study.** A traffic study including existing traffic volumes, anticipated trip generation, and existing and proposed level of service on adjacent arterial and collector streets.
  
- (10) **Other data.**
  - (a) Copies of private mains, easements, deed restrictions, covenants and other recorded documentation relative to the property.
  - (b) Depending on the type and scale of the project, the city plan commission and/or staff may require additional information to assist in the review of the project.

\*\*\*\*\*

I certify that all the above statements and plans submitted with this application are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbus for the purposes of inspection as may be required by law.

11-20-15  
Date  
11/20/2015  
Date

Rodney C Cooley  
Signature of Applicant  
Melissa M. Cooley  
Signature of Owner (if different from Applicant)

**Application for Conditional Use Permit  
Rodney Cooley**

**1. General Submittal Requirements**

**a.**

Applicant: Rodney Cooley  
629 Chapel Street  
Columbus, WI 53925

Owners of site: Rodney and Melissa Cooley  
629 Chapel Street  
Columbus, WI 53925

Opposite and abutting  
property owners: Mike Hallberg  
343 N. Lewis Street  
Columbus, WI 53925

Dale and Amy Pfeffer  
700 Chapel Street  
Columbus, WI 53925  
(they also own 638 Chapel Street)

Dennis and Stacy Berry  
632 Chapel Street  
Columbus, WI 53925

Christopher and Ashley Birkrem  
628 Chapel Street  
Columbus, WI 53925

**b.**

Lot 1093.004: Lot A, CSM 594-3-69; SW-SE, Sect. 12, T10N, R12E

Lot 1093.005: Lot B, CSM 594-3-69; SW-SE, Sect. 12, T10N, R12E

Address of site: 629 Chapel Street, Columbus, WI

Type of structure: 3-car garage attached to a house

Proposed use of structure: to operate the operations of a boat propeller repair/welding shop

Number of employees: 1

Current zoning district: Residential

Proposed zoning district: Residential with conditional use permit for operating a repair shop

c. N/A because no building project is occurring.

d. Handwritten signatures of Melissa M. Cooley and Rodney C. Cooley.

## 2. Narrative

The owners of site are Rodney and Melissa Cooley. They live at 629 Chapel Street, Columbus, WI 53925, and their phone number is (920) 623-9042. There is no architect or engineer because there will be no building projects occurring.

There are no descriptions of proposed buildings because there will not be any new buildings added to the property. The business will operate out of the 3-car garage that already exists on the property.

Rodney Cooley would like to have one non-lighted outdoor sign in the front yard of his property. Prior to installation, Rodney will obtain a sign permit and install a sign that meets the permit's requirements.

The total site size of the property is .65 acre. The building floor area of the existing three-car garage where Rodney will operate his business is 960 sq. ft. The number of parking spaces would be 3 spaces on the existing concrete driveway, an impervious surface that is 30 feet by 35 feet. The non-impervious green space on the property is the existing lawn, which comprises approximately .5 acre total on the property.

There is no building project being completed, so there is not any anticipated change in the existing value of property.

## 3. Disclosure Statement

a. In the operation of a boat propeller repair and welding shop in my garage, I will follow the regulations of the zoning district to ensure that I am, in all things, in compliance.

b. The use of my garage for repairing boat propellers and performing other welding repairs will not adversely impact the adjacent properties in any way. There will not be any new construction on my property to start this business. Also, the activities of my business will be conducted completely inside my garage.

c. The operations of my business will be inside my garage; therefore, it will not interfere with the activity occurring on any neighboring properties.

d. The existing public facilities available to my property through the City of Columbus will be sufficient to meet the needs of my business.

e. I do not expect a significant amount of daily traffic since other businesses that perform similar services have many clients who mail damaged propellers directly to them. The amount of time that any in-person clients would spend on my property would be minimal, since they would be simply dropping off an item to be repaired or picking it up after it has been fixed. The existing driveway I have for my 3-car garage will be sufficient for in-person clients and will not interfere with traffic on Chapel Street.

f. Because there is not going to be any new construction on my property, there will not be destruction, loss, or damage to any natural, scenic, or historic features.

g. I will operate my business according to the regulations of the district.

**4.**

a. N/A

b. and c. Please refer to the enclosed drawing that in general shows the outline of the property and the placement of the house and garage on it.

d. N/A as we are not in the floodplain.

e. N/A as we are not in any wetlands area.

f. N/A

g. and h. Please refer to the drawing referenced in 4b and to the enclosed pictures of the property.

i. There are no existing signs as I have not yet started my business. However, when I am looking to get a sign, I will obtain the necessary sign permit and follow the requirements of the permit.

j. The exterior of my garage that faces the street has two light fixtures that hold one bulb each of 60 watts (see Home Garage-Exterior picture on p. 21 of the business plan for Cooley Propeller & Fab Shop). The only time I would expect to use the exterior lights is when an in-person client has made a previous arrangement to either drop off a damaged propeller or pick up a repaired propeller.

k. All properties within 100 feet of the site are zoned residential and used for that purpose.

l. There is a fire hydrant on the east side of the driveway for 638 Chapel Street, which is across the street and adjacent to my property.

5. N/A as there will not be any new construction. My business will operate in the existing 3-car garage.

6. N/A as there will not be any new construction.

7.

a. The lighting inside the garage includes 12 overhead bulbs of 65 watts each. The exterior of my garage that faces the street has two light fixtures that hold one bulb each of 60 watts. The only time I would expect to use the exterior lights is when an in-person client has made a previous arrangement to either drop off a damaged propeller or pick up a repaired propeller.

b. N/A as there will not be any changes to the existing lighting.

c. N/A as there will not be any changes to the existing lighting.

8.

a. and b. N/A as there will not be any new construction or landscaping on the property.

c. N/A

d.

1). There is one maple tree that is next to the driveway, which has been there for at least 8 years. There are also several deciduous trees along the eastern and southern perimeter of the property that were there prior to our purchase of the property in 2003.

2) There are two evergreen trees in the northeast corner of the property, which were there before my wife and I purchased this house. There are also evergreen trees between my property and 700 Chapel Street.

3) N/A

e, f, g, and h. N/A

i. Because I am not anticipating a significant amount of in-person traffic, the vehicle use area will be the driveway that is currently in place for my three-car garage. No additions or changes to the parking will be changed.

j. There is a street light on the west side of the driveway for 632 Chapel Street, which is across the street from my property. A fire hydrant is on the east side of the driveway for 638 Chapel Street, which is across the street and adjacent to my property.

k, l, and m. N/A

9. I do not expect a significant amount of daily traffic since other businesses that perform similar services have many clients who mail damaged propellers directly to them. Any welding repairs that I

would make to larger pieces of equipment (farm machinery, etc.) would be done at the client's site. The amount of time that any in-person clients would spend on my property would be minimal, since they would be simply dropping off an item to be repaired or picking it up after it has been fixed. The times that clients would come would mostly be set up by appointment as there will not be consistent business hours.

**10. N/A**

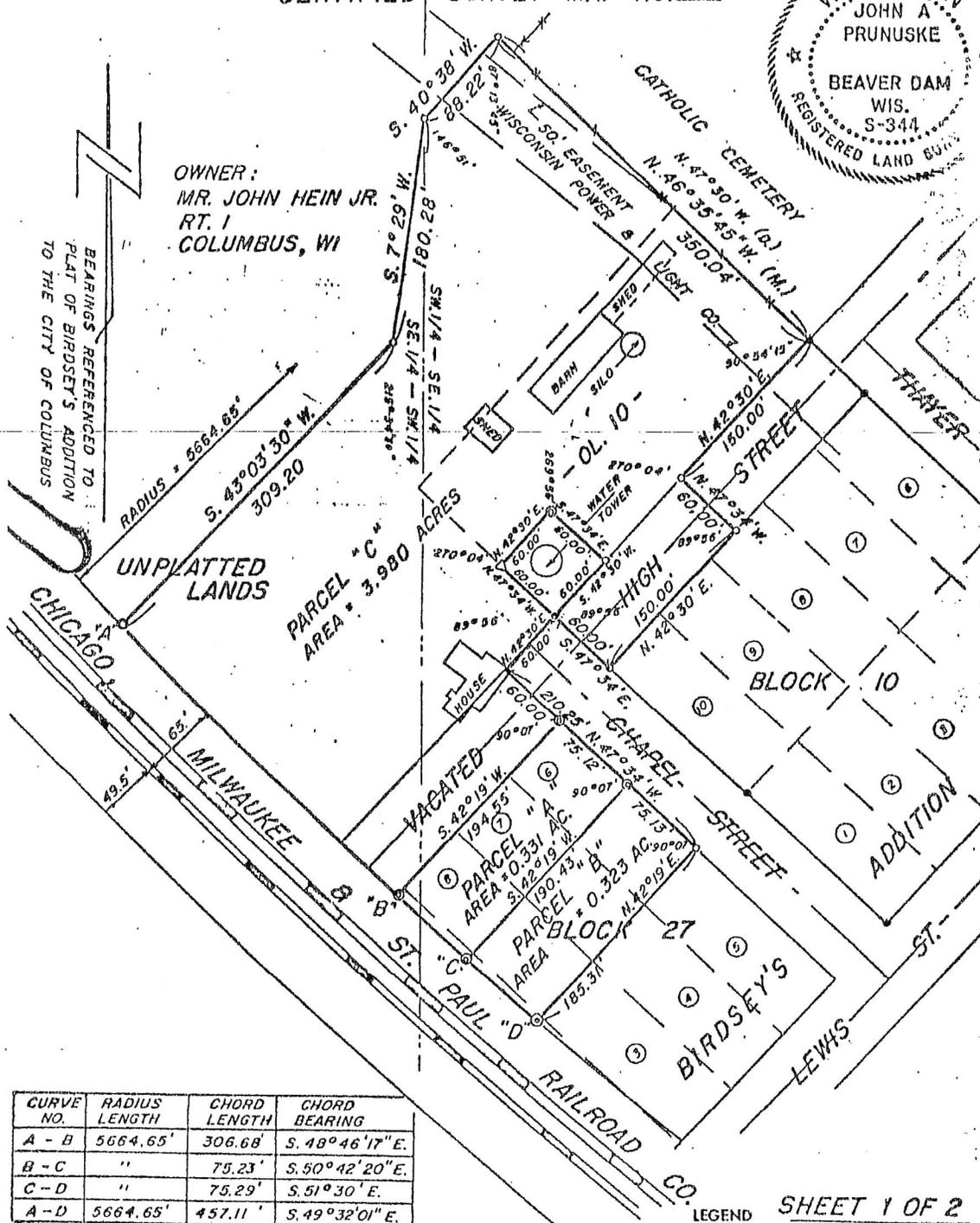
Beaver Dam, Wisconsin

CERTIFIED SURVEY MAP NO. 524



OWNER:  
MR. JOHN HEIN JR.  
RT. 1  
COLUMBUS, WI

BEARINGS REFERENCED TO  
PLAT OF BIRDSEY'S ADDITION  
TO THE CITY OF COLUMBUS



CURVE NO.	RADIUS LENGTH	CHORD LENGTH	CHORD BEARING
A - B	5664.65'	306.68'	S. 48° 46' 17" E.
B - C	"	75.23'	S. 50° 42' 20" E.
C - D	"	75.29'	S. 51° 30' E.
A - D	5664.65'	457.11'	S. 49° 32' 01" E.

Scale of Map: 1 inch = 100.0'

STATE OF WISCONSIN }  
COUNTY OF DODGE } ss (M.) MEASURED  
(P.) PLATTED  
(D.) DESCRIBED

I have surveyed the above-described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, location and dimensions of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any. This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto, within one year from the date of the survey, and as to them I certify the accuracy of said survey and map.

JOHN HEIN JR.

SECTION 12 - 10 - 12 COLUMBIA CO.

Dated at BEAVER DAM, WI this 31 day of AUGUST, 1976

*[Signature]*  
John A. Prunuske S344

CERTIFIED SURVEY 13

SHEET 1 OF 2

- LEGEND
- Iron Pipes Found
  - 1" x 24" Iron Pipes Set, 1.13 lb./ft.
  - Stone Mon. Found
  - △ Iron Pins Set
  - ⊗ 2" x 30" Iron Pipes Set, 3.65 lb./ft.
  - ⊙ Soil Tests
  - FENCE LINE



House  
(629 Chapel  
Street)

Garage

Driveway

Chapel Street



# COOLEY PROPELLER & FAB SHOP

---

## BUSINESS PLAN

---

October 2015

Confidential

Rodney Cooley  
629 Chapel Street  
Columbus, WI 53925  
[Rccooley1@yahoo.com](mailto:Rccooley1@yahoo.com)  
(920) 623-9042

Prepared for:

Patrick Schultz, Rehabilitation Counselor  
Division of Vocational Rehabilitation  
109 Henry Street, Suite 1  
Beaver Dam, WI 53916

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## I. EXECUTIVE SUMMARY

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### A. Company and Background

The proposed business idea is a welding and boat propeller repair shop. Cooley Propeller and Fab Shop (the Company) will be a new Wisconsin Limited Liability Company (LLC) and the sole member will be Rodney Cooley. Initially, the new business will be operated out of Rodney's three-car garage. The sustainable competitive advantage is Rodney's knowledge of metal fabrication combined with his 16 years of professional welding experience. Rodney was employed as a production supervisor by Sussek Machine Company in Waterloo from November 2013 to March 2015. He managed a team of 30 people and earned an annual salary of \$60,000 per year.

### B. Market Opportunity

The market opportunity is that repairing a boat propeller costs about half the price of buying a new one and boat ownership is growing. Boat propellers are often damaged from all the objects they can hit while in use and many boat owners choose to have their propellers fixed on a very regular basis. The number of registered boats provides an indication of demand for new and used boats, repair services and accessories. Although the number of registered boats fell during the economic downturn, the number of registered boats increased since the recession and reached 12.4 million in 2011, according to the NMMA (National Marine Manufacturers Association). This trend is expected to continue in as disposable income increases with the economic recovery.

Rodney has also obtained some updated information about the local welding market that will create a market opportunity for Cooley Propeller and Fab Shop. Jim Allar, the owner of All Weld Repair & Fabrication in Columbus, has sold his equipment and moved to northern Wisconsin. Another Columbus business, Roberts Small Engine Repair, had provided some welding repair services to smaller customers in the past, but they are no longer providing this service. The departure of these two welding service providers creates a market opportunity in Columbus for Cooley Propeller and Fab Shop.

### C. Management Team

Rodney Cooley's resume is included on Page 38 of this report. Initially, no employees are anticipated although Rodney's wife will assist with social media and bookkeeping. Rodney is currently employed part-time as a Senior Laboratory Coordinator at Madison Area Technical College in Fort Atkinson.

# 2015 AGENDA ITEM

Committee of the Whole Meeting Date: \_\_\_\_\_

Council Meeting Date: December 15, 2015

## DETAILED DESCRIPTION OF SUBJECT MATTER: Amendment to CUP – Badger Motor Car Company

### Recommendation

Motion by Hansen second by Schumann to recommend to the Council to approve the request of Badger Motor Car Company for amendment the conditional use permit at 336 N Spring St to allow a "Class B" liquor license.

### LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

NAME OF DOCUMENT(S) Amendment to PUD Application

NUMBER OF ATTACHMENT PAGE(S) 7

IS FUNDING REQUIRED? \_\_\_\_\_ YES  NO

FUNDING SOURCE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

### MOTION REQUESTED OF COUNCIL:

Nov 20-15

Badger Motor Car Co  
SITE PLAN REVISION

Owner Is Asking To Revise CUP  
To Include The Size of All Alcohol  
Beverages. The Current CUP STATES  
Beer / Fermentes only

A large, stylized handwritten signature or set of initials, possibly reading 'T. J.', written in black ink.

## **Application by Darvin Frey For Conditional Use Permit**

The applicant, Darvin Frey, is seeking an amendment to the conditional use permit previously granted by the Columbus City Council for the property at 336 N. Spring St in Columbus, to operate a business called Badger Motor Car Company which displays and sells various automotive related items. That conditional use allowed for a lounge and seating area to be create where visitors can purchase a beer or soda, light snacks (popcorn, chips, etc.) and relax. A Class B Beer License was subsequently granted by the City Council to allow the sale of beer.

Since the business has been open, customers have expressed an interest in expanded offering of beverages, including hard ciders, wine and other liquor. Consistent with that request, the applicant submitted a request to the City for issuance of a "Class B" liquor license which the Council approved at its November 17, 2015 meeting.

The City Attorney advised the Council that the conditional use should formally be amended to make the permit consistent with their action to grant the license. Accordingly, this request is for a formal amendment to the conditional use allowing for the premise to be licensed to serve those beverages permitted under a "Class B" Liquor license.



# CITY OF COLUMBUS

105 N DICKASON BLVD \* COLUMBUS, WISCONSIN 53925-1565  
920.623.5900 \* FAX 920.623.5901 [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

## APPLICATION: REVISION to a CONDITIONAL USE PERMIT or an AMENDMENT to a PUD

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid by **12:00 p.m.** on the application filing deadline date as identified in the Plan Commissions Development Review Calendar. **No partial applications will be accepted and final acceptance will be determined by City Staff.**

### Applicant information:

Name: Darvin Frey Barona Motor Car Co.  
Address: 336 N Spring St  
City: Columbus State: WI ZIP: 53925  
Phone: (H) \_\_\_\_\_ (C) 920-382-7422  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner information (if different from Applicant):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor involved with project:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect and/or engineer involved with project:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ (C) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach a copy of the approved conditional use permit and/or general development plan. Update all items that have changed since the approval of the general development plan. If you do not have a copy of the general development plan, please provide all items listed below.**

**(1) General submittal requirements.**

- (a) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and abutting property owners of record.
- (b) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the current and proposed zoning districts.
- (c) Plat or survey prepared by a registered land surveyor showing all of the information required for a certificate of zoning compliance.
- (d) Signature of the current property owner or original signed letter of authorization.

**(2) Narrative.** A narrative or cover letter shall include the following:

- (a) Owner and/or developer's name, phone number, and address.
- (b) Where applicable, the architect's or engineer's name, phone number, and address.
- (c) Description of all proposed buildings indicating proposed uses and building size.
- (d) Descriptions of the location, type, and size of all outside signs.
- (e) Calculations indicating the total site size, building floor area, number of parking spaces, amounts of impervious surfaces, and amount of non-impervious green space.
- (f) Anticipated taxable and nontaxable value of the project upon completion.

**(3) Disclosure statement.** In addition to the basic narrative listed above, each of the following points must be addressed and numbered accordingly in a document submitted at the time of application. If, in the opinion of the applicant, the matter is not pertinent, that should be stated explicitly in writing and submitted as part of the disclosure statement.

- (a) Zoning ordinance and comprehensive plan purposes and intent. The proposed use and development will be in harmony with the general and specific purposes for which this chapter was enacted and for which the regulations of the zoning district in question were established and with the general purpose and intent of the city's comprehensive plan or element thereof.
- (b) Adverse impact. The proposed use and development will not have a substantial or undue adverse or detrimental effect upon or endanger adjacent property, the character of the area, or the public health, safety, morals, comfort, and general welfare and will not substantially diminish or impair property values within the community or neighborhood.

- (c) Interference with surrounding development. The proposed use and development will be constructed, arranged, and operated so as not to interfere with the use and development of neighboring property according to the applicable zoning district regulations.
  - (d) Adequate public facilities. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities including public water supply system and sanitary sewer, police and fire protection, refuse disposal, public parks, libraries, schools, and other public facilities and utilities, or the applicant will provide adequately for such facilities.
  - (e) Traffic management. That vehicular ingress and egress at the proposed site will be appropriately designed and will minimize undue negative traffic impacts.
  - (f) Destruction of significant features. The plan commission may recommend and the common council may impose reasonable conditions on the proposed use and development to avoid or minimize the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance, taking into account the surrounding uses, the existing use of the site, and public convenience.
  - (g) Compliance with standards. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified to a more restrictive requirement by the common council pursuant to the recommendations of the plan commission.
- (4) **Site plan.** A site plan shall include the following:
- (a) Name of project and date of plan preparation.
  - (b) Scale of drawing and north arrow.
  - (c) Property boundaries.
  - (d) Where applicable, the 100-year floodplain and floodway delineations.
  - (e) Where applicable, wetlands as delineated by the applicant's scientists and confirmed by a concurrence letter from the Wisconsin Department of Natural Resources.
  - (f) Existing and proposed easements on the subject property.
  - (g) Adjoining public street rights-of-way, sidewalk locations, existing and proposed driveways and curb cuts, and parking and unloading areas.
  - (h) Locations of existing and proposed building footprints with building setback lines shown.
  - (i) Location of any existing or proposed signs.
  - (j) Location and type of all outdoor lighting proposed to illuminate the site.
  - (k) Existing land use and zoning of adjacent properties within 100 feet of the site, including: existing buildings, structures, and major features including but not limited to woodlands, wetlands, floodplains, steep slopes, and drainageways.
  - (l) Location of any existing or proposed fire hydrants providing protection to the site.
- (5) **Building plans.** Building plans shall include the following:
- (a) Architectural elevation drawings, at a specified engineering scale depicting each side of new or remodeled buildings indicating materials and building dimensions.
  - (b) One colored rendering of the front façade of the principal building showing the proposed color.
- (6) **Grading and stormwater plans.** Grading and stormwater plans shall include the following:
- (a) Spot elevations, including an onsite benchmark elevation.
  - (b) Plan should clearly indicate proposed drainage patterns.
  - (c) Existing and proposed topography shown at a contour interval of not less than two feet at national geodetic vertical datum.

- (d) Location and dimension of stormwater retention or detention basins and/or stormwater conveyances including calculations of anticipated stormwater impacts for the site.
- (7) **Lighting plans.** Lighting plans must be provided and shall include:
  - (a) A photometric plan of the entire site.
  - (b) Catalog cuts for the selected fixtures.
  - (c) Pole design and mounting height.
- (8) **Landscaping plans.** Landscaping plans must be provided and shall include:
  - (a) Notation of drawing scale.
  - (b) Drawing orientation (indicated by conventional north arrow).
  - (c) Name of landscape design professional.
  - (d) Location of all existing vegetation which is equal to or exceeds the following sizes: 1) Deciduous trees greater than three-inch caliper; 2) evergreen trees five feet high or greater; and 3) shrubs greater than 36 inches in height.
  - (e) Common name, location, botanical name, quantity, and planting size of all proposed plant material; and the location of other pertinent landscape features.
  - (f) The location, design, height, and building material of all proposed walls, planter boxes, fences, bicycle racks and other site appurtenances.
  - (g) Proposed method of saving existing vegetation during construction.
  - (h) Plant installation details.
  - (i) Proposed layout of vehicular use areas including the location, dimensions of parking spaces, curb islands, interior plantings, pedestrian walkways, and maneuvering aisles.
  - (j) Location of existing and proposed street lights and fire hydrants in public right-of-way.
  - (k) Size and location of all existing and proposed public and private utility improvements within the public right-of-way.
  - (l) Property lines, easements, and right-of-way frontage with dimensions shown.
  - (m) Sight triangles at intersections and at alley or driveway curb cuts.
- (9) **Traffic study.** A traffic study including existing traffic volumes, anticipated trip generation, and existing and proposed level of service on adjacent arterial and collector streets.
- (10) **Other data.**
  - (a) Copies of private mains, easements, deed restrictions, covenants and other recorded documentation relative to the property.
  - (b) Depending on the type and scale of the project, the city plan commission and/or staff may require additional information to assist in the review of the project.
- (11) **Site plan revisions.**

Following their approval, site plans for conditional uses may not be revised except in accordance with the following. Two plan sets shall be submitted to the zoning administrator for his review and determination as to whether the proposed revision constitutes a major change, minor change or construction change. The common council and plan commission shall be informed of all site plan revision decisions. Three types of site plan revisions are possible:

  - (a) Major change. At minimum, requires review and approval by the common council.
  - (b) Minor change. At minimum, requires review and approval by the plan commission.

- (c) Construction change. At minimum, requires review and approval by the building inspector and zoning administrator.

The zoning administrator shall make the determination as to whether a particular site plan revision constitutes a major, minor, or construction change. Site plan revision decisions will be made with an understanding of the construction process. The zoning administrator may consult with the fire department, city engineer, and the city planner to make this determination. The most important factor in the decision will be the intent of the plan commission and common council approval. The zoning administrator may also determine that additional review by the plan commission or common council is required for any type of site plan revision. The plan commission and common council will be informed of all site plan revision determinations.

The general guidelines for determining the type of change include, but are not limited to, the following:

- (a) Major.
  - 1. The building shifts location more than one foot.
  - 2. The driveway shifts location more than five feet.
  - 3. The detention/retention pond changes from "soft" sides to concrete walls.
  - 4. The fire lane/access changes location more than two feet and/or shortens in length.
  - 5. Changes in final grade more than 18 inches.
  - 6. An increase in building height.
  - 7. Any other element not in compliance with plans that have been approved by the common council, or the plan commission (except items that constitute a minor change or construction change).
- (b) Minor.
  - 1. The building shifts location less than one foot.
  - 2. The driveway shifts location less than five feet.
  - 3. The detention/retention pond increases in width/depth less than five feet.
  - 4. The fire lane/access changes location less than two feet.
  - 5. Landscaping.
- (c) Construction. Changes to the site plan or building exterior (including landscaping) that may be required due to site conditions that arise that have less than a minor impact on the project, but still meet the intent of the approval.

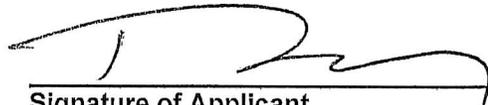
**(12) Changes to a planned unit development**

Any change in use or density is deemed to be a major change.

\*\*\*\*\*

I certify that all the above statements and plans submitted with this application are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbus for the purposes of inspection as may be required by law.

Nov - 20 - 15  
Date

  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different from Applicant)

# 2016 AGENDA ITEM COMMON COUNCIL MEETING

Meeting date: January 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

Approve Operator Licenses for licensing period 7/1/15 – 6/30/17:

- Stephanie Smart
- Kelsey M Goebel

## MOTION REQUESTED OF COUNCIL:

Motion to grant operator license(s) for licensing period ending June 30, 2017.

# 2016 AGENDA ITEM

Council Meeting date: January 5, 2016

SUBJECT: Approve Monthly Claims through December 29, 2015

Administration	\$	236,570.80
Treasurer	\$	152,695.32
Payroll	\$	<u>40,190.38</u>
	\$	429,456.50

CDA	\$	746.38
Library	\$	4,021.63
Police Dept.	\$	5,174.60
Senior Center	\$	1,760.04
Fire Dept.	\$	7,529.07
Recreation	\$	6,646.06
Hist. Pres.	\$	.00
Cable	\$	2,392.00
CAAC	\$	470.43
WWTP	\$	673.26
DPW	\$	<u>38,615.00</u>
Total Claims	\$	497,484.97

LIST ALL SUPPORTING DOCUMENTATION:

NAME OF DOCUMENT(S) Claims Packet through 12/29/15

NUMBER OF ATTACHMENT PAGE(S) Available on website

IS FUNDING REQUIRED? X YES          NO

FUNDING SOURCE: 2015 Operating Budgets

DEPARTMENT: All

ACCOUNT NUMBER: Various

MOTION REQUESTED OF COUNCIL:

Approve payment of claims in the amount of \$ 497,484.97