



Plan Commission Meeting Agenda

Thursday, July 10, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call Meeting to Order

Roll Call

Notice of Open Meeting

Approval of Agenda

Approval of Minutes

New Business

- [1.](#) Public Hearing: Zoning Map Amendment from B2 to B3 -105 Dix Street - KO Properties of Columbus LLC
2. Discussion and possible action regarding the zoning map amendment for at 105 Dix Street - KO Properties of Columbus LLC
- [3.](#) Discussion/possible action regarding the Certified Survey Map for 105 Dix Street
- [4.](#) Public Hearing: Amending 114-47 of the municipal code - appointment of Zoning and Deputy Zoning Administrator
- [5.](#) Discussion/possible action of amending 114-47 of the municipal code - appointment of Zoning and Deputy Zoning Administrator

Old Business

[Discussion/possible](#) action regarding the amending of the zoning and subdivision code.

Adjourn



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: July 10, 2025

Item Title: Zoning Map Amendment from B2 to B3 -105 Dix Street

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

This zoning map amendment is only possible if a variance is received from the Zoning Board of Appeals from the Wednesday, June 9th. Meeting. If it was not granted, then this re-zone does not comply with our ordinance. The issue is parking lot setback from lot lines. The code requires a five foot setback from property lines.

Provided the variance was granted, this rezone may be approved. The owner desires to split the lots and rezone it to B3 which allows smaller lots. There is additional issues present with the rezone related to parking and driveway access. Parking is provided currently for both buildings and with a lot split, then parking is no longer shared. Also, the driveway

List all Supporting Documentation Attached:

- CSM
- Zoning Map

Action Requested: Recommend approval of the zoning map amendment with conditions to include:

1. Petitioner to provide evidence of a shared parking lot easement for both parcels that is recorded at Columbia County
2. A shared driveway easement for both parcels that is recorded at Columbia County
3. Approval from the City Council for a shared driveway



Zoning Change From B2 to B3

Debbie Oldenburg - Owner

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The City of Columbus does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

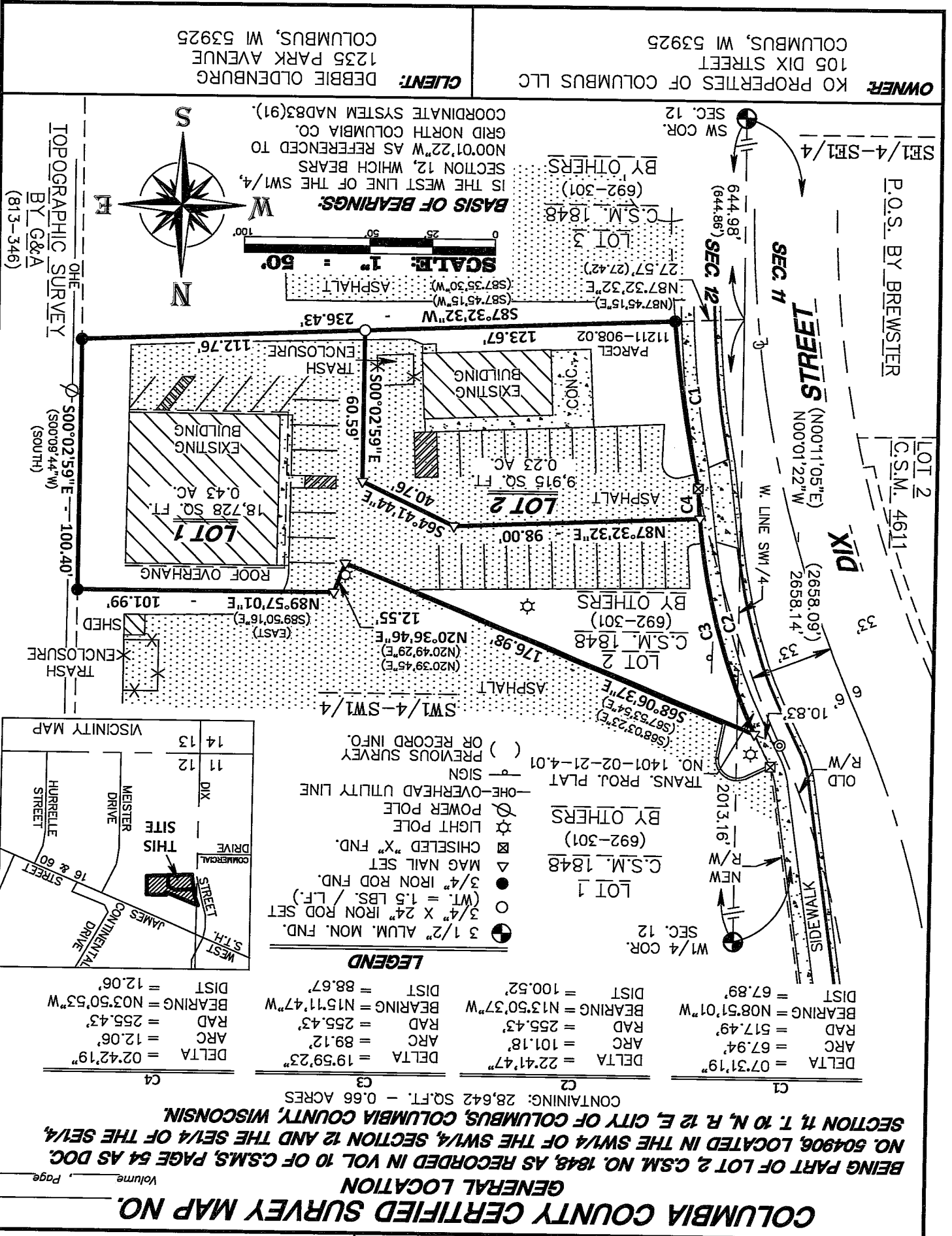


SCALE: 1" = 73'

City Of Columbus

105 N Dickason Blvd
Columbus, WI 53925
920-623-5900

Print Date: 7/3/2025

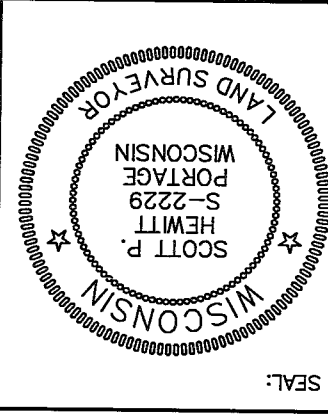


OWNER KO PROPERTIES OF COLUMBUS LLC 105 DIX STREET COLUMBUS, WI 53925		CLIENT: DEBBIE OLDENBURG 1235 PARK AVENUE COLUMBUS, WI 53925
<p><i>Scott P. Hewitt</i></p> <p>SCOTT P. HEWITT Professional Land Surveyor, No. 2229 Dated: June 9, 2025 File No. 425-238</p> <p>I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Columbus Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.</p> <p><i>Scott P. Hewitt</i></p> <p>record, if any.</p> <p>Containing 28,642 square feet (0.66 acres), more or less. Being subject to servitudes and easements of use or thence South 87°32'32" West along the South line of said Lot 2, 236.43 feet to the point of beginning; thence South 00°02'59" East along the East line of said Lot 2, 100.40 feet to the Southeast corner thereof; thence North 89°57'01" East along the Northernly line of said Lot 2, 101.99 feet to the Northeast corner thereof; thence North 20°36'46" East along the Northernly line of said Lot 2, 12.55 feet; thence South 68°06'37" East along the North line of said Lot 2, 176.98 feet; Certified Survey Map, No. 1848; angle of 22°41'47" and whose long chord bears North 13°50'37" West, 100.52 feet to the North line of Lot 2, thence Northwesterly along a 255.43 foot radius curve to the left along said East right-of-way line having a central having a central angle of 07°31'19" and whose long chord bears North 08°51'01" West, 67.89 feet; thence Northwesterly along a 517.49 foot radius curve to the left along the East right-of-way line of Dix Street being the point of beginning; thence North 87°32'32" East, 27.57 feet to the Southwest corner of Lot 2, Certified Survey Map, No. 1848 and thence North 00°01'22" West along the West line of the Southwest Quarter, 644.98 feet; Commencing at the Southwest corner of Section 12; Range 12 East, City of Columbus, Columbia County, Wisconsin, described as follows: Southwest Quarter, Section 12 and the Southeast Quarter of the Southwest Quarter, Section 11, Town 10 North, Volume 10 of Certified Survey Maps, page 54 as Document No. 504906 located in the Southwest Quarter of the I, SCOTT P. HEWITT, Professional Land Surveyor, do hereby certify that by the order of Debbie Oldenburg, I have surveyed, monumented, mapped and divided part of Lot 2, Certified Survey Map, No. 1848 as recorded in Section 11, T. 10 N., R. 12 E., City of Columbus, Columbia County, Wisconsin, CONTAINING: 28,642 SQ. FT. - 0.66 ACRES SURVEYOR'S CERTIFICATE</p> <p>COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. GENERAL LOCATION BEING PART OF LOT 2, C.S.M. NO. 1848, AS RECORDED IN VOL. 10 OF C.S.M.S, PAGE 54 AS DOC. NO. 504906, LOCATED IN THE SW1/4 OF THE SW1/4, SECTION 12 AND THE SE1/4 OF THE SE1/4, SECTION 11, T. 10 N., R. 12 E., CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.</p>		

As prepared by:

G & GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE (608) 742-7788 SAUK: (608) 644-8877
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 425-238
DRAFTED BY: R.V.
CHECKED BY: L.D.
PROJ. 425-238
DWG. 425-238A
SHEET 2 OF 3



OWNER

KO PROPERTIES OF COLUMBUS LLC

105 DIX STREET

COLUMBUS, WI 53925

CLIENT:

DEBBIE OLDENBURG

1235 PARK AVENUE

COLUMBUS, WI 53925

City Clerk

Mayor

I HEREBY CERTIFY that the certified survey map is approved by the City of Columbus, Wisconsin, this

day of

, 2024.

This Certified Survey Map is approved for recording by the City of Columbus, Columbia County, Wisconsin.

CITY of COLUMBUS APPROVAL CERTIFICATE

Notary Public

County, Wisconsin

My commission expires:

STATE of WISCONSIN

SS)

COUNTY OF

Personally came before me this

day of

, 20

, the above named

to me known to be the persons who executed the foregoing instrument and

acknowledged the same.

Signature

Debbie Oldenburg

Witness the hand and seal of said Owner this

day of

, 20

.

As Owner(s), I/we hereby certify that I/we caused the land on this certified survey map to be surveyed, divided

and mapped as represented on this certified survey map.

OWNER'S CERTIFICATE

BEING PART OF LOT 2, C.S.M. NO. 1848, AS RECORDED IN VOL. 10 OF C.S.M.S, PAGE 64 AS DOC.

NO. 504906, LOCATED IN THE SW1/4 OF THE SW1/4, SECTION 12 AND THE SE1/4 OF THE SE1/4,

SECTION 11, T. 10 N., R. 12 E., CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

CONTAINING: 28,642 SQ.FT. - 0.66 ACRES

COLUMBIA COUNTY CERTIFIED SURVEY MAP NO.

GENERAL LOCATION

Volume

Page

As prepared by:

G GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES

825 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53801

PHONE: PORTAGE (808) 742-7788 SAUK: (808) 644-8877

FAX: (808) 742-0434 E-MAIL: surveying@grothman.com

(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO.

425-238

DRAFTED BY: R.V.

CHECKED BY: L.D.

PROJ. 425-238

DWG. 425-238A

SHEET 3 OF 3

SEAL:

WISCONSIN

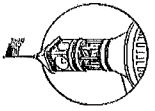
SCOTT R. HEWITT

S-2599

PORTAGE

LAND SURVEYOR

6-9-25



CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565
920.623.5900 FAX 920.623.5901 www.cityofcolumbuswi.com

Celebrate!
COLUMBUS

APPLICATION FOR ZONING MAP AMENDMENT

FEES:

Application: \$500.00

DEPOSIT:

Residential, single lot - N/A
Residential, more than 1 lot or up to 5 acres - \$1,000
Commercial, Industrial - \$1,000

Instructions to Applicant: To request a change in the Zoning Ordinance, an application for a zoning map amendment must be filed with the City Clerk's Office and a public hearing held before the City's Plan Commission. Normally there are two primary reasons for a change in zoning. One reason is that the zoning ordinance does not comply with the City's Comprehensive Plan; the second is that the activity or use was not addressed or considered at the time the Comprehensive Plan was adopted. The burden of providing substantiating evidence rests with the applicant.

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. The application deadline is usually 20 working days before the Plan Commission meeting to allow time for staff review and required publishing. **No partial applications will be accepted and final acceptance will be determined by City Staff.**

Applicant information. Applicant will be invoiced for any additional professional fee costs:

Name: Logan DeBoer

Address: 685 E. Slifer Street

City: Portage State: WI ZIP 53901

Phone: 608 742 7788 Fax: _____

Cell: _____ Email: Ldeboer@grothman.com

Property Interest of Applicant:

() Owner () Contract Purchaser () Leasee

(X) Other (please explain) Surveyor

Owner information (if different from Applicant):

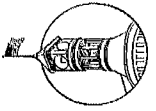
Name: K.O Properties of Columbus LLC c/o Debbie Oldenburg

Address: 105 Dix Street

City: Columbus State: WI ZIP 53925

Phone: 920 210 5006 Fax: _____

Cell: _____ Email: _____



CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565
920.623.5900 FAX 920.623.5901 www.cityofcolumbuswi.com

Columbus!
COLUMBUS

APPLICATION FOR ZONING MAP AMENDMENT

Primary contact information:

Name: Same as applicant

Address: _____

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Location of Property

Address: 105 Dix Street Tax parcel number: 11211-908.02

Legal Description (attach additional sheets if necessary):

Part of lot 2 Csm 1848
Excluding trans Plat no. 1401-02-21-4.01

Requested Map Amendment: A narrative or cover letter shall be attached and include the following:

1. Information about Subject Property:

Current zoning of property: B-2 : highway commercial

Current use of property: (2) businesses on property. Fitness center & Subway Restaurant

2. Information about the requested zoning map change and what use the amendment would allow:

Change in zoning to B-3: General commercial. smaller lot size

3. Reason for the change to the Zoning Map:

To allow for smaller lot size to divide the
a businesses.

CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565
920.623.5900 FAX 920.623.5901 www.cityofcolumbuswi.com

Submitted!
COLUMBUS

APPLICATION FOR ZONING MAP AMENDMENT

4. Site Plan

A Site plan must be attached at a scale large enough for clarity showing the following information:

1. Location and dimensions of the lot showing all easements and all onsite parking.
2. All structures shown, including signs, the distance between all buildings and all front, side and rear setbacks.
3. All off-street parking spaces.
4. The principal buildings on adjacent lots.

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. I understand I will be invoiced for any additional professional fees generated by this application.

6/9/25

Date

Jogan DeRosa
Signature of Applicant

Date

Signature of Owner (if different from Applicant)

Application for Certified Survey Map

FEES:

2 Lots and under - \$420.00 and any consulting costs above the fee
Over 2 Lots (up to 4 lots) - \$400 plus \$50.00 per lot; and any consulting costs above the fee

Applications will not be processed unless all required information type is submitted and applicable fees are paid by **12:00 p.m thirty days (30) prior to the scheduled plan commission meeting.** No partial applications will be accepted and final acceptance will be determined by City Staff.

Applicant information:

Name: Logan DeBoer

Address: 625 East Slifer Street

City: Portage State: WI ZIP _____

53901

Phone: 608 742 7788 Fax: _____ Cell: _____

Email: Ldeboer@grothman.com

Owner information (if different from Applicant)

Name: Ko Properties of Columbus LLC c/o Debbie Oldenburg

Address: 105 Dix Street

City: Columbus State: WI ZIP _____

53901

Phone: 920 210 5006 Fax: _____ Cell: _____

Email: _____

Application for Certified Survey Map

Primary contact information

Name: Same as applicant

Address: _____

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Professional providing the certified survey map:

Name: Scott P. Hewitt (grothman & associates)

Address: Same as a pelican

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Provide a narrative of the project with information about Subject Property:

Address: 105 Dix Street Tax parcel number: 11211-908.02

Reason for the property division (include detail in narrative)

To Divide existing Businesses to be independent

Current zoning of property: B-2

Current use of property (include detail in narrative)

2 Businesses on lot. Subway restaurant & Fitness Center

Proposed use of all lots in the CSM after land division (include detail in narrative)

2 lots to be independent from another to divide 2 businesses

(Please complete an application for any zoning changes at the same time the CSM is filed.) Attached narrative if more room is needed

The Certifies Survey requirements are attached.

Please call if you have questions. 920-623-5900

I understand that I must comply with all applicable municipal codes and obtain any necessary permits from the Columbus Building Inspector, Zoning Administrator and others; that information submitted with this application is accurate; I agree to pay all fees related to the review of the certified survey map according to City Ordinances (fees and costs for consulting above the fee amount).

Applicant/Authorized Agent Signature *Joyan DeBor*

Property Owner Signature _____

Property Owner Signature _____



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: July 10, 2025

Item Title: Certified Survey Map -105 Dix Street

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

This CSM splits the lot into two and may happen provided a variance has been granted regarding setbacks and parking lots. The Zoning Board of Appeals is scheduled to meet the day before the Plan Commission.

List all Supporting Documentation Attached:

- CSM
- Review letter from City Engineer

Action Requested: Recommend approval of the CSM with the condition that the items in the review letter be addressed

July 2, 2025

Mr. Mike Kornmann
Director of Community and Economic Development
City of Columbus
105 North Dickason Boulevard
Columbus, WI 53925-1565

Re: Oldenburg CSM Review

Dear Mike:

Ruekert & Mielke, Inc. (R/M) has completed our review of the Certified Survey Map for the above-referenced project, dated June 9, 2025. This review is for the compliance with Wisconsin Administrative Code Chapter A-E 7, Wisconsin Statute Chapter 236 utilizing the Wisconsin CSM checklist provided by plat review, and the City of Columbus Ordinances Chapter 90, Article VI. This review does not constitute a recommendation for future phases. This review may not include all City requirements for this submittal. We offer the following comments, clarifications, or concerns:

General:


- Per Wisconsin Administrative Code AE-7 – No comments
- Per Wisconsin Statute Chapter 236.20 (2)(k) – When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places.
- Per Wisconsin Statute Chapter 236.20 (2)(k) – The tangent bearing shall be shown for each end of the main curve
- Per Wisconsin Statute Chapter 236.20 (3) (e) – Abutting street and state highway lines of adjoining plats shown in their proper location by dotted or dashed lines. The width of these streets and highways shall be given also. For width add a note width varies.
- Per Wisconsin Statute Chapter 236.20 (1m) (e) – Owners Certificate: *Add the following phrase to the end of the Owner's Certificate on Sheet 3: "I/We also certify that this Certified Survey Map is required to be submitted to the following for approval: City of Columbus."*
- Per the City of Columbus Ordinances 90-212 (4) - *Add additional required information regarding the two existing buildings shown on Sheet 1.*
- Per the City of Columbus Ordinances 90-212 (6) – Add building setback information to CSM.
- Vicinity is misspelled by inset map.
- On sheet 3 change the year in the approval certificate to 2025.
- A shared parking easement will be required for both parcels
- Per the City of Columbus Ordinances 86-191 - A joint driveway will need to be approved by the Columbus Council, if approved a joint driveway easement will be required.
- Lot size doesn't meet the zoning requirement for B2 zoning.
- Lot frontage doesn't meet the zoning requirement for B2 zoning.

Please feel free to contact me if you have any questions regarding this review.

Respectfully,

RUEKERT & MIELKE, INC.

Jason P.
Lietha



Digitally signed by Jason
P. Lietha
Date: 2025.07.02
15:26:29 -05'00'

Jason P. Lietha, P.E.
Senior Vice President
Jlietha@ruekert-mielke.com

JPL:

cc: Matt Amundson, Columbus City Administrator

~8117-10021.149 > Kornmann-20250702-Oldenburg CSM Review.docx~

[Your Infrastructure Ally](#)

ruekertmielke.com

OWNER: KO PROPERTIES OF COLUMBUS LLC 105 DIX STREET COLUMBUS, WI 53925	CLIENT: DEBBIE OLDENBURG 1235 PARK AVENUE COLUMBUS, WI 53925
---	---

SCOTT P. HEWITT
Professional Land Surveyor, No. 2229
Dated: June 9, 2025
File No. 425-238

Scott P. Hewitt

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Columbus Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.

record, if any.

Commencing at the Southwest corner of Section 12; thence North 00°01'22" West along the West line of the Southwest Quarter, 644.98 feet; thence North 87°32'32" East, 27.57 feet to the Southwest corner of Lot 2, Certified Survey Map, No. 1848 and being the point of beginning; thence Northwesterly along a 517.49 foot radius curve to the left along the East right-of-way line of Dix Street having a central angle of 07°31'19" and whose long chord bears North 08°51'01" West, 67.89 feet; thence Northwesterly along a 255.43 foot radius curve to the left along said East right-of-way line having a central angle of 22°41'47" and whose long chord bears North 13°50'37" West, 100.52 feet to the North line of Lot 2, Certified Survey Map, No. 1848; thence South 68°06'37" East along the North line of said Lot 2, 176.98 feet; thence North 20°36'46" East along the Northerly line of said Lot 2, 12.55 feet; thence North 89°57'01" East along the Northerly line of said Lot 2, 101.99 feet to the Northeast corner thereof; thence South 00°02'59" East along the East line of said Lot 2, 100.40 feet to the Southeast corner thereof; thence South 87°32'32" West along the South line of said Lot 2, 236.43 feet to the point of beginning. Containing 28,642 square feet (0.66 acres), more or less. Being subject to servitudes and easements of use or

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Debbie Oldenburg**, I have surveyed, monumented, mapped and divided part of Lot 2, Certified Survey Map, No. 1848 as recorded in Volume 10 of Certified Survey Maps, page 54 as Document No. 504906 located in the Southwest Quarter of the Southwest Quarter, Section 12 and the Southeast Quarter of the Southeast Quarter, Section 11, Town 10 North, Range 12 East, City of Columbus, Columbia County, Wisconsin, described as follows:

SURVEYOR'S CERTIFICATE

BEING PART OF LOT 2, C.S.M. NO. 1848, AS RECORDED IN VOL. 10 OF C.S.M.S, PAGE 54 AS DOC. NO. 504906, LOCATED IN THE SW1/4 OF THE SW1/4, SECTION 12 AND THE SE1/4 OF THE SE1/4, SECTION 11, T. 10 N., R. 12 E., CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.
CONTAINING: 28,642 SQ.FT. - 0.66 ACRES

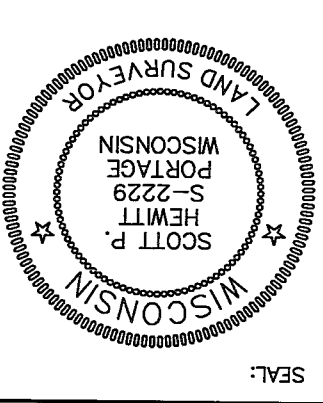
COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. _____
GENERAL LOCATION
Volume _____, Page _____

As prepared by:

G & GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE (608) 742-7788 SALK: (608) 644-8877
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 425-238

DRAFTED BY: R.V.
CHECKED BY: L.D.
PROJ. 425-238
DWG. 425-238A
SHEET 2 OF 3



OWNER: KO PROPERTIES OF COLUMBUS LLC 105 DIX STREET COLUMBUS, WI 53925		CLIENT: DEBBIE OLDENBURG 1235 PARK AVENUE COLUMBUS, WI 53925
<p>CITY of COLUMBUS APPROVAL CERTIFICATE</p> <p>This Certified Survey Map is approved for recording by the <u>City of Columbus</u>, Columbia County, Wisconsin.</p> <p>Mayor _____ Date _____</p> <p>City Clerk _____ Date _____</p> <p>I HEREBY CERTIFY that the certified survey map is approved by the <u>City of Columbus</u>, Wisconsin, this _____ day of _____, 2024.</p>		
<p>Notary Public _____ County, Wisconsin _____</p> <p>My commission expires: _____</p> <p>Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the persons who executed the foregoing instrument and acknowledged the same.</p> <p>STATE of WISCONSIN COUNTY OF _____ (SS)</p> <p>Signature _____</p> <p>Debbie Oldenburg _____</p> <p>Witness the hand and seal of said Owner this _____ day of _____, 20____.</p> <p>As Owner(s), I/we hereby certify that I/we caused the land on this certified survey map to be surveyed, divided and mapped as represented on this certified survey map.</p>		
<p>OWNER'S CERTIFICATE</p> <p>BEING PART OF LOT 2, C.S.M. NO. 1848, AS RECORDED IN VOL. 10 OF C.S.M.S, PAGE 64 AS DOC. NO. 504906, LOCATED IN THE SW1/4 OF THE SW1/4, SECTION 12 AND THE SE1/4 OF THE SE1/4, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.</p> <p>CONTAINING: 28,642 SQ.FT. - 0.66 ACRES</p>		
<p>COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. _____</p> <p>GENERAL LOCATION</p> <p>Volume _____, Page _____</p>		

As prepared by:

G & GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES

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PHONE: PORTAGE (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 425-238

DRAFTED BY: R.V. _____
CHECKED BY: L.D. _____
PROJ. 425-238
DWG. 425-238A

SHEET 3 OF 3

SEAL:

WISCONSIN
SCOTT R. HEWITT
S-2599
PORTAGE
LAND SURVEYOR
6-9-25

Application for Certified Survey Map

FEES:

2 Lots and under - \$420.00 and any consulting costs above the fee
Over 2 Lots (up to 4 lots) - \$400 plus \$50.00 per lot; and any consulting costs above the fee

Applications will not be processed unless all required information type is submitted and applicable fees are paid by **12:00 p.m thirty days (30) prior to the scheduled plan commission meeting.** No partial applications will be accepted and final acceptance will be determined by City Staff.

Applicant information:

Name: Logan DeBoer

Address: 625 East Slifer Street

City: Portage State: WI ZIP _____

53901

Phone: 608 742 7788 Fax: _____ Cell: _____

Email: Ldeboer@grothman.com

Owner information (if different from Applicant)

Name: Ko Properties of Columbus LLC c/o Debbie Oldenburg

Address: 105 Dix Street

City: Columbus State: WI ZIP _____

53901

Phone: 920 210 5006 Fax: _____ Cell: _____

Email: _____

Application for Certified Survey Map

Primary contact information

Name: Same as applicant

Address: _____

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Professional providing the certified survey map:

Name: Scott P. Hewitt (grothman & associates)

Address: Same as a pelican

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Provide a narrative of the project with information about Subject Property:

Address: 105 Dix Street Tax parcel number: 11211-908.02

Reason for the property division (include detail in narrative)

To Divide existing Businesses to be independent

Current zoning of property: B-2

Current use of property (include detail in narrative)

2 Businesses on lot. Subway restaurant & Fitness center

Proposed use of all lots in the CSM after land division (include detail in narrative)

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(Please complete an application for any zoning changes at the same time the CSM is filed.) Attached narrative if more room is needed

The Certifies Survey requirements are attached.

Please call if you have questions. 920-623-5900

I understand that I must comply with all applicable municipal codes and obtain any necessary permits from the Columbus Building Inspector, Zoning Administrator and others; that information submitted with this application is accurate; I agree to pay all fees related to the review of the certified survey map according to City Ordinances (fees and costs for consulting above the fee amount).

Applicant/Authorized Agent Signature Joan DeBow

Property Owner Signature _____

Property Owner Signature _____



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: July 10, 2025

Item Title: Amending 114-47 of the municipal code - appointment of Zoning and Deputy Zoning Administrator

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

Historically, the zoning administrator has been appointed by the City Council. And, currently there is not a position of Deputy Zoning administrator. These ordinance changes move personnel decisions to the City Administrator. Furthermore, the creation of a Deputy Zoning Administrator allows for greater capacity to issue permits and provide enforcement. In addition, it provides the capacity for zoning matters to be staffed if there would be a vacancy or the Zoning Administrator is disabled for a period of time. This approach is common in many communities.

List all Supporting Documentation Attached:

- Ordinance amendment of 114-47

Action Requested: Recommend approval to City Council.

CITY OF COLUMBUS

ORDINANCE NO. _____

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 114-47 OF THE CITY
CODE OF ORDINANCES CONCERNING
APPOINTMENT OF ZONING ADMINISTRATOR**

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

1. Sec. 114-47, Appointment of Zoning Administrator, is repealed in its entirety and recreated to read now as follows:

Sec. 114-47, Appointment of Zoning Administrator.

- (a) The City Administrator shall appoint a Zoning Administrator, who shall have the power and duty to enforce the provisions of this Chapter 114 and, as provided therein, Chapter 46, Floodplain Regulations, of the City of Columbus Code of Ordinances.
 - (b) The City Administrator may, in writing, filed in the City Clerk's office, appoint a deputy, who shall act under the Zoning Administrator's direction, and in the Zoning Administrator's absence or disability, or in case of a vacancy, shall perform the Zoning Administrator's duties as set forth in Chapter 114 and Chapter 46 of the City Code of Ordinances.
2. **Severability.** Each section, paragraph, sentence, clause, word, and provision of this Section is severable, and if any such provision shall be held unconstitutional or invalid for any reason, such decision(s) shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.
3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this ____ day of _____, 2025.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk

CITY OF COLUMBUS

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Adopted this ____ day of _____, 2025.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: July 10, 2025

Item Title: Amending 114-47 of the municipal code - appointment of Zoning and Deputy Zoning Administrator

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

Historically, the zoning administrator has been appointed by the City Council. And, currently there is not a position of Deputy Zoning administrator. These ordinance changes move personnel decisions to the City Administrator. Furthermore, the creation of a Deputy Zoning Administrator allows for greater capacity to issue permits and provide enforcement. In addition, it provides the capacity for zoning matters to be staffed if there would be a vacancy or the Zoning Administrator is disabled for a period of time. This approach is common in many communities.

List all Supporting Documentation Attached:

- Ordinance amendment of 114-47

Action Requested: Recommend approval to City Council.

**Columbus Zoning Code & Subdivision Code
Work Plan**

July 3, 2025

Completed Tasks

1. Staff kick-off meeting
2. Receipt of initial staff notes regarding edits on the Zoning and Subdivision Codes
3. Data collection and project management set up
4. Draft map analysis

Upcoming Tasks

1. Plan Commission and Council Input – July-Early August
2. Complete Audit Memo – August
3. Public Workshop and Online Survey – September
4. Stakeholder Meeting 1, Draft Zoning District/Bulk Dimensions/Land Uses Discussion, Test Zoning Map and Zoning Code Part 1 – Fall-Early Winter

City Staff Next Tasks:

- Coordinate dates for Plan Commission and Council kick-off meeting
- Discuss public workshop meeting date with Vandewalle for September
- Coordinate review of audit memo with Vandewalle

Vandewalle Next Tasks:

- Provide FAQs for use on City website
- Prepare materials for Plan Commission and Council kick-off meeting
- Complete audit memo July-August
- Prepare materials for Public Workshop and Online Survey
- Set up zoning code and subdivision code templates to begin after the audit memo and initial input is received