



Historic Landmarks and Preservation Commission Meeting Agenda

Wednesday, May 28, 2025 at 4:00 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call Meeting to Order

Roll Call

Notice of Open Meeting

Approval of minutes from previous meeting(s)

Public Comments (3 minute limit per person)

Welcome new Commissioner Mayor Joe Hammer

Staff updates regarding Pavilion steps

Consent Agenda

1. Approval of Minutes
2. Accept the Financial Report
3. Payment of Invoices and Bills

Unfinished Business

4. Hold the Preliminary Review for the Local Historic Designation of City Hall and to Possibly Schedule Public Hearing
5. Consider and take action Summer Concert Series

New Business

6. Election of Officers: Chair, Vice-chair and Secretary/Treasurer
7. Set the next meeting date

Adjourn

Columbus Historic Landmarks and Preservation Commission
Meeting Minutes
Wednesday April 30, 2025
105 North Dickason Boulevard

The meeting was called to order by Chair Ruth Hermanson at 4:00 p.m.

Attendance: Commissioners Altschwager, Hermanson, Gilbertson, Nagle, Ulrich, Mayor Hammer and Elling. Dave Bennett and Mike Kornmann were also present.

Notice of open meeting: Chair Hermanson noted that the meeting agenda had been posted and distributed per State Statutes.

Public Comment: The group welcomed Mayor Hammer as a voting member of the group. Mike Kornmann announced that he received a message today that the City did not receive a grant from the Wisconsin Vibrant Spaces program. More discussion when this is on the agenda in May.

Minutes of March 25: Motion by Altschwager, second by Gilbertson to approve. Motion carried unanimously.

Treasurer's report: as of April 22, 2025:

- Susan Stare Auditorium Fund (CD)		\$ 19,148.88
- Water Tower Fund	253474	\$ 10,625.02
- Mary Poser/ Former Columbus Auditorium Corporation	2502700 (CD)	\$ 32,307.87
- RestHaven Improvement	255362	\$106,126.01
- Columbus Pavilion ADA Accessibility Fund	250968	\$ 4,015.93
- CHLPC Account	187450	\$ 32,597.71

Motion by Nagle, second by Gilbertson to approve as presented. Motion carried unanimously.

Motion by Hammer, second by Gilbertson to approve invoices from Jan Ulrich for calendar mailings at \$63.14 and from Beth Altschwager for postage and envelopes on Resthaven mailings at \$219.00. Both payments to come from Account #255362. Motion carried unanimously.

Application by CHLPC to designate City Hall as a local historical landmark: The commissioners reviewed material prepared by City staff for the nomination process for local landmark designation of Columbus City Hall, 105 Dickason Boulevard. Several minor corrections were made to the application.

Upon conclusion of the review of information submitted in the application, Commissioner Gilbertson made a motion to acknowledge that the application was complete and to direct staff to notify other City officials of the application and set a preliminary hearing for May 28, 2025 at 4:00 p.m. Motion seconded by Commissioner Nagle. Motion carried unanimously.

Contracts for the Summer Concert Series: The commissioners reviewed the contract documents for the 2025 summer concert series. Motion by Hammer, second by Gilbertson to approve the contracts and direct payment from account #255362. Motion carried unanimously.

Purchasing Policy Update: The staff included the city's purchasing policy as part of the meeting packet. Mike Kornmann reviewed the information and amounts with the commissioners. Expenditures up to \$5,000 require approval of the commission and Mike Kornmann. Expenditures between \$5,000 and \$25,000 require approval of the commission and Administrator Amundson. Expenditures over \$25,000 require approval by the commission and City Council.

Motion by Altschwager, second by Nagle to adjourn at 4:47 p.m. Carried Unanimously.

NEXT MEETING: May 28, 2025 at 4:00 p.m.

Respectfully submitted, Henry J. Elling, CHLPC Secretary

CHLPC TREASURER'S REPORT
May 18,2025

SUSAN STARE	CD	BALANCE	05.18.25	\$19,148.88
AUDITORIUM FUND				
WATER TOWER FUND 253474		BALANCE	05.18.25	\$10,566.73
Mary Poser/Former Columbus Auditorium Corporation				
2502700	CD			
		BALANCE	05.18.25	\$32,307.87
REST HAVEN IMPROVEMENT				
(new savings acct) 255362				
		BALANCE	05.18.25	\$117,055.84
Summer concerts sponsorships		Deposit	04.30.25	\$8,507.43
Rest haven donations			04.30.25	\$2,200.00
Rest haven donations			05.16.25	\$1,675.00
Jan Ulrich book royalty			05.02.25	\$81.02
		Withdrawal		
Beth Altschwager stamps for mailing			05.02.25	\$219.00
Jan Ulrich postage for calendar mailing			05.02.25	\$63.14
FAÇADE IMPROVEMENT FUND		BALANCE	05.18.25	\$131.37
(new savings acct) 255707				
CHLPC ACCOUNT 187450		BALANCE	05.18.25	\$34,595.84
				\$2,400.00
4th of July Committee 2014 donation for rest haven project				\$5,000.00
Rest haven bathroom donation from Bob & Janet Groh 2015				\$5,000.00
Rest haven donation from Dave & Sue Zittel 2018				\$500.00
Rest haven bathroom donation from Dave & Sue Zittel 2018				\$500.00
Rest haven bathroom donation from Bob & Janet Groh 2018				\$5,000.00
Rest haven bathroom donation from Mary Derr 2019				\$1,000.00
Rest haven donation from Dave & Sue Zittel 2019			09.09.19	\$500.00

Rest haven donation from Lyco 2019	09.09.19	\$500.00
Rest haven donation from Bob & Janet Groh 2019	12.17.19	\$10,000.00
Rest haven donation from Elizabeth Hinds 2020	07.15.20	\$20.00
Rest haven donation from Fred & Della Dartt 2020	08.13.20	\$100.00
Rest haven donation from Dave & Sue Zittel 2020	09.08.20	\$1,000.00
Rest haven donation from Bob & Janet Groh 2020	12.18.20	\$10,000.00
Rest haven donation from Bob & Janet Groh 2021	12.15.21	\$10,000.00
Rest haven donation from Rolf Poser	12.15.21	\$500.00
Rest haven donation from Lys Buck	12.31.21	\$100.00
Rest haven donation from Community Foundation of Collier County Ed & Judy Bergauer	02.16.22	\$5,000.00
Donation from Bob & Janet Groh	12.13.22	\$10,000.00
Rest haven donation from Rolf Poser	01.13.23	\$500.00
Rest haven donation from David & Sue Zittel	08.29.23	\$500.00
Rest haven donation from Rolf Poser	12.19.23	\$500.00
Donation from Bob & Janet Groh	01.04.24	\$5,000.00
2018 Historic Calendar	12.14.23	\$7,784.44
2019 Historic Calendar	12.14.23	\$8,317.45
2020 Historic Calendar		\$6,920.00
2021 Historic Calendar		\$7,080.21
2022 Historic Calendar		\$12,595.00
2023 Historic Calendar		\$8,486.00
2024 Historic Calendar		\$7,537.00
2025 Historic Calendar		\$10,970.00
TOUR BOOK LOAN	05.22.24	\$290.39

May 18, 2025

COLUMBUS PAVILION ADA ACCESSIBILITY FUND

ACCOUNT 250968

05.18.25

\$3,985.93

RESPECTFULLY SUBMITTED,
BETH ALTSCHWAGER, TREASURER



Agenda Item Report

Meeting Type: Historic Landmarks Preservation Commission

Meeting Date: May 28, 2025

Item Title: Hold the Preliminary Review for the Local Historic Designation of City Hall and to Possibly Schedule Public Hearing

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Historic Landmarks & Preservation Commission (CHLPC) will hold a preliminary hearing prior to the public hearing for the local historic designation of City Hall. Staff have sent out the appropriate notices for the preliminary hearing. HLPC will review any reports and notes on matters affecting the designated property. If CHLPC finds that the application merits further consideration, a public hearing will be scheduled. Staff recommend June 25, 2025.

List all Supporting Documentation Attached:

City Hall Designation Application

Associated Appraisal Consultants' Notes

Action Requested of the Council:

Discuss, review, and possibly schedule public hearing regarding the local historic designation of City Hall

**APPLICATION FOR LANDMARK/HISTORIC DESIGNATION
(STRUCTURE, SITE, NEIGHBORHOOD OR DISTRICT)**

CITY OF COLUMBUS

HISTORIC LANDMARK AND PRESERVATION COMMISSION

This application packet is used to file an application(s) for the nomination of a property as a locally designated structure, site, neighborhood or district. This application is to be submitted to the City Clerk. Please refer to the attached Zoning Code, Chapter 114, Article V, Division 9 for Historic Sites and Structures.

Contact Information		
Applicant Name: City of Columbus, WI		Phone: 920-623-5900
Applicants' Mailing Address: 105 N. Dickason Blvd.		
City: Columbus	State: WI	Zip: 53925
Applicant's Email Address: jhammer@columbuswi.gov		
Contact Information		
Property Owner(s): City of Columbus, WI		Phone: 920-623-5900
<i>If more than one owner, please attached additional contact information</i>		
Property Owner's Mailing Address: 105 N. Dickason Blvd.		
City: Columbus	State: WI	Zip: 53925
Property Owner's Email Address: jhammer@columbuswi.gov		
Property Description		
Name (as shown on the tax assessor's rolls of the owner of property proposed for designation): City of Columbus		
Property Address: 105 N. Dickason Blvd.		Year Built and Historic Name if any: 1891-1892; Columbus City Hall
Legal Description and Parcel Number(s): SW 15' of SE 97' of Lot 4, Blk 3; SE 97' of Lot 5, Blk 3; Columbus Blks 1-9 and Tax Parcel ID Number: 51		
Original Owner: City of Columbus		Original Use: Fire Station, City Hall, Police Station, Auditorium
Architect: Truman D. Allen		Builder:

MAP. Has a map delineating the boundaries and location of the property proposed for designation been included with this application? **Yes** or No (Circle One)

WRITTEN STATEMENT. Describe the property and setting forth reasons in support of the designation proposed. Reasons must align as stated in 114-176

Round corner tower with clock and bell cupola, round arches on 1st story. Corbelled cornice. Square corner tower with round arch windows. Massive round arch window and entrance. A fire bell and tower were removed in 1948 when the fire department moved to a new location. Local artist Susan Stare has framed paintings displayed in the interior of the City Hall. There is an auditorium on the second floor.

Reasons for the designation as proposed include:

- The auditorium, originally designed by Truman D. Allen of Minneapolis, MN, occupies the second and third floors of the Columbus City Hall. It was originally designed in 1891 to accommodate an audience of 600. It was last occupied in the late 1940s, and the second floor was closed to the public in the 1950s. The auditorium was used for silent movies, traveling speakers, entertainment, and school functions.
- The building is composed of area materials consisting of Watertown cream brick, Doylestown red sandstone, and rock-faced Waukesha limestone. About half of T.D. Allen's works remain and are included in the National Historic Register. The Columbus City Hall displays many characteristics of his works.
- Added to the National Register of Historic Places in 1979 and the State Register of Historic Places in 1989.
- The City of Columbus would like to protect the building in order to retain its historic, cultural, and architectural value to the community if it were to relocate to a new facility and the building sold.

CRITERIA FOR DESIGNATION (check all that apply)

- ☒ Exemplify, reflect or hold significant value as part of the broad cultural, political, economic or social history of the nation, state or city
- ☐ Are identified with historic personages or with important events in national, state or local history
- ☒ Embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship
- ☒ Are representative of the notable work of a master builder, designer or architect whose individual genius influenced his age
- ☒ Are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics

PROPERTY OWNER(S) CONSENT. Has the property owner(s) consented to the proposed designation? **YES** or **NO**

If "yes", please attach a copy of the letter of consent. (attached: Yes or No)

PROPERTY OWNER NOTIFICATION. Has the property owner been notified of this application by certified mail? **YES** or **NO**

ADDITIONAL INFORMATION. Has additional information, not requested on this application, been included with this application? **YES or NO** If yes, then please describe a summary of information provided:

Applicant's Signature

I hereby acknowledge by my signature below that the foregoing application is complete, truthful, and accurate.

Applicant Signature: _____

Date: _____

Application Materials That Shall Be Included

- Current and historic photographs of exterior of existing structure.
- Statement describing the applicant's relationship to the property to be designated. This statement should indicate the applicant's interest in or association with this property.
- Statement describing how the property meets at least one of the criteria for designation as a landmark or historic district contained in Section 599.210 of the City Code.
- Statement describing the physical condition of the property and whether the property retains integrity (i.e. the ability to communicate its historical significance as evident in its location, design, setting, materials, workmanship, feeling and association.)

- MUNICIPAL CODE
Chapter 114 - ZONING
ARTICLE V. - SUPPLEMENTARY USE AND STRUCTURE REGULATIONS
DIVISION 9. HISTORIC SITES AND STRUCTURES

DIVISION 9. HISTORIC SITES AND STRUCTURES

Sec. 114-176. Historic structures, sites, neighborhoods and districts designation criteria.

- (1) For purposes of this division, an historic structure, site, neighborhood or district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon or any area of particular historic, architectural or cultural significance to the city in accordance with the criteria detailed in this section. Designation shall be based on a comprehensive consideration of all relevant factors. Within this division, properties granted historic structure, site, neighborhood or district designation are referred to as "designated properties".
- (2) Designation may be granted to structures, sites, neighborhoods or districts that:
 - (a) Exemplify, reflect or hold significant value as part of the broad cultural, political, economic or social history of the nation, state or city;
 - (b) Are identified with historic personages or with important events in national, state or local history;

- MUNICIPAL CODE
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- (c) Embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship; or
- (d) Are representative of the notable work of a master builder, designer or architect whose individual genius influenced his age.
- (e) Are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-177. Landmark and historic district designation—Procedures.

- (1) Application.
 - (a) Any person, group of persons or association, may apply for historic structure, site, district or neighborhood designation for property and improvements located within the corporate limits of the city. The owner of any property that is currently designated may apply for a rescission of that dedication following the same procedures. Where this section refers to procedures applicable to the nomination and designation of properties, those procedures also apply to the rescission of dedication unless otherwise stated. When rescission is requested for economic reasons it shall only be considered in accordance with parameters established under subsection 114-182(2).

- (b) Nominations shall be made to the preservation commission on forms provided for that purpose. The application shall include or be accompanied by the following:
1. The name and address, as shown on the tax assessor's rolls of the owner of property proposed for designation.
 2. The legal description and common street address of property proposed for designation.
 3. A map delineating the boundaries and location of property proposed for designation.
 4. A written statement describing the property and setting forth reasons in support of the designation proposed.
 5. An indication of whether or not the owner(s) consents to the proposed designation.
 6. Such other information as may be required by the preservation commission.
- (2) Notification of nomination and preliminary review. Upon receipt of an application for designation or rescission, the chairman of the preservation commission shall schedule a preliminary review to be held within 45 days. He shall notify the applicant and the property owner(s) of the time and place of the preliminary review. The city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission shall also be notified with the request that they each report to the preservation commission in a timely manner on any matters affecting the subject property or surrounding area.
- (3) Public hearing and decision.
- (a) Scheduling of the public hearing. If the preservation commission finds at the time of the preliminary review that an application merits further consideration, then a public hearing shall be scheduled to be held within the next 60 days. The preservation commission shall notify the city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission. Each such department shall respond to the commission within 30 days of notification with its comments on the proposed designation or rescission.

- MUNICIPAL CODE
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- (b) Notice of the public hearing. In cases of a nomination of a structure or site, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of the nominated property, to the nominator(s), and to the owners of record as listed in the office of the city assessor of all property in whole or in part situated within 200 feet of the boundaries of the nominated property at least ten days prior to the date of the hearing. In cases of a nomination of an area as a historic district or historic neighborhood, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of each property located within the boundaries of the nominated historic district or historic neighborhood and to the nominator(s), at least ten days prior to the date of the hearing. Notice of such hearing shall also be published as a Class 1 notice under state statutes stating the common street address and legal description of a nominated structure or site or legal description and boundaries of a nominated district along with the date, time, place and purpose of the public hearing. Requirements set forth in this subsection also apply to applications for rescission.
- (c) Required materials. The applicant shall produce at the time of the hearing such information as the preservation commission may require including, but not limited to, the following:
1. All information required with the application.
 2. A visual presentation of the significant improvements on the subject property, together with information as to the age, condition and use of each.
 3. Proposals for preservation and enhancement of the property proposed for designation or a detailed explanation of the reason rescission is requested.

- (d) Conduct of the hearing. The preservation commission shall conduct such public hearing. The applicant and the owners of subject property shall be entitled to speak at the public hearing and the preservation commission will accept comments from all other interested parties. In addition to notified persons and members of the general public, the preservation commission may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The preservation commission may conduct an independent investigation into the proposed designation or rescission. The preservation commission shall review and evaluate all available information according to the applicable standards set forth herein. A record of the proceedings shall be made and retained as a public record.
- (e) Approval timeline. The preservation commission shall approve, approve with modifications or deny the requested designation within ten days after the public hearing; provided, however, that the preservation commission may not modify a designation to extend beyond the property described in the application unless a new application is filed and the procedure repeated. Rescission of designation for economic reasons is subject to timelines as specified under subsection 114-182(2). A majority vote of the entire preservation commission is required for approval.
- (f) Informing parties of interest. Following the public hearing, the secretary of the preservation commission shall prepare a report on the outcome of the preservation commission's action including all available information for submission to the city council within 30 days, as an information item. The owner(s) of record and parties who spoke at the public hearing shall be notified promptly by a letter containing information on the preservation commission's decision. Notification shall also be given to the city clerk, building inspector and the city assessor. The preservation commission shall cause the designation or rescission to be recorded at city expense in the county register of deeds' office.
- (g) Effect of denial. If the preservation commission denies the petition, no petitioner or applicant can file for 90 days to the secretary of the preservation commission to consider this same request.
- (h) Effect of approval. Properties approved for designation as historic structures, sites, districts or neighborhoods become subject to all provisions of this division. Properties approved for a rescission of dedication are no longer subject to the provisions of this division.

- MUNICIPAL CODE

Chapter 114 - ZONING

ARTICLE V. - SUPPLEMENTARY USE AND STRUCTURE REGULATIONS

DIVISION 9. HISTORIC SITES AND STRUCTURES

- (i) Voluntary restrictive covenants. The owner of any historic structure or site may at any time following such designation of his property enter into a restriction covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the historic property. The owner shall record such covenant in the county register of deeds office and shall notify the city assessor of such covenant and the conditions thereof.
- (4) After the date of filing an application, as outlined above, until the date of a final decision by the preservation commission no building permit shall be issued for the alteration, construction, demolition, or removal of the nominated property except as permitted under the provisions of section 114-179. In no event shall the delay so imposed exceed 210 days.

(Ord. No. 643-09, §§ I, II, 4-8-09)

We do not have a lot of info as it has been an exempt property for a long time. Thanks, Justin.

2024 Property Records for City of Columbus, Columbia County

October 28, 2024

Tax key number: 1121151

Property address: 105 N Dickason Blvd

Traffic / water / sanitary: / /

Legal description: SW 15 of SE 97 of Lot 4, Blk 3; SE 97 of Lot 5, Blk 3; Columbus Bks 1-9

Summary of Assessment	
Land	\$ 0
Improvements	\$0
Total value	\$0

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1						None	Exempt local		\$0
Building Permits									
Issued	Permit #	Purpose		\$ Amount		Completed		Sales History	
7/21/2014	14-68	INSTALL AWANING		\$2,918		2/4/2015		Date	Type