



Community Development Authority Meeting Agenda

Monday, February 16, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Determination of Quorum

Notice of Open Meeting

Approval of Agenda

Consent Agenda

1. Approval of minutes

Regular Business

2. Consider and take action to approve Façade Grant application(s)
3. Consider and take action regarding a resolution defining a process for responding to requests for city support of WEDC community development investment grant applications
4. Department Report Update - January
5. Consider and take action regarding Downtown Design Plan
6. Marketing materials update

Future Agenda Items

Adjourn



Community Development Authority Meeting Minutes

Monday, January 19, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

The meeting was called to order at 6:30pm.

Determination of Quorum

A quorum present consisted of Hackman, Meier, Decker, Meyers, Lawson, and Elling. Staff liaisons Kornmann and Bennett were present.

Notice of Open Meeting

Staff confirmed the meeting was noticed according to law.

Approval of Agenda

Lawson motioned to approve the agenda as presented. Meier seconded the motion. There was no discussion, and the motion passed by unanimous vote.

Consent Agenda

1. Approval of minutes

Meier motioned to approve the meeting minutes as presented from January 5, 2026. Decker seconded the motion. There was no discussion, and the motion passed by unanimous vote.

Regular Business

2. Consider and take action to approve Façade Grant application(s)

Staff presented a 2025 recap of last year's grant applications. There were questions and discussion regarding the program going over budget. Staff can utilize line-item expense policy to address the overage and will look into the cause.

Staff then presented the submitted applications for the 2026 CDA Façade Grants. Applications were individually reviewed. The CDA would like to have their questions addressed prior to approving any applications and are limited in budget.

Elling motioned to postpone awarding grants pending additional information until the next meeting. Lawson seconded the motion. Discussion included confirming a list of questions to ask each of the applicants prior to the next meeting. Staff will reach out to the applicants for more information. The motion was passed by unanimous vote.

3. Discuss media tools to communicate CDA activities

Staff recapped a brief note from the previous meeting about possibly recording CDA meetings. There was discussion about overall communication strategy for promoting development in the city and CDA activities such as the facade grant program. Possible strategy could involve leveraging the City's website and Facebook page along with utilizing area news outlets. The CDA directed staff to provide a strategy for sharing successes.

4. Consider and take action regarding CDI grant resolution of support policy

Kornmann presented some background information on the CDI Grant program by the Wisconsin Economic Development Corporation (WEDC). Kornmann presented a new policy to create a standard operating procedure, define which fiscal year an application is for, and to create fairness. According to the proposed policy, the CDA would review grant applications and recommend to Council a resolution of support for any CDI grant applications. Deadline proposed would be March 1. There could be a possibly for multiple projects applying, so the resolution of support policy would clarify steps for creating resolutions for WEDC CDI grant applications. Staff will draft a template resolution of support based on the proposed policy at the next meeting.

5. Discussion and possible action regarding Downtown Design Plan

Staff will present information on this topic at the next CDA meeting.

Future Agenda Items

Future agenda topics brought up include:

Determining time for project completion for facade grants, funding strategy for facade grants, fund balance usage, and FlyerView marketing project update.

Staff will provide an update on department activities in future meetings.

Adjourn

Meier motioned to adjourn the meeting. Decker seconded the motion. There was no discussion and the motion was approved by unanimous vote. The meeting adjourned at 8:30pm.

** These minutes will be approved at a future meeting and may be amended. These minutes are respectfully submitted by David Bennett, Communications and Economic Development Coordinator **



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: February 16, 2026

Item Title: Consider and take action to approve Façade Grant application(s)

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

At the previous meeting, there were some questions regarding a few of the applications that needed to be addressed prior to the CDA deciding how to allocate façade grant awards. Staff reached out to the applicants and reviewed additional information and clarifications. The application for 143 N. Ludington St. was withdrawn by the applicant citing the project might not get off the ground in 2026.

The CDA can allocate up to \$32,500 for 2026 façade grant projects.

Staff recommends selecting one (1) \$25,000 project and divvy up the remaining façade grant budget among two (2) additional projects. The 2026 applicants are:

- \$25,000 for façade improvements to 140 E. James St.
- \$25,000 for façade improvements to 152 N. Dickason Blvd.
- \$10,000 for new signage at 153 N. Ludington St.
- \$3,297 for a new awning at 135 N. Ludington St.

List all Supporting Documentation Attached:

- Applications for 2026 façade grant funding

Action Requested of the Council:

Review applications and determine awarding applicants

Strategic Plan Objective(s):

Applicant Name: Kaba Bah

Property Address: 140 E. James St., Columbus WI, 53925

Parcel Number: 92

Façade Grant Funds Requested: \$25,000.00 **Total Project Cost:** \$50,970.00

Project Start Date: 3-15-2026 **Project End Date:** 7-15-2026

Project Summary: Building needs a major face lift for both the front and back. Work includes the following:

1. Redo the front and add commercial-grade entrance doors. Needs 3 new fire-rated commercial doors.
2. Redo the back and add commercial-grade back doors.
3. Fix newer windows and replace old windows with energy efficient windows. The upper-level windows are generally in good condition and have significant remaining useful life; however, they do require detail work, including trim repairs. The larger ground-floor windows and the windows at the rear of the building are substantially older and are proposed for full replacement, with repairs limited to the upper-level windows.
4. Fix bricks at the back. Involves removing old bricks, getting a correct issue, and replacing with new bricks. Drip edges will need to be replaced.
5. Fix water issues at the front via foundation tuckpointing of the perimeter due to water getting into basement. Both the front and rear façades require tuckpointing. The front elevation has visible cracking at the junction where the foundation meets the roadway, which allows water intrusion into the basement. A similar condition exists at the right rear corner of the building. While the available resources will not fully resolve all water-entry issues, they will be sufficient to address all tuckpointing work required on the front of the building.
6. Fix siding loose ends and replace all rotten wood.
7. Replace awning shingles. This includes fixing the underlayment, repairing ice and water damage, new roofing shingles, and soffit and fascia.
8. Clean, prepare, prime, and paint entire building.

Supporting Items:

- Budget breakdown
- Front and rear current photos and completion renderings

Budget Breakdown

Item	Description	Cost
Foundation tuckpointing	Fix foundation perimeter	\$ 4,350.00
Commercial-grade Doors	Entrance and rear doors	\$ 6,500.00
Repair awning	New shingles, soffit, and fascia	\$ 4,560.00
Fix / replace windows	Repair newer windows, replace oldest	\$ 13,360.00
Replace bricks	Remove and replace old bricks	\$6,200.00
Replace drip edges	Replace after bricks are fixed	\$ 1,250.00
Fix siding	Repair loose ends, replace wood	\$ 3,250.00
Painting	Clean, prepare, prime, and paint	\$11,500.00
	TOTAL	\$ 50,970.00

Photos and Renderings

Photo of front – current

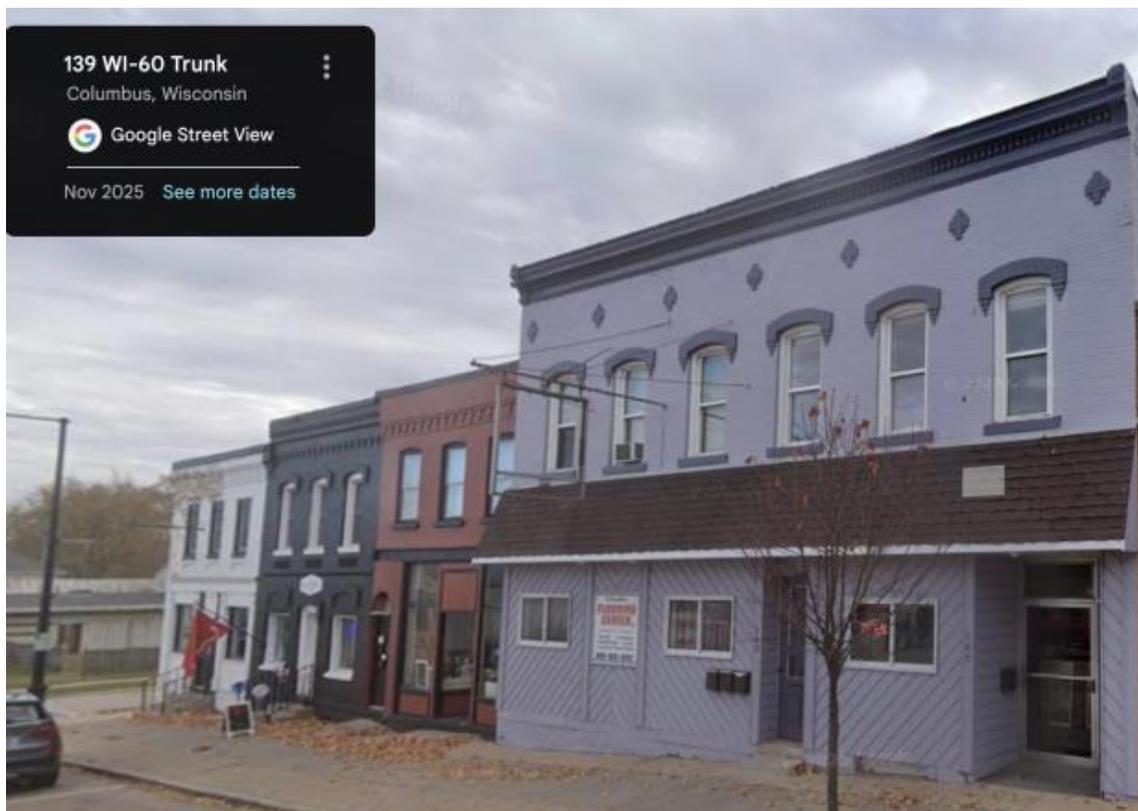


Photo of rear – current



Photo of rear – current, close-up



Rendering of front – proposed



Rendering of rear



Applicant Name: Keith Loppnow

Property Address: 152 N. Dickason Blvd., Columbus WI, 53925

Parcel Number: 45.03

Façade Grant Funds Requested: \$25,000.00 **Total Project Cost:** \$50,036.88

Project Start Date: 1-20-2026 **Project End Date:** 6-30-2026

Project Summary: Restoring the storefront of 152 N. Dickason Blvd. like what it was prior to being bricked up around 1940. Brick has already been removed, and structural/framing work is complete. No funds are requested for that. The remaining work includes new windows, doors, masonry, bulkhead, awnings, steps, railings, lighting, and pillar capital scrolls. 154 N Dickason Blvd will have its bulkhead updated to match, and doors will be replaced to be period-correct for 154/156 N Dickason Blvd.

Supporting Items:

- Budget breakdown
- Pre-project photos, plan, and completion renderings
- Decorative item photos and renderings

Budget Breakdown

Item	Description	Cost
Awning	8 ft. motorized fabric awning	\$ 2,611.00
Awning	17 ft. motorized fabric awning	\$ 4,006.00
Lantern	Nouveau outdoor lantern	\$ 756.66
Lantern	Orleans electric outdoor lantern	\$ 754.70
Lanterns	(x2) Earlimart 26" outdoor lantern	\$1,800.00
6 posts	6.5 ft. decorative posts	\$ 3,862.72
7 pillar scrolls	12x12" ash pillar scrolls	\$ 2,195.20
Option 1 windows	3 upper, 3 lower black storefront metal	\$ 6,026.00
Option 2 windows	1 upper, 1 horizontal mullion	\$ 3,390.00
Option 3 windows	2 on upper corner, non-insulated	\$ 2,012.00
Masonry	2 brick columns and doorway	\$ 5,000.00
Door	Fiberglass door, frame, finish, lock system	\$ 6,945.36
Trim	(x20) 5/4x4-16" trim text strands	\$ 571.40
Trim	(x6) 5/4x10-16" trim text strands	\$ 543.84
Trim	(x8) 3/8" 4x8 off panel CDR	\$ 670.72
Railing	6'x3'6" black Fortress Fe28 series railing	\$ 1,439.92
Railing	8'x3'6" black Fortress Fe28 series railing	\$ 7,451.36

TOTAL	\$ 50,036.88
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Photos and Renderings

Photo of front – pre-project

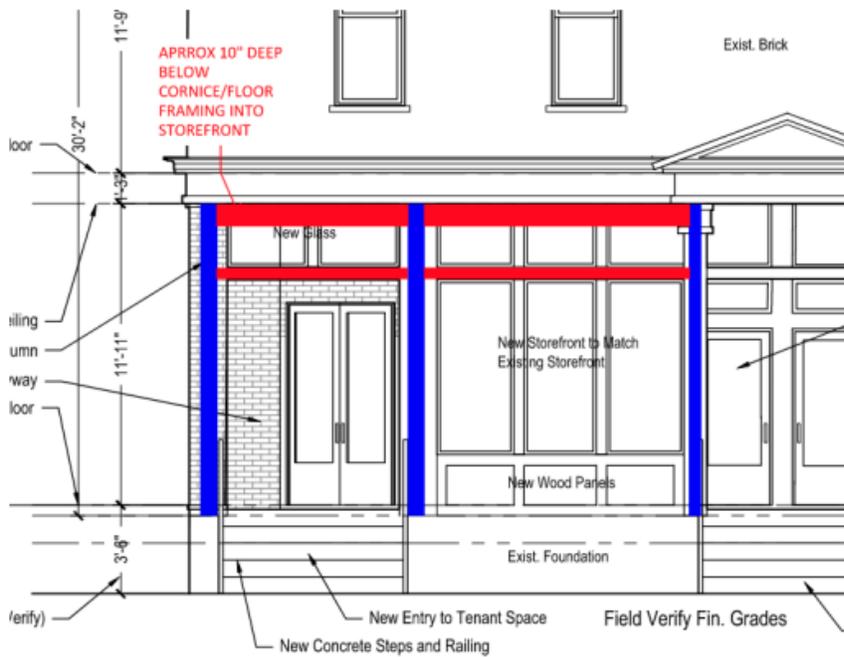


Photo of front corner – pre-project



City of Columbus, WI
CDA Façade Grant Application

Rendering and plan of proposed project



N. Dickason Street Elevation

City of Columbus, WI
CDA Façade Grant Application

Decorative item photos and renderings

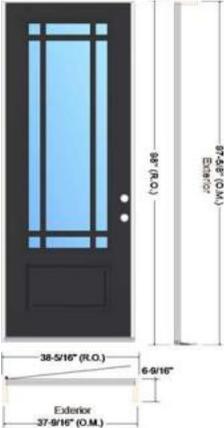


Image is viewed from Exterior!



Applicant Name: Maria Peterson, MPs' Town Tap

Property Address: 153 N. Ludington St., Columbus WI, 53925

Parcel Number: 22

Façade Grant Funds Requested: \$7,342.75 **Total Project Cost:** \$14,685.50

Project Start Date: 1-20-2026 **Project End Date:** 6-30-2026

Project Summary: Replacing the existing business sign with a new sign to be on the front of the building using the existing mounting. The sign has been purchased and is made of aluminum, acrylic, PVC, and high-density foam to withstand environmental elements, with metal, wood, and lighted components for premium high-gloss finish, and PVC for affordability, and lightweight. The size is the same as the sign that's being replaced.

Supporting Items:

- Budget breakdown
- Photos of current sign and proposed project rendering

Budget Breakdown

Item	Description	Cost
Sign	4'x6' vertical lighted panel sign	\$ 13,485.50
Installation	Labor, boom lift rental	\$1,200.00
	TOTAL	\$ 14,685.50

City of Columbus, WI
CDA Façade Grant Application

Photos and Renderings

Photos current sign



Rendering of proposed sign



Applicant Name: John Dagnon

Property Address: 135 N. Ludington St., Columbus WI, 53925

Parcel Number: 26

Façade Grant Funds Requested: \$3,297.00 **Total Project Cost:** \$6,594.00

Project Start Date: N/A **Project End Date:** N/A

Project Summary: Replacing the existing awning with a new one. A contractor and an awning company inspected the existing awning, but due to the condition of the fabric and the seized-up hardware, a replacement is needed. The new awning will be fixed in place. The awning frame is aluminum tubing (mill finish silver) - all welded construction. Fabric used is Sunbrella outdoor grade acrylic and is a dark red. Includes 8" flap valance with scallop/braid trim finish. The awning is precut, so installation would take a little over a week or two.

Supporting Items:

- Budget breakdown
- Photos of current awning and proposed project rendering

Budget Breakdown

Item	Description	Cost
Awning	4'6"x12'6" awning and installation	\$ 6,594.00
TOTAL		\$ 6,594.00

City of Columbus, WI
CDA Façade Grant Application

Photos and Renderings

Photos current awning



Rendering of proposed awning



RESOLUTION NO. xxx

**RESOLUTION ADDRESSING CITY SUPPORT FOR
WEDC COMMUNITY DEVELOPMENT INVESTMENT
GRANTAPPLICATIONS**

WHEREAS, the City of Columbus supports the revitalization of downtown; and

WHEREAS, property owners in the city desire to rehabilitate their downtown buildings may apply for a Community Development Investment Grant from the Wisconsin Economic Development Grant; and

WHEREAS, WEDC allows only one application per municipality and requires a resolution of support from the municipality with the application; and

NOW, THEREFORE, BE IT RESOLVED, that the Community Development Authority provide a recommendation to the City Council, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that requests for city resolutions of support be submitted by March 1st of each year and if no applications are received at that time, then city support may be decided on a first come-first serve basis.

Dated this ____ day of March, 2026.

CITY OF COLUMBUS

Joe Hammer, Mayor

ATTEST:

Susan L. Caine, City Clerk

Department of Community and Economic Development

Monthly Report

January 2026

- Submitted the seven-year grant report to DOT
- Reviewed façade grant applications for CDA January meeting
- Met with HLPC chair and vice chair
- Civic plus permitting back-end development
- Met with representative of a business to discuss possible annexation and utility connection
- Continued work on “Project Frozen Tundra” regarding possible new employer and annexation
- Coordinated review of Estes site plan review and driveway width waiver. This project will convert site from gravel to pavement and include a new building addition.
- Received 5 CDA Facade Grant applications for 2026. Communicated with façade grant applicants for additional information and updates to façade grant applications.
- Responded to many calls regarding 390 Meadow Lane house for sale
- Provided info to request for possible utility connection/small parcel annexation
- Attended the WEDA conference in Middleton on economic development
- Reviewed Part 1 draft of the new zoning code
- Created a 2025 façade grant report
- Recorded meetings totaled 113 views and included the Committee of the Whole, Common Council, and Utility Commission meetings. The 1-6-26 C.O.T.W. and Council meetings accounted for 63 views.
- Responded to the State Historical Society Annual report for Certified Local Units of Government
- Invited the City Finance Director to share a presentation to HLPC regarding city financial policies and procedures
- Finalized city marketing product
- Finalized site plan approval with Ruekert and Mielke on the Estes Transit site plan and new building. Issue permits.
- Contributed information to the City’s new Community guide.
- Met with consultant regarding commercial building plan review services.
- Responded to an open records request for multiple properties. The original request did not include parcel numbers or physical addresses
- Following up on open permits and enforcement action
- Coordinated two Development Review Team meetings addressing ongoing development issues.

- The Tourism Commission approved \$10,000 in tourism grant awards to 3 local organizations, a City department, and a City committee.
- Created a TIF worksheet for pending housing project
- Researched past TIF agreements tracking methods and procedures.
- Created orientation materials for two new Plan Commissioners
- Met with resident regarding a home occupation conditional use permit
- Provided site development and permit processing information for a business expansion in Robbins Creek Commerce Center
- Coordinated a long range TIF strategy meeting with key staff and consultants
- Created a media release focused on the 2025 façade grants; also on social media channels
- Continued area development planning for the Gateway area (Hwy 73 west/ 151)
- Coordination of marketing materials with consultant
- The City's main Facebook page had 38,789 views with 53.3% coming from non-followers. The page gained 21 new followers for a total of 3,560. 61.9% of followers listed by Facebook have a Columbus, WI location.
- The City's Tourism page had 4,503 views with 61.3% coming from non-followers. The page gained 3 new followers for a total of 1,018. 58.1% of the followers listed by Facebook have a Columbus, WI location.
- The City's website had about 3,100 active users, about 21,000 visits, and an engagement rate of 50.4%.
- 1 new zoning permit was issued and 1 was denied in January. 2026 zoning permit total is 2.

DRAFT V2
DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

Phase 1 – Project Initiation & Preparation (April–June 2026)

1.1 Project Start-Up

- Project management plan

1.2 Baseline Data Collection

- Parcel and land use inventory
- Transportation and parking conditions
- Utilities and infrastructure mapping
- Downtown market + demographic snapshot

1.3 Initial Site Analysis

- Field documentation (photos, videos, measurements)
- Streetscape and public realm assessment
- Historic district character review

Phase 2 – Early Public Engagement (June - July 2026)

2.1 Stakeholder Identification and focus groups

- Map interest groups
- Invite participants to focus groups

2.2 Focus Groups (Front-Loaded Input)

Conduct focus groups:

- Downtown business owners and property owners
- City Committees – one rep from each city committee (plus chamber rep?)

DRAFT V2
DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

- City resident group
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Phase 3 – Visioning & Concept Development (Aug– Dec 2026)

3.1 Downtown Vision Framework

- Define identity themes
- Establish design principles and priorities

3.2 Urban Design Alternatives

- Streetscape conceptual layouts
- Public space/plaza options
- Gateway and signage ideas
- Facade and building frontage concepts
- Parking, alley activation, pedestrian links

3.3 Working Sessions

- Review concept alternatives
 - Select preferred design direction(s)
 - Identify unresolved issues
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Phase 4 – Draft Downtown Design Plan (Jan 2027–March 2027)

5.1 Draft Write-Up

- Design vision and typologies
- Streetscape materials palette
- Architectural/facade guidelines
- Wayfinding/branding recommendations
- Implementation strategies
- Capital cost estimates

5.2 Staff + Committee Review

DRAFT V2
DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

- Technical edits
- Policy alignment review
- Integration with TID and capital plans

5.3 Draft Plan Open House

- Display boards with draft recommendations
 - Comment wall + interactive feedback stations
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Phase 6 – Final Plan & Adoption (Apr–June 2027)

6.1 Final Revisions

- Incorporate all comments
- Produce polished final graphics

6.2 CDA Review

- Presentation
- Recommendation to City Council

6.3 City Council Adoption

- Final approval
- Plan is officially adopted