



Community Development Authority Meeting Agenda

Monday, August 18, 2025 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. Consider and take action to approve previous meeting minutes from July 21, 2025

Unfinished Business

2. Consider and take action regarding 103 N. Ludington.

New Business

3. Consider and Take Action Regarding Façade Grant Application for 153 N Ludington Street – MP's Town Tap
4. Consider and Take Action Regarding Façade Grant Application for 1540 W James St – Olive + Herb

Other Reports

Adjourn



Community Development Authority Meeting Minutes

Monday, July 21, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Meeting was called to order at 6:31pm.

Determination of Quorum

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

Notice of Open Meeting

Kornmann acknowledged the meeting was posted according to State law.

Approval of Agenda

Meier motioned to approve the agenda with a second by Decker. Motion carried unanimously.

Consent Agenda

1. CDA minutes from June 16, 2025

Decker motioned to approve the minutes as presented with a second by Meier. Motion carried unanimously.

Unfinished Business

2. Consideration and possible action regarding the Business Retention and Expansion Program

Kornmann presented the Business Retention and Expansion Program (BR&E) and would like to recommend to Council under direction of the City Administrator. The BR&E would address part of the City's strategic plan as Objective #8 and allows the City to be more proactive in working with businesses. Discussion involved how staff follow up with initial visits. Staff would follow up depending on how the initial visit went. Staff was directed to include vacant building owners in the BR&E list.

Meier motioned to recommend approval to City Council with a second by Decker. Motion carried unanimously.

3. Consideration and possible action regarding 103 N. Ludington Avenue property update

Kornmann presented a resolution to be approved by the CDA and gave an update regarding the potential donor to the project. Discussion involved securing a guarantee by the donor, offer amount, and demolition costs. Kornmann recommended to amend the previous decision to include a contingency for a signed development agreement with the donor.

Meier motioned to withdraw the offer for 103 N. Ludington St. with a second by Decker. Roll call vote: Hackman - aye, Meier - aye, Decker - aye, Meyers - aye. Motion carried unanimously.

Meier motioned to make an offer to purchase 103 N. Ludington St. with a 72-hour acceptance and signed development agreement for the purchase price. Hackman seconded. Roll call vote: Meyers - aye, Decker - aye, Meier - aye, Hackman - aye. Motion carried unanimously.

New Business

4. Consideration and possible action regarding 2026 CDA Budget

Kornmann presented the proposed 2026 CDA Budget. Discussion involved adjusting the Professional Services line item and ideas of what to fund downtown. The budget will focus on redevelopment projects, street scapes, and reflect the City's vision.

Meier motioned to recommend the 2026 proposed CDA budget with adjustment to professional services for City Administrator approval. Decker seconded. Motion carried unanimously.

Adjourn

Meier motioned to adjourn the meeting with a second by Decker. Motion carried unanimously. The meeting was adjourned at 7:38 pm.

** 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: June 16, 2025

Item Title: Consider and Take Action Regarding Façade Grant Application for 153 N Ludington Street – MP's Town Tap

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The application has been reviewed, and the applicant meets all the requirements. The funds area available is in the Façade Grant line item. To-date, \$11,540.66 have been awarded. The budgeted amount in 2025 for façade grants is \$32,500.

List all Supporting Documentation Attached:

Façade Grant Application

Action Requested of the Council:

Approve the façade grant request for up to \$25,000 pending receiving purchase receipts within 1 year of approval.

COMMUNITY DEVELOPMENT AUTHORITY (CDA)

Item #3.

City of Columbus

Façade Improvement Grant Application

The Columbus Façade Improvement Grant Program provides funding for eligible façade improvement, signage or awning projects for commercial properties located within the City of Columbus.

Applicant: Maria L. Peterson

Property Address: 153 N Ludington St.

Business Name: MP's Town Tap

Parcel Number: 22

Phone: 920-623-4527

Project Start Date: August

E-mail: mpstowntap@charter.net

Project Completion Date: October

Project Summary (write see attached if necessary): Replacement of Bussiness sign an tuckpointing.
See Attachment

Total Project Cost: 53,000

Total Grant Funds Requested: 25,000

Other Sources of Funds: Loan

I CERTIFY that all information in this application is true and complete to the best of my/our knowledge.

Maria Peterson

Applicant Signature

Maria Peterson

Print Name

05/09/2025

Date

Required Attachments

1. Project Plans that identifies the work to be completed. The project plan should include building plans, specifications and bids received for the project.
2. Submit photos of building before and after work has been completed.
3. Renderings or Building Elevations of the proposed project.
4. Commitments for all funding sources.

City of Columbus-CDA Façade Improvement Grant Application

Program Guidelines

1. Façade Improvement Grants – includes signs and awnings.
 - a. Must leverage \$1 of private funds for \$1 requested with a maximum of \$25,000 per project. Eligible Activities include:
 - i. Repair/replacement of the original building's materials and decorative details.
 - ii. Cleaning of exterior building surfaces.
 - iii. Tuck pointing and masonry repair.
 - iv. Painting of exterior building surfaces including murals
 - v. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
 - vi. Replacement of existing signs and awnings.
 - vii. New signage and awnings.
 - viii. Permanent exterior lighting.
 - ix. Limits to the program: Temporary or Portable signs are not eligible and signs must be for Business Identification
2. Eligible Properties - Any property within the City of Columbus zoned CBD-1, B-2, B-3 or I1.
3. Applications will be reviewed once a complete application is submitted and funds will be distributed on a 'first come, first serve' basis.
4. Applications shall be submitted and approved prior to any work commencing on a project. Any expenditures made before the approval of the grant application are not eligible for reimbursement.
5. The project must be visible from the public right of way.
6. All proposed improvements must comply with the Columbus Municipal Code and the applicant must obtain all necessary permits.
7. If your project is a designated local historic landmark or within a local historic district, approval of a Certificate of Appropriateness (COA) by the Columbus Historic Landmark and Preservation Commission (HLPC) will be required.
8. Grants will not be issued for Tax Delinquent Properties.

Façade Grant Program Process

1. Application Submittal
 - a. Property owner shall submit a signed copy of grant application.
 - b. Property owner shall submit all required attachments with the application.
2. Review Process
 - a. Internal Review
 - b. Community Development Authority Review and Approval
 - c. Council approval
3. Applicant obtains relevant permits and completes the project
4. Payment Process
 - a. Applicant submits proof of payment for eligible activities to the program administrator.
 - b. Program Administrator will verify that the project was completed as proposed.
 - c. Program funds will be disbursed when project invoices or receipts have been submitted to the program administrator.

Project Overview:

This project focused on the restoration and preservation of the rear elevation of a historic structure through careful and historically sensitive tuckpointing work. The goal was to repair deteriorating mortar joints while maintaining the building's architectural integrity and original aesthetic.

Scope of Work:

- Conducted detailed inspection of existing mortar and brickwork to identify deterioration.
- Carefully removed failing mortar using non-invasive techniques to protect original masonry.
- Cleaned joints to prepare for new mortar application.
- Applied historically appropriate lime-based mortar, matched for texture and color.
- Tooled joints to replicate original finish and profile consistent with the building's era.
- Cleaned brick surfaces using non-abrasive methods suitable for historical masonry.

Materials Used:

- Lime-based mortar (custom color and aggregate to match original)
- Specialized hand tools for precision work
- Non-acidic masonry cleaner suitable for historic structures

Timeline:

"August – October, 2025"

Outcome:

The rear elevation has been structurally stabilized and visually restored with respect to its historic character. The work ensures continued preservation, weather resistance, and aesthetic harmony with the rest of the structure.



Proposal	
PROPOSAL SUBMITTED TO: NAME: <u>Maria Peterson</u> ADDRESS: <u>153 N Ledington St</u> <u>Columbus, WI 53925</u> PHONE NO: <u>920-350-2817</u>	PROPOSAL NO: <u>1503</u> SHEET NO: _____ DATE: <u>Apr. 1-18-2025</u> WORK TO BE PERFORMED AT: ADDRESS: <u>153 N. Ledington St</u> <u>Columbus, WI 53925</u> DATE OF PLANS: _____ ARCHITECT: _____
<p>We hereby propose to furnish the materials and perform the labor necessary for the completion of <u>Tuckpoint backside of building Northwest wall. Joints will be cut to depth of 3/8" for 1". Joints that are already empty will be filled with mortar. Cill on Northeast side of building will be filled with mortar. Mortar to be used is spec Mix product no. PL-05 Antique White</u></p>	
<p>All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a satisfactory workmanlike manner for the sum of <u>Dollars \$ 40,000.00</u> with payments to be made as follows.</p>	
<p>Any alteration or deviation from above specifications involving extra work will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.</p>	
<p>Respectfully submitted <u>Lyle Hagen</u> Per _____ Note — this proposal may be withdrawn by us if not accepted within <u>30</u> days.</p>	
<p style="text-align: center;">ACCEPTANCE OF PROPOSAL</p> <p>The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.</p> <p>Date _____ Signature _____ Date _____ Signature _____</p>	

CERTIFICATE OF ZONING COMPLIANCE SIGN PERMIT

CITY OF COLUMBUS

Department of Community and Economic Development
105 N. Dickason Blvd
Columbus, WI 53925



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

Parcel Number: 22

Applicant/Property Owner Name: Maria Peterson / 153 N Ludington St LLC

Certificate of Zoning Compliance Type: Sign permit

Approval Date: August 5, 2025

Zoning Permit Number: ZP-2025-26

Primary Staff Reviewer: David Bennett

Conditions of approval and notes:

- *As long as sign does not exceed the size replaced or the size of the signage structure as specified in the site plan.*
- *Signage structure meets requirements of the Historic Downtown Sign Overlay District as long as it remains in existing sign's footprint of 6' tall by 4' wide and is 58" from building at its furthest side and 14" at its closest side.*
- *New sign will use existing sign's electrical for illumination, then no building/electrical permit is needed.*
- *The permit is good for 180 days from approval date.*
- *Post permit in visible location*
- *Application attached*

Michael Kornmann

Michael Kornmann

Zoning Administrator and

Director of Community and Economic Development

**SIGN APPLICATION – CERTIFICATE OF ZONING COMPLIANCE
CITY OF COLUMBUS, WI. FEE: \$75.00**

Item #3.

Property Owner/Applicant Information

Business Name: MP's Town Tap Site Address: 153 N Ludington St.
Applicant Name: Maria Peterson Applicant Phone: 9203502817
Applicant E-mail: mpstowntap@charter.net Property Owner Name: Maria Peterson
Property Owner: mpstowntap@charter.net Property Owner: 9203502817
Email: _____ Phone: _____

Is the property in the local historic district? Yes X No ____ (If yes a Certificate of Appropriateness application shall accompany this application)

Contractor Information

Contractor Name Ace Building Address: 623 Jones Dr. Randolph, WI
Contact Person Jeffery Rataczak Applicant Phone: 608-518-6067
E-mail: aceinbuilding@yahoo.com License Number: _____

Is Electrical Work needed for Sign Installation? Yes X No ____ (Please note a building Permit is needed for any Electrical work)

Permanent Sign Information

Sign Type	Number of Signs	Sign Dimensions	Total Sign Area (SF)	Sign Height (Ft)	Illumination Type	Project Cost
illuminated	1	4'x6'x4"	24'	6'	General	15,000
Total Sign Area (SF)			24'	6'		

Temporary Sign Information

Address or Location of Sign _____ Size (SF) _____
Length of Display _____ To _____

Has the applicant provided the required submittals ? Yes ____ No ____

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application or the revocation of the sign permit. The applicant hereby declares and affirms that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

By signing this application, the applicant and the property owner acknowledge their understanding of the rules and conditions stated above. Their signatures serve as a formal agreement to comply with all applicable regulations and affirm the authenticity of the information provided.

SIGN APPLICATION – CERTIFICATE OF ZONING COMPLIANCE
CITY OF COLUMBUS, WI. FEE: \$75.00

Item #3.

Applicant/Authorized Agent Signature Date

Maria Peterson 06/02/2025

Property Owner Signature Date

Print Name

Maria L. Peterson

Print Name



City of Columbus
105 N. Dickason Blvd.
Columbus WI 53925

920-623-5900

Item #3.

Receipt No: 7.006076

Jun 23, 2025

MP'S TOWN TAP LLC

Previous Balance:	.00
GF - LICENSES & PERMITS - 153 N LUDINGTON - SIGN PERMIT	75.00
100-434420-000 REZONING, VARIANCES, OTHER APP	
<hr/>	
Total:	75.00
<hr/>	
CHECK	75.00
Check No: 6743	
Payor: MP'S TOWN TAP LLC	
Total Applied:	75.00
<hr/>	
Change Tendered:	.00
<hr/>	

06/20/2025 2:51 PM



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: June 16, 2025

Item Title: Consider and Take Action Regarding Façade Grant Application for 1540 W James St – Olive + Herb

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The application has been reviewed, and the applicant meets all the requirements. The funds area available is in the Façade Grant line item. To-date, \$11,540.66 have been awarded. The budgeted amount in 2025 for façade grants is \$32,500.

List all Supporting Documentation Attached:

Façade Grant Application

Action Requested of the Council:

Approve the façade grant request for up to \$2,041.42 pending receiving purchase receipts within 1 year of approval.

COMMUNITY DEVELOPMENT AUTHORITY (CDA)
City of Columbus
Façade Improvement Grant Application

The Columbus Façade Improvement Grant Program provides funding for eligible façade improvement, signage or awning projects for commercial properties located within the City of Columbus.

Applicant: _____ Lori Hackman _____ Property Address: 1540 W James Street, Suite 500,
 Columbus, WI
 Business Name: _____ LHE, LLC dba Olive + Herb _____ Parcel Number: _____ 11211-1110.21 _____
 Phone: _____ 608-220-9334 (cell) _____ Project Start Date: _____ August 2025 _____
 E-mail: _____ lori_hackman@hotmail.com _____ Project Completion Date: _____ approx August 28, 2025 _____

Project Summary (write see attached if necessary):

Olive + Herb exterior business sign is being removed from Sun Prairie address, raceway painted to match new address, transported to Columbus and installed at 1540 W. James St., Suite 500, Columbus, WI by La Crosse Sign Company (Madison). Will connect with electrical, if available. Building owners to approve sign & rendering of placement. Sign permit will be obtained with the city of Columbus, WI by La Crosse before sign installation.

Total Project Cost: _____ \$4082.85 _____

Total Grant Funds Requested: _____ \$2041.42 _____

Other Sources of Funds:

_____ Olive + Herb _____

I CERTIFY that all information in this application is true and complete to the best of my/our knowledge.

Lori Hackman
 Applicant Signature

LORI HACKMAN
 Print Name

7/31/25
 Date

Required Attachments

1. Project Plans that identifies the work to be completed. The project plan should include building plans, specifications and bids received for the project.
2. Submit photos of building before and after work has been completed.
3. Renderings or Building Elevations of the proposed project.
4. Commitments for all funding sources.

2242 Mustang Way
Madison, WI 53718
Phone (608) 222-5353
Fax (608) 222-6363



La Crosse Sign Group

Proposal No. 129898

Date: 07/01/25

PROPOSAL

Proposal Submitted To:
OLIVE + HERB
Attn: LORI HACKMAN

1540 W James Street, Suite 500
COLUMBUS, WI 53925

Phone: 608-535-1300

Fax:

Job Name and Address:
OLIVE + HERB

1540 W James Street, Suite 500
COLUMBUS, WI 53925

La Crosse Sign Group to provide the following upon acceptance of this proposal: RELOCATE SIGN

Remove the two signs on raceways located at 2824 Prairie Lakes Dr on the front and back of the building.
Disconnect electrical and caulk holes with clear caulk. Dispose of one (1) sign and keep the other sign for re-installation.

Install the removed sign at 1540 W James Street, Suite 500. on the front of the building and connect electrical if available.
Price includes permitting artwork and disposal of one (1) sign.

Paint Option: Prep and paint the raceways to match close to the building wall façade at the new location.

Remove/Install Total: \$ 2,915.00

Paint Raceways: \$ 630.00

Taxes: \$ On final billing (ABOUT \$212.85)

Permit Acquisition Fee: \$ 250.00

Permit Fee: At Cost (\$75.00)

\$ 4082.85

Customer Initials: LT

BR

Bill Rupp <bill.rupp@lacrossesign.com>

To: You

Wed 7/30/2025 2:54 PM

Thanks Lori. Permit has been submitted with the \$75.00 process fee. Once the permit is approved, you can send the 50% down payment.

Thank you,



Bill Rupp
La Crosse Sign Group of Madison

Mobile: 608-780-7384

Office: 608-222-5353

CERTIFICATE OF ZONING COMPLIANCE SIGN PERMIT

CITY OF COLUMBUS

Department of Community and Economic Development
105 N. Dickason Blvd
Columbus, WI 53925



Property Address: 1540 W. James Street, Columbus, WI.
Parcel Number: 1110.21
Applicant/Property Owner Name: Bill Rupp / 1540 W James, LLC
Certificate of Zoning Compliance Type: Sign permit

Approval Date: August 12, 2025

Zoning Permit Number: ZP-2025-35

Primary Staff Reviewer: David Bennett

Conditions of approval and notes:

- *As long as the sign uses the current exterior electrical for illumination, no building/electrical permit is needed.*
- *If the sign will require new electrical for illumination, then a building/electrical permit is needed before connection.*
- *The permit is good for 180 days from approval date.*
- *Post permit in visible location*
- *Application attached*

Michael Kornmann

Michael Kornmann
Zoning Administrator and
Director of Community and Economic Development

**SIGN APPLICATION – CERTIFICATE OF ZONING COMPLIANCE
CITY OF COLUMBUS, WI. FEE: \$75.00**

Property Owner/Applicant Information

Business Name: Olive + Herb Site Address: 1540 W James St STE 500
 Applicant Name: Bill Rupp Applicant Phone: 608-222-5353
 Applicant E-mail: Bill.rupp@lacrossesign.com

Property Owner Name: 1540 West James, LLC
 Property Owner Email: bgeorge@lee-assa.com Phone: 608-209-9990

Is the property in the local historic district? Yes ___ No X (If yes a Certificate of Appropriateness application shall accompany this application)

Contractor Information

Contractor Name: La Crosse Sign group Address: 2242 Mustang Way
Madison, WI 53718
 Contact Person: Bill Rupp Applicant Phone: 608-222-5353
 E-mail: Bill.rupp@lacrossesign.com License Number: _____

Is Electrical Work needed for Sign Installation? Yes ___ No ___ (Please note a building Permit is needed for any Electrical work)

Permanent Sign Information

Sign Type	Number of Signs	Sign Dimensions	Total Sign Area (SF)	Sign Height (Ft)	Illumination Type	Project Cost
Wall Sign	1	59.375 x 143.375	59.117 SQ FT	14'	internal	\$3,545.00
Total Sign Area (SF)			59.117 SQ FT			\$3,545.00

Temporary Sign Information

Address or Location of Sign _____ Size (SF) _____
 Length of Display _____ To _____

Has the applicant provided the required submittals ? Yes ___ No ___

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application or the revocation of the sign permit. The applicant hereby declares and affirms that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

SIGN APPLICATION – CERTIFICATE OF ZONING COMPLIANCE
CITY OF COLUMBUS, WI. FEE: \$75.00

Bill Rupp _____ 7/28/2025

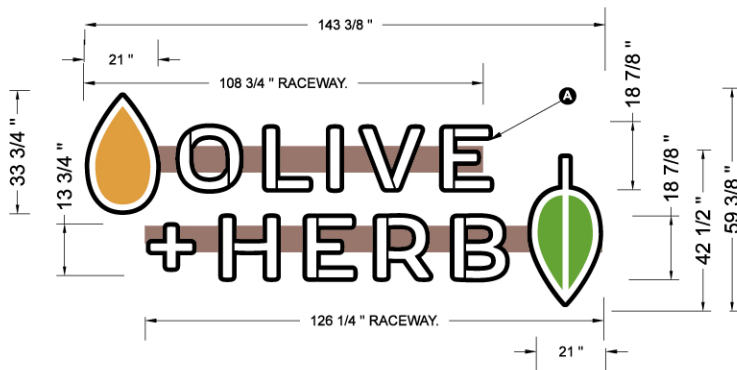
Bill Rupp

Applicant/Authorized Agent Signature Date

Print Name

 7-28-25
Property Owner Signature Date Date

Blake George
Print Name
Managing Member



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OLIVE & HERB
1540 WEST JAMES STREET, SUITE 500
COLUMBUS WI, 53925

Project
RE-LOCATE WALL SIGN.

Consultant Design Art
BILL RUPP **MICHAEL V JOLIN**

RE-INSTALL EXISTING CHANNEL LETTER SIGN IN NEW LOCATION.
FRONT LIT CHANNEL LETTERS.
FACES: WHITE PLASTIC WITH DIGITAL PRINTS ON THE FACES.
TRIM: BLACK.
RETURNS: BLACK.
ILLUMINATED WITH WHITE LEDS.
RACEWAY RE-PAINTED TO SW #7705 WHEAT PENNY.

Color Key
1 ■ DIGITAL PRINTS.
2 ■ SW #7705 WHEAT PENNY

Job Number
129898

Creation Date
7/14/2025

Revision Date **7/14/2025** Revision Number **1**

File Path

22



Approved by: _____ Date: _____ Landlord: _____ Date: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.
*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.

Payment Confirmation

Payer Information:

Payment Made By: William Rupp
Payment Made For: William Rupp
Email: bill.rupp@lacrossesign.com
Project Description: Qty 1 Channel letter wall sign
Project Address: 1540 West James St. Suite 500
Address: 1450 Oak Forest Drive
 Onalaska, WI 54650
Payment Description: SIGN PERMIT
Payment Date: 8/11/2025 3:59:17 PM

Business Name	Payment Method	Payment Account	Confirmation Number	Amount	Convenience Fee	Total
City of Columbus, WI (Permit Payments)	VISA	****6182	46186461	\$75.00	\$2.75	\$77.75

This notice confirms that the above payment was successfully submitted to our payment processor, PSN, and is currently being processed. Thank you for using PSN.

NOTE: While credit and debit cards generally are immediately approved, the transaction is not considered "paid" until the credit or debit card company has "settled" the payment which occurs most often within 24 hours. If there are any issues with your payment, PSN will send an email to the address you provided. If you would like to check the progress of this payment, [log into your profile](#) and select the Payment History option.

Contact Us

[PSN Customer Support](#) Submit your question and get a response within one business day.

Payment Processing Powered by Payment Service Network (PSN)

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