



# Plan Commission Meeting Agenda

Thursday, October 10, 2024 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

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**Call Meeting to Order**

**Roll Call**

**Notice of Open Meeting**

**Approval of Agenda**

**Approval of Minutes**

1. September 12, 2024 Minutes of the Plan Commission

**New Business**

2. Discussion/possible approval - Certified Survey Map - Prairie Ridge Hospital

3. Discussion/possible approval - Vandewalle & Associates Development Services Proposal for Tower Drive Property

**Adjourn**

## **PLAN COMMISSION MINUTES**

**SEPTEMBER 12, 2024**

**CITY OF COLUMBUS**

Members present: Monday, Traxler, Finkler, Albright, Bright, Hajewski

Others Present: Kornmann

Monday called the meeting to order. A quorum was verified.

The meeting was properly noticed.

Finkler moved to approve the agenda, second by Albright. Motion carried.

Finkler moved to approve the minutes from the August Plan Commission meeting, second by Albright. Motion carried.

Monday opened the public hearing regarding the erosion control ordinance at 6:33 PM. No one spoke or provided written comments regarding the ordinance.

Monday closed the hearing at 6:34 PM.

Monday opened the public hearing regarding the zoning map amendment of Lot 46 of Highland Ridge at 6:35 PM. No one commented or provided written comments regarding the zoning map amendment.

Monday closed the public hearing at 6:35 PM.

Erosion control ordinance. City Engineer Jason Leitha summarized the ordinance changes. It was noted that the ordinance is currently in the zoning code (Chapter 114) and will be moved out of Chapter 114 to another chapter.

Finkler moved to recommend approval of the ordinance revision as recommended by staff. Second by Albright. Motion carried.

Monday opened the public hearing regarding the Conditional Use Permit for 115 Commercial Drive for outdoor storage at 6:49 PM. No one spoke and no one provided written comments regarding the proposal. Public hearing closed.

Zoning Map Amendment. Ron Klass presented to the Plan Commission the rezoning request and related Cardinal Heights preliminary plat. Finkler moved to recommend approval of the zoning map amendment from Rural Development to Residential 3 and Residential 4. Second by Traxler. Motion carried.

Cardinal Heights Preliminary Plat. Discussion held. Finkler moved recommend the approval with the staff review letter to be addressed excluding lot 2. Traxler seconded. Motion carried.

Conditional Use Permit at 115 Commercial Drive. The application was reviewed and discussed. Finkler moved to recommend approval of the CUP with recommended conditions with the updates discussed. Albright seconded. Motion carried.

Future agenda items. Stormwater Control Ordinance, property maintenance.

Adjournment. Motion by Finkler, second by Albright. Motion Carried.

Recording Secretary,

Mike Kornmann



## Agenda Item Report

**Meeting Type:** Plan Commission

**Meeting Date:** October 10, 2024

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**Item Title:** Prairie Ridge CSM

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

**Detailed Description of Subject Matter:** The submitted application for a CSM meets our subdivision regulations. The review letter from Ruekert and Mielke will be submitted separately. The zoning on the property is currently Rural Development. It will need to be rezoned for any expansion of uses associated with the hospital.

**List all Supporting Documentation Attached:**

- 1515 Park Avenue CSM Application – Prairie Ridge
- Prairie Ridge Certified Survey Map

**Action Requested of Council:** Approval of the CSM with the conditions that the items in the review letter be addressed.



## CITY OF COLUMBUS

Item #2.

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

### Application for Approval Certified Survey Map

**FEES:**

2 Lots or Under - \$300

Over 2 Lots (up to 4 lots) - \$300

Over 4 Lots – Use Subdivision Approval Application

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

**Applicant information:**

Name: Prairie Ridge Health, Inc.  
Address: 1515 Park Ave  
City: Columbus State: WI ZIP: 53975  
Phone: 920-623-2200 Fax: 920-623-1580 Cell: \_\_\_\_\_  
Email: MMangan@prairieridge.health

\*\*\*\*\*

**Owner information (if different from Applicant)**

Name: Heritage Inc.  
Address: W1095 County Trunk Highway K  
City: Columbus State: WI ZIP: 53975  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: CHanson@midstateequipment.com

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## CITY OF COLUMBUS

Item #2.

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

### Application for Approval Certified Survey Map

#### Primary contact information

Name: Scott Hewitt - Grothman & Associates  
Address: 625 E. Slifer St  
City: Portage State: WI ZIP: 53901  
Phone: 608-742-7788 Fax: N/A Cell: \_\_\_\_\_  
Email: shewitt@grothman

\*\*\*\*\*

#### Professional providing the certified survey map:

Name: Scott Hewitt - Grothman & Associates  
Address: 625 E Slifer St  
City: Portage State: WI ZIP: 53901  
Phone: 608-742-7788 Fax: — Cell: —  
Email: shewitt@grothman.com

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

Address: Lot 3 - CSM No. 5409 Tax parcel number: 11211-1508.14  
Reason for the property division (include detail in narrative) Parking lot update  
Current zoning of property: AO-1

Current use of property (include detail in narrative)

Agricultural & Open Space

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

(Please complete an application for any zoning changes at the same time the CSM is filed.)

Parking lot update for Prairie Ridge Health





As prepared by:

**G GROTHMAN**  
& ASSOCIATES S.C.  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
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. 823-381



DRAFTED BY: T. KASPER

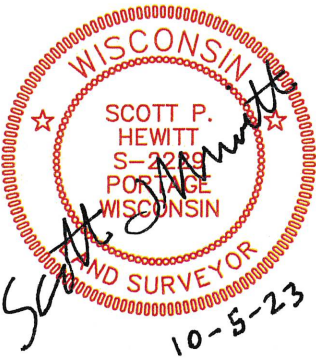
CHECKED BY: TG

PROJ. 605-493

DWG. 823-381

SHEET 2 OF 3

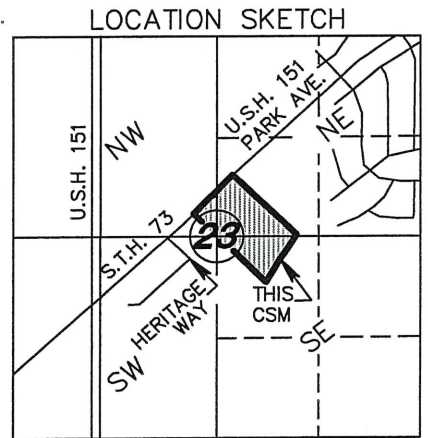
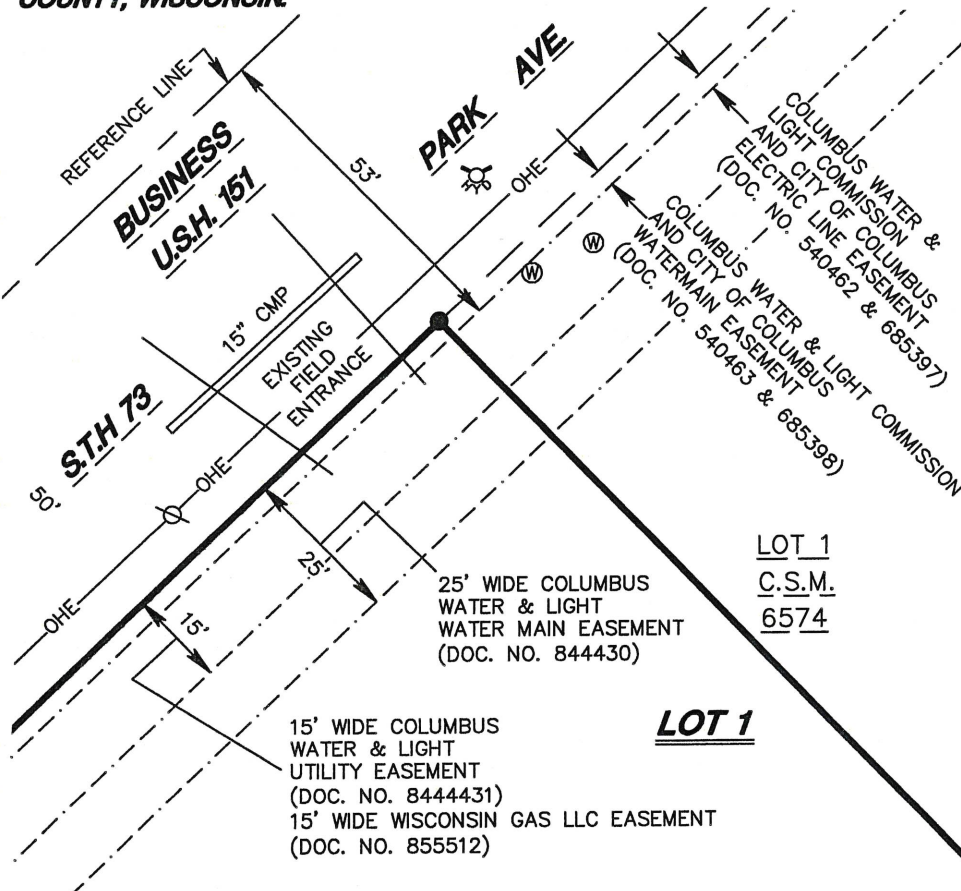
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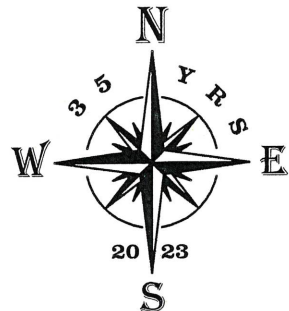
**COLUMBIA COUNTY CERTIFIED SURVEY MAP NO.**  
**GENERAL LOCATION**

Volume \_\_\_\_\_, Page \_\_\_\_\_

BEING PART OF LOT 3, C.S.M. NO. 5409 AS RECORDED IN VOL 38 OF C.S.M.S, PAGE 76  
AS DOCUMENT NO. 844228, LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4  
AND THE NW1/4 OF THE SE1/4, SECTION 23, T. 10 N, R. 12 E, CITY OF COLUMBUS, COLUMBIA  
COUNTY, WISCONSIN.



SECTION 32 T.10N. R.12E.



**BASIS OF BEARINGS:**  
IS THE EAST LINE OF THE NE1/4,  
SECTION 23 WHICH BEARS  
S00°10'51"W AS REFERENCED TO  
GRID NORTH COLUMBIA CO.  
COORDINATE SYSTEM NAD83(91).

**EXISTING ACCESS DETAIL**  
**SCALE: 1" = 30'**

**LEGEND**

- 3/4" X 18" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- ⦿ 5/8" IRON ROD FND.
- ⊙ 1" IRON PIPE FND.
- ⊗ 3 1/2" ALUM. MON. FND.
- ⊕ WATER BOX
- ⊙ FIRE HYDRANT
- ⊙ POWER POLE
- ⊙ SANITARY SEWER MANHOLE
- ( ) PREVIOUS SURVEY OR RECORD INFO.
- OHE — OVERHEAD UTILITY LINE

**ZONING**

ZONED RD RURAL DEVELOPMENT  
SETBACKS  
FRONT = 35'  
REAR = 35'  
INTERIOR SIDE = 100'  
CORNER SIDE = 25'

NOTE: SHORELAND ZONING IS IN EFFECT FOR THE PROPERTY AND THERE IS A 75 FOOT SETBACK FROM THE ORDINARY HIGH WATER MARK OF THE 2nd WARD CREEK.

NOTE: THE ORDINARY HIGH WATER MARK MUST BE FIELD VERIFIED BY CITY OF COLUMBUS PLANNING AND DEVELOPMENT STAFF PRIOR TO CONSTRUCTION.

NOTE: ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

**OWNER:** HERITAGE INC  
W1085 C.T.H. "K"  
COLUMBUS, WI 53925

**CLIENT:** PRAIRIE RIDGE HEALTH INC.  
1515 PARK AVENUE  
COLUMBUS, WI 53925



As prepared by:

**G GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS  
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877  
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



**G & A FILE NO. 823-381**



DRAFTED BY: T. KASPER

CHECKED BY: TG

PROJ. 605-493

DWG. 823-381 SHEET 3 OF 3

**COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
**GENERAL LOCATION**

Volume \_\_\_\_\_, Page \_\_\_\_\_

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AS DOCUMENT NO. 844228, LOCATED IN THE SE1/4 OF THE NW1/4, THE SW1/4 OF THE NE1/4  
AND THE NW1/4 OF THE SE1/4, SECTION 23, T. 10 N, R. 12 E, CITY OF COLUMBUS, COLUMBIA  
COUNTY, WISCONSIN.**

**SURVEYOR'S CERTIFICATE**

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Prairie Ridge Health Inc.**, I have surveyed, monumented, mapped and divided part of Lot 3, Certified Survey Map, No. 5409 as recorded in Volume 38 of Certified Survey Maps, page 76 as Document No. 844228 located in the Southeast Quarter of the Northwest Quarter, the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter, Section 23, Town 10 North, Range 12 East, City of Columbus, Columbia County, Wisconsin, described as follows:

Commencing at the Northeast corner of Section 23;  
thence South 00°10'51" West along the East line of the Northeast Quarter of Section 23, 2,034.86 feet;  
thence West, 2,382.79 feet to the Northwest corner of Lot 1, Certified Survey Map, No. 6574, said point being in the Southeasterly right-of-way line of State Trunk Highway 73 and the point of beginning;  
thence South 43°56'54" East along the Southwesterly line of Lot 1, Certified Survey Map, No. 6574, 1,114.41 feet to the centerline of 2nd Ward Creek;  
thence South 33°24'50" West along the centerline of 2nd Ward Creek, 244.77 feet;  
thence South 38°13'27" West along the centerline of 2nd Ward Creek, 227.55 feet;  
thence South 31°51'02" West along the centerline of 2nd Ward Creek, 245.72 feet;  
thence North 43°56'54" West, 1,264.23 feet to a point in the Southeasterly right-of-way line of State Trunk Highway 73 and the Northwesterly line of Lot 3, Certified Survey Map, No. 5409;  
thence North 46°03'06" East along the Southeasterly right-of-way line of State Trunk Highway 73 and the Northwesterly line of Lot 3, Certified Survey Map, No. 5409, 309.19 feet;  
thence North 57°21'42" East along the Southeasterly right-of-way line of State Trunk Highway 73 and the Northwesterly line of Lot 3, Certified Survey Map, No. 5409, 25.50 feet;  
thence North 46°03'06" East along the Southeasterly right-of-way line of State Trunk Highway 73 and the Northwesterly line of Lot 3, Certified Survey Map, No. 5409, 368.27 feet to the point of beginning.  
Containing 833,725 square feet (19.14 acres), more or less. Being subject to servitudes and easements of use or record, if any.

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.

*Scott P. Hewitt*

**SCOTT P. HEWITT**  
Professional Land Surveyor, No. 2229  
Dated: October 5, 2023  
File No. 823-381

**CITY of COLUMBUS APPROVAL CERTIFICATE**

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

I **HEREBY CERTIFY** that the certified survey map is approved by the City of Columbus, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**OWNER:** HERITAGE INC  
W1085 C.T.H. "K"  
COLUMBUS, WI 53925

**CLIENT:** PRAIRIE RIDGE HEALTH INC.  
1515 PARK AVENUE  
COLUMBUS, WI 53925

October 7, 2024

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

Re: Prairie Ridge Hospital CSM Review

Dear Mike:

Ruekert & Mielke, Inc. (R/M) has completed our review of the Certified Survey Map for the above-referenced project, dated October 5, 2023. 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 (6) – Add the Public Trust information note.
- Per Wisconsin Statute Chapter 236.34 (1m) (e) – The CSM is missing the owner's certificate and the mortgagee certificate if applicable.
- Per the City of Columbus Ordinances Chapter 90-Article VI – No comments.
- Columbus is misspelled on page 1 in the adjacent owner's name to the North on CSM 6574.

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: 2024.10.07  
12:20:55 -05'00'

Jason P. Lietha, P.E.  
Vice President / Team Leader  
[Jlietha@ruekert-mielke.com](mailto:Jlietha@ruekert-mielke.com)

JPL:sjs

cc: Matt Amundson, Columbus City Administrator  
Jacob R. Holbert, Columbus Utilities Director



## Agenda Item Report

**Meeting Type:** Plan Commission

**Meeting Date:** October 10, 2024

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**Item Title:** Development Services For Tower Drive Property-Vandewall and Associates

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

**Detailed Description of Subject Matter:** The City owned property was purchased several years ago. The site has development potential and has been ruled out for other uses. Contracting for services with Vandewalle will assist the City in putting a proposal together to develop the property through a request for qualifications process. Not shown in the process is public input sessions that will be conducted by Matt and myself. The idea is to include public input at the front end and create a RFQ process where we are comparing similar proposals. This would be a TIF eligible expense.

**List all Supporting Documentation Attached:**

- Development Services for Tower Drive Property
- Tower Drive Property Map

**Action Requested of Plan Commission:** Approval of Tower Drive development proposal from Vandewalle and Associates



# VANDEWALLE & ASSOCIATES INC.

## CITY OF COLUMBUS SITE REUSE AND REDEVELOPMENT TOWER DRIVE SITE SCOPE OF SERVICES AUGUST 13, 2024

Vandewalle & Associates will undertake the following tasks in conducting a review of reuse and redevelopment options for the Tower Drive site. All work will be completed according to the below-listed scope of services on a time and materials basis at a cost not to exceed \$12,500 in an anticipated time frame of 90-150 days.

### Work Elements

#### Task 1 – Site Evaluation

- a. Review site survey, environmental records, and other available information on site history and conditions
- b. Review adopted plans and codes as they pertain to the site and surrounding area
- c. Inspect property
- d. Prepare base map

#### Task 2 – Development Opportunities

- a. Review area development, economic, and demographic trends
- b. Review existing and potential development in vicinity of the site
- c. Up to two meetings with potentially interested parties and area realtors/developers

#### Task 3 – Development Concepts

- a. Prepare a concept graphic with bulleted text

#### Task 4 – Request for Qualifications

- a. Incorporate concept into a developer request for qualifications
- b. Prepare response evaluation and scoring criteria
- c. Review and evaluate responses and provide observations to City staff (but not score them)
- d. Determine format for potential interviews and attend them (but not score them)

#### Task 5 - Staff Meetings

- a. Meet with City staff up to five times to discuss progress and next steps



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