



Community Development Authority Meeting Agenda

Monday, December 15, 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. Approval of minutes

Regular Business

2. Consider and take action regarding amending CDA by-laws

3. Façade Grant Requirements

4. Downtown Design Plan

Future Agenda Items

Adjourn



Community Development Authority Meeting Minutes

Monday, October 20, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Lawson called the meeting to order at 6:30pm.

Determination of Quorum

Notice of Open Meeting

Staff acknowledged the meeting was properly noticed.

Approval of Agenda

Consent Agenda

1. Approval of minutes

Decker motioned to approve the CDA meeting minutes as presented from September 15, 2025. Hackman seconded the motion. The motion was carried unanimously.

Unfinished Business

2. Consider and take action regarding marketing material services

Kornmann presented a proposal for marketing material services by Flyer View to develop mapping materials and digital products to aid in marketing Columbus to prospective businesses looking to relocate. The cost of Flyer View's Silver package is \$4,995 and could be renewed annually at \$2,495. Kornmann suggested to evaluate the product prior to renewing. The CDA had reservations about the lack of references not from Texas and Kornmann did not get full details regarding how analytics were tracked. At the price point, Flyer View was a very competitive ESRI service.

Weinberger motioned to go forward with purchasing the Silver package up to \$4,995 from Flyer View. Hackman seconded the motion. The motion was carried 3-1.

3. Consider the presentation on community development authority roles and opportunities

Kornmann gave a presentation focusing on the direction of the CDA. The presentation highlighted CDA accomplishments such as the improved facade grant program. Kornmann gave examples of what other CDAs do citing experience in Green Bay and a nearby example using Baraboo. Kornmann asked that the CDA consider what it would like to focus on and what opportunities to be active in. Discussion brought up the roadmap to 2050 plan, current strategic plan and looking at focusing on blight and downtown development.

No action was taken.

4. Consider and take action regarding updating the facade grant program requirements

Kornmann gave an overview of the facade program and wanted to bring up the possibility of tweaking the guidelines and requirements for the facade program due to increased demand. Initial ideas included only reimbursing the pre-tax amount and implementing a use-by deadline. The fund balance could potentially be used if the budgeted amount gets used up by a few larger projects.

No action was taken, but this topic will be a recurring agenda item.

Future Agenda Items

The CDA would like discussion regarding Countryside property to be included in a future agenda.

Adjourn

Weinberger motioned to adjourn the meeting. Decker seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:12pm.

** 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: December 15, 2025

Item Title: Amending CDA by-laws

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

Detailed Description of Subject Matter: Track changes are shown in the document to communicate additions and deletions. The primary change is the spending amount requiring council approval. Currently that is at \$10,000. Our maximum façade grant amount is \$25,000 and also the same as the City Administrator's spending approval authority. This change would speed up our grant process and also be consistent with our current purchasing policy.

List all Supporting Documentation Attached:

- CDA bylaws

Action Requested: Provide updates and approve by-law changes.

DRAFT
COMMUNITY DEVELOPMENT AUTHORITY OF THE
CITY OF COLUMBUS, WISCONSIN

By-Laws and
Rules of Procedure

1. NAME AND OFFICE

The name of the Authority shall be the Community Development Authority (the Authority). The principal office of the Authority shall be located with the City of Columbus (the City), City Hall currently located at 105 N. Dickason Blvd., Columbus, WI.

2. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTION

The Authority shall be governed and controlled by Statutes of the State of Wisconsin, and as such statutes may hereafter be amended; by all ordinances of the City as they relate to the Authority, and as such ordinances may hereafter be amended; by the ordinance creating the Authority; and by the rules of procedure contained herein. All provisions of the Wisconsin Statutes and all ordinances or resolutions of the City as may be enacted from time to time shall take precedence over these by-laws and rules of procedure.

3. GENERAL POWERS AND DUTIES

The Authority shall exercise all powers conferred and perform all duties imposed by state and local ordinance of the City and shall perform such further and other duties as may properly be required from time to time by the City Council (the Council).

Specific action related to the following powers shall be subject to review and approval by the Council:

- Acquisition of land, buildings and equipment;
- Sell, lease, encumber or retain and manage property acquired;
- Issuance of debt or ability to borrow funds;
- Invest funds;
- Hiring of staff or consultants;
- Expenditure of funds in excess of ~~\$10,000~~ \$25,000;
- Expenditure of any funds not designated in the Authorities budget;
- Amendments, deletions or additions to the by-laws;

- Preparation of annual budget to be presented to the Council for final approval;
- **Oversight of the business appreciation awards and event.**

4. COMMISSIONERS

Appointment and Tenure. The City of Columbus Mayor (the Mayor) shall, with the confirmation of the Council, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the Authority. Terms of commissioners shall be as follows:

1. Two (2) of the commissioners shall be members of the Council and shall serve during their term of office as Council members.
2. The first appointments of the five (5) non-council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of non-council members shall be four (4) years and shall continue thereafter until their successors are appointed and qualified.

Vacancies. Vacancies in the office of commissioner shall be filled for the unexpired term in the same manner as regular appointments are made.

5. OFFICERS AND THEIR DUTIES

Chairperson. The Authority shall annually elect a chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The chairperson shall preside at all meetings of the Authority and, except as otherwise authorized by resolution of the Authority or as otherwise provided in these by-laws, shall sign all contracts, deeds, and other instruments made by the Authority as appropriate; shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeals of such rulings by proper motion; shall conduct the meetings in accordance with Wisconsin Statutes and within the rules contained herein; shall have such powers and duties as may be necessary to conduct orderly meetings; and shall have such other powers and duties as herein assigned, or as may be assigned by the Council.

Vice-Chairperson. The Authority shall annually elect a vice-chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The vice-chairperson shall perform the duties of the chairperson in the absence or incapacity of the chairperson; and in case of the resignation or death

of the chairperson, the vice-chairperson shall perform such duties as are imposed on the chairperson, until such time as the Authority shall select a new chairperson.

Treasurer. The Authority shall annually elect a treasurer from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The City Finance Director shall be responsible for recording the financial dealings of the Authority. The treasurer shall partner with the City Finance Director to review and present a record of financial dealings to the Authority. The Treasurer position may be combined with the Secretary position with a majority vote of the commissioners.

Secretary. The Authority shall annually elect a secretary from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The Secretary of the CDA shall record the meeting minutes, as well as partner with designated City staff to ensure the following responsibilities are properly completed: file applications, request all documents directed to the CDA; to publish or mail, all notices and advertisements required by law or as directed by the CDA; to prepare meeting materials, a summary statement of the nature of each item on said agenda.

6. PURPOSE STATEMENT

The purpose of the Authority shall be to undertake projects, including but not limited to, property acquisition and land banking, blight elimination and redevelopment in the City. All projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs shall proceed under §§66.1105, 66.1301 to 66.1329, 66.1331, 66.1333 or 66.1337 of the Wisconsin Statutes as determined appropriate by the Council on a project-by-project basis.

Thus, encouraging a well-planned, integrated, stable and healthful City. The above purpose statement will enable the City to provide wholesome homes, a decent living environment and adequate places of employment to City residents.

Other Committees. The Authority may develop and select persons to serve on new divisions or committees in the future to work on specific issues and goals of the Authority.

7. AGENDAS

The designated City staff shall prepare the meeting agenda with direction from the chairperson. Additionally, two commissioners other than the chairperson may set agenda items by providing such information to the chairperson. An item may be added to the proposed agenda if two commissioners support its addition.

8. MEETINGS

Regular Meetings. Regular meetings shall be held by the Authority monthly. Notice of a regular meeting shall be given by announcement thereof at any preceding regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which the subsequent regular meeting is scheduled, or by written or telephone notice to all commissioners if a subsequent regular meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting.

Special Meetings. Special meetings may be called by the chairperson whenever in his or her judgment such a meeting is necessary, or whenever he or she is requested to do so by at least three (3) commissioners of the Authority. Such request may be made orally. Notice of a special meeting shall be given by announcement thereof at any regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which a special meeting is discussed, or by written or telephone notice to all commissioners if a special meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting. Any business which could be conducted at a regular meeting may be conducted at a special meeting, but only business related to the purpose of the special meeting described in the notice for the meeting may be taken up at a special meeting.

Wisconsin Open Meetings Law. Meetings of the Authority shall be held in compliance with the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81-19.98.

Quorum. A quorum for all meetings shall consist of four (4) commissioners. The presiding chairperson shall be included in the count.

Order of Business. ~~The order of business at all meetings, regular or special, unless varied by a suspension of rules agreed to by a majority of the commissioners of the Authority, shall be as follows:~~

- ~~Call to order~~
- ~~Determination of quorum~~
- ~~Notice of posted meeting~~
- ~~Approval of agenda~~
- ~~Approval of previous meeting minutes~~
- ~~Citizen comments~~
- ~~Financial reports~~
- ~~Public Hearings~~
- ~~Unfinished business~~

- New business
- Adjournment

Meeting Rules. The general rules of procedure of the Authority shall be governed by Robert Rules of Order where no specific statute, law or ordinance controls.

9. VOTING

Provided a quorum is present, and except as otherwise provided by law or these rules, the affirmative vote of a majority of the commissioners present shall be required to decide any matter up for consideration.

If any commissioner disqualifies himself or herself from voting on any matter, such commissioner shall nonetheless be counted in determining whether a quorum is present, but such disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

10. PUBLIC HEARINGS

The order of business for holding public hearings shall be as follows:

- 1) A brief statement by the designated City employee as to the nature of the request and the way notice was given.
- 2) Presentation by the applicant or petitioner.
- 3) Presentation by Authority commissioner(s), if applicable.
- 4) Statements of persons present and wishing to speak in favor of, or in opposition to, the application or petition.
- 5) Closing of hearing, or, if necessary, adjourning the hearing to a future date.

Conduct of Public Hearings. The presiding chairperson shall announce immediately prior to each public hearing that no one will be heard unless the person states his or her name and address for the record. The presiding chairperson shall briefly explain the order of business and may announce that each person's statement shall be limited to a specific amount of time. The presiding chairperson shall have the authority to terminate comments when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane. The Authority may modify the order of business or the rules for a public hearing at its discretion.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application, or petition, the applicant may withdraw the request, application, or petition. Such withdrawal shall not entitle the applicant to a refund of any filing or publication fee which may have been paid.

11. BUDGET

An annual budget shall be prepared by the Authority ~~and submitted according to the timeline set by the City Administrator, at the regular September Meeting of the Authority.~~ The budget shall be subject to final approval by the Council in time to be reviewed in conjunction with the Cities annual budgeting process.

12. AMENDMENT TO RULES.

These rules may be amended from time to time upon a concurring vote of a majority of all commissioners of the Authority and upon approval of the Council. After adoption of the By-Laws and Rules of Procedure, including subsequent amendments, the By-Laws and Rules of Procedure shall be effective upon filing with the City Clerk.

Adopted at a regular meeting of the City of Columbus Community Development Authority on the 19th day of July, 2021.

Sarah Motiff Chairperson, City of Columbus Community Development Authority

Submitted and approved at a regular meeting of City of Columbus Council on the 21st day of September, 2021.

Mary ArnoldJoe Hammer, Mayor, City of Columbus



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: December 15, 2025

Item Title: Façade Grant Requirements

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

Detailed Description of Subject Matter: The attached document shows some changes that clarify policies and procedures for the grant program.

List all Supporting Documentation Attached:

- Façade grant program requirements

Action Requested: Provide guidance for updates/changes.

City of Columbus Façade Improvement Grant Requirements

The façade grant program is a reimbursable grant program for commercial properties in the City of Columbus.
The program has the following requirements.

1. Façade Improvement Grants
 - a. Must leverage \$1 of private funds for \$1 requested with a maximum of \$25,000 per project.
 - b. Eligible Activities for the Façade Improvement Grant:
 - 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
 - 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.
 - c. Temporary or Portable signs are not eligible for sign grants

~~d.~~ Signs must be for Business Identification

~~e.2.~~ Any property within the City of Columbus zoned ~~CBD 1, B-2, B-3 or I-1, Commercial or industrial~~

~~f.3.~~ Buildings will qualify for a façade grant once a calendar year.

~~2.4.~~ All completed applications will be reviewed upon submission and at the discretion of the CDA the funds will be distributed on a 'first come, first serve' basis.

~~3.5.~~ Applications should be submitted and approved by CDA ~~the~~ prior to any work commencing on a project to be eligible for grant request.

~~6.~~ The project must be visible from the public right of way.

Projects are encouraged to obtain two or more bids.

~~4.7.~~

~~5.8.~~ All proposed improvements must comply with all applicable Wisconsin State Statutes and Columbus Municipal Code and the applicant must obtain all necessary permits.

~~6.9.~~ Grants will not be awarded to Tax Delinquent Properties.

~~7.10.~~ Projects must be completed within twelve (12) months after the Letter of CDA Approval.

Completion means the project has been completed as submitted in the application or defined in the grant agreement. Financial documents and proof of project payment for reimbursement must also be submitted in the twelve month period. Grantees may request up to a six month extension from the CDA.

~~8.11.~~ Projects are encouraged to obtain two or more bids. Grant awardees must sign a grant award agreement.

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City of Columbus
Façade Improvement Grant Requirements

Façade Grant Program Process

1. Application Submittal
 - a. A pre-application meeting with city staff is encouraged.
 - a-b. Applicant shall submit a signed copy of grant application.
 - c. Applicant shall submit all required attachments with the application.
 - b-d. Only on-line applications are accepted. See city web site.
2. Review Process
 - a. Internal Review
 - b. Community Development Authority Review and Approval
 - c. Council Notification Applicant signs grant award agreement
3. Applicant obtains relevant permits and completes the project
 - a. Applicant has 12 months from date of approval to complete 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.

Item #4.

DRAFT
DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

Downtown Design Plan – 15-Month Gantt Chart (Jan 2026 – Mar 2027)



Phase 1 – Project Initiation & Preparation (Jan–Mar 2026)

1.1 Project Start-Up

- Establish communication protocols
- Project management plan

1.2 Baseline Data Collection

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

1.3 Initial Site Analysis

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

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DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

Phase 2 – Early Public Engagement (Mar–Jun 2026)

2.1 Stakeholder Identification and focus groups

- Map interest groups
- Invite participants to focus groups
- Build stakeholder database

2.2 Focus Groups (Front-Loaded Input)

Conduct focus groups:

- Downtown business owners and property owners
- Developers and Financial Institutions
- Historic preservation/cultural groups
- Residents - general

2.3 Public Kickoff Meeting

- Project launch presentation
- Issue and opportunity boards
- Visual preference exercise
- Public mapping session

Phase 3 – Visioning & Concept Development (Apr–Sep 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
- Façade and building frontage concepts
- Parking, alley activation, pedestrian links

3.3 Steering Committee Working Sessions

Item #4.

DRAFT
DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

- Review concept alternatives
- Select preferred design direction(s)
- Identify unresolved issues

Phase 4 – Intermediate Public Engagement (Aug–Oct 2026)

4.1 Community Design Workshop (OPTIONAL)

- Concept boards
- Hands-on placement and sketching exercises
- Small-group facilitated conversations

4.2 Stakeholder Roundtables

- Business and property owners react to concepts
- Engage other City committees: plan com., open spaces com, HLPC
- General public

4.3 Synthesis of Input

- Revise concepts
- Establish preferred concept package

Phase 5 – Draft Downtown Design Plan (Oct 2026–Jan 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 + Steering Committee Review

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

Item #4.

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DOWNTOWN DESIGN PLAN PROCESS
CITY OF COLUMBUS

5.3 Draft Plan Open House

- Display boards with draft recommendations
- Comment wall + interactive feedback stations

Phase 6 – Final Plan & Adoption (Jan–Apr 2027)

6.1 Final Revisions

- Incorporate all comments
- Produce polished final graphics

6.2 Plan Commission Review

- Presentation
- Recommendation to City Council

6.3 City Council Adoption

- Final approval
- Plan is officially adopted

Phase 7 – Implementation Setup (Apr 2027)

7.1 Quick-Win Project Identification

- Signage and wayfinding
- Façade improvement focus area
- Low-cost placemaking ideas

7.2 Funding Strategy Development

- Grants
- TID tools
- Public-private partnerships

7.3 Establish Design Review Tools

- Downtown design guidelines packet

DRAFT

DOWNTOWN DESIGN PLAN PROCESS

CITY OF COLUMBUS

- Developer reference sheets
- Review process workflow



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: December 15, 2025

Item Title: Downtown Design Plan

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

Detailed Description of Subject Matter: The City's strategic plan has identified a downtown plan as a priority for the City. A downtown design plan includes graphic illustrations of the form and character of downtown as well as key projects that would help to create a thriving and resilient downtown. The attached draft process still needs some refining and is a starting point for our work going forward. Because of budget constraints, the project is staff lead with some funding for graphics of key development projects in the plan. The budget for this is \$20,000.

List all Supporting Documentation Attached:

- Draft downtown design planning process

Action Requested: Provide input for project.