



Special Committee of the Whole Agenda

Tuesday, January 21, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

1. Discussion on Zoning and Subdivision Code Amendment Request for Proposals.
2. Discussion of Final Plat Cardinal Heights.
3. Discussion of ORD.2025-1 Zoning Map Amendment for Cardinal Heights Plat.
4. Discussion regarding Three Party Design Engineering Services Contract with WI Dept. of Transportation(WiDOT), Fehr Graham, and City of Columbus related to Tower Drive (Faith Drive to CTH K).

Adjourn

*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



Agenda Item Report

Meeting Type: City Council

Meeting Date: January 21, 2025

Item Title: Zoning and Subdivision Code Amendment Request for Proposals

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

Detailed Description of Subject Matter: The RFP provides the basis for the revision of the zoning and subdivision code across two fiscal years. The code revisions are a tool to implement our current comprehensive plan. Furthermore, the processes and language need revisions to provide efficiencies to our processes and clarity to developers, businesses, and residents.

Consultant selection will be based on a Plan Commission recommendation to the City Council with the Council making the final decision. Proposed selection review team members include the City Administrator, Mayor, Director of Community and Economic Development, Communications and Economic Development Coordinator, and one plan commissioner. The team will evaluate the proposals and bring forward finalists for Plan Commission recommendation.

List all Supporting Documentation Attached:

- RFP to Amend Zoning and Subdivision Ordinance

Action Requested: Recommend approval of the RFP.



Draft

REQUEST FOR PROPOSALS

City of Columbus Zoning and Subdivision Ordinance Rewrite (Chapter 114 and 90)

RFP Release Date: January 21, 2025

RFP Due Date: February 21, 2025, 4:30 PM

***Submit one digital copy to:
MKornmann@ColumbusWI.gov***

City of Columbus Department of Community and Economic Development

A. Background Information

Columbus, Wisconsin (population 5,448), has a rich history that makes it a desirable place to live. The City of Columbus, through its Request for Proposals (RFP), is seeking qualified planning and zoning consultants, multi-disciplinary firms or teams to undertake a complete zoning and subdivision ordinance rewrite project. The new zoning and subdivision code must be easy to read, understandable by the public, and enforceable by the City. The project is NOT a simple update to the existing ordinance.

The original zoning code was written in the 1970's with one minor update in 2008. Parts of the code are no longer consistent or follow state statutes. Effective code review by staff becomes difficult when working with developers who are used being very efficient. The existing code does not function in an era of technology that provides fast answers and overly burdensome standards and processes. While Municode may still show stormwater and erosion control ordinances as part of the zoning code, they have recently been amended and relocated to their own respective chapters within the municipal code.

The main thrust of the project is to establish a new zoning code that is easy to read, understandable by the public, and enforceable by the City of Columbus. The ordinance should consider form-based or context sensitive applications, creating design and infill standards for development in the City's downtown district, the business and industrial parks, as well as growth areas that, as identified in the City's Comprehensive Plan.

The City of Columbus would like to establish zoning regulations that are more reflective of the character of newer development while preserving the historic characteristics of an older city that is an exurb of a metropolitan area.

B. Project Overview and Objectives

Broad objectives for this project include, but are not limited to:

1. Build-off the work completed as summarized in the prior section to update the Zoning and Subdivision Codes in a manner consistent with the City's Comprehensive Plan and other plans.
2. Strengthen opportunities to diversify the City's housing stock, including thoughtful missing middle housing, affordable rental and homeowner units, accessory dwelling units, and mixed-use developments appropriate within the context of Columbus.
3. Strengthen opportunities to practice gentle density reforms while maintaining general compatibility with historic development patterns, including but not limited to reducing lot area, lot width, lot setbacks, street width, minimum open space, and minimum off-street parking and increasing dwelling units allowed by right and through conditional use permits.

4. Improve walkability and non-motorized transportation within zoning and subdivision regulations.
5. Identify opportunities to consolidate existing zoning districts and reduce the need for requests for Planned Unit Development approvals or unnecessary conditional use permit requirements.
6. Improve the manner in which the City regulates permitted and conditional uses within residential, industrial, and commercial zoning districts. Create new ways that are user-friendly and reduce the need for City Staff to make interpretations for uses not listed within current use tables. Consider what types of uses merit CUP vs those that could be allowed as permitted or special use permits. Develop recommended zoning uses, design and performance standards for use consistent with the comprehensive plan. The sign ordinance specifically needs attention with an options for supporting downtown revitalization.
7. Streamline development review processes, including allowances for administrative review and approvals for smaller site or building additions, modifications, or accessory structures. Parking standards for all uses is especially needed.
8. Review and revise the historic preservation ordinance ensuring fairness and consistency in processing designation of landmarks and certificate of appropriateness. Include permitting processes that streamline approvals. Ensure that proposed code maintains the City's Certified Local Government status and provides for appeals in alignment with state statutes.
9. Review and revise conditional use permit code to be consistent with state statutes.
10. Improve and consolidate site and building design review standards. There may be site and building design guidelines from sub area plans that could be generally applied throughout the City, minimizing the need for multiple design overlay districts.
11. Improve the user friendliness of the zoning and subdivision codes. Improve and modernize definitions reducing interpretation issues and conflicting definitions. Incorporate the use of tables, graphs, figures, color, and illustrations to explain key zoning regulations. Improve the overall organization of the codes, reducing or eliminating the need to consult multiple sections of the zoning code to address basic use, dimension, and performance standards and exceptions. Incorporation of Landscaping and Lighting Standards within the Zoning Code.
12. Review and propose revise shoreland zoning ordinance.
13. Improve and standardize public hearing and adjacent property owner notification requirements for various zoning permits to meet or exceed minimum Wisconsin State Statute requirements.
14. Update zoning and subdivision ordinances to be consistent with applicable Wisconsin State Statutes. The City expects that the selected consultant team will make recommendations that are

consistent with Wisconsin law and regulations. City staff will consult with the City Attorney if legal questions arise as the ordinance is rewritten at City staff's discretion, and the attorney will be involved in codifying the final product to make sure it meshes properly with other City ordinances. However, the consultant team should not have the expectation that the City Attorney will be actively involved as the new ordinance is drafted.

15. Develop a new official zoning map, including overlay districts, based on the work completed for adoption by the Plan Commission and City Council as part of the repeal and adoption of the new zoning and subdivision codes.
16. Utilize input from a broad set of community stakeholders including various City committees/commissions/board, City staff, residents, property, business owners, real estate and development professionals. City staff will coordinate public input meetings. It is expected that the consultant help prepare materials for use at public input meetings. Consultant will not be expected to attend public input meetings.

C. Scope of Work and Deliverables

The selected Consultant will provide a full range of municipal planning services required to create the new Zoning and Subdivision codes. The desired services include, but are not specifically limited to the following:

1. Plan Review & Background Analysis. The consultant will review the pertinent policies, strategies and actions within the City's Comprehensive Plan and Outdoor Recreation Plan.
2. Code & Zoning Map Diagnosis. The consultant will work with City staff in assessing the advantages and shortcomings of the existing codes. This assessment should include the following:
 - a. Provide an analysis of the City's existing zoning and subdivision codes, highlighting its strengths and shortcomings based on the consultant's experience, review of national best land use practices, City adopted plans and project objectives.
 - b. Complete an analysis of existing nonconforming lots, uses, and nonconforming primary structures using available GIS data.
 - c. Identify and categorize actual existing lot sizes, lot widths, lot depths, floor area ratios, setbacks, etc. to understand the existing built environment and inform subdivision and zoning reforms.
 - d. Evaluate conditional uses and advise as to what conditions, if any, should apply to warrant designation as a conditional use vs a permitted use.
 - e. Identify components that could provide barriers to achieving mixed uses, affording housing, and housing diversity (such as separation of uses, large building setbacks, low densities, excessive parking requirements, excessive lot size, depth or width requirements, excessive street design standards, etc.)

- f. Provide a summary report of the code and map diagnosis for use in public and Plan Commission meetings.
3. Guidance regarding Best Practices. The consultant will be expected to provide guidance regarding modern best practices regarding zoning and subdivision codes relevant to communities like Columbus, as allowed under Wisconsin laws and regulations. This should include the use of visualize tools to explain proposed ordinance regulations and the benefits to achieving City land use goals for public and Plan Commission meetings.
4. Staff Meetings. The consultant should anticipate a sufficient number of meetings with City staff to develop the new zoning and subdivision codes. Consultants will need to present to the Plan Commission and City Council.
5. Public Outreach & Community Input. The proposal should incorporate key input session for City staff to receive community input.
6. Committee Meetings. The consultant should budget for an appropriate number of meetings with the Plan Commission to review key elements of the code development. The purpose of the meetings will be to establish project objectives, discuss alternatives, provide direction and review progress. The consultant shall clearly communicate how the regulatory effects of the proposed Ordinance may differ from the effects of the current Ordinance. Background information regarding subjects addressed in the new Ordinance, which are not addressed in the current Ordinance, should be provided. The consultant shall attend the public hearing on the adoption of the new codes and the City Council meeting to consider their adoption.
7. Drafting the new Zoning and Subdivision Codes and Maps. The consultant will prepare drafts of the zoning and subdivision codes for review by staff, Plan Commission and applicable committees, culminating in a final version to be acted upon by the Plan Commission and City Council. The consultant will prepare draft and final zoning maps, including applicable overlay zoning districts. The consultant shall provide a map to illustrate properties proposed for up or down zoning as part of the adoption of the new zoning code and map. The final ordinances shall be compatible with Municode, including formatting. The final zoning map shall be parcel based and compatible with ESRI.

These are the general requirements for the creation of new zoning and subdivision codes and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response if desired.

The City Council is expecting a not to exceed proposal.

The selected Consultant shall complete a final Zoning Code, Zoning Map and Subdivision Code that contain at a minimum those items described in the final Scope of Services. Format the documents to be incorporated as chapters within the existing City Municipal Code of Ordinances maintained by Municode. Easy to use charts, tables, checklists, graphics, images and photos within the ordinance are expected when necessary. The Consultant shall provide the City with electronic copies of any text, charts, tables, checklists, graphics, images and photos in their original file format.

The selected Consultant shall provide the City with an electronic copy of the final ordinance in Microsoft Word and PDF versions, including bookmarks and searchability features. The selected Consultant shall provide the final Zoning Map in a PDF format. The Consultant shall provide the City with an editable copy of all GIS data and a GIS map package of the Zoning Map using an ESRI platform. Zoning shapefiles or geodatabases shall be at the individual parcel level. Draft deliverables may be provided in Word or PDF format.

Throughout the entire process, extensive interaction is expected with City and contracted staff. The detailed schedule for the project shall be included in the consultant's proposal, and should bridge the 2025 and 2026 fiscal years. We are expecting to complete about half the project in 2025 and the other half in 2026.

D. Existing Ordinance

The City of Columbus Zoning Code of Ordinances include Chapters 114 of the City's Municipal Code. Related

The consultant will be expected to complete a comprehensive, independent review of the Zoning Ordinance. Below is a list of the overall ordinance elements that the consultant will be expected to update and review independently:

Reference Links

City of Columbus Municipal Code

https://library.municode.com/wi/columbus/codes/code_of_ordinances?nodeId=MUCO_CH_114ZO

Comprehensive Plan

<https://www.cityofcolumbuswi.com/DocumentCenter/View/3287/Columbus-WI-2040-Comprehensive-Plan>

Outdoor and Recreation Plan

https://www.cityofcolumbuswi.com/DocumentCenter/View/3695/ColumbusOutdoorRecreationPlan_2021

E. RFP Requirements

Consultants are asked to respond to this RFP by developing a proposal to fully meet the work associated with this project. Consultants are asked to submit a concise proposal describing their capacity to manage the project and their experience with similar projects. Samples of zoning ordinances/rewrites and public participation plans are expected. The proposals should include a clear outline of how the consultant will meet the objectives of the project.

The City of Columbus does not have a specific proposal format; however, the City expects the following information to be included with the proposals:

1. **Contact Information:** Consultant's name, address, phone number, email, along with the name and signature of the authorized agent and contact person.
2. **Firm History:** Brief history of the firm, including short case studies of similar projects carried out by the firm.
3. **Project Statement:** Statement of overall project understanding and general approach to meet project objectives and tasks of the project, description and modifications or expansion of the information provided.
4. **Time Schedule:** A detailed project time schedule for accomplishing the expected tasks and services, including start dates, major project milestones and anticipated completion dates. Time schedule should specifically identify how and when outreach to the public, staff, and elected officials occurs. The timeframe for project completion should be approximately twelve (12) months.
5. **Examples:** Demonstrate related projects that were completed for other communities that are similar to the City. Emphasis placed on projects include logical graphics and imagery within or as a supplement to a zoning ordinance should be emphasized.
6. **References:** A list of client references for whom the consultant has provided similar services including name, address, e-mail and phone number of a contact person for each reference. Indicate the type, scope and duration of the work done for each client.
7. **Project Manager Qualifications:** A statement indicating the qualifications of the key person who will be assigned as the project manager by the consultant and their responsibilities within the scope of services.
8. **Budget Proposal:** A proposed budget with level of effort for each member of the team and for each major task.
9. **Fee Schedule:** A fee schedule for personnel involved with the project.

F. General Selection Process

A selection committee comprised of the City Attorney, Director of Economic Development and Planning, Zoning Administrator, and the City Planner will review the proposals based on the following criteria:

1. **Qualifications:** Qualifications and previous related work experience particularly related to similar sized communities.
2. **Understanding:** Demonstrated understanding of project objectives, tasks, and services.
3. **Price:** The proposed price/cost will be considered.
4. **Related projects:** Examples of related completed and in-progress projects.
5. **Proposal Quality:** Quality of requested submission requirements, including sample materials and proposal package.

The City of Columbus will select a short list of applicants to meet with the selection committee to clarify submitted proposals, provide supplemental information, confirm proposal representations and answer any questions.

G. Terms

The City of Columbus reserves the right to accept or reject all proposals or parts thereof and reissue the RFP without stated cause. Upon selection of a consultant, the City of Columbus shall attempt to negotiate and reach a final agreement. If the City, for any reason, is unable to reach a final agreement with the selected consultant, the City then reserves the right to reject the selected consultant and negotiate with others.

The City of Columbus is not bound to accept the proposal with the lowest cost, but may accept the proposal that best meets the needs of the City.

H. RFP Schedule

1. RFP Issued:
 - a. January 21, 2025
2. Questions due to the City (sent via email to mkornmann@columbuswi.gov)
 - a. By February 7, 2025
3. Proposals due to the City:
 - a. By February 21, 2025.
4. Possible interviews with finalists:
 - a. March 2025
5. Plan Commission Consultant Selection:
 - a. March/April 2025
6. Common Council Consultant Selection:
 - a. April 2025

I. Project Budget and Contract

The consultants for this project will be retained by the City. Interested parties should provide a total cost to prepare the zoning ordinance to include hourly rates and estimated expenses associated with the project. The proposal shall include a not to exceed cost.

J. Contact and Questions

This Request For Proposals has been distributed by the City of Columbus Community and Economic Development Department. All questions or inquiries concerning this RFP should be directed to:

Mike Kornman, Director of Community and Economic Development
920-350-5894
mkornmann@columbuswi.gov



Agenda Item Report

Meeting Type: City Council

Meeting Date: December 17, 2024

Item Title: Cardinal Heights Staff Report

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

Detailed Description of Subject Matter:

The Plan Commission recommended approval of the plat with the condition that items in the review letter be addressed. The Department of Transportation, as one of the state agencies that plays a key role in plat approvals is requiring a memorandum of agreement (MOA) with the City to address potential traffic issues related to the plat. The City Engineer and staff believe traffic impacts will be low with this subdivision and the likely hood of needed changes to Park Avenue in the future unlikely.

This final version of the plat has the storm water pond beyond the 50 foot DOT setback, Lot 18 beyond the 50 foot setback, and the driveway for the farm house accessing O'Brian Court.

We are expecting to bring the MOA to the City Council at the next meeting.

List all Supporting Documentation Attached:

- City Engineer Review Letter
- Final Plat

Action Requested of Council: Approval of the Cardinal Heights Final Plat with the following conditions:

1. All items in the City Engineer's review letter be addressed
2. Final approval from required state agencies
3. Approval of a memorandum of agreement with the Department of Transportation

November 4, 2024

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

Re: Columbus – Cardinal Heights Final Plat Review

Dear Mike:

Ruekert & Mielke, Inc. has completed our review of the final plat for the above referenced project, dated October 22, 2024. This review is for the compliance with Wisconsin Administrative Code Chapter A-E 7, Wisconsin Statute Chapter 236 utilizing the Wisconsin plat checklist provided by plat review, and the City of Columbus Ordinances Chapter 90 Article IV and 114. 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:

1. Per Wisconsin Administrative Code AE-7 - No comments
2. Per Wisconsin Statute Chapter 236
 - A. 236.20 (3)(d) – The names of adjoining streets, state or county highways, subdivisions drawn in their proper location, underscored by dotted or dashed lines. Lots 1 and 2 of Parkview Addition are in Block 2 not Block 1, and CSM 3393 should be listed as Lot 2 instead of Lot 1.

City of Columbus Ordinances:

1. 90-182 – Show length and bearing of centerline on Obrien Court.
2. 114-90 – Show vision triangle at Obrian Court intersection.

Other:

1. Add a note that Lot 2 shall have driveway access from STH 73 only in the location shown on the face of the plat.
2. Special exception request from WisDOT for highway setback shall be approved and approval sent to City of Columbus.
3. Final plat shall be in conformance with trans 233 requirements.
4. Remove note “any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits and revocable. “
5. Add note that all grading for lots shall conform with the master storm water plan approved and on file with the City of Columbus for Cardinal Heights.



Mr. Mike Kornmann
City of Columbus
November 4, 2024
Page 2

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: 2024.11.04
14:59:51 -06'00'

Jason P. Lietha, P.E. (WI, MN, MI)
Vice President/Team Leader
jlietha@ruekert-mielke.com

JPL:sjs

cc: Jacob Holbert, City of Columbus Utility
Matt Amundson, City of Columbus
Paul Johnson, City Attorney, Boardman and Clark

CARDINAL HEIGHTS

LOT 46, HIGHLAND RIDGE, RECORDED IN VOLUME 1 ON PAGE 266 OF PLATS AS DOCUMENT NUMBER 739893 IN THE COLUMBIA COUNTY REGISTER OF DEEDS OFFICE, LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 14, THE SW1/4 OF THE SW1/4 OF SECTION 13 AND THE NE1/4 OF THE NE1/4 OF SECTION 23, ALL IN TOWNSHIP 10 NORTH, RANGE 12 EAST, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

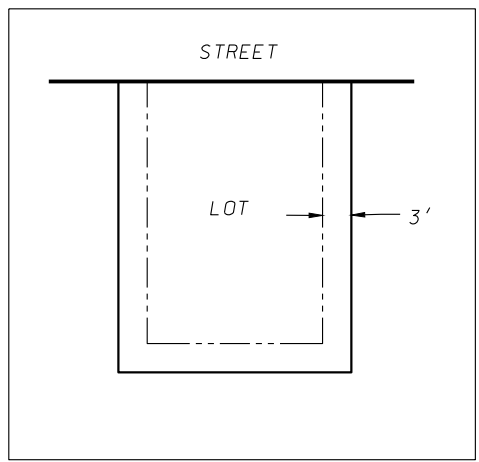
I, Brett T. Stoffregan, Professional Land Surveyor S-2742 do hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin State Statutes and the Subdivision Regulations of the City of Columbus, and under the direction of the owners listed below, I have surveyed, divided and mapped "Cardinal Heights" and that such plat correctly represents all the exterior boundaries and the subdivision of the land surveyed as is described as follows:
Lot 46, Highland Ridge, recorded in Volume 1 on page 266 of Plats as Document Number 739893 in the Columbia County Register of Deeds Office, located in the SE1/4 of the SE1/4 of Section 14, the SW1/4 of the SW1/4 of Section 13 and the NE1/4 of the NE1/4 of Section 23, all in T10N, R12E, City of Columbus, Columbia County, Wisconsin,
Containing 328,820 square feet (7.549 acres).

Dated this 6th day of January, 2025

Brett T. Stoffregan, Professional Land Surveyor, S-2742

NOTES

- Outlot 1 is dedicated to the public for stormwater management.
- Public Stormwater Drainage Easements: Lots 1-18 are subject to Public Stormwater Drainage Easements which shall be three (3) feet in width measured from the property line to the interior of each lot. EXCEPT along streets and outlots for alleys. For purposes of two (2) or more lots combined for a single development site, the Public Stormwater Drainage Easement shall be a minimum of three (3) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site. No buildings, driveways, or retaining walls shall be placed in the easement. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
- No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. (Unless a special exception is obtained from the Wisconsin Department of Transportation). It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department.
- All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. 73/BUS. 151; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.
- Distances shown along curves are chord lengths.



PUBLIC STORMWATER DRAINAGE EASEMENTS (SEE NOTE 2)
NOT TO SCALE



0 60' 120'
1" = 60'

GRID NORTH
WISCONSIN COUNTY COORDINATE SYSTEM,
COLUMBIA COUNTY ZONE, NAD83(2011)
THE SOUTH LINE OF THE SE1/4 OF
SECTION 14, T10N, R12E BEARS S87°13'06"W

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

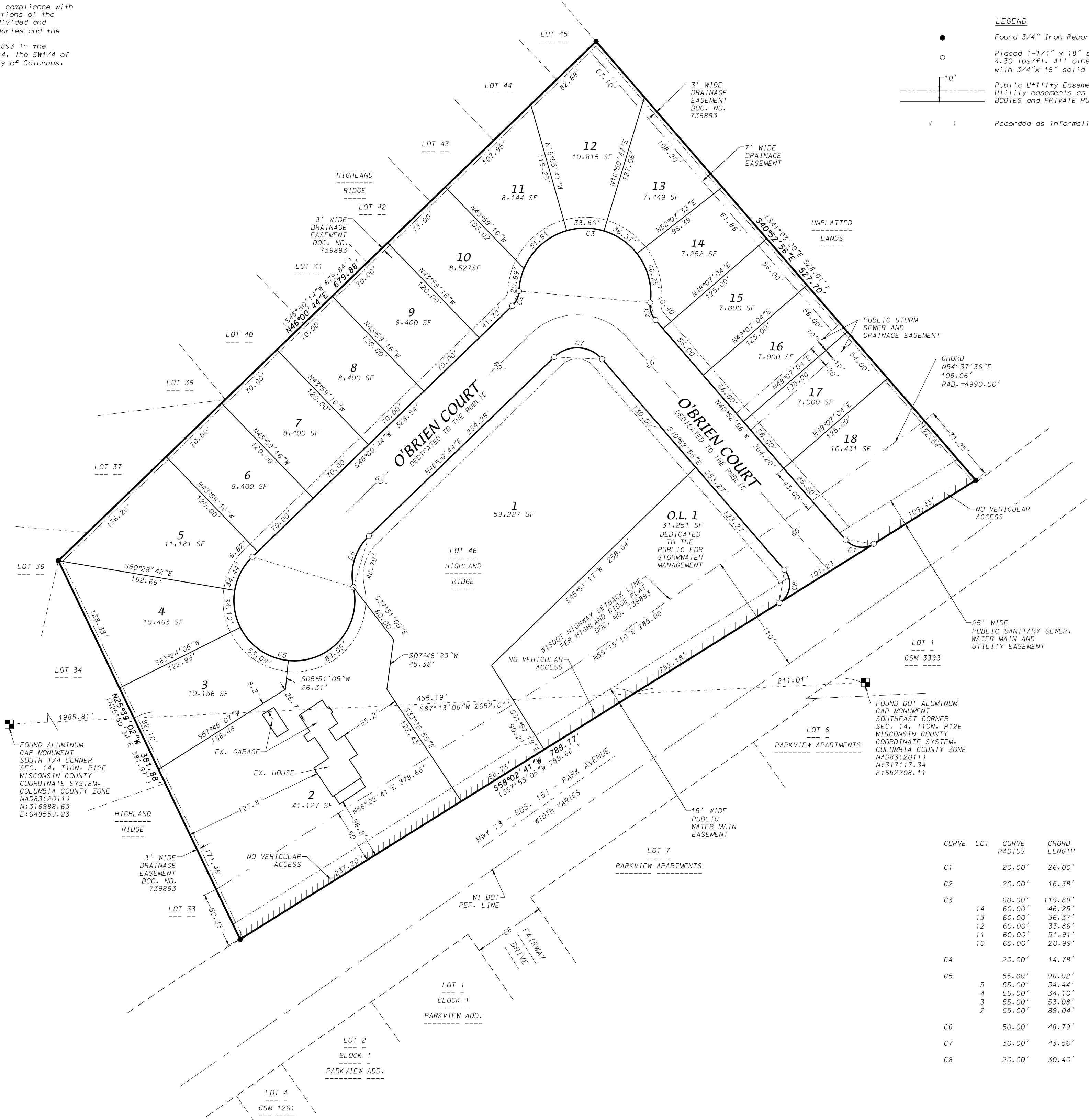
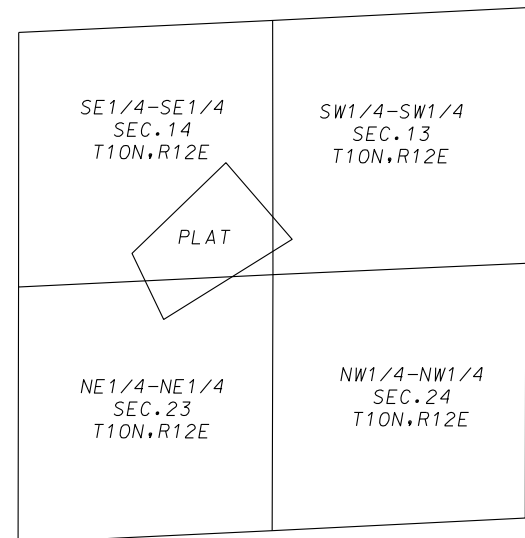
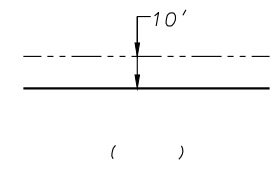
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

11/19/24
FN:24-07-111

Jan 06, 2025-4:42pm U:\User\2407111\Drawings\2407111 Final Plat.dwg Sheet 1

LEGEND

- Found 3/4" Iron Rebar
- Placed 1-1/4" x 18" solid round iron rebar stake, weighing 4.30 lbs/ft. All other lot and outlot corners are marked with 3/4"x 18" solid round iron rebar stakes, weighing 1.50 lbs/ft.
- Public Utility Easement
Utility easements as herein set forth are for the use of PUBLIC BODIES and PRIVATE PUBLIC UTILITIES having the right to serve the area.
- Recorded as information



CURVE TABLE

CURVE	LOT	CURVE RADIUS	CHORD LENGTH	ARC LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
C1		20.00'	26.00'	28.30'	N1°25'07"W	81°04'23"	
C2		20.00'	16.38'	16.88'	N16°42'28"W	48°20'56"	OUT-N07°28'00"E
C3	14	60.00'	119.89'	193.53'	N84°56'19"W	184°48'38"	OUT-S02°39'22"W
	13	60.00'	46.25'	47.48'	N15°12'10"W	45°20'20"	
	12	60.00'	36.37'	36.95'	N55°30'47"W	35°16'54"	
	11	60.00'	33.86'	34.32'	N89°32'30"W	32°46'32"	
	10	60.00'	51.91'	53.69'	S48°26'15"W	51°15'58"	
			20.39'	21.10'	S12°43'49"W	20°08'54"	
C4		20.00'	14.78'	15.13'	S24°20'03"W	43°21'22"	
C5	5	55.00'	96.02'	228.86'	S73°11'37"E	238°24'42"	OUT-N02°39'22"E
	4	55.00'	34.44'	35.03'	S27°46'05"W	36°29'18"	
	3	55.00'	34.10'	34.67'	S08°32'14"E	36°07'20"	
	2	55.00'	53.08'	55.39'	S55°27'07"E	57°42'26"	
			89.04'	103.76'	N41°38'51"E	108°05'38"	
C6		50.00'	48.79'	50.97'	N16°48'23"E	58°24'42"	
C7		30.00'	43.56'	48.75'	S87°26'06"E	93°06'20"	
C8		20.00'	30.40'	34.53'	S08°34'53"W	98°55'37"	

CARDINAL HEIGHTS

LOT 46, HIGHLAND RIDGE, RECORDED IN VOLUME 1 ON PAGE 266 OF PLATS AS DOCUMENT NUMBER 739893 IN THE COLUMBIA COUNTY REGISTER OF DEEDS OFFICE, LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 14, THE SW1/4 OF THE SW1/4 OF SECTION 13 AND THE NE1/4 OF THE NE1/4 OF SECTION 23, ALL IN TOWNSHIP 10 NORTH, RANGE 12 EAST, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Lamps Landing, LLC a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Lamps Landing, LLC does further certify that this plat is required by S236.10 or S236.12 Wisconsin Statutes to be submitted to the following agencies for approval or objection:

Department of Administration
Department of Transportation
Common Council, City of Columbus

In witness whereof, Lamps Landing, LLC has caused these presents to be signed this _____ day of _____, 2025.

Lamps Landing, LLC

STATE OF WISCONSIN)
COUNTY OF DANE) S.S

Personally came before me this _____ day of _____, 2025, the above person to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission expires _____ Notary Public, Dane County, Wisconsin

CITY OF COLUMBUS CLERK CERTIFICATE

Resolved that the plat of "Cardinal Heights" located in the City of Columbus, was hereby approved on the _____ day of _____, 2025, and that said approval further provided for the acceptance of those lands dedicated and rights conveyed by said plat to the City of Columbus for public use.

Dated this _____ day of _____, 2025.

Susan Cairne, Clerk, City of Columbus, Columbia County, Wisconsin

CITY OF COLUMBUS TREASURER'S CERTIFICATE

I, Krystal Larson, being the duly appointed, qualified, and acting Treasurer of the City of Columbus, Columbia County, Wisconsin, do hereby certify that, in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of this _____ day of _____, 2025 on any of the lands included in the plat of "Cardinal Heights".

Krystal Larson, Treasurer, City of Columbus, Columbia County, Wisconsin

COLUMBIA COUNTY TREASURER'S CERTIFICATE

I, Stacy Opalewski, being the duly elected, qualified, and acting Treasurer of the County of Columbia, Wisconsin, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or special assessments as of this _____ day of _____, 2024 affecting the land included in "Stacy Opalewski".

Stacy Opalewski, Treasurer, Columbia County, Wisconsin

REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 2025

at _____ .M. and recorded in Volume _____ of Plats on Pages _____ as Document Number _____.

Lisa Krintz, Columbia County Register of Deeds


D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

11/19/24
FN:24-07-111



Agenda Item Report

Meeting Type: City Council

Meeting Date: January 21, 2025

Item Title: Zoning map amendment of Cardinal Heights Plat

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

Detailed Description of Subject Matter:

The request for the rezoning of Cardinal Heights is to implement the City's approved developer's agreement with Lamp's Landing. The request is to change the zoning from Rural Development to Residential 3 and Residential 4 (multi-family) with the Outlot changing to Public (P)

The request is consistent with the City's comprehensive plan in several ways.

- The future land use map identifies the parcel as single family with parcels adjacent to the parcel as multi-family
- The plan directs multi-family uses to arterial road locations and in proximity to highway interchanges
- Policies in the plan include the support for a variety of housing types and lots sizes.

The proposed zoning is also compatible with the surrounding zoning (see attached zoning map) Multi-family is located across the street and R1 is located to the north. The proposed R3 is for the single family lots on the north section of the property and east and west ends. R3 does not allow for multi-family and any two-family homes are permitted by conditional use. No two-family homes are proposed however. The multi-family lot (Lot 1) is on the south side of the plat adjacent to Park Avenue; and is proposed to be R4.

List all Supporting Documentation Attached:

- Zoning Map of Cardinal Heights and surrounding area
- Zoning Map Amendment Ordinance Change

Action Requested of Council:

Recommend approval of the zoning map amendment for Cardinal Heights from RD to R3, R4, and P.



Current Zoning

Lot 46 and Surrounding Area

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The City of Columbus does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 393'

City Of Columbus

105 N Dickason Blvd
Columbus, WI 53925
920-623-5900

Print Date: 9/8/2024

CITY OF COLUMBUS

ZONING MAP AMENDMENT ORDINANCE 2025-1

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY CODE OF ORDINANCES

The Common Council of the City of Columbus, Columbia County, Wisconsin does hereby ordain as follows:

1. The property currently described as: Lot 46, Highland Ridge, recorded in Volume 1 on page 266 of Plats as Document Number 739893 in the Columbia County Register of Deeds Office, located in the SE1/4 of the SE1/4 of Section 14, the SW1/4 of the SW1/4 of Section 13 and the NE1/4 of the NE1/4 of Section 23, all in T10N, R12E, City of Columbus, Columbia County, Wisconsin.
2. The Plan Commission held a public hearing on September 12, 2024 and recommended approval of the zoning map amendment.
3. Specifically, Cardinal Heights Plat Lots 2-18 shall be zoned Residential 3 (R3), Lot 1 shall be zoned Residential 4 (R4), and Outlot 1 shall be zoned Public (P).
4. The City Council directs the Zoning Administrator to update the city zoning map accordingly.
5. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this 21st day of January, 2025.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk



Agenda Item Report

Meeting Type: Committee of the Whole / Council

Meeting Date: January 21, 2025

Item Title: Discussion regarding Three Party Design Engineering Services Contract with WI DOT, Fehr Graham, and City of Columbus related to Tower Drive (Faith Drive to CTH K).

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The City was awarded a DOT grant for the reconstruction of Tower Drive from Faith Drive to CTH K. The project is scheduled for design in 2025 and construction in 2026. A requirement of the grant was for the City to follow the DOT Quality Based Selection (QBS) process for a design engineer. A team reviewed proposals received and selected Fehr Graham.

The DOT has negotiated a design contract with Fehr Graham on the City's behalf. The attached contract is in the amount of \$155,596.92. The City's responsibility on this contract is \$86,044.

List all Supporting Documentation Attached:

Three Party Design Engineering Services Contract

Action Requested of Council:

Approve Three Party Design Engineering Services Contract with WI DOT & Fehr Graham in the amount of \$155,596.92.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT

Item #4.

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

City of Columbus (MUNICIPALITY)

AND Fehr Graham Engineering & Environmental, LLC. (CONSULTANT) FOR

6217-01-02
City of Columbus, Tower Drive
(Faith Drive to CTH K)
LOC STR, Columbia County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in *The Request for Qualifications issued on November 7, 2023 for professional roadway design services for a STP-Urban Pavement Replacement funded project*. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Della Koenig, Local Program Project Manager—Design, Wisconsin Department of Transportation, Southwest Region Office, 2101 Wright Street, Madison, WI 53704, della.koenig@dot.wi.gov, 608-246-7963.

The MUNICIPALITY REPRESENTATIVE is: Matt Amundson, Interim City Administrator, City of Columbus, 105 N. Dickason Blvd, Columbus, WI 53925, cityadministrator@columbuswi.gov, 920-623-6058.

The CONSULTANT REPRESENTATIVE is: Jesse Duff, Project Manager, Fehr Graham Engineering & Environmental, 1107 16th Avenue, Monroe, WI, 53566, jduff@fehrgraham.com, 608-329-6400.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Southwest Region office located in Madison, WI and will be completed by the May 30th, 2026. Deliver PROJECT DOCUMENTS to Wisconsin Department of Transportation, Southwest Region Office, 2101 Wright Street, Madison, WI 53704, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT ☐ MUNICIPALITY

- (1) For *professional roadway design services*, actual costs to the CONSULTANT up to \$135,598.43 plus a fixed fee of \$11,498.49, not to exceed \$147,096.92.
- (2) For *drilling, geotechnical testing, and geotechnical engineering services*, subcontracted to CGC, Inc., the CONSULTANT'S actual cost to CGC, Inc. not to exceed \$3,400.00 for units delivered based on rates in the table below.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT

Item #4.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill Rig Mobilization	1	EA	\$700.00	\$700.00
5-ft Pavement Boring	4	EA	\$185.00	\$740.00
Asphalt Patch	4	EA	\$45.00	\$180.00
Road Signs for Control	1	EA	\$170.00	\$170.00
Laboratory Testing	1	EA	\$110.00	\$110.00
Geotechnical Report	1	EA	\$1,500.00	\$1,500.00

(3) For *wetland delineation services*, subcontracted to *NES Ecological Services*, the CONSULTANT'S actual cost to *NES Ecological Services* based on a lump sum of \$5,100.00.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$155,596.92.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three-Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 7 pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By: _____

By: _____

Noah Carmichael, PE

Contract Manager, WisDOT

Title: Principal _____

Date: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

Date: November 22, 2024

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VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Encroachment Report

Prepare an encroachment report as directed by the MUNICIPALITY. Submit three copies to the MUNICIPALITY for approval.

(2) Other Reports:

Prepare the following engineering reports/analyses as directed by the DEPARTMENT/MUNICIPALITY:

- (a) Design Study Report
- (b) Transportation Management Plan (TMP)
Prepare a Type 2 TMP for the project for inclusion in the Design Study Report. The following assumptions are made for maintaining traffic during construction.
 - 1. Prepare a TMP approval form for a 60% review and 90% review and address comments.
 - 2. Delay analysis, mitigation, coordination for mitigation and exceptions to work zone policy reports are not included in the CONTRACT.
- (c) Pavement Report:
Prepare the flexible design calculations and incorporate them with comment into the Design Study Report.
- (d) Traffic Forecasting:
Prepare traffic forecasting for flexible pavement design based on traffic counts provided by the MUNICIPALITY.

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives.

Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process, Screening, to confirm whether this PROJECT meets the requirements for the Environmental Services Section "Screening List". The CONSULTANT shall notify the DEPARTMENT if any changes to the "Screening List" are required
- (c) The DEPARTMENT will provide notification to the Native American tribes as provided in the MANUAL. The CONSULTANT shall provide a draft letter and map for the DEPARTMENT'S use. The CONSULTANT shall follow the procedures as set forth in the MANUAL to notify other interested parties of this PROJECT.

(2) Hazardous Materials/Contamination Assessments

- (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
- (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
- (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

(3) Wetland Investigations:

Perform wetland investigation by reviewing existing site information utilizing U.S. Geological Survey topographic maps, Wisconsin Department of Natural Resources Wetland Inventory Maps, aerial photographs and Soil Survey of Columbia County, Wisconsin.

Conduct an onsite wetland delineation according to the routine wetland delineation method within the project limits of the area, defined as the section of Tower Drive and its associated right-of-way from Faith Drive to Hamilton Street.

Prepare a Wetland Determination/Delineation Report documenting the results of the wetland field work. The wetland report will include all components of the WisDOT Wetland Delineation Report Checklist.

C. AGENCY COORDINATION

(1) US Fish and Wildlife Service (USFWS)

Prepare and send coordination to USFWS requesting review and comment on the project and the project's potential for impacts to threatened or endangered species in accordance with the MANUAL. Forms related to the Section 7 process will be completed with species and field study information as completed by others. Biological, species, or habitat field review is not included in the CONTRACT.

(2) Coordinate with the following agencies according to the MANUAL:

Department of Natural Resources

D. UTILITY INVOLVEMENTS

(1) Utility Coordination

The CONSULTANT/MUNICIPALITY to perform all utility coordination in accordance with requirements for non-TRANS 220 project provided in:

- (a) The MANUAL
- (b) The WisDOT "Guide to Utility Coordination"
- (c) The "Local Project Utility Coordination Task List for Design Consultant Contracts."

(2) The CONSULTANT shall follow the procedures of the WisDOT Guide to Utility Coordination for non-TRANS 220 projects.

- (d) This CONSULTANT will not be required to prepare design calculations and plan information for sanitary sewer and water mainline improvements, as those already exist within the project area.
- (e) The CONSULTANT will be required to coordinate with other consultants and utility agencies for the probable relocations or improvements being performed by others.

(3) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.

(4) THE CONSULTANT will confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding a maximum of one (1) public involvement meeting(s) and explain to the public concepts and probable impacts of this PROJECT.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
 - (c) Prepare a summary report after the public involvement meeting(s).
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
 - (e) The MUNICIPALITY shall make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for publication. The CONSULTANT shall notify all adjacent and affected property owners.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.

F. MEETINGS

- (1) Attend or hold an Operational Planning Meeting with Utilities and DNR to discuss the organization and processing of the Services under this CONTRACT.
- (2) A Final Plan Review Meeting with the MUNICIPALITY shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date.
- (3) Attend the pre-construction conference as scheduled by the DEPARTMENT.
- (4) Two (2) meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff.

G. SURVEYS

- (1) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way and property. Provide right-of-way monumentation information. All such information shall be provided in an electronic file in accordance with the MANUAL.

- (2) Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.
- (3) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the AASHTO SDMS format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform four Standard Penetration Test (SPT) soil borings to 5 feet each, in the existing roadway pavement. Pavement cores will be collected from the borings performed in the pavement area.
- (2) All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

I. ROAD PLANS

- (1) Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:
 - (a) Title Sheet
 - (b) Typical Cross Sections and General Notes
 - (c) Special Details including curb ramp details
 - (d) List of Standard Detail Drawings
 - (e) Engineering Estimate
 - (f) Miscellaneous Quantities
 - (g) Plan and Profile Sheets
 - (h) Computer Earthwork and Mass Diagrams
 - (i) Cross Sections
 - (j) Traffic Control Plan
 - (k) Project Overview Map
 - (l) Marking and Signing Plans
 - (m) Erosion Control Plan

J. PLATS

- (1) Prepare Right-of-Way Plat in accordance with the MANUAL.
- (2) The MUNICIPALITY shall provide to the CONSULTANT title commitments when the preliminary Right-of-Way Plat is submitted to the DEPARTMENT. The CONSULTANT will review all title commitments, update name changes, utility easements and other documents of record and update the Right-of-Way Plat when the Final Right-of-Way Plat is delivered to the DEPARTMENT. Title searches will be paid for as a direct expense to the project.
- (3) A right of way description shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. The CONSULTANT shall submit the legal descriptions on a hard copy and on a USB memory stick or an electronic e-mail file to the MUNICIPALITY.
- (4) The CONSULTANT shall prepare the descriptions in line-item format using IBM compatible Microsoft Word software and provide an electronic copy to the DEPARTMENT and MUNICIPALITY.
- (5) Field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.
- (6) Monument the new and existing right of way boundaries in accordance with the procedures outlined in the MANUAL.
- (7) Prepare an Acquisition Stage Relocation Plan in accordance with the procedures as set forth in the MANUAL.
- (8) Provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points. A USB memory stick or electronic e-mail file with point numbers in SDMS format, in ground coordinates, is to be provided to the MUNICIPALITY.
- (9) Be responsible for all changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract.
- (10) Submit the Right-of-Way Plat electronically in accordance with the MANUAL to be reproduced by the MUNICIPALITY for each relocation order or when requested by the MUNICIPALITY.

K. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. As-built record drawings as available.
2. Traffic Counts.

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to
 - (a) Drilling, geotechnical testing and analysis to CGC, Inc.
 - (b) Wetland investigation and delineation to NES Ecological Services.
- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates if CONSULTANT has received the Notice to Proceed by October 15, 2024.

Report Title	Date
Initial Project Review	10/22/2024
Pavement Design Report	11/15/2024
Preliminary Road Plan	11/30/2024
Slope Intercepts & Preliminary Plat	12/15/2024
Environmental Document	12/31/2025
Design Study Report	1/15/2025
Right-Of-Way Plat	2/15/2025
Right-Of-Way Descriptions	2/15/2025
Acquisition Stage Relocation Plan	3/1/2025
Final Road Plans	4/1/2025
Final P.S. & E.	5/25/2025