



Plan Commission Meeting Agenda

Thursday, January 09, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call Meeting to Order

Roll Call

Notice of Open Meeting

Approval of Agenda

Approval of Minutes

1. Approval of Minutes from Previous Meeting(s)

New Business

2. Public Hearing - Conditional Use Permit regarding Zion Lutheran School Expansion

3. Discussion and possible action regarding Zion Lutheran Conditional Use Permit

4. Discussion and possible action regarding Zoning and Subdivision Code Request for Proposals

Adjourn

CITY OF COLUMBUS, WI
PLAN COMMISSION MINUTES – NOVEMBER 14, 2024

Members Present: Bright, Albright, Monday, Meyers, Hajewski. Finkler

Monday calls to order at 6:30 pm

Roll Call. Quorum is present.

Meeting was properly noticed.

Approval of Agenda – Finkler moves to approve the agenda, second by Meyers. Motion carried.

Minutes – Motion by Hajewski, second by Bright. Motion carried.

Public Hearing – Storm Water Ordinance amendment. The hearing was opened. No comments received and no one signed up to speak. Hearing closed.

Storm Water Ordinance Amendment – City Engineer provided a summary of the changes to the ordinance.

Motion by Finkler to recommend approval of repeal and repealing sections 114-158 through 114-169 and moving to Chapter 48, second by Meyers. Motion carried.

Cardinal Heights Final Plat – The submitted final plat is very similar to the preliminary plat. Lot 18 is not within the 50 ft DOT set back. DOT is evaluating whether a storm water pond can be located in the DOT 50 foot setback through a special exception. The decision has yet to be made by DOT. Motion by Hajewski, second by Finkler to approve the Cardinal Heights Plat with conditions including addressing the items in the review letter. Motion carried.

Future Agenda Items. Annexation of City land, CUP application, RFP for zoning code.

Meeting Adjourned.

**NOTICE OF PUBLIC HEARING
PLAN COMMISSION
CITY OF COLUMBUS, WISCONSIN**

Public notice is hereby given that the City of Columbus Plan Commission will hold a Public Hearing on Thursday, January 9th at 6:30 pm at Columbus City Hall, located at 105 N Dickason Blvd., Columbus, Wisconsin.

The Public Hearing will be to consider the Conditional Use Permit for the expansion of Zion Luther School at 812 Western Avenue, Columbus, Wisconsin.

A copy of the application and other information can be obtained by contacting Mike Kornmann, Director of Community and Economic Development at (920) 350-5894 or mkornmann@columbuswi.gov.

Susan L. Caine, City Clerk



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: January 2, 2024

Item Title: Zion Lutheran Conditional Use Permit

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

Detailed Description of Subject Matter: The application discusses the expansion of the school in phase one and the addition of a gymnasium in phase two. The access through the site to Fuller Street is removed creating the need for a fire hydrant in the center of the site. Parking stalls meet the code as required and so a parking reduction request is not necessary. The City Engineer has included a review in the attached letter.

One phone call and one email was received regarding the proposed CUP. Both requests were inquiring about more information. One of the adjacent property owners had a concern because the Storm water pond on the site currently flows north near the north side of the property.

Staff suggests approval with conditions.

List all Supporting Documentation Attached:

- City Engineer Review letter
- CUP application

Action Requested of Council: Approve CUP with suggested conditions below:

1. Grantee obtain staff approval of a site plan that meets code requirements and the conditions in the Conditional Use Permit.
2. Grantee follow all municipal ordinances
3. If any changes are made to the site, obtain an amended Conditional Use Permit
4. Provide a fire hydrant in the center of the site and other requirements provided by the Fire Chief
5. Screen refuse from public view
6. Obtain building, sign, and other permits as required by ordinance.
7. The Conditional Use Permit is in effect as long as all conditions in the permit are met.

812 Western Avenue, Columbus, Wisconsin 53925

Owner Representatives: Chad Grambsch, Matt Huber, Matt Yaroach, and Michael Uttech (920.623.5180)

Dear City of Columbus,

The main purpose of the proposed, phase one, 19,005 square feet, addition at Zion Lutheran School is to provide three classrooms, a gymnasium, and a multi-purpose space. A reconfigured parking lot with additional parking spaces, a new vestibule, and an entry lobby will serve as the addition's primary entrance. This addition will have little to no impact on adjacent properties and is sympathetic to the use, layout, and aesthetics of the existing facilities.

The proposed addition will promote economic growth for the existing church while also further encouraging the inclusion of local youth groups. The structure will promote education, cultural activity, and foster multi-generational social gatherings. This will allow Zion Lutheran School to expand its capacity to provide high quality educational and recreational opportunities. This plan aligns with the intended use and provides additional community amenities.

The calculations indicating the total site size, building floor area, number of parking spaces, amount of impervious surface, and amount of non-impervious green space is as follows:

- Total Site Size: 335,584.8 Sq. Ft. (7.70 AC.)
- Building Floor Area: 54,165 Sq. Ft.
- Number of Parking Spaces: 98
- Amount of Impervious Surface: 124,133 Sq. Ft.
- Amount of pervious green space: 211,451.8 Sq. Ft.

Existing site lighting will remain in place and will be utilized for the reconfigured parking layout. Additional site lighting can be provided if necessary.

The new building addition will operate within the same hours as the adjacent existing buildings: Monday through Friday 7:30am-4pm with occasional weekend use. The number of employees and number of shifts will also remain the same. Currently, there are 12-15 full-time staff. The existing exterior marquee signage is to remain, and no new signage is planned as part of the new construction scope.

The anticipated nontaxable value / construction cost for the proposed addition is approximately 3.5 million dollars.

Sincerely,

The Design Team



City of Columbus
105 N Dickason Blvd, Columbus, WI 53925
Phone: (920) 623-5900
Website: www.cityofcolumbuswi.com

ZONING PERMIT APPLICATION

Fees: \$25.00 plus reimbursement of the City for legal, engineering, drainage or other consultants needed to review any land development proposal.

Proposed Activity - Please select the activity below that applies to your project.

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change of Primary Use |
| <input type="checkbox"/> Building Addition or Expansion | <input type="checkbox"/> Reactivation of Primary Use |
| <input type="checkbox"/> Addition of Primary Use | <input checked="" type="checkbox"/> Other: <u>Conditional Use Permit</u> |
| <input type="checkbox"/> Parking Lot Expansion or Site Alterations | |

Property Information

Property Address: 812 Western Avenue Parcel Number: 1504.01

Zoning District: Institutional Does the Project need a Building Permit? ☒ Yes ☐ No

Is the Property in the Floodplain? ☐ Yes ☒ No Does the Project need a Driveway Permit? ☒ Yes ☐ No

Is the property or building in a historic district or similar designation? ☐ Yes ☒ No

Proposed Primary Use of Property: Church & School

Is the property within 300 feet of a waterway? ☐ Yes ☒ No

Applicant Information

Applicant Name/Authorized Agent: Jeffrey Kachon

Applicant Phone: (920) 210-2388

Name of Business: ZION LUTHERAN E-mail: office@zioncrusaders.com

Property Owner Name (if other than applicant): Zion Lutheran Church + School

Property Owner Signature: Jeffrey Kachon (president)

I understand that I must comply with all applicable Building and Zoning Codes and obtain any necessary permits from the Columbus Building Inspector and Zoning Administrator; that I must comply with plans and information submitted with this application; and that falsifying information may result in my Permit being revoked. I grant City staff access to the property to inspect the project/property. I agree to pay all fees related to the review of the development proposal according to City Ordinances.

Signature of Applicant: Jeffrey Kachon Date: 20 November 2024

SUBMITTAL REQUIREMENTS FOR ZONING PERMIT APPLICATIONS

New Construction/Building Addition (Includes new commercial buildings and additions, new residential construction and additions, and permanent accessory structures.

- Completed Zoning Permit Application
- Site Plan
- Plan of Operation (for Commercial buildings only)

Parking Expansion or Site Alteration

- Completed Zoning Permit Application
- Site Plan

Addition, Use Change or Reactivation of Prior Use

- Completed Zoning Permit Application
- Site Plan
- Submit a Plan of Operation in accordance with 114-50, the plan of operation includes:
 - 1) The name and address of the applicant.
 - 2) A description of the business, commercial, industrial or other activities that will occur on the property.
 - 3) The name and address of the on-site manager of the business or entity.
 - 4) The proposed hours during which activities will occur on the property.
 - 5) The number of full-time and part-time employees that will be employed on the property, which may be expressed as a range of full-time and part-time employees.

Other

- Completed Zoning Permit Application
- Site Plan
- Submit a Plan of Operation



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ZONING PERMIT APPROVAL/DENIAL

OFFICE USE ONLY:

Property Address/Parcel #:

Project Description:

Approved/Denied:

Zoning Permit Number:

Permit Conditions/Notes:

Zoning Administrator Signature and Date: _____



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Plan of Operation Application

Plan of operation required per 114-50 - No person or entity may use any property for any purpose, without an approved plan of operation issued pursuant to this section. No activity or enterprise may be engaged in or carried on upon any property, except as provided in an approved plan of operation issued pursuant to this section.

Applicant Name: Chad Grambsch

Business Name: ZION LUTHERAN

Business Address: 812 Western Ave

Applicant Phone Number: 812 Western Ave, Columbus, WI 53925

Applicant E-Mail Address: principal@zioncrusaders.com

Onsite Manager: Chad Grambsch

Description of Business Activities that will occur on the premises: The main purpose of the proposed phase one addition, and Zion Campus, is to provide the local area with high quality education, cultural activity, foster multi-generational social gatherings, worship services, and recreational opportunities.

The planned addition will house three classrooms, a gymnasium, and a multi-purpose space; allowing Zion Lutheran School to expand its capacity and better serve the community.

Proposed Business Hours: 7:30 am - 4:00 pm

Full time employees at this location: 12 Part time employees at this location: 3

What is the highest number of employees that would be working at one time (more than 1 hour straight, do not include shift changes)? 15

If the plan of operation is for a multi-tenant building, the application shall include a floor plan for the building, which shows the area they operate their business.

Signature of Applicant: Chad Grambsch Date: 11/15/2024

Additional Information under section 114-50



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Temporary plan of operation

A temporary plan of operation is required for seasonal business operations, special events, vendor stalls, and other seasonal or short term nonresidential activities such as holiday tree sales and fruit and vegetable stands. The duration of a temporary plan of operation permit shall be established by the city council.

Exceptions

Approval of a plan of operation is not required for residential uses, city facilities and operations, or public school buildings and operations.

New plan of operation required for changed operations

A new or amended plan of operation is required where:

- (1) The person or entity that owns or leases the property or operates the business on the property changes.
- (2) The number of employees working on the property increases beyond the maximum number specified in the existing plan of operation.
- (3) The hours of operation are changed.
- (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities described in the existing plan of operation.

Existing uses

The lawful use of structures or land existing as of the date of adoption of the ordinance from which this section is derived may be continued without an approved plan of operation. For such uses, a plan of operation shall be required where:

- (1) The person or entity that owns or leases the property or operates the business on the property changes.
- (2) The number of employees working on the property increases beyond the number of employees as of the date of adoption of the ordinance from which this section is derived.
- (3) The hours of operation are changed from the hours of operation that existed as of the date of adoption of the ordinance from which this section is derived.
- (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities that occurred on the property as of the date of adoption of the ordinance from which this section is derived.

Any person who violates the terms of this section 114-50 shall be subject to the penalties set forth in section 1-20 of the Columbus Municipal Code for any violation of this section, provided that the minimum forfeiture for a conviction for a violation of this section shall be \$200.00 plus costs.



OVERALL EXISTING SITE PLAN

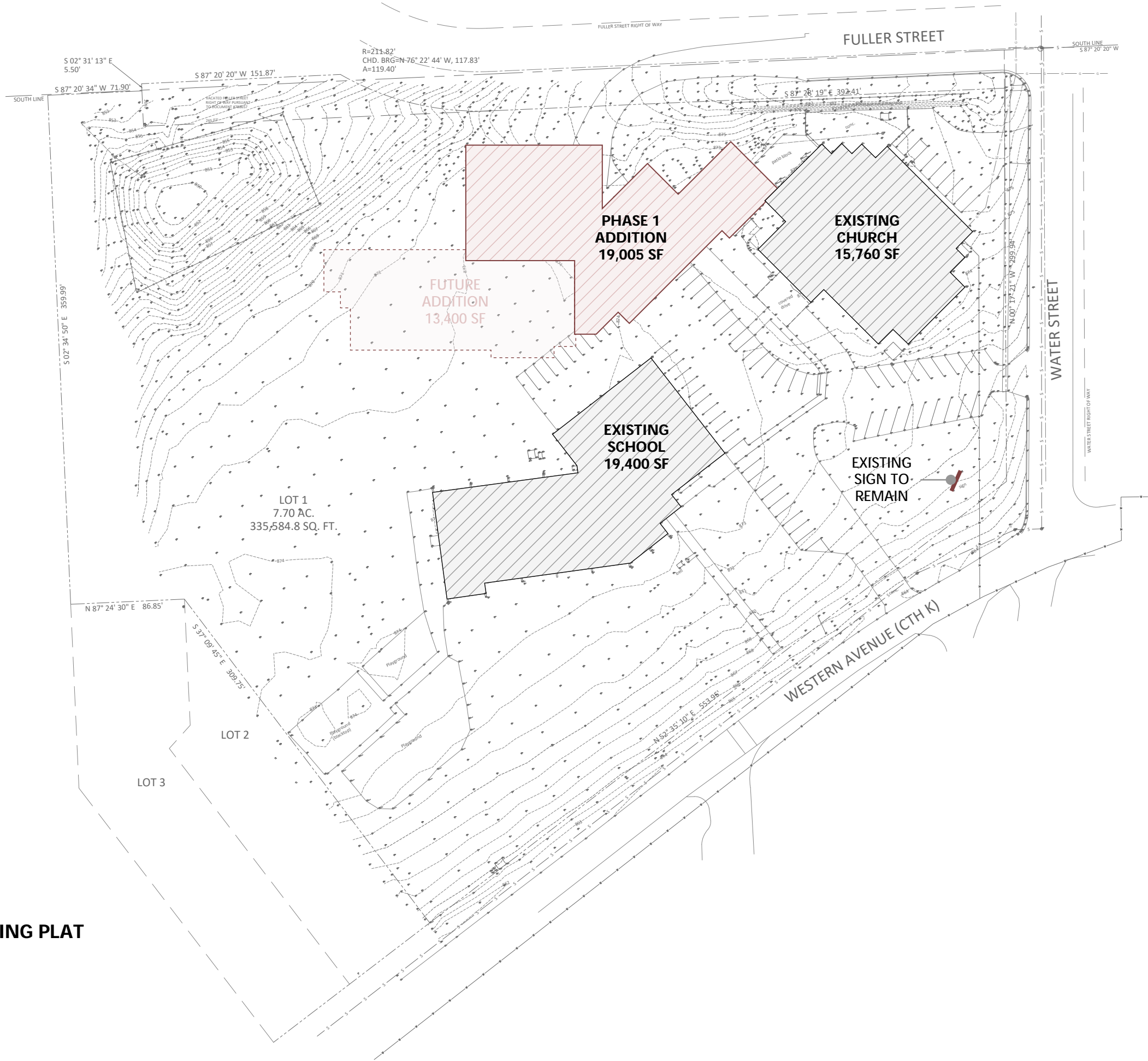
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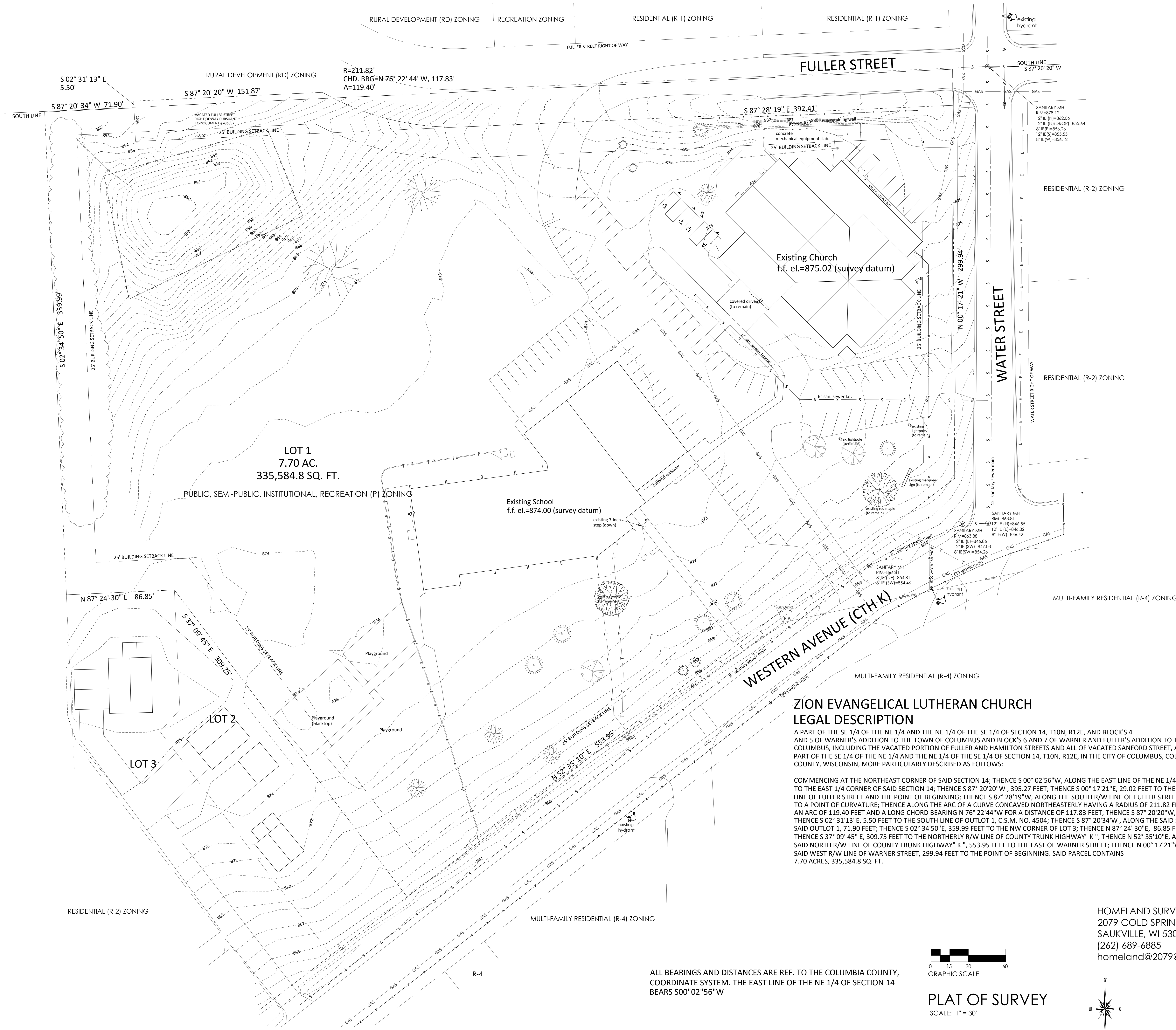
7.7 ACRES





ADDITION FOOTPRINT ON EXISTING PLAT
1" = 80'

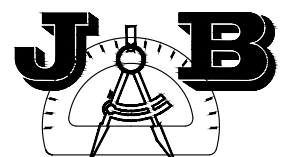




**GROTH
DESIGN
GROUP**

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012

PH. (262) 377-8001
FX. (262) 377-8003



J&B
SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 1307
WOODRUFF, WISCONSIN 54588
(720) 307-8977
jandbdesign@gmail.com

PROJECT

**ZION LUTHERAN
SCHOOL
EXPANSION**

**812 Western
Avenue
Columbus, WI
53925**

ISSUE

NO. REV. DATE DESCRIPTION

**PROGRESS
DOCUMENTS**

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

09.12.2024

Project No.

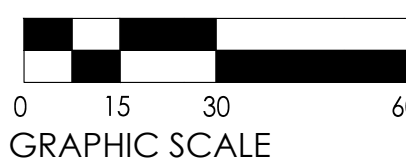
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SHEET TITLE

PLAT OF SURVEY

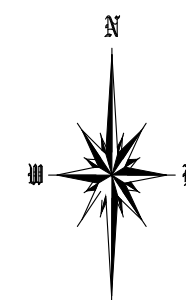
SHEET INDEX

HOMELAND SURVEYING, LLC
2079 COLD SPRINGS ROAD
SAUKVILLE, WI 53080
(262) 689-6885
homeland@2079@gmail.com

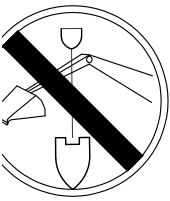


PLAT OF SURVEY

SCALE: 1" = 30'



ALL BEARINGS AND DISTANCES ARE REF. TO THE COLUMBIA COUNTY, COORDINATE SYSTEM. THE EAST LINE OF THE NE 1/4 OF SECTION 14 BEARS S00°02'56"W

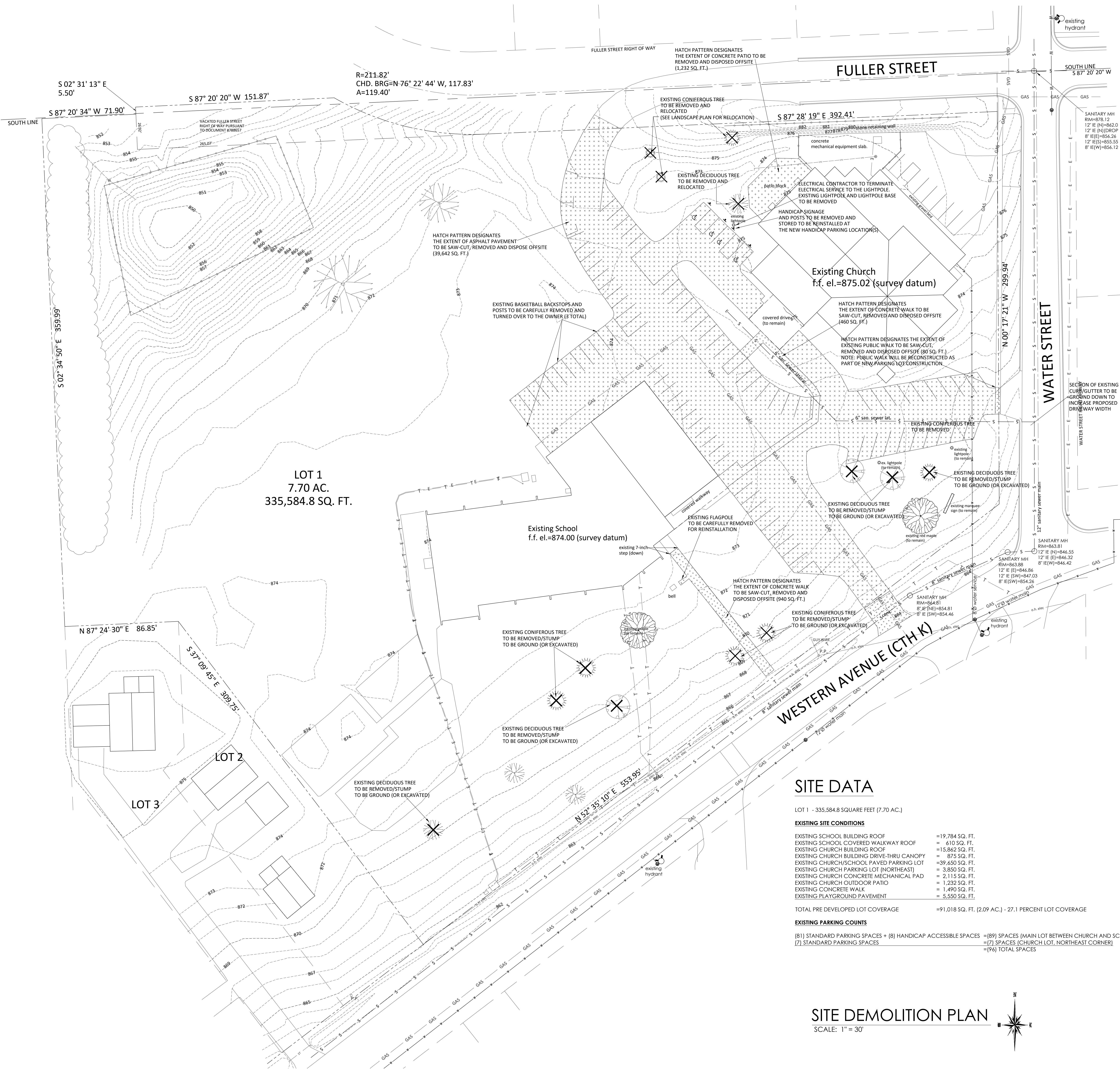


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TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE
BEFORE YOU EXCAVATE.

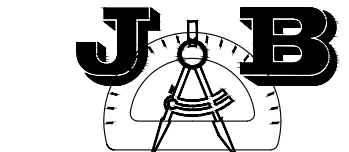
NOTE:

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Revisions per City of Muskego review letter
dated September 26, 2024

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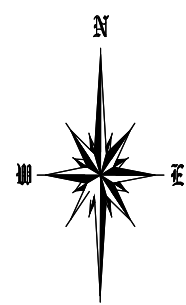
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SHEET TITLE

SITE DEMOLITION PLAN

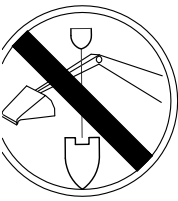
SITE DEMOLITION PLAN

SCALE: 1" = 30'



C2.1

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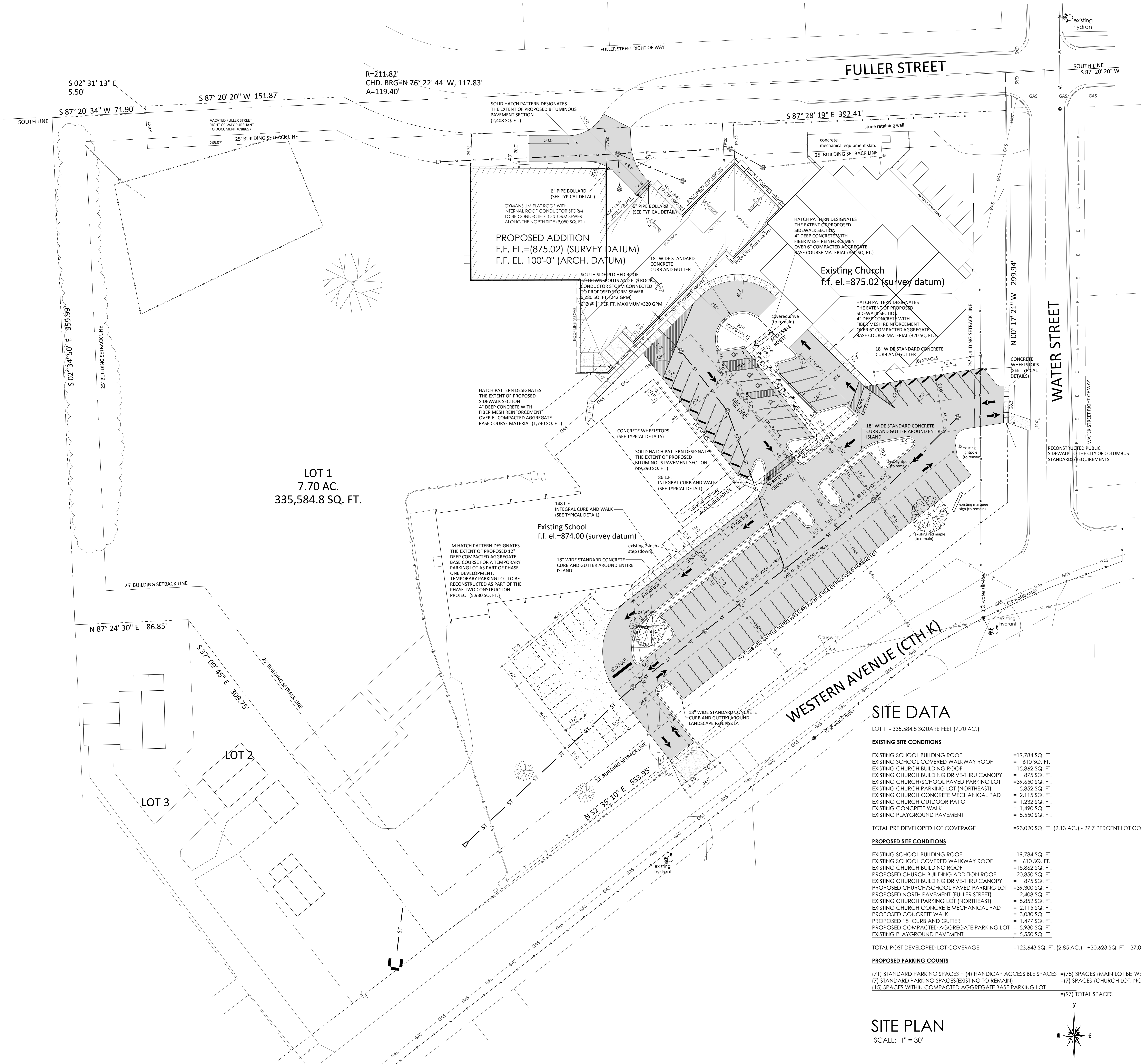


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SITE DATA

LOT 1 - 335,584.8 SQUARE FEET (7.70 AC.)

EXISTING SITE CONDITIONS

EXISTING SCHOOL BUILDING ROOF	=19,784 SQ. FT.
EXISTING SCHOOL COVERED WALKWAY ROOF	= 610 SQ. FT.
EXISTING CHURCH BUILDING ROOF	=15,862 SQ. FT.
EXISTING CHURCH BUILDING DRIVE-THRU CANOPY	= 875 SQ. FT.
EXISTING CHURCH/SCHOOL PAVED PARKING LOT	=39,450 SQ. FT.
EXISTING CHURCH PARKING LOT (NORTHEAST)	= 5,852 SQ. FT.
EXISTING CHURCH CONCRETE MECHANICAL PAD	= 2,115 SQ. FT.
EXISTING CHURCH OUTDOOR PATIO	= 1,232 SQ. FT.
EXISTING CONCRETE WALK	= 1,490 SQ. FT.
EXISTING PLAYGROUND PAVEMENT	= 5,550 SQ. FT.

TOTAL PRE DEVELOPED LOT COVERAGE =93,020 SQ. FT. (2.13 AC.) - 27.7 PERCENT LOT COVERAGE

PROPOSED SITE CONDITIONS

EXISTING SCHOOL BUILDING ROOF	=19,784 SQ. FT.
EXISTING SCHOOL COVERED WALKWAY ROOF	= 610 SQ. FT.
EXISTING CHURCH BUILDING ROOF	=15,862 SQ. FT.
PROPOSED CHURCH BUILDING ADDITION ROOF	=20,850 SQ. FT.
EXISTING CHURCH BUILDING DRIVE-THRU CANOPY	= 875 SQ. FT.
PROPOSED CHURCH/SCHOOL PAVED PARKING LOT	=39,300 SQ. FT.
PROPOSED NORTH PAVEMENT (FULLER STREET)	= 2,408 SQ. FT.
EXISTING CHURCH PARKING LOT (NORTHEAST)	= 5,852 SQ. FT.
EXISTING CHURCH CONCRETE MECHANICAL PAD	= 2,115 SQ. FT.
PROPOSED CONCRETE WALK	= 3,030 SQ. FT.
PROPOSED 18" CURB AND GUTTER	= 1,477 SQ. FT.
PROPOSED COMPACTED AGGREGATE PARKING LOT	= 5,930 SQ. FT.
EXISTING PLAYGROUND PAVEMENT	= 5,550 SQ. FT.

TOTAL POST DEVELOPED LOT COVERAGE =123,643 SQ. FT. (2.85 AC.) - +30.623 SQ. FT. - 37.0 PERCENT LOT COVERAGE

PROPOSED PARKING COUNTS

(71) STANDARD PARKING SPACES + (4) HANDICAP ACCESSIBLE SPACES	= (75) SPACES (MAIN LOT BETWEEN CHURCH AND SCHOOL)
(7) STANDARD PARKING SPACES (EXISTING TO REMAIN)	= (7) SPACES (CHURCH LOT, NORTHEAST CORNER)
(15) SPACES WITHIN COMPACTED AGGREGATE BASE PARKING LOT	= (97) TOTAL SPACES

SITE PLAN

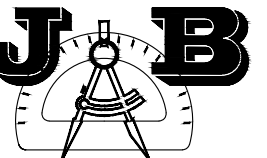
SCALE: 1" = 30'



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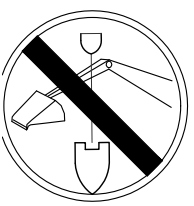
SHEET TITLE

SITE PLAN

C2.2

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BID DRAWINGS

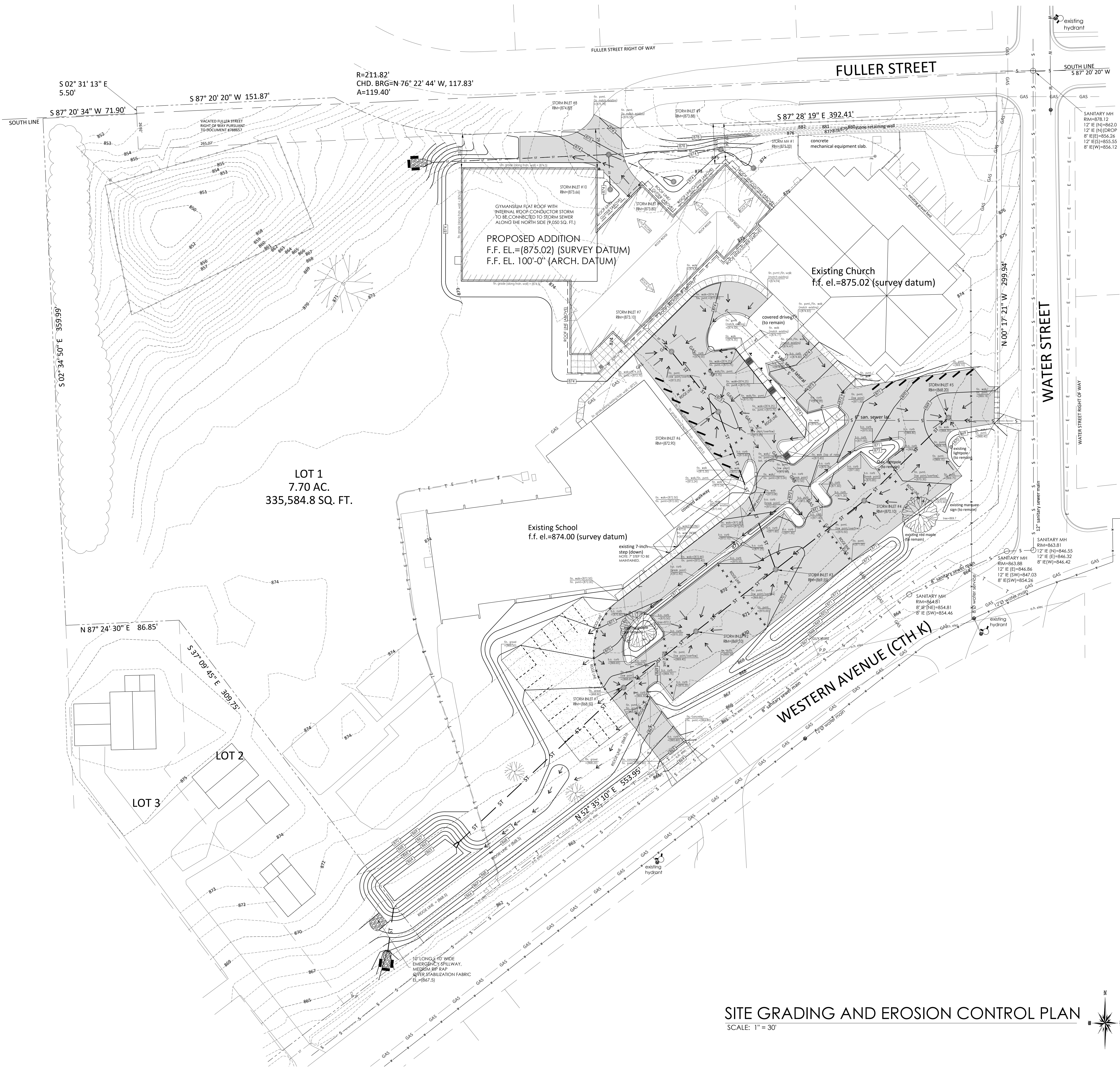


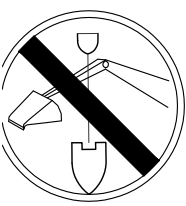
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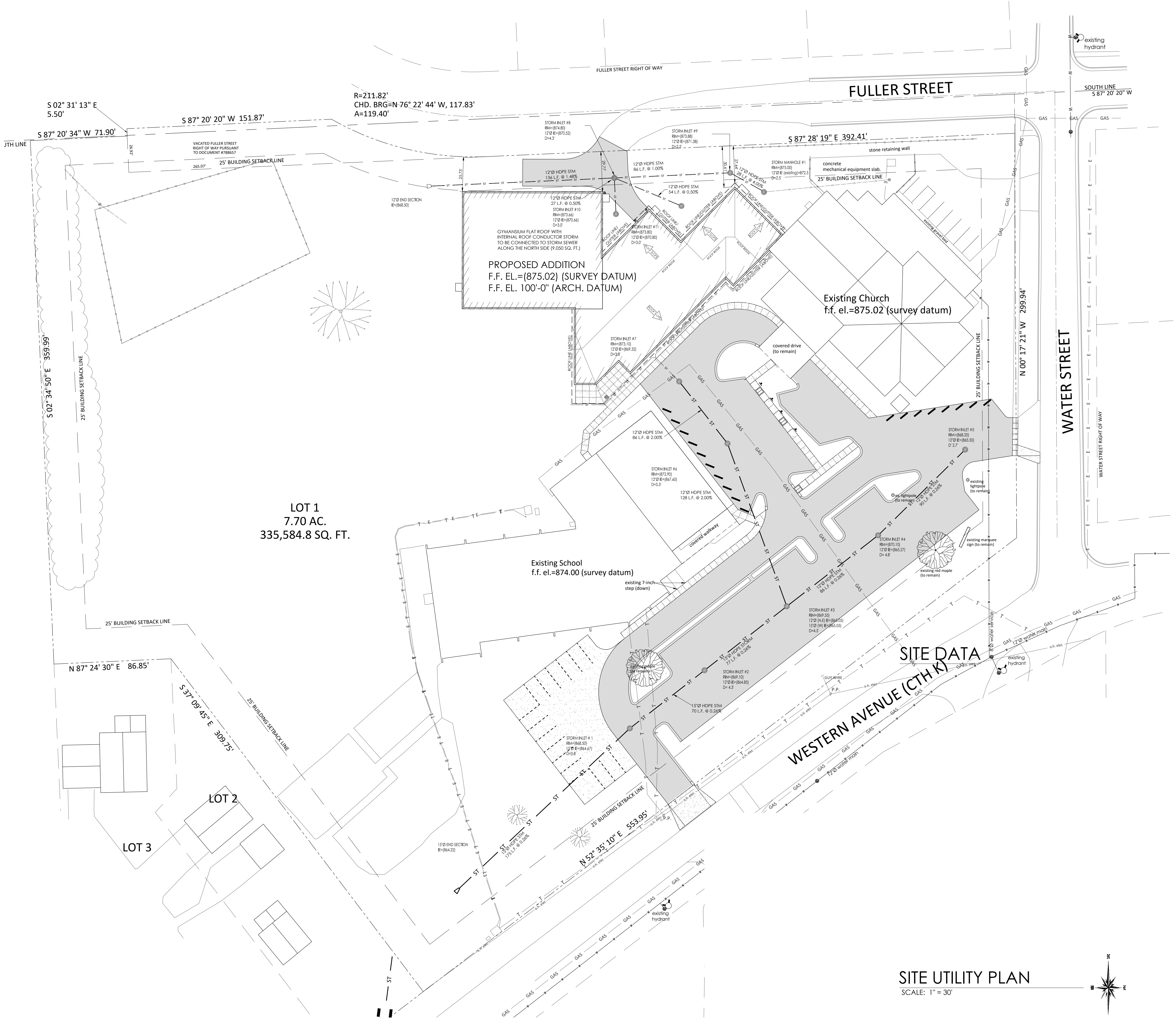


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SITE DATA

WESTERN AVENUE (CTH K)

25' BUILDING SETBACK LINE

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25' BUILDING SETBACK LINE

25' BUILDING SETBACK LINE

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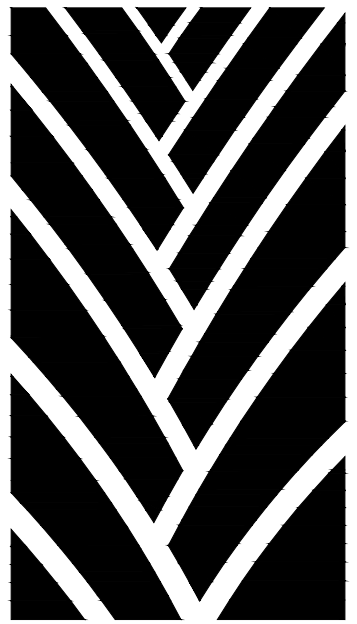
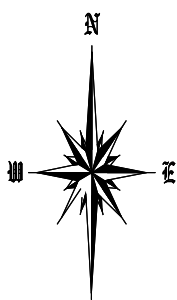
25' BUILDING SETBACK LINE

25' BUILDING SETBACK LINE

25' BUILDING SETBACK LINE

SITE UTILITY PLAN

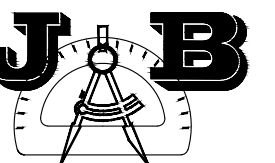
SCALE: 1" = 30'



GROTH
DESIGN
GROUP

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012

PH: (262) 377-8001
FX: (262) 377-8003



SITE DESIGN AND ENGINEERING, LLC
715 1ST AVENUE, SUITE 5
PO BOX 1007
WOODRUFF, WISCONSIN 54588
(720) 301-8777
info@designjeb.com

Revisions per City of Muskegon review letter
dated September 26, 2024

PROJECT

ZION LUTHERAN
SCHOOL
EXPANSION

812 Western
Avenue
Columbus, WI
53925

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress
and intent and may be subject to
change, including additional detail.
These are not final construction
documents and should not be used
for final bidding or construction-
related purposes.

PROJECT INFO

Date:

09.12.2024

Project No.:

23.120

SHEET TITLE

SITE UTILITY PLAN

C2.4

© Groth Design Group, Inc.

BID DRAWINGS



CALL DIGGERS' HOTLINE
1-800-242-8511

TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE
BEFORE YOU EXCAVATE.

NOTE:

THE LOCATION OF UNDERGROUND UTILITIES OR FACILITIES SHOWN
ON PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME OF
PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT.
THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITIES 72 HOURS
PRIOR TO CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL
FACILITIES AND TO PROVIDE ADEQUATE PROTECTION DURING THE COURSE OF
THE PROJECT. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REPAIR OF
ALL DAMAGED UTILITIES DURING CONSTRUCTION TO THE SATISFACTION OF
UTILITY OWNER(S).

LANDSCAPE NOTES

LANDSCAPE INSTALLATION:

- All written dimensions supersede scaled dimensions.
- The Contractor shall verify location of all underground utilities and additional information prior to commencing construction.
Verify all existing site and grading conditions prior to construction.
- All work shall be in conformance with all applicable local codes and ordinances.
- All areas disturbed by grading or site construction shall be fine graded, planted or seeded.
See notes for specified seed mixes and installation procedures.
- Contractor shall verify plant quantities shown on the Plan and provide a list to the client identifying the species and size to be used throughout the project. The Owner's representative reserves the right to reject any substandard planting material. Rejected material shall be removed from the project site immediately.
- All turf grass areas shall receive a blended topsoil mix to a depth of six (6) inches. Contractor shall provide positive drainage away from all buildings for a minimum of ten (10) feet.
- Soil preparation for perennial or groundcover planting beds shall be as follows:
 - Remove all roots, lumps, stones, sod and other extraneous materials harmful or toxic to plant growth.
 - Perennial and groundcover planting beds shall receive a twelve (12) inch mixture consisting of 8" blended topsoil, 4" Purple Cow Classic compost (Purple Cow Organics, LLC (608) 831-0349 or approved equal. Add 1/2 LB. of 5-10-5 garden fertilizer per 100 square feet and rato-till amendments into the planting bed.
 - Mix amended planting soil either prior to planting or apply on surface of planting bed and mix thoroughly before planting.
 - Grade, rake, and roll planting bed with roller weighing not less than 25 LBS. or more than 100 LBS. per lineal foot so as to leave in condition to plant.
 - Grade planting bed to a twelve (12) inch crown at center.
- All mixed planting beds with perennials, groundcover, shrubs and trees shall receive a two (2) inch to three (3) inch layer of shredded bark mulch as noted on the Plan. All tree planted singly or together shall receive a three (3) inch layer of shredded bark mulch as noted. Do not allow bark mulch to touch stems or trunks of perennials, shrubs or trees.
- Unless otherwise shown, all perennials and shrubs to be planted in a triangular arrangement, spaced according to plant recommendation.
- Plant Bed Edging - install a shovel-cut bed edge to six (6) inch depth at perimeter of bed.
- Unless otherwise noted, do not stake deciduous trees less than or equal to 2.5 inches caliper diameter at breast height and evergreen trees less than or equal to 6-feet in height.
- See the Tree Staking Detail on this Plan if tree staking is required.
- Plant species as defined are general planting types and are subject to modification/adjustment/change.

SEED MIXES:

SEEDING TURF FOR LAWN AREAS:

Sow at 5 lbs. / 1,000 sq. ft.

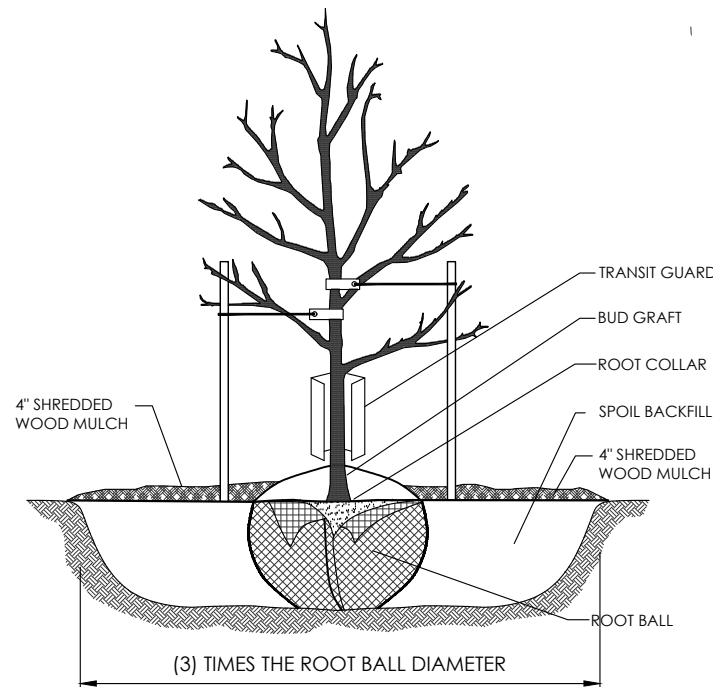
Supreme Lawn Seed Mix

Available from Reinders, Inc. (800) 785-3301, or approved equal

To be installed and maintained per supplier's specifications.

17% Mercury Kentucky Bluegrass 16% America Kentucky Bluegrass
17% SR 2100 Kentucky Bluegrass 25% Garnet Creeping Red Fescue
15% Replicator Perennial Ryegrass 10% TXR Annual Ryegrass

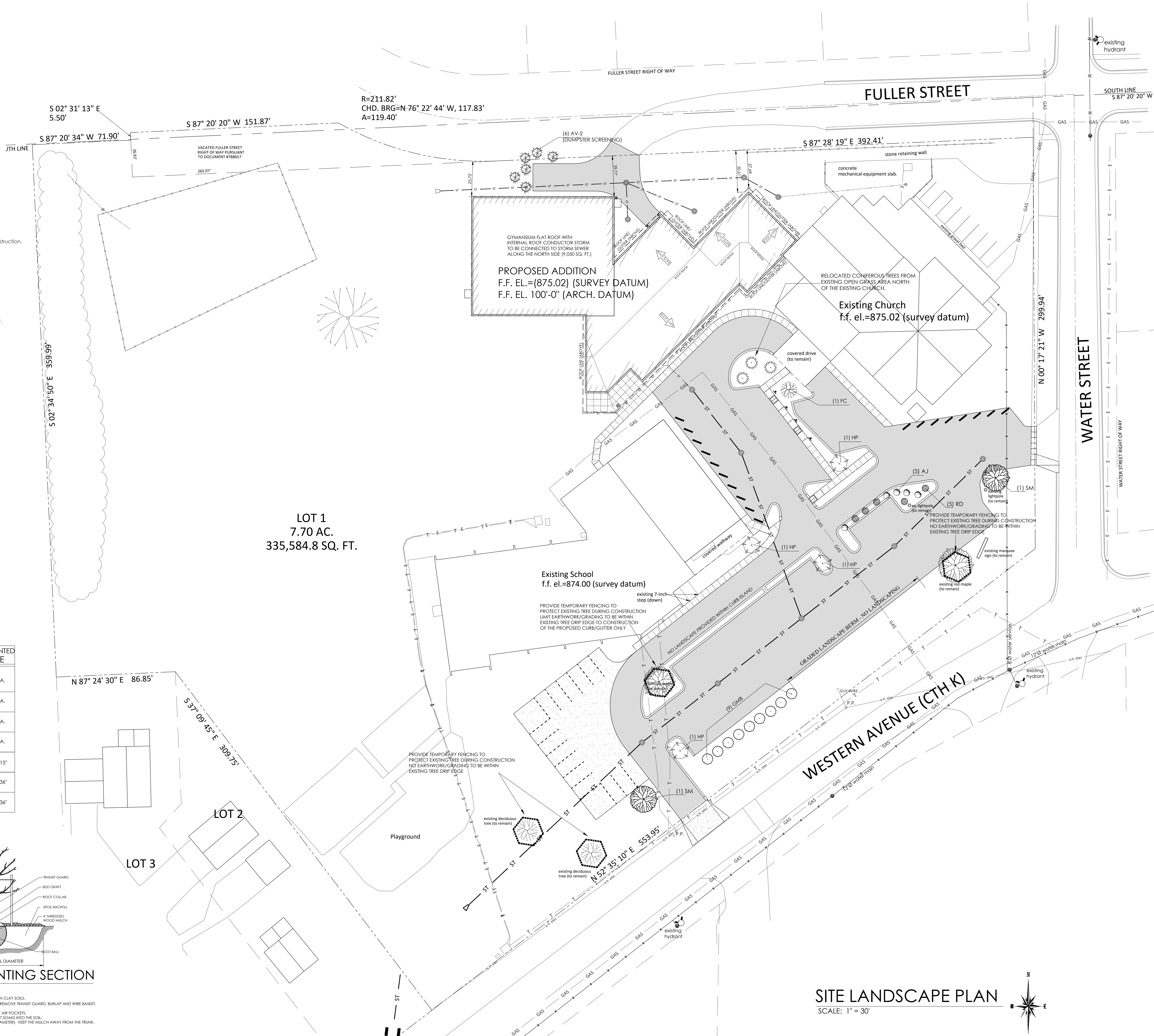
SYMBOL	MARK	QTY.	BOTANICAL NAME	COMMON NAME	PLANTED SIZE
	SM	2	ACER TRUNCATUM	NORWEGIAN SUNSET MAPLE	2" DIA.
	AV-2	6	THUJA Plicata	GREEN GIANT ARBORVITAE	2" DIA.
	FC	1	MALUS HYBRID 'PRAIRIEFIRE'	PRAIRIEFIRE FLOWERING CRABTREE	2" DIA.
	HP	4	POPULUS X CANADENSIS	HYBRID POPLAR	2" DIA.
	AJ	5	JUNIPERUS HORIZONTALIS 'PLUMOSA'	ANDORRA JUNIPER	12"-15"
	RD	5	CORNUS SERICEA	ARTIC FIRE DOGWOOD	30"-36"
	GMB	9	BUXUS SEMPERVIRENS	GREEN MOUNTAIN BOXWOOD	30"-36"



TYPICAL TREE PLANTING SECTION

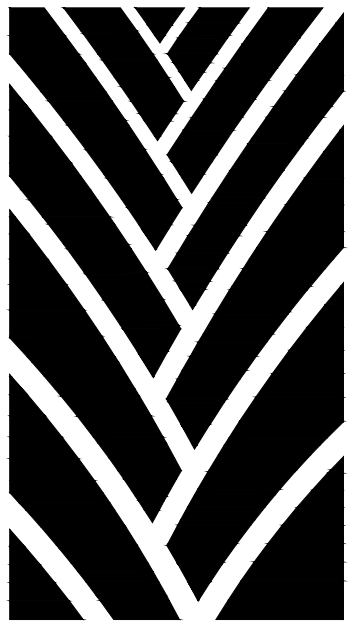
INSTALLATION SEQUENCES:

- DIG HOLE 3 TIMES BIGGER THAN ROOT BALL.
ROUGHEN THE SIDES OF THE HOLE TO PREVENT GLAZING IN CLAY SOILS.
- PLACE TREE IN HOLE. BACKFILL WITH EXISTING SOIL AND REMOVE TRANSIT GUARD, BURLAP AND WIRE BASKET.
- FINISH BACKFILLING AND STRAIGHTEN THE TREE.
- GENTLY TAMP TO HELP SETTLE THE SOIL AND REMOVE ANY AIR POCKETS.
- CREATE A WATER SAUCER TO COLLECT THE WATER UNTIL IT SOAKS INTO THE SOIL.
- PROVIDE 4\"/>



SITE LANDSCAPE PLAN

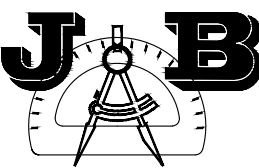
SCALE: 1" = 30'



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Batesdesign@gmail.com

Revisions per City of Muskego review letter
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PROJECT

ZION LUTHERAN
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for final bidding or construction-
related purposes.

PROJECT INFO

Date:

09.12.2024

Project No.:

23.120

SHEET TITLE

SITE LANDSCAPE PLAN

C2.5

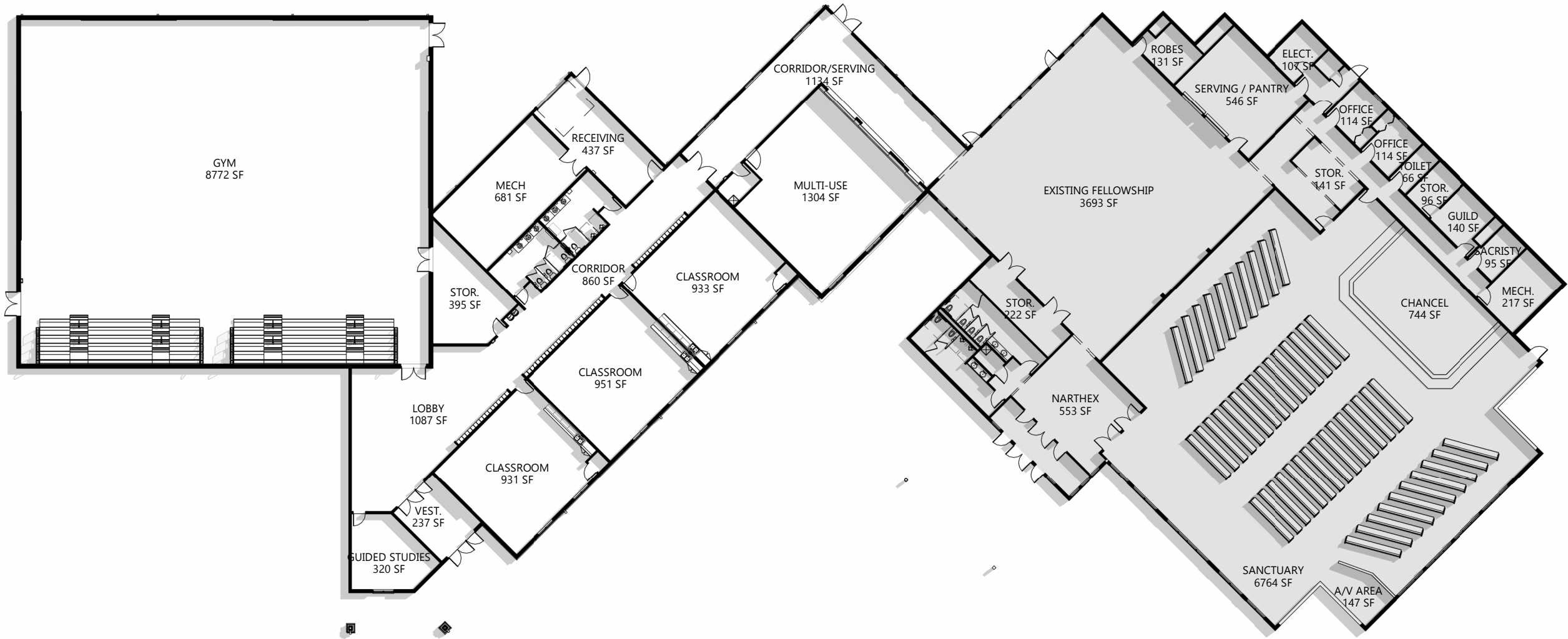
© Groth Design Group, Inc.

BID DRAWINGS



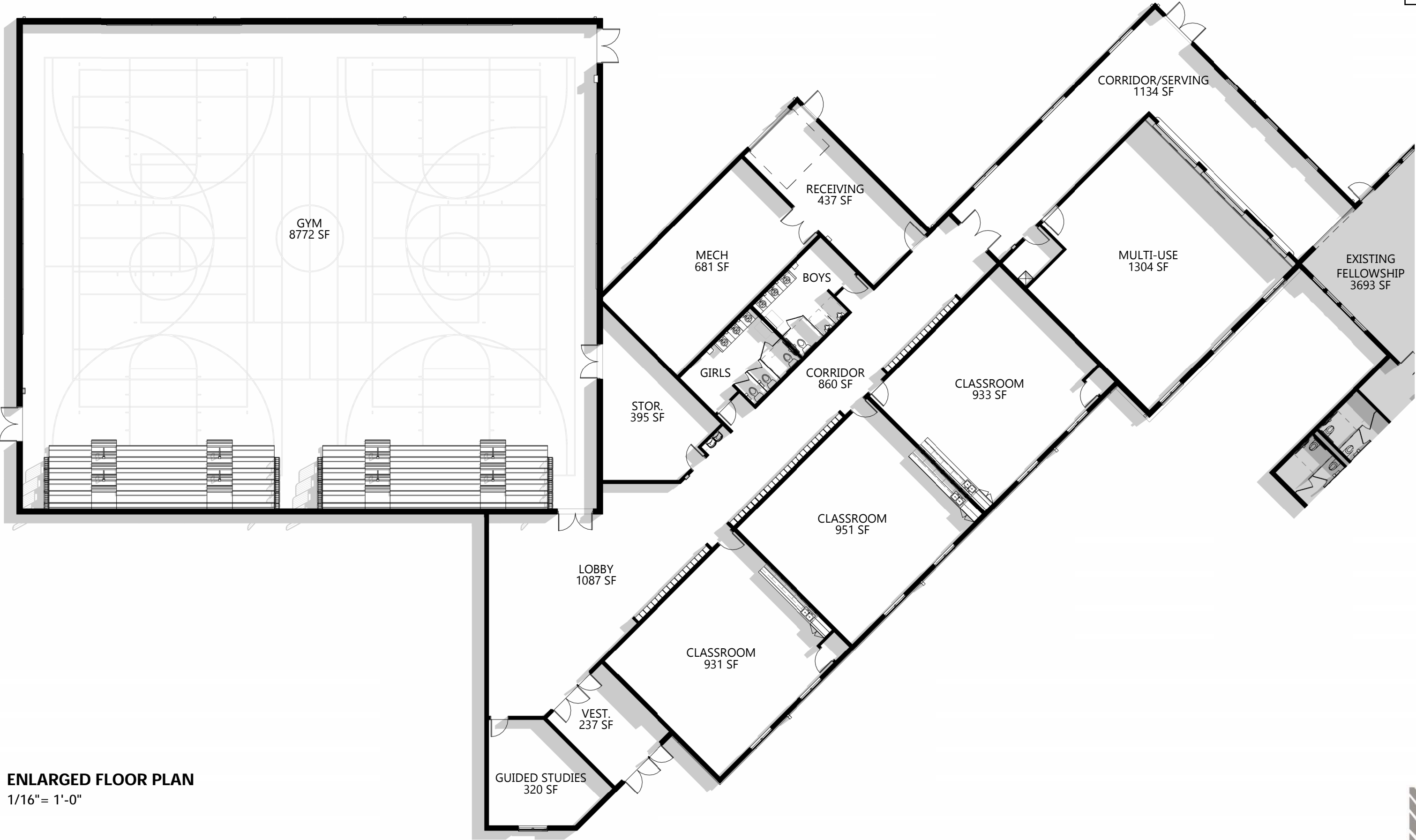
OVERALL FLOOR PLAN

1" = 30'





ENLARGED FLOOR PLAN
1/16" = 1'-0"



Item #3.

PLANS & ADDITIONAL INFO
12.06.2024

ZION LUTHERAN SCHOOL EXPANSION - COLUMBUS, WI



SOUTH ELEVATION
1/16"= 1'-0"



NORTH ELEVATION
1/16"= 1'-0"



WEST ELEVATION
1/16"= 1'-0"

- | | |
|---|---|
| 1 - SIDING | LP SMARTSIDE REDWOOD
RED 8" LAP SIDING |
| 2 - PRECAST PANEL &
STONE SILLS | PRECAST PANEL
SPECIFICATION TBD |
| 3 - STONE VENEER | BUECHEL 90% FOND DU
LAC RUSTIC 10% MILL
CREEK WITH INDIANA
SILVERBUFF SANDED SILLS |
| 4 - SOFFITS | ALUMINUM SOFFITS
TO MATCH EXISTING |
| 5 - METAL ROOF | METAL ROOF TO MATCH
EXISTING |
| ADDITIONAL FASCIA, TRIM,
GUTTER, AND
DOWNSPOUT ACCENT
COLORS | |





Aerial Phase 1
NTS



Artistic and/or computer renderings are not a contractual representation of the finished product and GROTH Design Group makes no warranties and representations that the depictions of such renderings will be replicated in the finished product. Client acknowledges and agrees that the terms of the contract, not the renderings shall control.



Phase 1 Entry
NTS



Artistic and/or computer renderings are not a contractual representation of the finished product and GROTH Design Group makes no warranties and representations that the depictions of such renderings will be replicated in the finished product. Client acknowledges and agrees that the terms of the contract, not the renderings shall control.

December 26, 2024

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

Re: Columbus – Zion Lutheran Church and School CUP

Dear Mr. Kornmann:

Ruekert & Mielke, Inc. has completed our review of the site plan for the above referenced project, with an application date of December 9, 2024. The submittal was reviewed in accordance with Columbus Ordinance 114, Division 3 - Conditional Use, Chapter 47 - Erosion Control and Chapter 48 - Storm Water Management. This review does not constitute a recommendation for future phases. Future phases for development on this lot shall require additional review and approval. This review may not include all City requirements for this submittal. We offer the following comments, clarifications, or concerns:

General:

1. The Fire Department will need to comment since site circulation has been cut off from Fuller Street to Western Ave. Trucks need to be able to turn around on Fuller Street. Hydrant placement requirements for new construction. Confirm building addition sprinkler requirements and any building connection locations.
2. Confirm all trees on site that will be impacted are shown on the plan, it appears trees in the location of the storm water facility are not shown on the plan.
3. Provide a site lighting plan to show existing and proposed lighting, submit lighting photometric plan showing lighting levels at property line and lighting fixture sheets.
4. Erosion Control Plan is missing, provide plan and calculations in accordance with chapter 47.
5. All permits will be required for erosion control, storm water, driveway, and work in the right-of-way required for construction.

Sheet C2.1

1. No grinding of curbs allowed in City right-of-way on Warner Street, remove and replace in accordance with City standards.
2. Show trees removed for storm water pond and driveway on site plan.

Sheet C2.2

1. Confirm parking is compliant with ordinance requirements with zoning administrator, if a lower number of stalls are shown than required, a reduction must be requested per the ordinance.
2. The driveway on Warner Street needs to be compliant with City driveway standards for width and tapers.
3. Incorrect spelling for Warner Street for street label.
4. Add culvert under driveway onto Western Avenue.
5. Relocate speed limit sign due to conflict with driveway on Western Avenue.
6. Fuller Street extension requirements needed for dead end created by new building.

Mr. Mike Kornmann
City of Columbus
December 26, 2024
Page 2

7. Sidewalk extension on Warner Street required from existing to Western Avenue.

Sheet C2.3

1. Provide storm water management plan and agreement for new site improvements in accordance with chapter 48. Consider designing site to accommodate the future expansion with new stormwater facility.

Sheet C2.4

1. Show sanitary sewer lateral and connection for new facility to sanitary sewer main.
2. Show water service and connection for new facility to water main.

Sheet C2.5

1. No landscaping allowed in Fuller Street right-of-way, consider dumpster enclosure to match architecture for dumpster screening or an opaque fence.
2. Provide grasses for screening on berm along Western Avenue.
3. Add tree to eastern island in parking lot.
4. Show areas of seeding limits and label on plan
5. Provide information on trees removed to determine replacement requirements.

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: 2024.12.26
10:57:55 -06'00'

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

JPL:sjs

cc: Matt Amundson, City of Columbus
Paul Johnson, Boardman & Clark



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: January 9, 2024

Item Title: Zoning and Subdivision Code 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. Consultant selection will be based on a Plan Commission recommendation to the City Council. Proposed selection team members include the City Administrator, Mayor, Director of Community and Economic Development, Communications and Economic Development Coordinator, and one plan commissioner to be determined. The team will evaluate and bring forward finalists for Plan Commission recommendation.

List all Supporting Documentation Attached:

- Request for Proposal document.

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