Plan Commission Meeting Minutes

Thursday, July 09, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call Meeting to Order

The meeting was called to order at 6:30pm by Monday.

Roll Call

A quorum of commissioners that were present included Anfinson, Stapelmann, Hajewski, Monday, Meyers, and Albright. Staff liaisons Kornmann and Bennett along with Gary Tucker and Brian Arcand were also present.

Notice of Open Meeting

The meeting was noted to have been posted according to law.

Approval of Agenda

Anfinson motioned to approve the meeting agenda as presented; Hajewski seconded. There was no discussion and the motion was carried by unanimous vote.

Approval of Minutes

1. Approve minutes

   Hajewski motioned to approve the meeting minutes as presented from June 11, 2026; seconded by Anfinson. There was no discussion and the motion was carried by unanimous vote.

Regular Business

2. Public comments (limit 3 minutes per person)

   There were no members of the public in attendance and there was no correspondence available for public comment of items not included in the agenda.

3. Consider and take action regarding certified survey map for parcel 1114.1 – located on Tower Drive – Lamps Landing LLC

   Kornmann presented a summary of the Tower Drive housing project. The certified survey map (CSM) is intended to split the lot into three parcels with one proposed lot to include the apartment building, another to include a condo plat of four twin-homes (8 residences), and the third lot includes 1.23 acres dedicated back to the City for park land. All of the proposals are included in the R-4 zoning. The CSM includes water and sanitary easements through the property.

   There was discussion about how the plans would be reviewed. Brian Arcand, Civil Engineer from Snyder & Associates, Inc. noted that a site plan has been submitted for lot 2, but work is being done for the site plan for the apartment building. Kornmann noted that the lot 2 condo plat would be reviewed by the Plan Commission in August and the apartment plat would be staff reviewed.

   Additional discussion involved clarification of the easement, additional fire review items, stormwater, and terminology. It was noted that stormwater permits are approved by staff.

Hajewski motioned to recommend to Council the approval of the CSM with the condition that the items in the review letter be addressed; Stapelmann seconded the motion. There was no additional discussion. The motion was carried by unanimous vote.

4. Consider and take action regarding a request for a waiver to the driveway ordinance for a second driveway – 353 W. School Street/Gary Tucker

   Kornmann presented an update to the driveway ordinance from 2025 that allows for the application of a waiver to allow a property to be exempted from only having one driveway. If the Plan Commission allows the waiver, all applicable design, materials, etc. would be subject to the existing driveway permitting code. The second driveway proposed establishes re-use of the original driveway on the property.

   Gary Tucker presented photos of the property prior to remodeling and the installation of the current driveway. Tucker cited the need for additional parking due to winter parking restrictions and having three vehicles on premises. Tucker plans to widen the current driveway to comfortably park two vehicles and the proposed second driveway would be used to park the third vehicle. It was noted that the proposed driveway would replace the old curb cut with updated standards and meet all the driveway requirements in the current code.

   There was discussion about having a deadline for the project. Tucker affirmed that he planned to have both concrete projects done at the same time and estimated that the second driveway would be completed by the end of summer 2026.

   Motion by Anfinson to approve the waiver to the driveway ordinance to allow for a second driveway at 353 W. School Street, with the driveway to be completed no later than July 9, 2027; seconded by Stapelmann. There was no additional discussion. The motion was carried by unanimous vote.

5. Consider and discuss the draft zoning map and related mapping issues

   Kornmann presented the draft zoning map that aligns with the new proposed zoning terms. Kornmann highlighted the proposed zoning categories and proposed up-zoning and down-zoning. The new proposed zoning map continues existing conditional uses, while reducing them in the future.

   Discussion of how current farmland will be designated as some of those areas are currently zoned industrial. It was noted that some will be down zoned to agricultural, while others could be zoned parks and recreational such as the golf courses. There was additional discussion regarding overlay districts. Planned Development was also highlighted during the presentation.

   Some of the existing districts would not be directly converted to the new zoning districts. Sonja Kreusel, Associate Planner from Vandewalle and Associates, noted examples of lots that could have increased use or decreased use. The approach of the new zoning map is to reduce down zoning if possible. Lots could have flexible zoning if they meet minimum size and setback requirements. Properties potentially down zoned would have the owners notified. Lots where there is no activity and doesn't match future land use may be down zoned to prevent conflicts with the future land use map. The property could be rezoned if need be. There were concerns about non-conforming use lots. These would be matched to the future land use map. City and Utility owned lots would be rezoned to institutional to allow more flexibility.

   The commissioners will need to discuss design standards for select business park areas that would increase the standards from the current light industrial. There were concerns about how to zone partially developed lots.

   No action was taken.

6. Consider and take action regarding parking zoning requirements and possible August public hearing

Kornmann highlighted a financing tool through the Wisconsin Housing and Economic Development Authority that could be used to help further revitalize downtown by assisting with the residential second and third floors in downtown buildings. The low-interest loan is currently being sought by a local developer. In order to utilize this funding, three requirements must be met: 1) updating the housing chapter of the City's comprehensive plan, 2) city-wide reduction in housing costs; this could include parking reductions, and 3) a specific project-related cost reduction. The application period would take place prior to the overall zoning rewrite. Kornmann suggested adopting an updated parking section of the code prior to the entirety of the zoning code being updated.

Kreusel noted that the request would be the same as the draft parking code discussed at a previous meeting. Kornmann would like to replace the existing parking code with the draft code.

Albright motioned to set up a public hearing at the August 2026 Plan Commission meeting to discuss parking code requirements; Meyers seconded. There was no additional discussion. The motion was carried by unanimous vote.

7. Consider the role of legacy signs as a section of the draft sign code

   Kreusel highlighted the issue regarding character signs and legacy signs and was looking for feedback. This issue would be addressed by abandoned sign code. Kreusel noted that there has to be uniformed and consistent enforcement and highlighted that signs can be enforced by time period. A sign could be maintained if it's from a specific time period and demonstrates the historical relationship, even if the business no longer exists.

   There was discussion about permanent signage that was built into the building itself, for example, an original owner, builder name in the masonry of the building. Kruesel noted that dated cornerstones and other identifiers built into the building can be exempted.

   There was additional discussion regarding a cut-off date to determine a historic sign. There were questions about when the sign's use ceases. There was clarification that if a business ceases, the land use does not cease, but the sign does. The goal of the legacy sign section of the draft sign code would be to design an exemption for historically important signs.

   No action was taken.

8. Future Agenda Items

   There were no additional items to be added for future agendas.

Adjourn

Anfinson motioned to adjourn the meeting; Hajewski seconded. There was no discussion. The meeting was adjourned at 8:09pm.

** These minutes will be approved at a future meeting and may be amended. These minutes are respectfully submitted by David Bennett, Communications and Economic Development Coordinator **