

Town of Colfax Plan Commission Meeting Minutes
February 28, 2018
Town Hall
6:30 PM

1. Call to Order at 6:34
2. Roll Call: Present was Verdon, Smalley, Nichols. Absent: Bragg-Hurlburt, Plank
3. Guests: Brian Hostak, Kathy Stahl
4. Minutes from Previous Meeting. Discussed the results of driveway permit issue. Motion made by Johnne Smalley to approve, second by Paul Verdon, motion approved.
5. Public Comment
None made
6. Old (unfinished) Business
 - a. Discussed Grant through Mayo Clinic for improvement of Highway Commission Property. Johnne brought the group up to speed regarding the potential deed of 140 acres owned by the Highway Department to the Township for use a recreation area.
 - b. Updated Comprehensive Plan distribution. Plans were distributed as suggested.
7. New Business
 - a. Looked at updated draft copy of Town of Colfax brochure. Discussed bullet points on back of brochure. This will be given to all residents who file for a Dunn County Zoning Permit. Johnne will send us a draft copy.
 - i. Motion made by Paul Verdon to send the T.O.C. Brochure to the Board for final approval and to use of the T.O.C. Brochure in the meantime. Second by J. Smalley. Motion carried.
 - b. Review of Re-zone Request Procedures, Form, and timeline.
 1. Made one addition to Rezone Request Form: Add section regarding possible negative impacts to adjacent landowners. Negative impacts could include: noise, odor, light, traffic, decrease in property values, etc.
 - a. Made two minor changes to Rezone Request Procedures. Johnne will email those changes to clerk.
 - b. Motion made by J. Smalley to send the T.O.C. Rezone Request form and Rezone Request Procedures to the

Board of for final approval and to be used in the meantime. Second by P. Verdon. Motion carried.

- c. Discussion of what we want included in a joint meeting with the Town Board.
 - 1. *Discussion of Procedures, flow chart related to Plan Commission and Board Approvals.*
 - 2. *Process of creating agenda items for Plan Commission.*
 - a. *Agenda placed online (done)*
 - b. *Documents related to meeting (CSM's, rezone requests, etc.) also posted online.*
 - c. *Public Comment link*
 - 3. *Discussion of timeline. Do all CSM's need to go through the board prior to be addressed at a Plan Commission meeting?*
 - 4. *What do we want to put on the Town of Colfax website to make procedures easier for residents, builders and surveyors.*
 - 5. *How do we get items placed on the Town of Colfax website.*

8. Set next Agenda

Plan Commission is ready for a joint meeting with Town Board.

Motion made by J. Smalley to adjourn, seconded by P. Verdon. Motion carried.
Adjourned. 8:30 PM

Minutes taken by Paul Verdon