

Town of Colfax Plan Commission Meeting  
Joint with Town Board  
Minutes  
May 8th, 2019  
Town Hall  
6:30 PM

1. Call to Order at 6:380PM
2. Roll Call – Members Present: Paul Verdon, Terry Nichols, Lisa Bragg-Hurlburt.
3. Dean Logslett, Jason Klukas, Gary Bjork, Karen Myers
4. New Business
  - a. Discussed forms required for subdivision application.
    - i. Minor Subdivison Application is currently required by the Town of Colfax.
    - ii. CSM Checklist is helpful in the approval process but not currently required by the Town of Colfax. We decided that the checklist will be required going forward
  - b. Discussed timeline and flow-chart for land divisions to be posted on the Town of Colfax Website.
    - i. Step 1: Advise landowner to use Town of Colfax website as a resource. Give them a pamphlet if available. The clerk will begin to update the website and provide a flowchart/timeline
    - ii. Step 2: Have the landowner talk to Dunn County Surveyor/Zoning to see if the land division plan is feasible.
    - iii. Step 3: Obtain correct application from D.C. Surveyor/Zoning.
      1. Minor Subdivision Application for division of property into 4 or less parcels.
      2. Major Subdivision Application for more than 4 parcels.
      3. Have a CSM created for parcel to be divided.
    - iv. Step 4: Minor Subdivision applications, diagrams and CSMs need to be submitted to the Town of Colfax by the 2<sup>nd</sup> Wednesday of the month to be considered at the Plan Commission Meeting held on the 4<sup>th</sup> Wednesday of the month. Major Subdivisions Applications need to be submitted by the 1<sup>st</sup> Wednesday of the month to be considered for approval by the Plan Commission.
    - v. Step 5: We strongly recommend the applicant or their representative be present at the Plan Commission meeting.

Motion to adjourn at 8:10 PM. Motion passed, meeting adjourned.