

Town of Colfax Plan Commission Meeting Minutes
October 25, 2017
Town Hall
6:30 PM

1. Call to Order
2. Roll Call: All members present
3. Minutes from Previous Meeting
Motion made by Lisa Bragg-Hurlburt to approve, second by Solomon Plank, motion approved.
4. Public Comment
None made
5. Old (unfinished) Business
 - a. Review of revised Variance Request Form and procedures. **Form was not available for review.**
 1. Johnne will have Karen send us the updated Variance Request Form. We will make comments and give approval via email. We would like to have this added to the Town Colfax website.
 - b. Looked at draft copy of Town of Colfax brochure. This would be given to all residents who file for a Dunn County Zoning Permit.
 - c. Review of CSM Checklist Form.
 1. Note made that a mistake was found. 300" should say 300'.
6. New Business
 - a. Review of Re-zone Request Procedures, Form, and timeline.
 1. Will be added to the next agenda.
 - b. What we want included in a joint meeting with the Town Board and when we want to have the meeting.
 1. *Discussion of Procedures, flow chart related to Plan Commission and Board Approvals.*
 2. *Process of creating agenda items for Plan Commission.*
 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.*
 - c. Discussion of wish list of possible grant for Town of Colfax relating to Parks and Recreation within the township.
 1. Improvements to Felland Park: Garbage cans and garbage service, picnic tables, improved bathroom facilities, improved boat landing.

- d. Proposed CSM for Mark Radl. Combining two lots into one.
 - 1. Motion made by Johnne Smalley seconded by Lisa B-H to recommend the Land Consolidation for Mark Radl be forwarded to the Town Board for consideration. The plan commission does not need to make recommendations on this type of consolidation.

 - e. Proposed CSM for Ed Reback. Combining two lots into one.
 - 1. Motion made by Johnne Smalley, second by Paul Verdon to recommend the Land Consolidation for Ed Reback be forwarded to the Town Board for consideration. The plan commission does not need to make recommendations on this type of consolidation.
7. Set next Agenda
- 1. Review of Re-zone Request Procedures, Form, and timeline.
 - 2. Discuss draft copy of T.O.C. brochure.

Motion made by Johnne Smalley to adjourn, seconded by Lisa Bragg-Hurlburt.
Motion carried.

Minutes taken by Paul Verdon