

Town of Colfax Plan Commission Meeting Minutes
September 27, 2017
Town Hall
6:30 PM

1. Call to Order

6:45 pm

2. Roll Call

Present: Terry Nichols, Lisa Bragg-Hurlburt, Johnne Smalley (recorder);

Absent: Solomon Plank, Paul Verdon

Guests: Mark Radle, Kathy Stahl, Brian Hostak, Lee Boland, Dean Logslett, Leila Hurlburt

3. Minutes from Previous Meeting

Motion by Lisa Bragg-Hurlburt, seconded by Johnne Smalley to approve August minutes. Motion carried

4. Public Comment

Mark Radle brought up tax assessment procedure. He had inquired about his property assessment to Assessor Randy Dulin, who referred him to the County Surveyor who referred him to the Town. He feels that none of us knows how the others work. After much discussion, Terry Nichols said he would like to know how all the pieces fit together. Lisa Bragg-Hurlburt made the suggestion that we invite Randy Dulin, the Assessor, Fred Weber, the Building Inspector, someone from Dunn County Zoning and Survey, and Dean Logslett to a future joint meeting.

Brian Hostak questioned what the procedure was for granting driveway permits. Is the Plan Commission supposed to be involved? Is the public supposed to be informed &/or included in the process? A short discussion followed with the agreement that the Township does not follow their ordinances involving driveways. Either the ordinances or the procedures need to be changed—possibly both.

5. Old (unfinished) Business

Terry brought up the latest Comp Plan Proof from Rooney's. Neither Lisa nor Johnne understood that Terry was bringing the proof to the Town Hall for us to pick up and review before the Plan Commission meeting. Both of us thought he was bringing it to the Town Hall for the meeting. Neither of us had access to Town Hall prior to the meeting to pick up the proof, so no review had been done. A quick review of the proof at the meeting showed the map margin problem of the first proof to be the same in the second proof. The CD's are supposed to differ from the print copy so the blank pages of the print copy don't confuse people reading the CD or electronic versions. Paul Verdon and others thought information was missing when reading the print version on their PC.

Johnne questioned the use of e-mail among the PC members as a violation of the open meetings law.

a. Pledge of Allegiance discussion and decision.

Mark Radle had explained to several people that saying the Pledge of Allegiance at the start of our meeting would make the actual start of the meeting clearer. Discussion followed as to what the Pledge actually meant and whether mandating the recitation of the Pledge of Allegiance at the start of our meeting was a democratic way of conducting the meeting. Johnne made the motion to use a clearer call to order as the way to start the meeting rather than saying the Pledge of Allegiance. Lisa seconded the motion. Motion carried.

b. Review of revised Variance Request Form.

The Plan Commission members had received the revised Variance Request Form made from the compilation of the information and forms Terry had presented at the August Meeting. Johnne reported that the Town Board had requested that the actual number of the statute referred to in the form be included. She was not able find the actual number, but did find that the statute was referred to in the Zoning Handbook written by the Center for Land Use Education. Since they had written the Plan Commission Handbook that Lisa had found for us and Lisa had the contact information for them, Johnne asked if Lisa could get the statute number for us.

Lisa had contacted the Center and passed out the information she received from them. The criteria for granting variances are listed in several statutes and have been refined by court cases over the years. The process for granting a subdivision ordinance variance needs to be addressed in the local subdivision ordinance. Several examples were referred to. Lisa had printed off copies of Sheboygan's subdivision ordinance request form and instructions. Johnne will try incorporating that into our revised form.

Johnne also reported Dean's concern over the procedures between the Dunn County and the Township for granting a Zoning Permit. Johnne checked with the County. Dunn County does not include the Township in their procedure. They grant a Zoning Permit based solely on the Dunn County Zoning Ordinance. It is up to the Township to inform people of their ordinances and the enforcement of them. They will e-mail notification to the Town Clerk and the Chairperson when they give a Zoning Permit to someone in the Township. Johnne suggested we write up a brochure, flyer, or letter that the Clerk would send to the person(s) when the notification is received. She will bring a draft for review to the next meeting. Terry suggested a flowchart be devised. Johnne asked that he draft the flowchart.

Johnne reported that the Board was willing to have a Joint Meeting with us in January. Since the Plan Commission does not usually meet in November or December, we should be prepared to decide on what we want to include at the Joint meeting at our October Meeting. Dean Logslett said the Board could be flexible on the date of the meeting. We would like to have our ordinance, forms, and procedures in place before the next building season starts.

- c. Review of CSM Checklist Form

Tabled until next meeting.

- 6. New Business

Tabled until next meeting.

- a. Review of Re-zone Request Procedures and timeline.
- b. Review of Re-zone Request Form

Set next Agenda

1. *Review of updated Variance Request form and procedures.*
 2. *Review of CSM Request Form.*
 3. *Review of Re-Zone Request Form and Procedures.*
 4. *What we want included in a joint meeting with the Town Board and when we want to have the meeting.*
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7. Adjourned at 8:55 p.m.