

Town of Colfax Plan Commission Meeting
Minutes
April 16, 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. Minutes from Previous Meeting. Motion made to approve by Lisa B-H, second by Terry Nichols, motion passed. Minutes Approved.
4. Public Comment -limited to 3 minutes each topic – no comments made.
5. New Business
 - a. Approval of Minor Subdivisions of Arvold Property.
 - i. Looked at Maurer and Burton CSMs.
 - ii. Brief presentation by Kyle Laramy.
 - iii. **Motion made by Paul Verdon to recommend board approval of both CSMs. Second by Terry Nichols. Motion carried.**
 - b. Discussed forms required for subdivision application.
 - i. Minor Subdivision 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.
 - iii. Does the Town Board want to require the Town of Colfax Subdivision Checklist?
 - c. 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.
 - ii. Step 2: Have the landowner talk to Dunn County Zoning to see if the land division plan is feasible.
 - iii. Step 3: Obtain correct application from D.C. 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 2nd Wednesday of the month to be considered at the Plan Commission Meeting held on the 4th Wednesday of the month. Major Subdivisions Applications need to be submitted by the 1st 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.
6. Dates for possible combined meeting with the Town Board: May 8th will work for Plan Commission to meet with the Town Board. Unless they would like another date.

Set next agenda, date and time.

Next Meeting: Combined meeting with Town Board May 8, 2019

Motion to adjourn at 7:58 PM. Motion passed, meeting adjourned.