

Town of Colfax Plan Commission Meeting Minutes  
August 23, 2017  
Town Hall  
6:30 PM

1. Call to Order

*Terry Nichols called the meeting to order at 6:48 p.m.*

2. Roll Call

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

*Absent: Paul Verdon, Solomon Plank*

*Guests: Brian Hostak, Mark Radle*

3. Minutes from Previous Meeting

*Lisa moved to approve minutes as written; Johnne seconded the motion.  
Motion carried.*

4. Public Comment

*None*

5. Old (unfinished) Business

*Comp Plan not printed yet. Terry Nichols will check with Bob Colson, but it is thought that 20 print copies are needed and 15 CD's. Lisa reports that the maps are ready for pick-up but she has not picked them up from the County (Addison Vang) yet.*

6. New Business

a. Pledge of Allegiance discussion and decision.

*Discussion on patriotic, political, and religious implications, as well as how the Pledge of Allegiance is viewed by the Public. Since it was clear that the recitation of the Pledge of Allegiance as part of the Plan Commission Meeting had different meanings to everyone present, and it was unclear as to the benefits or ramifications of including the Pledge as part of the procedures of the Plan Commission Meetings, a decision was tabled until the next meeting when the full Commission is present to discuss this.*

b. Review of Variance and CSM Request Forms and the Chapter of the Plan Commission Handbook that applies to Variances and CSM's. Use Appendix B (Maps) of Comp Plan to make sure that what the Comp Plan has us reviewing when making a land use decision is answered by the request form

*Terry brought 2 examples of other Variance Request Forms (Town of Spring Valley and Barron County). After some discussion, it was decided that Johnne will combine the info given in these forms (especially Barron County's) as a cover sheet for our Request Form*

*and e-mail it to the Plan Commission Members for review and decision at our next meeting.*

*Reviewed CSM timeline to try putting it into flowchart format.*

*First Wednesday of month: CSM & Variance Request Form submittal.*

*Clerk e-mails submitted Request Form to Plan Commission & Board Members to completeness check by the Friday of that week.*

*Plan Commission members (& Town Board members) inform Clerk of missing information needed to complete the Request Form prior to the Board Meeting.*

*Second Wednesday of the month: Town Board meets and (if the Request Form is complete) refers the Request to the Plan Commission or (if the Request Form is incomplete) returns the Request Form to the applicant with instructions of what is needed to complete the Request. If the Request is referred to the Plan Commission, the Clerk will add the request to the Agenda following the format given in the Plan Commission Handbook and submit the agenda to the Colfax Messenger by the Friday of that week.*

*Third Wednesday of the month: Agenda is posted in three places and in Colfax Messenger.*

*Fourth Wednesday of the month: Plan Commission meets, listens to public comment on Request, prepares report and recommendation for the Town Board.*

*Discussed CSM Checklist and the possibility of having Alan Harvey go over updating Land Division Ordinance and checklist when he comes to Elk Mound to go over their Ordinances and the possibility of sharing his Mileage costs with Elk Mound. This would also be a chance to improve intergovernmental cooperation. Review of the CSM Form was tabled until our next meeting or at meeting with A. Harvey.*

7. Set next Agenda
  - a. *Pledge of Allegiance discussion and decision if all members are present.*
  - b. *Review of updated Variance form.*
  - c. *Review of CSM Request Form.*
  - d. *Review of Re-Zone Request Form and Procedures.*
  
8. Adjourned at 7:55 p.m.