

Town of Colfax Plan Commission Meeting Minutes
July 26, 2017

Meeting called to order at 6:30 p.m. by Terry Nichols

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

Absent: Paul Verdon

Guests: Lee Boland, Brian Hostak, Mark Radle

Lisa Bragg-Hurlburt made motion to approve the minutes from the June 28 meeting. Johnne Smalley seconded the motion. Motion carried.

Public Comment: Mark Radle brought up the possibility of saying the Pledge of Allegiance at our Plan Commission Meetings. We will put this on the agenda for our next meeting.

Old Business: CD's of Comp Plan passed out to members with request for final proof reading. Several corrections noted. Any other corrections needed should be e-mailed to Kathy Stahl at Stahland@centurytel.net by Saturday p.m. 7/29/17, so Kathy and Johnne can finalize copy on Sunday. Johnne and Kathy will do a final proofreading of the paper copy of the Plan.

Large Zoning and Recharge Maps for the Town Hall were reviewed. The Recharge Zone Map needs to have Chippewa County as the county to the east of Colfax Township instead of Eau Claire County. We would also like to have the parcel lines and the fire numbers included on the updated map (as they were on the previous map). We'd also like to have the fire numbers included on the Zoning Map. Lisa Bragg-Hurlburt offered to talk to Addison Vang about getting these maps.

New Business: Karen has loaded the Town Ordinances on the website. We need to get our procedures, forms, and timelines established so a flowchart can be put on the website too.

Subdivision Ordinance

For those requests mandated by the Town's Subdivision Ordinance (& Wis. Stat. 66.23(5)) to be referred by the Town Board to the Plan Commission for their review & report before the Town Board makes a decision but do not require 30 day public notice (variance and CSM requests), the following process and timeline will be followed.

1. Request Forms are obtained from the Town Website or the Town Clerk.
2. Completed Forms and required information must be submitted to the Town Clerk by the first Wednesday of the month to be included in that month's Plan Commission Meeting.

3. The Town Clerk e-mails the materials to the Plan Commission by the Friday of that week.
4. Plan Commission members will review the application for completeness and e-mail the clerk of any missing information before the Town Board Meeting on the second Wednesday of the month.
5. The Town Clerk will report to the Town Board on the completeness of the application.
6. If the application is complete, the Town Board will have the Clerk add the request to the agenda for the next Plan Commission meeting. This agenda will be put in the Colfax Messenger in time for publication prior to the next Plan Commission Meeting (usually the Thursday or Friday of that week for the following week's edition).
7. If the application is not complete, the Town Board will inform the applicant of what is required to complete the application, and the applicant starts at step 1 again.

For those requests mandated by the Town's Subdivision Ordinance (& Wis. Stat. 66.23(5)) to be referred by the Town Board to the Plan Commission for their review & report before the Town Board makes a decision and require 30 day public notice (rezone requests), the process and timeline will be reviewed at a later meeting. We will use the form and procedure we have now in the interim.

Public Works Ordinance

Although **C. Application** states that "The Plan Commission shall review the application" in bold, Terry says that they have never done this. We don't know anything about creating roads or driveways and don't know what we are supposed to be reviewing any application for. It says the Board then proceeds to examine the proposed route. Terry says the Board has always gone ahead & done this without any review by the Plan Commission. We don't know of any mandate by the state requiring Plan Commission to be referred to for this kind of thing. We suggest that this Ordinance be updated to leave the Plan Commission out of this process. It should be updated anyway, because it requires culverts be a minimum of 15" in diameter and the application requires a minimum of 12".

The Plan Commission will include their recommendations for denials of CSM's with slopes of 20% or more that would prevent creation of driveways that meet the Town standards of adequate sight distance in both directions along the road and sloping away from the public road to prevent erosion onto the public road. We really don't think the Plan Commission should get involved in driveway and access roads beyond that.

Agenda items and meeting minutes:

1. The draft meeting minutes will be posted (Paul Verdon) or e-mailed to the Town Clerk for posting (back-up recorder) by the Friday of the week of the meeting. Corrections can be e-mailed to recorder or presented at the next meeting. Preference would be e-mailed to the recorder so the minutes

- can be as accurate as possible-even if not official-in case the Board needs to make a decision based on the minutes.
2. The agenda items set at the meeting will become the basic agenda for the next meeting.
 3. The Town Board, Plan Commission members, or citizens can request additions to the agenda by notifying the clerk in time for the addition to be included in the agenda published in the Messenger.
 4. Other items can be presented to the Plan Commission during the Public Comment period, but will not be discussed or acted upon by the Plan Commission until the item is properly agendaed (sp?).
 5. The draft meeting minutes will become official after approval at the next meeting.

Set next agenda:

1. Pledge of Allegiance discussion and decision.
2. 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.

Lisa Bragg-Hurlburt made the motion to adjourn. Johnne Smalley seconded the motion. The meeting adjourned at 7:55 p.m.