Village of Colfax
Planning Commission
Monday, November 9, 2026
5:00 PM at the Village Hall
613 Main St, Colfax, WI 54730

Agenda

1. Call the Meeting to Order

2. Roll Call

3. Public Comment

4. **Comprehensive Plan – Initial Review of Targeted Amendments**

   Review, discuss, and consider action regarding proposed targeted amendments to the Village Comprehensive Plan, including Future Land Use Areas 6–10 and potential updates relating to the Colfax Public Library; consider directing staff to prepare a public-review draft.

5. **General Zoning Ordinance Amendments – Initial Review**

   Review, discuss, and consider action regarding proposed general zoning ordinance amendments addressing Comprehensive Plan consistency, water and utility protections, preliminary development review, application requirements, and reimbursement of Village professional review costs; consider directing staff and legal counsel to prepare revisions for further review.

6. **Comprehensive Outdoor Recreation Plan (CORP)**

   Discuss the need to prepare or update a Comprehensive Outdoor Recreation Plan, including identification of the proposed splash pad/playground project for future grant eligibility, and provide direction regarding preparation of the plan.

7. Any other business

8. Adjourn

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Julie Mitchell, Administrator- Clerk-Treasurer's Office, 613 Main Street, Colfax, (715) 962-3311 by 12:00 p.m. the day prior to the meeting so that and necessary arrangements can be made to accommodate each request.

*******It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information- no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*******

VILLAGE OF COLFAX
PLAN COMMISSION HANDOUT

November 9, 2026 - Item 1

Comprehensive Plan - Targeted Amendments

Purpose: Review targeted updates to the Village Comprehensive Plan and identify revisions for staff to incorporate into a public-review draft.

A. Future Land Use - Areas 6-10

Area	Current Plan Direction	Proposed Direction
6	Residential	Flexible Growth - Industrial/Residential
7	Residential	Flexible Growth - Industrial/Residential
8	Institutional	Flexible Growth - Industrial/Residential
9	Commercial	Flexible Growth - Commercial/Industrial
10	Commercial	Flexible Growth - Commercial/Industrial

These changes would guide future land-use decisions. They would not rezone property or approve any particular development proposal.

B. Colfax Public Library

Consider whether the Comprehensive Plan should more specifically recognize the Colfax Public Library as an important community facility and identify long-term facility, accessibility, and community-service needs.

Questions for the Commission

- Do the proposed designations for Areas 6-10 reflect the Village's intended long-term growth pattern?
- Should any boundaries, category names, or related Chapter 8 language be revised?
- Should the Comprehensive Plan specifically recognize the Library and its long-term facility/accessibility needs?
- Should related text or maps be updated?
- Are there other closely related Comprehensive Plan items staff should evaluate for this targeted amendment?

Suggested motion: Motion to direct staff to prepare a public-review draft of the proposed Comprehensive Plan amendments incorporating Plan Commission direction regarding Areas 6-10, the Colfax Public Library, and related text and map revisions.

INITIAL REVIEW / DIRECTION ONLY - NOT A PUBLIC HEARING OR FINAL RECOMMENDATION

BOARD MEMO

TO: Village of Colfax Village Board

FROM: Julie L. Mitchell, Administrator-Clerk-Treasurer

DATE: October 26, 2026

RE: Proposed Comprehensive Plan Future Land Use Amendments - Initiation and Referral

Purpose

To ask the Village Board to initiate a targeted amendment to Chapter 8 and Map 8-3 of the Village of Colfax Comprehensive Plan 2014-2034 and refer the proposed land-use changes to the Plan Commission for review and recommendation.

Background

The adopted Comprehensive Plan uses numbered generalized future land use areas to identify locations where future growth may be appropriate. The numbered-area descriptions are on printed pages 8-7 and 8-8 of the plan, and Map 8-3 is on printed page 8-9.

Staff is recommending that several of those generalized designations be updated to provide additional long-term flexibility. These are planning designations only; they do not change zoning or approve a specific development.

Proposed Future Land Use Changes

Map Areas	Current Plan	Proposed Future Land Use
6, 7 & 8	6 & 7: Residential 8: Institutional	Flexible Growth - Industrial/Residential
9 & 10	Commercial	Flexible Growth - Commercial/Industrial

Planning Rationale

- Areas 6 and 7 are currently identified for residential growth, while Area 8 is designated institutional adjacent to the Colfax Health and Rehabilitation Center. A flexible Industrial/Residential designation would allow the Village to evaluate future growth in the broader south area based on utilities, access, compatibility, infrastructure, buffering, and other site-specific considerations.
- Areas 9 and 10 are currently Commercial, but the adopted plan already describes these areas as a transition between commercial and industrial development. A Commercial/Industrial designation would make that existing planning concept more explicit.
- Areas 4, 5, 11 and 12 would remain Industrial. Other numbered areas would remain unchanged unless separately considered through the amendment process.

What This Action Does - and Does Not Do

If the Board approves the recommended motion, it would begin the amendment process and send the proposal to the Plan Commission for review. It would not:

- adopt the Comprehensive Plan amendment;

- change the zoning of any property;
- commit Village water, sewer, roads, TID funds, or other public resources; or
- guarantee that the amendments will ultimately be adopted in the form presented.

Recommended Board Action

Recommended motion: Motion to initiate the proposed Future Land Use amendments and refer them to the Plan Commission for review and recommendation.

Process and Timing

After the Board initiates the amendment:

- The Plan Commission reviews the proposed map and text changes.
- The proposed amendment is made available for public review and comment.
- A Class 1 notice is published at least 30 days before the public hearing.
- The required public hearing is held.
- The Plan Commission makes its formal recommendation by resolution.
- The Village Board considers final adoption by ordinance.
- Required copies are distributed after adoption.

Estimated timing: approximately 5–7 weeks, depending on meeting dates and publication timing.

Board Reference

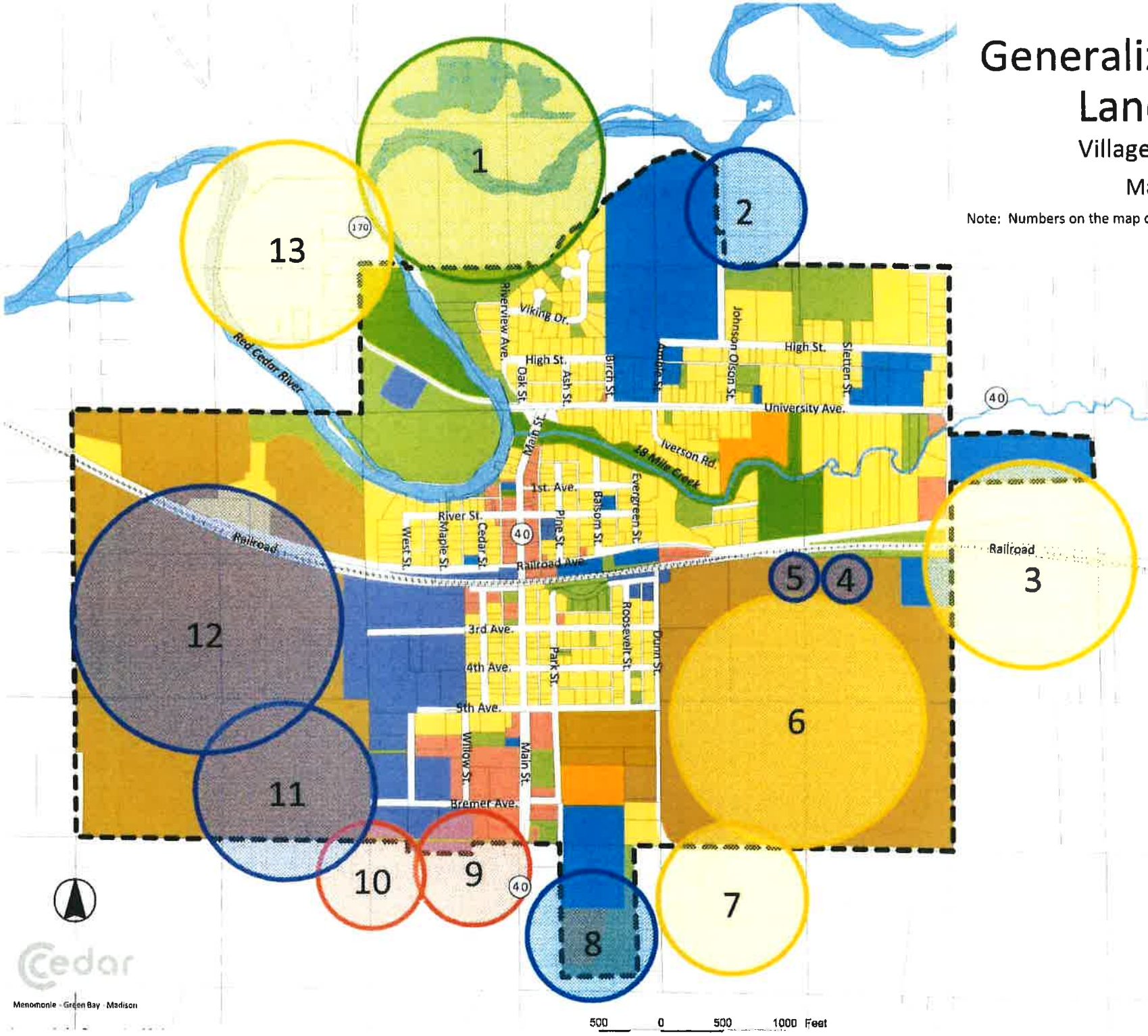
See the attached map with areas outlined

Generalized Future Land Use

Village of Colfax

Map 8-3

Note: Numbers on the map correspond with text in this chapter.



Legend

- Village Limits
- Parcels
- Rivers and Creeks

Generalized Future Land Use

- Commercial
- Industrial
- Institutional
- Residential
- Parks/Open Space

Existing Land Use

- Single Family Residential
- Multi-Family Residential
- Mobile Home Park
- Commercial
- Industrial
- Institutional
- Agricultural
- Parks
- Open Space

VILLAGE OF COLFAX
PLAN COMMISSION HANDOUT

November 9, 2026 - Item 2

General Zoning Ordinance Amendments

Purpose: Review the Village attorney's proposed general zoning-process amendments and identify revisions for staff and legal counsel. These provisions are intended to apply broadly to significant future development.

Topic	What the Draft Would Do
Comprehensive Plan consistency	Links zoning, subdivision, and Official Map amendments to the Comprehensive Plan.
Water resources	Allows the Village to require larger proposals to address water capacity, resources, and impacts on existing utility customers.
Electric, gas and sewer impacts	Requires information from very large utility users and projects exceeding the proposed sewer-discharge threshold.
Informal consultations	Clarifies that informal statements by Village officials or staff are not binding approvals and do not create vested rights.
Concept-plan review	Creates a preliminary Plan Commission discussion process before a formal application.
Application requirements	Allows the Village to require technical information appropriate to the scale and potential impacts of a proposal.
Village review costs	Requires applicants for significant zoning amendments to reimburse Village legal, engineering, surveying, and other review expenses.
Obsolete protest provision	Repeals the existing zoning protest provision identified by legal counsel as outdated under current law.

Questions for the Commission

- Are the proposed procedures clear and workable?
- Are there additional technical studies or information the Village should be able to require for high-impact proposals?
- Are any provisions unclear or too broad and in need of revision by legal counsel?
- Is the Commission comfortable having staff and counsel return with a revised draft before the formal hearing/recommendation stage?

Suggested motion: Motion to direct staff and legal counsel to revise the proposed general zoning ordinance amendments consistent with Plan Commission discussion and return a revised draft for further consideration.

INITIAL REVIEW / DIRECTION ONLY - NOT A PUBLIC HEARING OR FINAL RECOMMENDATION

ORDINANCE AMENDMENT UPDATING PROCESS FOR AMENDING ZONING ORDINANCES

WHEREAS, the Zoning Ordinance of the Village of Colfax has not been comprehensively revised for many years, and there have been significant changes to Wisconsin Statutes governing village zoning decisions which must be incorporated into the Village of Colfax Code of Ordinances (the "Code");

WHEREAS, the Code must include procedures which assure requests for zoning changes are accompanied by information which contains details that are scaled to the impact of the proposed change on the people of the Village;

WHEREAS, the Code must be amended to link the Village's comprehensive plan to the Code;

Now, therefore, the Village Board of Trustees of the Village of Colfax does hereby Ordain as follows:

Article One. Section 13-1-105 is created to read:

SEC 13-1-105 COMPREHENSIVE PLAN; CONSISTENCY; REVISIONS.

(a) The adopted Comprehensive Plan of the Village of Colfax is the policy framework for land use and community development of the Village.
(b) The Village Board finds this Ordinance, the Official Map of the Village; the Subdivision Regulations in Title 14, and the Shoreland / Wetland Zoning ordinances of the Village are consistent with the Comprehensive Plan.
(c) The Comprehensive Plan is a living document which may be amended needed in the judgment of the Village community, expressed by its people and implemented by elected leaders.
(d) All amendments to the zoning ordinance, subdivision ordinance and official map shall be consistent with the Comprehensive Plan that is, the amendment shall further and not contradict the objectives, goals and policies contained in the Comprehensive Plan.

Article Two. Article I Performance Standards is amended to create sections 13-1-129 and 13-1-130 to read as follows:

SEC 13-1-129 WATER RESOURCES.

No activity shall consume water in a manner which would deplete aquifers which provide water supplies to the Village and adjacent areas, or surface water resources. Proposals for more than four residences or residential units; any business, commercial, industrial or employment center proposal; mobile home park; or, planned unit development, shall be accompanied by either

(a) a statement from the Village water utility that the utility has the capacity to provide water service required by the proposed activity without the need for capital expansion which will increase water charges, or

SEC 13-1-1605 PRELIMINARY CONSULTATIONS AND CONCEPT PLAN REVIEW BY THE PLAN COMMISSION.

(a) Concept Plan Review. Prior to the official submission of a petition for the approval of a zoning amendment, subdivision, certified survey map, or official map revision development, the owner or his agent considering making such a petition may meet with the Plan Commission or its staff to discuss the scope and proposed nature of the contemplated proposal. The conference shall be an opportunity to freely discuss the proposal, its impact on the Village and Village residents; its limitations, advantages, consistency with the Comprehensive Plan, and the timing of the proposal, as well as other relevant consideration.

(b) No statement or information presented by the applicant, Village officials, staff members or consultants of any party, shall be binding upon the party. No position stated by the applicant or any official, staff member or consultant shall be binding upon that person or their affiliated entity. Any proposal, concept or position stated in the discussions shall be subject to revision, modification, or withdrawal, without prejudice to the party who made the initial statement. Factual information provided to the Village is part of the official record of the proposal, but may be corrected, modified or withdrawn without prejudice.

(c) No expressions of position by the Plan Commission, a Village official or staff person or consultant, shall create any vested rights in approval of the proposal, nor any expectations that a proposal will be approved, no matter how much has been expended in preparing a proposal for concept review.

(d) A proposal for a zoning change, subdivision, certified survey map, development of a street or other public work, or other development is not approved until and unless the proposal has been submitted in a final form which meets the submittal requirements of the Village; has been presented at a public hearing before the Plan Commission; reviewed and approved by the Plan Commission; and, reviewed and approved by the Village Board.

(e) Individuals concerned with a potential zoning change, subdivision, certified survey map, development of a street or other public work, or other development matters, shall refrain from consulting or discussing the matter with members of the Plan Commission or Village Board except during meetings of the Commission or the Board. Individuals wishing to obtain information about a potential proposal shall direct inquiries to the Village Administrator or Zoning Administrator.

Article Five. Section 13-1-162 (a)(3) is amended to read as follows:

SEC 13-1-162 (a)(3) Submittal Requirements. The petition shall be accompanied by information which fully meets submittal requirements established by the Zoning Administrator for various classes of development proposals. The Submittal Requirements may be scaled to require more specific information concerned proposals which the Zoning Administrator determines, in her or his discretion, have the potential for greater impact on Village residents and the Village.

VILLAGE OF COLFAX
PLAN COMMISSION HANDOUT

November 9, 2026 - Item 3

Comprehensive Outdoor Recreation Plan (CORP)

Purpose: Discuss the need to prepare or update a Comprehensive Outdoor Recreation Plan and identify the proposed splash pad/playground project as a specific recreation priority for future grant eligibility.

Why this is a separate plan

The CORP is an outdoor recreation planning document. It is separate from the Village Comprehensive Land Use Plan. For the DNR Land and Water Conservation Fund, the proposed recreation project must be specifically identified in a current CORP; simply showing the park or recreation area in the land-use plan is not enough.

Splash Pad / Playground Project to Identify

- Proposed splash pad and associated playground/recreation improvements at the Village fairgrounds/recreation area.
- Accessible restroom/changing facilities and other accessibility improvements, as applicable to the project scope.
- Related site improvements needed to support the project.
- The project should be described specifically enough to show Village support for the splash pad/playground project itself.

Initial Questions for the Commission

- Does the Village have a current CORP that can be amended, or does a new/update plan need to be prepared?
- Should the splash pad/playground project be identified as a priority project in the CORP?
- What other parks, trails, recreation facilities, or future recreation needs should be considered in the planning process?
- What public-input process should be used as the CORP is prepared or updated?

Suggested motion: Motion to direct staff to confirm the status of the Village's current Comprehensive Outdoor Recreation Plan and, if an update or new plan is needed, begin preparation of a CORP that specifically identifies the proposed splash pad/playground project and return the draft and recommended process to the Plan Commission for review.

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