

**Town of La Pointe Planning and Zoning  
Town Plan Commission Special Meeting Minutes  
March 10, 2016**

**Town Plan Commission (TPC) Members Present:** Ted Pallas, Chair; Charles Brummer, Vice-Chair; Suellen Soucek; Greg Thury; Mike Starck; (5).

**Town Plan Commission members absent:** Margie Denton Joan Martin (2).

**Public Present:** (0)

**Town Staff Members Present:** Lisa Potswald, Planning and Zoning Administrator (1).

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**I. Call to Order/Roll Call**

Chair Pallas calls the meeting to order at 4:30 PM. Roll call reflects members present or absent as recorded above.

**II. Public Comment**

None.

**III. Approval of Previous Meeting Minutes**

None.

**IV. Zoning Administrator's Report**

None.

**V. Consideration and/or Action of Permit Applications**

**a. Craftivity/MISA Letter Dated March 8, 2016**

Chair Pallas moves and M. Starck seconds that the Craftivity/MISA letter dated March 8, 2016 will be considered the official application for a modification of the Craftivity/MISA conditional use permit. All in favor. Motion carries.

**b. Conditional Use Permit Application Fee**

After discussion, Chair Pallas moves and M. Starck seconds to recommend to the Town Board that the \$750 fee for a modification of the Craftivity/MISA conditional use permit be waived in this case since the modification is a condition of the change of use permit set by the Town Plan Commission. All in favor. Motion carries.

**c. Set Public Hearing Date and Time**

M. Starck moves and S. Soucek seconds to set the Public Hearing required for a modification of a conditional use permit on Wednesday, April 6 at 4:00 p.m. All in favor.

Motion carries. The special monthly Town Plan Commission meeting will be held immediately after.

**d. Notice of Public Hearing**

After discussion, Chair Pallas moves and M. Starck seconds approval of the public hearing notice for the Craftivity CUP amendment on Wednesday April 6 at 4:00 All in favor. Motion carries.

ZA asks if notifications of the public hearing should go to property owners within 300 feet of the Craftivity/MISA property. After discussion, Chair Pallas moves and G. Thury seconds to notify property owners who live up to 500 feet from Craftivity/MISA. All in favor. Motion carries.

M. Starck points out that the zoning ordinance requires a visit to the site before the public hearing. It is agreed by consensus that the ZA will do a site visit before the public hearing and will write something up for the TPC members. M. Starck asks when the next TPC meeting will be held. Chair Pallas plans to schedule the meeting on April 6 at 4:30; the TPC can either make a decision/recommendation to the Town Board at that time, or schedule another meeting if needed.

**VI. New Business**

None.

**VII. Old Business**

None.

**VIII. Future Agenda Items**

None.

**IX. Schedule Future Meetings**

Public Hearing Scheduled for **Wednesday, April 6 at 4:00 p.m.** Special monthly meeting scheduled for Wednesday, April 6 at 4:30 p.m.

**X. Adjournment**

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion carries. Meeting ends at 4:35 pm.

**Town Plan Commission minutes respectfully submitted by Lisa Potswald, Planning and Zoning Administrator, on Wednesday, March 30, 2016.**