

**VILLAGE OF WALWORTH**  
**PLAN COMMISSION MEETING MINUTES**  
**Monday, January 20, 2025, 6:00 p.m.**  
**Village Hall 227 N. Main St. Walworth, WI 53184**

1. Call to Order
  - a. Louise Czaja Chairperson calls the meeting to order at 6:00 pm
2. Roll Call
  - a. Plan Commission Members Present: Louise Czaja Chairperson, Annie Zambito Secretary, Lawrence Gums, Mary Ann Kahl, Steve Hovestol, Peg Hubertz and Liz Lochner
  - b. Others Present: Bob Ball Trustee, Jerry Anderson Village Building Inspector and Zoning Administrator, Nate Ladsten, Frank Stellano, Mary Lou Stellano, Ashley Stellano, Dan Fahey, Mark Pulokas, Maureen Smith, Vincent Koefeld, Harry Mohr, Chrissy Sara.
3. Pledge of Allegiance
4. Approval of Minutes from Regular Plan Commission Meeting 12/16/2024
  - a. Mary Ann Kahl makes a motion to approve, Peg Hubertz seconds the motion. All in favor, corrected minutes approved.
5. Comments or Suggestions from Citizen (s) Present:
  - a. Maureen Smith 207 Maple Street comments there are 7 chickens in the house behind her. She adds she has been a long-term member of the community and has a community garden in her backyard that the chickens are attracting rats, negatively affecting her efforts to feed those in need, not to mention the sanitary concern that rats bring.

**DISCUSSION, CONSIDERATION AND ACTION ON THE FOLLOWING:**

1. Site & Operational Plan submitted by Nate Ladsten, dba Ladsten Insurance and Financial Services, Inc., 114 Kenosha St., Walworth, WI, VA 236800001 presently zoned B-1 Central Business District:
  - a. Report submitted by Shaun Mularkey, Village Planner, 12/17/2024
    - i. Louise Czaja Chairperson reads the report.
  - b. Report by Jerry Anderson, Building/Zoning Inspector
    - i. Jerry Anderson Building Inspector, Zoning administrator comments he has walked through the property; he adds he is not doing very much. He agrees
  - c. ACTION: Site & Operational Plan decision by Plan Commission in accordance with Village Ordinance 13-1-174
    - i. **ACTION:** Annie Zambito makes a motion to approve the Site Plan/Plan of Operation request for Nate Ladsten (dba Ladsten Insurance & Financial Services, Inc.) to be located at 114 Kenosha St, Walworth, WI 53184, subject to the conditions provided in the Village Planner Report.
      1. Lawrence Gums seconds the motion. All in favor, motion carried.
      2. Annie Zambito Secretary provides petitioner a copy of the report for his reference.
2. Business Operational Plan, dated 12/26/2024, Submitted Frank & Mary Lou Stellato, Frank & Ashley Stellato, Dan Fahey, and Mark Pulokas, P.E.
  - a. Planning Consultant, Shaun Mularkey, Staff Review, 1/3/2025
    - i. Annie Zambito shares the 2 comments from the Planner that could be brought to public hearing:
      1. Is the driveway access an easement to the benefit of the adjacent properties?
      2. Consider adding a lighting plan, which will have to be approved by Village Building Inspector.
  - b. Application for a conditional use & site plan dated 1/10/2025
  - c. Schedule public hearing 13-1-60(e)
    - i. Annie Zambito makes a motion to schedule the public hearing for Monday, February 17<sup>th</sup>, 2025 at 6:00 pm. Motion is seconded by Peg Hubertz. All in favor motion carried.
      1. **ACTION: Public Hearing Notification to be sent out ASAP**
2. Review of TIF District Requirements: Village Square
  - a. Louise Czaja Chairperson shares the checklist for Approving Projects and Allocating TIF Revenues document, created by Mary Ann Kahl, sent to Plan Commission on 1/17.
    - i. Louise Czaja Chairperson shares that a TIF is financial relief for communities that have struggled in development.
      1. Mary Ann Kahl asks is it for a business or residential?
        - a. Larry Gums responds he has TIF grant being used in the process of developing a subdivision with physical barriers, for example a wetland to the north and a railroad in another direction; the TIF grant benefited the developer, encouraging growth.
        - b. Louise Czaja Chairperson adds that a TIF grant was used to put in a

- route for Onvoy.
    - ii. Louise Czaja Chairperson comments that the highway 14/67 DOT project intersects with the portion of the TIF district around Village Square, and some of the TIF funds could be used to fund side projects, like lighting the downtown area.
      - 1. Annie Zambito comments the TIF documents should be shared with the Plan Commission for review.
        - a. Louise Czaja Chairperson to share the TIF budget with the plan commission for the next meeting.
          - i. Item to be added to the next meeting
3. Ad Hoc Policies & Procedures: Report
  - a. Upcoming meeting 1/23 will discuss Home Office Ordinance Review, Businesses permit process procedure, Complaint procedure, Chicken Ordinance Review, Lighting and Camera Ordinance Review and Air BnB Ordinance Review
  - b. Documents created by Mary Ann Kahl for Ad Hoc Committee were shared with Plan Commission members for review, including:
    - i. DRAFT Village of Walworth Special Event Permit Application \_Draft\_10\_2024
    - ii. and DRAFT\_ Village of Walworth Special Event \_10\_23\_2024
      - 1. Mary Ann Kahl explains the reason for the creation of these documents was the lack of this ordinance and application, which nearby municipalities already have.
        - a. Item to be added to the next agenda
  - c. Documents created by Lawrence Gums for the Ad Hoc Committee and edited by Kellie Thiele, Village Clerk, were shared with the Plan Commission for review, including:
    - i. Plan Commission Request Application - KT Edits,
    - ii. Storm Water Management Evaluation Request - KT Edits,
    - iii. and Zoning Permit Application - KT Edits
      - 1. Larry Gums explains the reason for the creation of these documents was to provide the plan commission with a concise, unconvoluted path for incoming applications. We're still waiting for the clerk to add prices and ordinances to the documents, but in the meantime they are available to review.
        - a. Item to be added to the next agenda
4. Building/Zoning Inspector's Report:
  - a. Complaint procedures & fee
    - i. Jerry Anderson Village Building Inspector and Zoning Administrator speaks
  - b. Plan submitted by Village Engineer, Walworth Prairie (Plan document not shared with PC prior to meeting).
    - i. Jerry Anderson Village Building Inspector and Zoning Administrator adds that he has no plan to share.
    - ii. Annie Zambito comments we need the declaration and covenants, conditions, restrictions and easements.
      - 1. Item to be added to the next added to next agenda.
5. Items for Next Agenda
  - a. Public Hearing Plan of Operation dated 12/26/2024, Conditional Use and Site Plan dated 1/10/2025, Submitted Frank & Mary Lou Stellato, Frank & Ashley Stellato, Dan Fahey, and Mark Pulokas, P.E. for Stella's Lounge, 121 Kenosha St., Walworth WI 53184 VWP 00266
  - b. Review of TIF District Requirements: Village Square
  - c. Special Event Ordinance and Application Review
  - d. Plan Commission Request Application, Storm Water Management Evaluation Request and Zoning Permit Application Review
  - e. Ad Hoc Committee follow up
  - f. Chicken Ordinance Review
  - g. Walworth Prairie subdivision declaration and covenants, conditions, restrictions and easements document review.
6. Adjournment
  - a. Louise Czaja Chairperson makes a motion to adjourn the meeting at 7:01 pm. Peg Hubertz seconds the motion. All in favor, motion adjourned 7:04 pm.

Respectfully submitted by Annie Zambito Secretary on 1/20/2025