

VILLAGE OF WALWORTH
AD HOC POLICIES & PROCEDURES COMMITTEE
Minutes
Wednesday, October 23, 2024, 6:00 pm
Village Hall, 227 N. Main St., Walworth WI 53184

1. Call to Order
 - a. Louise Czaja Chairperson calls the meeting to order at 6:09 pm
2. Roll Call
 - a. Plan Commission Members Present: Louise Czaja Chairperson, Annie Zambito Secretary, Mary Ann Kahl, and Lawrence Gums
3. Approval of minutes from 9/18/24
 - a. Mary Ann Kahl makes a motion to approve the minutes, Lawrence Gums seconds the motion. All in favor, minutes approved.

DISCUSSION, CONSIDERATION AND ACTION ON THE FOLLOWING:

1. Draft of Special Event Ordinance and Permit Form (Mary Ann Kahl)
 - a. Mary Ann Kahl shares her new draft of Ordinance, she shares paper copy with highlights reflecting changes made. She calls attention to 7-14-7 Insurance Level Requirements, and asks for input
 - i. Louise Czaja Chairperson agrees with the numbers added.
 - ii. Annie Zambito asks what the next step will be
 1. Mary Ann Kahl responds that she will meet with the clerks and then present to plan commission.
 - b. Mary Ann Kahl presents application to ad hoc for review. The committee members make grammatical corrections. She explains her next step will be to review these with clerks and then present to the Plan Commission, as well.
 - i. Review of Special Event Ordinance and Permit to be added to the next Plan Commission Agenda
2. Draft of 'What is Needed' form (Lawrence Gums)
 - a. Lawrence Gums shares a new draft of the plan commission request application, zoning permit application and Storm Water & Erosion Control Evaluation Request for review. He shows the edits that he made and welcomes feedback from the committee. He explains that the next step will be for these to be reviewed by the Village Clerks, Building Inspector and Zoning Administrators and Plan Commission Committee Members at and/or before the next Plan Commission meeting
 - i. Review of Plan Commission Request Application, Zoning Permit Application and Storm Water & Erosion Control Evaluation Request to be added to the next Plan Commission Agenda.
3. Review Village of Walworth Ordinances (as needed)
 - a. Mary Ann Kahl comments that going forward, every application should mention the ordinance referenced, and once ordinances are codified, it can be hyperlinked to the ordinance online.
4. Items for next agenda
 - a. Home office ordinance
 - b. Chicken Ordinance
5. Schedule the next meeting
 - a. Annie Zambito suggests November 20th, 6:00 pm, Louise Czaja Chairperson seconds the motion. All in favor.
6. ADJOURNMENT
 - a. Annie Zambito makes a motion to adjourn, Mary Ann Kahl seconds the motion. All in favor, motion approved, meeting adjourns at 6:53 pm.

Respectfully submitted by Annie Zambito on 10/23/2024