

**VILLAGE OF WALWORTH**  
**PLAN COMMISSION MEETING**

Monday, November 15<sup>th</sup>, 2021, 6:00 p.m.  
Village Hall, 227 North Main Street, Walworth, WI 53184

**Minutes**

1. Call to order: This meeting was called to order by Louise Czaja, at 6:02 p.m.
2. Roll Call  

BOARD MEMBERS PRESENT: Ed Snyder, Dan Mizialko, Louise Czaja, Tom Connelly and Annie Zambito  
ABSENT: Shaun Mularkey (excused, no zoom)  
ALSO PRESENT: Bob Ball, Ryan Milligan, Stephanie Atwell and Amy Hurwitz
3. Pledge of Allegiance
4. Approval of Minutes:
  - A. Plan Commission Meeting Minutes 10/18/2021
    - i. Ed Snyder motions to approve the minutes; Dan Mizialko seconds the motion. All in favor; motion approved.
5. Comments from Citizen(s) Present: *Any item presented to the Village Plan Commission by a citizen will be heard may be placed on the next regular meeting's agenda.*
  - A. none
6. Discussion, Consideration and Action on the following:
  - A. NEW BUSINESS:
    - i. Forget-Me-Not Flower Market CUP
      1. Co-owners, Stephanie Atwell and Amy Hurwitz, present in the room, discuss their existing business, Forget Me Not Flower Market, and their conditional use permit petition. They've run this floral store for 5.5 years, and have run out of cooler room. Since they need to add on to the existing structure in order to fit another cooler in the space anyway, they also investigated adding living quarters, for use as a short term rental (aka AirBnB/VRBO/vacation rental – not traditional “bed and breakfast” since no food served) to the property at the same time. The petitioners explained the purpose would be to supplement their income. They have met with the architect for the Tracy Group, and brought the drawn up plans for the structure.
        - a. Tom Connelly asks the board whether or not a Conditional Use Permit is even required given the parcel is zoned B3; he reads from the zoning code matrix, and concludes that what they're asking to do might already be a permitted use of the property.
        - b. Stephanie Atwell responds that she was instructed to reach out to the Village Building Inspector, Ellis Border, and submit a Conditional Use Permit, by the architect. However, he never returned her calls or messages, and that she is overall unsure of what she should do next.

- c. Ed Snyder asks about the previous CUP that existed for this property related to outdoor dining; he suggests this as the source of this zoning code confusion.
  - i. Tom Connelly responds that any previous CUPs expired once the current owners/petitioners purchased the property.
- d. Louise Czaja informs the petitioner that Ellis Border's son Justin is purchasing the family business, and that is likely the reason for the delay in response.
- e. ACTION:
  - i. Louise Czaja agrees to ensure the Village Building Inspector reaches out to the petitioners ASAP. Furthermore, she explains that if a CUP is required, there will also have to be a public hearing; if it is NOT required, they won't need a public hearing, but instead a building permit for the additional structure.
  - ii. Tom Connelly agrees to send the B3 zoning code to the petitioner, with all the permitted uses of the property.
  - iii. Item tabled until petitioner meets with Village Building Inspector and has a copy of the B3 zoning code permitted uses.

#### B. OLD BUSINESS:

- i. Request to abandon Hamlin St. & Walking Path
  - 1. Review Chief Hammond's report about safety issues
    - a. Louise Czaja reads email from Shaun Mularkey.
    - b. ACTION:
      - i. Louise Czaja motions to refer this item to the Village Planner, for creation of a formal plan. Dan Mizialko seconds this motion. All in favor, motion granted. Item referred to Shaun Mularkey, Village Planner.
  - 2. Ryan Mulligan comments he hasn't completed a cost recovery packet because he wasn't sure what to price out. However, he presents the plat (paid for by affected property owners) of Hamlin Street and historical maps of the Village of Walworth, none of which designate Hamlin Street as a walking path.
  - 3. Additionally, he requests the Plan Commission consider the following:
    - a. The connecting Fremont Street has become busier over the years, and more dangerous for children walking to school.
    - b. Removing Hamlin Street does NOT remove access to Windmill subdivision, and will potentially improve the value of the homes directly West of Hamlin on Savannah Dr, by adding privacy.
    - c. Hamlin Street is NOT maintained by the Village during winter months, and if the street is NOT decommissioned, the Village should be required to maintain it as well as hire a crossing guard and create a designated path in Hamlin Street's place.
  - 4. Tom Connelly shows last proposed Village of Walworth bike path map has designated W Fairview Dr, amongst other streets, none of which are Hamlin Street. He then finds and shares the Village of Walworth Comprehensive Outdoor

Recreation Plan (CORP). The map has the asphalt path between the sidewalk on Savannah Drive and Hamlin Street labeled as an "off-street multi-use trail"; however, he explains that this document is more of a suggestion for the Village of Walworth Future Comprehensive Plan, not a mandate. He concludes this CORP is easy to amend, if Hamlin Street is ultimately decommissioned.

a. ACTION:

- i. Village Board to forward Village Planner, Shaun Mularkey, the documents presented by the petitioner, Ryan Milligan, and the CORP map found by Tom Connelly
  - ii. Item tabled until formal plan created by
5. Review subdivision final plat; Comments from Tracy Group
- a. Ed Snyder asks if the vacant land parcels closest to Hamlin Street are owned by Tracy Group or C&C Technologies.
    - i. Village Board and petitioner are unsure; item not to be brought to Tracy Group for comment until parcel ownership is confirmed.

7. ORDINANCES:

- A. Review of Village Ordinance Title 15, Chapter 3 Historic Preservation
  - i. Louise Czaja presents articles received from citizens and encourages the board to think of ways to use the Village of Walworth TIF grant money.

8. Building/zoning Inspector's Report

- A. Building Inspector not present.
- B. Tom Connelly informs the board that the strip mall has sold, and the new owners, David and Jessica Clark, plan to start improvements in the spring.

9. Items for Next Month's Agenda

- A. Louise Czaja reads resignation email from Brad Cousins; she comments that the Village Plan Commission should have 7 total members and asks the board to put the word out, and think of neighbors that might be interested in joining the Plan Commission.

10. Adjournment

- A. Louise Czaja motions to adjourn the meeting; motion seconded by Ed Snyder. Meeting is adjourned at 7:17 PM

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.*

cc: Village Board, Walworth Times, Lake Geneva Regional News