

VILLAGE OF WALWORTH
AD HOC POLICIES & PROCEDURES COMMITTEE MINUTES
Tuesday, May 28, 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 6:12 pm.
2. Roll Call
 - a. Plan Commission Members Present: Louise Czaja Chairperson, Annie Zambito Secretary, Lawrence Gums, Mary Ann Kahl
3. Pledge of Allegiance

DISCUSSION, CONSIDERATION AND ACTION ON THE FOLLOWING:

1. Review Village of Walworth Ordinances:
 - a. ARTICLES A-L: Sec. 13-1-1 Authority, THROUGH 13-1-195
 - i. Louise Czaja Chairperson informs those present that the code is almost digitalized. She reads what articles A – L of the code entail regarding Zoning. She states that authority is granted to the Village to create its own zoning code, whereas a township requires the County for final approval. Generally, the code is intended to comply with the comprehensive master plan. The intent of the code is to set forth what is required for compliance with the village code within the restrictions set forth by the county and state. Districts include A-1, R-1, R-2, R-3, R-4, RR-1, B-1, B-2, B-3, B-4, M-1, I-1, P-1, PUD.
 - ii. Lawrence Gums continues reading the code on Conditional Uses, purposes and approval process. The application shall be accompanied by a plan that can show things like topography, soil type, high water marks, ground water, vegetative cover, site and grading plan, proposed buildings, structures, parking, and a statement.
 1. Lawrence Gums comments we should submit site and grading plans before changing the topography of the land. Easements for stormwater drainage should be required for issues of impervious soil.
 - iii. Louise Czaja Chairperson comments the village has received complaints regarding conditional uses, but they can be cited for violations of conditional use.
 1. Mary Ann Kahl comments that for a conditional use checklist should ask the proximity to a highway, in case the DOT would need to review.
 - iv. Lawrence Gums presents a nearby municipality form that has the petitioner fill out what it is they are requesting, and that directs them as to what they need to bring.
 - v. Louise Czaja Chairperson adds that a schedule of fees is being created as well.
 1. **Action: Lawrence Gums agrees to forward this to the committee.**
 2. **ACTION: Annie Zambito agreed to draft a Village of Walworth version of the form**
 - vi. Louise Czaja Chairperson reads from the code on site plans, which must be approved by the plan commission. Conditions can be added as deemed necessary.
 - b. Application forms currently in use
 - i. Annie Zambito shares the forms printed.
 - c. Posting and notice procedures
 - i. Mary Ann Kahl comments timelines can be added to the application
 1. Louise Czaja chairperson reads clerk email that says 15 days minimum for CSM and plats, other forms have just followed suit with that standard.
 - d. Review Walworth County online forms

- i. Annie Zambito shares the printed online forms.
- e. **ACTION: Mary Ann Kahl mentions drafting a Special Event Application form**
- f. **ACTION: Annie Zambito agrees to remind secretary to send Car Gallery a Special Event Application Form (not a site plan)**
- 2. Schedule the next meeting
 - a. Annie Zambito proposes a follow up meeting Tuesday, June 25th, 2024.
- 3. ADJOURNMENT
 - a. Louise Czaja Chairperson makes a motion to adjourn; Mary Ann Kahl seconds the motion. All in favor, the meeting adjourned at 7:58 PM

Respectfully Submitted,
Annie Zambito Village of Walworth Plan Commission Secretary
5/28/2024