

**VILLAGE OF WALWORTH**  
**AD HOC POLICIES & PROCEDURES COMMITTEE**  
**MINUTES**  
**Tuesday, June 25, 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 6:00 pm
2. Roll Call
  - a. Plan Commission Members Present: Louise Czaja Chairperson, Annie Zambito Secretary, Lawrence Gums, Mary Ann Kahl
3. Approval of minutes from 5/28/24
  - a. Lawrence Gums makes a motion to approve the minutes, Mary Ann seconds the motion. All in favor, minutes approved.
4. Pledge of Allegiance

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

1. Review Village of Walworth Ordinances (Continued)
  - a. Louise Czaja Chairperson corrects the agenda that ordinances will be referenced as we develop the policies going forward.
2. Draft of Special Event Form (Mary Ann Kahl)
  - a. Mary Ann Kahl reports on progress; she comments that the Village office currently has a parade form used in lieu of a special events form because, before we approve a special events form, we need to have an ordinance. She comments that she is working on a draft of both the ordinance and a special events form, based off other municipalities' ordinances and special events form. She adds that the ordinance sections include purpose, definition, services, organizers, permits, exceptions, parking, etc.
3. Draft of 'What is Needed' form (Lawrence Gums and Annie Zambito)
  - a. Lawrence Gums presents draft of form to ad hoc committee. He summarizes that this form accumulates all the forms that are heard by the Plan Commission.
    - i. Louise Czaja Chairperson comments we have a separate cost recovery agreement.
    - ii. Mary Ann Kahl comments she will make some verbiage changes and send back. She adds that including the ordinance number will be useful as well.
  - b. Lawrence Gums responds that he will make more edits and present a new draft at the next ad hoc committee meeting. He adds that he will also include Storm Water Detention Report and Zoning Variance Permit applications as well to make more educated decisions going forward.
    - i. Louise Czaja, the Chairperson, comments that several community members have complained about past conditional use permits, and we may need to extend our notification area.
  - c. Lawrence Gums asks where we are with getting the code digitalized
    - i. Louise Czaja Chairperson comments they are working on the fee schedule, but it needs a public hearing. She agrees to send Annie the fee schedule pdf of changes to the fee schedule
    - ii. Lawrence Gums suggests we add Coding Fee Fine Forfeiture Schedule to our next ad hoc committee agenda
      1. All in agreement, item to be added to next agenda
4. Schedule the next meeting
  - a. Annie Zambito suggests the next Ad Hoc Committee meeting be scheduled for July 16<sup>th</sup> at 6:00 pm
    - i. All in agreement, the next meeting is scheduled for Tuesday, July 16<sup>th</sup> at 6:00 pm.
5. ADJOURNMENT
  - a. Louise Czaja Chairperson makes a motion to adjourn; Annie Zambito seconds the motion. All in favor, the meeting adjourned at 7:07 P.M.

Respectfully Submitted,

Annie Zambito Village of Walworth Plan Commission Secretary

06/25/2024