

VILLAGE OF WALWORTH
AD HOC POLICIES & PROCEDURES COMMITTEE
MINUTES
Tuesday, July 16, 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. Pledge of Allegiance
4. Approval of minutes from 6/25/24.
 - 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. Review Village of Walworth Ordinances (as needed).
 - a. Louise Czaja Chairperson reads the ordinance regarding changes and amendments to the zoning code. She explains that the code requires the applicant to include a list of property owners within 200' to notify, which needs to be added to the new application.
 - i. Lawrence Gums responds he can add the verbiage, and if the clerk finds missing property owners, from the applicant's submitted list, they can deem it incomplete and give it back to the applicant. He asks if there is anything in the ordinances that references specific Village of Walworth applications?
 1. Louise Czaja Chairperson answers no the ordinances don't mention specific paperwork.
 - b. Louise Czaja Chairperson comments with the fee schedule being updated, should all the applications be reviewed and checked against the updated fee schedule and code?
 - i. Lawrence Gums, Mary Ann Kahl and Annie Zambito agree yes, all applications should be checked against the updated fee schedule and code to ensure they match.
 - c. Mary Ann Kahl asks if the applicant needs to look up the property owners, should we include the Walworth County gis website on the applications as well?
 - i. Lawrence Gums replies he can add that to the application.
 - d. Mary Ann Kahl asks about the part of the ordinance that mentions protests: do protests need to be in writing or can protesting be done by just attending a board meeting?
 - i. Louise Czaja Chairperson reads the ordinance regarding protests, which can be made by a landowner a plan commission or a governing body by mail, email, phone or fax.
 1. Annie Zambito comments it does not say one can be considered 'in protest' by simply attending a meeting.
 - e. Louise Czaja Chairperson continues reading ordinance regarding spot zoning.
 - i. Mary Ann Kahl comments that this creates a standard checklist that could be used by the plan commission when making a decision.
2. Draft of Special Event Ordinance and Permit Form (Mary Ann Kahl).
 - a. Mary Ann Kahl comments she looked at special event ordinances created by other, similar nearby municipalities to the Village of Walworth to create her draft.
 - i. Annie Zambito comments that the current code has special "vending" events, but not just special events, so this is much needed.
 - ii. Louise Czaja Chairperson comments Maple Street had a block party, she reads from "street privilege" ordinance, the ordinance regarding parades, processions and marathons as well as the ordinance regarding park and recreation events.
 1. Mary Ann Kahl comments that these ordinances are different from her "special event" definition, but she will cross reference against hers and edit her draft.

3. Draft of 'What is Needed' form (Lawrence Gums).
 - a. Lawrence Gums comments he wanted to make it easily understood and require professionals be involved for more accurate information; he continues that he tried to make the applications as detailed as possible, asking as many questions as possible upfront, ahead of time with the thought that the more information made known ahead of time, the more informed a decision can be. He continues that his new plan commission request application is an umbrella application, combining 5 applications in 1.
 - i. Louise Czaja Chairperson reads the old zoning permit application.
 1. Lawrence Gums responds he will include the verbiage from the old permit, and cross reference the Village Planner and Engineer reports as he edits his drafts.
4. Plan Commission Manual and Information Material Available to Plan Members.
 - a. Application & job description
 - i. Lawrence Gums asks if the Village of Walworth has an application or governance welcome packet?
 1. Louise Czaja, Chairperson, comments no but there is a handbook available for everyone to review.
5. Items for next agenda
 - a. Draft of Special Event Ordinance and Permit Form (Mary Ann Kahl).
 - b. Draft of 'What is Needed' form (Lawrence Gums).
 - c. Review Village of Walworth Ordinances (as needed).
6. Schedule the next meeting.
 - a. Annie Zambito suggests the ad hoc committee meets again on Tuesday, August 20th, at 6:00 pm; the other committee members agree.
7. ADJOURNMENT
 - a. Annie Zambito makes a motion to adjourn, Lawrence Gums seconds the motion. All in favor, meeting adjourns at 7:32 pm. .

Respectfully Submitted,
Annie Zambito Village of Walworth Plan Commission Secretary
07/16/2024