

VILLAGE OF WALWORTH
AD HOC POLICIES & PROCEDURES COMMITTEE
MINUTES
Wednesday, August 21, 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, Mary Ann Kahl; Lawrence Gums arrives 6:25 pm
3. Approval of minutes from 7/16/24
 - a. Mary Ann Kahl makes a motion to approve the minutes, Louise Czaja Chairperson 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 with the committee; she has cross-referenced other nearby municipalities' special events ordinances. The Ad Hoc Committee goes through the draft section by section. The ordinance separates major vs. minor events; the committee discusses how time for approval
 - i. Lawrence Gums arrives at 6:25 pm, and adds that the approval processes for all permits could be on the applications he is working on.
 - b. Annie Zambito asks about the timeline for the work of this committee.
 - i. Louise Czaja Chairperson comments that she is meeting with Clerk to go over the fee schedule again soon, and then the finance committee has to approve it before that goes online.
 - c. Mary Ann Kahl adds she hopes to be completed with what we're working on before the end of the year.
2. Draft of 'What is Needed' form (Lawrence Gums)
 - a. Lawrence Gums comments since he arrived straight from work he doesn't have the draft with him however he spoke with Building Inspector and Zoning Administrator Jerry Anderson about which permits he sees, but he has only seen a handful, not all of the applications; he adds that he is goes to confirm with him and the Clerk which applications/permits they have and/or need.
3. Review Village of Walworth Ordinances (as needed)
 - a. Louise Czaja Chairperson comments Section 13 – 1 – 48 explains that any item with "S" under zoning code requires site plan review.
 - b. Lawrence Gums Section 13 – 1 – 23 regarding site regulations and the basis of conclusion by which a decision is to be made by Village committees.
 - i. Annie Zambito comments once the code is online, that will streamline the process of inquiry going forward.
4. 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)
5. Schedule the next meeting
 - a. Annie Zambito suggests Wednesday, September 18th at 6:00 pm
6. ADJOURNMENT
 - a. Mary Ann Kahl makes a motion to adjourn, Lawrence Gums seconds the motion. All in favor, meeting adjourns at 7:13 pm.

Respectfully submitted by Annie Zambito
8/21/24