

VILLAGE OF WALWORTH
AD HOC POLICIES & PROCEDURES COMMITTEE MINUTES
Wednesday, September 18th, 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 6:01 pm
2. Roll Call
 - a. Plan Commission Members Present: Louise Czaja Chairperson, Annie Zambito Secretary, Mary Ann Kahl, and Lawrence Gums (arrives at 6:03 pm)
3. Approval of minutes from 8/21/24
 - 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 of Ordinance, with notes from clerk. The clerk suggested: under Sec 7-14-5 d 4 to add a map description, in addition to a written description, of the event location; Section 7-14-7, potable is portable water; Section 7-14-10, a written notice should also require applicant to address why it was appealed, and what the remedy will be; the clerk suggested we get of the special event vending permit. street use permit, processions parades runs and walks permits, instead combining those in with this special events permit. Mary Ann Kahl then shows the portion of the ordinance where those permits are now added into this Special Events Ordinance, combining all 4 into 1.
 - b. Louise Czaja chairperson suggests bodily injury and property damage limit of \$250,000 is too low, and should be increased to \$1,000,000 per occurrence
 - c. Annie Zambito asks how will someone know if they need the anticipated services?
 - i. Lawrence Gums suggests we add “unsure” under “anticipated services”
 - d. Louise Czaja Chairperson comments that since it must go to the Village Board for approval, the application should be submitted 60 days.
 - i. Lawrence Gums suggests adding verbiage that allows for applications to be submitted less than 60 days ahead of time, with the caveat that increased fees for special meetings may occur.
 1. Item to be added to the next agenda.
2. Draft of ‘What is Needed’ form (Lawrence Gums)
 - a. Lawrence Gums shares a new draft of the plan commission request and zoning permit applications. He added that a portion relating to what is required for which request and he added language from existing forms for continuity. He comments he reviewed the storm water erosion control form with engineers and will be making final edits on that form, as well as the zoning permit application.
 - i. Final edits to be reviewed at next ad hoc committee meeting
3. Review Village of Walworth Ordinances (as needed)
 - a. Louise Czaja Chairperson reads the ordinance chapter 7 where it mentions a performance bond insurance is required. Additionally, the applicant must be present when heard by Village Board. There’s a renewal process, as well, we should consider.
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)
 - d. Home office ordinance
5. Schedule the next meeting
 - a. Annie Zambito Secretary suggests Wednesday October 23rd at 6:00 pm.
 - i. All are in agreement; next meeting is scheduled. Mary Ann Kahl leaves at 6:37 p.m.
6. ADJOURNMENT
 - a. Annie Zambito makes a motion to adjourn, Louse Czaja Chairperson seconds the motion. All in favor, meeting adjourns at 6:45 pm.

Respectfully submitted by Annie Zambito on 9/18/2024