

## Official Notice

### **Administrative Committee Meeting**

**Wednesday July 7, 2021 3:00 PM**

**Town Hall**



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5621 Town Hall Road, Delavan, Wisconsin 53115

(262) 728-3471 - FAX (262) 728-3473

Email: [mknipper@townofdelavan.com](mailto:mknipper@townofdelavan.com)

Hours: M – F, 8:30 AM – 4:30 PM

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The Town of Delavan Administrative Committee will hold its monthly Meeting on **Wednesday July 7, 2021 at 3:00 pm** at Town of Delavan Town Hall, 5621 Town Hall Rd., Delavan WI 53115.

### Official Notice

- 1) Call to Order
- 2) Declaration of Quorum for Doing Business
- 3) Approval of Agenda
- 4) Approval of Minutes of the Administrative Committee meeting of June 7, 2021
- 5) Communications
- 6) Comments and Suggestions of Citizens Present Regarding Items on the Agenda
- 7) Old Business
- 8) New Business
  - (a) Code Enforcement Report by Shannon Markley
    - i. See Attached Report
  - (b) Discussion/Possible Recommendation – Liquor License
  - (c) Discussion/Possible Recommendation - Operator's Licenses
  - (d) Discussion/Possible Recommendation - Tobacco/Cigarette Licenses
  - (e) Discussion/Possible Recommendation - Short Term Rentals
    - i. Letter from Terry Freeman, Code Enforcement Officer for Short Term Rentals (Walworth County)
    - ii. Review the Short-Term Rental Process (See Handout)
  - (f) Discussion/Possible Recommendation - Picnic License Permits
  - (g) Discussion/Possible Recommendation - Special Permit Requests
    - i. Chicken License – Review the Process (See Ordinance)
      1. They can't have chickens until they get a permit, but in order to get a permit, the Code Enforcer has to "approve" the Chicken Coop on the property.
- 9) Comments and Suggestions
- 10) Date of Next Meeting – August 2, 2021 4:00 PM
- 11) Adjournment

#### A Quorum of the Town Board May be Present

The agenda may be posted at any two of the following places: Town Hall, [www.townofdelavan.com](http://www.townofdelavan.com), FNBT, Lakefront Mobil, Maxi One and Piggly Wiggly Copies: Committee Members, Town Board, Delavan Enterprise, and Janesville Gazette. Any person who has a qualifying disability as defined by the American with Disabilities act that requires the meeting or the materials at the meeting to be in an accessible location or format must contact the Town of Delavan, 5621 Town Hall Road, Delavan Wisconsin at least twenty –four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request. The Town of Delavan is an Equal Opportunity Employer