Town of Rome
Nekoosa, WI 54457
www.romewi.com

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, APRIL 9, 2024 **4:00 PM** **ROME MUNICIPAL BUILDING**
1156 Alpine Drive
Nekoosa, WI 54457

1. Call to Order
   Chairman Mike Baker called the meeting to order at 4:04 p.m.

2. Roll Call
   Plan Commissioners present: Thomas Gabriel, Paul Janczak, Chairman Mike Baker, Diana Duelge, Lori Djumadi and Bill Kappel.
   *Plan Commissioners excused: Jerry Wiessinger (May be present, late or not at all). *Did not attend**
   Also present: Support Specialist Taylor Owczynsky and Town Attorney Nick Flanagan.

   Applicant Kent Schneider present for Agenda items 7a & 12.
   Applicant Brian Shaurette present for Agenda items 7b & 13.
   Applicants John & Christie Hotz present for Agenda items 7d & 15.
   Representative John Kastner present for Agenda items 7e & 16.
   Applicant Will Blakey present for Agenda item 10.
   Applicants Mark Anderson & Dan Lilja present for Agenda item 17.

3. Certify Posting of Meeting
   Support Specialist Taylor Owczynsky certified that Tuesday, April 2, 2024 the agenda for the Town of Rome Plan Commission meeting for Tuesday, April 9, 2024 was posted at the following locations:

   Rome Town Hall at 12:45 p.m.
   Kwik Trip, LLC at 12:30 p.m.
   Nekoosa Port Edwards State Bank at 12:35 p.m.
   Posted on the Town of Website on: 4/2/2024
   Emailed to the Wisconsin Rapids Tribune on: 4/2/2024
   Legal Notice published in the Wisconsin Rapids Tribune on: 3/26/2024 & 4/2/2024

4. Approve the Agenda
   Motion by Kappel/Gabriel to approve the agenda as presented. Motion carried.

5. Citizen Comments – During the Citizen Comment period of the agenda the Plan Commission welcomes comments from any town resident, not a member of the Commission, on any item not on the agenda. Please know that pursuant to State law the Commission cannot engage in conversation with you but may ask questions. The Commission may refer the item to staff, a standing committee or a future Plan Commission agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Chair providing their name, address and topic for discussion
   a. The Commission will also take comment from the public on agenda items as called by the Chair, but not during Citizen Comment. Please note that once the Commission begins discussion on an agenda item no further comment will be allowed from the public on that issue

Comment card received from Jerry Iverson. Jerry spoke regarding parking concerns at Barnum Bay Beach and Marina and the potential of its capacity for overflow and safety. He also commented regarding noise concerns.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondence, Current Events, Announcements
Commissioner Duelge commented on Chairman Baker's re-election as County Supervisor. She announced tonight as his last night as being chair of the Plan Commission as well as congratulated and thanked him for all his years of service.

7. Open Public Hearing
There were 22 members of the public present, including those applicants noted above.

   a. Consideration of a Site Plan/Plan of Operation for Kent Schneider (KMC Tucks LLC) d/b/a Cal's Corner, to construct a seating area/addition at 382 State Road 13, also described as Lot 76 of Canterbury Addition to Lake Sherwood located in SW ¼, SE ¼, Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01951-0000

   Applicant Kent Schneider present to comment on the Site Plan & Plan of Operation. Applicant indicated reason for addition to existing business is for additional seating, game room addition and extra space for pool tables, dart boards, karaoke, bathrooms etc.

   b. Consideration of a proposed Zoning Map amendment from R-4 (Rural Residence District) to R-2 (One- and Two-Family and Manufactured Dwelling Residence District) relating to a .5- acre portion of land, being part of parcel 030-00747-0010, also described as Lot 1, CSM 1729, located in the SW1/4, SW1/4 Section 12, Town 20N, Range 06E, Town of Rome, Adams County, WI

   No applicant available at this time to speak on the property and no further comments.

   c. Consideration of proposed amendment to Chapter 360 (Zoning), Article III, General Regulations, 360-10 Accessory uses and structures, regarding canopies

   Tim Mitchell present on behalf of Meagen & Casey Benz. Commented regarding permit requirements for canopies.
   Greg Boening questioned what brought about the change for the ordinance and need of a permit, be it complaints or the actual reasoning.
   Chairman Baker read in the email received from the owners of Hoozels at The Lakes.
   Mark Anderson, owner of the Lure, spoke regarding canopies. He supports the change for allowance of tents in the Business District.

   d. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 967 Mansfield Ct., owned by John and Christie Hotz, also described as Lot 2 of Chatham Addition to Lake Camelot, located in the SE1/4, SW1/4, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI with a parcel number of 030-05137-0000

   Property owners John & Christie Hotz present to comment regarding Conditional Use Permit. Chairman Baker comments on length of the term to be possibly changed to indefinite.

   e. Consideration of a Preliminary Plat for Sedge Village South, to be located on a 29.16-acre parcel owned by Sand Valley South, LLC, described as follows: Lot 26, 27, and 28, Sedge Village, Document No. 572728, and Part of the NW ¼ and the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼, all in Section 26, Town 20N, Range 5E, Town of Rome, Adams County, WI

   John Kastner of Vierbicher present to comment. Commissioner Duelge questioned Soil Reports. The Report is for the entire Sedge Village. Discussion on total number of lots and Declaration of Covenants with inclusion of by-laws. Indication that there will be future plans coming forward; Sedge North. Discussion will be on the 11 lots at current meeting.
   Greg Boening commented with concerns regarding soil boring and drain field.
   John Kastner indicated that they do 3 soil borings for each public system prior to approval.

8. Close Public Hearing

   Motion by Gabriel/Djumadi to close the public hearing. Motion carried.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action - Meeting minutes from Tuesday, March 12, 2024

   Motion by Duelge/Janczak to approve the meeting minutes from Tuesday, March 12, 2024 as presented.

Motion carried.

10. Discussion and possible action – Heartland Custom Homes, Inc. Review of landscaping, lighting, parking and sign plan for the property address of 1144 CTH D, also described as Lot 1 CSM 6905, located in the SW1/4 of the NE1/4, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0020

    Chairman Baker questioned the application regarding the applicant's reference to "town sewer". Applicant Will Blakey stated they have approvals for sanitary and the locations to be for both buildings. Commissioner Gabriel asked for clarification to their landscape plan and parking plan. Discussion on parking, lighting, landscape and signage plans.

    Motion by Kappel/Janczak to approve the landscaping, lighting, parking and sign plan for the property located at 1144 County Highway D belonging to Heartland Custom Homes Inc. Motion carried.

11. Discussion and possible recommendation to the Town Board – Consideration of Sign Permit to locate a 4.3' x 6.2' off premise sign at intersection of Alpine Drive and Geneva Trail for Rome Town Center
    Commissioner Djumadi questioned if there was discussion about the ability to have the sign on the other side of the road, across from the church, near the electrical box.

    Motion by Djumadi/Gabriel to approve a 4.3 by 6.2 off-premises sign at the intersection of Alpine Drive and Geneva Trail for the Rome Town Center. Discussion regarding if abutting property owner notifications were made and if they are necessary. Discussion on how the location of the sign placement was determined. Location was said to be determined by CDA meeting and previous discussions. Motion carried.

12. Discussion and possible recommendation to the Town Board - Consideration of a Site Plan/Plan of Operation for Kent Schneider (KMC Tucks LLC) d/b/a Cal's Corner, to construct a seating area/addition at 382 State Road 13, also described as Lot 76 of Canterbury Addition to Lake Sherwood located in SW ¼, SE ¼, Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01951-0000

    Motion by Kappel/Djumadi to recommend to the Town Board the Site Plan and Plan of Operation for Kent Schneider's, Cal's Corner, at 382 State Road 13. Commissioner Djumadi seconds for purpose of discussion. Commissioner Djumadi questioned paving and signage plans. Commissioner Gabriel commented regarding the lack of building design plans including exterior colors, finishes and samples. Landscape plans discussed.

    Motion and second both withdrawn by Kappel/Djumadi.
    Discussion on septic system requirements/capabilities; applicant indicated subject to approval by Adams County.

    Motion by Djumadi/Gabriel for recommendation to the Town Board for the Site Plan & Plan of Operation for Kent Schneider KMC Tucks, LLC, doing business as Cal's Corner, at 382 State Road 13. To accept the Findings of Fact with the following conditions: Mr. Schneider provide colors for the building, roofing material, colors and the pitch of the roof. Paving plan. Portable sign removal and follows New Business Plan.

    Discussion regarding placing a paving plan timeline and inclusion of Business Design Plan as conditions.

    Motion and second amended to include all of the following conditions in the Findings of Fact:
    a. *Exterior colors, finishes and samples of roof materials and exterior*
    b. *Paving Plan *18 Months from time of approval at Town Board to pave parking.*
    c. *Portable sign removed from parking lot*
    d. *Provide building elevations & roof pitch*
    e. *Follows New Business Plan & Business Design Plan*
    (a, b & d to be brought to Zoning for review and brought back to Plan Commission with update).
    No further discussion. All in favor, motion carried.

13. Discussion and possible recommendation to the Town Board - Consideration of a proposed Zoning Map amendment from R-4 (Rural Residence District) to R-2 (One- and Two-Family and Manufactured Dwelling Residence District) relating to a .5-acre portion of land, being part of parcel 030-00747-0010, also described as Lot 1, CSM 1729, located in the SW1/4, SW1/4 Section 12, Town 20N, Range 06E, Town of Rome, Adams County, WI

    Attorney Flanagan recommends the placement of a condition, to avoid a potential split zoning, being that

the rezone be effective once the CSM is approved. Applicant Brian Shaurette present to comment regarding his plan once CSM and re-zone approved.

Motion by Duelge/Kappel to make a recommendation to the Town Board to propose a Zoning Map Amendment from R4 to R2 for the the half-acre parcel of land being part of parcel 030-00747-0010 with the Findings of Fact and that the re-zone would not be effective until after the CSM is approved. Motion carried.

14. Discussion and possible recommendation to the Town Board - Consideration of proposed amendment to Chapter 360 (Zoning), Article III, General Regulations, 360-10 Accessory uses and structures, regarding canopies

Motion by Djumadi/Duelge for recommendation to the Town Board for consideration of proposed amendment to Chapter 360 (Zoning), Article III, General Regulations, 360-10 Accessory uses and structures, regarding canopies. Commissioner Duelge seconds for purpose of discussion.

Commissioner Djumadi commented regarding clarification of the change of the current code to reflect Business District. The previous changes were meant for residential Zoning District requirements regarding accessory structures. The Joint committee that was formed in 2022 was formed to go through the Town Code. That committee changed it with a recommendation from the Town Administrator and the Zoning staff, at that time, not realizing the possible impact to businesses.
Commissioner Djumadi states that this came to light with a complaint brought before the Town Administrator and a person on the Board showed that the Code changed in February of 2023. This current action is to correct that and so it does not affect businesses negatively.
Commissioner Gabriel comments regarding the criteria necessary to be met for Business Event Tents and that permits and inspections should be necessary. Discussion on fire safety codes.
Attorney Flanagan suggests an informational handout/pamphlet regarding these situations. Discussion on fee amounts for event tents and insurance carriers of the event tents in the B1-District.
Mark Anderson commented regarding the insurance carrier they had for their event tent at Barnum Bay Beach and Marina.
Dan Lilja commented regarding their Fire inspection done on their tent at Barnum Bay Beach and Marina.

Chairman Baker reads in the proposed language to be adopted: Business District. In the Business (B-1) District, canopies that meet the criteria of an accessory use pursuant to this section may be erected upon issuance of a permit. Canopies with a floor area 120 sq. ft. or less require the issuance of a zoning permit. Canopies with a floor area greater than 120 sq. ft. shall require a building permit and zoning permit. Canopies used for events, exhibitions or assembly shall comply with the standards for recognized safe practices within § 191-13. The location of any canopy permitted under this subsection must comply with all setback requirements for structures in the applicable zoning district.

Timmy Mitchell commented regarding his belief of permits for tents to be included in the business license with no extra fee.
Attorney Flanagan states we would update the Zoning Permit to reflect an event tent.

No further discussion. Motion carried.

15. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 967 Mansfield Ct., owned by John and Christie Hotz, also described as Lot 2 of Chatham Addition to Lake Camelot, located in the SE1/4

Motion by Duelge/Janczak to approve the Conditional Use permit for the Short-Term Rental at 967 Mansfield Court owned by John and Christie Hotz. Motion carried.

16. Discussion and possible recommendation to the Town Board - Consideration of a Preliminary Plat for Sedge Village South, to be located on a 29.16-acre parcel owned by Sedge Village, LLC, described as follows: Lot 26, 27, and 28, Sedge Village, Document No. 572728, and Part of the NW ¼ and the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼, all in Section 26, Town 20N, Range 5E, Town of Rome, Adams County, WI

Motion by Djumadi/Duelge to approve the recommendation to the Town Board for the Preliminary Plat for Sedge Village South, the 29.6-acre parcel, owned by Sedge Village, LLC. With the language on 7c of the Findings of Fact with adjusting the words in 7c by removing the words, "or is in the process of complying with". Second for purpose of discussion by Commissioner Duelge. Discussion on Findings of Fact including all 11 lots

and the purpose of lot 11. Discussion on Findings of Fact to have removal of "or is in the process of complying with" in 7c.
No further discussion. Motion carried.

17. Discussion and possible recommendation to the Town Board - Consideration of a site plan/plan of operation for Barnum Bay Beach and Marina, LLC for the property located on Archer Ln., also described as Lot 1 CSM 4670, located in Government Lot 2 of Section 28, Town 20N, Range 05E, Town of Rome, Adams County, WI with a parcel number of 030-00408-0015

Motion by Baker/Kappel approve the Site Plan & Plan of Operation to recommend to the Town Board consideration the Site Plan & Plan of Operation for Barnum Bay Beach & Marina, LLC. Second for purpose of discussion by Commissioner Kappel.

Discussion on whether the Plan Commission Review Requirements and Considerations for Site Plan & Plan of Operation have all been met. Applicant Dan Lilja commented regarding the DNR and Adams County Stormwater approvals not being in writing yet. Applicant requests offer to be made for moving forward and permits to be contingent upon DNR and Adams County approvals.
Discussion of vegetative screening in setback areas and total number of trees stated to be 100.
Bill Maschmeyer commented regarding concerns of rain gardens and how they will affect the septic/sewer and water. Also commented on concerns of trees to be planted for screening.
Scott Bordeau commented regarding his attendance of the Land and Water Adams County meeting and his findings of the County's plan to fill their void for being short an Engineering Technician.
Applicants and Commissioners discuss lighting and sanitary plans.

Motion and second amended to include the condition in the Findings of Fact being of, "applicant must provide approval of all relevant stormwater to DNR specifications & approved by Adams County and DNR before able to proceed with campground development."

Roll call vote: Commissioner Kappel, "Yes". Commissioner Djumadi, "Yes". Commissioner Duelge, "Yes". Chairman Baker, "Yes". Commissioner Janczak, "Yes". Commissioner Gabriel, "No".
Motion approved with Commissioner Gabriel dissenting.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

18. Next agenda items:

1) Commissioner Gabriel indicated his wish to have "Discussion Only" on ordinance violations in the RTC regarding Site Plans. Commissioner Gabriel to supply supporting documents at the next meeting.
2) 1 Short-Term rental noted
3) Final Plat for Sedge South
4) Preliminary Plat for Sedge North

19. Next meeting date and time: May 14, 2024 at 4:00 p.m.

ADJOURMENT

Chairman Baker adjourned the meeting at 6:23 p.m.

"Speak Your Peace" Commitment – A reminder that the Town Board Members have adopted the Nine Tools of Civility which commits the Board Members and Public to be mindful of how we treat each other at meetings.

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin.

The Plan Commission may take action on any item on the agenda. It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Plan Commission.

Respectfully submitted,

Taylor Owczynsky

Taylor Owczynsky
Zoning Administrative Assistant Support Specialist