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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, May 14, 2024 **4:00 PM** **ROME MUNICIPAL BUILDING**
1156 Alpine Drive
Nekoosa, WI 54457

1. Call to Order
   Chairwoman Diana Duelge called the meeting to order at 4:10 p.m.

2. Roll Call
   Plan Commissioners present: Jerry Wiessinger, Thomas Gabriel, Paul Janczak, Chairwoman Diana Duelge, Lori Djumadi, Heather Dalton and Bill Kappel.
   Also present: Support Specialist Taylor Owczynsky and Town Attorney Nick Flanagan.

   Representative John Kastner presents via Webex for Agenda items 7a & 10 as well as Agenda items 7b & 11.
   Applicants Lisa Kubis and Al Schmidt present for Agenda items 7c & 12.
   Applicant Kevin Cole present for Agenda items 7d & 13.
   Applicant Will Blakey present for Agenda item 10.
   Applicants Jim & Diane Fletcher present for Agenda items 7e & 14.

3. Certify Posting of Meeting
   Support Specialist Taylor Owczynsky certified that on Thursday, May 9th, 2024 the agenda for the Town of Rome Plan Commission meeting for Tuesday, May 14, 2024 was posted at the following locations:

   Rome Town Hall at 12:30 p.m.
   Kwik Trip, LLC at 12:41 p.m.
   Nekoosa Port Edwards State Bank at 12:49 p.m.
   Posted on the Town of Website on: 5/8/2024
   Emailed to the Wisconsin Rapids Tribune on: 5/8/2024
   Legal Notice published in the Wisconsin Rapids Tribune on: 4/30/2024 & 5/7/2024

4. Approve the Agenda
   Motion by Wiessinger/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

Two Citizen Comment Cards received. First comment card from Anna Anderson on behalf of Kevin

Sweet regarding "building a house with the main level being a garage." Referred to the Zoning Administrator for review.
Second comment card received from Jacob Kroening regarding "shed vs. accessory structure permit, building requirements: min. & max. Overall code being read or interpreted differently by others – correcting code overall." Referred to the Zoning Administrator, Jeff Thelen of MSA for consideration.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondence, Current Events, Announcements

Commissioner Djumadi states the following upcoming events:
Rome Farmer's Market starts this weekend on Friday at 9:00 a.m. There are 3 upcoming events at the Lake Arrowhead Golf Course. 1st, The American Legion, Ryan Larson post 65 on Sunday, June 23rd at 10:30 a.m. at the Lake Arrowhead Golf Course. 2nd, a fundraiser for our Fire Department on June 13th. 3rd, Barkin' for Birdies; a golfing fundraiser that benefits the local Humane Societies. Armed Forces Day is Saturday, May, 18th from 8:00 a.m. to 4:00 p.m. being celebrated at the American Legion Red Cloud Post 250 in Friendship. Dove Nest 5th annual fundraiser is May 18th from 10 a.m. to 11: p.m. at Camelot on the Lake. She states that, as a reminder, the official site for information for the Town of Rome is our website and there are announcements on the Town Facebook page.

7. Open Public Hearing

There were 13 members of the public present, including those applicants noted above.

a. Consideration of a Final 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 via Webex to comment. Chairwoman Duelge questions total number of lots and/or Parcels as 14 and if that is 11 lots and 3 out lots total. Discussion that there were not any conditions on the Preliminary Plat and the Final Plat is identical.

b. Consideration of a Preliminary Plat for Sedge Village North, to be located on a 38.03-acre parcel owned by Sedge Village, LLC, described as follows: Lots 1 and 2, Sedge Village, Document No. 572728, and Part of the SW1/4 and NW1/4 of the NE1/4, and Part of the NW1/4 of the SE1/4, Section 26, Town 20N, Range 5E, Town of Rome, Adams County, WI

John Kastner of Vierbicher present via Webex to comment. Discussion on lot 13 being a developable lot and the purpose of out lot 4 for access to the ponds, for allowing easements. Discussion on there being 19 residential lots and five out lots. Chairwoman Duelge questions the total lots in the Declaration of Covenants. Attorney Flanagan states that we had asked for an update to the Declaration of Covenants condition/restrictions for Sedge Village North and suggests to make this a condition in the Findings of Fact. The applicant indicates they are working with their attorneys to update.
Beverly Kunz questions if either Sedge North or South are the area between Archer, 15th, and Apache. Commissioners' response is that it is not.
Sue Jaskelske questions if the preliminary is moving to where they cleared all the trees. Commissioner response is, "No these have nothing to do with West of 15th Avenue, where the trees have been cut down".
Commissioner Wiessinger states that he can share information from a reliable source. He states that Sand Valley, Michael Keiser, is just removing all the Red Pines, the plantation trees so to speak, and wants it to grow back up natural. Similar to what he is doing South of Badger with the 7,000 Acres down there. The plan for that is to just remove the Red Pines and let natural trees come back.
Attorney Flanagan questions the plans for lots 15, 16 and 17 and states they would need to abut the roadway. John Kastner indicates that there are potential plans to re-route that road, but in the interim, that road is staying so that lots 15, 16, 17, and 18 will still have that road. He states that if they do anything to change out lot 1, they then would have to adjust what's happening with lots 15, 16, 17, and 18 so they stay legal lots and have access.

c. Consideration of a Site Plan/Plan of Operation Application by Al Schmidt relating to occupancy of the existing building by Visit Rome, WI, Inc. for office space & tourism/community welcome center use at 1146 County Road D, also described as Lot 1 of CSM 1015, located in SW1/4, NE1/4, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00639-0000

Applicant Lisa Kubis present. She re-caps their Letter of Intent. Applicant indicates that she feels the location will provide exceptional exposure for Visit Rome as well as a convenient location for visitors and residents alike. She indicates that they will use the drive-thru for promotions, i.e. "Going on a hike today? Drive-thru and pick up some trail mix". Or a "doggy biscuit day". Otherwise, they will have a barricade in front of it 90% of the time. Discussion on their landscape plan and signage.

d. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 114 CTH Z, owned by Kevin and Debra Cole, also described as Lot 1 of CSM 4317, located in the NW1/4, NE1/4, Section 02 Town 20N, Range 05E, Town of Rome, Adams County, WI with a parcel number of 030-00039-0015

Applicant Kevin Cole present to comment. He states that the basement will not be used for occupancy, but that there will be access to the electrical panel down there. Applicant also indicated that this will be an over-flow for the current Short-Term Rental on Rome Island. Discussion on addition of two contacts for if/when he is not available.

e. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 377 15th Ave., owned by James and Diane Fletcher d/b/a JDFletcher Properties LLC, also described as Lot 104 of Kingswood Addition to Lake Arrowhead, located in the SE1/4, SE1/4, Section 14, Town 20N, Range 05E, Town of Rome, Adams County, WI with a parcel number of 030-03311-0000

Applicants Jim & Diane Fletcher present to comment. This was a previous rental property and they plan to continue that usage. Discussion on the previous Findings of Fact for the last STR; all conditions of the previous FOF were corrected and building was brought up to code.

8. Close Public Hearing
Motion by Wiessinger/Djumadi to close the public hearing. Motion carried.

3-minute recess taken. Chairwoman Duelge called the meeting back to order.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

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

Motion by Wiessinger/Kappel to approve the meeting minutes from Tuesday, April 9, 2024 as presented. Motion carried.

10. Discussion and possible recommendation to the Town Board - Consideration of a Final 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

Motion by Wiessinger/Djumadi to make a recommendation to the Town Board to approve the Final Plat for Sedge South. Motion carried.

11. Discussion and possible recommendation to the Town Board – Consideration of a Preliminary Plat for Sedge Village North, to be located on a 38.03-acre parcel owned by Sedge Village, LLC, described as follows: Lots 1 and 2, Sedge Village, Document No. 572728, and Part of the SW1/4 and NW1/4 of the NE1/4, and Part of the NW1/4 of the SE1/4, Section 26, Town 20N,

Range 5E, Town of Rome, Adams County, WI

Motion by Wiessinger/Djumadi to make a recommendation to the Town Board to approve the Preliminary Plat map for Sedge Village North including the Findings of Fact with the condition that they must write an updated set of covenants to be on file with the Town.
Commissioner Gabriel questions the process of the Plat going to Town Board. Attorney Flanagan clarifies process as Preliminary and Final both come to Plan Commission and then Town Board for approval. Discussion on the lots that are there and already exist in Sedge Village making this an overlay.
Motion and second amended for the decision to strike from the Findings of Fact, "Situated around a pond".
Motion carried.

12. Discussion and possible recommendation to the Town Board - Consideration of a Site Plan/Plan of Operation Application by Al Schmidt relating to occupancy of the existing building by Visit Rome, WI, Inc. for office space & tourism/community welcome center use at 1146 County Road D, also described as Lot 1 of CSM 1015, located in SW1/4, NE1/4, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00639-0000

    Motion by Kappel/Djumadi to recommend approval to the Town Board for the Site Plan & Plan of Operation, adopting the Findings of Fact, with the condition that the barricade that is being proposed be aesthetically pleasing. Motion carried.

13. 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 114 CTH Z, owned by Kevin and Debra Cole, also described as Lot 1 of CSM 4317, located in the NW1/4, NE1/4, Section 02 Town 20N, Range 05E, Town of Rome, Adams County, WI with a parcel number of 030-00039-0015

    Motion by Gabriel/Wiessinger to approve the Conditional Use permit, with the Findings of Fact. Motion carried.

14. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short- term rental at the property located at 377 15th Ave., owned by James and Diane Fletcher d/b/a JDFletcher Properties LLC, also described as Lot 104 of Kingswood Addition to Lake Arrowhead, located in the SE1/4, SE1/4, Section 14, Town 20N, Range 05E, Town of Rome, Adams County, WI with a parcel number of 030-03311-0000

    Motion by Janczak/Gabriel to approve the Conditional Use permit, with the Findings of Fact. Amended Motion and Second to include the condition that the applicant is to provide contact information of a Property Manager for if they will be out of Town and renting. Motion carried.

15. Discussion and possible referral to a future agenda – Review Accessory Building height requirements in LD District and Accessory Dwelling Units as an allowed use in LD District

    Discussion on whether or not to allow for an Accessory Dwelling Unit in the LD District. Support Specialist Taylor Owczynsky indicated that Dustin, from Adams County, stated they do not allow for a second dwelling or bunk house when the property is located within the Shoreland overlay District. No referral to a future agenda regarding the Accessory Dwelling Units as an allowed use in LD District.

    Wiessinger states that he would recommend 16' wall height on accessory structures in the Lake District. Attorney Flanagan asks for clarification, for purposes of building out for the agenda. It would just be inserting the language that was in the packets with now "16 ft". Decision made to hold the public hearing right away for this.

16. Discussion and possible referral to a future agenda – Review Rome Town Center Business Site Plan/Plan of Operation compliance concerns

    Commissioner Gabriel states his various concerns. Concerns being that of businesses not completing

their landscaping within 90 days of getting their Occupancy Certificate. He also states concern for businesses not screening their dumpsters from the road. Commissioner Gabriel also states concern for gravel parking in the Rome Town Center, availability of ADA Compliant parking within a business and need for garage doors to be screened from the road.
Discussion on parking in the Rome Town Center and the statements made in a prior CDA Meeting by Sam A. Schultz and his recommendation to remove the number of required parking spaces for each business.
Decision to refer parking issue to the CDA to take a look at overall parking with regards to ADA Compliance in the RTC.
Commissioner Djumadi indicates that some issues within the RTC have already gone to different levels of enforcement. There are also issues that are being dealt with legally, that cannot be discussed publicly, as they will be handled internally with staff and with the legal people that the Town is dealing with.
Chairwoman Duelge questions, as a Plan Commissioner, who to go to if they do find something that isn't appropriate or is not followed through with. Commissioner Djumadi recommends filling out a Complaint Form and to give it to the Support Specialist or to the Zoning person that we're contracted with and that it will be handled through enforcement. She also indicates that inspections will be made. Follow-up inspections will be made to make sure businesses are in compliance with their Site Plan & Plan of Operation.
Discussion on signage in the Rome Town Center and the Gateway District. Chairwoman Djumadi reminds everyone that the Town does have a Code Enforcement Officer that handles all nuisance complaints.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

17. Next agenda items:
    3 Short Term Rentals
    Lake District accessory structure wall height
    Pending the Town Board's decision on the Preliminary Pla for Sedge South; Sedge North Final Plat.
    Chairwoman Djumadi suggests Plan Commission Training, discussion on Sam A. Schultz's recommendation on Conditional Use Permits and discussion regarding future camping on newly-developed and platted subdivisions

18. Next meeting date and time: June 11, 2024 at 4:00 p.m.

ADJOURMENT

The meeting was adjourned by Chairwoman Duelge at 6:01 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