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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING AND REGULAR MEETING

TUESDAY, APRIL 12, 2022 **4:00 PM** **ROME MUNICIPAL BUILDING**
1156 Alpine Drive
Nekoosa, WI 54457

1. Call to Order
   The meeting was called to order by Chairman Mike Baker at 4:00 p.m.

2. Roll Call
   Plan Commissioners present: Mike Baker, Ron Fregien, Jerry Wiessinger, Daniel Gohmann, Larry Halverson, and Jeffery Williams. Commissioner Janczak was excused. Also present: Attorney Flanagan, Town Administrator Jami Gebert and Zoning Administrator Emily Zeddies. John Kastner from Vierbicher regarding items 7a & 11, Jeff Trott regarding items 7b & 12, Dave Rozek and Sherri Light regarding items 7c & 13, Matthew Lepke (by phone) regarding items 7d & 14, Leah Lockett regarding items 7e & 15, Christy & Jason Weimer regarding items 7f & 16, Dean Davidson regarding items 7g & 17, and Kevin Dick regarding items 7h & 18.

3. Certify Posting of Meeting
   Jami Gebert certified the agenda was posted at the following locations:

   Rome Town Hall at 8:41 a.m. on March 25, 2022
   Lester Public Library of Rome at 9:01 a.m. on March 25, 2022
   Nekoosa Port Edwards State Bank at 8:58 a.m. on March 25, 2022
   The agenda was emailed to Town web services at 10:43 a.m. on March 25, 2022 and to the Wisconsin Rapids Daily Tribune on March 25, 2022 at 9:45 a.m.
   The public hearing notice was emailed to the Wisconsin Rapids Daily Tribune for publication in the legal section on March 29 and April 5, 2022.

4. Approve the Agenda
   Motion by Wiessinger/Halverson to approve the agenda as printed. 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

      No citizen comments

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondence, Current Events, Announcements.
   Administrator Gebert announced that this is Commissioner Fregien's last Plan Commission meeting. He was a founding member of the Plan Commission.

7. Open Public Hearing
   There were 12 members of the public present.

   a. Consideration of a final plat for Sedge Village subdivision to be located on a 287.41-acre parcel owned by Wisconsin Dunes LLC described as Section 26, Town 20N, Range 5E, Town of Rome, Adams County, WI, parcel numbers of 030-00327-0000, 030-00328-0000, 030-00330-0000, 030-00331-0000, 030-00332-0000, 030-00333-0000, 030-00340-0000, 030-00334-0000, 030-00335-0000, 030-00339-0010
   Administrator Gebert reviewed the documentation that was provided to commissioners regarding information pertaining to the width of the private asphalt paved roads and cul de sacs and information pertaining to the two alternative evacuation exits.
   John Kastner, Civil Engineer from Vierbicher was present to represent the property owners and to answer any questions.

   b. Consideration of a site plan/plan of operation for Rome Country Meats & Deli LLC to be located at 264 Geneva Trail, also described as Lot 1 of CSM 5205, Section 08, Town 20N, Range 06 E, Alpine Village Subdivision, Town of Rome, Adams County, WI, with a property identification number of 030-01136-0596
   Administrator Gebert indicated three items were included in the zoning report. Trash containers are to be commercially contracted, kept on sight and screened, and area kept clean; no outdoor storage on the property, other than a grill and limited outdoor furniture for customer use and no outdoor storage in the winter; and no fire pits allowed.
   Jeff Trott owner of the property was present to answer any questions.
   Mr. Trott indicated that he is opening a meat market and deli, products to include beef, chicken, pork, seafood, deli meats, cheeses, spices and sauces. They will not be a "killing floor". They will purchase boxed meat which will then be butchered into different cuts of meat.
   Questions from commissioners and public as follows:
   Q: In checking your site plan, where do you intend on having the grilling/outdoor seating area?
   A: We are not planning on having any indoor or outdoor seating area. We will not be serving any food on the premises. If we were to have any grilling events it would be in the parking lot area.
   Q: Your site plan indicates that the area east of the building is gravel, is the area north of the building going to be a paved parking lot?
   A: Yes, that area will be a paved.
   Q: Are you planning on being open year-round?
   A: Yes. Planning to be open 6 days a week, closed on Mondays.

   c. Consideration of a site plan/plan of operation for Bison Trading LLC to be located at 285 Geneva Trail, also described as SE ¼ SW ¼, Section 08, Town 20N, Range 06 E, Lot 1 & Lot 2 CSM 6172, Town of Rome, Adams County, WI, with a property identification number of 030-01136-0601 and 030-01136-0602
   Dave Rozek owner of the property was present to answer any questions.
   Questions from commissioners and public as follows:
   Q: Would you give us an explanation as to what your new building is going to entail and what the purpose of the building might be?
   A: The project is going to be done in two phases. The first phase will be a service building, office, break room, more of a garage type space that we could host events. The second phase, the larger building will be an expansion of the retail space. The third building would be a connecting building to the service building.
   Q: Would the signage go on the corner of Geneva Tr. & Timberline Tr.?
   A: Yes

Q: At what phase of the construction would the parking lot be completed?
A: The parking lot will be completed first.
Q: You have referenced events, could you give us a brief overview of what these events would be?
A: We would be looking at having different craft night events.

d. Consideration of the issuance of a Conditional Use Permit for the following purpose: Electronic Variable Message Display located at 251 State Road 13, owned by Kwik Trip Inc., also described as PT NE ¼, SW ¼, Section 08, Town 20N, Range 06 E, Lot 1 CSM 3470, Town of Rome, Adams County, WI, with a property identification number of 030-00652-0000
Administrator Gebert indicated that the sign described in the site plan in 28 ft high, and Town Code is 20 ft. Matthew Lepke from Kwik Trip was available by phone to represent the property and to answer any questions.
Questions from commissioners and public as follows:
Q: Is this the standard height for all your Kwik Trip signs?
A: It depends on the store. Since this store is on Hwy 13 we were looking for a little bit taller sign for greater visibility. A big part of the decision on making the sign taller was to compensate for the tenant panel that is included, and to give greater clearance from the bottom of the sign to the ground.
Q: Is there any room on your sign for community notifications?
A: We have done something like that in other areas, but we haven't specifically considered that for this sign. That would certainly be something we would be open to.
Q: I assume this sign meets the state DOT vision triangle for the corner?
A: Yes, we are far enough back.
Question from Dave Rozek of 335 Blue Waters Tr.
Q: How bright (how many lumens) is this sign going to be and will it be on 24/7?
A: The sign will be on 24/7. As far as the brightness, these signs are pre-programmed to only display light two-tenths of a foot candle brighter than whatever the light is around it.
Thomas Gabriel of 1032 E Queens Way, owner of Papa Bear's Miniature Golf had several questions regarding the non-conforming sign and the new Kwik Trip sign. What is the square footage of the non-conforming sign and the new sign?
A: The non-conforming sign is 123.75 square feet and the new sign is 134.5 square feet.
Mr. Gabriel also cited ordinance restrictions to the Commission regarding sign size.
Question from Matthew Lepke from Kwik Trip.
Q: How many square feet and how tall is the Alpine Village sign?
A: Without looking at the site plans we wouldn't have that answer.

e. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 291 Penhurst Way, owned by Antonio & Leah Lockett, also described as Lot 3 of York addition to Lake Camelot, SW ¼ SE ¼, Section 10, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-06948-0000
Administrator Gebert stated that the fire inspection for this property indicated that the egress windows in the basement of this residence are not large enough to have sleeping occupancy in the basement. This reduces the maximum occupancy to six and vehicles to four.
Leah Lockett owner of the property was present to answer any questions.
Questions from commissioners and public as follows:
Q: What are your plans for this property?
A: We purchased this property to use as a vacation home for our family and also a short-term rental when we are not using it.
Q: Are you aware that you are required to have a property manager on call 24/7 and within 25 miles of the property?
A: No, I was not aware of that.
Q: Are you planning on offering anything in regards to the waterfront area?
A: We have a lot of shoreline available if renters want to park a pontoon or a boat.

f. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1492 Rain Dance Trail, owned by Christy and Jason Weimer, also described as Lot 4 of Running Bear addition to Lake Arrowhead, SW ¼, NW ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04113-0000
Christy & Jason Weimer owners of the property were present to answer any questions.
Questions from commissioners and public as follows:
Q: What would you like to tell us about this property?
A: We purchased this property with the plan to use it as a short-term rental when we are not using it.
Q: Are you aware of the property manager requirements?
A: Yes, we have a property manager in place.
Q: I assume you have looked over all the regulations required of you?
A: Yes, we have had great communication with the staff regarding what is required of us.
Jason questioned how the maximum occupancy of six was determined. Administrator Gebert indicated the maximum occupancy is determined on living square footage, which is based on bedrooms and living room.

g. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 926 Alston Court, owned by Amy Marrinan Davidson, also described as Lot 46 of Chatham addition to Lake Camelot, NW ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05078-0000
Dean Davidson owner of the property was present to answer any questions.
Mr. Davidson stated that they have owned the property for eighteen years, and that the family has lost some interest in coming up here. They are looking to use the property as a short-term rental.
An issue that was brought up on one of the e-mails received was the following: request no large gatherings and show respectfulness for adjacent properties and properties in cul de sac. Also, that guests be aware of all lake rules and regulations.
Questions from commissioners and public as follows:
Q: Do you plan to have lake availability to renters?
A: I do have a boat dock that I plan to leave in the water.

h. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 487 Duffers Tr, owned by Kevin & Lauren Dick, also described as Lot 35 of Arrowhead Green addition to Lake Arrowhead, SE ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02725-0000
Administrator Gebert stated that the fire inspection for this property indicated that the egress windows in the basement of this residence are not large enough to have sleeping occupancy in the basement. This reduces the maximum occupancy from twelve to nine.
Kevin Dick owner of the property was present to answer any questions. Mr. Dick stated that with the opportunity of using this property as a short-term rental it allows them to purchase this residence for their future retirement. They are aware of the egress window issue and they are in the process of interviewing for a property manager.
Plan Commission received a letter from Brian & Sheila Kis that they requested be read at the meeting. They are neighbors to the short-term residence, and wanted to welcome Kevin & Lauren to the neighborhood and offer any assistance if needed.
Q: If the property owner is able to rectify the egress window issue, would he be able to change the occupancy back to twelve?
A: Yes, he would be able to come back with his request to the Plan Commission.

8. Close Public Hearing
Motion by Halverson/Fregien 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 8, 2022

Motion by Fregien/Williams to approve the minutes as printed. Motion carried.

10. Discussion and possible recommendation to the Town Board - Consideration of proposed Planned Unit Development Project Plan amendment – relating to property owned by Wisconsin Dunes LLC (Sand Valley Golf Course) – convert existing Sand Valley clubhouse building and adjoining property into a condominium
    Attorney Matt Carlson of Carlson & Black Law Firm represented Sand Valley and was present to answer any questions.
    Motion by Gohmann/Fregien to recommend to the town board the approval of the proposed Planned Unit Development Project plan relating to the property owned by Wisconsin Dunes LLC to convert the existing Sand Valley clubhouse building and adjoining property into a condominium; however, contingent upon further clarification from the existing ownership on the impact/intended impact or the consequences related to the mortgage rights the Town holds on the property.
    Commissioner Wiessinger requested a roll call vote. Commissioners Williams, Fregien, Baker, Gohmann and Halverson voted in favor of the motion; Commissioner Wiessinger voted against.
    Motion carried.

11. Discussion and possible recommendation to the Town Board – Consideration of a final plat for Sedge Village subdivision to be located on a 287.41-acre parcel owned by Wisconsin Dunes LLC described as Section 26, Town 20N, Range 5E, Town of Rome, Adams County, WI, parcel numbers of 030-00327-0000, 030-00328-0000, 030-00330-0000, 030-00331-0000, 030-00332-0000, 030-00333-0000, 030-00340-0000, 030-00334-0000, 030-00335-0000, 030-00339-0010
    Motion by Halverson/William to recommend to the town board the approval of the final plat for Sedge Village subdivision with stipulation that the evacuation route needs to be indicated on the recorded plat and pre-approved by the Fire Chief.
    Motion carried.

12. Discussion and possible recommendation to the Town Board – Consideration of a site plan/plan of operation for Rome Country Meats & Deli LLC to be located at 264 Geneva Trail, also described as Lot 1 of CSM 5205, Section 08, Town 20N, Range 06 E, Alpine Village Subdivision, Town of Rome, Adams County, WI, with a property identification number of 030-01136-0596
    Motion by Gohmann/Wiessinger to recommend to the town board the approval of the site plan/plan of operation for Rome Country Meats & Deli LLC and to approve the findings of fact. The following conditions were placed on approval:
    a. Refuse containers must be commercially contracted and screened more than natural screening.
    b. No outdoor firepits with the exception of grills.

    Motion carried.

13. Discussion and possible recommendation to the Town Board – Consideration of a site plan/plan of operation for Bison Trading LLC to be located at 285 Geneva Trail, also described as SE ¼ SW ¼, Section 08, Town 20N, Range 06 E, Lot 1 & Lot 2 CSM 6172, Town of Rome, Adams County, WI, with a property identification number of 030-01136-0601 and 030-01136-0602
    Motion by Fregien/Wiessinger to recommend to the town board the approval of the site plan/plan of operation for Bison Trading LLC and to approve the findings of fact.
    Motion carried.

14. Discussion and possible action – Consideration of the issuance of a Conditional Use Permit for the following purpose: Electronic Variable Message Sign located at 251 State Road 13, owned by Kwik Trip Inc., also described as PT NE ¼, SW ¼, Section 08, Town 20N, Range 06 E, Lot 1 CSM 3470, Town of Rome, Adams County, WI, with a property identification number of 030-00652-0000
    There was discussion on the non-conforming sign and the height of the new sign. Commissioners were not comfortable approving the possibility of two non-conforming signs.
    Motion by Wiessinger to table this item so owners could reconsider the proposal.
    Motion failed for lack of a second.

Motion amended by Wiessinger/Baker to recommend to the town board the approval of the Conditional Use Permit for the Electronic Variable Message Sign owned by Kwik Trip to be no more than 20 ft high with a revised site plan to be submitted to the Zoning Administrator.
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 291 Penhurst Way, owned by Antonio & Leah Lockett, also described as Lot 3 of York addition to Lake Camelot, SW ¼ SE ¼, Section 10, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-06948-0000
Motion by Gohmann/Wiessinger to grant the request for conditional use permit for short-term rental at the address of 291 Penhurst Way and to approve the findings of fact. The following term and conditions were placed on approval:
    a. The conditional use permit shall remain valid indefinitely provided the homeowner holds a short-term rental license from the Town of Rome.
    b. Maximum rental occupancy shall be set at six.
    c. Maximum number of vehicles shall be set at four. Vehicles to be parked on hard surfaces only.
    d. Property Manager within 25 miles of the property and contact information on file with the Town.

    Motion carried.

16. 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 1492 Rain Dance Trail, owned by Christy and Jason Weimer, also described as Lot 4 of Running Bear addition to Lake Arrowhead, SW ¼, NW ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04113-0000
Motion by Williams/Wiessinger to grant the request for conditional use permit for short-term rental at the address of 1492 Rain Dance Trail and to approve the findings of fact. The following term and conditions were placed on approval:
    a. The conditional use permit shall remain valid indefinitely provided the homeowner holds a short-term rental license from the Town of Rome.
    b. Maximum rental occupancy shall be set at six.
    c. Maximum number of vehicles shall be set at four. Vehicles to be parked on hard surfaces only.
    d. Property Manager within 25 miles of the property and contact information on file with the Town.

    Motion carried.

17. 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 926 Alston Court, owned by Amy Marrinan Davidson, also described as Lot 46 of Chatham addition to Lake Camelot, NW ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05078-0000
Motion by Williams/Wiessinger to grant the request for conditional use permit for short-term rental at the address of 926 Alston Court and to approve the findings of fact. The following term and conditions were placed on approval:
    a. The conditional use permit shall remain valid indefinitely provided the homeowner holds a short-term rental license from the Town of Rome.
    b. Maximum rental occupancy shall be set at six.
    c. Maximum number of vehicles shall be set at three. Vehicles to be parked on hard surfaces only.
    d. Property Manager within 25 miles of the property and contact information on file with the Town.

    Motion carried.

18. 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 487 Duffers Tr, owned by Kevin & Lauren Dick, also described as Lot 35 of Arrowhead Green addition to Lake Arrowhead, SE ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02725-0000

Motion by Williams/Wiessinger to grant the request for conditional use permit for short-term rental at the address of 487 Duffers Tr. and to approve the findings of fact. The following term and conditions were placed on approval:

a. The conditional use permit shall remain valid indefinitely provided the homeowner holds a short-term rental license from the Town of Rome.
b. Maximum rental occupancy shall be set at nine.
c. Maximum number of vehicles shall be set at five. Vehicles to be parked on hard surfaces only.
d. Property Manager within 25 miles of the property and contact information on file with the Town.

Motion carried.

19. Discussion and possible referral to future agenda – Review potential draft language for zoning district requirements regarding allowed number of Accessory Structures and lot coverage by buildings
Item tabled until next meeting.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

20. Next agenda items
    a. 4 CUP's for STR
    b. 2 Site plan/plan of operation
    c. 2 Comprehensive Plan Zoning changes
    d. Ordinance relating to canopies
    e. Discuss draft language for zoning district requirements regarding allowed number of Accessary Structures and lot coverage by buildings.

21. Next meeting date and time: May 10, 2022 at 4:00 PM

ADJOURMENT
Motion by Halverson/Wiessinger to adjourn. Motion carried at 6:05 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.