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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, DECEMBER 13, 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, Jerry Wiessinger, Daniel Gohmann, Jeffrey Williams, Paul Janczak and Lori Djumadi. Also present: Attorney Nicholas Flanagan, Town Administrator Jami Gebert and Zoning Administrator Emily Zeddies. Bill Parr regarding items 7a & 10; Troy Weichelt regarding items 7b & 11; Dean Ramsden regarding 7d & 13; Shaun Brickner regarding items 7f & 15

3. Certify Posting of Meeting
   Emily Zeddies certified the agenda was posted at the following locations:

   Rome Municipal Building at 9:45 a.m. on November 23, 2022
   Kwik Trip at 11:43 a.m. on November 23, 2022
   Nekoosa Port Edwards State Bank at 11:17 a.m. on November 23, 2022
   The agenda was emailed to the Wisconsin Rapids Daily Tribune on November 28, 2022 at 3:06 p.m.
   The agenda was emailed to Town web services on November 28, 2022 at 3:06 p.m.
   The public hearing notice was printed in the Wisconsin Rapids Daily Tribune for publication in the legal section on November 29 and December 6, 2022.
   The Comprehensive Plan amendment legal notice appeared in the Wisconsin Rapids Daily Tribune on November 13, 2022.

4. Approve the Agenda
   Motion by Wiessinger/Williams to approve the agenda with revision to remove 7c & 12, and 7e & 14 from the agenda. 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 ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

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

   Zoning Administrator Zeddies provided the updated New Business Information sheet.

7. Open Public Hearing
   There were 9 members of the public present.

a. Consideration of the proposed Comprehensive Plan map 9 amendment from the classifications of Preservation, Forestry, and Residential to Rural Residential and Zoning Map amendment from CV (Conservancy District)and R-2 (One- and Two-Family and Manufactured Dwelling Residence District) to R-4 (Rural Residence District) relating to the properties owned by the City of Adams, described as follows: Part of parcel numbers 030-00964-0000, 030-00960-0000, & 030-00961-0000, all parcels also described as part of Section 27, Town 20N, Range 06E, Town of Rome, Adams County, WI, total area of the section proposed to be rezoned is 19 acres
Bill Parr spoke on the intentions of the owner. Attorney Flannagan asked about an agreement to keep the preservation land dedicated as preservation and conservancy and the rest of the 1100 acres will not be subdivided further. Bill Parr said the property owner would be willing to sign an agreement.

b. Consideration of a preliminary plat for the Alpine Estates subdivision to be located on a 79-acre parcel owned by T & S Land Investments, described as follows: Parcel numbers 030-00631-0000 and 030-00632-0000, all parcels also described as part of Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI

Dan Gohmann recommends a condition to be placed that requires all road to be built to Town standards. Loren Gostomoski from 338 Blue Waters Tr spoke about his concerns. His concerns were addressed by commissioners, Zoning Administrator Zeddies, and Attorney Flannagan.

c. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1068 E Queens Way, owned by Lake Sherwood WI Cabins LLC, also described as lot 2 of CSM 0967, located in SE ¼, SW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02384-0000

Removed from this agenda

d. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1065 Kings Way, owned by Dean Ramsden, also described as lot 6 of Ancaster Addition to Lake Sherwood, located in SW ¼, NW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01832-0000

This property is already operating as a short-term rental. The property is being sold. Since short-term rental licenses are carried under a specific owner, the new owner must apply for a short-term rental license in order to continue operating the property as a short-term rental.

e. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 307 Short Sword Ct, owned by Jared and Alison Richert, also described as lot 11 of Excalibur Addition to Lake Camelot, located in NW ¼, NW ¼, Section 15 and NE ¼, NE ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05485-0000

Removed from this agenda

f. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1179 Brown Bear Tr, owned by Brickowak Investments LLC, also described as lot 1 of CSM 6500, located in NW ¼, NW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02945-0010

There is a pool at this property. Town Administrator Gebert asked the commissioners to consider this when placing conditions.

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

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action - Meeting minutes from Tuesday, November 8, 2022
Motion by Wiessinger/Janczak to approve the minutes as printed. Motion carried.

10. Discussion and possible recommendation to the Town Board – Consideration of the proposed Comprehensive Plan map 9 amendment from the classifications of Preservation, Forestry, and Residential to Rural Residential and Zoning Map amendment from CV (Conservancy District) and R-2 (One- and Two-Family and Manufactured Dwelling Residence District) to R-4 (Rural Residence District) relating to the properties owned by the City of Adams, described as follows: Part of parcel numbers 030-00964-0000, 030-00960-0000, & 030-00961-0000, all parcels also described as part of Section 27, Town 20N, Range 06E, Town of Rome, Adams County, WI, total area of the section proposed to be rezoned is 19 acres

    Motion by Gohmann/Williams to recommend to the Town Board to approve the comprehensive plan map 9 and zoning map amendment to change the classification to Rural Residential and R-4 Rural Residence District for the approximate 19 acres of high ground including the findings of fact and the additional condition of having a signed agreement to keep the remainder of the 1100 acres as conservancy and not be further subdivided.

11. Discussion and possible recommendation to the Town Board - Consideration of a preliminary plat for the Alpine Estates subdivision to be located on a 79-acre parcel owned by T & S Land Investments, described as follows: Parcel numbers 030-00631-0000 and 030-00632-0000, all parcels also described as part of Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI

    Motion by Williams/Wiessinger to recommend to Town Board to approve the preliminary plat for the V3 version of the Alpine Estates Subdivision including findings of fact and the additional conditions of roads being built to Town Standards and completed prior to house permits being issued, and approval is conditioned on the final approval of the rezoning.

12. 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 1068 E Queens Way, owned by Lake Sherwood WI Cabins LLC, also described as lot 2 of CSM 0967, located in SE ¼, SW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02384-0000

    Removed from this agenda

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 1065 Kings Way, owned by Dean Ramsden, also described as lot 6 of Ancaster Addition to Lake Sherwood, located in SW ¼, NW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01832-0000
    Motion by Wiessinger/Williams to approve the request for conditional use permit for short-term rental at the address of 1065 Kings Way including 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 eight.*
    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.

14. 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 307 Short Sword Ct, owned by Jared and Alison Richert, also described as lot 11 of Excalibur Addition to Lake Camelot, located in NW ¼, NW ¼, Section 15 and NE ¼, NE ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05485-0000
    Removed from this agenda

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 1179 Brown Bear Tr, owned by Brickowak Investments LLC, also described as lot 1 of CSM 6500, located in NW ¼, NW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02945-0010

Motion by Baker/Williams to grant the request for conditional use permit for short-term rental at the address of 1179 Brown Bear 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 twelve.*
c. *Maximum number of vehicles shall be set at six. 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.*
e. *If the pool is not approved by County or used with the rental, there must be a hard cover placed on the pool with a lock.*

Motion carried.

16. Discussion and possible referral to future agenda – Review zoning district requirements regarding Roof Pitch

    Discussion on how residents have expressed interest in having a 3/12 roof pitch to allow for more architectural creativity. Attorney Flanagan and Zoning Administrator Zeddies will provide a summary of roof pitches around the state.

17. Discussion and possible referral to future agenda – Review zoning district requirements regarding Signs and Billboards

    There were two options presents to the Plan Commission. The first option keeps the Gateway Overlay District section separate from the Rome Town Center section of the Signs and Billboards ordinance. The second option combines the two zoning districts under Signs and Billboards Ordinance. Both options correct a reference in Article XXXI § 360-162 to provide more clarity for where businesses in Gateway Overlay District should refer to for signage requirements. Commissioner Wiessinger suggests that option one is clearer and easier to understand and should be considered over option two. Commissioner Djumadi suggested a change of phasing for the clear vision triangle/clearance area. Commissioner Janczak suggests that Zoning Administrator Zeddies include a document that shows examples of each sign type for next month's packet. Attorney Flanagan clarifies that he will bring back option one with the adjustments of including ground signs and monuments signs under both Gateway Overlay District and RTC District with the phrasing change regarding the clear vision triangle/clearance area.

18. Discussion and possible referral to future agenda – Communicate Joint Sub-committee discussion on Canopies in relation to Accessory Structures

    There will be language and accessory structure types in the January packet for review and consideration. Discussion about a possible additional sub-committee or group that wants to review larger ordinance sections like Signs and Billboards.

19. Discussion and possible referral to future agenda – Review the zoning code requirements regarding Short-term Rental Licensing Procedure

    Discussion on whether a conditional use is necessary for short-term rentals. Commissioner Williams suggests that attending a Plan Commission meeting would be the last step in the licensing procedure. Staff will provide options based around if a conditional use will be required for short-term rentals.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

20. Next agenda items:
    a. *Final Plat for Alpine Estates*
    b. *Two Short-term Rentals*
    c. *Roof Pitch*
    d. *Signs and Billboards*
    e. *Canopies in relation to Accessory Structures*
    f. *Short-term Rental Licensing Procedure*

21. Next meeting date and time: January 10, 2023 at 4:00 PM

ADJOURMENT

Motion by Chairman Baker to adjourn. Motion carried at 5:48 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.