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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, MAY 9, 2023 **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: Jerry Wiessinger, Jeffrey Williams, Paul Janczak, Lori Djumadi and Diana Duelge. Also present: Attorney Nicholas Flanagan, Town Administrator Jami Gebert and Zoning Administrator Emily Zeddies. Bradley Witmer of Ramaker & Assoc. regarding items 7a & 10, 7b & 11 and 7c & 12; Tiffany Seavecki regarding items 7e & 14; Deb Kawleski regarding items 7f & 15; Justin Haley regarding items 7g & 16; Kurt Nelson regarding items 7h & 17; DaNita Carlson regarding items 7i & 18; and Kevin Dick regarding items 7j & 19.

3. Certify Posting of Meeting
   Emily Zeddies certified the agenda was posted at the following locations on April 25, 2023:

   Rome Municipal Building at 3:54 p.m.
   Kwik Trip at 4:08 p.m.
   Nekoosa Port Edwards State Bank at 4:12 p.m.
   The agenda was emailed to the Wisconsin Rapids Daily Tribune at 2:57 p.m.
   The agenda was emailed to Town web services on April 28, 2023 at 9:07 a.m.
   The public hearing notice was printed in the Wisconsin Rapids Daily Tribune for publication in the legal section on April 25 and May 2, 2023.
   The Comprehensive Plan amendment legal notice appeared in the Wisconsin Rapids Daily Tribune on April 9, 2023.

4. Approve the Agenda
   Motion by Duelge/Janczak to approve the agenda. Zoning Administrator Zeddies indicated that there is a change to the agenda. Items 11 & 12 should read, "discussion and possible action", not "recommendation to Town Board". With changes noted, 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.
7. Open Public Hearing
   There were 11 members of the public present.

a. Consideration of the proposed Comprehensive Plan map 9 amendment from Rural Residence to Agriculture and zoning map amendment from R-4 (Rural Residence District) to A-2 (Secondary Agricultural District) relating to the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres

Zoning Administrator Zeddies indicated the applicants are requesting an amendment in zoning from R-4 (Rural residential District) to A-2 (Secondary Agricultural District). The zoning amendment is also a Comprehensive Plan amendment from Residential to Agriculture. This parcel is 40.201 acres in size. This request was made in accordance with the following agenda Item b, for a mobile tower siting. While a mobile tower siting can go in any zoning district, the proposed security fencing could not be permitted in a residential zoning district. A-2 has a minimum lot size of 10 acres which is greater than the current minimum lot size of 5 acres. In addition, an amendment to Agricultural District would increase the maximum number of domestic animals on the property. The current zoning district, with a lot size of 40 acres, allows for two animal units.

Bradley Witmer of Ramaker & Associates who represents Vertical Bridge, the tower owner, was in attendance to answer any questions. Verizon Wireless is the primary carrier that is interested in using this tower. It was determined that this location was the best in the "search ring", with a property owner willing to have a tower placed on their lot. This location was determined by Verizon Wireless to be a heavily needed area to cover, that is why this tower is being proposed.

Questions from commissioners and public as follows:

Q: Do you see any other Type-2's coming on board?

A Usually the tower goes up before other carriers start reaching out. The tower is designed to handle three carriers.

Q: What is the life span of a tower?

A: I'm not sure I can answer that question. However, every time they modify a carrier, they have to check the capacity of the tower to make sure it is structurally sound. I do know that the towers last quite a long time, but you do have to make modifications to upgrade them from time-to-time.

Q: Can you define a "search ring" and what you do to determine if this is in or out of a search ring?

A: Verizon RF engineers identify the service needs in a specified area and once they have made that determination, they look to identify a property owner within a one-mile radius to place a tower to maximize their coverage needs.

Zoning Administrator Zeddies explained that the reason for requesting the amendment in zoning from R-4 (Residential District) to A-2 (Secondary Agricultural District) is to accommodate the security fencing. Security fencing would be allowed in A-2 Agricultural District but not R-4 Residential District in which the property is presently zoned. A recommended condition placed on the applicant would be that the fencing would be no more than ten feet tall without barbed wire.

Commissioner Duelge had several questions regarding tower placement, sworn statement, self-support tower, fall zone radius and indicated she is not comfortable with modifying the zoning specifically for the fence.

Several commissioners also voiced their concerns about amending the zoning from R-4 to A-2 just to accommodate the fencing issue. Commissioners agreed that there has to be a way to get around the security fencing issue, to be able to keep the tower in R-4. "Opening fencing" is allowed in R-4, which is chain link fencing up to six feet.

Q: Is this type of security fencing required by the FCC or any other governmental agency?

A: It is not typically required, but it is customary to have fencing around the tower for security purposes.

Attorney Flanagan clarified the Zoning Administrator's reference to security fencing versus opening fencing as it is defined in the Town's Zoning Ordinance.

Zoning Administrator Zeddies stated that the re-zone from R-4 (Residential) to A-2 (Agriculture) would be appropriate and in her recommended conditions under fencing: applicant must obtain a fence permit for security fence of ten foot in height without barbed wire.
Q: Could a variance be requested to increase the size of the fencing to ten feet?
A: Yes, in our variance guidelines, fence deviation is an authorized variance.
Q; What is the actual address of this property 780 or 758 Aniwa Ln?
A: The correct address is 780 Aniwa Ln. The two parcels were combined into one parcel 030-00751-0010.
Q: Where exactly on this parcel will the tower be placed?
A: The southeast corner. A map was shown to commissioners as to where the tower was to be located.
No further questions or comments.

b. Consideration of the issuance of a Conditional Use Permit for the following purpose: to construct a Communication Tower on the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres

Zoning Administrator Zeddies stated the following items are included in commissioners' packets: mobile tower siting permit application, tower removal bond, fall certification letter, site details, fencing plan, signage plan, new law relating to Local Regulation of Cell Phone Transmission Towers and Article XXIV Mobile Tower Siting from Town Code.
Bradley Witmer of Ramaker & Associates remained in attendance for any questions.
Questions from Commissioners and public as follows:
Commissioner Duelge requested to see a copy of the sworn statement with regard to the decision to have this tower located where it is. Mr. Witmer indicated that to his knowledge, no sworn statement was required because there were no other towers located in the one-mile search radius. However, a co-location statement was filed stating that there were no other towers located in the one-mile search radius.
Commissioner Duelge had several questions concerning the site plan drawings that were provided. Mr. Witmer was able to explain to her what each section was going to be used for.
Q: If this first tower is constructed would there be a necessity to construct the second tower?
A: Yes, there would be a gap in coverage. The further away from the tower you go, dead spots would be created.
Q: When you are identifying other towers in the search radius, you are only looking for cell towers, correct?
A: Yes.
Town Administrator Gebert did a Google Search and the two towers in question are at least eight miles apart.
Q: Could you address questions that residents have regarding lighting, night lighting, and possible interference in the operation of things such as tv's?
A: The tower shouldn't have any interference with radios or tv's since they are on different frequencies. As far as lighting is concerned, the FAA has certain lighting restrictions. If lighting is not required by the FAA, we do not typically light the towers.
Q: If the FAA would require lighting, what would the colors be?
A: Daytime lighting would be white strobes, evening would be red strobes.
Q: If interference would occur what could be done to correct it?
A: I think the only interference you would run into is if the tower were directly between the transmitting and receiving. A homeowner may have to move their antenna to correct the problem.
Q: Is there any excessive noise remittance from the tower?
A: No. There is a backup generator that would run if power is lost or during maintenance.

c. Consideration of the issuance of a Conditional Use Permit for the following purpose: to construct a Communication Tower on the property located at 1520 Alpine Dr, owned by STFC Properties LLC, also described as Part of the SE1/4 NE1/4 of Lot 6 of CSM 4096, located in Section 11, Town 20N,

Range 05E, Town of Rome, Adams County, WI; with a parcel number of 030-00139-0000; total area 4.650 acres

Zoning Administrator Zeddies stated the following items are included in commissioners' packets: mobile tower siting permit application, tower removal bond, fall certification letter, site details, fencing plan, signage plan, new law relating to Local Regulation of Cell Phone Transmission Towers and Article XXIV Mobile Tower Siting from Town Code.
Bradley Witmer of Ramaker & Associates remained in attendance for any questions.
Questions from Commissioners and public as follows:
Q: Is there anything specific you would like to tell us about this tower?
A: No. The two towers are very similar; however, this tower shares a driveway with an established business.
Commissioner Duelge had similar questions regarding this tower as previously discussed with the tower on 780 Aniwa Ln.
No further questions or comments.

d. Consideration of a preliminary plat for Timberline Park, to be located at the property owned by Town of Rome, described as follows: parcel numbers 030-00654-0000 & 030-00656-0005, all parcels also described as part of Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI; total area 73.602 acres

Zoning Administrator Zeddies stated that Applicant Town of Rome has submitted a Preliminary Plat of "Timberline Park". Materials have been provided to commissioners from General Engineering Company in accordance with Town Code §326-14 Subdivision procedure. This preliminary plat is for road development in Rome Town Center. As a preliminary plat this item is a recommendation to Town Board, which will return to Plan Commission for a final plat review.
Town Administrator Gebert represented the Town on this agenda item.
Discussion regarding including the trails on the map.
Commissioner Duelge asked about requirements for a preliminary plat map in code. Zoning Administrator Zeddies provided the review comments to the Commissioners.
Commissioner Djumadi asked if a drainage basin will be needed. Administrator Gebert clarified that it is not needed and she will provide documentation stating that it is not needed.
No further questions or comments.

e. Consideration of a site plan/plan of operation for Tiffany Seavecki, for the property located at 637 Hampton Trail, also described as Lot 21 of Hampton Court Addition to Lake Arrowhead, located in, NE ¼, NE ¼, Section 34, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-03012-0000

Zoning Administrator Zeddies stated this site plan/plan of operation would be for the operation of the beverage catering business in a residential district. This is not an approval of the proposed buildings. The site plan/plan of operation is needed because the business does not adhere to the regulations surrounding home occupations. Included in commissioners' packets Is Town Code §360-16 Home Occupations in Residential Districts. Highlighted are the standards that this business does not comply with.
Zoning Administrator Zeddies received a letter from Heather Tebo, Lake Arrowhead's Member Services Coordinator. She is the liaison between Lake Arrowhead Members and their Architectural & Environmental Control Committee. She requested that this application be tabled until their Architectural & Environmental Control Committee receives proper documents and can verify compliance with their covenants.
Tiffany Seavecki owner of the property was in attendance to answer any questions. Ms. Seavecki stated that she is moving her business from 392 Leeds Ct to 637 Hampton Tr.
Questions from commissioners and public as follows;
Q: Can you remember what the terms of your Conditional Use Permit was back in June, 2019?
A: Following zoning guidelines: no signage, allowed two trailers to be parked outside, not to exceed two.
Attorney Flanagan had several questions regarding the signage on the trailers (advertising), and where the trailers are located/stored on the property.

Q: How do you intend to use the proposed garage?
A: It will be used for storing my product, equipment, supplies and car.
Several questions were asked about the size, frequency and traffic issues regarding vending/delivery trucks.
Commissioner Djumadi stated that Lake Arrowhead's A&E Committee will be addressing several of the issues this business presents, as it pertains to their covenants. The Plan Commission cannot in fact act on this agenda item until after Lake Arrowhead makes its final determination.

f. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 489 St Andrews Tr, owned by Jeffery & Cynthia Czerwonka, also described as lot 82 of Arrowhead Green addition to Lake Arrowhead, located in NE ¼, SE ¼, Section 19, and NW ¼, SW ¼, Section 20, all a part of Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02772-0000

Zoning Administrator Zeddies indicated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
Deb Kawleski from Cottage Keeper was present to represent the property owners and to answer any questions.
Questions from Commissioners and public as follows:
Q: Are you familiar with the short-term rental 24/7 hotline service provided by Host Compliance?
A: Yes
Commissioner Duelge stated that she has received several complaints from residents that live on the golf course in regards to short-term rental tenants utilizing the golf course as their playground and park. Suggestion was made to have property managers and owners provide information to their tenants that using the golf course without paying the appropriate fee is trespassing. Town Administrator Gebert indicated that the most appropriate way to handle this problem is to have the property owner contact the 24-hour hotline. As part of the town's ordinance regarding short-term rentals, owners are required to display a set of rules pertaining to ordinances in the Town of Rome.
No further questions or comments.

g. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 368 Nottingham Ct, owned by Ashley & Justin Haley, also described as lot 15 of Nottingham addition to Lake Sherwood, located in NW ¼, SW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02274-0000

Zoning Administrator Zeddies indicated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
Chairman Baker read into record an e-mail received from Norbert & Karyl Affeldt of 371 Nottingham Ct regarding their concerns about the proposed short-term rental.
Justin Haley owner of the property was in attendance to answer any questions. He addressed each item of concern in the Affeldt's e-mail with an established solution.
Questions from Commissioners and public as follows:
Q: Do you have a property manager on call 24/7 and within the required 25-mile radius?
A: Yes, we do and her information is on file with the Town.
Q: Does this property have a driveway?
A: Yes, it was just put in yesterday.
Karyl Affeldt of 371 Nottingham Ct was in attendance to voice his concerns about the proposed short-term rental.
Q: Would your driveway be long enough for an automobile and boat?
A: Yes, the driveway was designed to be able to pull up along-side of the house.
No further questions or comments.

h. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 340 Deep Water Tr, owned by April & Kurt Nelson, also described as lots 122-123 of Quiet Waters addition to Lake Arrowhead, located in NW ¼, NE ¼, Section 18, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-03897-0000

Zoning Administrator Zeddies indicated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
Kurt Nelson owner of the property was in attendance to answer any questions. Mr. Nelson stated that he purchased the property with the intent on using it as a vacation home, but to off-set costs he is looking to use it as a short-term rental.
No questions or comments from Commissioners or public.

i. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 478 St Andrews Tr, owned by Danita & Donald Carlson, also described as lot 106-107 of Arrowhead Green addition to Lake Arrowhead, located in NW ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02796-0000

Zoning Administrator Zeddies indicated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
DaNita Carlson owner/property manager was in attendance to answer any questions. Ms. Carlson stated that the property was purchased to be used solely as a short-term rental. Ms. Carlson is the property manager of several other short-term rentals.
Questions from Commissioners and public as follows:
Q: Have you had any issues with the other short-term rentals that you manage?
A: None at all.
No further questions or comments.

j. Amendment to Conditional Use Permit for 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 – Adjusting the maximum allowed occupancy

Zoning Administrator Zeddies indicated the Amendment to Conditional Use Permit is requesting an increase of maximum occupancy from nine to fifteen. Number of vehicles allowed would remain at five.
Kevin Dick owner of the property was in attendance to answer any questions. Mr. Dick stated that they added an egress window to the basement so that they could add a bedroom area. Mr. Dick indicated that because he has a good relationship with his neighbors, he is conscientious when screening rental applicants. He would realistically like to keep the number of occupants at twelve. He has an agreement with a neighbor who lives here full-time, that if there is a problem at the residence, they should call him directly or the 24/7 Hotline.
Questions from Commissioners and public as follows:
Q: Would you be agreeable to the posting of rules regarding trespassing on the golf course?
A: Yes, but we haven't had any issues in regards to the golf course. We also have a camera mounted on the corner of the lot, just to keep an eye on things.
Commissioner Djumadi requested a clarification on the occupancy request. The applicant's request was to increase the maximum occupancy from nine to thirteen but the findings of fact show an increase of occupancy to fifteen. Zoning Administrator Zeddies stated that the applicant did request the occupancy be increased to thirteen, but after calculations the maximum occupancy increased to fifteen.
Q: Would the unfinished space that appears in your drawing be inaccessible to renters?
A: We wanted to be able to lock this area but that's where the electrical box is located.
Jim Haynes of 481 Duffers Tr had concerns about the additional noise and traffic that the proposed short-term rental might add to the neighborhood. He was advised by staff to call the 24/7 hotline or the Rome Police Department to address any issues.
No further questions or comments.

8. Close Public Hearing
Motion by Williams/Janczak to close the public hearing. Motion carried.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action - Meeting minutes from Tuesday, April 11, 2023
   Motion by Duelge/Djumadi to approve the minutes. Motion carried.

10. Discussion and possible recommendation to Town Board - Consideration of the proposed Comprehensive Plan map 9 amendment from Rural Residence to Agriculture and zoning map amendment from R-4 (Rural Residence District) A-2 (Secondary Agricultural District) relating to the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres
    Motion by Williams/Janczak to recommend to the Town Board approval of the Comprehensive Plan map 9 amendment from Rural Residence to Agriculture and zoning map amendment from R-4 to A-2. Several commissioners voiced their concerns about approving the re-zoning from R-4 to A-2, as it goes back to "spot zoning". Many issues discussed makes this re-zone contrary to the Comprehensive Plan. It was suggested that instead of a re-zone, a variance regarding the fencing issue could be applied for. However, the request would have to pass all three of the conditions required to obtain a variance through the Board of Appeals.
    Called for vote
    Williams- Yes; Janczak- Yes; Baker- No; Duelge- No; Djumadi- No
    Motion failed.

11. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: to construct a Communication Tower on the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres
    Motion by Williams/Duelge to recommend approval of a Conditional Use Permit to construct a Communication Tower on the property located at 780 Aniwa Ln to include the recommended conditions but with the modification of the fence height be a minimum of six feet. The recommended conditions/findings of fact will be sent to the property owner for sign off agreement.
    Motion carried.

12. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: to construct a Communication Tower on the property located at 1520 Alpine Dr, owned by STFC Properties LLC, also described as Part of the SE1/4, NE1/4 of Lot 6 of CSM 4096, located in Section 11, Town 20N, Range 05E, Town of Rome, Adams County, WI; with a parcel number of 030-00139-0000; total area 4.650 acres
    Motion by Williams/Janczak to recommend approval of a Conditional Use Permit to construct a Communication Tower on the property located at 1520 Alpine Dr, to include the recommended conditions/findings of fact. To clarify the recommendation for the fencing, it would be a ten-foot fence ***without*** *barbed wire.*
    Amended motion.
    Motion by Williams/Janczak to recommend approval of a Conditional Use Permit to construct a Communication Tower on the property located at 1520 Alpine Dr, to include the recommended conditions/findings of fact with the amendment to modify the fencing condition from ten-foot fencing without barbed wire to ten-foot fencing ***with*** *barbed wire.*
    Motion carried.

13. Discussion and possible recommendation to the Town Board – Consideration of a preliminary plat for Timberline Park, to be located at the property owned by Town of Rome, described as follows: parcel numbers 030-00654-0000 & 030-00656-0005, all parcels also described as part of Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI; total area 73.602 acres
    Motion by Djumadi/Williams to recommend to the Town Board approval of a preliminary plat for Timberline Park to be located at the property owned by Town of Rome, to include the findings of fact,

the statement from the engineer regarding the drainage basin, and to include the bike/walking trails as indicated on the Rome Town Center design map.
Commissioners discussed the walking trails being part of the plat map. With placing the bike/walking trails on the plat map they become permanent and you lose flexibility for future area development. After discussion, Commissioner Djumadi withdrew her motion.
Motion by Williams/Duelge to recommend to the Town Board approval of a preliminary plat for Timberline Park to be located at the property owned by Town of Rome to include the findings of fact, with the condition that verification by the engineer that the drainage basin is no longer needed as previously indicated on the Rome Town Center design map.
Motion carried with Commissioner Djumadi voting present.

14. Discussion and possible recommendation to the Town Board - Consideration of a site plan/plan of operation for Tiffany Seavecki, for the property located at 637 Hampton Trail, also described as Lot 21 of Hampton Court Addition to Lake Arrowhead located in, NE ¼, NE ¼, Section 34, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-03012-0000
Motion by Duelge/Williams to table this agenda item until Lake Arrowhead's Architectural & Environmental Control Committee receives proper documents and can verify compliance with their covenants. Town Administrator Gebert advised the applicant that when this item would return to the Plan Commission, no public hearing would be needed, it would be a regular agenda item, no fee would be required.
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 489 St Andrews Tr, owned by Jeffery & Cynthia Czerwonka, also described as lot 82 of Arrowhead Green addition to Lake Arrowhead, located in NE ¼, SE ¼, Section 19, and NW ¼, SW ¼, Section 20, all a part of Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02772-0000
Motion by Baker/Williams to grant the request for conditional use permit for short-term rental at the address of 489 St Andrews 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 eight.*
    c. *Maximum number of vehicles shall be set at four. Vehicles to be parked on hard surfaces, not on the lawn/grass, at the property.*
    d. *Property Manager within 25 miles of the property and contact information on file with the Town.*

Commissioners discussed the possibility of an additional condition which would require managers/owners of short-term rentals located on the golf courses to provide a notice to renters regarding trespassing on the courses. It was suggested that since this issue involves only a small number of properties, it could be dealt with those individual owners/managers.
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 368 Nottingham Ct, owned by Ashley & Justin Haley, also described as lot 15 of Nottingham addition to Lake Sherwood, located in NW ¼, SW ¼, Section 16, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02274-0000
Motion by Williams/Baker to grant the request for conditional use permit for short-term rental at the address of 368 Nottingham Ct 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 four.*

c. *Maximum number of vehicles shall be set at two. Vehicles to be parked on hard surfaces, not on the lawn/grass, at the property.*

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 340 Deep Water Tr, owned by April & Kurt Nelson, also described as lots 122-123 of Quiet Waters addition to Lake Arrowhead, located in NW ¼, NE ¼, Section 18, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-03897-0000

Motion by Janczak/Williams to grant the request for conditional use permit for short-term rental at the address of 340 Deep Water 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 eight.*
c. *Maximum number of vehicles shall be set at four. Vehicles to be parked on hard surfaces, not on the lawn/grass, at the property.*
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 478 St Andrews Tr, owned by Danita & Donald Carlson, also described as lot 106-107 of Arrowhead Green addition to Lake Arrowhead, located in NW ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02796-0000

Motion by Williams/Janczak to grant the request for conditional use permit for short-term rental at the address of 478 St Andrews 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 six.*
c. *Maximum number of vehicles shall be set at three. Vehicles to be parked on hard surfaces, not on the lawn/grass, at the property.*
d. *Property Manager within 25 miles of the property and contact information on file with the Town.*

Motion carried.

19. Discussion and possible action – Amendment to Conditional Use Permit for 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 – Adjusting the maximum allowed occupancy

Motion by Williams/Janczak to grant the request for Amendment to the Conditional use permit for the short-term rental at the address of 478 St Andrews Tr to approve the maximum rental occupancy to fifteen and the maximum number of vehicles allowed to remain at five.
Motion carried.

20. Discussion and possible referral to a future agenda– Consideration of proposed amendments to Chapter 360 (Zoning), Article VIII R-2 One- and Two-Family and Manufactured Dwelling Residence District regarding manufactured and mobile homes

Zoning Administrator Zeddies provided the following information:
*A **manufactured home and a mobile home** are two of the same structure. They are brought in on wheels and have a permanent steel frame supporting it.*

*A **manufactured dwelling** is completely different; this dwelling comes in on a semi-trailer and has a standard wood frame structure. R-2 One- and Two-Family and Manufactured Dwelling Residence District allows for "Manufactured Homes". Included in commissioners' packets is Article VIII R-2 One- and Two-Family and Manufactured Dwelling Residence District and Chapter 142 Building Construction §142-12 Manufactured homes. Neither State Statutes or Town Code state a minimum age for a manufactured home. It has been suggested, the town use the year 1978 for minimum age requirement; that's when manufactured and mobile homes went from meeting no regulations to HUD standards. Referred to future agenda for discussion.*

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

21. Next agenda items:
    a. Comprehensive Plan Objectives
    b. Comprehensive map amendment/re-zone
    c. 2 CUP's
    d. Final plat map Timberline Park
    e. Discussion regarding manufactured and mobile homes
22. Next meeting date and time: June 13, 2023, 4:00 p.m.

ADJOURMENT

Motion by Chairman Baker to adjourn at 6:59 p.m. Motion carried.

"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.