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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, JUNE 13, 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, Lori Djumadi, Diana Duelge and Bill Kappel Also present: Attorney Nicholas Flanagan, Town Administrator Jami Gebert and Zoning Administrator Emily Zeddies. Mark Stelzner regarding items 7a & 10; John Olson regarding items 7b & 11; Linda Gehrig and Mike Sharpee regarding items 7c & 12; Mat Elmhorst regarding items 7e & 14; Deb Kawleski regarding items 7f & 15.

3. Certify Posting of Meeting
   Emily Zeddies certified the agenda was posted at the following locations on May 30, 2023:

   Rome Municipal Building at 3:46 p.m.
   Kwik Trip at 3:50 p.m.
   Nekoosa Port Edwards State Bank at 3:56 p.m.
   The agenda was emailed to the Wisconsin Rapids Daily Tribune at 3:43 p.m.
   The agenda was emailed to Town web services on May 30, 2023 at 3:43 p.m.
   The public hearing notice was printed in the Wisconsin Rapids Daily Tribune for publication in the legal section on May 30 and June 6, 2023.
   The Comprehensive Plan amendment/re-zone legal notice appeared in the Wisconsin Rapids Daily Tribune on May 14, 2023.

4. Approve the Agenda
   Motion by Wiessinger/Williams to approve the agenda. Commissioner Duelge requested an amendment to the motion to move items 7d & 13 to next month's agenda. Motion was amended to approve the agenda with items 7d & 13 moved to next month's 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.
   Commissioner Wiessinger announced the Rome Sno Bandits are having their annual Classic Car, Bike & Snowmobile Show on Saturday, June 17th, from 9:00 a.m. to 3:00 p.m., at the Rome Town Center. There will be over 150 classic cars & snowmobiles. Enjoy food & refreshments, music and 50/50 raffles.

Zoning Administrator Zeddies presented samples of materials proposed for the exterior of the micro-brewery.
Administrator Gebert announced Gather by the Gazebo, held the second Tuesday of June, July & August, at 5:30 p.m., sponsored by the Heart of Wisconsin and Visit Rome.
Commissioner Djumadi stated that she attended the Adams County Highway Committee meeting on Thursday, June 8th, where they approved opening the remaining section of County Road D between 8th & 9th Avenue for ATV/UTV traffic. It goes before the Adams County Board for final approval on June 27th at 6:00 p.m.

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

   a. Consideration of the proposed Comprehensive Plan map 9 amendment from Forestry to Rural Residence and zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by Mark and Christina Stelzner, also described as Gov Lot 4, located in Section 3, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00524-0000; total area 40.0 acres
   Zoning Administrator Zeddies indicated the applicants are requesting this zoning change to allow them to build a house on the 2-acre section they pulled out of MFL. They plan to use the remainder of the property for outdoor recreational activities. Since there is no road frontage on this parcel, it cannot be divided into smaller parcels. They are requesting the change to R-4 over R-5 because of the house size; they do not want to build a house as large as R-5 would require.
   Mark Stelzner owner of the property was in attendance to answer any questions. Mr. Stelzner stated that they pulled a 2-acre section out of their 40-acre MFL parcel for the purpose of building a home. They do not intend to change any portion of the land remaining in MFL.
   Questions from commissioners and public as follows:
   Q: Since this 2-acre section does not have any road frontage how do intend to access the property?
   A: We have an easement off of Akron Drive.
   Q: R-4 district requires road frontage of 250 feet, if there is no road frontage how could this requirement be met?
   Attorney Flanagan stated that since there is no land division or reconfiguring of this parcel, it does not trigger this ordinance requirement.
   Commissioners discussed the fact that the Comprehensive Plan which was recently revised, re-zoned this land to recreational and removed it from forestry to prevent future housing development. Several commissioners expressed their opposition to this request.
   Q: Will emergency vehicles be able to access your proposed home?
   A: The access road is presently a two-track.
   Town Administrator Gebert stated that a y-turn or a 100-foot circle drive would be required for a driveway over 200 feet. Owner indicated that a u-shaped driveway has already been planned.
   Q: Are there currently any ATV/UTV trails going through the property?
   A: I believe there is one ATV/UTV trail going east/west. There is also one going north/south which has signage indicating it is private.
   Q: Is the intent to re-zone the entire 40-acres?
   A: Zoning Administrator Zeddies stated the entire 40-acres would be re-zoned; we would not split zone a parcel.
   Q: In the future, if a road would be constructed in this area, could the property be sub-divided into 10-acre parcels if it is zoned R-4?
   A: Mr. Stelzner stated that as long as he owns the property it would not be sub-divided.
   Attorney Flanagan stated that there is no dedication for a road at this time, and it would take significant steps to put in a road. There would also be a significant cost factor.
   Commissioners discussed the fact that under the current Comprehensive Plan and also the proposed revised plan, neither zoning options would be favorable.
   Zoning Administrator Zeddies stated that a condition could be placed in the Findings of fact that states if any future land division would occur, the owner must return to Plan Commission.

Matthew Harn of 141 14th Dr. expressed concerns that the property stay in MFL and remain recreational and not be sub-divided in the future.
Q: The acreage that you pulled out of MFL, is that in the northwest corner of the parcel?
A: Yes. It was an old log landing.
Q: You stated that you have an easement for the road access, who is that with?
A: When we purchased the land through Meteor Timber we requested an easement. There is a copy of the easement with the deed. It is a perpetual easement.
No further questions or comments.

b. Consideration of the issuance of a Conditional Use Permit for the following purpose: to allow for warehousing and self-storage on the property described as Lot 2 of Certified Survey Map 6696, located in SE ¼, NE ¼, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00641-0025; total area of 7.73 acres
John Olson owner of the property was in attendance to answer any questions.
Q: Can you give us an idea as to what your plans are for this property?
A: This property is in the speculation stage. I presently have a tenant who is looking for me to possibly build a 10,000 square foot storage facility, for the purpose of warehousing, with the possibility of climate control storage units, and some additional office space. I own several storage facilities in the Town of Rome.
Q: Will this be rental storage, not self-storage?
A: This will be rental storage.
Q: If office space is available, will you have restrooms in the facility?
A: Yes, that would be the plan. Right now, I don't have a site plan put together.
Q: What does your tenant intend on storing in the facility?
A: Food and paper products. The tenant is a large entity in the town.
Q: When you say food products will refrigeration be needed?
A: No, none that I know of.
Q: If the warehousing option does not occur, would you just use the facility as rental storage?
A: If the warehousing does not occur, I would want to come back to the Plan Commission with a different plan.
Q: Is this property in the Gateway? If so, are you aware of the paving requirement?
A: Yes, I am aware of the requirements in the Gateway.
Q: The applicant's name on the Conditional Use Permit indicates the owner as John H. Olson, perspective owner. Do you have the authority to make this application?
A: The current owners made out the application. I am here to indicate what I plan to do with the property.
Q: If this CUP is approved, is there something on file that Mr. Olson could sign as far as the Findings of Fact?
Attorney Flanagan stated that we have signatures for owner/applicant. We can request signatures for both.
Commissioner Duelge expressed her concerns about the appearance and the multitude of storage facilities in the Gateway.
Q: Is this considered a "flag" lot?
Zoning Administrator Zeddies explained what is considered to be a "flag" lot.
It was suggested that in future Conditional Use Permit requests like this, a perspective site plan/pan of operation might be helpful to clarify questions or concerns. Zoning Administrator Zeddies clarified that since the perspective owner does not yet own the land, and they are awaiting approval of the CUP, they should come forward for the Conditional Use prior to purchasing to insure they are going to get the use they want the land for. To acquire a site plan/plan of operation before approval of the CUP could possibly be a waste of time and money.
Joe Paweleck owner of the Boat Barn located at 1106 County Rd D had several questions and concerns regarding this Conditional Use Permit; is the lot in question in fact Lot 2, erosion concerns, and Gateway District inconsistencies.
No further questions or comments.

c. Consideration of the issuance of a Conditional Use Permit for the following purpose: to allow a storage rental building on the property located at 1163 Aniwa Ct, owned by Linda Gehrig, located in Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00788-0000; total area 3.000 acres
Linda Gehrig current owner of the property and Mike Sharpee perspective buyer were in attendance to answer any questions. Ms. Gehrig stated that she presently owns this 3-acre parcel and is struggling to take care of it. She is looking to sell a one-acre portion of this parcel to perspective buyers Mike & Vicki Sharpee. This 3-acre parcel is zoned as commercial property. Mr. Sharpee stated that he is interested in building a 50' X 100' storage rental building. He intends to rent out storage space and use some area for personal storage i.e. his boats.
Town Administrator Gebert indicated that in prior storage rental building requests, only a percentage of the building can be used by the owner for personal use. Attorney Flanagan suggested that since this proposed building would be in the commercial district, a condition in the Findings of Fact should be added to limit personal space use to 10%.
Zoning Administrator Zeddies wanted to note that only one-acre is being divided out of the 3-acre parcel. A CSM has been completed and approved and sent to Adams County.
Q: Would we be approving the Conditional Use Permit for the entire 3-acres?
A: Attorney Flanagan suggested placing a condition that limits the approval to the one-acre lot, namely Lot 2 of the new CSM (not yet recorded). Suggested condition to read as follows: "Commission would be subject to approval of the submitted CSM and limited to Lot 2" and attach to the Findings of Fact.
Q: Knowing you can only use 10% of the storage rental for personal use, do you intend to go forward?
A: No definitive answer.
No further questions or comments.

d. Consideration of a final 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
This item to be moved to a future agenda.

e. Consideration of a site plan/plan of operation for Heartland Custom Homes, Inc., for the property located at 1144 CTH D, also described as Lot 1 of CSM 5725, located in, SW ¼, NE ¼, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0010; total area of 1.40
Zoning Administrator Zeddies stated this site plan/plan of operation would be for the construction of a mixed-use multi-tenant building.
Mat Elmhorst representing Heartland Custom Homes, Inc. was in attendance to answer any questions.
Plan Commissioners reviewed and approved the building materials.
Mat Elmhorst ensured the Plan Commissioners that there would be adequate space for two buildings and a driveway wide enough for emergency vehicles.
It was clarified that this site plan/plan of operation is only for the building, all business owners will need to come in for their own site plan/plan of operation.
No further questions or comments.

f. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 470 Duffers Tr, owned by Kurt and Stacy Bergman, also described as lot 5 of Arrowhead Green addition to Lake Arrowhead, located in SE ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02695-0000
Zoning Administrator Zeddies stated the applicant has completed all license requirements including a property manger within the 25 miles on record with the Town.

Deb Kawleski property manager from Cottage Keeper was in attendance to answers any questions.
Questions from commissioners and public as follows:
Q: Any concerns with the maximum occupancy set at 15 and the maximum vehicles set at 6?
A: No
Q: Is there sufficient hard parking surface for 6 vehicles?
A: Zoning Administrator Zeddies stated that the maximum number of vehicles is normally determined by half of the maximum occupancy. This short-term rental was cut back slightly by the limited amount of parking, i.e. garage and driveway/apron area.
No further questions or comments.

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

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action - Meeting minutes from Tuesday, May 9, 2023
   Motion by Djumadi/Duelge to approve the minutes. Commissioner Djumadi had several questions concerning statements in the minutes. Questions were addressed. Motion carried.

10. Discussion and possible recommendation to Town Board - Consideration of the proposed Comprehensive Plan map 9 amendment from Forestry to Rural Residence and zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by Mark and Christina Stelzner, also described as Gov Lot 4, located in Section 3, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00524-0000; total area 40.0 acres
    Motion by Williams/Kappel to recommend to the Town Board approval of the Comprehensive Plan map 9 amendment from Forestry to Rural Residence and zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by Mark and Christina Stelzner; to include the findings of fact with the following additional conditions: any additional requests for land division regardless of number of parcels must return to Plan Commission for approval, and no significant clearing of trees without Plan Commission approval.
    Commissioner Duelge had concerns about using the word "significant" regarding the clearing of trees, because there is no finite number attached. Commissioner Wiessinger pointed out that the property in question is in MFL and there is a forced maintenance which requires clear-cutting. The suggestion was made to change the additional condition to read: the remaining 38 acres must remain in forestry. Commissioner Williams amended his original motion to change "no significant clearing of trees" to "the remaining 38 acres must remain in forestry". Seconded again by Commissioner Kappel. Zoning Administrator Zeddies stated that the primary land use will remain Outdoor Recreation.
    Motion carried with Commissioners Djumadi & Kappel opposed.

11. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: to allow for warehousing and self-storage on the property described as Lot 2 of Certified Survey Map 6696, located in SE ¼, NE ¼, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00641-0025; total area of 7.73 acres
    Motion by Williams/Baker to recommend approval of a Conditional Use Permit to allow for warehousing and self-storage on the described property and to approve the findings of fact.
    Commissioners discussed additional conditions be placed on the Conditional Use Permit: approval contingent upon completion of sale of property and term condition.
    Amended motion and second by Williams/Baker as follows:
    Motion to recommend approval of a Conditional Use Permit to allow for warehousing, office and self-storage units on the described property and to approve the findings of fact with the following additional conditions: the conditional use being valid upon sale to John H. Olson and term of condition being indefinite.
    Motion carried.

Motion made by Djumadi/Baker to take a three-minute recess.

12. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: to allow a storage rental building on the property located at 1163 Aniwa Ct, owned by Linda Gehrig, located in Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00788-0000; total area 3.000 acres
    Motion by Duelge/Williams to recommend approval of a Conditional Use Permit to allow a storage rental building on the property located at 1163 Aniwa Ct. and to approve the findings of fact with the following amended conditions: one storage building built with only 10% allowed for personal property, conditional use valid upon sale of property and that the Conditional Use Permit and one storage building to be built on CSM to be recorded as Lot 2 and attached.
    Motion carried.

13. Discussion and possible recommendation to the Town Board – Consideration of a final 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
    Item moved to future agenda.

14. Discussion and possible recommendation to the Town Board – Consideration of a site plan/plan of operation for Heartland Custom Homes, Inc., for the property located at 1144 CTH D, also described as Lot 1 of CSM 5725, located in, SW ¼, NE ¼, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0010; total area of 1.40 acres
    Motion by Williams/Djumadi to recommend to the Town Board approval of a site plan/plan of operation for Heartland Custom Homes, Inc., for the property located at 1144 CTH D, to include the findings of fact with the additional conditions:
        a. *Subject to approval by the Fire Chief for emergency vehicle access.*
        b. *Any proposed tenants come back to the Plan Commission for approval prior to occupancy.*
        c. *Approval of landscape and signage plans to be presented to the Plan Commission*

    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 470 Duffers Tr, owned by Kurt and Stacy Bergman, also described as lot 5 of Arrowhead Green addition to Lake Arrowhead, located in SE ¼, SW ¼, Section 20, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-02695-0000
    Motion by Duelge/Kappel to grant the request for conditional use permit for short-term rental at the address of 470 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 fifteen.*
        c. *Maximum number of vehicles shall be set at six, two vehicles to be parked in garage, four vehicles on driveway. 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.

16. 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
    Chairman Baker requested this item be referred to a future agenda.

17. Discussion and possible referral to a future agenda – Discussion regarding permitted fence types in Rural Residential districts.
    Chairman Baker requested this item be referred to a future agenda.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

18. Next agenda items:
    a. Final plat map for Timberline Park
    b. 2 CUP's for short-term rentals
    c. Discussion regarding manufactured and mobile homes
    d. Discussion regarding permitted fence types

19. Next meeting date and time: July 11, 2023 at 4:00 p.m.

ADJOURMENT

Motion by Chairman Baker to adjourn at 6:23 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.