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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, JULY 11, 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, Paul Janczak, Diana Duelge, Lori Djumadi, and Bill Kappel. Commissioner Jeffrey Williams was excused. Also present: Attorney Nicholas Flanagan, Town Administrator Jami Gebert and Zoning Administrator Emily Zeddies. Stephany Niles from Vacasa regarding items 7b & 11; and Michael Backaus 7c & 12.

3. Certify Posting of Meeting
   Emily Zeddies certified the agenda was posted at the following locations on June 27, 2023:

   Rome Municipal Building at 11:03 a.m.
   Kwik Trip at 12:12 p.m.
   Nekoosa Port Edwards State Bank at 12:18 p.m.
   The agenda was emailed to the Wisconsin Rapids Daily Tribune at 11:17 a.m.
   The agenda was emailed to Town web services at 11:17 a.m.
   The public hearing notice was printed in the Wisconsin Rapids Daily Tribune for publication in the legal section on June 27 and July 5, 2023.

4. Approve the Agenda
   Motion by Commissioner Djumadi to approve the agenda with the exception of items 7a & 10. Due to the recent events involving the actual design and development of the plat map and that the final plat map has not been received from General Engineering. (Items to be referred to a future agenda). Also, item 11 should read "Discussion and possible action" not recommendation. Motion seconded by Commissioner Duelge. 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.
      Tom Gabriel of 1032 E Queens Way submitted a Citizen Comment card requesting consideration to change the Town Ordinance pertaining to accessory buildings in Commercial A in the Rome Town Center. Mr. Gabriel owns property in Commercial A, Rome Town Center and is requesting the Plan Commission have a future agenda item, possibly in August or September, to discuss accessory buildings in Commercial A. He indicated that several other business owners in the Rome Town Center expressed interest in having an accessory structure. Request will be forwarded to the Zoning Administrator.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondence, Current Events, Announcements.
   Town Administrator Gebert announced that the CDA has been working on a mural project that would be painted on the Public Works building. Three options of the mural were given to commissioners to review.
   This would be the CDA's first beautification project. Since this is the first project of its kind, commissioners would have to address how such a project would be approved and permitted. Commissioners discussed art vs. signage aspects for approval.
   Zoning Administrator Zeddies announced that this would be her last Plan Commission meeting as she has accepted a position at Wood County. Commissioners expressed that she will be greatly missed and wished her well.

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

   a. 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.

   b. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1403 Rapids Tr, owned by Michael Bisswurm, also described as lot 11 of Shimmering Waters addition to Lake Arrowhead, located in NE ¼, NE ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04314-000
      Zoning Administrator Zeddies stated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
      Stephany Niles property manager from Vacasa was in attendance to represent the owner and to answer any questions.
      No questions from Commissioners or public.

   c. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 355 Leeds Ct, owned by Kelli and Michael Backaus, also described as lot 18 of Leeds addition to Lake Camelot, located in NE ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05800-0000
      Zoning Administrator Zeddies stated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.
      Michael Backaus owner of the property was in attendance to answer any questions. Mr. Backaus intends to use the property as partial short-term rental and partial recreation for his family.
      Questions from commissioners and public as follows:
      Q: Staff recommendation set a maximum of six vehicles that can be parked on hard surfaces; are six vehicles able to park in front of the garage door, are you anticipating two vehicles to be parked in garage?
      A: Yes, I am anticipating two vehicles parking in the garage and it is a fairly long driveway.
      Q: Would you be comfortable with a maximum of four vehicles?
      A: I would like to have the option of six. We have been able to park six vehicles on the driveway with no problem.
      Kim Davis of 349 Leeds Ct had several concerns about short-term rentals in general. One concern is the capacity of the town to manage the people who come into the Town of Rome and have no vested interest. They are not familiar with the town's ordinances; they come here to have a good time.

Mr. Backaus stated that he loves this area and intends to abide by the ordinances. He is going to be very selective in who he allows to rent his property, it's not meant to be a party home. No further questions from Commissioners or public.

8. Close Public Hearing
   Motion by Duelge/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, June 13, 2023
   Motion by Wiessinger/Duelge to approve the minutes. Motion carried.

10. 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.

11. 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 1403 Rapids Tr, owned by Michael Bisswurm, also described as lot 11 of Shimmering Waters addition to Lake Arrowhead, located in NE ¼, NE ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04314-0000
    Motion by Wiessinger/Janczak to grant the request for conditional use permit for short-term rental at the address of 1403 Rapids 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 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.

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 355 Leeds Ct, owned by Kelli and Michael Backaus, also described as lot 18 of Leeds addition to Lake Camelot, located in NE ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-05800-0000
    Motion by Duelge/Wiessinger to grant the request for conditional use permit for short-term rental at the address of 355 Leeds 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 twelve.*
    c. *Maximum number of vehicles shall be set at six. 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.

13. 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". Neither State Statutes nor Town Code state a minimum age for a manufactured home.
Our discussion doesn't change the fact that a manufactured home/mobile home is still only allowed in R2. Used mobile homes, as long as they meet HUD standards and were built in at least 1976 or newer can go on any property in R2.
This agenda item is primarily for discussion and clarity.

14. Discussion and possible referral to a future agenda – Discussion regarding permitted fence types in Rural Residential districts.
Zoning Administrator Zeddies stated that included in commissioner's packets is Article XXVII. Fences, Walls, and Hedges. Currently, security fences are not permitted in any residential districts.
Commissioner Wiessinger suggested the Plan Commission consider allowing security fencing in R-4 (Rural Residence District) and R-5 (Rural Estate Residence District). Security fencing would not exceed 10 feet in height with no barbed wire. After discussion, commissioners suggested that Attorney Flanagan draft language to make the adjustment for § 360-139 sub-section D to allow security fencing in R-4 and R-5.
This item will appear as a public hearing notice on the next agenda.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

15. Next agenda items:
    a. Review of permitted and conditional uses in all zoning districts
    b. Consideration of Commercial A, Rome Town Center accessory buildings
    c. Site plan/plan of operation for a pumpkin patch
    d. Site plan/plan of operation for JWS Beverage
    e. Sign permit for proposed mural
    f. Four CUP's for short-term rentals

16. Next meeting date and time: August 8, 2023 at 3:30 p.m.

ADJOURMENT

Motion by Chairman Baker to adjourn at 5:05 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.