



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

AGENDA
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING AND REGULAR
MEETING

TUESDAY, JULY 14, 2026

4:00 p.m.

ROME MUNICIPAL BUILDING
1156 Alpine Drive
Nekoosa, WI 54457

1. Call to Order
2. Roll Call
3. Certify Posting of Meeting
4. Approve Agenda
5. Citizen Comments – During the Citizen Comment period of the agenda the Plan Commission committee 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

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 POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondences, Current Events, and Announcements
7. Open Public Hearing
 - a. Consideration of the issuance of a Conditional Use Permit for the following purpose: a storage business at the property located at 1367 Alpine Dr, owned by Archer Creek LLC, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020
 - b. Consideration of a site plan/plan of operation for Archer Creek LLC, for the property located at 1367 Alpine Dr, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020

- c. Consideration of a site plan/plan of operation for Clear Trail Properties, for the property located at 1144 County Road D, also described as Lot 1 of CSM 6905, located in SW ¼, NE ¼, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0020

8. Close Public Hearing

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action – Approval of the June 9, 2026 meeting minutes.
10. Discussion and possible action – Recommendation to the Town Board; Consideration of the issuance of a Conditional Use Permit for the following purpose: a storage business at the property located at 1367 Alpine Dr, owned by Archer Creek LLC, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020
11. Discussion and possible action – Recommendation to the Town Board; Consideration of a site plan/plan of operation for Archer Creek LLC, for the property located at 1367 Alpine Dr, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020
12. Discussion and possible action – Recommendation to the Town Board; Consideration of a site plan/plan of operation for Clear Trail Properties, for the property located at 1144 County Road D, also described as Lot 1 of CSM 6905, located in SW ¼, NE ¼, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0020

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

13. Next agenda items
14. Next meeting date and time

ADJOURNMENT

“Speak Your Peace” Commitment – A reminder that the town has adopted the Nine Tools of Civility which commits the Plan Commission committee Members and the 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 Committee 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 committee. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Wendy Newson, Town Clerk, at 1156 Alpine Drive, Nekoosa, WI 54457, ph. 715-325-8046.

Town of Rome Mission:
Positively applying the tools of government to serve and protect our people,
strengthen our community and promote prosperity.



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

TOWN OF ROME PLAN COMMISSION PUBLIC HEARING AND REGULAR MEETING MINUTES

TUESDAY, JUNE 9, 2026

4:00 p.m.

1. Call to Order

In the absence of the Chairman, the meeting was called to order at 4:00 p.m. by Commissioner Jerry Wiessinger.

2. Roll Call

Present: William Kappel, Heather Dalton, Bruce Hoepfner and Jerry Wiessinger

Excused: Paul Janczak, Vito Giardino and Chairman Tim Reppen

Also present: Zoning Administrator, Emily Arndt and Deputy Clerk/Treasurer, Taylor Owczynsky

3. Certify Posting of Meeting

Taylor Owczynsky certified that on, Wednesday, May 27, 2026 the agenda for the Town of Rome Plan Commission meeting for Tuesday, June 9, 2026 was posted at the following locations:

Rome Town Hall

10:48 a.m.

Kwik Trip, LLC

10:52 a.m.

Nekoosa Port Edwards State Bank

11:10 a.m.

Legal notice published in Wisconsin

Rapids Daily Tribune

May 26, 2026 & June 2, 2026

4. Approve Agenda

Motion by Kappel/Dalton to approve the agenda. Motion carried.

5. Citizen Comments – During the Citizen Comment period of the agenda the Plan Commission committee 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

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 Received.

NO ACTION CONTEMPLATED POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondences, Current Events, and Announcements

No updates given.

7. Open Public Hearing

- a. Consideration of proposed amendments to Ordinance – Article XXX Entitled “Wellhead Protection District”

Chairman Carl Hasdal explained what the Wellhead Protection is and that it would protect anything that may be hazardous to our wells. He explained that this should have been put in place years ago and that this is basically a protection for all of the municipal wells in the Town. This would restrict what can be built over the wells or placed over them.

- b. Consideration of proposed amendments to Section 360-9 Of the Zoning Code Entitled “Use Regulations”, Section 360-35 Of the Zoning Code Entitled “Permitted Uses”, Section 360-60 Of the Zoning Code Entitled “Permitted Uses”, Section 360-83 Of the Zoning Code Entitled “Permitted Uses”, Section 360-87 Of the Zoning Code Entitled “Permitted Uses”, Section 360-62 Of the Zoning Code Entitled Height, Setbacks, Area and Other Requirements

Zoning Administrator, Emily Arndt explained that the proposed ordinance amendment addressing camping regulations can be found in the packet. She explained that the only date that was changed was instead of the camping season starting on the 15th of April, it would be the 2nd Saturday of April. The purpose of this ordinance amendment is to basically “clean up” the language.

8. Close Public Hearing

Motion by Kappel/Hoeppner to close the Public Hearing. Motion carried.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action – Approval of the May 12, 2026 meeting minutes.

Motion by Kappel/Dalton to approve the May 12, 2026 meeting minutes. Motion carried with one change on page 1. Commissioner Bruce Hoeppner’s name is listed as absent and as present. Motion to include the striking his name as present.

10. Discussion and possible action - Recommendation to the Town Board; Consideration of the proposed amendment to Ordinance – Article XXX Entitled “Wellhead Protection District”

Zoning Administrator, Emily Arndt explained that the proposed ordinance amendment for the Wellhead Protection District can be found in the packet. The Director of Public Works, Cody Knoblock reiterated that this is something that should have been put into place years ago. Our sandy aquifer makes us extremely susceptible to potential outside contaminants that can affect our water quality. This ordinance would protect municipal wells as well as private wells in those areas. The Town has two (2) public wells

Kappel has one correction to the document on § 360-154B(8). Requested to change the number in “Appearance” from 100 to 1,000 feet.

Motion by Hoeppner/Dalton to recommend approval of this ordinance to the Town Board. Motion carried.

11. Discussion and possible action – Recommendation to the Town Board; Consideration of the proposed amendments to Section 360-9 Of The Zoning Code Entitled “Use Regulations”, Section 360-35 Of The Zoning Code Entitled “Permitted Uses”, Section 360-60 Of The Zoning Code Entitled “Permitted Uses”, Section 360-83 Of The Zoning Code Entitled “Permitted Uses”, Section 360-87 Of The Zoning Code Entitled “Permitted Uses”, Section 360-62 Of The Zoning Code Entitled Height, Setbacks, Area And Other Requirements

Zoning Administrator, Emily Arndt explained that the purpose of the ordinance amendment is simply to “clean up” the ordinance. The updated camping season would be from the 2nd Saturday of April thru November 30th. Instead of listing each district separately, the camping regulations would now all be in one place. Updates made to the off-season camping season include updating the dates to be December 1st through the 2nd Friday in April. The camping limit was updated to allow camping during the off-season for up to 21 days, with striking the limitation of only 2 occurrences, now it is just 21 days cumulative. The time limit between guest stays was relaxed from 15 days to 10 days. The verbiage stating that all camping permits must be displayed was added back into the ordinance, as it used to be.

Motion by Hoeppner/Dalton to recommend approval of the ordinance amendment to the Town Board. Motion carried.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

12. Next agenda items

- Currently nothing to add right now, but there will be a few items that build themselves out.

13. Next meeting date and time

July 14, 2026 at 4:00 p.m. Rome Municipal Building.

ADJOURNMENT

Motion by Kappel/Hoeppner to adjourn at 4:22 pm. Motion carried.

Respectfully submitted,

Taylor Owczynsky

Taylor Owczynsky

Deputy Clerk/Treasurer



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

Plan Commission Zoning Administrator Report

Item 7a & 10

Applicant Archer Creek LLC has applied for a conditional use permit for storage rental buildings on their property located at 1367 Alpine Dr. The property is zoned B-1 Business and is currently operating as a storage business. There is no active conditional use permit for this property so the applicant was required to obtain a conditional use permit with the proposed construction of additional rental buildings. Letters were sent to 5 property owners within 200' of the affected property.

Item 7b & 11

Applicant Archer Creek LLC has submitted a site plan and plan of operation for the expansion of the storage rental business at the property located at 1367 Alpine Dr. Letters were sent to 5 property owners within 200' of the affected property.

Item 7c & 12

Applicant Clear Trail Properties has submitted a site plan and plan of operation for a property management business located within the multi-tenant building at the property located at 1395 Alpine Dr. The property is zoned B-1 Business District and is also partially within the Gateway Overlay District. Letters were sent to 4 property owners within 200' of the affected property.

UNIT MIX

LABEL	UNIT	SIZE	# UNITS	%	SQ. FEET
F		10 x 20	19	12.3	3800
G		10 x 25	135	87.7	33750
TOTAL			154	100	37550

Phase 3 2029

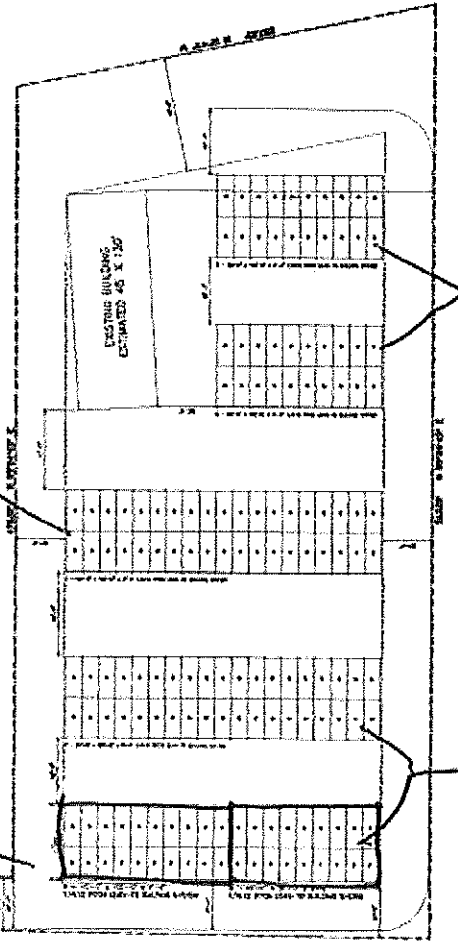
Phase 1
9/2026

Phase 4

2030/2031

Phase 2

9/2027



NOTICE

THE ENGINEER HAS PREPARED THIS PLAN IN ACCORDANCE WITH THE PROFESSIONAL ENGINEERING ACT AND THE ENGINEERING BOARD OF REGULATION ACT AND THE ENGINEERING BOARD OF REGULATION ACT. THE ENGINEER HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS NOT BEEN ADVISED OF ANY CHANGES TO THE SITE. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE SITE. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE SITE.

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NOTE: THIS IS A CONCEPTUAL SITE DESIGN ONLY AND IS SUBJECT TO ALL APPLICABLE LOCAL REGULATIONS, CODE PROVISIONS, ENGINEERING REQUIREMENTS AND SITE CONDITIONS. THIS WAS PREPARED WITH THE SITE INFORMATION AND MATERIALS PROVIDED BY THE CLIENT. THE ENGINEER HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS NOT BEEN ADVISED OF ANY CHANGES TO THE SITE. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE SITE.

BRIDGE ENGINEERING, INC.
1997 ALPINE DR
KEOSAUQUA, WI 53420
TEL: 262-468-1100
FAX: 262-468-1101
WWW.BEINC.COM



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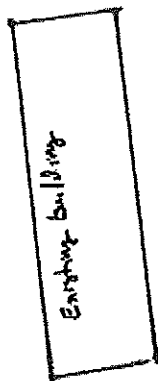
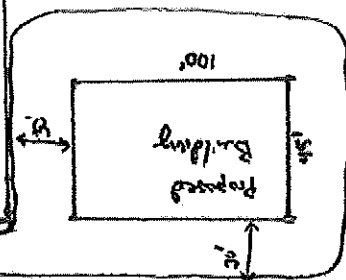
BRIDGE ENGINEERING, INC.
1997 ALPINE DR
KEOSAUQUA, WI 53420
TEL: 262-468-1100
FAX: 262-468-1101
WWW.BEINC.COM

SITE

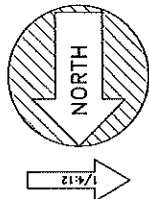
Alpine Drive

- sign location
- placed as specified by sign permit.

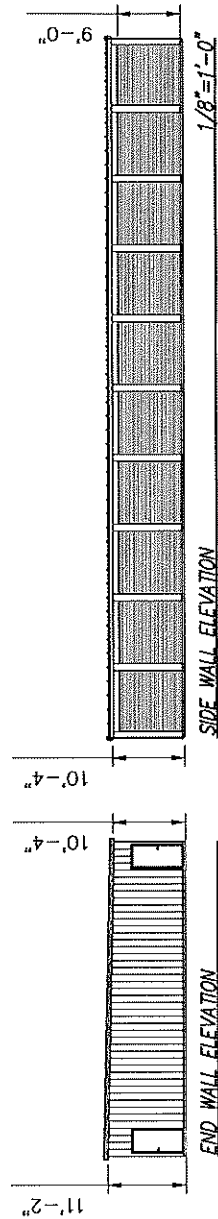
Phase I



Drive aisle - 30' all sides of building
Driveway - 12' wide x 325' long
Building Setbacks - 30' to west N property lines



LABEL	UNIT SIZE	# UNITS	%	SQ. FEET
F	10 x 20	10	50.0	2000
G	10 x 25	10	50.0	2500
	TOTAL	20	100	4500



DOOR SCHEDULE						
QTY	CODE	TYPE	SIZE	ROUGH OPENING	MANUF.	DESCRIPTION
2	D20	SWING	3'-0" x 7'-0"	3'-4" x 7'-2"	PDL/equiv	DOOR, LEVER/LEVER CLOSER, LG
2	FE	ROLL-UP	8'-8" x 9'-0"	8'-8" x 9'-0"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
2	FEI	ROLL-UP	8'-8" x 9'-11"	8'-8" x 9'-11.25"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
8	FF	ROLL-UP	9'-0" x 9'-0"	9'-0" x 9'-0"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
8	FEI	ROLL-UP	9'-0" x 9'-11"	9'-0" x 9'-11.25"	TRAC-RITE/eq.	ROLL-UP DOOR, 944

ROLL-UP DOORS MEET ASTM E330
PDL DOORS — PRIMER COAT ONLY

*** WHERE APPLICABLE, ALL PRE-HUNG COMMERCIAL DOORS, TYPICALLY USED FOR ENTRANCES, MECHANICAL ROOMS, ETC., WILL BE KEYPED ALIKE.

*** THE ABOVE PLAN MAY NOT REFLECT THE IMPLICATIONS OF SECTION 903.2.9 OF THE 2012 THROUGH 2021 IBC CODES WHICH MAY REQUIRE 3 HOUR FIREWALLS EVERY 2,500 SFT OR MAY REQUIRE YOU TO SPRINKLE THE BUILDING.

*** TRACHTE RECOMMENDS (IN USA ONLY) THAT ALL PROJECTS REQUIRE A NUMBER OF UNITS BE ADA ACCESSIBLE, IF A CUSTOMER CHOOSES TO NOT CONFORM TRACHTE WILL NOT BE HELD ACCOUNTABLE.

TRACHTE BUILDING SYSTEMS, Inc.

*This drawing and all parts thereof
is the exclusive property of
Trachte Building Systems, Inc.
314 Wilburn Road, Sun Prairie, Wisconsin
(800/356-5824) (Local 608/837-
or part without written permission.*



Revisions:

Revisions:		By:
6/22/26 -- REV TO 45' WIDE 10'4" LEAN-TO		CJS
7/6/26 ADDED ELEVATION		KM
Name: CJS	Scale: 1 = 30'	Date: 6/18/26

Job Description:

PROPOSED STORAGE SYSTEM FOR:

ANDY WENZLAFF
1367 ALPINE DRIVE
NEKOOSA, WI 54457

Sheet Title

FLOOR PLAN

63201

SALES ON



DENOTES HANDICAP/WHEELCHAIR
ACCESSIBLE UNITS



PLAN APPROVAL

NO FABRICATION WILL BE SCHEDULED OR BEGIN WITHOUT PLAN APPROVAL FROM BUYER. PLEASE SIGN BELOW TO APPROVE THE BUILDING LAYOUT(S) AND DESCRIPTIONS IN THE ATTACHED PLAN.

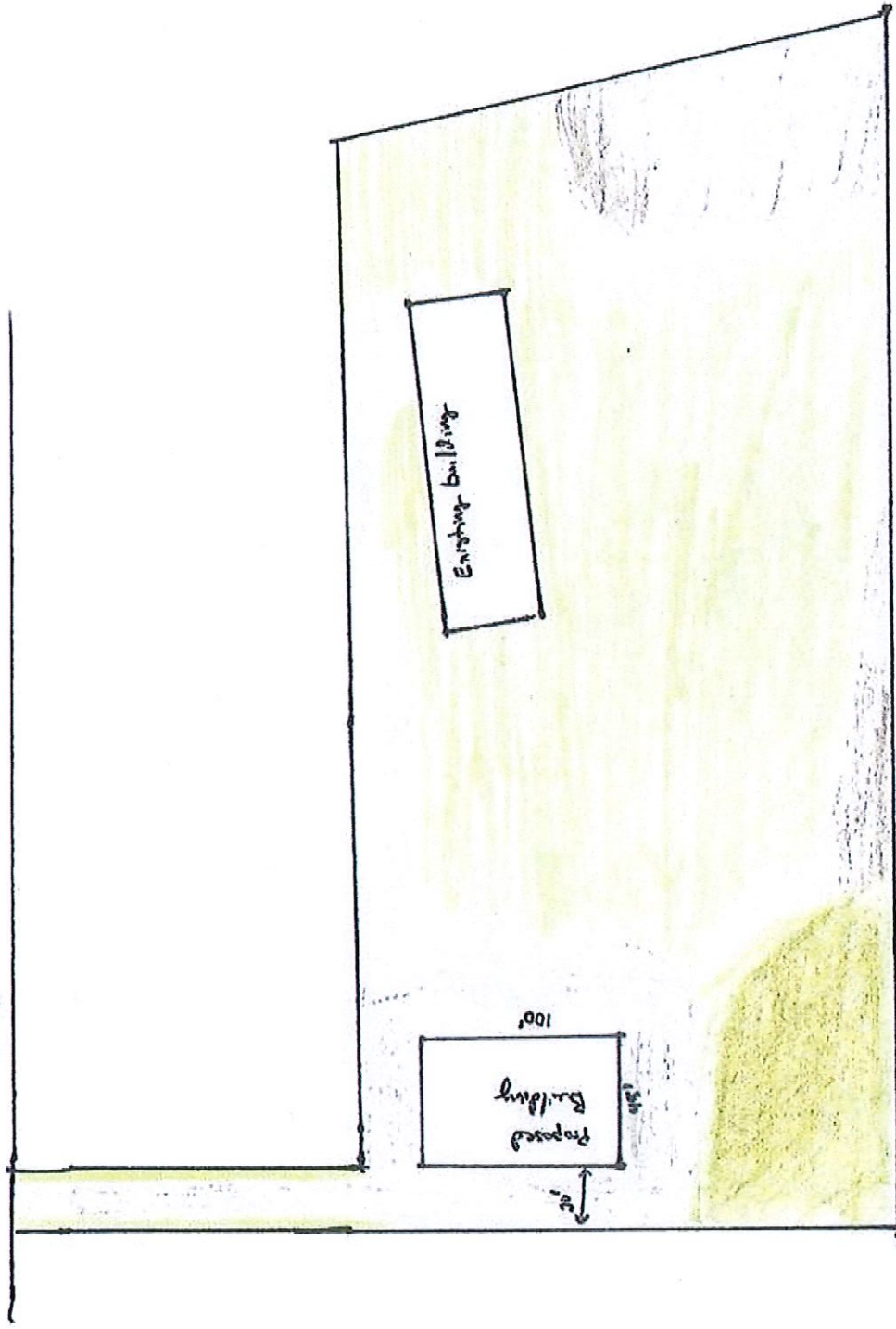
SIGNATURE

COMPANY

DATE:

1 OF 1

Alpine Drive



Wooded

Crop-Corn

Gravel

Grass

WALL COLORS

ICED WHITE^o

ASH GRAY^o

CREAM BEIGE^o

CLASSIC BEIGE^o

LIGHT STONE^o

SLATE GRAY^o

SILHOUETTE GRAY

DOOR AND TRIM COLORS

CEDAR RED^o

GARNET^o

CRIMSON RED^{*}

PATRIOT RED^o

SUNSET ORANGE^o

UB YELLOW^{*}

BRIGHT WHITE^{*}

ICED WHITE^o

LIME GREEN^{*}

WASABI GREEN^{*}

EVERGREEN^o

FERN GREEN^{*}

TEAL^{*}

POLAR BLUE^o

ROYAL BLUE^o

SMART BLUE^{*}

MIDNIGHT BLUE^{*}

DESERT TAN^o

LIGHT STONE^o

ASH GRAY^o

SILHOUETTE GRAY

DARK CHARCOAL GREY

SHALE^{*}

CONTINENTAL BROWN^o

BURNISHED SLATE^{*}

MATTE BLACK^o

GALVALUME^{*}

^oAvailable in building trim.

^{*}Available in doors only.

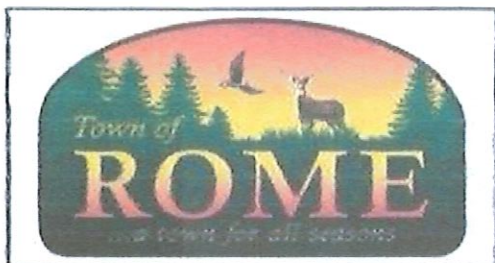




ARCHER CREEK STORAGE

715-323-4055

UNITS AVAILABLE



Planning and Zoning Department 1156
Alpine Drive
Nekoosa, WI 54457 zoning@romewi.gov
Phone: (715) 325-8019
Fax: (715) 325-8035 www.romewi.gov

PETITION FOR CONDITIONAL USE PERMIT

FEE: \$300.00⁽¹⁾

⁽¹⁾ If the applicant does not appear or is not represented at the public hearing, the petition may be denied or tabled and the applicant may be requested to pay another application fee to reschedule the hearing.

Office use:

File # _____ Date received 6/22/26
Fee \$ 300.00 Check # _____
Parcel # 625-20 Total acres (sq. ft.) _____

Attach plot plan or location sketch showing the entire land parcel including the location, boundaries, uses and sizes of the following: subject site, existing and proposed structures, street rights-of-way, easements, alleys, off-street parking, loading areas, road access points, driveways and all other pertinent features.

Applicant:

Name of Owner Archer Creek LLC
Mailing Address PO Box 382 Nekoosa WI 54457
1051 S. ARCHERS WAY, NEKOOSA, WI
Phone 715-572-9932 54457

Property Location / Description:

1/4 1/4 Sec. 07 T 2 N R 06E
Lot 2 Block _____ Addition _____
Subdivision or CSM _____
Address 1367 Alpine Dr.

Current zoning and use:

The total area of the property is 3.35 acres and is currently zoned as: B-1 district of the Rome Zoning Ordinance.

Current use is: STORAGE

Proposed Conditional Use:

Proposed Conditional Use is: _____

Proposed Conditional Use conforms to the standards set forth in code sec. 360-27G because:

Proposed term (duration) of Conditional Use: Indefinite

⁽²⁾ The applicant's signature on this form grants consent for Dept. staff and Plan Commissioners to enter the property for inspection related to this application. Said consent does not include consent to enter a dwelling or other structure on the property. Furthermore, the undersigned hereby applies for the conditional use requested above and states that the information on this application and the attached documents are accurate. The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, and provide proof of trustee authority. If needed, obtain a **TRUST INFORMATION form** from the Planning and Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

Landowner signature [Signature]

Date 6/22/26

Office notes: _____

FINDINGS OF FACT:

1. A full and complete application was filed by Archer Creek LLC and received June 22, 2026 (herein referred to as "Application") seeking a Conditional Use Permit for 1367 Alpine Dr, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020.
2. The Conditional Use request is to allow Storage Units at the property.
3. The property is zoned B-1 Business District, as defined in Chapter 360 of the Town of Rome's Ordinance.
4. Town of Rome Ordinance Article XVI B-1 Business District requires a Conditional Use Permit for Storage Rental Buildings.
5. The Town of Rome Plan Commission duly set this matter upon the agenda of a public meeting and considered the above-described application with the public hearing a matter of record of the Plan Commission meeting of July 14, 2026.
6. At the public hearing for the Application held by the Town of Rome Plan Commission on July 14, 2026, evidence and testimony was presented by the Applicant, and all interested persons were allowed an opportunity to speak, a full and complete record of which will be detailed in the minutes of the Plan Commission.
7. At the conclusion of the public hearing, after consideration and discussion of the application, public comments, and the report received by staff, the Plan Commission, upon a motion duly seconded, approved the request for the Conditional Use Permit, and the following findings were found:
 - a. The conditional use conforms with the standards of the applicable district in which it is located.
 - b. The establishment, maintenance or operation of the proposed use will not be detrimental to or endanger the public health, safety or general welfare of the occupants of surrounding lands.
 - c. The Applicant has met or is in the process of complying with all of the conditions of application/issuance for Storage Rental Buildings.

The Town of Rome Plan Commission hereby recommends approval of the Conditional Use Permit request submitted by Archer Creek LLC, for Storage Rental Buildings. The following additional conditions were placed on the approval:

- a. _____
- b. _____
- c. _____
- d. _____

The term of the conditional use shall be indefinite.

Planning Commission Chair: _____ Date: _____

Planning Commission Secretary: _____ Date: _____

By signing, Applicant agrees to comply with all conditions placed on approval. Applicant further understands that failure to comply with the stated conditions may result in the termination of the Conditional Use Permit.

Signature of Owner/Applicant: _____ Date: _____

Signature of Owner/Applicant: _____ Date: _____

Note: if Owner is other than Applicant and is unable to sign, please attach written authorization from Owner allowing Applicant to sign on their behalf.

**OFFICE USE ONLY:**

Date: _____ PERMIT #: _____
Parcel #: 30-625-20 Zoning District: B-1
Waterfront Yes No

Zoning Department

1156 Alpine Drive Phone: 715 325-8019

Nekoosa, WI 54457 Fax: 715 325-8035

Email: zoning@romewi.gov

www.romewi.gov

**SITE PLAN & PLAN OF
OPERATION REVIEW APPLICATION
\$350.00 APPLICATION FEE**

* **ADDITIONAL REGULATIONS:** The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. For your protection, you should determine if your project is subject to regulations of any other entity such as Adams County, the State of Wisconsin, or a homeowners association.

* **SETBACKS:** All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). **IMPORTANT NOTE:** Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals and in accordance with all ordinances and with all laws of the State of Wisconsin applicable to said premises and work.

CIRCLE ONE: DWELLING ATTACHED ACCESS BUILDING DETACHED ACCESS BUILDING SHED COMMERCIAL OTHER

PLEASE PRINT CLEARLY & FILL OUT COMPLETELY

Owned By: Archer Creek LLC Phone: _____
(First) (Middle Initial) (Last)

Mailing Address: PO Box 382, Nekoosa, WI 54457

Property Description:

Gov. Lot: _____ or _____ 1/4, _____ 1/4, Sec. _____, T _____, N, R _____, E _____

Lot: _____; Block: _____; Addition: _____; Subdivision: _____

Property Address: 1367 Alpine Drive

Lot / Parcel Size: Width: 560' Length: 240' Acres / Sq. Ft.: 3.35 Acres

Construction Description: New Building - Storage Units
(New Dwelling, Addition, Accessory Building, Shed)

Use: Commercial
(Residence, Residential Accessory, Commercial, Industrial, Public, etc.)

Type of Construction (if Manufactured Home, list year): Steel Framed
(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: 45' Length: 100' Area: 4500 Sq. Ft.
Height: ≤ 11' No. of Stories: 1 No. of Bedrooms: _____

IMPORTANT NOTES: IT IS THE RESPONSIBILITY OF THE PERSON SIGNING TO CALL FOR REQUIRED INSPECTIONS. THE UNDERSIGNED FURTHER ACKNOWLEDGES: (1) THAT THEY HAVE READ *NOTES ABOVE, AND THE NOTICE ON THE BACK OF THIS PERMIT APPLICATION REGARDING WETLANDS. (2) THAT THE SIGNATURE BELOW ALSO GRANTS CONSENT FOR DEPARTMENT STAFF TO ENTER PREMISES.

Signature of Owner or Agent: _____ Cell # 715-572-9932

Printed Name: Douglas S. WENZLAFFE E-mail doug.wenzlaffe@gmail.com

Address: 1051 S. ARCHERS WAY, NEKOOSA, WI 54457

OFFICE USE ONLY:Zoning: SPaid: \$
(check \$ or cash)

Date: _____

By: Wenzlaffe

Comments / Conditions: _____

Approved by: _____ Date: _____

Denied by: _____ Date: _____

TOWN OF ROME
SITE PLAN AND PLAN OF OPERATION
CHECKLIST

NOTE: ***Bold Italic*** items are to be indicated on the Site Plan. Use the space provided on this form for comments.

1. Project Owner: _____ Phone: _____
Mailing Address: _____

2. Project Operator: _____ Phone: _____
Mailing Address: _____

3. ***Project Site Information:***
Parcel Number: 038-00665-0012 Legal Description: _____ Address: 1367 A/pine Dr
Lot Size: Depth: 240' Width: 560' Acres: 3.35 Zoning: B1

4. ***Name and address of all owners of abutting parcels:*** _____

5. ***All existing lot lines, easements and rights-of-way. Include area in acres or square feet, abutting land uses and structures:*** _____

6. ***The location and use of all existing and proposed structures within the development. Indicate design details to make new construction compatible with existing structures:*** _____

7. ***Dimensions and Number of Stories of all Buildings:***

Building A:
Dimensions: _____ Stories / Height: _____ Use: _____

Building B:
Dimensions: _____ Stories / Height: _____ Use: _____

Building C:
Dimensions: _____ Stories / Height: _____ Use: _____

Total Floor Area: _____

8. ***Outside Storage:*** No ☒ Yes ☐ 180' x 40' Level grass pad - noted on phase 1 plan

9. ***Traffic flow patterns within the site, entrances and exits, loading and unloading areas, parking areas, sidewalks, ramps, curb cuts on the site and within 100 feet of the site:*** _____

Parking: Number of Spaces: _____ Employee Parking: _____
Dimensions of Parking Lot: _____ Type of Construction: _____

10. ***Outside Events:*** ☒ No ☐ Yes Frequency: _____

11. Maximum Number of Employees: Full-Time: _____ Part-Time: + ☐

12. Days & Hours of Operation: 24/7 - Self Storage Units

13. ***A landscape plan showing existing and proposed vegetation cover and water sources, and all proposed changes to these features, including size and type of plant material, drainage and storm-water retention areas and grade alterations:*** In Progress w/ PEI Engineering

14. ***Outdoor Lighting:*** Type: LED Security Lts Location: On Building

15. **Signs:** The location, height, size, materials, and design of all proposed signage:

Free-Standing Number: 1 Size(s): 6'x6' Location(s): Roadside Driveway
Single or Double Faced: Double Materials: Wood / Metal
Wall Mounted Number: _____ Size(s): _____ Materials: _____
Lighted: ☒ No Yes: _____

16. **Outside Food and / or Beverage Service:** ☒ No Yes: _____

17. **Inside and / or Outside Music (type, hours & days):** ☒ No Yes: _____

18. **Refuse Disposal:** Public: _____ Private: _____
Refuse Containers (type & location): _____

19. **Is a Commercial Transfer Site Permit Required:** ☒ No Yes Date Issued: _____

20. **Fencing or Screening:** ☒ No Yes: _____

21. **Sanitary System:** _____

22. **Any Potential Problems or Nuisances such as Odor, Smoke, Vibration or Noise Resulting from this Operation:** ☒ No Yes: _____

23. **Surface Water Drainage Facilities:** Storm Water Retention, Flow of Surface Water, and Amount of Impervious surfaces: Grading / Storm Water Plan in progress by RET Engineering

24. **Any Special License Required to be obtained from Local, State or Federal Licensing Agencies for the proposed Operation:** ☒ No Yes: _____

25. **Did the Wisconsin Department of Commerce Approve the Building Plans?:** ☒ No Yes
Date Approved: _____ Comments: In Progress

26. **Expansion of an Existing Operation:** No ☒ Yes: _____

27. **Onsite Sale of any Items and / or Services:** ☒ No Yes: _____

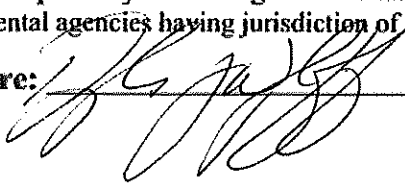
28. **Does this Operation Involve the Production of any Items?** ☒ No Yes: _____

29. **Description of the Production Process:** _____

30. **Any Chemicals, Hazardous Waste, Solvents, Gasoline or other Petroleum Products Stored on the Site:** ☒ No Yes: _____
How are the Chemicals, Wastes and Solvents Disposed of: _____

31. **Does this Operation Involve the Boarding of Animals:** ☒ No Yes: _____

Additional information may be required by the Zoning Administrator, Town Plan Commission, Town Board, and any other governmental agencies having jurisdiction of this site plan and plan of operation.

Property Owner Signature:  **Date:** 6/22/26

FINDINGS OF FACT:

1. A full and complete application was filed by Archer Creek LLC and received June 22, 2026 (herein referred to as "Application") seeking a Site Plan and Plan of Operation Review for 1367 Alpine Dr, also described as Lot 2 of CSM 3742, located in NE ¼, SW ¼, Section 07, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00625-0020 with a parcel number of 030-00625-0020.
2. The property is zoned (B-1) Business District, as defined in Chapter 360 of the Town Code.
3. The Town of Rome Plan Commission duly set this matter upon the agenda of a public meeting and considered the above-described application with the public hearing a matter of record of the Plan Commission meeting of July 14, 2026.
4. At the public hearing for the Application held by the Town of Rome Plan Commission on July 14, 2026, evidence and testimony was presented by the Applicant, and all interested persons were allowed an opportunity to speak, a full and complete record of which will be detailed in the minutes of the Plan Commission.
5. At its meeting, the Town of Rome Plan Commission reviewed the Zoning Administrator's report of Site Plan and Plan of Operation Application completeness, as well as consistency with applicable standards in the Town of Rome Zoning Ordinance. A full and complete record the review shall be detailed in the minutes of the Plan Commission.
6. Based upon a review of the Application, and the report received by staff, the following findings were found by the Plan Commission:
 - a. The Applicant has met or is in the process of complying with all of the submittal requirements, as specified on the Site Plan and Plan of Operation Checklist.
 - b. The purpose and location of the proposed project conforms with the standards under the applicable subdistrict as a permitted use and in general characteristics.
 - c. The proposed project conforms to the applicable development, architectural, landscape and signage standards for the B-1 Business District.

The Town of Rome Plan Commission hereby recommends approval of the Site Plan and Plan of Operation Application submitted by Archer Creek LLC, and recommends to the Town Board approval of the developer's project proposal. The following additional conditions were placed on the approval (if applicable):

- a. _____
- b. _____
- c. _____

Planning Commission Chair: _____ Date: _____

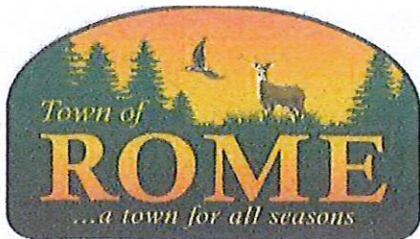
Planning Commission Secretary: _____ Date: _____

By signing, Applicant agrees to comply with all conditions placed on approval. Applicant further understands that failure to comply with the stated conditions may result in the termination of the approval.

Signature of Owner/Applicant: _____ Date: _____

Signature of Owner/Applicant: _____ Date: _____

Note: if Owner is other than Applicant and is unable to sign, please attach written authorization from Owner allowing Applicant to sign on their behalf.

**OFFICE USE ONLY:**Date: 10/23/26
Parcel #: 30-1037-20
Waterfront Yes (NO)PERMIT #:
Zoning District: B-1 & gateway**Zoning Department**1156 Alpine Drive Phone: 715 325-8019
Nekoosa, WI 54457 Fax: 715 325-8035
Email: zoning@romewi.gov
www.romewi.gov**SITE PLAN & PLAN OF
OPERATION REVIEW APPLICATION
\$350.00 APPLICATION FEE**

* **ADDITIONAL REGULATIONS:** The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. For your protection, you should determine if your project is subject to regulations of any other entity such as Adams County, the State of Wisconsin, or a homeowners association.

* **SETBACKS:** All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). **IMPORTANT NOTE:** Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals and in accordance with all ordinances and with all laws of the State of Wisconsin applicable to said premises and work.

CIRCLE ONE: DWELLING ATTACHED ACCESS. BUILDING DETACHED ACCESS. BUILDING SHED COMMERCIAL OTHER**PLEASE PRINT CLEARLY & FILL OUT COMPLETELY**Owned By: Clear Trail Properties Phone: _____
{First} {Middle Initial} {Last}

Mailing Address: _____

Property Description:

Gov. Lot: _____ or _____ 1/4, _____ 1/4, Sec. _____, T _____ N, R _____ E

Lot: _____; Block: _____; Addition: _____; Subdivision: _____

Property Address: _____

Lot / Parcel Size: Width: _____ Length: _____ Acres / Sq. Ft.: _____

Construction Description: commercial office space - Interior build out only
(New Dwelling, Addition, Accessory Building, Shed)Use: Commercial - office space
(Residence, Residential Accessory, Commercial, Industrial, Public etc.)Type of Construction (if Manufactured Home, list year): Drywall
(Frame, Masonry, Manufactured, Pole, etc.)Building Description: Width: 22' Length: 50' Area: 1100 Sq. Ft.
Height: 10'-15' No. of Stories: 1 No. of Bedrooms: 0

IMPORTANT NOTES: IT IS THE RESPONSIBILITY OF THE PERSON SIGNING TO CALL FOR REQUIRED INSPECTIONS. THE UNDERSIGNED FURTHER ACKNOWLEDGES: (1) THAT THEY HAVE READ *NOTES ABOVE. AND THE NOTICE ON THE BACK OF THIS PERMIT APPLICATION REGARDING WETLANDS. (2) THAT THE SIGNATURE BELOW ALSO GRANTS CONSENT FOR DEPARTMENT STAFF TO ENTER PREMISES.

Signature of Owner or Agent: Ashley Lang cell # 6086174849
Printed Name: Ashley Lang E-mail: ashley@cleartrailproperties.com
Address: 1173 Brown Bear Trail Nekoosa, WI 54457**OFFICE USE ONLY:**

Zoning: \$

Paid: \$ 350.00

(check # or cash)

Date: Online

Comments / Conditions: _____

By: _____

Approved by: _____

Denied by: _____

Date: _____

Date: _____

TOWN OF ROME

SITE PLAN AND PLAN OF OPERATION CHECKLIST

NOTE: **Bold Italic** items are to be indicated on the Site Plan. Use the space provided on this form for comments.

1. Project Owner: BUCK SOBLEN Phone: 608-354-4978
Mailing Address: 261 Falls Rd #73232 Grafton, WI 53024
2. Project Operator: _____ Phone: _____
Mailing Address: _____
3. **Project Site Information:**
Parcel Number: 030006310020 Legal Description: with easement over lot 1 CSM 1015 Address: 1144 Cty Rd D
Lot Size: Depth: 50' Width: 22' Acres: 1100 sqft Zoning: _____
4. **Name and address of all owners of abutting parcels:** Heartland Custom Homes Inc.
5. **All existing lot lines, easements and rights-of-way. Include area in acres or square feet, abutting land uses and structures:** _____
6. **The location and use of all existing and proposed structures within the development.** Indicate design details to make new construction compatible with existing structures: Leased Commercial Office Space
7. **Dimensions and Number of Stories of all Buildings:**
Building A: unit 3 building nearest east lot line
Dimensions: 22' x 50' 1 → Stories / Height: 10-15' Use: Commercial office space
Building B: _____
Dimensions: _____ Stories / Height: _____ Use: _____
Building C: _____
Dimensions: _____ Stories / Height: _____ Use: _____
Total Floor Area: 1100 sqft
8. **Outside Storage:** (No) Yes: _____
9. **Traffic flow patterns within the site, entrances and exits, loading and unloading areas, parking areas, sidewalks, ramps, curb cuts on the site and within 100 feet of the site:** Already determined by building owner
- Parking:** Number of Spaces: _____ Employee Parking: back of building
Dimensions of Parking Lot: _____ Type of Construction: Commercial Office space
10. **Outside Events:** (No) Yes Frequency: _____
11. Maximum Number of Employees: Full-Time: 3 Part-Time: 2
12. Days & Hours of Operation: M-F 9-5 pm
13. **A landscape plan showing existing and proposed vegetation cover and water sources, and all proposed changes to these features, including size and type of plant material, drainage and storm-water retention areas and grade alterations:** N/A
14. **Outdoor Lighting:** Type: _____ Location: _____

15. **Signs:** The location, height, size, materials, and design of all proposed signage:

Free-Standing Number: 1 Size(s): 30" x 48" Location(s): Existing sign board
Single or Double Faced: Double Materials: _____
Wall Mounted Number: _____ Size(s): _____ Materials: _____
Lighted: (No) Yes: _____

16. **Outside Food and / or Beverage Service:** (No) Yes: _____

17. **Inside and / or Outside Music (type, hours & days):** (No) Yes: _____

18. Refuse Disposal: Public: _____ Private: X
Refuse Containers (type & location): behind building per owner

19. Is a Commercial Transfer Site Permit Required: (No) Yes Date Issued: _____

20. **Fencing or Screening:** (No) Yes: _____

21. **Sanitary System:** Bathroom - septic & water installed previously by building owner

22. Any Potential Problems or Nuisances such as Odor, Smoke, Vibration or Noise Resulting from this Operation: (No) Yes: _____

23. **Surface Water Drainage Facilities:** Storm Water Retention, Flow of Surface Water, and Amount of Impervious surfaces: N/A

24. Any Special License Required to be obtained from Local, State or Federal Licensing Agencies for the proposed Operation: (No) Yes: _____

25. Did the Wisconsin Department of Commerce Approve the Building Plans?: No Yes
Date Approved: _____ Comments: _____

26. **Expansion of an Existing Operation:** (No) Yes: _____

27. **Onsite Sale of any Items and / or Services:** No (Yes) Building Design Services and property management

28. Does this Operation Involve the Production of any Items? (No) Yes: _____

29. Description of the Production Process: _____

30. **Any Chemicals, Hazardous Waste, Solvents, Gasoline or other Petroleum Products Stored on the Site:** (No) Yes: _____
How are the Chemicals, Wastes and Solvents Disposed of: _____

31. **Does this Operation Involve the Boarding of Animals:** (No) Yes: _____

Additional information may be required by the Zoning Administrator, Town Plan Commission, Town Board, and any other governmental agencies having jurisdiction of this site plan and plan of operation.

Property Owner Signature: [Signature] Date: 6-22-2026

New Business Information

Interested in a purchasing a property in Rome Town Center?

The Town of Rome is committed to supporting entrepreneurs and encouraging successful business development. Proper planning helps ensure success for both the business owner and the municipality. If you need assistance completing any of the items outlined below, please contact the Town Administrator to be connected with free or low-cost entrepreneurship resources.

Purchase documents can be submitted to:

Robbie Schaub-Ruemler, Interim Town Administrator

ruemler@romewi.gov

Complete offers are reviewed by the Community Development Authority (CDA) at the next available meeting. The CDA meets on the first Thursday of each month at 3:00 p.m.

Applicants are encouraged to schedule a meeting with Emily Arndt, Zoning Administrator, prior to CDA review to discuss zoning requirements and development expectations.

Offer to Purchase Requirements

Please submit an Offer to Purchase letter to the Town Administrator that includes the following:

- a. Desired location, acreage, and proposed purchase price for the land.
- b. Description of the proposed business.
- c. Business plan outlining market analysis, projected sales/income forecasts, and potential funding partners.
- d. Detailed site plan of the entire property, including the proposed layout of the business, ingress and egress for customers and employees, parking, and general building design.

New Business Requirements

1. Initial Zoning Review

- a. All new businesses in the Town of Rome need to meet with the Zoning Administrator to discuss zoning requirements, necessary permits, and required documents.

2. Existing Commercial Buildings

- a. Similar Business Operations
 - i. If the new owner intends to operate the business substantially similar to the existing business, a new Site Plan/Plan of Operation is not required.
- b. Changes to Business Operations
 - i. If the new owner intends to operate the business different from the existing business, a new Site Plan/Plan of Operation is required.

3. Plan Commission Requirements

Applicants are required to submit the following:

- Site Plan/Plan of Operation application
- Conditional use permit (if applicable)
- Formal site plan of entire property, plans should be to-scale (include property boundaries, setbacks, and proposed placement of future development)
- Proposed signage
- Landscaping plan
- Building design plans (include exterior colors and finishes; samples required)
- Refuse enclosure
- Lighting plans
- Design of ingress and egress including parking lot/paving plan

Application materials may be submitted to:

Emily Arndt, Zoning Administrator

earndt@romewi.gov

Complete applications are reviewed by Plan Commission at the next available meeting. Plan Commission meets on the second Tuesday of each month at 4:00 p.m.

Print: Asnley Lang Signature: Asnley Lang Date: 6-22-2026

The undersigned further acknowledges: (1) I have read the entirety of this document and Town Code related to my zoning district(s); (2) I agree to abide by the regulations; (3) I understand the expectation of documents to be provided for Plan Commission.

Golden Ferret





VACATION RENTAL MANAGEMENT &

INTERIOR DESIGN

WWW.CLEARTRAILPROPERTIES.COM

715-352-0810

48"

30"



Vacation Rental Management & Interior Design

FINDINGS OF FACT:

1. A full and complete application was filed by Clear Trail Properties, and received June 23, 2026 (herein referred to as "Application") seeking a Site Plan and Plan of Operation Review for 1144 County Road D, also described as Lot 1 of CSM 6905, located in SW ¼, NE ¼, Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0020.
2. The property is zoned (B-1) Business District and falls within Gateway Overlay District, as defined in Chapter 360 of the Town Code.
3. The Rome Town Code, Article XXXI Gateway Overlay District refers to § 360-81.1 and § 360-81.6 which specifies requirements for design review and approval of development projects in the Commercial "A" Subdistrict of Rome Town Center District (RTC), with review by the Plan Commission focusing on layout of the development, including placement, setbacks, parking areas, open areas, and landscaping.
4. The Town of Rome Plan Commission duly set this matter upon the agenda of a public meeting and considered the above-described application with the public hearing a matter of record of the Plan Commission meeting of July 14, 2026.
5. At the public hearing for the Application held by the Town of Rome Plan Commission on July 14, 2026, evidence and testimony was presented by the Applicant, and all interested persons were allowed an opportunity to speak, a full and complete record of which will be detailed in the minutes of the Plan Commission.
6. At its meeting, the Town of Rome Plan Commission reviewed the Zoning Administrator's report of Site Plan and Plan of Operation Application completeness, as well as consistency with applicable standards in the Town of Rome Zoning Ordinance. A full and complete record the review shall be detailed in the minutes of the Plan Commission.
7. Based upon a review of the Application, and the report received by staff, the following findings were found by the Plan Commission:
 - a. The Applicant has met or is in the process of complying with all of the submittal requirements, as specified on the Site Plan and Plan of Operation Checklist.
 - b. The purpose and location of the proposed project conforms with the standards under the applicable subdistrict as a permitted use and in general characteristics.
 - c. The proposed project conforms to the applicable development, architectural, landscape and signage standards for the B-1 Business District and the Gateway Overlay District

The Town of Rome Plan Commission hereby recommends approval of the Site Plan and Plan of Operation Application submitted by Clear Trail Properties, and recommends to the Town Board approval of the developer's project proposal. The following additional conditions were placed on the approval (if applicable):

- a. _____
- b. _____
- c. _____

Planning Commission Chair: _____ Date: _____

Planning Commission Secretary: _____ Date: _____

By signing, Applicant agrees to comply with all conditions placed on approval. Applicant further understands that failure to comply with the stated conditions may result in the termination of the approval.

Signature of Owner/Applicant: _____ Date: _____

Signature of Owner/Applicant: _____ Date: _____

Note: if Owner is other than Applicant and is unable to sign, please attach written authorization from Owner allowing Applicant to sign on their behalf.