



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

AGENDA TOWN OF ROME PLAN COMMISSION

TUESDAY FEBRUARY 11, 2025

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 the Agenda
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 Plan 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 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 Commission 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, Meeting Recaps, Recent Correspondence, Current Events, Announcements
7. Sub-Committee
Plan Commission RTC Sub-Committee Update
8. Short-Term Rental Staff Report

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Approval of the January 14th, 2025 meeting minutes
10. Discussion and Possible Recommendation to Town Board - Consideration of an amendment to the Site Plan and Plan of Operation requested by Stuff It Storage LLC to update their site plan from the previous owner's plan on property located at State Hwy 13, described as Lot 2 of CSM 2313, Located in part of the SE ¼ NW ¼, Section 17, Town

20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.

11. Discussion and Possible Referral to Future Agenda - Comprehensive Plan review and outline work for updating, to include: setting time frame, discussion of State requirements for compliance, and what work needs to be accomplished.
12. Discussion and Possible Referral to Future Agenda – Review of potential zoning regulations for small-scale solar energy installations

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

13. Next agenda items
 - Land Purchase Document
14. Next meeting date and time March 11th, 2025 4:00 p.m.

ADJOURNMENT

"Speak Your Peace" Commitment – A reminder that the Plan Commission Members have adopted the Nine Tools of Civility which commits the Commission 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 members. 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 Newsom, 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
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MINUTES TOWN OF ROME PLAN COMMISSION

TUESDAY JANUARY 14, 2025

4:00 P.M.

**ROME MUNICIPAL BUILDING
1156 Alpine Drive
Nekoosa, WI 54457**

1. Call to Order

Chairwoman Diana Duelge calls to order meeting at 4:00 p.m

2. Roll Call

Plan Commissioners Present: Thomas Gabriel, Chairwoman Diana Duelge, Lori Djumadi, and Bill Kappel
Plan Commissioner(s) Absent: Jerry Wiessinger, Paul Janczak Heather Dalton.

Also Present: Zoning Administrator Alexis Dargiewicz, and Town Attorney Nick Flanagan

3. Certify Posting of Meeting

Zoning Administrator, Alexis Dargiewicz certified that on Tuesday, January 7th, 2025 the agenda for the Town of Rome Plan Commission meeting for Tuesday January 14th, 2025 was posted at the following locations:

Rome Town Hall at 9:15 a.m.

Kwik Trip, LLC at 9:24 a.m.

Nekoosa Port Edwards State Bank at 9:30 a.m.

Posted on the Town of Rome Website on: 1/07/2025

Emailed to the Wisconsin Rapids Tribune on 1/07/2025

Legal Notice published in the Wisconsin Rapids Tribune on 12/31/2024 and 1/07/2025

4. Approve the Agenda

Motion by Gabriel/Djumadi to approve the agenda as written. Motion carries.

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 Plan 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 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 Commission 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

Citizen comment received by John Larson – 1000 CTH D relating to campers being on parcels year-round.

Comment referred to Zoning Administrator.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

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

7. Sub-Committee

Plan Commission RTC Sub-Committee Update

Zoning administrator gives a brief report on sub-committee progress including update on Master Planner approval.

8. Short-Term Rental Staff Report

Zoning Administrator had not received any completed STR applications by this meeting – a STR Zoning Permit had been created.

9. Open Public Hearing

a. Consideration of an amendment to the Site Plan and Plan of Operation

requested by Stuff It Storage LLC to update their site plan from the previous owner's plan on property located at State Hwy 13, described as Lot 2 of CSM 2313, Located in part of the SE ¼ NW ¼, Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.

Shane Ruesch present in person to speak for this agenda item.

Discussion on the previously approved site plan.

Discussion on water runoff.

Citizen comments received;

Leo Sauder 1830 Fawn Ct.; MPD Building Business - Concerned about shared driveway.

Linda Gerig 1163 Aniwa Ct – question on where the development is located.

b. Consideration of proposed amendments to Chapter 360 (Zoning), Article XVII, Rome Town Center District, Sections 360-81.1(C), 360-81.2(C), 360-81.3(C), 360-81.4(C), and 360-81.5(C) regarding unification of "Dimensional, area, and other requirements" (form-based/nonuse controls) in Rome Town Center Subdistricts (Commercial "A" Subdistrict, Mixed Town Center Subdistrict, Senior Living Subdistrict, Mixed Multifamily Subdistrict & Mixed Commercial/ Light Industrial Subdistrict).

Motion by Kappel/Djumadi to close the public hearing. Motion carries.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

10. Approval of the December 10th, 2024 meeting minutes

Motion by Gabriel/Kappel to approve the minutes as written. Motion carries.

11. Discussion and Possible Recommendation to Town Board - Consideration of an amendment to the Site Plan and Plan of Operation requested by Stuff It Storage LLC to update their site plan from the previous owner's plan on property located at State Hwy 13, described as Lot 2 of CSM 2313, Located in part of the SE ¼ NW ¼, Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.

Motion by Kappel/Gabriel to make a recommendation to the Town board for approval of the Site Plan and Plan of Operation.

Discussion on landscaping, driveway, and impervious surface calculations.

Discussion on units – and the impacts of the units.

Motion withdrawn.

The item will be postponed until the next meeting.

12. Discussion and Possible Recommendation to Town Board – Consideration of proposed amendments to Chapter 360 (Zoning), Article XVII, Rome Town Center District, Sections

360-81.1(C), 360-81.2(C), 360-81.3(C), 360-81.4(C), and 360-81.5(C) regarding unification of "Dimensional, area, and other requirements" (form-based/nonuse controls) in Rome Town Center Subdistricts (Commercial "A" Subdistrict, Mixed Town Center Subdistrict, Senior Living

Motion by Kappel/Gabriel to make recommendation to Town Board for approval, with the addition of changing the street/entry to street 'and' entry, and add "50% of all street and entry..." on pg. 4 and 9. 3 in favor 1 opposed. Motion carries.

Chairwoman calls for a recess at 5:36 p.m.

Chairwoman calls the meeting back to order at 5:40 p.m.

13. Discussion and Possible Referral to Future Agenda – Review of Town Ordinance Requirements for road frontage in the B-1 Business District (Ch. 360, Art. XVI); and consideration of impacts for allowing access of lots to public streets by means easement to Code Ch. 360 (Zoning) and Ch. 326 (Subdivision of Land); with review of staff findings.

Zoning Administrator reads review of staff findings into record.

Discussion on what options have been discussed with the citizen between the Zoning Administrator, and Town Attorney – and the amount of time spent on the parcel.

Discussion on modification process at the Town similar to the County.

Discussion on the differences between Town and County processes – and if the County would approve of the presented parcel design.

Motion by Kappel/Duelge to deny the request for consideration of allowance of an easement access.

3 in favor 1 opposed. Motion Carries.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

14. Next agenda items

- Land Purchase Document
- Comprehensive Plan – Status Update
- Punchlist of items to consider zoning code.
- Zoning Code Amendment

15. Next meeting date and time February 11th, 2025 4:00 p.m.

ADJOURNMENT 6:41 pm.

"Speak Your Peace" Commitment – A reminder that the Plan Commission Members have adopted the Nine Tools of Civility which commits the Commission 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 members. 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 Newsom, Town Clerk, at 1156 Alpine Drive, Nekoosa, WI 54457, ph. 715-325-8046.

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Plan Commission Zoning and Building Department Staff Report

Item 7

The RTC Sub-Committee met on January 16th, 23rd, 30th, and February 5th. Beginning on January 23rd the RTC Sub-Committee has welcomed Master Planner Patrick Brunner from CARDO. We have been reviewing his scope of services. He has been provided our current RTC Design Plan, our RTC Ordinances, the 15 Implementation Recommendations from Sam Schultz, our Comprehensive Design Plan, and a map of the RTC with all of the available land marked with acres labeled.

Item 8

As of creating this staff report the Zoning Administrator has sent out letters for 1 STR property. Staff has included a sample letter in the packet for your review.

Item 10

Applicant Stuff It Storage LLC requests approval for a revision to their Site Plan / Plan of Operation for the property located on State Highway 13. Applicant received initial approvals for the site plan on November 8th, 2022, and November 14th 2023, from Plan Commission. The applicant is amending the Site Plan / Plan of Operation to completely redo the building design and operation plans from the previous property owner. For reference, the last approved Site Plan/Plan of Operation from November 2023, is also included in your packet. A copy of the conditions associated with that approval are also included in your packet. This item had a public hearing during the January 14th Plan Commission meeting where it was postponed to the February 11th 2025 meeting so corrections could be made, and clearer materials could be submitted for the Site Plan.

Item 11

The Plan Commission will begin a cursory review of the Town of Rome Comprehensive Plan and set an outline for updating it. Discussion will include determining the timeframe, identifying key tasks, reviewing state compliance requirements under Wisconsin Statutes, and confirming how often the plan must be updated. This meeting will help establish a clear path forward for the update process.

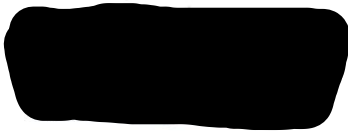
Item 12

The Plan Commission will review potential zoning regulations for small-scale solar energy installations to ensure they align with the Town's development goals and state guidelines. Discussion will include identifying appropriate zoning districts, setback requirements, aesthetic considerations, and any necessary permitting processes. The Commission will also consider best practices for balancing renewable energy expansion with community interests. This meeting will help establish a framework for potential ordinance updates or new regulations.



1156 Alpine Drive
Nekoosa, Wisconsin 54457
715-325-8019

January 26, 2024



To Whom It May Concern,

You are receiving this letter because you are within 200 feet of a property that has applied for a Short-Term license and Zoning Permit with the Town of Rome.

The Zoning Administrator will be considering the issuance of a zoning permit for the following purpose: the short-term rental at the property located at 480 Tomahawk Trail owned by Eric Fenchel and Susan Smith, also described as Lot 62 of Arrowhead Green Addition to Lake Arrowhead, located in the SW ¼, SW ¼, Section 20, Town 20N Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-02752-0000

Below is a QR code that will lead you to our Short-Term Rental informational site.

Should you have an opinion on this matter you have 14 days from the date on this letter. Please contact the Zoning Administrator via the number or email below, or mail to Town of Rome Zoning Department, 1156 Alpine Drive, Nekoosa, WI 54457.

Sincerely,

Alexis Dargiewicz

Lexi Dargiewicz
Zoning Administrator
Town of Rome
715-325-8019
zoning@romewi.gov



From: Alexis Dargiewicz
Sent: Friday, January 17, 2025 12:17 PM
To: 'shane@rueschcompanies.com'
Cc: 'Amanda Dolph'
Subject: Zoning Ordinances for Site Plan and Plan of Operation

Good Afternoon Shane,

Your parcel is in a unique spot where it's zoned B-1 but it resides within the Gateway Overlay District so it has to follow all of the standards of [B-1 Business District](#), [RTC Commercial "A" Subdistrict](#), the [Gateway Overlay District](#), and the [general standards for the RTC](#) (as Commercial "A" points to it).

I will point you to our [Project Review and Approval ordinance 360-81.7](#) this kind of goes over the basics of what is required for any Site Plan / Plan of Operation. While this may not answer all of the questions posed at Tuesdays meeting this might be a good starting point to help connect some of the dots.

On the phone I had mentioned building colors this can be found in [360-81.1C5\(c\)](#) which reads Building color: Colors shall be primarily (approximately 80%) earth-toned in appearance with accents (approximately 20%) of a contrasting color. Percentage shall include building wall and roof finish materials. Complementary colors, textures and materials are encouraged. No white, grey or primary colors shall be used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan application.

As landscaping, buffering, and screening were a big factor I figured I would include the ordinance requirements for that – this is from 360-81.6 General requirements for all Rome Town Center Subdistricts.

I highlighted a few sections in the buffering portion of the ordinance that I think the Plan Commissioners were referring to. I also highlighted the section about screening standards that we discussed during our phone call this morning.

Landscaping.

(1) Generally. Landscape standards should provide for an installation which incorporates regionally native plants and trees which complement an overall common, public landscape design and is consistent with the guidelines in the Rome Town Center Design Plan.

(2) Buffering. Landscape buffering between subdistricts shall be in a manner which creates a visual screen between subdistricts, where determined necessary, while preserving a woodland character and overall common public landscape design for Rome Town Center as a whole. Buffering shall have the following standards:

(a) Allowing limited visibility opening of 15 feet.

(b) Where required, buffers shall be continuous, with complementary small trees or large shrubs. Buffers may also be accomplished with fencing, plants, or a combination of these, where small trees or large shrubs are not already present, if permitted by the Plan Commission.

(c) Where a buffer is required between subdistricts, a buffer shall be a minimum of 10 feet wide per lot.

(d) Where trees are used for buffering, trees must be a minimum of four feet tall at the time of planting. Buffer trees species shall be of native species.

(3) Screening. Screening of mechanical equipment, trash dumpsters, loading areas, or outside storage areas shall be accomplished in a manner which visually screens them from public streets and surrounding developed properties. Screening shall have the following standards:

(a) The height of a screen shall equal or exceed the height of the item to be screened, to a maximum height of 10 feet.

(b) Screening may be accomplished with fencing, berming, plants or a combination of these. Screening shall be continuous, with the planting of buffer trees and with complementary small trees or large shrubs, if needed.

(c) Where fencing is used for screening, fencing must include wood, simulated wood or masonry walls. Steel or wrought iron may also be used in fencing but may not make up over 50% of the material used. Chain-link type fencing may only be used if privacy slats are included.

(4) Location and design. Areas of landscaping shall be located to provide resource protection, transitions between adjacent sites, and a visual transition between public streets or parking lots and buildings.

(a) All unimproved areas of every developed lot in the Rome Town Center shall be maintained. Any unimproved area disturbed by construction shall be fine graded to provide adequate drainage, covered with four inches of nutrient-rich, friable, humus-like topsoil and seeded or sodded to be maintained as a lawn.

I hope this can bridge any possible gaps in your notes, and can provide some clarity.

If you have any additional questions feel free to let me know.

Thank you,



Lexi Dargiewicz

Zoning Administrator

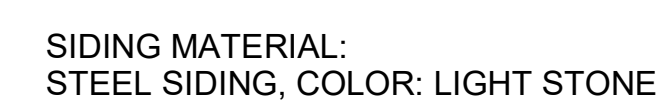
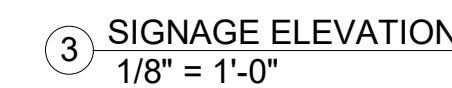
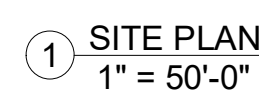
Rome Zoning & Building Department

1156 Alpine Drive

Nekoosa, WI 54457

715-325-8019 Office

715-325-8035 Fax



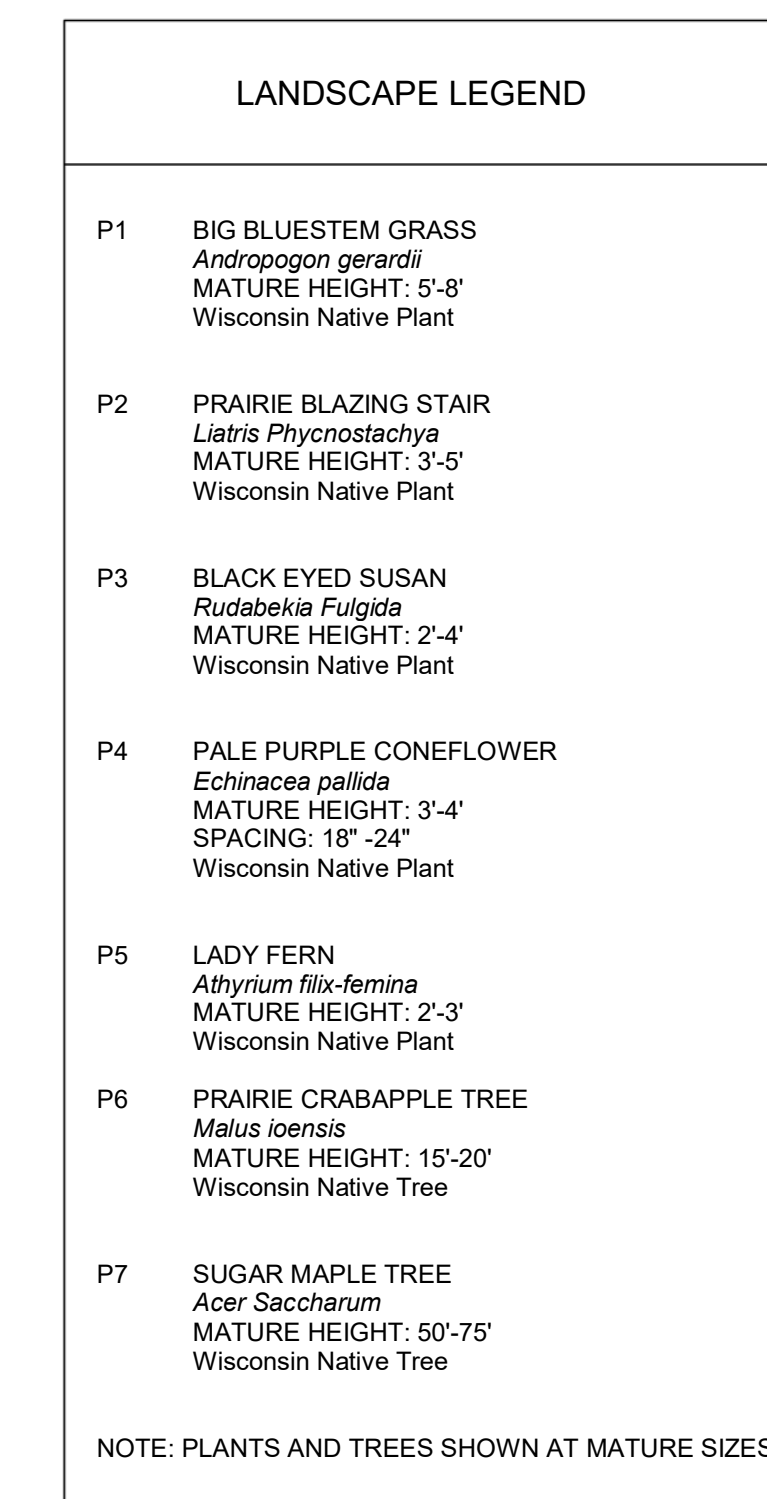
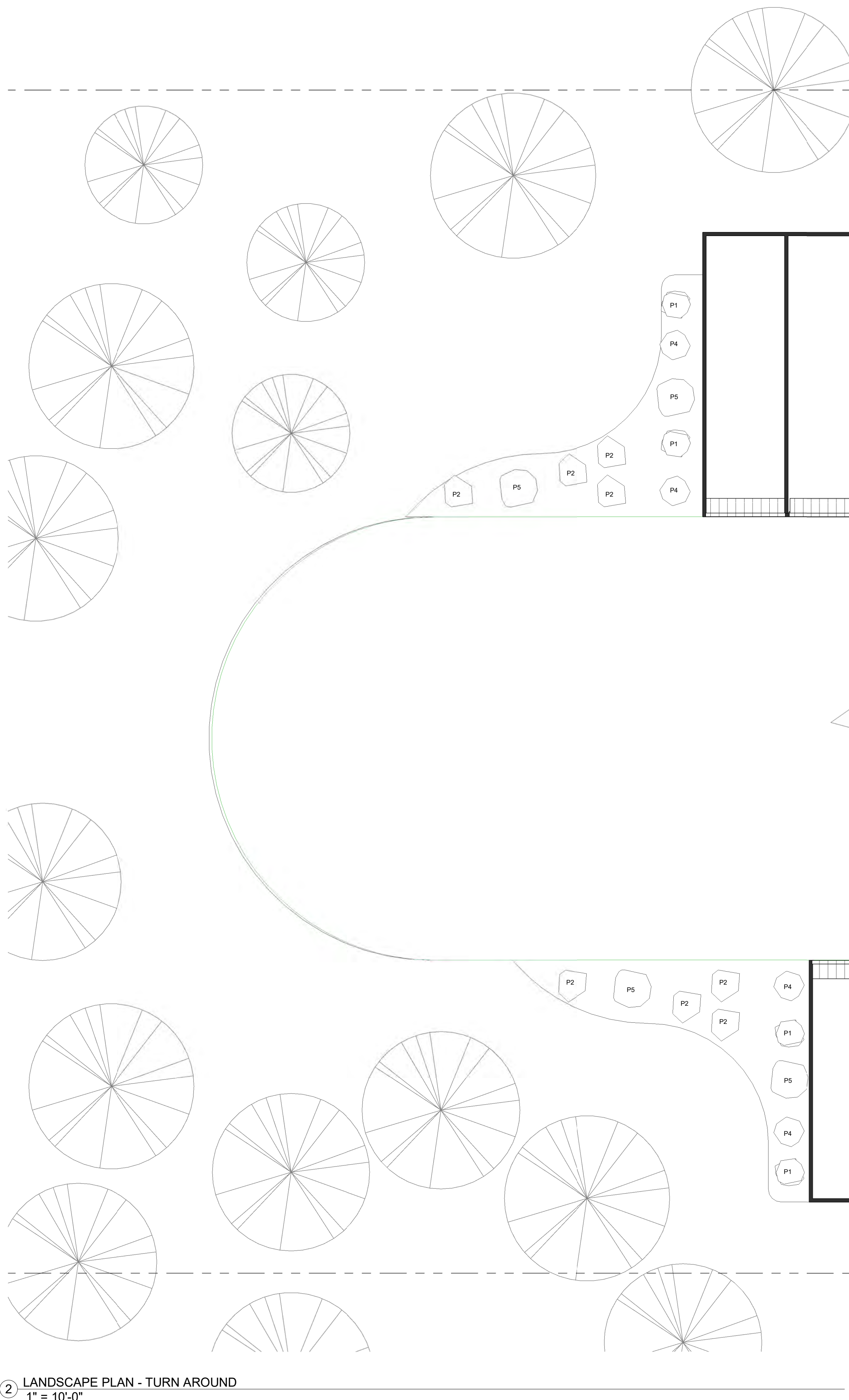
612-325-3241

RUESCH COMPANIES
2221 OAK ST. WISCOSIN
RAPIDS, WI 54495

SITE PLAN & ELEVATIONS

S100

Scale	As indicated
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612-325-3241

[illegible]

RUESCH COMPANIES
2221 OAK ST. WISCOSIN
RAPIDS, WI 54495

STORAGE UNITS

LANDSCAPE PLAN

Project Number	RUE10
Date	1/28/2025
Drawn By	NRB
Checked By	NRB

S102

Scale	As indicated
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NICOLETTE BREHM DESIGN

NICOLETTE BREHM, NCIQD, WELL AP, IDEC

nicolette.brehm@gmail.com

612-325-3241

[illegible]

RUESCH COMPANIES
2221 OAK ST. WISCOSIN
RAPIDS, WI 54495

STORAGE UNITS

RENDERINGS

Project Number	RUE10
Date	1/28/2025
Drawn By	Author
Checked By	Checker
S103	
Scale	

**OFFICE USE ONLY:**

Date: rec'd 11-27-2024 PERMIT #: _____
Parcel #: 030-00790-0000 Zoning District: _____
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: Stuff It Storage LLC Phone: (715) 422-0819
{First} {Middle Initial} {Last}

Mailing Address: 2221 Oak Street, Wisconsin Rapids, WI 54494

Property Description:

Gov. Lot: _____ or SE $\frac{1}{4}$, NW $\frac{1}{4}$, Sec. 17, T 20 N, R 6 E

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

Property Address: Hwy 13 S Nekoosa, WI 54467

Lot / Parcel Size: Width: 166 Length: 1256 Acres / Sq. Ft.: 4.816 acres

Construction Description: Self Storage Buildings

(New Dwelling, Addition, Accessory Building, Shed)

Use: Commercial

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

Type of Construction (if Manufactured Home, list year): Frame

(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: Attached Length: _____ Area: _____ Sq. Ft.
Height: _____ No. of Stories: _____ 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: [Signature] Cell # (715) 457-0443

Printed Name: Shane Ruesch E-mail shane@rueschcompanies.com

Address: 2221 Oak St. Wisconsin Rapids, WI 54494

OFFICE USE ONLY:

Zoning: \$ _____
Paid: \$ _____
(check # or cash)
Date: _____
By: _____

Comments / Conditions: _____

Approved by: _____ Date: _____
Denied by: _____ Date: _____

IMPORTANT NOTICE TO PERMIT APPLICANTS

Regarding wetlands

- AS OWNER AND / OR AGENT, YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING CONSTRUCTION NEAR OR ON WETLANDS, LAKES, AND STREAMS. WETLANDS THAT ARE NOT ASSOCIATED WITH OPEN WATER CAN BE DIFFICULT TO IDENTIFY. FAILURE TO COMPLY MAY RESULT IN REMOVAL OR MODIFICATION OF CONSTRUCTION THAT VIOLATES THE LAW OR OTHER PENALTIES OR COSTS. FOR MORE INFORMATION, VISIT THE DEPARTMENT OF NATURAL RESOURCES WETLANDS IDENTIFICATION WEB PAGE OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. (Wis Stats 59.691) [HTTP://DNR.WI.GOV/WETLANDS/MAPPING.HTML](http://DNR.WI.GOV/WETLANDS/MAPPING.HTML)

[illegible]

INSPECTION NOTES

[illegible]

New Business Information Sheet

Interested in a Rome Town Center (RTC) property purchase?

Please submit an Offer to Purchase letter to the Town Administrator, including:

- a. General location, acreage and amount offering for parcel (all land is sized to suit in RTC, there are no pre-determined lots).
- b. Description of the business and whether a permitted or conditional use in RTC Sub-zoning District selected (Sub-zoning Districts are available on-line, <https://ecode360.com/33913291>, or through the Town Administrator).
- c. Business Plan outlining marketing analysis for selection in RTC, also include sales/income forecast projections and possible funding partners.
- d. Beginning of a Site Plan/Plan of Operation, including how the business would be arranged on the parcel, ingress and egress of customers/employees, parking, and building design/colors in accordance with the [Rome Town Center Design Plan](#).

The Town of Rome wants entrepreneurs to succeed! Good planning ensures both success for the business and for the municipality. If you need assistance to complete any of the items noted above, please contact the Town Administrator to be connected to free or low-cost entrepreneurship assistance.

Purchase documents can be provided to Jason Lauby, Town Administrator, 1156 Alpine Drive, Nekoosa, WI 54457 or lauby@romewi.gov. All complete offers (including all items above) are considered by the Community Development Authority (CDA) at their next available meeting. The CDA meets the first Thursday of every month at 3 PM, special meeting can be arranged if necessary.

New Business Outside of RTC and/or After RTC Purchase

1. All new businesses in the Town of Rome need to meet with the Zoning Administrator to discuss necessary permits.
2. All new development must have a Site Plan/Plan of Operation (§ 360-132 Permit procedure)
3. New Owners of an existing commercial building
 - a. If the new owners plan to operate the business with a Site Plan/Plan of Operation that is substantially similar to the current business, a new Site Plan/Plan of Operation is not needed
 - b. If the new owners plan to operate the business with a Site Plan/ Plan of Operation that is not substantially similar to the current business, a new Site Plan/ Plan of Operation is required
- Required for Plan Commission (§ 360-131 Standards for all businesses; Article XVII Rome Town Center District if your business is located in RTC):
 - Site Plan/ Plan of Operation Review Application
 - 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
 - Utility Plan (Sanitary Permit from Adams County Planning and Zoning)

- Stormwater Runoff Plans (Adams County Planning and Zoning)
- Relevant Articles in Town Code:
 - Article XVII Rome Town Center District
 - Article XVI B-1 Business District
 - Article XXXI Gateway Overlay District
 - Article XXVI Design Standards
 - Article XXV Signs and Billboards

Site plan/plan of operation documents can be provided to Alexis Dargiewicz, Town of Rome Zoning Administrator, 1156 Alpine Drive, Nekoosa, WI 54457 or zoning@romewi.gov. All site plan/plan of operation proposals are considered by the Plan Commission at their next available meeting.

Print: Shane Ruesch Sign:  Date: 11/22/24

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.

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: Stupp It Storage LLC Phone: (715) 422-0819
Mailing Address: 2221 Oak St. Wisconsin Rapids, WI 54494

2. Project Operator: Ruesch Companies LLC Phone: " "
Mailing Address: " "

3. ***Project Site Information:***
Parcel Number: 030-05790-0000 Legal Description: Attached. Address: N/A
Lot Size: Depth: 1256 Width: 166' Acres: 4.816 Zoning:

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:***

2 Building A: Dimensions: 50' x 240' Stories / Height: 16' Use: Storage
2 Building B: Dimensions: 40' x 240' Stories / Height: 12' Use: Storage
4 Building C: Dimensions: 34' x 240' Stories / Height: 12' Use: Storage
Total Floor Area:

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:***

Parking: Number of Spaces: 0 Employee Parking: 0
Dimensions of Parking Lot: Type of Construction: Wood & steel Building

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

11. Maximum Number of Employees: Full-Time: 0 Part-Time:

12. Days & Hours of Operation: 24/7 Days a week

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:***

14. ***Outdoor Lighting:*** Type: Mounted on Building Location: Front and Side Facing 13

15. **Signs:** The location, height, size, materials, and design of all proposed signage:
Free-Standing Number: 1 Size(s): 10x8 Location(s): front entry
Single or Double Faced: Double Materials: stone / metal - lighted
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:** No

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: _____

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: _____

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: _____

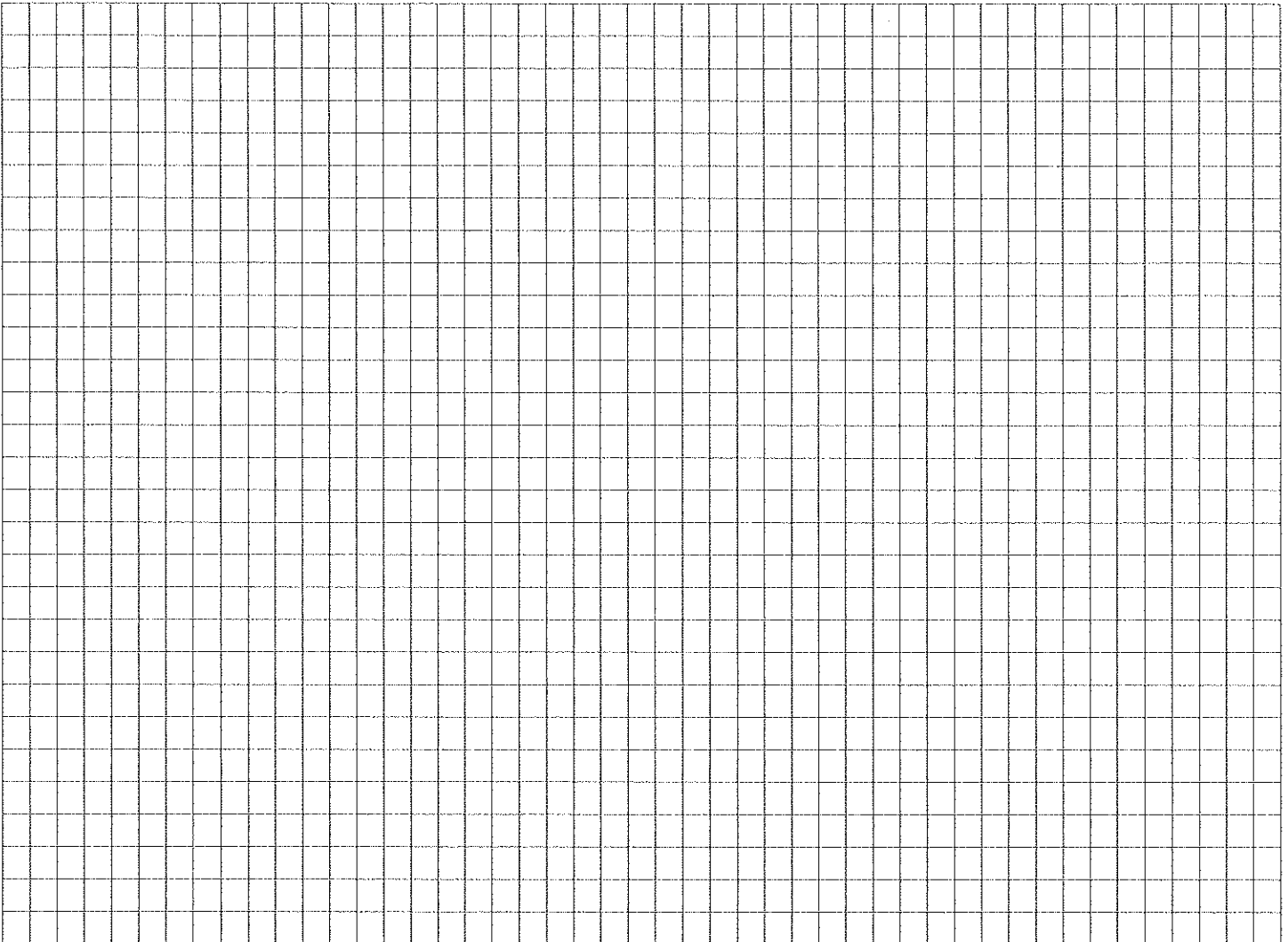
Additional information may be required by the Zoning Administrator, Town Plan Commission, Town Board, and any other governmental agencies having jurisdiction of this site plan and plan of operation.

Property Owner Signature: [Signature] Date: 11/22/24

Site Map / Plot Plan

PLEASE NOTE: All setbacks must be clearly and accurately shown or the map will be returned to you for clarification which will result in a delay of your project.

- Clearly show which direction is north with a North Arrow (N↑).
- Site map must be either drawn to scale or be dimensionally accurate.
- Show all roads that abut the parcel.
- Clearly indicate whether measurements from a road are from the lot line or the road centerline.
- Show all water-bodies abutting and/or within the parcel with setbacks from the Ordinary High-Water Mark.



N↑ = North Arrow

BU = Business

RE = Residence

PA = Parking

GA = Garage

PS = Pole Shed

BA = Barn

CS = Canopy Shelter

GZ = Gazebo

SL = Concrete Slab

ST = Stairs

FE = Fence

LT = Lean-to

DR = Driveway

SY = Side Yard

FY = Front Yard

CL = Center Line

RY = Rear Yard

WW = Walkway

PO = Patio

DK = Deck

RW = Retaining Wall

TR = Trees

SH = Shrubs

PR = Pier

BH = Boat House

BS = Boat Shelter

SL = Shoreline

WL = Well

SF = Septic Field

SV = Septic Vent

SC = Septic Cleanout

FP = Floodplain Boundary

OH = Ordinary High-water

R/W = Right of Way Line

LL = Lot Line

SP = Stock Piles

++++ = Erosion Control

**“Indicate slope and
drainage with arrows”**

EROSION CONTROL REGULATIONS

Erosion control and storm water regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shore land zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be stricter than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along down slope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 261-6541.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



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EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.

Location of existing drainage ways, streams, rivers, lakes, wetlands or wells.

Location of storm sewer inlets.

Location of existing and proposed buildings and paved areas.

The disturbed area on the lot.

Approximate gradient and direction of slopes before grading operations.

Approximate gradient and direction of slopes after grading operations.

Overland runoff (sheet flow) coming onto the site from adjacent areas.

Erosion Control Practices

Location of temporary soil storage piles.

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any down slope road or drainage way.

Location of access drive(s).

Note: Access drive should have 3 to 6 inch aggregate stone laid at least width of egress and 12 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence or 25 foot-wide vegetative strip as per WDNR Tech Standard **1054**) that will prevent eroded soil from leaving the site.

Location of sediment barriers around on-site storm sewer inlets.

Location of diversions.

Note: Although not specifically required by code, it is recommended that concentrated flow (drainage ways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

Location of practices that will control erosion on areas of concentrated runoff flow.

Note: Unstabilized drainage ways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).

Location of other planned practices not already noted.

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ☐ Seed ☐ Sod ☐ Other
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ☐ Builder ☐ Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ☐ Yes

☐ No Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

COPY

WARRANTY DEED

582365

RECORDED-ADAMS COUNTY WI
REGISTER OF DEEDS OFFICE
JULIE A. SCHNOLIS-REGISTER

12/08/2023 01:30 PM

RECORDING FEE: 30.00

TRANSFER FEE: 435.00

DOR EXEMPT #:

OF PAGES: 2

**The above recording information
verifies that this document has
been electronically recorded and
returned to the submitter.**

This deed, made between **Lakeside Storage Condos, LLC, a
Wisconsin Limited Liability Company, Grantor,**

and

**Stuff It Storage, LLC, a Wisconsin Limited Liability
Company, Grantee,**

Witnesseth, That the said Grantor, for a valuable consideration
conveys to Grantee the following described real estate in Adams
County, State of Wisconsin:

As Described in Attached Addendum/Exhibit A

Parcel No. 030-00790-0000

**By executing this deed, the undersigned certifies that he
constitutes ALL of the members of Lakeside Storage
Condos, LLC.**

Return to:

Stuff It Storage, LLC
2221 Oak Street
Wisconsin Rapids, WI 54494
File No. 236039

This is not homestead property.

Together with all and singular the hereditaments and appurtenances thereunto belonging; And the said
grantor warrants that the title is good, indefeasible in fee simple and free and clear of encumbrances except
exceptions, reservations, easements and restrictions of record, and will warrant and defend the same.

Dated this 6 day of December, 2023.

Lakeside Storage Condos, LLC


By: Dean Ramsden, Sole Member

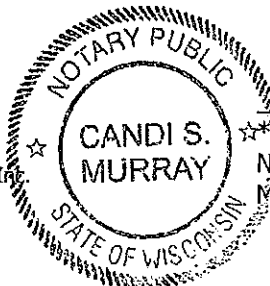
State of Wisconsin

Wood County

)
) S.S.
)

Personally came before me this 6 day of December, 2023, the above named **Dean Ramsden** to me
known to be the person(s) who executed the foregoing instrument and hereby acknowledge the same.

This instrument drafted by:
Michael S. Brandner
Gowey Abstract & Title Company Inc.




Notary Public, State of Wisconsin

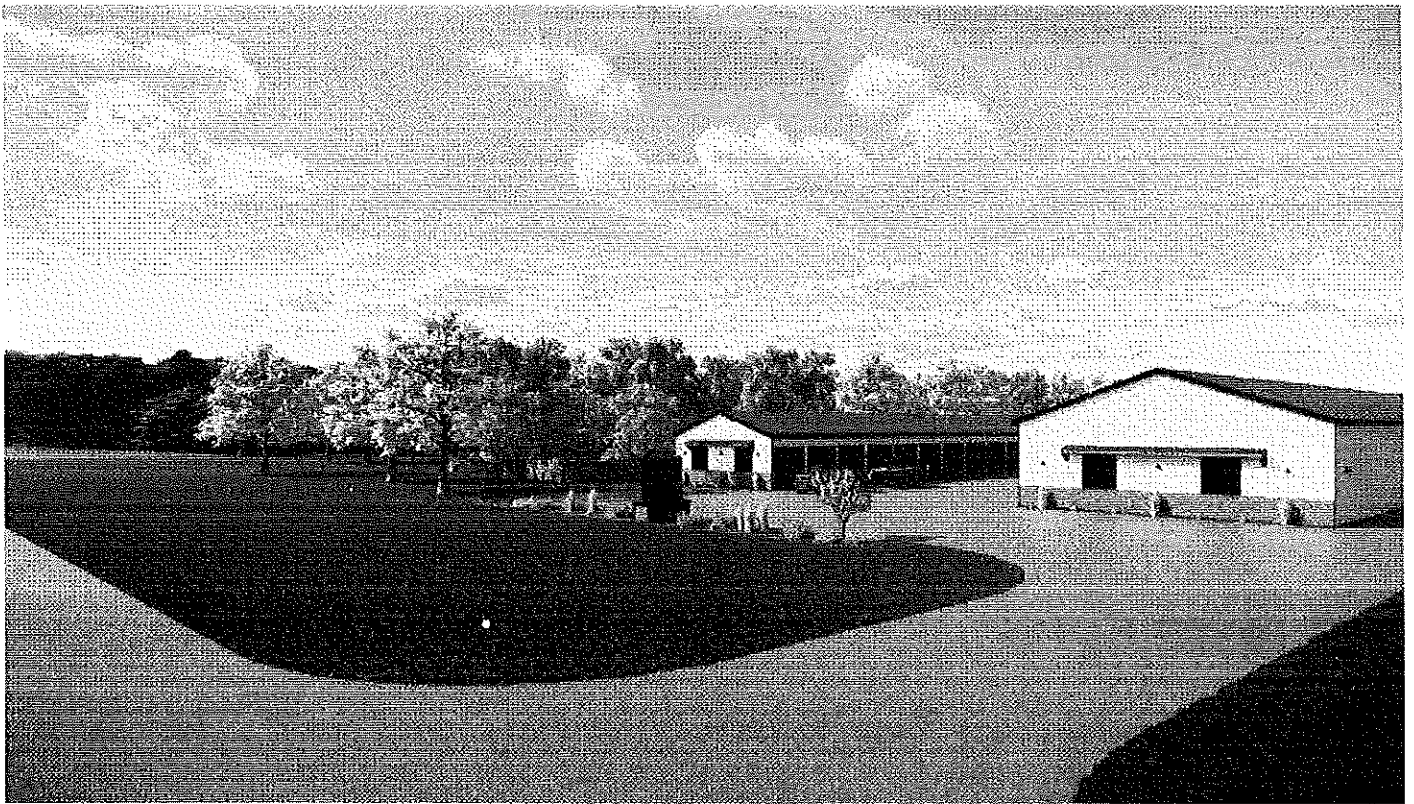
My Commission Expires: 07-31-2026

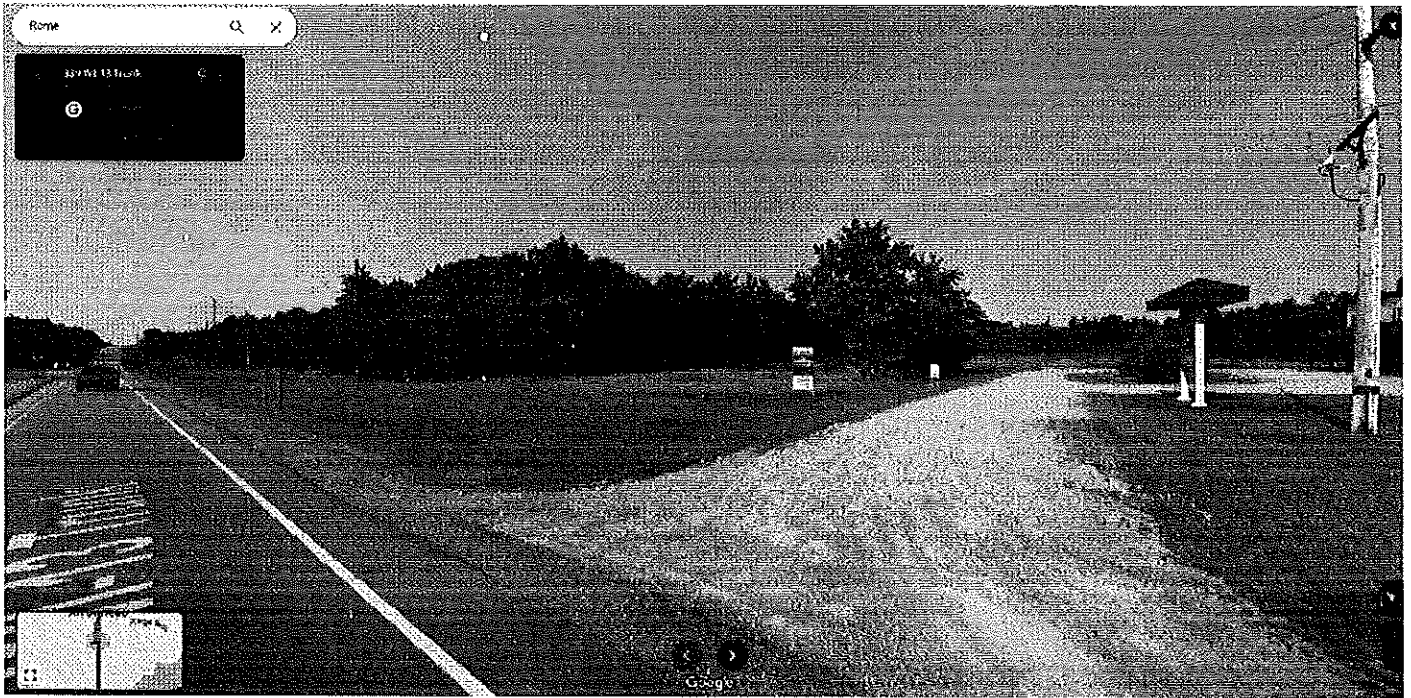
File Number: **236039**

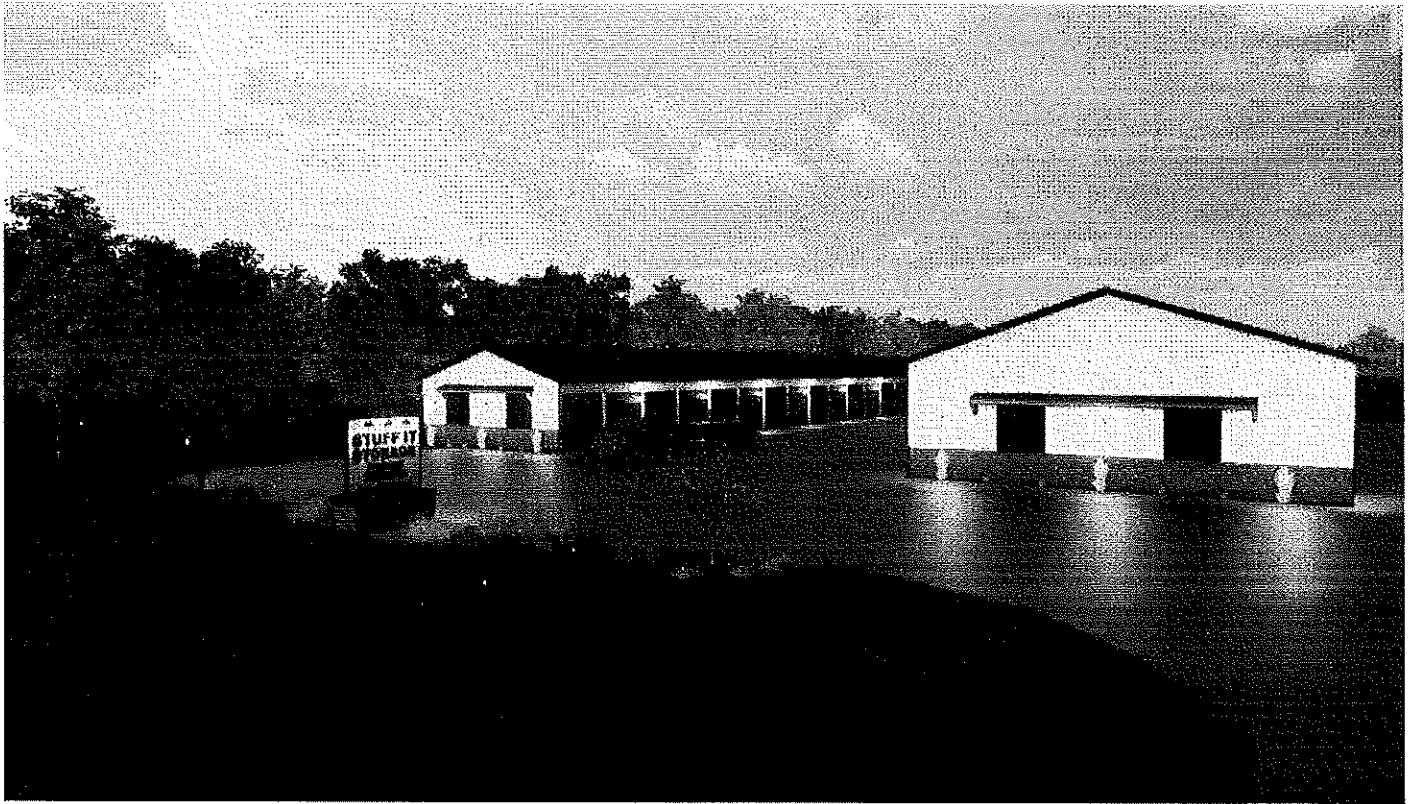
ADDENDUM/EXHIBIT A

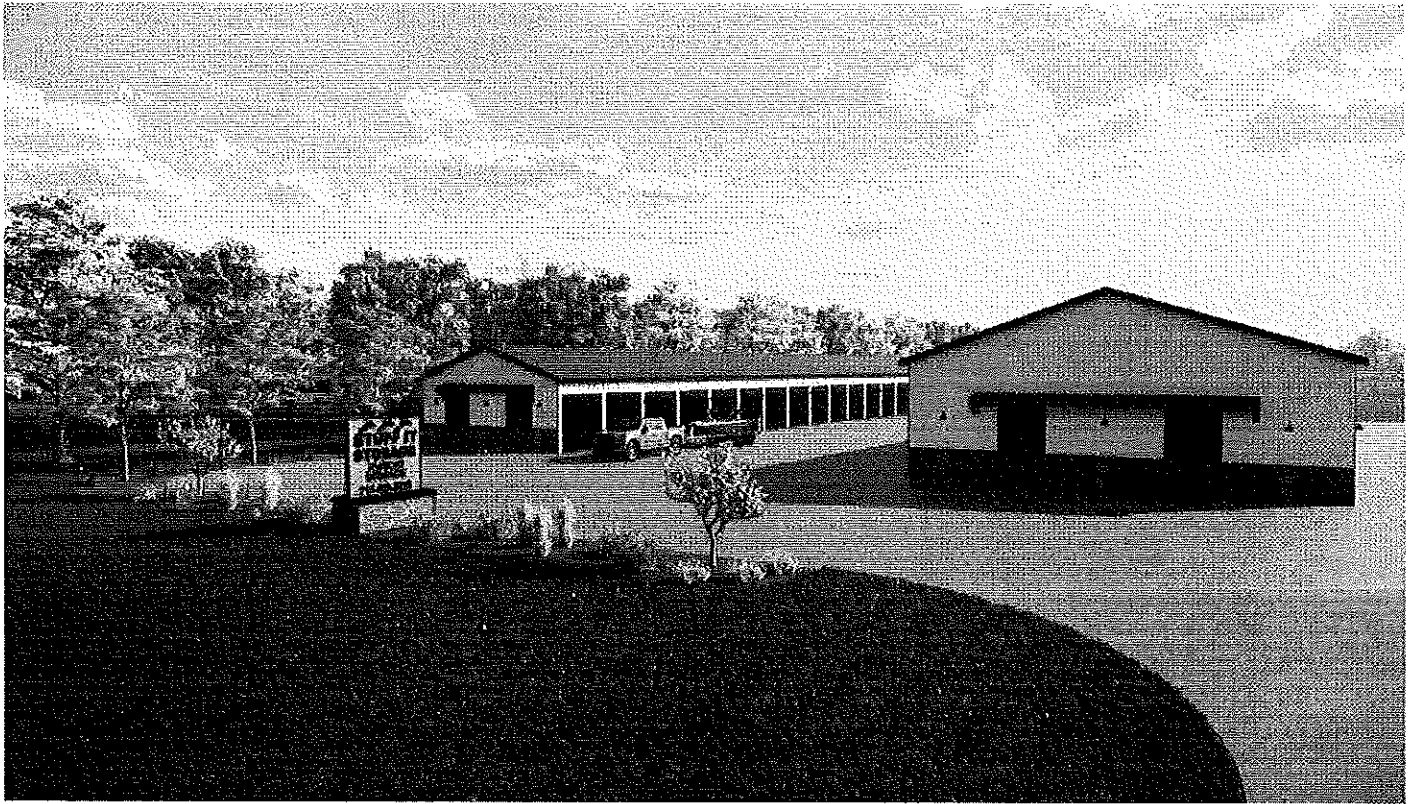
Lot Two (2) of Certified Survey Map No. 2313 as recorded in Volume 8 of Certified Survey Maps on Page 381, as Document No. 317730, located in and being part of the Southeast Quarter of the Northwest Quarter (SE1/4-NW1/4), Section Seventeen (17), Township Twenty (20) North, Range Six (6) East, Town of Rome, Adams County, Wisconsin.

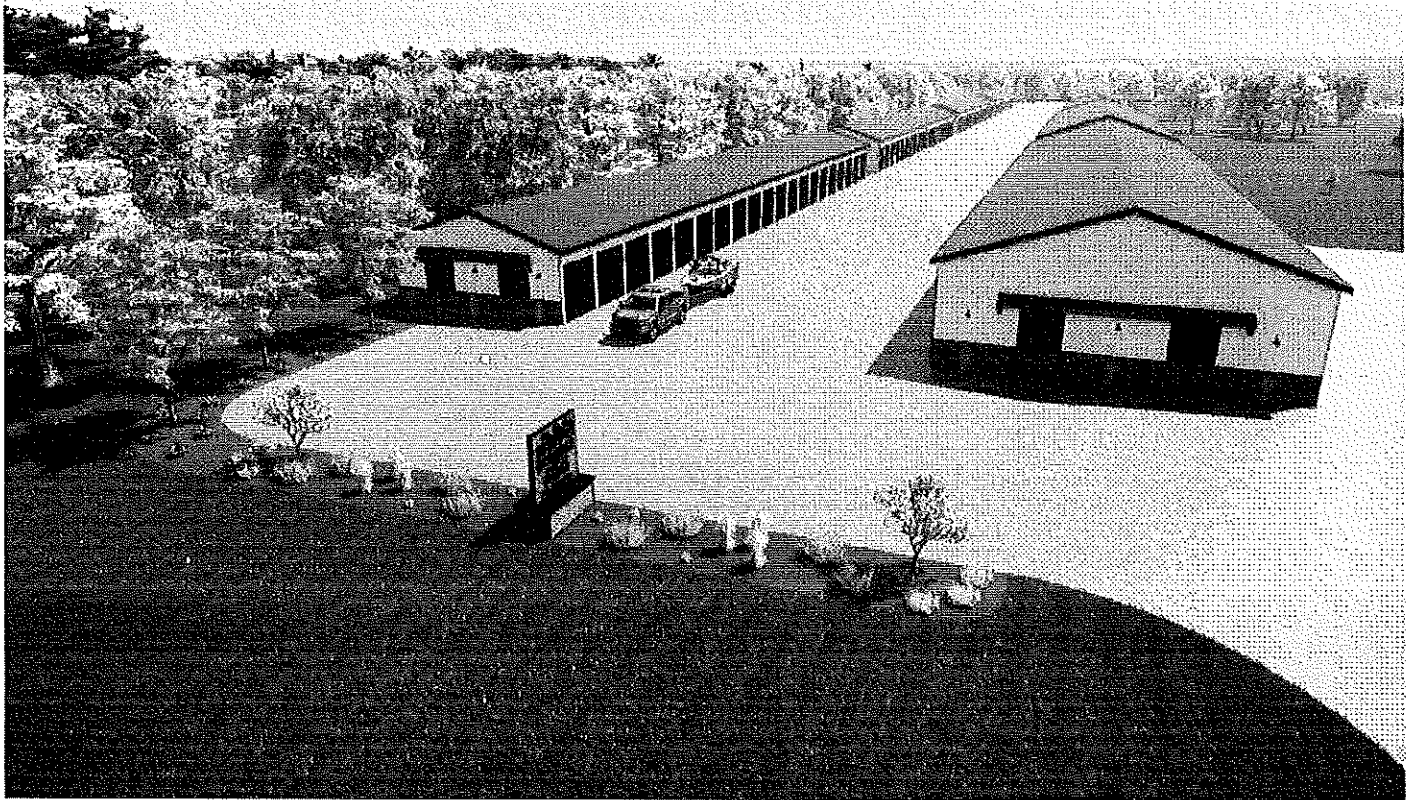
**Scout**
$$\underline{1^{\circ} = 50^{\circ} - 0^{\circ}}$$



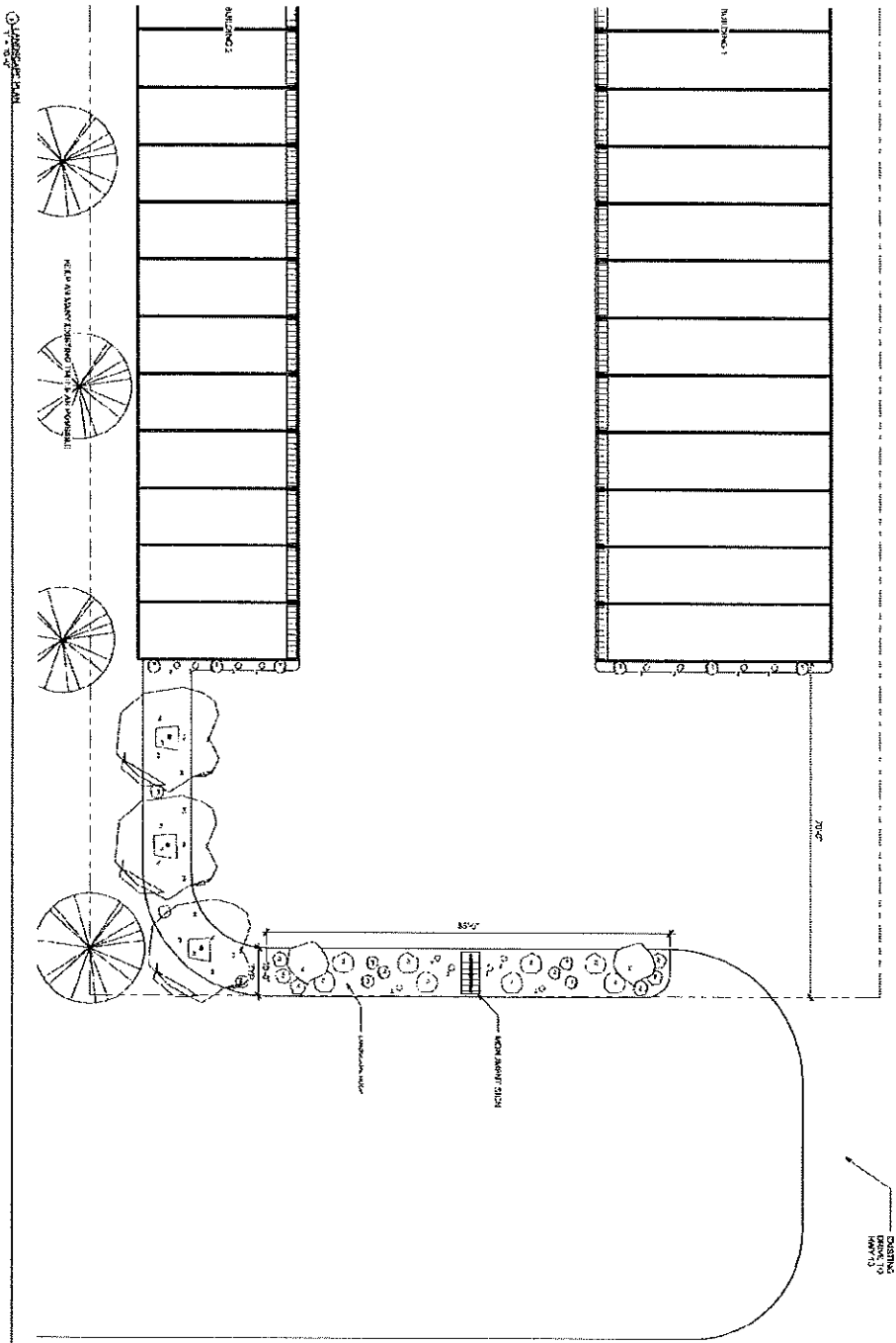
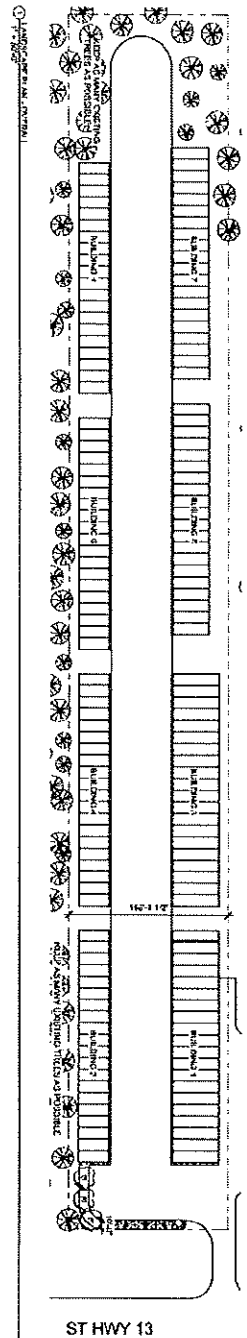









$$1^\circ \approx 50^\circ 0'$$



LANDSCAPE LEGEND	
1	SEE EXISTENCE PLAN
2	SEE EXISTENCE PLAN
3	SEE EXISTENCE PLAN
4	SEE EXISTENCE PLAN
5	SEE EXISTENCE PLAN
6	SEE EXISTENCE PLAN
7	SEE EXISTENCE PLAN
8	SEE EXISTENCE PLAN
9	SEE EXISTENCE PLAN
10	SEE EXISTENCE PLAN

NICOLETTE BREHM DESIGN
 NICOLETTE BREHM, NCICD, WELL AP, IDEC
 nicolette.brehm@gmail.com
 612-325-3241

RUESCH COMPANIES

STORAGE UNITS

LANDSCAPE PLAN

Project: RUE10
 Date: 11/4/2024
 Drawn By: [blank]
 Checked By: [blank]

S102
 As indicated



OFFICE USE ONLY:

Date: _____ PERMIT #: _____
 Parcel #: _____ Zoning District: _____
 Waterfront Yes No

Zoning Department

1156 Alpine Drive Phone: 715 325-8019

Nekoosa, WI 54457 Fax: 715 325-8035

Email: zeddies@romewi.comwww.romewi.com

**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: Dean Ramsden Phone: 715-421-6403
 (First) (Middle Initial) (Last)

Mailing Address: dean ramsden@remax.net

Property Description:

Gov. Lot: 30790 or 1/4, 1/4, Sec. _____, T _____, N, R _____ E

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

Property Address: Hwy 13 S Nekoosa, WI 54467

Lot / Parcel Size: Width: 166'-3 1/2" Length: 1256'-0 3/4" Acres / Sq. Ft.: 4.83

Construction Description: Self-storage

Use: Commercial (New Dwelling, Addition, Accessory Building, Shed)

Type of Construction (if Manufactured Home, list year): Frame (Residence, Residential Accessory, Commercial, Industrial, Public etc.)

(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: See attached Length: _____ Area: _____ Sq. Ft. _____
 Height: _____ No. of Stories: _____ 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: dean ramsden Cell # 7154216403
 (DocuSigned by: dean ramsden)

Printed Name: dean ramsden E-mail: dean@goclientfocus.com

Address: 455 Duffers Trail, Nekoosa, WI 54457

OFFICE USE ONLY:

Zoning: \$ _____

Paid: \$ _____

(check # or cash)

Date: _____

By: _____

Comments / Conditions: _____

Approved by: _____

Denied by: _____

Date: _____

Date: _____

FINDINGS OF FACT:

- 1) A full and complete application was filed by Lakeside Storage Condos LLC, and received September 22, 2023, (herein referred to as "Application") seeking a revised Site Plan & Plan of Operation Review for the property located at Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.
- 2) The revised Site Plan & Plan of Operation Review request is to allow for construction of storage units at the property.
- 3) The property is zoned B-1 Business District, as defined in Chapter 360 of the Town Code.
- 4) The Town of Rome Planning 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 Planning Commission meeting of November 14, 2023.
- 5) At the public hearing on the Application held by the Town of Rome Plan Commission on November 14, 2023 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 the conclusion of the public hearing, after consideration and discussion of the application, public comments, and the report received by staff, the Planning Commission, upon a motion duly seconded, approved the request for the revised Site Plan & Plan of Operation, and the following findings were found by the Plan Commission:
 - a. The Site Plan & Plan of Operation 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.

The Town of Rome Plan Commission hereby recommends approval of the revised Site Plan & Plan of Operation request submitted by Lakeside Storage Condos LLC, to allow construction of storage units at parcel # 030-00790-0000. The following additional conditions were placed on the approval:

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

Planning Commission Chair

Date

Planning Commission Secretary

Date

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.

Gabe Way Height

4/12 ~~OR~~ 6/12

TOWN OF ROME

SITE PLAN AND PLAN OF OPERATION
CHECKLISTNOTE: ***Bold Italic*** items are to be indicated on the Site Plan. Use the space provided on this form for comments.1. Project Owner: Shane Ruesch Phone: 715-451-0443
Mailing Address: _____2. Project Operator: Stuff it Storage Phone: _____
Mailing Address: 2221 Oak Street3. ***Project Site Information:***Parcel Number: _____ Legal Description: _____ Address: Hwy 135 McKoosa
Lot Size: Depth: 1256' Width: 766' Acres: 5 Zoning: ac wt4. ***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:*** Total of 8

2	Building A:	Dimensions: <u>50' x 240'</u>	Stories / Height: <u>1+3</u>	Use: <u>Storage</u>
2	Building B:	Dimensions: <u>40' x 240'</u>	Stories / Height: <u>5 and 2</u>	Use: <u>Storage</u>
4	Building C:	Dimensions: <u>34' x 240'</u>	Stories / Height: <u>24, 6, 8</u>	Use: <u>Storage</u>
Total Floor Area: _____				

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:*** See site planParking: Number of Spaces: 0 Employee Parking: 0
Dimensions of Parking Lot: _____ Type of Construction: Metal Building10. Outside Events: ☒ No Yes Frequency: _____11. Maximum Number of Employees: Full-Time: 0 Part-Time: _____12. Days & Hours of Operation: 24/7 Day a week13. ***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:*** _____14. Outdoor Lighting: Type: Mounted on Location: Front & side facing B3
Building

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

Free-Standing Number: 1 Size(s): 10x8 Location(s): front entry
 Single or Double Faced: Double Materials: Stone Metal - Lighted
 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:** No

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: _____

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: _____

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: Dean Ramsden Date: 9/22/2023 | 10:17 AM PDT

DocuSigned by:

00F74E8E0948CE...

NB

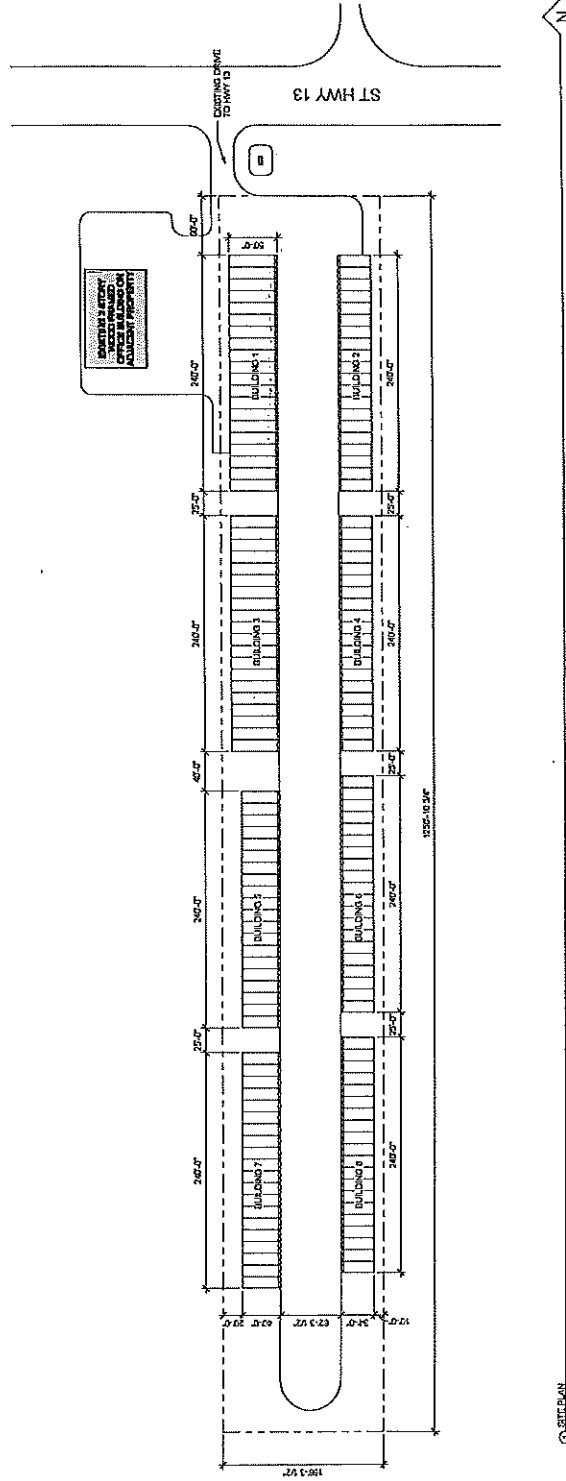
NICOLETTE BREHM DESIGN

RUESCH
COMPANIES
STORAGE UNITS
SITE PLAN

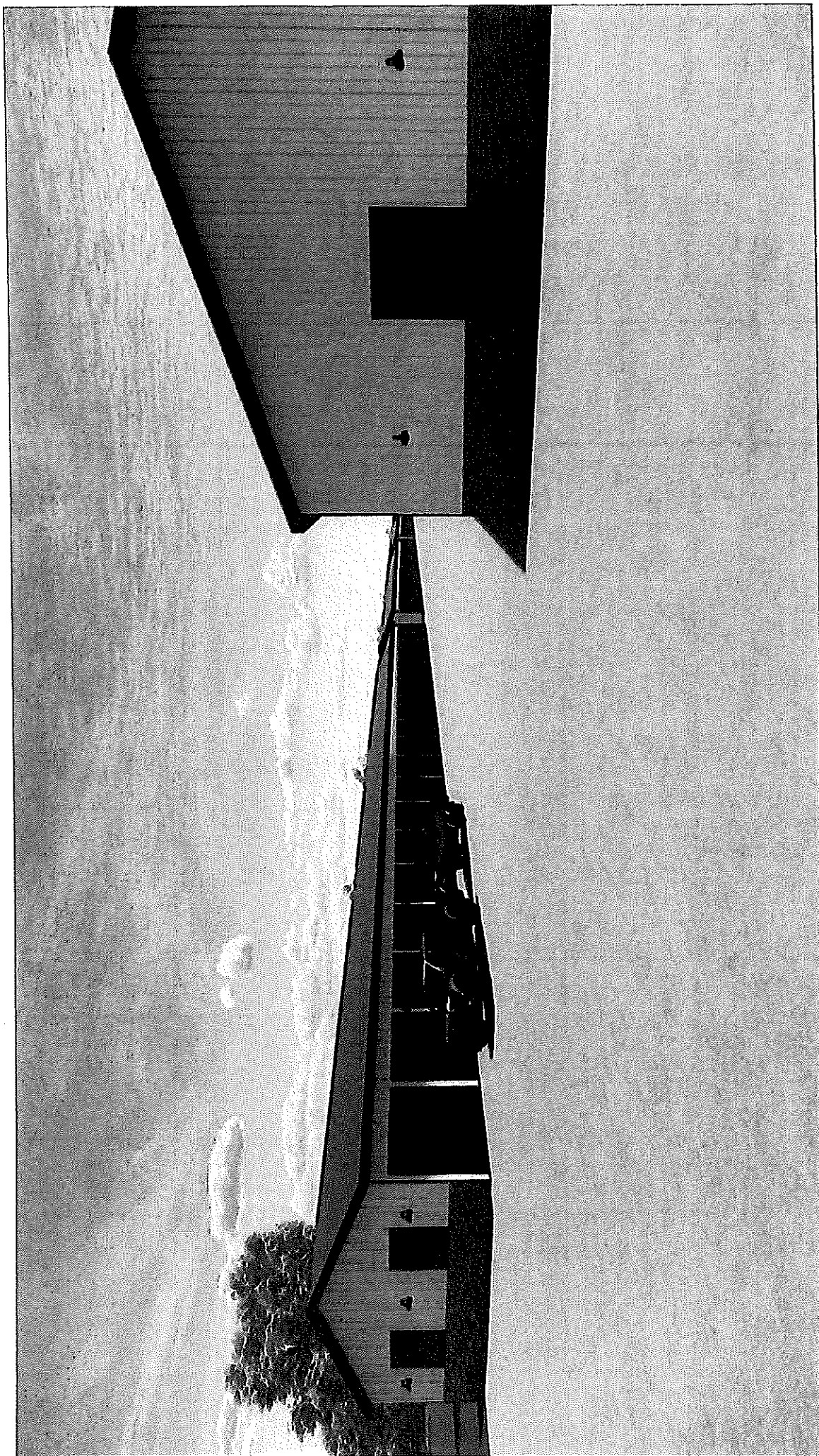
Project Number: RUE1.0
Date: 1/13/2022
Drawn By: NRB
Checked By: NRB

S100

Scale: 1" = 50'-0"



© SITE PLAN
1" = 50'-0"



091 $\frac{04 \frac{1}{2}}{27} \sqrt{2}$



APPROVED CUP

Planning and Zoning Department
1156 Alpine Drive
Nekoosa, WI 54457 zeddies@romewi.com
Phone: 715 325 - 8019
Fax: 715 325 - 8035 www.romewi.com

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.

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 Dean Ramsden
Mailing Address deanramsden@remax.net
Phone 715 421 6403

Office use:

File # _____ Date received 10/17/22
Fee \$ 300.00 Check # cash
Parcel # 30-790-0000 Total acres (sq. ft.) 210394.60

Property Location / Description:

030-00790-0000
_____ 1/4 _____ 1/4 Sec. 17 T 20 N R 10 E
Lot _____ Block _____ Addition _____

Subdivision or CSM _____

Address Hwy 13 S Rome, WI 54467

Current zoning and use:

The total area of the property is 4.83 acres and is currently zoned as: B-1 & Gateway ~~B-2~~ district of the Rome Zoning Ordinance. Comme

Current use is: VACANT LAND

Proposed Conditional Use:

Proposed Conditional Use is: STORAGE UNITS

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

~~C2-COMMERCIAL~~

Proposed term (duration) of Conditional Use: 1-2 years

⁽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 ⁽²⁾ [Signature]

Date 10/14/2022

Office notes: _____

FINDINGS OF FACT:

1. A full and complete application was filed by Dean Ramsden and received October 17, 2022 (herein referred to as "Application") seeking a Conditional Use Permit for the property located at Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.
2. The Conditional Use request is to allow a Storage Units at the property.
3. The property is zoned B-1 (Business District), as defined in Chapter 360 of the Town Code.
4. Town of Rome Ordinance 360-78 requires a Conditional Use Permit for storage units in B-1 Business District.
5. The Town of Rome Planning 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 Planning Commission meeting of November 8, 2022.
6. At the public hearing on the Application held by the Town of Rome Plan Commission on November 8, 2022, 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 Planning Commission, upon a motion duly seconded, approved the request for the Conditional Use Permit, and the following findings were found by the Plan Commission:
 - 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.

The Town of Rome Planning Commission hereby recommends approval of the Conditional Use Permit request submitted by Dean Ramsden, for storage units at parcel #030-00790-0000.

The following additional conditions were placed on the approval:

1. No outside storage.
2. Covenants provided to me, prior to building permits issued.
3. _____

The term of the conditional use shall be indefinitely.

Planning Commission Chair: Michael Baker Date: 11-08-22

Planning Commission Secretary: [Signature] Date: 11/9/22

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: [Signature] Date: 11/8/22

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.



PRIOR SITE PLAN

OFFICE USE ONLY:

APPROVED 11/8/22

Date: _____ PERMIT #: _____
Parcel #: 30-790 Zoning District: _____
Waterfront Yes No

Zoning Department

1156 Alpine Drive Phone: 715 325-8019
Nekoosa, WI 54457 Fax: 715 325-8035
Email: zeddies@romewi.com
www.romewi.com

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: Dean Ramsden Phone: 715 421 6403
(First) (Middle Initial) (Last)

Mailing Address: deanramsden@remax.net

Property Description:

Gov. Lot: 30790 or 1/4, 1/4, Sec. _____, T _____, N, R _____, E

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

Property Address: HWY 13 S NEKOOSA, WI 54467

Lot / Parcel Size: Width: 166-3 1/2 Length: 1256-10 3/4 Acres / Sq. Ft.: 4.83

Construction Description: SELF-STORAGE

Use: COMMERCIAL (New Dwelling, Addition, Accessory Building, Shed)

Type of Construction (if Manufactured Home, list year): FRAME (Residence, Residential Accessory, Commercial, Industrial, Public etc.)

(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: 166-3 1/2 Length: 1256-10 3/4 Area: _____ Sq. Ft.

Height: _____ No. of Stories: _____ 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: [Signature] Cell # 715 935 2001

Printed Name: Rose Rose ARC CENTRAL LLC E-mail: arangeofrose@outlook.com

Address: 1930 1ST ST N. Wisconsin Rapids, WI

OFFICE USE ONLY:

Zoning: \$ _____

Paid: \$ _____

(check # or cash)

Date: _____

By: _____

Comments / Conditions: _____

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: Dean Ramsden Phone: 715-421-6403
Mailing Address: /

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

3. ***Project Site Information:***

Parcel Number: _____ Legal Description: _____ Address: Hwy 13 S NEKOUSA,
Lot Size: Depth: 1256 Width: 1166' Acres: 5 Zoning: Ag WI

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:*** PHASE 1

Building A:

Dimensions: 50' x 240' Stories / Height: 18' Use: Storage

Building B:

Dimensions: 35 x 240' Stories / Height: 18' Use: Storage

Building C:

Dimensions: _____ Stories / Height: _____ Use: _____

Total Floor Area: 20,400 PHASE 1

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:*** YES - See Siteplan

Parking: Number of Spaces: 10 Employee Parking: 10
Dimensions of Parking Lot: _____ Type of Construction: Metall BLDG

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

11. Maximum Number of Employees: Full-Time: 5 Part-Time: _____

12. Days & Hours of Operation: 24/7 Days / week

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:*** YES - See 3D Renderings

14. ***Outdoor Lighting:*** Type: _____ Location: 3 Light poles / BLDG wall mounted

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

Free-Standing Number: 2 Size(s): 12 x 12 Location(s): front Entry
Single or Double Faced: YES Materials: ROCK BASE - Metal - Lighted
Wall Mounted Number: 2 Size(s): 2' x 18" Materials Metal
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): Behind Buildings / Hidden

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

20. **Fencing or Screening:** ☒ No Yes: 1

21. **Sanitary System:** Septic 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: _____

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: N/A

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: _____

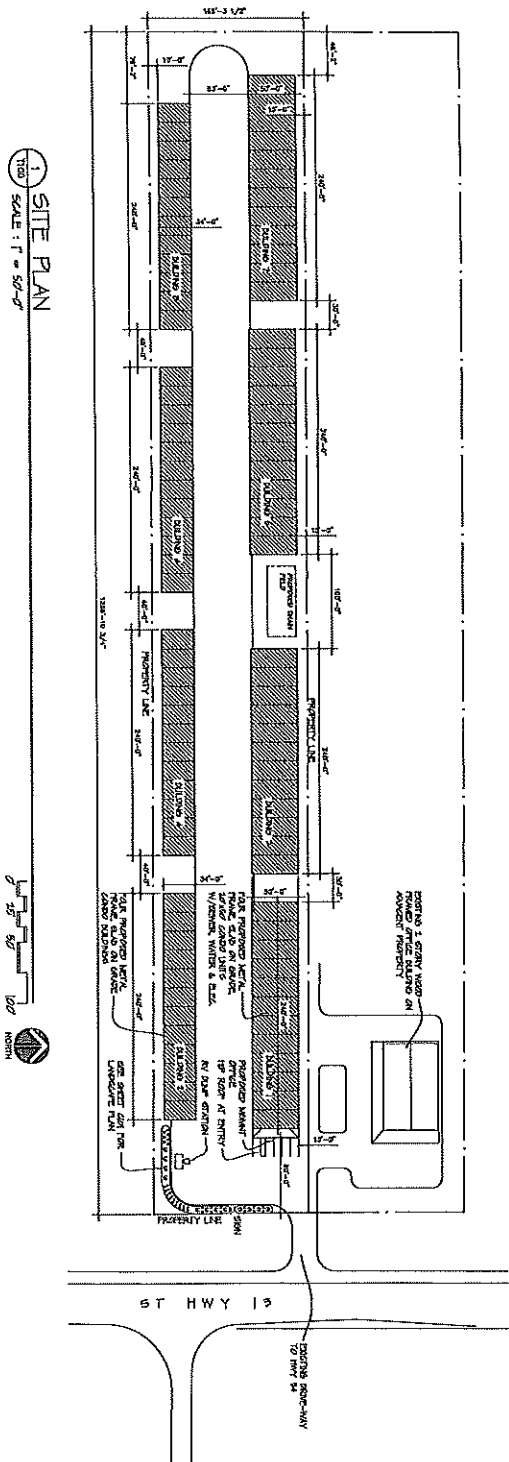
Additional information may be required by the Zoning Administrator, Town Plan Commission, Town Board, and any other governmental agencies having jurisdiction of this site plan and plan of operation.

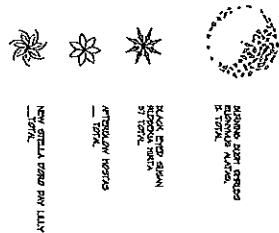
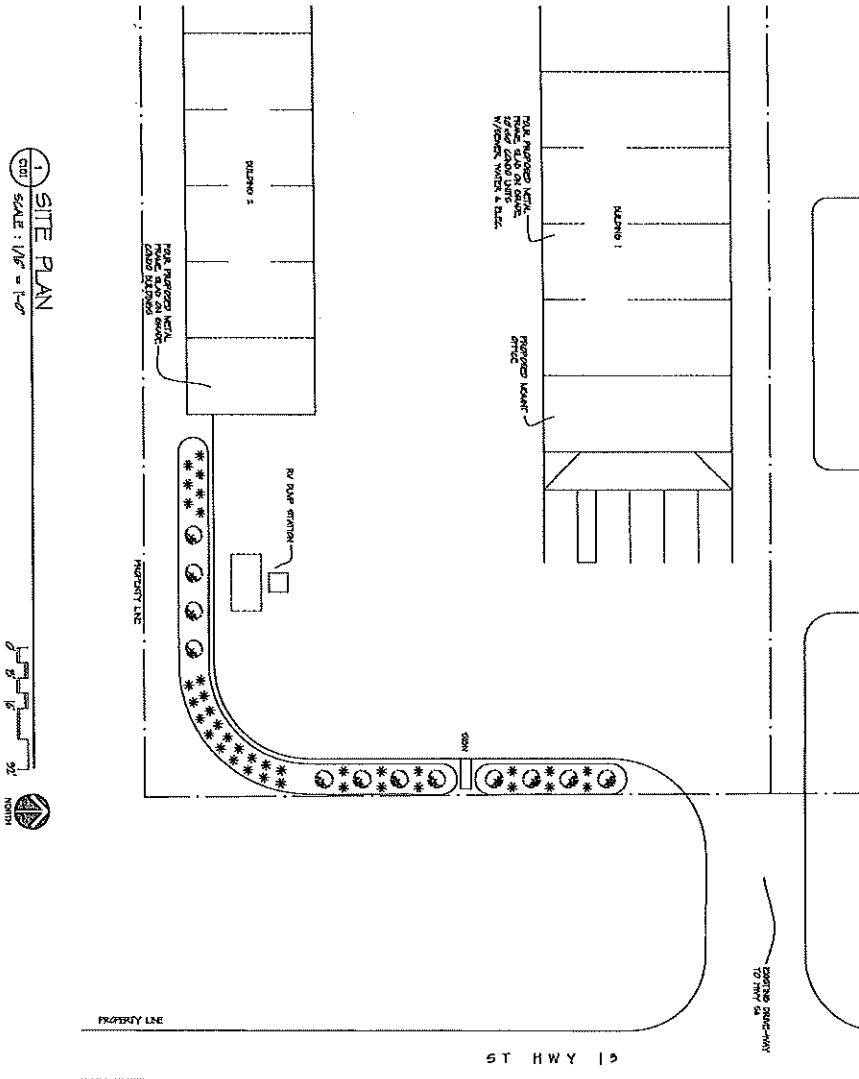
Property Owner Signature: [Signature] Date: 10-27-22
Representative

**New Self Storage Buildings
Dean Ramsden
Hwy 13 S Rome, WI 54467**

<p>Governing Code Michigan General, International Building Code Occupancy Classification - 303.1 Sec 5107.04C2 - 51 Allowable Height & Area - TABLE 603 Type I, 1000 PSF Fire Protection 903.2.1 Fireplace Increase PER 508 = 75% for 1 story building, Actual Building Area 12,000 SF TOTAL Type of Construction - TABLE 601 Type I, 1000 PSF Fire Area 903.2.9 Overlaid To 12,000 SF ALLOWABLE Occupant Capacity 1003.2.2 STORAGE - 51, UNDOUBTED Finished End Width DOES NOT APPLY Exit Access Travel Distance DOES NOT APPLY Fire Protection 903.2.1.3 NOT REQUIRED, LESS THAN 12,000 SF</p>	<p>Code Data</p>
<p>Fire Separations Type I, 1000 PSF DOES NOT APPLY Sanitary Facilities Table 2802.1 DOES NOT APPLY Design Loads PSF DESIGN CAPACITY, 3,000 PSF PRESTRESS TABLE 1601.4 ICC TABLE 1603.3, ALLOW CAPACITY, 1,400 PSF SNOW LOAD CALCULATED ROOF LIVE LOAD = 16.2 PSF SEE 5101 UNBALANCED SNOW LOAD = 50.4 PSF ROOF DEAD LOAD = 15 PSF LATERAL LOAD (WIND) = 20 PSF, PER IBC 1603.3.1 FLOOR LIVE LOAD, FIRST FLOOR 125 PSF</p>	<p>Code Data</p>

COVER SHEET
TITLE SHEET & SITE PLAN
LANDSCAPE PLAN







Lakeside
Storage Condos



Lakeside
Storage Condos



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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING
AND REGULAR MEETING

TUESDAY, NOVEMBER 14, 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, Mike Baker, Diana Duelge, Lori Djumadi and Bill Kappel. Also present: Town Administrator Jami Gebert, Attorney Nicholas Flanagan, and Building Inspector Dan Hansen. Shane Ruesch regarding items 7a & 10; Bob Baurhyte regarding 7b & 11; Sean Ferrall regarding items 7c & 12; Don Meredith regarding items 7d & 13.
3. Certify Posting of Meeting
Town Administrator Jami Gebert certified on behalf of Deputy Clerk/Treasurer Wendy Newsom that the agenda was posted at the following locations on Monday, October 30, 2023:

Rome Municipal Building at 1:32 p.m.
Kwik Trip at 1:42 p.m.
Nekoosa Port Edwards State Bank at 1:50 p.m.
The agenda was emailed to the Wisconsin Rapids Daily Tribune at 2:06 p.m.
The agenda was emailed to Town web services on Monday, October 30, 2023 at 11:02 a.m.
The public hearing notice was printed in the Wisconsin Rapids Daily Tribune for publication in the legal section on October 31 and November 7, 2023.
4. Approve the Agenda
Chairman Baker stated that prior to approving the agenda, Item #14 is being moved to a future agenda.
Motion by Kappel/Djumadi to approve the agenda. Motion carried.
5. Citizen Comments – During the Citizen Comment period of the agenda the Plan Commission welcomes comments from any town resident, not a member of the Commission, on any item not on the agenda. Please know that pursuant to State law the Commission cannot engage in conversation with you but may ask questions. The Commission may refer the item to staff, a standing committee or a future Plan Commission agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Chair providing their name, address and topic for discussion
 - a. The Commission will also take comment from the public on agenda items as called by the Chair, but not during Citizen Comment. Please note that once the Commission begins discussion on an agenda item no further comment will be allowed from the public on that issue

None

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

6. Information Updates, Recent Correspondence, Current Events, Announcements
Commissioner Kappel indicated if the public is interested in seeing what's going on at Sand Valley regarding (Planned Unit Development for the Sedge Valley Development) watch the joint Town Board/Plan Commission meeting on Thursday, November 16, 2023 at 4:00 p.m.

7. Open Public Hearing

There were nine members of the public present.

- a. Consideration of a revised site plan/plan of operation for Lakeside Storage Condos LLC, for the property located at Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000

Town Administrator Gebert stated Lakeside Storage Condos LLC has accepted an offer to purchase from Shane Ruesch. Mr. Ruesch would like to construct storage units on the property instead of the previously proposed condo storage units. An indefinitely approved Conditional Use Permit for the property was granted at the November 8, 2022 Plan Commission meeting. This agenda item is for a revised Site Plan/Plan of Operation. Mr. Ruesch has stated all of the buildings would be rented on a month-to-month basis, none would be sold/condo. Tenants will be responsible for garbage removal; no garbage bins will be on-site. There will be a management company that will complete weekly inspections and clean-up of any items tenants may leave behind.

Shane Ruesch owner of the property was in attendance to answer any questions.

Questions from commissioners and public was follows:

Q: What are your plans for this property?

A: Mr. Ruesch stated that he owns several other storage facilities in central Wisconsin. He indicated that he is modifying the original approved Site Plan/Plan of Operation, but basically building the same amount of buildings and still offering boat & RV storage. He plans to eliminate the proposed office area and the septic.

Q: Town Administrator Gebert requested clarification of the number and size of the buildings.

A: Mr. Ruesch stated there will be a total of eight buildings; 2- 50' x 240', 4- 40' x 240', and 2 - 34' x 240'.

Q: What is the size of your proposed sign?

A: The sign would be 10'x 8'.

Town Administrator Gebert advised Mr. Ruesch that he will need to file a sign permit application. Signs in the Gateway District are allowed up to 80 square feet.

Commissioner Duelle had questions regarding set-backs and the scale of the drawing. Town Administrator Gebert reviewed the requirements of set-backs in the Gateway District and suggested the Plan Commission could request the set-backs for this property. She also stated that Mr. Ruesch understands that structures in the Gateway District require 50% of the buildings facing State Highway 13 would need to be upscaled to stone, wood or something natural.

Q: Is there a shared driveway?

A: Yes, there is an easement.

Commissioner Djumadi stated she feels the revised Site Plan/Plan of Operation is a substantial change from the original Conditional Use Permit and would like to see a landscaping plan that includes a buffer from State Highway 13. Mr. Ruesch indicated that doesn't pose a problem, they planted trees and shrubs at one of their facilities.

Commissioners discussed the height/pitch of the proposed structures as it pertains to the Gateway District.

Q: Are you time sensitive on this approval?

A: The purchase of this property is contingent upon at least knowing that I can convert the original Site Plan/Plan of Operation from condos to rentals.

Commissioners agreed they need more information on setbacks, lot lines, signage, and landscape buffer.

No further questions or comments.

- b. Consideration of a revised site plan/plan of operation for the Rome Town Center Park adding recreational amenities, including courts, fencing, trail, portal games, and shade structures at the property located at 1159 Climbers Pass, also described as Lot 7 of Alpine Village with a property identification number of 030-01136-0581

Town Administrator Gebert stated at the September 12, 2023 Plan Commission meeting, the Town of Rome Parks & Recreation Committee discussed briefly a revised Site Plan/Plan of Operation with regards to sport courts and additional amenities. A revised Site Plan/Plan of Operation questionnaire and rendering are being presented to Commissioners.

Bob Baurhyte, Chairman of the Town of Rome Parks & Recreation Committee was in attendance to answer any questions.

Mr. Baurhyte stated the revised Site Plan/Plan of Operation includes the re-location of the pickleball courts, two additional pickleball courts, re-location of the park entrance sign, and the addition of a sidewalk. The Committee is currently working on a landscaping plan.

Questions from commissioners and public as follows:

Q: Is there still a tennis court planned?

Commissioner Kappel wanted to advise the Commission that he voted against this Site Plan/Plan of Operation in Parks & Recreation Committee. He expressed several concerns about the proposed Site Plan/Plan of Operation specifically the absence of a tennis court.

Commissioner Djumadi suggested doing more research and slow down the development of the park. She had several recommendations: finishing the Comprehensive Outdoor Recreation Plan (CORP), utilizing other parcels in Rome Town Center for park purposes, additional citizen input and contact MSA or Vortex to help realign the space. She also mentioned the possibility of obtaining a grant for a fitness structure through the National Fitness Campaign.

Commissioner Duelle had several questions regarding walkways, fencing, berm, shade areas, parking area, and noise concerns.

Dean Ramsden, 1065 Kings Way gave some suggestions regarding fencing for the pickleball courts.

Doug Barr from Precision Innovations, 1169 Timberline Pkwy expressed his concerns about truck traffic in Rome Town Center.

No further questions or comments.

- c. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 374 Hartford Ct, owned by Sean & Christin Ferrall, also described as Lot 70 of Appleby Addition to Lake Camelot, located in SE ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-04838-0000

Town Administrator Gebert stated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.

Sean Ferrall owner of the property was in attendance to answer any questions.

Mr. Ferrall stated they bought the property as a secondary home with the intent of using it as a short-term rental to help pay for the mortgage.

Attorney Flanagan requested clarification as to the maximum occupancy requested.

No questions from commissioners or public.

- d. Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1421 Sawgrass Dr, owned by Meredith Rentals LLC, also described as Lot 105 of Sawgrass Addition to Lake Arrowhead, located in SE ¼, SE ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04152-0535

Town Administrator Gebert stated the applicant has completed all license requirements including a property manager within 25 miles on record with the Town.

Don Meredith owner of the property was in attendance to answer any questions. Mr. Meredith is very familiar with the area, has a residence on Nepco Lake. Purchased this property for use as a short-term rental.

Attorney Flanagan requested clarification on the application in regards to the term, acreage, and zoning; the term indefinite, acreage .572 and zoning LD (Lake District).

No further questions from commissioners or public.

8. Close Public Hearing

Motion by Duelge/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, October 10, 2023
Motion by Duelge/Kappel to approve the minutes as presented. Motion carried.
10. Discussion and possible recommendation to Town Board – Consideration of a revised site plan/plan of operation for Lakeside Storage Condos LLC, for the property located at Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000
Motion by Duelge/Baker to postpone any decision to recommend approval to the Town Board for the Site Plan/Plan of Operation for Lakeside Storage Condos LLC until information on setbacks, lot lines, signage, and landscape buffer are received from applicant.
Motion carried.
11. Discussion and possible recommendation to the Town Board – Consideration of a revised site plan/plan of operation for the Rome Town Center Park adding recreational amenities, including courts, fencing, trail, portal games, and shade structures at the property located at 1159 Climbers Pass, also described as Lot 7 of Alpine Village with a property identification number of 030-01136-0581
Motion by Kappel/Djumadi to return the revised site plan/plan of operation to the Town Board with the following proposed recommendations:
 - *Completion of CORP*
 - *Further input from public*
 - *MSA input for realignment**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 374 Hartford Ct, owned by Sean & Christin Ferrall, also described as Lot 70 of Appleby Addition to Lake Camelot, located in SE ¼, SE ¼, Section 15, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-04838-0000
Motion by Duelge/Kappel to grant the request for conditional use permit for short-term rental at the address of 374 Hartford 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 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.*
13. Discussion and possible action - Consideration of the issuance of a Conditional Use Permit for the following purpose: the short-term rental at the property located at 1421 Sawgrass Dr, owned by Meredith Rentals LLC, also described as Lot 105 of Sawgrass Addition to Lake Arrowhead, located in SE ¼, SE ¼, Section 13, Town 20N, Range 05E, Town of Rome, Adams County, WI, with a parcel number of 030-04152-0535
Motion by Duelge/Djumadi to grant the request for conditional use permit for short-term rental at the address of 1421 Sawgrass Dr 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 ten.*

- c. *Maximum number of vehicles shall be set at five. 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.*

14. Discussion and possible action - Consideration of § 326-9. Lot design. A. All land divisions. (4) Flag Lots. Determination of Certified Survey Map (CSM) exception for geometric limitations, exceptional topography, or preserve natural resources, located at 1106 County Road D, also described at Section 08, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00641-0010
This item moved to a future agenda.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

15. Next agenda items:
- a. Discussion of Zoning Code Amendment Act 16
 - b. CUP for short-term rental
 - c. PUD for Sedge Valley Development
16. Next meeting date and time: December 12, 2023 at 4:00 p.m.

ADJOURMENT

Motion by Chairman Baker to adjourn at 5:26 p.m.

"Speak Your Peace" Commitment – A reminder that the Town Board Members have adopted the Nine Tools of Civility which commits the Board Members and Public to be mindful of how we treat each other at meetings.

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin.

The Plan Commission may take action on any item on the agenda. It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Plan Commission.



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

TOWN OF ROME BOARD MEETING MINUTES

THURSDAY, NOVEMBER 16, 2023 5:00 P.M. ROME MUNICIPAL BUILDING

1. Call to Order

Chairwoman Lori Djumadi called the meeting to order at 5:01 p.m.

2. Roll Call

Present: Chairwoman Lori Djumadi; Supervisors Bob Baurhyte, Jacki Koll, Bill Kappel and Dan Minter; also present: Administrator Jami Gebert, Attorney Nicholas Flanagan, and Clerk/Treasurer Melissa Rhodes.

3. Certify Posting of Meeting

Melissa Rhodes certified that on, Wednesday, November 15, 2023, the Agenda for the Town of Rome Board meeting for Thursday, November 16, 2023 was posted at:

<i>Posted at the Rome Town Hall</i>	<i>8:28 a.m.</i>
<i>Posted at Kwik Trip, LLC</i>	<i>7:53 a.m.</i>
<i>Posted at Nekoosa Port Edwards State Bank</i>	<i>8:35 a.m.</i>
<i>Emailed to the Wisconsin Rapids Tribune</i>	<i>9:06 a.m.</i>

4. Approve the Agenda

Motion by Kappel/Koll to approve the agenda as presented with the addition of moving item 14 (School District Presentation) up before item 9. Motion carried.

5. Pledge of Allegiance

6. Citizen Comments – During the Citizen Comment period of the agenda the Town Board welcomes comments from any town resident, not a member of the Town Board, on any item not on the agenda. Please know that pursuant to State law the Board cannot engage in conversation with you but may ask questions. The Board may refer the item to staff, a standing committee or a future board 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 Clerk/Treasurer providing their name, address and topic for discussion

The board 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 board begins discussion on an agenda item no further comment will be allowed from the public on that issue.

Chairwoman Djumadi read the above citizen comment statement.

Citizen Comment: William Beckstrom – 1326 Apache Circle – Spoke regarding education.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

7. Information Updates, Meeting Recaps, Recent Correspondence, Current Events, Announcements

Supervisor Koll:

- *Your source for Town of Rome tourism and events is www.VisitRomeWI.com or the Visit Rome Facebook page. For official Town of Rome information, please go to www.romewi.com or go to the official Town of Rome Facebook page.*
- *Information regarding everything the board knows about the NextEra solar project is on the Town's website.*
- *Administrator Gebert's final board meeting is tonight. Thank you to Ms. Gebert for seeing us through to this board meeting.*

Supervisor Baurhyte:

- *Tri-Lakes Management lake condition report is complete and was submitted to the Board. The trial is done at Lake Arrowhead Marina. There is scientific evidence that it has been successful. The plan is to treat all four lakes with Nano Bubble Technology and alum treatment.*

Chairwoman Djumadi:

- *NextEra will send additional information to the Town on the questions that were asked at the solar meeting. Clear information will be given on the Town's website as soon as it is available.*
- *A Veterans Day service was held on November 11, 2023. It included a great luncheon by Chatter Box. Speakers included Congressman VanOrden, Representative Scott Krug, Senator Patrick Testin, and Chairwoman Djumadi. Ryan Larson American Legion Post put on a beautiful service at Spring Branch Cemetery. Rome Hometown Players put on a nice show. Thank you to everyone.*
- *The Town of Rome received a thank you letter from the Adams County Sheriff's Office for the cash donation towards the baskets for the K-9 ride.*

8. Department and Committee Reports

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Rome Police Department |
| <input type="checkbox"/> EMS District/Lifestar | <input type="checkbox"/> Rome Public Works Department |
| <input type="checkbox"/> Lester Public Library of Rome | <input type="checkbox"/> Rome Water Utility |
| <input type="checkbox"/> Police and Fire Commission | <input type="checkbox"/> Visit Rome, WI |
| <input type="checkbox"/> Rome Fire Department | <input type="checkbox"/> Zoning Department |

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion only – School District of Nekoosa Presentation provided by Director of Business Services Lynn Knight and District Administrator Dr. Nathan Black

Due to the limited time, Lynn Knight asked to come back in the future to speak about school finance. The Town of Rome's property value increased by a historic 38%. The entire district increased by 19% last

year. What is levied is based on property values so that is why Rome is a major supplier of funding for the School District of Nekoosa. The levy that is assessed on the five municipalities in the School District actually went down by 1.9 % but because the Town of Rome's value increased by 38%, the levy for the Town of Rome increased by 3%. The mil rate went down to \$7.25.

10. The Board may go into closed session pursuant to Wis. Stat. Section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed season – Conferring with energy legal counsel who is rendering advice to the governmental body concerning strategy on a proposed large-scale solar project

Motion at 5:19 p.m. by Kappel/Minter to go into closed session pursuant to Wis. Stat. Section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed season – Conferring with energy legal counsel who is rendering advice to the governmental body concerning strategy on a proposed large-scale solar project. Motion carried by unanimous roll call vote.

Interim Administrator/Chief Jason Lauby joined closed session at 5:22 p.m.

11. The Board may continue in closed session pursuant to Wis. Stat. Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- a. Fire Chief's education status and outside employment request

Motion at 5:20 p.m. by Minter/Baurhyte to continue in closed session pursuant to Wis. Stat. Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Fire Chief's education status and outside employment request. Motion carried by unanimous roll call vote.

Chief Mark Kane was called into closed session at 6:20 pm.

12. The Board reserves the right to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda

Motion at 6:27 p.m. by Kappel/Koll to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda. Motion carried by unanimous roll call vote. No action taken from closed session.

13. Discussion only – School District of Nekoosa Presentation provided by Director of Business Services Lynn Knight and District Administrator Dr. Nathan Black

Dr. Nathan Black, District Administrator at Nekoosa, gave an overview of the State report card in the areas of achievement and growth.

If anyone would like to volunteer at the School District, reach out to Paul Liebherr at (715) 886-8000. Paul is the coordinator for the district.

14. Discussion and action – Approval of the November 2, 2023 meeting minutes

Motion by Kappel/Koll to approve the November 2, 2023 meeting minutes. Motion carried.

15. Discussion and action – Checks, Vouchers, Receipts and Journal Entries - approve checks #45795 – 45892 totaling \$404,150.21; Auto-payments totaling \$60,770.00; State / Social Security / Medicare / Withholdings totaling \$37,259.87; Payroll Vouchers V21148 – V21278 totaling \$98,842.26; Receipts #25072 - 25149 totaling \$356,650.41

Motion by Baurhyte/Kappel to approve as presented. Motion carried

16. Discussion and possible action – Approval of recommendation from the Plan Commission regarding consideration of a revised site plan/plan of operation for the Rome Town Center Park adding recreational amenities, including courts, fencing, trail, portable games, and shade structures at the property located at 1159 Climbers Pass, also described as Lot 7 of Alpine Village with a property identification number of 030-01136-0581

Supervisor Kappel stated that the Plan Commission recommended to refer the item to the Town Board. Plan Commission suggested to await the results of the Comprehensive Outdoor Recreation Plan and discussed receiving assistance from MSA with the realignment of the Rome Town Center Park Master Plan and receive additional input from the community and Town Board on the plan.

Motion by Kappel/Koll to approve the recommendation from the Plan Commission for the future of the Park development to await the results of the Comprehensive Outdoor Recreation Plan, receiving assistance from MSA for the realignment of the Rome Town Center Park Master Plan and receive additional input from the community and Town Board on the plan regarding consideration of a revised site plan/plan of operation for the Rome Town Center Park adding recreational amenities, including courts, fencing, trail, portable games, and shade structures at the property located at 1159 Climbers Pass, also described as Lot 7 of Alpine Village with a property identification number of 030-01136-058. Motion carried.

17. Discussion only – Review of Bandshell/Pavilion finishing including recap of outstanding construction items and invoices

The total awarded construction costs for the Bandshell/Pavilion are \$360,502.20. With all change orders, the cost is \$364,640.20, if the last change order is approved tonight. Supervisor Baurhyte and Public Works Director Brad Martinson completed a survey of the Bandshell and created a punch list which was then presented to Eagle Construction. Eagle Construction completed all issues immediately which were minor painting and caulking items. It was agreed to postpone caulking between the stone veneer and the cement floor by fireplace until spring to allow for settling.

18. Discussion and possible action – Review change proposals regarding new Rome Town Center Bandshell/Pavilion Project for the following items: Eagle Construction Change proposal 05: stone sills at roll up doors cost increase; including updated spreadsheet of all revenues and expenditures for the Bandshell/Pavilion project

Motion by Minter/Kappel to approve the change order regarding new Rome Town Center Bandshell/Pavilion Project for the following items: Eagle Construction Change proposal 05: stone sills at roll up doors cost increase; including updated spreadsheet of all revenues and expenditures for the Bandshell/Pavilion project.

The \$1,320 change order is for windowsills not being weather resistant. The overall Rome Town Center Park chart was updated to where the Park is at today. It reflects future costs of \$94,000 which is what is in the Park Fund for next year. That amount is made up of committed grants of \$25,000 from Legacy, \$25,000 from Visit Rome, and \$40,000 from Wisconsin Economic Development Corporation. The difference to get to \$107,112.94, remaining funds available, is held in the Tourism 30% Fund. \$105,000 was allocated through prior budgets in the Tourism Fund in the budget. That money does not change to Park Budget. In previous years, the Park Budget had a shortfall because all was in the general fund.

Motion carried.

19. Discussion and possible action – Approval of updates to the Part-time Administrative Assistant position description

Motion by Djumadi/Baurhyte to update the part-time Administrative Assistant Position description.

The job description is being updated due to items no longer being relevant. Supervisor Koll noted that Deputy Clerk/Treasurer as a reporting person needs to be crossed off.

Motion to amended by Djumadi/Baurhyte to include the correction to the paragraph under essential duties and responsibilities to strike out Deputy Clerk/Treasurer. Motion carried.

20. Discussion and possible action – Approval of use of ARPA funds for the Public Mural Design and Installation project

Motion by Minter/Kappel to designate \$1,000 of ARAP funds for the Public Mural Design and Installation project.

Supervisor Kappel suggested that all funds come out of the Community Fund since it has a nice balance.

Motion failed by unanimous vote.

21. Discussion and possible action – Request for funds from the Community Donations account for the Public Mural Design and Installation project

Motion by Baurhyte/Kappel to take \$2,000.00 out of the Community Donations fund for the cans to support the Public Mural Design and Installation project. Motion carried.

22. The Board may continue in closed session pursuant to Wis. Stat. Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- a. Clerk/Treasurer Three-Month Preliminary Review

Motion at 7:09 p.m. by Minter/Koll to go into closed session pursuant to Wis. Stat. Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Clerk/Treasurer three-month Preliminary Review.

Motion passed by a 4-1 roll call vote with Supervisor Baurhyte opposed.

23. The Board reserves the right to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda

Motion at 7:36 p.m. by Kappel/Minter to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda.

Motion carried by unanimous roll call vote. No action taken from closed session except to refer to a future agenda.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

24. Next agenda items

- a. *Bill Zienert – Update on final steps for Strategic Planning*
- b. *Sam Schultz – Rome's Land Use & Development Advisor for Rome Town Center*
- c. *Jeff Sanders – Update on Comprehensive Outdoor Recreation Plan next steps*
- d. *MSA assistance with realignment of Rome Town Center Park Master Plan – Supervisor Baurhyte requested that a firm price quote be received before starting any work with MSA*
- e. *Student Youth Government Council – Involving youth more in government. Potentially have a student sit on the board*
- f. *VonBriesen & Roper HR audit report & recommendation on employee policies and manuals including employee vacation policy*
- g. *Public works director review of snow and ice control procedures*
- h. *Follow up Clerk/Treasurer three-month review*
- i. *Annual Visit Rome Report(December)*
- j. *Resolution for 2024 wages and per diem for town staff, volunteer fire fighters, and committee members (December)*
- k. *Resolution for updated fee schedule (December)*
- l. *Resolution for election poll workers (December)*
- m. *Bird City resolution (January)*

Chairwoman Djumadi recommended setting up a special account in the General Fund underneath CDA Beautification for Friends of Public Art.

Supervisor Koll will send out thank you cards to all that donated to the mural. Note cards were designed by Kiba Freeman and paid for by Visit Rome. Sweatshirts of the mural can be ordered from <https://www.kibafreemanart.com>.

25. Next meeting date and time

December 7, 2023 – 5:00 p.m.

ADJOURNMENT

Chairwoman Djumadi adjourned the meeting at 7:45 p.m.

Respectfully Submitted

Melissa Rhodes
Clerk/Treasurer

**TOWN OF ROME
PLANNING & ZONING**


Date: 1/2/2025

Property Owner: Stuff It Storage LLC

Legal Description: State Hwy 13
Lot 2 of CSM 2313, Located in SE ¼, NW ¼,
Section 17, Town 20N, Range 06E
Town of Rome, Adams County, WI
with a parcel number of 030-00790-0000.

- ☐ Land Division
- ☐ Platting
- ☒ Site Plan/Plan of Operation
- ☐ Preliminary
- ☐ Final

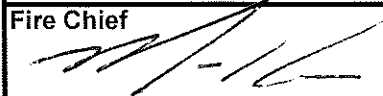
Police Chief


Comments: _____

☒ Approved

☐ Disapproved

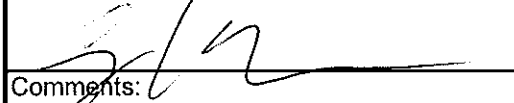
Fire Chief


Comments: _____

☒ Approved

☐ Disapproved

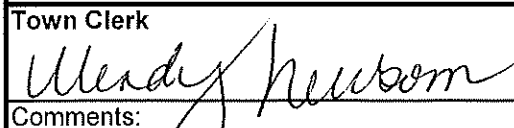
Director of Public Works


Comments: _____

☒ Approved

☐ Disapproved

Town Clerk


Comments: _____

☒ Approved

☐ Disapproved

Tax Assessor

Comments: _____

☐ Approved

☐ Disapproved

FINDINGS OF FACT:

1. A full and complete application was filed by Stuff It Storage LLC and received 11-27-2024 (herein referred to as "Application") seeking a Site Plan and Plan of Operation for State Highway 13, also described as Lot 2 of CSM 2313, Located in part of the SE ¼ NW ¼, Section 17, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00790-0000.
2. The Site Plan and Plan of Operation request is to update their site plan from the previously approved site plan.
3. The property is zoned B-1 Business, as defined in Chapter 360 of the Town of Rome's Ordinance.
4. The Town of Rome Planning 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 Planning Commission meeting of January 14th 2025.
5. At the public hearing on the Application held by the Town of Rome Plan Commission on 1-14-2025, 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 the conclusion of the public hearing, after consideration and discussion of the application, public comments, and the report received by staff, the Planning Commission, upon a motion duly seconded, approved the request for the Site Plan and Plan of Operation, and the following findings were found by the Plan Commission:

The Town of Rome Planning Commission hereby recommends approval of the Site Plan and Plan of Operation request submitted by Stuff It Storage LLC, for an amendment to update their plan from the previous approval at parcel #030-00790-0000. The following additional conditions were placed on the approval:

1. _____
2. _____
3. _____

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 Site Plan and Plan of Operation.

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.