



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

AGENDA ROME TOWN CENTER SUB-COMMITTEE MEETING

WEDNESDAY, JULY 1, 2026

3:00 PM

**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 Rome Town Center Design Plan Sub-Committee welcomes comments from any town resident, not a member of the Sub-Committee, on any item not on the agenda. Please know that pursuant to State law the Sub-Committee cannot engage in conversation with you but may ask questions. The Sub-Committee may refer the item to staff, a standing committee or a future agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit an orange card to the Sub-Committee secretary providing their name, address and topic for discussion.

The Sub-Committee will also take comment from the public on agenda items as called by the facilitator, but not during Citizen Comments. Please note that once the Sub-Committee begins discussion on an agenda item no further comment will be allowed from the public on that issue.

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

6. Discussion and possible action – Approval of the June 3, 2026 meeting minutes
7. Discussion and possible action – Comprehensive Plan Sub-Committee Update
8. Discussion and possible action – Master Plan and Rome Town Center Ordinances

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

9. Next agenda items
10. Next meeting date and time

ADJOURNMENT

“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 Community Development Authority Committee may take action on any item on the agenda. It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Community Development Authority Committee. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Wendy Newsom, Town Clerk, at 1156 Alpine Drive, Nekoosa, WI 54457, ph. 715-325-8046.

***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 ROME TOWN CENTER SUB-COMMITTEE MEETING

WEDNESDAY, JUNE 3, 2026

3:00 PM

1. Call to Order

Chairwoman Tiffany Seavecki called the meeting to order at 3:06 p.m.

2. Roll Call

Present: Chairwoman Tiffany Seavecki, William Kappel, Thomas Gabriel, Heather Dalton and Thomas Wright

Absent: Vito Giardino and Michael Donigain

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

3. Certify Posting of Meeting

Taylor Owczynsky certified that on, Monday, June 1, 2026 the agenda for the Rome Town Center Subcommittee meeting for Wednesday, June 3, 2026 was posted at:

<i>Rome Town Hall</i>	<i>3:58 p.m.</i>
<i>Kwik Trip, LLC</i>	<i>4:03 p.m.</i>
<i>Nekoosa Port Edwards State Bank</i>	<i>4:08 p.m.</i>
<i>Emailed to the Wisconsin Rapids Tribune</i>	<i>2:00 p.m.</i>

4. Approve the Agenda

Motion by Gabriel/Dalton to approve the agenda as presented. Motion carried.

5. Citizen Comments – During the Citizen Comment period of the agenda the Rome Town Center Design Plan Sub-Committee welcomes comments from any town resident, not a member of the Sub-Committee, on any item not on the agenda. Please know that pursuant to State law the Sub-Committee cannot engage in conversation with you but may ask questions. The Sub-Committee may refer the item to staff, a standing committee or a future agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit an orange card to the Sub-Committee secretary providing their name, address and topic for discussion.

The Sub-Committee will also take comment from the public on agenda items as called by the facilitator, but not during Citizen Comments. Please note that once the Sub-Committee begins discussion on an agenda item no further comment will be allowed from the public on that issue.

No citizen comments received.

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

6. Discussion and possible action – Approval of the May 6, 2026 meeting minutes

Motion by Kappel/Gabriel to approve the May 6, 2026 meeting minutes as presented. Motion carried.

7. Discussion and possible action – Comprehensive Plan Sub-Committee Update

Discussion regarding the current members of the new Sub-Committee. Also noted that Supervisor Cyndee Lewis will be becoming a member of the Comprehensive Plan Sub-Committee. Further update to come in the future after the 1st meeting is held.

8. Discussion and possible action – Right of way on Aniwa Ct

No discussion, and no action taken.

9. Discussion and possible action – Master Plan and Rome Town Center Ordinances

Discussion regarding the Rome Town Center Updated Design Plan. Chairwoman Tiffany Seavecki requests the Sub-Committee to review Cardo's/Patrick Brunner's documents along with the updated design plan to see where things can be changed, added or removed.

Discussion regarding ordinances in the Rome Town Center. Zoning Administrator, Emily Arndt explained the requirements and architectural standards of developments in the Rome Town Center. Goals of the Sub-Committee were discussed. Density and building setbacks were changed from 10 to 5 in RTC. Discussion regarding the requirements between residential and commercial.

Discussion held regarding the fact that the Sub-Committee is not creating an entirely new master plan. Instead, the goal is to incorporate the useful ideas from the Cardo plan. The Rome Town Center ordinances are being rewritten so that they are easier to understand and administer. Zoning Administrator, Emily Arndt indicated that nothing is being added, and instead the goal is to remove duplicate language, eliminate repetitive sections and consolidate similar requirements.

No action taken; to bring master plan back on next agenda. Discussion regarding the removal of "(A) General Characteristics" from the ordinance and to rather include in the master plan.

10. Discussion and possible action – Developer checklist for CDA

Discussion regarding the New Business Checklist in the Rome Town Center. This checklist was amended by Zoning Administrator, Emily Arndt. Discussion regarding possibly developing a price per acre in the Rome Town Center. Discussion that this is simply done by the CDA when an individual presents and makes an offer to purchase.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

11. Next agenda items

- *Master Plan and Rome Town Center Ordinances*
- *Comprehensive Plan Sub-Committee Update*

12. Next meeting date and time

Wednesday, July 1, 2026 - 3:00 p.m.

ADJOURNMENT

Motion by Lake/Gabriel to adjourn at 3:57p.m. Motion carried.

Respectfully submitted,

Taylor Owczynsky

Taylor Owczynsky

Deputy Clerk/Treasurer

ARTICLE XVII
Rome Town Center District
[Added 4-16-2020 by Ord. No. 20-04¹]

§ 360-80. Purpose.

The purpose of the Rome Town Center District (RTC) is to implement the vision, guidelines, and objectives identified in the Rome Town Center Design Plan and the Master Plan to ensure high-quality development of lands located in the Town Center that seamlessly blends the convenience of contemporary living with nature and the timeless charm of rustic Wisconsin. The RTC District is intended to strengthen and promote prosperity in the community by creating a regional center of commerce and community gathering and permit developments that will be enhanced by coordinated area site planning and mixing of compatible uses, while maintaining standards that promote the health, safety and general welfare of Town residents and visitors.

§ 360-81. Requirements for Rome Town Center

A. Dimensional, area, and other requirements:

- (1) Lot requirements:
 - (a) Frontage: minimum 70 feet.
- (2) Roadway setback (from the furthest building projection):
 - (a) Internal Town Center road (whichever is greater):
 - [1] From center of roadway: minimum 43 feet.
 - [2] From lot line (no sidewalk): minimum 10 feet.
 - [3] From building edge of sidewalk: minimum five feet.
 - (b) Other Town roads (whichever is greater):
 - [1] From center of roadway: minimum 63 feet.
 - [2] From lot line: minimum 30 feet.
- (3) Building setback (from the furthest building projection):
 - (a) Side: minimum 5 feet.
 - (b) Rear: minimum 5 feet.
 - (c) Between buildings; minimum 10 feet.
- (4) Other requirements:
 - (a) Building height: maximum 35 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.
 - (b) Accessory building height: maximum 24 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.

- (c) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.
 - (d) All septic fields shall be located in rear or side yards.
 - (e) On-site parking shall be as set forth in § 360-81.2C and included on the site plan.
 - (f) Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.
 - (g) No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.
 - (h) Landscape plans shall be subject to the following standards, unless otherwise approved by the Plan Commission on the conceptual landscape plan.
 - [1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: horizontal mass or one small tree or two large shrubs per 10 feet of frontage; side yard: one small tree each side.
 - [2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per four parking spaces with a minimum of one tree per lot.
 - (i) Signage shall be limited to the following sign types:
 - [1] Street yard area: wall, hanging and ground signs shall be allowed.
 - [2] Other yard areas: only wall signs shall be allowed.
 - (j) Developments shall incorporate the design standards identified in the Rome Town Center Master Plan.
- (5) Architectural standards:
- (a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least 50% of all street and entry area elevations (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain-faced concrete block or plain-faced structural concrete panels are not permitted on any elevation. Metal siding shall be allowed as an acceptable quality material for all elevations except the 50% approved street and entry area materials as required above. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal or other material as approved by the Plan Commission.
 - (b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 6/12 roof pitch and shall be gable end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.
 - (c) Building elevations: At least 25% of all elevations other than street and entry

elevations shall include one of the building materials approved for street and entry elevations. All elevations shall be designed in a consistent and coherent architectural manner.

- (d) 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.
- (e) HVAC units and miscellaneous equipment: Rooftop and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.
- (f) Projections and architectural details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and shall be noted on the site plan.

§ 360-81.1. Requirements for Residential Areas in Rome Town Center

A. Residential development sites shall have the following general characteristics:

- (1) Requires buffering/screening from adjacent commercial properties.
- (2) Provides for higher-density housing in the Town with close access to essential services and goods.
- (3) Providing a variety of housing options beyond single-family homes.
- (4) Conventional multistory apartment complexes and single-family homes are prohibited.
- (5) Smaller residential designs compatible with the character of Rome Town Center and the housing needs of the greater community.
- (6) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.

§ 360-81.2. Landscaping, Lighting, and Parking

A. 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 Master Plan.
- (2) Buffering. Landscape buffering between uses shall be in a manner which creates a visual screen, 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 uses, 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.
- (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.

- (5) **Installation.** Unless otherwise referenced in a developer's agreement, all landscaping shall be completed within 90 calendar days of issuance of a certificate of occupancy or similar document allowing occupation and use of the property. If occupancy occurs after October 15 of any given year, the developer of the site may complete the landscaping within 90 calendar days of April 1 of the following year, provided best management practices are utilized and maintained to control soil erosion until the ground cover (lawn) becomes established.
- (6) **Maintenance.** All lawns, trees, shrubs and other ground cover shall be kept in good appearance at all times. If grass is not cut, or trees or shrubs not properly pruned and maintained, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided in § 360-81.4.

B. Outdoor lighting.

- (1) **Illumination.** All outdoor lighting shall be provided by cut-off type fixtures which shall keep off-site overspill and night sky illumination to a minimum. Maximum illumination, as measured horizontally at the lot line at chest height shall not exceed 1.0 foot-candle.
- (2) **Location.** Lighting fixture location shall emphasize intersections and pedestrian access routes while providing uniform illumination of pedestrian access routes. The scale of fixtures shall be lowered in pedestrian and biking areas to emphasize sidewalk-type surfaces. Outdoor lighting shall be mounted and located so as to be consistent with illumination requirements of this subsection.
- (3) **Design.** All lighting designs shall be reviewed and approved by the Plan Commission to ensure consistency with illumination and location standards of this subsection, and the guidelines in the Rome Town Center Design Plan.

C. Parking.

- (1) **Parking location.** All parking, including employee and visitor parking, shall be provided on-site as set forth in the following schedule, unless otherwise approved by the Plan Commission:

Use	Minimum Parking Requirements
Motels, hotels, or resorts	One space for each guest room, plus one space for each three employees
Rooming and boarding houses, fraternity and sorority houses, dormitories, rectories	One space for each bed plus one for each employee
Retirement homes	One and one-half spaces per dwelling unit

Use	Minimum Parking Requirements
Nursing homes	One space for each three beds plus one space for each three employees plus one space for each staff physician
Medical and dental clinics, day spas	One space for each 100 square feet of waiting room area
Churches, theaters, auditoriums, community centers, vocational and night schools, and other public assembly	One space for each three seats
Restaurants, bars and similar places of entertainment	One space for every six seats
Manufacturing and processing plants (including meat and food processing), laboratories and warehouses	One space for each 500 square feet of primary floor area, plus one space for each two employees
Funeral homes	Twenty spaces for each viewing room
Bowling alleys	Five spaces for each alley
Lodges and clubs	One space for each five members
Automobile repair and service garages, car washes	One space for each regular employee plus one space for 250 square feet of floor area used for repair work/washing
Motor vehicle sales (new and used)	One space for each 500 square feet of outdoor display area on which motor vehicles are to be displayed (this requirement does not include service garages, see above)
Gasoline filling stations	Three spaces for each grease rack or similar facility plus one space for each attendant
Repair shops, retail and service stores	Two spaces for each 800 square feet of sales floor area
Golf courses	Two spaces per hole
Barber and beauty shops	Two spaces plus one-half space per chair
Offices and call centers	One space for each 300 square feet of primary floor area
Art gallery, museum and other civic uses	Two spaces for each 800 square feet of floor area
Bank/credit union	One space for each 300 square feet of floor area

Use	Minimum Parking Requirements
Uses not listed	The provisions for a similar use shall apply
Combinations of any of the above uses	The sum of the number of stalls required for each individual use shall be provided

All on-site parking shall be located at least 10 feet from any parcel line, unless otherwise approved by the Plan Commission. Required off-street parking shall be on the same lot as the use it serves or on a lot located not more than 100 feet distant.

- (2) Parking space access and design. Each parking space shall be not less than nine feet wide and 20 feet in length, exclusive of the space required for driveways. Adequate access to a public street shall be provided for each parking space.
 - (3) Parking surface. All parking areas and driveways shall be hard-surface paved, dust free, and properly marked. When curbs are desired, they shall be concrete.
- D. General property maintenance. All real property within the boundaries of the RTC District, whether occupied or unoccupied, and any buildings or other improvements placed thereon, shall at all times be maintained in such a manner as to prevent becoming unsightly by reason of accumulation of rubbish, or debris thereon, or unsightly condition of the improvements thereon. No building or improvement in the District shall be permitted by its owner to fall into disrepair, and such building and improvements shall at all times be kept in good condition and repair and adequately painted or otherwise finished. If, in the opinion of the Town, proper maintenance is not being undertaken, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided in § 360-81.4.
- E. Signage. Unless otherwise provided for in a subdistrict, general signage restrictions shall be as set forth in § 360-126B.

§ 360-81.3. Project review and approval.

The following describes the application and review process for development projects in the RTC:

- A. Pre-application conference. The pre-application conference is designed to allow an applicant to present a concept plan to the Town Zoning Administrator for a discussion of suggestions and concerns. Applicants are required to have a pre-application conference prior to submission of an offer to purchase.
- B. Application. Following the acceptance of an offer to purchase and development agreement, a developer shall submit to the Zoning Administrator eight copies of a completed site plan and plan of operation along with the application fee. A complete application shall be comprised of all the following for proper review:
 - (1) General information. The name and address of the owner or developer, the North point, date and scale of drawing, at a scale not less than one inch for each 100 feet.
 - (2) Intended use of the property, which shall be consistent with the principal use section in

the applicable subdistrict.

- (3) All property boundaries with dimensions.
- (4) All setbacks.
- (5) Locations of any existing buildings, proposed buildings, or additions.
- (6) Samples of proposed exterior finish colors.
- (7) Depiction/description of compliance with all requirements set forth in the design and architectural standards in this article and the Rome Town Center Design Plan.
- (8) Proposed floor elevation in relation to existing grade and street grade.
- (9) Location and names of center line of adjoining streets, proposed driveways, and parking.
- (10) Existing and proposed contours/grading.
- (11) Locations and descriptions of easements.
- (12) Utility plans: size and location of sewer and water main connection from curb to building. Show proposed metering points and arrangement.
- (13) Locations and type of proposed lighting (lighting plan with lighting specifications).
- (14) Design of ingress and egress.
- (15) Locations and type of proposed signs and/or existing signs.
- (16) Locations and type of refuse enclosure.
- (17) Completion of drainage plan specification form.
- (18) Drainage plan with drainage calculations (including total impervious area) as required by this article and county requirements.
- (19) NR 216 post-construction stormwater management plans (SWMP).
- (20) Best management practices, structures and areas with elevations and slope ratios.
- (21) High water line elevation of any adjoining stream or lake; floodways/floodplains and water elements.
- (22) A conceptual landscape plan, which includes the anticipated location/use of the following: landscaping and fencing, yards and setback area, use of landscaping and/or wall or fencing for screening purposes, and use of and/or removal of existing trees.
- (23) Any other plans and information deemed necessary by the Zoning Administrator or the Plan Commission to ensure that the requirements of this chapter are or will be fulfilled. This may include executing a contract by which the developer agrees to reimburse the Town for its reasonable costs incurred in considering Subsection B(8), (10), (12), (14), and (18) through (21) herein, together with any other issues identified by the Plan

Commission or Town Board for compliance with federal, state and local regulations.

C. Review process.

- (1) Review and recommendation by Plan Commission. Within 40 days after submission of a completed application, the Plan Commission shall meet to review the application and make a recommendation to the Town Board. The applicant or developer must be available to present and explain how the project meets the conditions set forth in this article and the Rome Town Center Design Plan. The Plan Commission may recommend approval, approval with conditions, or denial of the project proposal. If the Plan Commission fails to make a recommendation on an application within 40 days after a complete application submittal, the application shall be forwarded to the Town Board without a recommendation.
 - (a) At the time of recommendation of a site plan and plan of operation to the Town Board, the applicant shall, at the discretion of the Plan Commission, file a bond, certificate of deposit, irrevocable letter or credit or certified check with the Town Clerk/Treasurer in an amount equal to the estimated cost of the required improvements as determined by the Plan Commission. Such security shall be in a form deemed acceptable by the Town Attorney and shall guarantee that all required improvements will be completed according to Town specifications by the applicant or its contractors not later than 24 months from the date the building permit is issued.
- (2) Review and action by Town Board. Upon recommendation by the Plan Commission, or its failure to make a recommendation within 40 days, the Town Board will review the application and any recommendation received from the Plan Commission. The Town Board shall consider the application within 45 days of the Plan Commission's recommendation or the expiration of 40 days after submission of a completed application to the Plan Commission, if the Plan Commission fails to make a recommendation.

D. Amending a site plan. After the approval of a site plan and plan of operation pursuant to this section, a developer may apply for approval of an amendment to the site plan and plan of operation under the following process:

- (1) An application must be submitted including a statement of the proposed amendment(s) and a site plan depicting the proposed amendment(s), along with payment of an application fee.
- (2) The Plan Commission shall review an application for amending a site plan and solicit a recommendation from the Zoning Administrator. The Plan Commission may recommend approval, approval with conditions, or denial of the application.
- (3) Upon recommendation by the Plan Commission, the Town Board will review the application and any recommendation received from the Plan Commission. The Town Board is vested with the final authority to approve amendments to a site plan and plan of operation.

E. Final landscape plan. A final landscape plan shall be submitted after substantial completion

of the building to the Zoning Administrator for review and consideration by the Town Board. The final landscape plan shall meet the requirements set forth in this article.

§ 360-81.4. Violations.

The Town Zoning Administrator shall receive and investigate any suspected violations for properties located in the RTC District.

- A. Upon report of a suspected violation, the Zoning Administrator shall conduct a site visit for the purpose of determining whether a violation has, in fact, occurred. If a violation exists, the Zoning Administrator shall meet in person with the property owner to discuss the violation and establish a timetable for remedying it. The initial discussion with the owner shall be followed by a letter from the Zoning Administrator confirming the discussion, the nature of the violation and a timetable to remedy.
- B. If the problem is substantially resolved within the timetable established, the Zoning Administrator shall contact the owner regarding any remaining issues that need to be addressed in order to bring the property into total compliance. That contact shall be followed up with a confirmation letter.
- C. If a problem has not been substantially resolved within the established timetable, the Zoning Administrator shall refer the matter to the Town Attorney for review and recommendation. The referral shall include an identification of the violation(s) of this article, the developer's agreement, or other agreements, as well as any nuisance issues to be addressed. Prosecution and remediation of violations shall be as provided in § 360-30.

ARTICLE XVII
Rome Town Center District
[Added 4-16-2020 by Ord. No. 20-04¹]

§ 360-80. Purpose.

The purpose of the Rome Town Center District (RTC) is to implement the vision, guidelines, and objectives identified in the Rome Town Center Design Plan and the ~~Town of Rome Comprehensive~~ Master Plan to ensure high-quality development of lands located in the Town Center that seamlessly blends the convenience of contemporary living with nature and the timeless charm of rustic Wisconsin. The RTC District is intended to strengthen and promote prosperity in the community by creating a regional center of commerce and community gathering and permit developments that will be enhanced by coordinated area site planning and mixing of compatible uses, while maintaining standards that promote the health, safety and general welfare of Town residents and visitors.

~~A. Other goals of the RTC District include:~~

- ~~(1) Ensure a high quality and coordinated design for retail, residential, and other developments, while incorporating green space and pedestrian friendly design;~~
- ~~(2) Promote development flexibility that will be enhanced by coordinated area site planning and mixing of compatible uses;~~
- ~~(3) Ensure design and development on a human scale that allows for multiple modes of transportation;~~
- ~~(4) Preserve, improve and protect the quality of life and the natural environment; and~~
- ~~(5) Encourage the efficient use of public services, facilities and tax dollars.~~

~~§ 360-81. Subdistricts:~~

~~The RTC District is divided into the following subdistricts:~~

~~A. Commercial "A".~~

~~B. Mixed Town Center.~~

~~C. Senior Living.~~

~~D. Mixed Multifamily.~~

~~E. Mixed Commercial/Light Industrial.~~

~~§ 360-81.1. Commercial "A" Subdistrict. [Amended 9-16-2021 by Ord. No. 21-16; 1-16-2025 by Ord. No. 25-03] Requirements for Rome Town Center~~

~~A. General characteristics. Development sites in the Commercial "A" Subdistrict shall have the~~

~~1. Editor's Note: This ordinance superseded former Art. XVII, BP Alpine Village Business Park.~~

following general characteristics:

- (1) ~~A diverse blend of development where no single use shall dominate.~~
- (2) ~~Restricts areas for building, parking and septic for higher density development.~~
- (3) ~~Reduced setbacks and encroachments in setbacks for architectural elements such as porches.~~
- (4) ~~Requires more aesthetic measures, including architectural requirements on all building elevations (faces) as required in the Rome Town Center Design Plan.~~

~~Additional landscaping requirements. A diverse blend of mixed use development between nonresidential and residential land~~

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~~uses, with no single use dominating.~~

~~Pedestrian-oriented designs with wide sidewalks between buildings and streets, with multi-use pathways connecting the Mixed Town Center Subdistrict to the remainder of Rome Town Center.~~

~~Reduced setbacks allowing for increased proximity between buildings and sidewalks.~~

~~Smaller residential designs compatible with the character of Rome Town Center and the housing needs of the greater community.~~

~~Residential units and/or lodging facilities shall comprise no more than 40% of the built environment, excepting those mixed-use units sharing a structure with a different land-use category.~~

(5)

~~B. Principal uses for the Commercial "A" Subdistrict. The following table lists all permitted and conditional uses allowed in the Commercial A Subdistrict:~~

Use	Permitted	Conditional
Boutiques (flower shop, gift store)	✖	
Business services (accountants, attorney, financial planners)	✖	
Coffee shop, ice cream parlor, bakery, sandwich shop	✖	
Day spas	✖	
Handcrafted goods sales, home furnishings	✖	
Lodging facilities comprised of at least 20 lodging units in any single structure	✖	
Miniature golf course	✖	
Personal services (dental/physician, pharmacy, hair salon, shoe repair)	✖	
Restaurant and brewpub	✖	
Retail trade (jeweler, clothing store, sporting goods)	✖	
Art gallery and museum		✖
ATV/UTV and snowmobile sales and rentals		✖
Bank and credit union		✖
Beverage store		✖
Bicycle, kayak, canoe, SUP sales and rentals		✖
Brewery		✖
Building construction contractors		✖

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Use	Permitted	Conditional
Civic use		✖
Convenience stores		✖
Hardware store		✖
Grocery stores		✖
Tavern and tap house		✖
Theater		✖
Other uses deemed substantially the same as those listed herein		✖

C.A. Dimensional, area, and other requirements:

- (1) Lot requirements:
 - (a) Frontage: minimum 70 feet.
 - ~~(b) Area: minimum 10,000 square feet.~~
 - ~~(c) Depth/width: maximum 4:1.~~
- (2) Roadway setback (from the furthest building projection):
 - (a) Internal Town Center road (whichever is greater):
 - [1] From center of roadway: minimum 43 feet.
 - [2] From lot line (no sidewalk): minimum 10 feet.
 - [3] From building edge of sidewalk: minimum five feet.
 - (b) Other Town roads (whichever is greater):
 - [1] From center of roadway: minimum 63 feet.
 - [2] From lot line: minimum 30 feet.
- (3) Building setback (from the furthest building projection):
 - (a) Side: minimum ~~10~~5 feet.
 - (b) Rear: minimum ~~10~~5 feet.
 - (c) Between buildings; minimum ~~20~~10 feet.
- (4) Other requirements:
 - (a) Building height: maximum 35 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.
 - (b) Accessory building height: maximum 24 feet. Architectural appurtenances such as

cupolas, finials and other ornaments shall not be included in building height calculations.

~~(e) No more than 65% of any parcel shall be covered by any impervious surface.~~

~~(d)~~(c) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.

~~(e)~~(d) All septic fields shall be located in rear or side yards.

~~(f)~~(e) On-site parking shall be as set forth in § 360-81.24-6C and included on the site plan.

~~(g)~~(f) Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.

~~(h)~~(g) No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.

~~(i)~~(h) Landscape plans ~~for the Commercial A Subdistrict~~ shall be subject to the following standards, unless otherwise approved by the Plan Commission on the conceptual landscape plan.

[1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: horizontal mass or one small tree or two large shrubs per 10 feet of frontage; side yard: one small tree each side.

[2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per four parking spaces with a minimum of one tree per lot.

~~(j)~~(i) Signage ~~in the Commercial A Subdistrict~~ shall be limited to the following sign types:

[1] Street yard area: wall, hanging and ground signs shall be allowed.

[2] Other yard areas: only wall signs shall be allowed.

~~(k)~~(j) Developments shall incorporate the design standards identified in the Rome Town Center ~~Design Master~~ Plan.

(5) Architectural standards:

- (a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least 50% of all street and entry area elevations (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain-faced concrete block or plain-faced structural concrete panels are not permitted on any elevation. Metal siding shall be allowed as an acceptable quality material for all elevations except the 50% approved street and entry area materials as required above. Roof

materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal or other material as approved by the Plan Commission.

- (b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 6/12 roof pitch and shall be gable end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.
- (c) Building elevations: At least 25% of all elevations other than street and entry elevations shall include one of the building materials approved for street and entry elevations. All elevations shall be designed in a consistent and coherent architectural manner.
- (d) 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.

~~(e) Porches: Porches shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of 60% of the width of the front elevation and shall be a minimum of six feet in depth. Recessing an entry to meet up to 50% of the depth requirement is permitted. Porch roofs may be pitched or flat. If pitched, porch roofs shall be pitched at a minimum four-inch rise for every 12 inches of run (4:12 slope) and shall be either shed type or hip type, with posts at regular intervals incorporated into each design. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.~~

~~(f)~~ (e) HVAC units and miscellaneous equipment: Rooftop and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.

~~(g)~~ (f) Projections and architectural details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and shall be noted on the site plan.

~~§ 360-81.2. Mixed Town Center Subdistrict. [Amended 6-18-2020 by Ord. No. 20-14; 9-16-2021 by Ord. No. 21-16; 1-16-2025 by Ord. No. 25-03]~~

~~A. General characteristics. Development sites in the Mixed Town Center Subdistrict shall have the following general characteristics:~~

- ~~(1) A diverse blend of mixed use development between nonresidential and residential land~~

~~uses, with no single use dominating.~~

~~(2)(1) Pedestrian oriented designs with wide sidewalks between buildings and streets, with multi-use pathways connecting the Mixed Town Center Subdistrict to the remainder of Rome Town Center.~~

~~(3)(1) Reduced setbacks allowing for increased proximity between buildings and sidewalks.~~

~~(4)(1) Smaller residential designs compatible with the character of Rome Town Center and the housing needs of the greater community.~~

~~(5)(1) Residential units and/or lodging facilities shall comprise no more than 40% of the built environment, excepting those mixed-use units sharing a structure with a different land use category.~~

~~B. Principal uses for the Mixed Town Center Subdistrict. The following table lists all permitted and conditional uses allowed in the Mixed Town Center Subdistrict:~~

Use	Permitted	Conditional
Age-restricted rental units (part of a complex totaling no more than 20 units in any given residential development)	✖	
Age-restricted owner-occupied units, including single-family dwellings and townhouses or condominiums (part of a complex totaling no more than 20 units in any given residential development)	✖	
Boutiques (flower shop, gift store)	✖	
Business service (accountants, attorney, financial planners)	✖	
Coffee shop, ice cream parlor, bakery, sandwich shop	✖	
Day spas	✖	
Handcrafted goods sales, home furnishings	✖	
Lodging facilities	✖	
Miniature golf course	✖	
Owner-occupied multifamily units (condominiums, townhouses) in complexes comprised of no more than 12 units in any given development)	✖	
Personal services (dental/physician, pharmacy, hair salon, shoe repair)	✖	
Rental units (duplexes, triplexes, and quadplexes)	✖	

Use	Permitted	Conditional
Restaurant and brewpub	✖	
Retail trade (jeweler, clothing store, sporting goods)	✖	
Art gallery and museum		✖
Assisted living facilities entailing apartment style housing, organized social interaction and private-duty support services, designed for individuals requiring assistance with everyday activities		✖
ATV/UTV and snowmobile sales and rentals		✖
Bank and credit union		✖
Beverage store		✖
Bicycle, kayak, canoe, SUP sales and rentals		✖
Brewery		✖
Building construction contractors		✖
Civic use		✖
Convenience stores		✖
Continuing care retirement communities comprised of independent living apartments or single family dwellings offering the social, recreational and cultural activities of other retirement communities while also providing assisted living and nursing level care via external healthcare providers.		✖
Hardware store		✖
Grocery stores		✖
Shared housing where two or more qualifying seniors live together in a single family dwelling		✖
Tavern and tap house		✖
Other uses deemed substantially the same as those listed herein		✖

~~C. Dimensional, area, and other requirements:~~

~~(1) Lot requirements:~~

~~(a) Frontage: minimum 70 feet.~~

~~(b) Area: minimum 10,000 square feet.~~

- ~~(c) — Depth/width: maximum 4:1.~~
- ~~(2) — Roadway setback (from the furthest building projection):~~
 - ~~(a) — Internal Town Center road (whichever is greater):~~
 - ~~[1] — From center of roadway: minimum 43 feet.~~
 - ~~[2] — From lot line (no sidewalk): minimum 10 feet.~~
 - ~~[3] — From building edge of sidewalk: minimum five feet.~~
 - ~~(b) — Other Town road (whichever is greater):~~
 - ~~[1] — From center of roadway: minimum 63 feet.~~
 - ~~[2] — From lot line: minimum 30 feet.~~
- ~~(3) — Building setback (from the furthest building projection):~~
 - ~~(a) — Side: minimum 10 feet.~~
 - ~~(b) — Rear: minimum 10 feet.~~
 - ~~(c) — Between building: minimum 20 feet.~~
- ~~(4) — Other requirements:~~
 - ~~(a) — Building height: maximum 35 feet.~~
 - ~~(b) — Accessory building height: maximum 24 feet.~~
 - ~~Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.~~
 - ~~(c) — No more than 65% of any parcel shall be covered by any impervious surface.~~
 - ~~(d) — Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.~~
 - ~~(e) — All septic fields shall be located in rear or side yards.~~
 - ~~(f) — On site parking shall be as set forth in § 360-81.6C and included on the site plan.~~
 - ~~(g) — Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.~~
 - ~~(h) — No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.~~
 - ~~(i) — Landscape plans for the Mixed Town Center Subdistrict shall be subject to the following standards, unless otherwise approved by the Plan Commission on the~~

~~conceptual landscape plan.~~

~~[1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: horizontal mass or one small tree or two large shrubs per 10 feet of frontage; side yard: one small tree each side.~~

~~[2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per four parking spaces with a minimum of one tree per lot.~~

~~(j) Signage in the Mixed Town Center Subdistrict shall be limited to the following sign types:~~

~~[1] Street yard area: wall, hanging and ground signs shall be allowed.~~

~~[2] Other yard areas: only wall signs shall be allowed.~~

~~(k) Developments shall incorporate the design standards identified in the Rome Town Center Design Plan.~~

~~(5) Architectural standards:~~

~~(a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural-commercial quality materials. At least 50% of all street and entry area elevations (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain-faced concrete block or plain-faced structural concrete panels are not permitted on any elevation. Metal siding shall be allowed as an acceptable quality material for all elevations except the 50% approved street and entry area materials as required above. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal or other material as approved by the Plan Commission.~~

~~(b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 6/12 roof pitch and shall be gable end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.~~

~~(c) Building elevations: At least 25% of all elevations other than street and entry elevations shall include one of the building materials approved for street and entry elevations. All elevations shall be designed in a consistent and coherent architectural manner.~~

~~(d) Building color: Colors shall be primarily (approximately 80%) earth-toned in appearance with accents (approximately 20%) of a contrasting color. Percentages shall include building wall and roof finish materials. Complementary colors, textures and materials are encouraged. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan application.~~

- ~~(e) Porches: Porches shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of 60% of the width of the front elevation and shall be a minimum of six feet in depth. Recessing an entry to meet up to 50% of the depth requirement is permitted. Porch roofs may be pitched or flat. If pitched, porch roofs shall be pitched at a minimum four inch rise for every 12 inches of run (4:12 slope) and shall be either shed type or hip type, with posts at regular intervals incorporated into each design. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.~~
- ~~(f) HVAC units and miscellaneous equipment: Rooftop and ground mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.~~
- ~~(g) Projections and architectural details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and shall be noted on the site plan.~~

§ 360-81.1.1.3. Senior Living Subdistrict Requirements for Residential Areas in Rome Town Center. {Amended 1-16-2025 by Ord. No. 25-03}

- A. General characteristics. ~~Residential D~~development sites in the Senior Living Subdistrict shall have the following general characteristics:
- ~~(1) Single or multi-unit age-restricted housing and assisted living facilities, where at least one person who is 55 or older must live in at least 80% of the occupied units.~~
 - ~~(2) Restricts areas for building, parking and septic.~~
 - ~~(3) Housing complexes may total no more than 20 units in any given residential development.~~
 - ~~(4) Requires more aesthetic requirements, including architectural requirements on all building elevations.~~
 - ~~(5) Landscaping requirements similar to Commercial "A" Subdistrict.~~
 - (1) Requires buffering/screening from adjacent subdistricts commercial and properties.
 - (2) Provides for higher-density housing in the Town with close access to essential services and goods.
 - (3) Providing a variety of housing options beyond single-family homes.
 - (4) Conventional multistory apartment complexes and single-family homes are prohibited.
 - (5) Smaller residential designs compatible with the character of Rome Town Center and the housing needs of the greater community.
 - (6) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.

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~~B. Principal uses for the Senior Living Subdistrict. The following table lists all permitted and conditional uses allowed in the Senior Living Subdistrict.~~

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Use	Permitted	Conditional
~~Age-restricted rental units (part of a complex totaling no more than 20 units in any given residential development)~~	~~✖~~	
~~Age-restricted owner-occupied units, including single-family dwellings and townhouses or condominiums (part of a complex totaling no more than 20 units in any given residential development)~~	~~✖~~	
~~Assisted living facilities entailing apartment-style housing, organized social interaction and private-duty support services, designed for individuals requiring assistance with everyday activities~~		~~✖~~
~~Continuing-care retirement communities comprised of independent living apartments or single-family dwellings offering the social, recreational and cultural activities of other retirement communities while also providing assisted living and nursing level care via external healthcare providers~~		~~✖~~
~~Shared housing where two or more qualifying seniors live together in a single-family dwelling~~		~~✖~~
~~Other uses deemed substantially the same as those listed herein~~		~~✖~~

~~C. Dimensional, area, and other requirements:~~

~~(1) Lot requirements:~~

- ~~(a) Frontage: minimum 70 feet.~~
- ~~(b) Area: minimum 10,000 square feet.~~
- ~~(c) Depth/width: maximum 4:1.~~

~~(2) Roadway setback:~~

- ~~(a) Internal Town Center road (whichever is greater):~~
 - ~~[1] From center of roadway: minimum 43 feet.~~
 - ~~[2] From lot line (no sidewalk): minimum 10 feet.~~
 - ~~[3] From building edge of sidewalk: minimum five feet.~~
- ~~(b) Other Town road (whichever is greater):~~

- ~~[1] From center of roadway: minimum 63 feet.~~
- ~~[2] From lot line: minimum 30 feet.~~
- ~~(3) Building setback (from the furthest building projection):~~
 - ~~(a) Side: minimum 10 feet.~~
 - ~~(b) Rear: minimum 10 feet.~~
 - ~~(c) Between buildings: minimum 20 feet.~~
- ~~(4) Other requirements:~~
 - ~~(a) Building height: maximum 35 feet.~~
 - ~~(b) Accessory building height: maximum 24 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.~~
 - ~~(c) No more than 65% of any parcel shall be covered by any impervious surface.~~
 - ~~(d)(a) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.~~
 - ~~(e) All septic fields shall be located in rear or side yards.~~
 - ~~(f) On-site parking shall be as set forth in § 360-81.6C and included on the site plan.~~
 - ~~(g) Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.~~
 - ~~(h) No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.~~
 - ~~(i) Landscape plans for the Senior Living Subdistrict shall be subject to the following standards, unless otherwise approved by the Plan Commission on the conceptual landscape plan:~~
 - ~~[1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: horizontal mass or one small tree or two large shrubs per 30 feet of frontage; side yard: one small tree each side.~~
 - ~~[2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per 10 parking spaces with a minimum of one tree per lot.~~
 - ~~(j) Density shall be six to 10 units per acre.~~
 - ~~(k) Signage in the Senior Living Subdistrict shall be limited to the following sign types:~~

- ~~[1] Street yard area: wall, hanging and ground signs shall be allowed.~~
- ~~[2] Other yard areas: only wall signs shall be allowed.~~
- ~~(l) Developments shall incorporate the design standards identified in the Rome Town Center Design Plan.~~
- ~~(5) Architectural standards:~~
 - ~~(a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural-commercial quality materials. At least 25% of all elevations exposed to view shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain-faced concrete block or plain-faced structural concrete panels are not permitted on any elevation. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored-standing-seam metal or other material as approved by the Plan Commission.~~
 - ~~(b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 6/12 roof pitch and shall be gable end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.~~
 - ~~(c) Building color: Colors shall be primarily (approximately 80%) earth-toned in appearance with accents (approximately 20%) of a contrasting color. Percentages 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.~~
 - ~~(d) Porches: Porches, if included, shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of 40% of the width of the front elevation and shall be a minimum of six feet in depth. Recessing an entry is permitted. Porch roofs may be pitched or flat. If pitched, porch roofs shall be pitched at a minimum four inch rise for every 12 inches of run (4:12 slope) and shall be either shed type or hip type, with posts at regular intervals incorporated into each design. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.~~
 - ~~(e) HVAC units and miscellaneous equipment: Rooftop and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.~~
 - ~~(f) Projections and architectural details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and~~

~~shall be noted on the site plan.~~

~~§ 360-81.4. Mixed Multifamily Subdistrict. [Amended 1-16-2025 by Ord. No. 25-03]~~

~~A. General characteristics. Development sites in the Mixed Multifamily Subdistrict shall have the following general characteristics:~~

- ~~(1) Providing a variety of housing options beyond single family homes.~~
- ~~(2)(1) Conventional multistory apartment complexes and single family homes are prohibited.~~
- ~~(3)(1) Smaller residential designs compatible with the character of Rome Town Center and the housing needs of the greater community.~~

~~B. Principal uses for the mixed multifamily subdistrict. The following table lists all permitted and conditional uses allowed in the Mixed Multifamily Subdistrict:~~

Use	Permitted	Conditional
Rental units (duplexes, triplexes, and quadplexes)	✖	
Owner-occupied multifamily units (condominiums, townhouses) in complexes comprised of no more than 12 units in any given development)	✖	
Other uses deemed substantially the same as those listed herein		✖

~~C. Dimensional, area, and other requirements:~~

- ~~(1) Lot requirements:~~
 - ~~(a) Frontage: minimum 70 feet.~~
 - ~~(b) Area: minimum 10,000 square feet.~~
 - ~~(c) Depth/width: maximum 4:1.~~
- ~~(2) Roadway setback:~~
 - ~~(a) Internal Town Center road (whichever is greater):~~
 - ~~[1] From center of roadway: minimum 43 feet.~~
 - ~~[2] From lot line (no sidewalk): minimum 10 feet.~~
 - ~~[3] From building edge of sidewalk: minimum five feet.~~
 - ~~(b) Other Town road (whichever is greater):~~
 - ~~[1] From center of roadway: minimum 63 feet.~~
 - ~~[2] From lot line: minimum 30 feet.~~

- ~~(3) Building setback (from the furthest building projection):~~
 - ~~(a) Side: minimum 10 feet.~~
 - ~~(b) Rear: minimum 10 feet.~~
 - ~~(c) Between buildings: minimum 20 feet.~~
- ~~(4) Other requirements:~~
 - ~~(a) Building height: maximum 35 feet.~~
 - ~~(b) Accessory building height: maximum 24 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.~~
 - ~~(c) No more than 65% of any parcel shall be covered by any impervious surface.~~
 - ~~(d) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.~~
 - ~~(e) All septic fields shall be located in rear or side yards.~~
 - ~~(f) On-site parking shall be as set forth in § 360-81.6C and included on the site plan.~~
 - ~~(g) Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.~~
 - ~~(h) No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.~~
 - ~~(i) Landscape plans for the Mixed Multifamily Subdistrict shall be subject to the following standards, unless otherwise approved by the Plan Commission on the conceptual landscape plan.~~
 - ~~[1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: horizontal mass or one small tree or two large shrubs per 30 feet of frontage; side yard: one small tree each side.~~
 - ~~[2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per 10 parking spaces with a minimum of one tree per lot.~~
 - ~~(j) Density shall be six to 10 units per acre.~~
 - ~~(k) Signage in the Mixed Multifamily Subdistrict shall be limited to the following sign types:~~
 - ~~[1] Street yard area: wall, hanging and ground signs shall be allowed.~~
 - ~~[2] Other yard areas: only wall signs shall be allowed.~~

~~(1) Developments shall incorporate the design standards identified in the Rome Town Center Design Plan.~~

~~(5) Architectural standards:~~

- ~~(a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least 25% of all elevations exposed to view shall incorporate one or more of the following materials into their design; rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain faced concrete block or plain faced structural concrete panels are not permitted on any elevation. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing seam metal or other material as approved by the Plan Commission.~~
- ~~(b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 6/12 roof pitch and shall be gable end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.~~
- ~~(c) 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.~~
- ~~(d) Porches: Porches, if included, shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of 40% of the width of the front elevation and shall be a minimum of six feet in depth. Recessing an entry is permitted. Porch roofs may be pitched or flat. If pitched, porch roofs shall be pitched at a minimum four inch rise for every 12 inches of run (4:12 slope) and shall be either shed type or hip type, with posts at regular intervals incorporated into each design. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.~~
- ~~(e) HVAC units and miscellaneous equipment: Rooftop and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.~~
- ~~(f) Projections and architectural details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and shall be noted on the site plan.~~

~~§ 360-81.5. Mixed Commercial/Light Industrial Subdistrict. [Amended 1-16-2025 by Ord.~~

~~No. 25-03]~~

~~A. General characteristics. Development sites in the Mixed Commercial/Light Industrial Subdistrict shall have the following general characteristics:~~

- ~~(1) Accommodates businesses that create minimal off-site impacts and are compatible with nearby residential and retail areas.~~
- ~~(2) Requires less aesthetic architectural requirements than the Commercial "A" Subdistrict. Architectural detail is primarily required only on street front.~~
- ~~(3) Outdoor storage is restricted.~~
- ~~(4) Requires landscaping on street frontage and restricts signage use.~~
- ~~(5) Requires buffering/screening from adjacent subdistricts and properties.~~
- ~~(6) Allows for retailing with attached warehousing/industrial component.~~

~~B. Principal uses for the Mixed Commercial/Light Industrial Subdistrict. The following table lists all permitted and conditional uses allowed in the Mixed Commercial/Light Industrial Subdistrict:~~

Use	Permitted	Conditional
~~Building construction and supply contractors~~	~~✖~~	
~~Business, professional or public services~~	~~✖~~	
~~Call centers~~	~~✖~~	
~~General merchandise stores~~	~~✖~~	
~~Greenhouses and nurseries~~	~~✖~~	
~~Pet supplies retail~~	~~✖~~	
~~Wholesale product sales with retail operations~~	~~✖~~	
~~ATV/UTV and snowmobile sales and service~~		~~✖~~
~~Automotive sales/service/repair shops (not including storage of junk or wrecked vehicles, unlicensed automobiles or parts)~~		~~✖~~
~~Building materials and product sales~~		~~✖~~
~~Car wash~~		~~✖~~
~~Civic uses~~		~~✖~~
~~Experimental, testing, and research laboratories not involving keeping of animals or use of animal products or any significant degree of danger or undesirable operational characteristics~~		~~✖~~
~~Food processing/distribution of food products~~		~~✖~~

Use	Permitted	Conditional
General warehousing, not to include open storage		✖
Home improvement products and services		✖
Light industrial distribution		✖
Lumber yards (no processing, retail only)		✖
Manufacturing assembly, fabrication and processing plants of a limited scope and not involving any substantial degree of heavy trucking or other operational characteristics which would adversely affect surrounding uses or be incompatible with the surrounding environmental character.		✖
Marine sales and service		✖
Printing and publishing houses and related activities		✖
Product manufacturing and sales		✖
Public utility offices and installations		✖
Toolmaking, cabinetry and repair shops		✖
Wholesale trade		✖
Woodworking production and sales		✖
Other uses deemed substantially the same as those listed herein		✖

~~C. Dimensional, area, and other requirements:~~

~~(1) Lot requirements:~~

~~(a) Frontage: minimum 70 feet.~~

~~(b) Area: minimum 10,000 square feet.~~

~~(c) Depth/width: maximum 4:1.~~

~~(2) Roadway setback:~~

~~(a) Internal Town Center road (whichever is greater):~~

~~[1] From center of roadway: minimum 43 feet.~~

~~[2] From lot line (no sidewalk): minimum 10 feet.~~

~~[3] From building edge of sidewalk: minimum five feet.~~

~~(b) Other Town road (whichever is greater):~~

- ~~[1] From center of roadway: minimum 63 feet.~~
- ~~[2] From lot line: minimum 30 feet.~~
- ~~(3) Building setback (from the furthest building projection):~~
 - ~~(a) Side: minimum 10 feet.~~
 - ~~(b) Rear: minimum 10 feet.~~
 - ~~(c) Between buildings: minimum 20 feet.~~
- ~~(4) Other requirements:~~
 - ~~(a) Building height: maximum 35 feet.~~
 - ~~(b) Accessory building height: maximum 24 feet. Architectural appurtenances such as cupolas, finials and other ornaments shall not be included in building height calculations.~~
 - ~~(c) No more than 65% of any parcel shall be covered by any impervious surface.~~
 - ~~(d) Accessory buildings shall comply with the architectural standards and shall not be constructed before the principal structure is present.~~
 - ~~(e) All septic fields shall be located in rear or side yards.~~
 - ~~(f) On-site parking shall be as set forth in § 360-81.6C and included on the site plan.~~
 - ~~(g) Loading docks and doors larger than 100 square feet are permitted at the rear of the building and must be screened from view from any street. Such doors shall be included on the site plan submitted.~~
 - ~~(h) No outdoor storage of goods or materials, unless otherwise approved by the Plan Commission. Outdoor storage of waste containers must be screened. Merchandise may be displayed outdoors adjacent to a business during business hours.~~
 - ~~(i) Landscape plans for the Mixed Commercial/Light Industrial Subdistrict shall be per the following standards unless otherwise approved by the Plan Commission on the conceptual landscape plan.~~
 - ~~[1] Street and side yard plants may be planted anywhere within the yard area and per the following standards: street yard: one large or small tree or two large shrubs per 10 feet of frontage; side yard: one small tree each side or two large shrubs each side.~~
 - ~~[2] Parking lot area landscaping shall be located within 15 feet of the periphery of the lot or within a planting island, spaced at a rate of one large tree per 10 parking spaces with a minimum of one tree per lot.~~
 - ~~(j) Signage in the Mixed Commercial/Light Industrial Subdistrict shall be limited to the following sign types:~~

- ~~{1} Street yard area: wall, hanging and ground signs shall be allowed.~~
- ~~{2} Other yard areas: only wall signs shall be allowed.~~
- ~~(k) Developments shall incorporate the design standards identified in the Rome Town Center Design Plan.~~
- ~~(5) Architectural standards:~~
 - ~~(a) Exterior finish materials: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least 50% of the street front elevations shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain faced concrete block or plain faced structural concrete panels are not permitted on the front elevation. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing seam metal built up asphalt, rubber membrane roofing or other material as approved by the Plan Commission.~~
 - ~~(b) Building massing: Primary roofs may be flat (minimum pitch of 2%) but pitched roofs are encouraged, breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.~~
 - ~~(c) Building elevations: All elevations shall be designed in a consistent and coherent manner.~~
 - ~~(d) Building color: Colors shall be earth toned in appearance. 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.~~
 - ~~(e) Porches: Porches, if included, shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of 40% of the width of the front elevation and shall be a minimum of six feet in depth. Recessing an entry is permitted. Porch roofs may be pitched or flat. If pitched, porch roofs shall be pitched at a minimum four inch rise for every 12 inches of run (4:12 slope) and shall be either shed type or hip type, with posts at regular intervals incorporated into each design. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.~~
 - ~~(f) HVAC units and miscellaneous equipment: Rooftop and ground mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.~~
 - ~~(g) Projections and architectural details: All projections and details such as louvers, exposed flashing flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complementary color used elsewhere on the building and~~

~~shall be noted on the site plan.~~

§ 360-81.2.1.6. General requirements for all Rome Town Center Subdistricts. Landscaping, Lighting, and Parking

A. 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~~ Master Plan.
- (2) Buffering. Landscape buffering between ~~uses~~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~~uses, 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.

- (5) Installation. Unless otherwise referenced in a developer's agreement, all landscaping shall be completed within 90 calendar days of issuance of a certificate of occupancy or similar document allowing occupation and use of the property. If occupancy occurs after October 15 of any given year, the developer of the site may complete the landscaping within 90 calendar days of April 1 of the following year, provided best management practices are utilized and maintained to control soil erosion until the ground cover (lawn) becomes established.
- (6) Maintenance. All lawns, trees, shrubs and other ground cover shall be kept in good appearance at all times. If grass is not cut, or trees or shrubs not properly pruned and maintained, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided in § 360-81.4.1.8.

B. Outdoor lighting.

- (1) Illumination. All outdoor lighting shall be provided by cut-off type fixtures which shall keep off-site overspill and night sky illumination to a minimum. Maximum illumination, as measured horizontally at the lot line at chest height shall not exceed 1.0 ~~foot-candle~~ foot-candle.
- (2) Location. Lighting fixture location shall emphasize intersections and pedestrian access routes while providing uniform illumination of pedestrian access routes. The scale of fixtures shall be lowered in pedestrian and biking areas to emphasize sidewalk-type surfaces. Outdoor lighting shall be mounted and located so as to be consistent with illumination requirements of this subsection.
- (3) Design. All lighting designs shall be reviewed and approved by the Plan Commission to ensure consistency with illumination and location standards of this subsection, and the guidelines in the Rome Town Center Design Plan.

C. Parking.

- (1) Parking location. All parking, including employee and visitor parking, shall be provided on-site as set forth in the following schedule, unless otherwise approved by the Plan Commission:

Use	Minimum Parking Requirements
Motels, hotels, or resorts	One space for each guest room, plus one space for each three employees
Rooming and boarding houses, fraternity and sorority houses, dormitories, rectories	One space for each bed plus one for each employee
Retirement homes	One and one-half spaces per dwelling unit

Use	Minimum Parking Requirements
Nursing homes	One space for each three beds plus one space for each three employees plus one space for each staff physician
Medical and dental clinics, day spas	One space for each 100 square feet of waiting room area
Churches, theaters, auditoriums, community centers, vocational and night schools, and other public assembly	One space for each three seats
Restaurants, bars and similar places of entertainment	One space for every six seats
Manufacturing and processing plants (including meat and food processing), laboratories and warehouses	One space for each 500 square feet of primary floor area, plus one space for each two employees
Funeral homes	Twenty spaces for each viewing room
Bowling alleys	Five spaces for each alley
Lodges and clubs	One space for each five members
Automobile repair and service garages, car washes	One space for each regular employee plus one space for 250 square feet of floor area used for repair work/washing
Motor vehicle sales (new and used)	One space for each 500 square feet of outdoor display area on which motor vehicles are to be displayed (this requirement does not include service garages, see above)
Gasoline filling stations	Three spaces for each grease rack or similar facility plus one space for each attendant
Repair shops, retail and service stores	Two spaces for each 800 square feet of sales floor area
Golf courses	Two spaces per hole
Barber and beauty shops	Two spaces plus one-half space per chair
Offices and call centers	One space for each 300 square feet of primary floor area
Art gallery, museum and other civic uses	Two spaces for each 800 square feet of floor area
Bank/credit union	One space for each 300 square feet of floor area

Use	Minimum Parking Requirements
Uses not listed	The provisions for a similar use shall apply
Combinations of any of the above uses	The sum of the number of stalls required for each individual use shall be provided

All on-site parking shall be located at least 10 feet from any parcel line, unless otherwise approved by the Plan Commission. Required off-street parking shall be on the same lot as the use it serves or on a lot located not more than 100 feet distant.

- (2) Parking space access and design. Each parking space shall be not less than nine feet wide and 20 feet in length, exclusive of the space required for driveways. Adequate access to a public street shall be provided for each parking space.
 - (3) Parking surface. All parking areas and driveways shall be hard-surface paved, dust free, and properly marked. When curbs are desired, they shall be concrete.
- D. General property maintenance. All real property within the boundaries of the RTC District, whether occupied or unoccupied, and any buildings or other improvements placed thereon, shall at all times be maintained in such a manner as to prevent becoming unsightly by reason of accumulation of rubbish, or debris thereon, or unsightly condition of the improvements thereon. No building or improvement in the District shall be permitted by its owner to fall into disrepair, and such building and improvements shall at all times be kept in good condition and repair and adequately painted or otherwise finished. If, in the opinion of the Town, proper maintenance is not being undertaken, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided in § 360-81.48.
- E. Signage. Unless otherwise provided for in a subdistrict, general signage restrictions shall be as set forth in § 360-126B.

§ 360-81.3.4.7. ~~Project review and approval.~~

The following describes the application and review process for development projects in the RTC:

- A. Pre-application conference. The pre-application conference is designed to allow an applicant to present a concept plan to the Town Zoning Administrator for a discussion of suggestions and concerns. Applicants are required to have a pre-application conference prior to submission of an offer to purchase.
- B. Application. Following the acceptance of an offer to purchase and development agreement, a developer shall submit to the Zoning Administrator eight copies of a completed site plan and plan of operation along with the application fee. A complete application shall be comprised of all the following for proper review:
 - (1) General information. The name and address of the owner or developer, the North point, date and scale of drawing, at a scale not less than one inch for each 100 feet.
 - (2) Intended use of the property, which shall be consistent with the principal use section in

the applicable subdistrict.

- (3) All property boundaries with dimensions.
- (4) All setbacks.
- (5) Locations of any existing buildings, proposed buildings, or additions.
- (6) Samples of proposed exterior finish colors.
- (7) Depiction/description of compliance with all requirements set forth in the design and architectural standards in this article and the Rome Town Center Design Plan.
- (8) Proposed floor elevation in relation to existing grade and street grade.
- (9) Location and names of center line of adjoining streets, proposed driveways, and parking.
- (10) Existing and proposed contours/grading.
- (11) Locations and descriptions of easements.
- (12) Utility plans: size and location of sewer and water main connection from curb to building. Show proposed metering points and arrangement.
- (13) Locations and type of proposed lighting (lighting plan with lighting specifications).
- (14) Design of ingress and egress.
- (15) Locations and type of proposed signs and/or existing signs.
- (16) Locations and type of refuse enclosure.
- (17) Completion of drainage plan specification form.
- (18) Drainage plan with drainage calculations (including total impervious area) as required by this article and county requirements.
- (19) NR 216 post-construction stormwater management plans (SWMP).
- (20) Best management practices, structures and areas with elevations and slope ratios.
- (21) High water line elevation of any adjoining stream or lake; floodways/floodplains and water elements.
- (22) A conceptual landscape plan, which includes the anticipated location/use of the following: landscaping and fencing, yards and setback area, use of landscaping and/or wall or fencing for screening purposes, and use of and/or removal of existing trees.
- (23) Any other plans and information deemed necessary by the Zoning Administrator or the Plan Commission to ensure that the requirements of this chapter are or will be fulfilled. This may include executing a contract by which the developer agrees to reimburse the Town for its reasonable costs incurred in considering Subsection B(8), (10), (12), (14), and (18) through (21) herein, together with any other issues identified by the Plan

Commission or Town Board for compliance with federal, state and local regulations.

C. Review process.

- (1) Review and recommendation by Plan Commission. Within 40 days after submission of a completed application, the Plan Commission shall meet to review the application and make a recommendation to the Town Board. The applicant or developer must be available to present and explain how the project meets the conditions set forth in this article and the Rome Town Center Design Plan. The Plan Commission may recommend approval, approval with conditions, or denial of the project proposal. If the Plan Commission fails to make a recommendation on an application within 40 days after a complete application submittal, the application shall be forwarded to the Town Board without a recommendation.
- (a) At the time of recommendation of a site plan and plan of operation to the Town Board, the applicant shall, at the discretion of the Plan Commission, file a bond, certificate of deposit, irrevocable letter or credit or certified check with the Town Clerk/Treasurer in an amount equal to the estimated cost of the required improvements as determined by the Plan Commission. Such security shall be in a form deemed acceptable by the Town Attorney and shall guarantee that all required improvements will be completed according to Town specifications by the applicant or its contractors not later than 24 months from the date the building permit is issued.
- (2) Review and action by Town Board. Upon recommendation by the Plan Commission, or its failure to make a recommendation within 40 days, the Town Board will review the application and any recommendation received from the Plan Commission. The Town Board shall consider the application within 45 days of the Plan Commission's recommendation or the expiration of 40 days after submission of a completed application to the Plan Commission, if the Plan Commission fails to make a recommendation.

D. Amending a site plan. After the approval of a site plan and plan of operation pursuant to this section, a developer may apply for approval of an amendment to the site plan and plan of operation under the following process:

- (1) An application must be submitted including a statement of the proposed amendment(s) and a site plan depicting the proposed amendment(s), along with payment of an application fee.
- (2) The Plan Commission shall review an application for amending a site plan and solicit a recommendation from the Zoning Administrator. The Plan Commission may recommend approval, approval with conditions, or denial of the application.
- (3) Upon recommendation by the Plan Commission, the Town Board will review the application and any recommendation received from the Plan Commission. The Town Board is vested with the final authority to approve amendments to a site plan and plan of operation.

E. Final landscape plan. A final landscape plan shall be submitted after substantial completion

of the building to the Zoning Administrator for review and consideration by the Town Board. The final landscape plan shall meet the requirements set forth in this article.

§ 360-81.4.1.8. Violations.

The Town Zoning Administrator shall receive and investigate any suspected violations for properties located in the RTC District.

- A. Upon report of a suspected violation, the Zoning Administrator shall conduct a site visit for the purpose of determining whether a violation has, in fact, occurred. If a violation exists, the Zoning Administrator shall meet in person with the property owner to discuss the violation and establish a timetable for remedying it. The initial discussion with the owner shall be followed by a letter from the Zoning Administrator confirming the discussion, the nature of the violation and a timetable to remedy.
- B. If the problem is substantially resolved within the timetable established, the Zoning Administrator shall contact the owner regarding any remaining issues that need to be addressed in order to bring the property into total compliance. That contact shall be followed up with a confirmation letter.
- C. If a problem has not been substantially resolved within the established timetable, the Zoning Administrator shall refer the matter to the Town Attorney for review and recommendation. The referral shall include an identification of the violation(s) of this article, the developer's agreement, or other agreements, as well as any nuisance issues to be addressed. Prosecution and remediation of violations shall be as provided in § 360-30.