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

AGENDA
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING AND REGULAR MEETING

TUESDAY, NOVEMBER 10, 2026 **4:00 P.M.** **ROME MUNICIPAL BUILDING**
1156 Alpine Drive
Nekoosa, WI 54457

1. Call to Order

2. Roll Call

3. Certify Posting of Meeting

4. Approve Agenda

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

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

NO ACTION CONTEMPLATED POSSIBLE REFERAL TO FUTURE AGENDA:

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

7. Open Public Hearing

   a. Consideration of the proposed Comprehensive Plan Map 9 amendment from Forestry to Rural Residence relating to the property owned by SA Properties, located in NE ¼, NW ¼, Section 22, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00869-0000; total area 40.0 acres

   b. Consideration of proposed amendments to Ordinance – Article XXXI Entitled "Gateway Overlay District"

8. Close Public Hearing

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

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

10. Discussion and possible action – Recommendation to the Town Board; Consideration of the proposed Comprehensive Plan Map 9 amendment from Forestry to Rural Residence relating to the property owned by SA Properties, located in NE ¼, NW ¼, Section 22, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00869-0000; total area 40.0 acres

11. Discussion and possible action - Recommendation to the Town Board; Consideration of proposed amendments to Ordinance – Article XXXI Entitled "Gateway Overlay District"

12. Discussion only – Error on Zoning Map

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

13. Next agenda items

14. Next meeting date and time

ADJOURNMENT

"Speak Your Peace" Commitment – A reminder that the town has adopted the Nine Tools of Civility which commits the Plan Commission committee Members and the Public to be mindful of how we treat each other at meetings. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. The Plan Commission Committee may take action on any item on the agenda. It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Plan Commission committee. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Wendy Newson, Town Clerk, at 1156 Alpine Drive, Nekoosa, WI 54457, ph. 715-325-8046.

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

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

MINUTES
TOWN OF ROME PLAN COMMISSION PUBLIC HEARING AND REGULAR MEETING

TUESDAY, OCTOBER 6, 2026 4:00 P.M.

1. Call to Order

   The meeting was called to order by Chairman Reppen at 4:00 p.m.

2. Roll Call

   Present: William Kappel, Bruce Hoeppner, Vito Giardino, and Tim Reppen
   Absent/excused: Heather Dalton and Paul Janczak
   Also present: Zoning Administrator, Emily Arndt and Deputy Clerk/Treasurer, Taylor Owczynsky

3. Certify Posting of Meeting

   Deputy Clerk, Owczynsky certified that on, Tuesday, September 22, 2026, the Agenda for the Town of Rome Plan Commission meeting for Tuesday, October 6, 2026 was posted at:

Posted at the Rome Town Hall	*2:16 p.m.*
Posted at Kwik Trip, LLC	*2:22 p.m.*
Posted at Nekoosa Port Edwards State Bank	*2:29 p.m.*
Legal Notice published in WI Rapids Tribune	*September 22 & September 29, 2026*

4. Approve Agenda

   Motion by Giardino/Hoeppner to approve the agenda. Motion carried.

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

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

   Two citizen comment cards received.
   1) Josh Gottowske – 1122 County Road D, stated concerns regarding paving requirements within the Gateway Overlay District.
   2) Ashley Wenger – 1195 N Archers Way, Discussion regarding paving requirements and boundary amendments within the Gateway Overlay District.

NO ACTION CONTEMPLATED POSSIBLE REFERAL TO FUTURE AGENDA:

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

   No updates given.

7. Open Public Hearing

   a. Consideration of proposed amendments to Ordinance – Article XXV Entitled "Signs and Billboards"

      Zoning Administrator, Emily Arndt gave an overview of the agenda item. Included in the packet is the proposed ordinance amendments for Article XXV Entitled "Signs and Billboards"

   b. Consideration of proposed amendments to Ordinance – Article XVII Entitled "Rome Town Center District"

      Zoning Administrator, Emily Arndt gave an overview of the agenda item. Included in the packet is the proposed ordinance amendments for Article XVII Entitled "Rome Town Center District". This ordinance was amended by the Rome Town Center Sub-Committee. With this ordinance amendment, all zoning districts located within the Rome Town Center are now one general zoning district.

   c. Consideration of an amendment to the Site Plan/Plan of Operation for Tri-Lakes Storage, for the property located at 620 State Road 13, located in N1/2 SW1/4 NE1/4 EX HWY ROW, Section 32, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01035-0000

      Zoning Administrator, Emily Arndt gave an overview of the application. Applicant Tri-Lakes Storage has submitted a Site Plan/Plan of Operation amendment to add storage buildings and a fence at their storage rental facility at 620 State Road 13. The property is zoned B-1 Business District. Letters were sent to five property owners within 200' of the affected property. Zoning Administrator, Emily Arndt read in an email, for the record, from neighbor Sande Kouba, regarding her concerns for the project. No representative present for the agenda item.

   d. Consideration of an amendment to the Site Plan/Plan of Operation for Wisconsin Trapshooting Association, for the property located at 1312 Akron Drive, described as GOV LOT 14, located in Section 06, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00608-0000

      Zoning Administrator, Emily Arndt gave an overview of the application. Applicant Wisconsin Trapshooting Association has submitted a Site Plan/Plan of Operation amendment to add an addition to their main building. The property is zoned FR Forest and Outdoor Recreation District. Letters were sent to two property owners within 200' of the affected property.

   e. Consideration of a proposed zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by SA Properties, located in NE ¼, NW ¼, Section 22, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00869-0000; total area 40.0 acres

      Zoning Administrator, Emily Arndt gave an overview of the application. Applicant SA Properties is requesting an amendment in zoning from FR (Forest & Outdoor Recreation) to R-4 (Rural Residence District). This parcel is 40-acres in size. Letters were sent to nine property owners within 200' of the affected property. This zoning amendment is also a Comprehensive Plan amendment from Forestry to Rural Residential which will be on the November agenda to meet the 30-day notice requirement.

8. Close Public Hearing

Motion by Kappel/Giardino to close the public hearing. Motion carried.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action – Approval of the August 11, 2026 meeting minutes.

   Motion by Kappel/Hoeppner to approve the August 11, 2026 meeting minutes as presented. Motion carried.

10. Discussion and possible action - Recommendation to the Town Board; Consideration of proposed amendments to Ordinance – Article XXV Entitled "Signs and Billboards"

    Discussion regarding the proposed amendment.
    Motion by Hoeppner/Giardino to recommend to the Town Board the proposed amendments to Ordinance – Article XXV Entitled "Signs and Billboards". Motion carried.

11. Discussion and possible action - Recommendation to the Town Board; Consideration of proposed amendments to Ordinance – Article XVII Entitled "Rome Town Center District"

    Motion by Kappel/Giardino to recommend the proposed amendments to Ordinance – Article XVII Entitled "Rome Town Center District" to the Town Board. Motion carried.

12. Discussion and possible action – Recommendation to the Town Board; Consideration of an amendment to the Site Plan/Plan of Operation for Tri-Lakes Storage, for the property located at 620 State Road 13, located in N1/2 SW1/4 NE1/4 EX HWY ROW, Section 32, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-01035-0000

    Motion by Kappel/Giardino to make the recommendation to the Town Board to approve the amendment to the site plan/plan of operation for Tri-Lakes Storage, including the Findings of Fact. A condition was added to the Findings of Fact stating, "All the storm water runoff must be retained and handled on the property".

13. Discussion and possible action – Recommendation to the Town Board; Consideration of an amendment to the Site Plan/Plan of Operation for Wisconsin Trapshooting Association, for the property located at 1312 Akron Drive, described as GOV LOT 14, located in Section 06, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00608-0000

    Motion by Giardino/Kappel to make the recommendation to the Town Board to approve the amendment to the site plan/plan of operation for Wisconsin Trapshooting Association, including the Findings of Fact. Motion carried.

14. Discussion and possible action – Recommendation to the Town Board; Consideration of a proposed zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by SA Properties, located in NE ¼, NW ¼, Section 22, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00869-0000; total area 40.0 acres

    Motion by Kappel/Hoeppner to make the recommendation to the Town Board to approve the zoning map amendment for SA Properties, including the Findings of Fact. Motion carried.

15. Discussion and possible action – Appointment of a member to the Comprehensive Plan Subcommittee

    Motion by Reppen/Giardino to appoint William Kappel to the Comprehensive Plan Sub-Committee. Motion carried.

16. Discussion only – Review of proposed amendments to Ordinance – Article XXXI Entitled "Gateway Overlay District"

Zoning Administrator, Emily Arndt gave an overview of the agenda item. At the previous meeting, a citizen comment was made requesting that all properties located along Alpine Drive and County Highway D be removed from the Gateway Overlay District. I would not recommend a boundary amendment to remove these properties.

The current boundary extends along Highway 13 beginning just north of Dollar General and continues south to Apache Avenue. It extends west to include the entirety of the Rome Town Center area and extends a similar distance east along County Highway D to include the existing businesses before the zoning transitions to residential uses. Maintaining this boundary is important to ensure that the Gateway Overlay District continues to serve its intended purpose and provides consistent standards along the Town's primary commercial corridors. Included in the packet/staff report was the zoning administrator's proposed remedies to the current situation.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

17. Next agenda items

**Comprehensive Plan Amendment for the property owned by SA Properties*

** Discussion and possible action – Proposed amendments to the Gateway Overlay District*

18. Next meeting date and time

November 10, 2026 at 4:00 p.m.

ADJOURNMENT

Motion by Giardino/Kappel to adjourn at 4:48 pm. Motion carried.

Respectfully submitted,

Taylor Owczynsky
Taylor Owczynsky
Deputy Clerk/Treasurer

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

Plan Commission Zoning Administrator Report

Item 7a & 10
Applicant SA Properties is requesting an amendment to the Comprehensive Plan from Forestry to Rural Residence. This parcel is 40-acres in size. Letters were sent to nine property owners within 200' of the affected property.

Item 7b & 11
Included in your packet are the proposed amendments to Article XXXI, "Gateway Overlay District." These amendments are necessary as part of the ongoing update to the Rome Town Center (RTC) Ordinance. The current Gateway Overlay District directly references the RTC Ordinance. As the RTC Ordinance was being updated, the Gateway Overlay District was so that it continues to closely follow the RTC standards while functioning as a standalone ordinance without direct references.

Main amendments:

The following amendment would improve the ease and consistency of enforcement while allowing the District to more effectively accomplish its intended purpose.

> § 360-161(B). Unless otherwise indicated on the map, the district boundary lines are measured at 200 feet from the center lines of roads, highways, or such lines extended or connected. If any portion of a parcel of property is located within the Gateway Overlay District boundary, the entire parcel shall be subject to all applicable requirements of the Gateway Overlay District.

The intent is to prevent situations where development is designed around the 200-foot boundary, such as buildings or site improvements being located just outside the boundary or properties being partially developed under Gateway standards and partially exempt from them. Such situations can undermine the overall purpose of the ordinance because the Gateway Overlay District is intended to regulate the appearance and site design of development within the Town's major entrance corridors.

Applying the requirements to the entire parcel when any portion falls within the District would create a more consistent standard and ensure that the Gateway Overlay District better accomplishes its intended aesthetic and economic objectives.

I recommend revising the paving requirement to distinguish between visible, customer-facing areas and areas located behind the principal building.

The proposed language is:

> (3) Parking surface. The immediate front driveway and any parking area serving a principal building shall be hard-surface paved, dust free, and properly marked. Driveway areas located to the rear of the principal building and any parking that does not serve the principal structure may remain gravel, provided they are properly maintained and do not create dust, drainage, or other nuisance conditions. When curbs are desired, they shall be concrete.

Item 12
An error was identified on the zoning map, and we will be taking the necessary steps to correct it and restore the property to its previous zoning designation.

FINDINGS OF FACT:

1. A full and complete application was filed by SA Properties LLC, and received August 26, 2026 (herein referred to as "Application") seeking a Comprehensive Plan and Zoning Map Amendment for the property located in NE ¼, NW ¼, Section 22, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00869-0000; total area 40.0 acres
2. The property herein is currently classified as FR (Forest and Outdoor Recreation) on map 9 in the Town's Comprehensive Plan and is zoned R-4 (Rural Residence District), as defined in Chapter 360 of the Town of Rome's Zoning Ordinance.
3. The Proposed classification change is to Rural Residential in the Town's Comprehensive Plan.
4. At the public hearing for the Application held by the Town of Rome Plan Commission on November 10, 2026, evidence and testimony was presented by the Applicant, and all interested persons were allowed an opportunity to speak, a full and complete record of which will be detailed in the minutes of the Plan Commission.
5. The proposed Comprehensive Plan classification change request conforms to the purpose, intent, spirit and regulations of the Comprehensive Plan by "assuring an adequate supply of decent, safe, affordable and sanitary housing", while "promoting harmonious land use patterns throughout the Town, making sure proposed and adjacent uses are compatible with existing or anticipated future development."

The Town of Rome Plan Commission hereby recommends approval of the Comprehensive Plan Land Use Classification change request submitted by SA Properties LLC for parcel #030-00869-0000, for the purpose of building a house with the following conditions:

a. _____

b. _____

c. _____

Planning Commission Chair: _____ Date: _____

Planning Commission Secretary: _____ Date: _____

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

Signature of Owner/Applicant: _____ Date: _____

Signature of Owner/Applicant: _____ Date: _____

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

30-8609

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

PETITION FOR ZONING MAP AMENDMENT and COMPREHENSIVE PLAN AMENDMENT
FEE: $400.00[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 required to pay another application fee to reschedule the hearing.

Office use:
File #
[1] Fee $
Parcel #
Date received 8-26-24
Check # 8022 $400.00 pd
Total acres (sq. ft.) _____

Attach plot plan or location sketch showing the entire land parcel including the location, boundaries, uses and sizes of the following: subject site, portion to be rezoned, 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 SA Properties LLC
Mailing Address 2321 OK Bluff Cir.
Plover, WI 54467
Phone 262-422-2620

Property Location / Description:
NE ¼ NW ¼ Sec. 22 T 20 N R 6 E
Lot _____ Block _____ Addition _____
Subdivision or CSM _____
Address _____

The total area of the property is: 40 acres and the current zoning district is: Forest and Outdoor Recreation

Current Comprehensive Plan classification is: Forestry

Current use of the property is: Outdoor Recreation

[X] I request that the comprehensive plan classification for the above described property be changed to Rural Residenti

[X] I request that the zoning classification of the above described property be changed to the Rural Residence R4 district.

Proposed use of the property is: Rural Residence Rural Residence.

Proposed zoning and/or comprehensive plan classification conforms to the purpose, intent, spirit and regulations of the zoning ordinance and/or the Comprehensive Plan because:

Applicant wants to build a rural residence for outdoor recreation

[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 zoning map change 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, 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] Wayne R. Ashenbrenner Date 8/25/24
Registered Agent

State of Wisconsin

Department of Financial Institutions

Corporations Bureau

Form 5-Domestic Limited Liability Company Annual Report

Name of Entity

Search by Entity Name or ID:	SA PROPERTIES, LLC Entity ID: S088958
Formed under the laws of:	Wisconsin

Registered Agent

Registered Agent Individual:	WAYNE R. ASHENBERG
Name of Entity:	
Address:	2321 OK BLUFF CIR
Address 2:	
City:	PLOVER
State:	WI
Zip Code:	54467-9001
Registered Email Address:	wrabruno@aol.com

Principal Office

Address:	2321 OK BLUFF CIR
Address 2:	
City:	PLOVER
State:	WI
Zip Code:	54467-9001

Management

Where management is vested:	Management is vested in Members

Members

Name:	Shawn Ashenberg
Name:	Chad Ashenberg

Signature

Title:	Wayne R. Ashenberg
Date:	8/18/2026
I understand that checking this box constitutes a legal signature:	Yes
Signatory's Name:	Wayne R. Ashenberg

Contact Information (Optional)

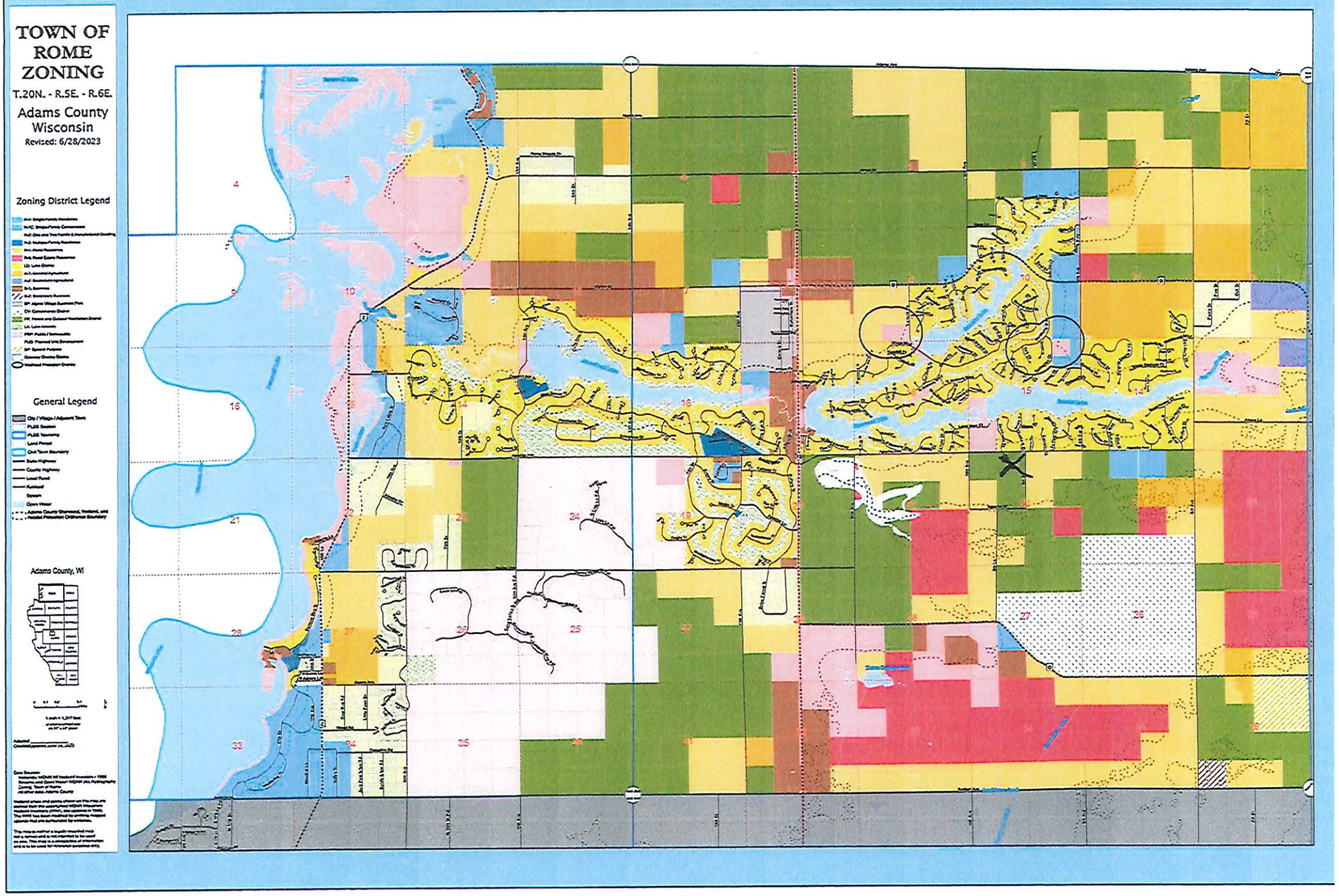
Name:	Wayne R. Ashenberg
Address:	2321 OK Bluff Cir
City:	Plover

TOWN OF ROME ZONING

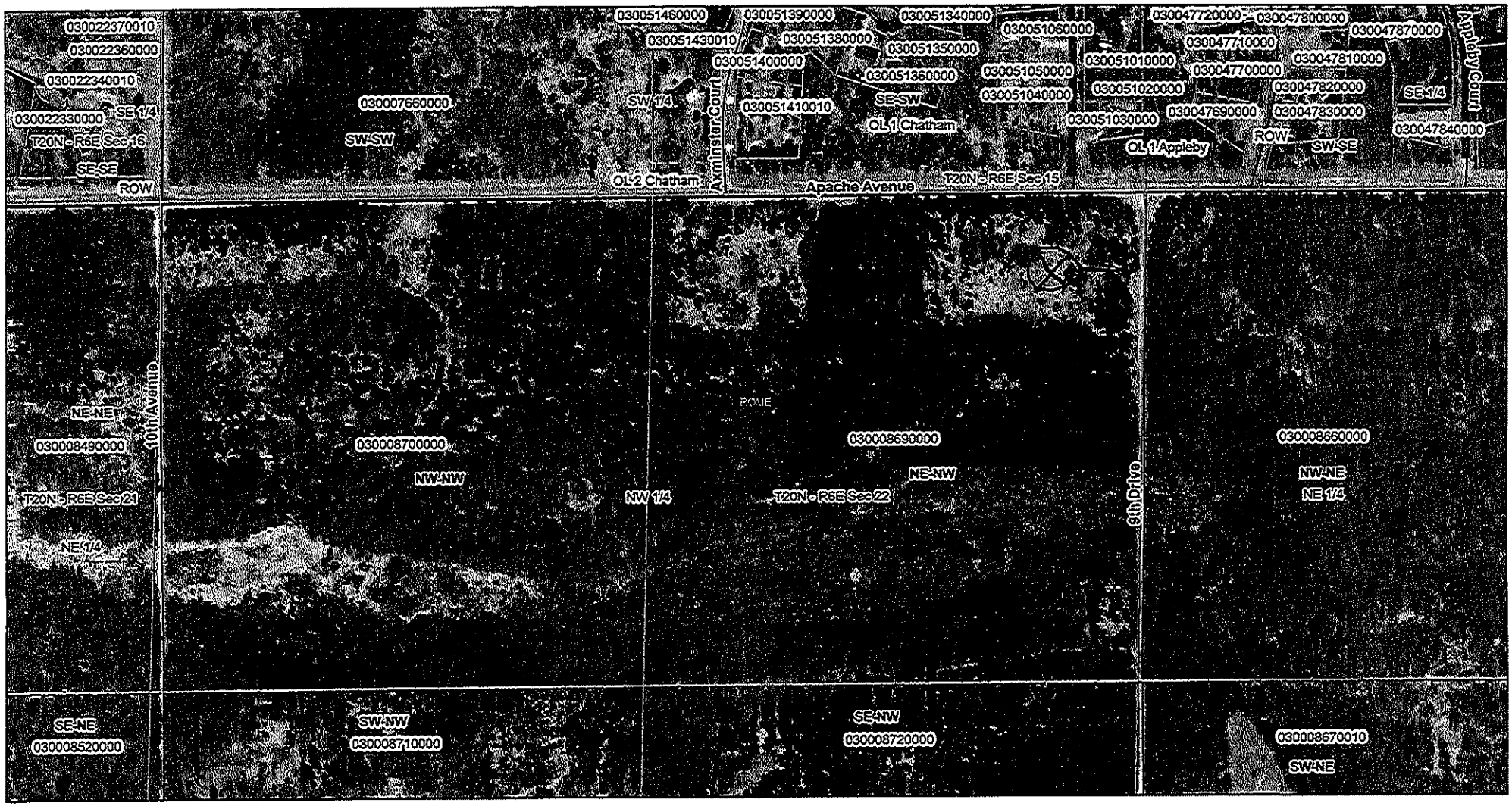
T.20N. - R.5E. - R.6E.

Adams County
Wisconsin

Revised: 6/28/2023



ArcGIS Web Map



8/25/2026, 11:44:33 AM

- Parcels
- Road Centerlines
- Municipal Boundary
- PLSS Section
- PLSS Quarter Sections
- PLSS Quarter Quarter Sections

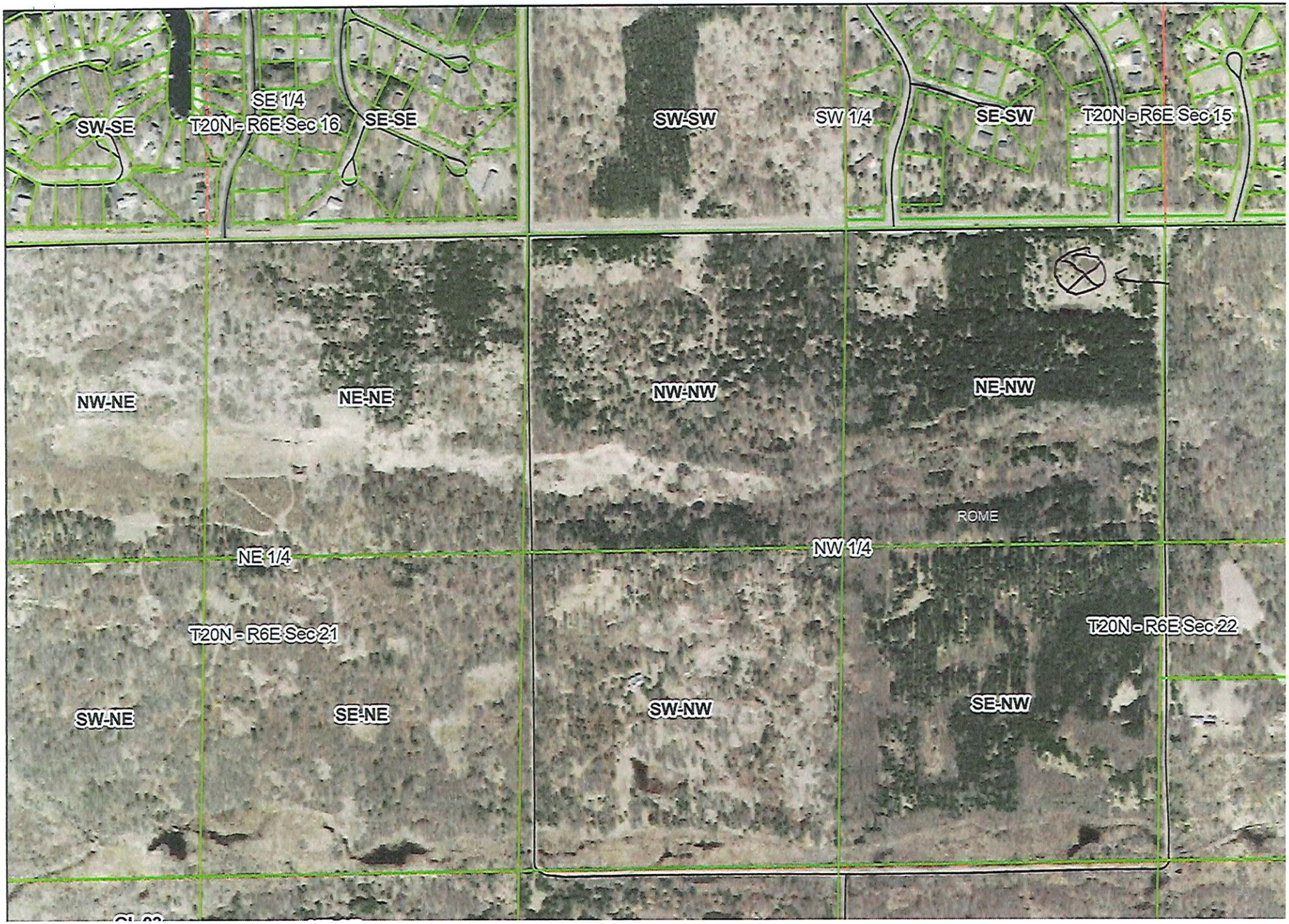
1:4,286

0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

Samuel Bortz, Adams County GIS, Vantor

ArcGIS Web Map



TOWN OF ROME, ADAMS COUNTY, WISCONSIN
AN ORDINANCE AMENDING ARTICLE XXXI OF THE ZONING CODE
ENTITLED "GATEWAY OVERLAY DISTRICT"

The Town Board of the Town of Rome, Adams County, Wisconsin, do ordain as follows:

SECTION 1: Section 360 of the Zoning Code of Ordinances of the Town of Rome, Adams County, Wisconsin entitled Gateway Overlay District is hereby amended as set forth on the attached Exhibit A.

SECTION 2: If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is found invalid or unconstitutional by a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 3: All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance shall take effect and be in full force and effect from and after its passage and publication or posting as required by law.

Adopted this _____ day of November, 2026.

TOWN OF ROME

_____
Carl Hasdal, Chairman

ATTEST:

_____
Wendy Newsom, Clerk

Adopted: _____

Published: _____

ARTICLE XXXI
Gateway Overlay District

§ 360-160. Purpose.

Main corridors into the Town of Rome provide a first impression of the Town for many visitors. It is imperative that they present a positive and welcoming impression. As such, the appearance is second only to the importance of safety. The purpose of the Town of Rome's Gateway Overlay District is to advance both the aesthetic and economic objectives of the Town of Rome as a recreational community by controlling site design and appearance of development within the Town's major entrance points from the north/south and east/west. The Gateway Overlay District was created to advance this purpose in a manner that is consistent with sound economic, land use, and design principles. The specific objectives of the Gateway Overlay District are to:

A. Create a vibrant environment that emphasizes the area as a gateway to the Town of Rome;

B. Promote a positive visual impression of our gateway corridor.

§ 360-161. Boundaries.

A. The location and boundaries of the Gateway Overlay District are set forth on the Map entitled "Town of Rome Zoning Map," which is incorporated herein and hereby made a part of these guidelines. Said map, together with everything shown therein and all amendments thereto, shall be as much a part of this document as though fully set forth and described herein.[1]

B. Unless otherwise indicated on the map, the district boundary lines are measured at 200 feet from the center lines of roads, highways, or such lines extended or connected. If any portion of a parcel of property is located within the Gateway Overlay District boundary, the entire parcel shall be subject to all applicable requirements of the Gateway Overlay District.

§ 360-162. Standards for Gateway Overlay District.

A. Dimensional, area, and other requirements:

(1) Lot requirements:

(a) Frontage: minimum 70 feet.

(2) Roadway setback (from the furthest building projection):

(a) 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 15 feet.

(b) Rear: minimum 15 feet.

(c) Waterfront: minimum 75 feet

(d) Between buildings: minimum 10 feet

(e) Side/rear abutting residential: minimum 50 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 § 360-163C 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.

(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 4/12 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. 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.

§ 360-163. 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.

(2) Buffering. Landscape buffering between uses shall be in a manner which creates a visual screen, where determined necessary, while preserving a woodland character. 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, coniferous trees must be a minimum of four feet tall, and deciduous trees must have a minimum of 1.5" diameter trunk 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 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. 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.

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
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. The immediate front driveway and any parking area serving a principal building shall be hard-surface paved, dust free, and properly marked. Parking areas and driveway areas located to the rear of the principal building may remain gravel, provided they are properly maintained and do not create dust, drainage, or other nuisance conditions. 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. General signage restrictions shall be as set forth in § 360-126B.

§ 360-164. 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) All property boundaries with dimensions.

(3) All setbacks.

(4) Locations of any existing buildings, proposed buildings, or additions.

(5) Samples of proposed exterior finish colors.

(6) Depiction/description of compliance with all requirements set forth in the design and architectural standards in this article.

(7) Proposed floor elevation in relation to existing grade and street grade.

(8) Location and names of center line of adjoining streets, proposed driveways, and parking.

(9) Existing and proposed contours/grading.

(10) Locations and descriptions of easements.

(11) Utility plans: size and location of sewer and water main connection from curb to building. Show proposed metering points and arrangement.

(12) Locations and type of proposed lighting (lighting plan with lighting specifications).

(13) Design of ingress and egress.

(14) Locations, type, and dimensions of proposed and/or existing signs.

(15) Locations and type of refuse enclosure.

(16) Completion of drainage plan specification form.

(17) Drainage plan with drainage calculations (including total impervious area) as required by this article and county requirements.

(18) NR 216 post-construction stormwater management plans (SWMP).

(19) Best management practices, structures and areas with elevations and slope ratios.

(20) High water line elevation of any adjoining stream or lake; floodways/floodplains and water elements.

(21) 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.

(22) 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. 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. Amendments

(1) For the purpose of promoting the purpose of these guidelines, the general welfare and conserving the value of property throughout the Town, the Town Board may, from time to time, in the manner hereinafter set forth, amend the regulations imposed by this article, provided that all amendments adopted under the authority of this section, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantage of the entire community, the uses to which property is devoted at the time of such amendments, and the purpose and intent of the Gateway Overlay District.

(2) 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:

(a) 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.

(b) 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.

(c) 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.

A.

A.

TOWN OF ROME, ADAMS COUNTY, WISCONSIN
AN ORDINANCE AMENDING ARTICLE XXXI OF THE ZONING CODE
ENTITLED "GATEWAY OVERLAY DISTRICT"

The Town Board of the Town of Rome, Adams County, Wisconsin, do ordain as follows:

SECTION 1: Section 360 of the Zoning Code of Ordinances of the Town of Rome, Adams County, Wisconsin entitled Gateway Overlay District is hereby amended as set forth on the attached Exhibit A.

SECTION 2: If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is found invalid or unconstitutional by a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 3: All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance shall take effect and be in full force and effect from and after its passage and publication or posting as required by law.

Adopted this _____ day of November, 2026.

TOWN OF ROME

_____
Carl Hasdal, Chairman

ATTEST:

_____
Wendy Newsom, Clerk

Adopted: _____

Published: _____

ARTICLE XXXI
Gateway Overlay District

§ 360-160. Purpose.

Main corridors into the Town of Rome provide a first impression of the Town for many visitors. It is imperative that they present a positive and welcoming impression. As such, the appearance is second only to the importance of safety. The purpose of the Town of Rome's Gateway Overlay District is to advance both the aesthetic and economic objectives of the Town of Rome as a recreational community by controlling site design and appearance of development within the Town's major entrance points from the north/south and east/west. The Gateway Overlay District was created to advance this purpose in a manner that is consistent with sound economic, land use, and design principles. The specific objectives of the Gateway Overlay District are to:

A. Create a vibrant environment that emphasizes the area as a gateway to the Town of Rome;

B. Promote a positive visual impression of our gateway corridor.

§ 360-161. Boundaries.

A. The location and boundaries of the Gateway Overlay District are set forth on the Map entitled "Town of Rome Zoning Map," which is incorporated herein and hereby made a part of these guidelines. Said map, together with everything shown therein and all amendments thereto, shall be as much a part of this document as though fully set forth and described herein.[1]

B. Unless otherwise indicated on the map, the district boundary lines are measured at 200 feet from the center lines of roads, highways, or such lines extended or connected. ~~Where not otherwise indicated on the map, it is intended that the district boundary line be measured at right angles to the nearest highway right-of-way line.~~If any portion of a parcel of property is located within the Gateway Overlay District boundary, the entire parcel shall be subject to all applicable requirements of the Gateway Overlay District.

§ 360-162. Standards for Gateway Overlay District.

A. Dimensional, area, and other requirements:

(1) Lot requirements:

(a) Frontage: minimum 70 feet.

(2) Roadway setback (from the furthest building projection):

(a) 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 15 feet.

(b) Rear: minimum 15 feet.

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(c) Waterfront: minimum 75 feet

(d) Between buildings: minimum 10 feet

(e) Side/rear abutting residential: minimum 50 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 § 360-163C 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.

(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.

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(b) Building massing: Structures must avoid a monolithic, "big box," appearance. Roofs may be pitched or flat. If pitched, they shall be minimum 4/12 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. 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.

§ 360-163. 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.

(2) Buffering. Landscape buffering between uses shall be in a manner which creates a visual screen, where determined necessary, while preserving a woodland character. 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, coniferous trees must be a minimum of four feet tall, and deciduous trees must have a minimum of 1.5" diameter trunk 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 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. 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.

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
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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
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. The immediate front driveway and any parking area serving a principal building shall be hard-surface paved, dust free, and properly marked. Parking areas and driveway areas located to the rear of the principal building may remain gravel, provided they are properly maintained and do not create dust, drainage, or other nuisance conditions. 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. General signage restrictions shall be as set forth in § 360-126B.

§ 360-164. 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) All property boundaries with dimensions.

(3) All setbacks.

(4) Locations of any existing buildings, proposed buildings, or additions.

(5) Samples of proposed exterior finish colors.

(6) Depiction/description of compliance with all requirements set forth in the design and architectural standards in this article.

(7) Proposed floor elevation in relation to existing grade and street grade.

(8) Location and names of center line of adjoining streets, proposed driveways, and parking.

(9) Existing and proposed contours/grading.

(10) Locations and descriptions of easements.

(11) Utility plans: size and location of sewer and water main connection from curb to building. Show proposed metering points and arrangement.

(12) Locations and type of proposed lighting (lighting plan with lighting specifications).

(13) Design of ingress and egress.

(14) Locations, type, and dimensions of proposed and/or existing signs.

(15) Locations and type of refuse enclosure.

(16) Completion of drainage plan specification form.

(17) Drainage plan with drainage calculations (including total impervious area) as required by this article and county requirements.

(18) NR 216 post-construction stormwater management plans (SWMP).

(19) Best management practices, structures and areas with elevations and slope ratios.

(20) High water line elevation of any adjoining stream or lake; floodways/floodplains and water elements.

(21) 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.

(22) 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. 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. Amendments

(1) For the purpose of promoting the purpose of these guidelines, the general welfare and conserving the value of property throughout the Town, the Town Board may, from time to time, in the manner hereinafter set forth, amend the regulations imposed by this article, provided that all amendments adopted under the authority of this section, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantage of the entire community, the uses to which property is devoted at the time of such amendments, and the purpose and intent of the Gateway Overlay District.

(2) 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:

(a) 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.

(b) 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.

(c) 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.

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~~A. Although all of the property included in the Gateway Overlay District is not part of the Rome Town Center District, the standards found in Article XVII of this chapter of the Rome Town Code shall apply in the Gateway Overlay District as follows:~~

~~(1) Permitted land uses, general characteristics, development standards and architectural standards shall be as set forth in § 360-81.1, Commercial "A" Subdistrict, of Article XVII of this chapter, with the exception that outdoor display of merchandise is permitted in areas more than 25 feet from the roadside property line. Any area used for outdoor merchandise display shall have been designated on an approved site plan.~~

~~(2) Landscaping, lighting, parking, maintenance, and procedure for abatement of violations shall be per the standards set forth in § 360-81.6, General requirements for all Rome Town Center Subdistricts, and § 360-81.8, Violations, of Article XVII of this chapter. Signage requirements shall be per the standards set forth in Article XXV of this chapter.~~

(3) Project review and approval shall be per the standards set forth in § 360-81.7, Project review and approval, of Article XVII of this chapter.

B.A. Applicable standards in all other underlying Town of Rome Code sections shall be the minimum allowable standards in the Gateway Overlay District.

§ 360-163. Nonconforming structures and uses.

Shall be per § 360-11 and shall be applicable to all areas of the Gateway Overlay District.

§ 360-164. Amendments.

A. For the purpose of promoting the purpose of these guidelines, the general welfare and conserving the value of property throughout the Town, the Town Board may, from time to time, in the manner hereinafter set forth, amend the regulations imposed by this article, provided that all amendments adopted under the authority of this section, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantage of the entire community, the uses to which property is devoted at the time of such amendments, and the purpose and intent of the Gateway Overlay District.

B.A. The procedure for amendments to the development standards and design guidelines within the Gateway Overlay District shall be per § 360-24.