



Alpine Village



Business Park

DEVELOPMENT AND DESIGN MANUAL

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1. INTRODUCTION

INTRODUCTION

1.1 Purpose - Business Park Goals

The purpose of the Alpine Village Business Park is to create a unique Business Park (BP) District in the Town of Rome that will become the regional center of commerce, while preserving and protecting the quality of life and the natural environment. To this end it is the Town's intent that all improvements in the District as well as any design or visual changes to the exterior of the improvements thereon, shall be subject to the provisions as set forth in The Alpine Village Business Park Development and Design Manual. Other goals include:

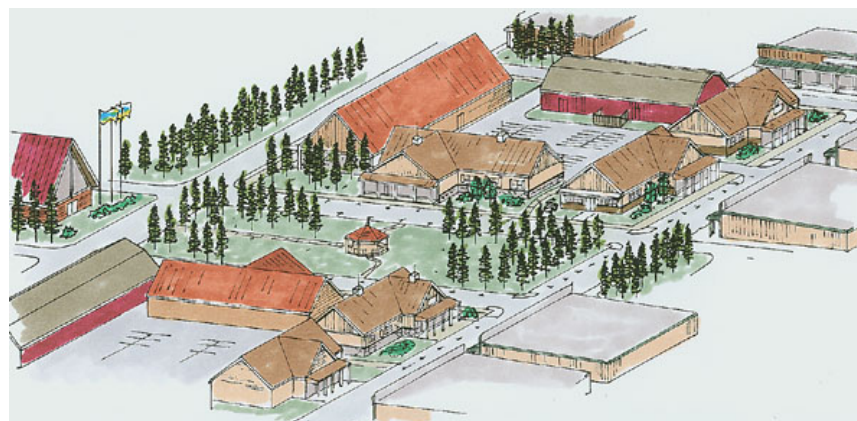
- Create higher paying, full and part time employment opportunities
- Develop a diverse array of services
- Promote a high quality of life
- Create opportunities for year-round residents
- Increase the Town's tax base

1.2 Intent of Standards

All projects and uses within the boundaries of the Alpine Village Business Park (BP) District shall comply with the standards contained within this Manual. The standards are intended to promote compatibility between the various buildings and property uses (retail, light industrial, mix of retail industrial, and residential) that make up the District. The content included on the following pages constitute a process by which development projects can be assessed within the context of their impact on surrounding development elements and/or natural site elements.

These surrounding elements are often generally referred to as the development "theme". They incorporate two broad categories. The first is the overall "pattern" of the development and includes the placement of

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structures on the site, their setback from roads and parking, and their massing such as building shape, height, number of stories, and roof shape. The second includes the detail elements that make up the “character” of the development and includes building finish materials and colors, and overall appearance of signage, landscaping, lighting, and paving. The common or public “character” elements such as street lighting, street trees, and street furniture (benches, waste receptacles) are also referred to as the “streetscape”. Together developers of sites within the District may create buildings and sites that are complementary in appearance, relationship to the site, and to each other with the use of this manual.

1.3 Amendments

This Design Manual may be amended. An application for an amendment may be filed by the Zoning Administrator (ZA), the Community Development Authority (CDA) or the owner of a parcel(s) of land located within the Alpine Village Business Park (BP). A proposed amendment to the Design Manual shall follow the process for a zoning amendment outlined in sec. 10.04(8) of the Town Code.

1.4 Summary of the Manual

The “theme” of the Alpine Village Business Park is “The Woodlands” or “Northwoods”. The site for the Business Park is set amidst a conifer tree plantation adding to the overall character and setting in the Town of Rome. As provided for in sec. 10.14 of the Town Code, it is intended that the standards set forth in this Design Manual shall have the legal effect of zoning regulations for land located within the BP. Unless modified herein, the definitions set forth in Chapter 16 of the Town Code shall apply to this Design Manual. *The (BP) Alpine Village Business Park zoning district is divided into **Sub-districts** – one for each type of land use permitted in the District.* Sections in this manual describe each sub-district in detail. Each sub-district is further divided into four categories that cover the standards for sub-district. These categories include the following:

1. **Purpose and Location:** This section describes the overall purpose of the sub-district and its land use, describes general characteristics of the land use, lists permitted uses, and illustrates the area or areas of the Business Park that includes this sub-district.
2. **Development Standards:** This section describes the areas of allowable placement of buildings, structures, outdoor storage, parking, signage, and septic fields on a particular site. It includes required setbacks for various elements, allowable encroachment areas, height standards, and parking requirements.
3. **Architectural Standards:** This section describes all the “visual” standards of the development. It includes standards for building finish materials, building colors, and porches and other building appurtenances, windows, and roof shape.
4. **Landscape and Signage Standards:** This section describes standards for landscaping and signage for each yard (front, rear, side) for each site. It also includes screening requirements between sub-districts and from particular elements such as storage areas.

The Development and Design Manual includes three additional sections: The **Project Review and Approval Process** section describes who reviews projects, submittal requirements, and the timetable for approval; The **Special Provisions** section describes detailed standards for specific elements in the development in terms of performance and aesthetic standards. The **Site Plan Approval Application** is a requirement for submittal by the developer and becomes a record of the Town as part of the submittal requirements of development in the Alpine Village Business Park.

MAP

revised 9-10-2015

2. SUB-DISTRICTS

SUBDISTRICTS

2.1 Commercial ‘A’ Sub-district

2.1.1 Purpose & Location

Purpose: The Commercial ‘A’ sub-district is designed to accommodate smaller building sizes and encourage a pedestrian friendly environment. The use of shared parking and septic facilities are encouraged. The sub-district standards recognize the unique characteristics of a village theme that differ from a traditional commercial strip. The intent of these standards is to create a “woody village” atmosphere.

Permitted uses:

- A. Personal services (pharmacy, hair salon, shoe repair)
- B. Retail trade (jeweler, clothing store)
- C. Boutiques (flower shop, gift store)
- D. Handcrafted goods sales, home furnishings
- E. Coffee shops, ice cream parlors, sandwich shops
- F. Beverage store
- G. Civic use
- H. Hardware store
- I. Parking businesses
- J. Business services (accountants, attorney, financial planners)
- K. Convenience stores
- L. Banks
- M. Restaurants
- N. Grocery stores
- O. Building construction contractors
- P. Theater
- Q. Motel/hotel
- R. Miniature Golf Course

General Characteristics:

- Restricts areas for building, parking, and septic.
- Offers reduced setbacks and encroachments in setbacks for architectural elements such as porches.
- Requires more aesthetic measures including architectural requirements on all building elevations (faces).
- Additional landscaping requirements.

**Refer to map for location
of Commercial A property**

2.1.2 Development Standards

- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cuppolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Loading docks and doors larger than 100 sq. ft. are permitted at the rear of the building, and must be screened from view from any street side. Loading docks and doors larger than 100 sq. ft. shall be indicated on the site plan submitted.
- E. No outdoor storage except for waste containers. Waste containers shall be screened. Merchandise may be displayed outdoors adjacent to business during business hours.
- F. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- G. Open porches, bay windows, stoops, benches, and fences may be permitted within the street setback area.
- H. All septic fields shall be located in rear or side yards. Shared septic systems are encouraged subject to State and County regulations.
- I. On-site parking is required and shall be included on the site plan for approval by the plan commission (PC).
- J. Accessory buildings are not allowed.
- K. No portion of any structure shall encroach the vision clearance areas.
- L. No more than 65% of any parcel shall be covered by any impervious surface.

Development Standards

Commercial A Sub-District	
Lot	Minimum
Lot Area	10,000 sq ft
Lot Width	70'
Building Setback: Street	10'
Parking /Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	8'

2.1.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least fifty-percent (50%) of the 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/entry area materials as required above. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal.
- B. Building Massing: Structures must avoid a monolithic, “big box”, appearance. Primary roof(s) shall be pitched. Minimum pitch shall be six-inch rise for every twelve-inches of run (6:12 slope). Roofs shall be gable-end, hip, or gambrel type or a combination of these. Secondary “flat” roofs (minimum pitch 2%) comprising less than thirty percent (30%) of the total roof area are permitted. 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 twenty five percent (25%) of all elevations other than street and entry area 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. Changes in material, color and/or texture shall occur at points relating to the massing and overall design concept of the building.
- D. Building Color: Colors shall be primarily (approximately eighty percent - 80%) earth-toned in appearance with accents (approximately twenty percent - 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 sixty-percent (60%) of the width of the front elevation and shall be a minimum of six (6) feet in depth. Recessing an entry to meet up to fifty percent of the depth requirement is permitted. All porch roofs shall be pitched at a minimum four inch rise for every twelve-inches of run (4:12 slope) and shall be either shed-type or hip type. Porch posts at regular intervals shall be incorporated into each design —cantilevered canopies are not allowed. 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: Roof-top 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 complimentary color used elsewhere on the building and shall be noted on the site plan.

2.1.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 4 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Commercial 'A' Sub-District	
Landscape	Type & Min.
Street Yard	HORIZONTAL MASS
Entry Area	HORIZONTAL MASS – or either 1 SMALL TREE OR 2 LARGE SHRUBS per 10-FT of frontage
Side Yard within District	1 SMALL TREE EA side
Parking Lot	1 LARGE TREE per 4 parking spaces – min. 1 per lot
All pervious areas	<i>Per special provisions 4.1.1 to 4.1.3 (or front yard only - Continuous GROUND COVER)</i>
Signage Standards	Type Allowed
Street Yard	A (wall), B (hanging), C (small ground)
Other Yards	A (Wall)

2.2 Light Industrial with Retail

2.2.1 Purpose & Location

Purpose: The Light Industrial with Retail sub-district is intended to provide for industrial based businesses that may have a retail component, and therefore need a high level of visibility and access.

Permitted uses:

- A. All permitted uses listed in Commercial A
- B. Building construction and supply contractors
- C. Building materials and product sales
- D. Wholesale product sales with retail sales
- E. Feed and seed stores
- F. Greenhouses and nurseries
- G. Lumber yards
- H. Product manufacturing and sales
- I. Woodworking production and sales
- J. ATV sales & service
- K. Automotive sales/service
- L. Home improvement products and services
- M. General Merchandise Stores
- N. Call Centers
- O. Light Industrial Distribution
- P. Car Wash
- Q. Marine Sales & Service

General Characteristics:

- Requires less aesthetic architectural requirements than commercial sub-districts. Architectural detail is primarily required only on street front.
- Outdoor storage is restricted.
- Requires landscaping on street frontage and restricts signage use.
- Requires buffering/screening from adjacent sub-districts and properties.
- Allows for retailing with attached warehousing/industrial component.

**Refer to map for location of
Light Industrial with Retail
property**

2.2.2 Development Standards

- a. Heights are measured from lowest finish grade to the highest roof peak.
- b. Architectural appurtenances such as cuppolas, finials, and other ornament shall not be included in building height calculations.
- c. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- d. Loading docks are permitted at the rear of the building, and must be screened from view from any street side. Loading docks shall be indicated on the site plan.
- e. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted and the owner’s plan for such storage shall be submitted during the site plan approval application process prior to development and must be approved by the Town Board. Goods cannot be stored permanently outdoors; the stored goods must be rotated at least quarterly.
- f. Accessory buildings shall comply with the architectural standards or shall be screened per the Special Provisions Section.
- g. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- h. Open porches, bay windows, benches, and fences may be permitted within the street setback area.
- i. No portion of any structure shall encroach the Vision Clearance areas.
- j. All septic fields shall be located in rear or side yards. Shared septic systems are encouraged subject to State and County Statutes.
- k. No more than 65% of any parcel shall be covered by any impervious surface

Development Standards

Light Industrial with Retail Sub-District	
Lot	Minimum
Lot Area	10,000 Sq.Ft.
Lot Width	70'
Building Setback: Street	10'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback Street	10'
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	8'
Non-Street Setback	14'

2.2.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural, commercial quality materials. At least fifty-percent (50%) of the street front 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, or architectural block. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Exposed roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. Building Massing: Primary roofs may be “flat” (minimum pitch two-percent – 2%) but pitched roofs or elements are encouraged. Breaking up large building sections with such elements as variable planes, projections, setbacks, porches or changes in roofline is encouraged.
- C. Building Elevations: All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. Building Color: Building colors shall be earth-toned in appearance. Complimentary 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.
- E. HVAC Units and Miscellaneous Equipment: Roof-top 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 complimentary color used elsewhere on the building.

2.2.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Light Industrial With Retail Sub-District	
Landscape	Type & Min.
Street Yard	1 LARGE TREE per 10-Ft of frontage
Entry Area	1 SMALL TREE OR 2 LARGE SHRUBS per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	<i>Per Special Provisions 4.1.1 to 4.1.3</i>
Signage Standards	Type Allowed
Front Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.3 Light Industrial

2.3.1 Purpose & Location

Purpose: The light industrial sub-district is intended for businesses that do not rely upon outdoor storage, heavy trucking or complex manufacturing/chemical processes and are businesses that emit lower levels of noise, and are suitable for location near residential and retail areas.

Permitted uses:

- A. All uses permitted in Commercial A and Light Industrial with Retail
- B. 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 basically incompatible with the surrounding environmental character
- C. Experimental, testing, and research laboratories not involving the keeping of animals or use of animal products or any significant degree of danger or undesirable operational characteristics
- D. Printing and publishing houses and related activities
- E. Tool making, cabinetry and repair shops
- F. Public utility offices and installations
- G. General warehousing, not to include open storage
- H. Building construction contractors
- I. Wholesale trade
- J. Automobile repair and service shops not including storage of junk or wrecked
Unlicensed automobiles or parts
- K. Civic uses
- L. Business, professional, or public services
- M. Food Processing/Distribution of Food Products

General Characteristics:

- [Requires less aesthetic architectural requirements than commercial or light industrial with retail sub-districts.]
- Requires buffering/screening from adjacent sub-districts and properties
- Outdoor storage is restricted. See Sec. 2.2.2 f
- Allows for more lot coverage than other sub-districts.

**Refer to map for location of
Light Industrial property**

2.3.2 Development Standards

- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cuppolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Corner lots: all primary structures will be located adjacent to both streets.
- E. Loading docks are permitted at the rear of the building, and screened from view from any street side. Loading docks shall be indicated on the site plan.
- F. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted and the owner's plan for such storage shall be submitted during the site plan approval application process prior to development and must be approved by the Town Board. Goods cannot be stored permanently outdoors; the stored goods must be rotated at least quarterly.
- G. Fencing, design shall be submitted for approval and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- H. Accessory buildings shall comply with the architectural standards or required to be screened per the Special Provisions.
- I. Stoops, open porches, bay windows, benches, raised dooryards, and parking shall be permitted within the encroachment area.
- J. No portion of any structure shall encroach upon the Vision Clearance areas.
- K. No more than 65 percent of site shall be covered by surface pavement or other materials which are impervious.
- L. All septic systems shall be located within a non-street setback area.
- M. On-site parking is required and shall be included on the site plan. See Sec 4.3

Development Standards

Lt. Industrial Sub-District	
Lot	Minimum
Lot Area	20,000 Sq.Ft.
Lot Width	150'
Building Setback: Street	10'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence Wall	8'

2.3.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural, commercial quality materials. At least fifty-percent (50%) of the street front 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, or architectural block. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Exposed roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. Building Massing: Primary roofs may be “flat” (minimum pitch two-percent – 2%) but pitched roofs or elements are encouraged. Breaking up large building sections with such elements as variable planes, projections, setbacks, porches or changes in roofline is encouraged.
- C. Building Elevations: All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. Building Color: Building colors shall be earth-toned in appearance. Complimentary 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.
- E. HVAC Units and Miscellaneous Equipment: Roof-top 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. Placement of HVAC units shall be facing the rear part of the building and submitted as part of the site plan.
- 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 complimentary color used elsewhere on the building.

2.3.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Light Industrial Sub-District	
Landscape	Type & Min.
Street Front Yard	1 LARGE TREE per 10-Ft of frontage
Entry Area Yard	1 SMALL TREE OR 2 LARGE SHRUBS per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	<i>Per Special Provisions 4.1.1 to 4.1.3</i>
Signage Standards	Type Allowed
Front Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.4 Industrial

2.4.1 Purpose & Location

Purpose: The industrial sub-district is intended to provide space for manufacturing, warehousing, and other industrial activities.

Permitted uses:

- A. Any use listed in Commercial A, Light Industrial with Retail and Light Industrial
- B. Automotive body repairs
- C. Automotive upholstery
- D. Cleaning, pressing, and dyeing establishments
- E. Commercial bakeries
- F. Commercial greenhouses
- G. Distributors
- H. Laboratories
- I. Lumber and building supply yards
- J. Machine shops
- K. Manufacture and bottling of nonalcoholic beverages
- L. Printing
- M. Publishing
- N. Storage and sale of machinery and equipment
- O. Trade and contractor's offices
- P. Warehousing
- Q. Wholesaling/Light Industrial Uses
- R. Manufacture, fabrication, packing, packaging, and assembly of products from: glass, metals, paper, plaster, plastics, textiles, wood
- S. Manufacture, fabrication, processing, packaging, and packing of: confections, cosmetics, electrical appliances, electronic devices, instruments, jewelry, pharmaceuticals, toiletries
- T. Building construction contractors
- U. Wholesale trade
- V. Public utility and service facilities
- W. Warehouses
- X. Self Storage/Mini-Warehouses

General Characteristics:

- Offers flexibility in development to meet a variety of industrial needs.
- Requires buffering/screening from adjacent sub-districts and properties.
- Requires minimal architectural aesthetic requirements.

Refer to map for location of Industrial property

2.4.2 Development Standards

- A. Heights are measured from lowest grade to the highest roof peak
- B. Architectural appurtenances such as cuppolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines. to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Corner lots: All primary structures will be located adjacent to both streets.
- E. Loading docks are permitted at the rear of the building, and screened from view from any street side. Loading docks shall be indicated on the site plan.
- F. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted upon review and the owner’s plan for such storage must be submitted during the site plan approval application process prior to development and by approval by the Town Board.
- G. Accessory buildings shall comply with the architectural standards or are required to be screened per the Special Provisions.
- H. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- I. Open porches, bay windows, benches, raised dooryards, and parking shall be permitted within the encroachment area.
- J. No portion of any structure shall encroach the Vision Clearance areas.
- K. No more than 65 percent of site shall be covered by surface pavement or other materials which are impervious.
- L. All septic fields shall be located in rear or side yards. Cluster septic systems are encouraged subject to State and County Statutes.
- M. On-site parking is required and shall be included on the site plan. See Sec. 4.3

Development Standards

Industrial Sub-District	
Lot	Minimum
Lot Area	20,000 Sq.Ft.
Lot Width	150'
Building Setback : Street	30'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	50'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	15'

2.4.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural, commercial quality materials. Building elements/accents of either brick, stone, architectural block, or architectural concrete panels into the front elevation is encouraged. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. Building Massing: Primary roofs may be “flat” (minimum pitch two-percent – 2%) or pitched. Breaking up large building sections with such elements as variable planes, projections, setbacks, or changes in roofline is encouraged.
- C. Building Elevations: All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. Building Color: Building colors shall be earth-toned in appearance. Complimentary 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.
- E. HVAC Units and Miscellaneous Equipment: Roof-top 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. Placement of HVAC units shall be facing the rear part of the building and submitted as part of the site plan.
- 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 complimentary color used elsewhere on the building.

2.4.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- C. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- D. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Industrial Sub-District	
Landscape	Type & Min.
Street Yard	1 LARGE TREE per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	<i>Per Special Provisions 4.1.1 to 4.1.3</i>
Signage Standards	Type Allowed
Street Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.5 Retirement Community

2.5.1 Purpose & Location

Purpose: The Retirement Community sub-district is intended to provide for a multi-family and/or duplex housing component for active older adults. It provides for a community of independent condominium/apartment units, where residents have access to amenities.

Permitted uses:

- A. Multi-family residential
- B. Duplex
- C. Community center
- D. Civic Uses
- E. Open space
- F. Associated recreational facilities
- G. Parking

General Characteristics:

- Restricts areas for building, parking, and septic
- Requires more aesthetic requirements including architectural requirements on all building elevations.
- Landscaping requirements similar to Commercial sub-district.
- Requires buffering/screening from adjacent sub-districts and properties
- Provides for higher-density housing in the Town with close access to essential services and goods.

Refer to map for location of Retirement Community property

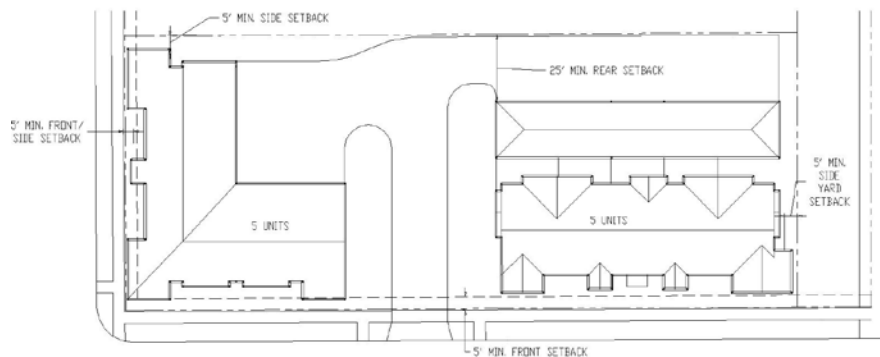
2.5.2 Development Standards

- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cuppolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Loading docks and doors larger than 100 sq. ft. are permitted at the rear of the building, and must be screened from view from any street side. Loading docks and doors larger than 100 sq. ft. shall be indicated on the site plan submitted.
- E. No outdoor storage – except waste containers – is permitted and shall be screened from view from any road or adjacent property.
- F. Fencing design shall be submitted for approval and shall include natural plantings consistent with the buffer requirements.
- G. Balconies, open porches, bay windows, raised dooryards and fences shall be permitted within the encroachment area.
- H. HVAC Units and Miscellaneous Equipment: Roof-top 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. Placement of HVAC units should be facing the rear part of the building and submitted as part of the site plan.
- I. No portion of any structure shall encroach upon the Vision Clearance areas.
- J. One and a half (1-1/2) parking spaces per dwelling unit shall be provided. An open courtyard between building and garage is permitted.
- K. All septic fields shall be located in rear or side yards.
- L. Density 6-10 units/acre
- M. Refer to Special Provisions for more detailed information.
- N. No more than 65% of any parcel shall be covered by any impervious surface.
- O. Accessory buildings shall comply with the architectural standards and are required to be screened per the Special Provisions.

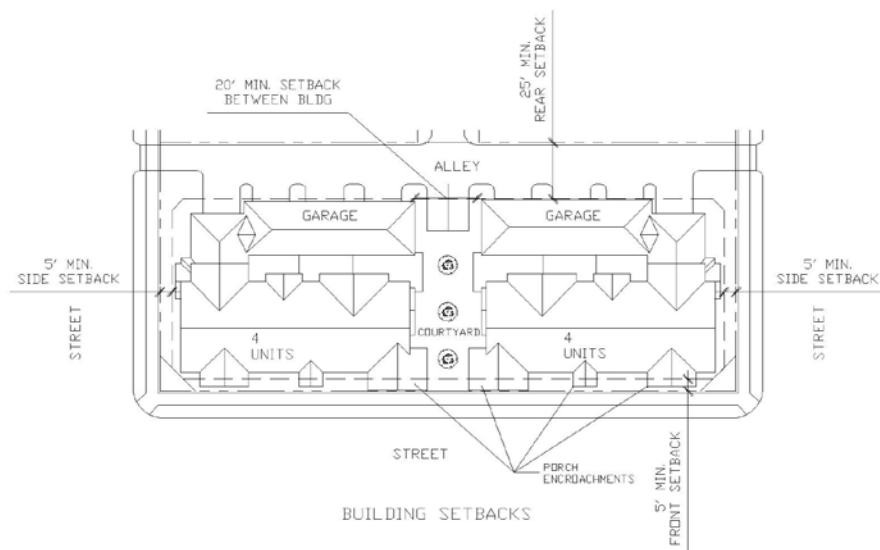
Development Standards

Retirement Community Sub-District	
Lot	Minimum
Lot Area	**
Lot Width	**
Lot Depth	**
Porch Setback: Street	5'
Stairway Setback: Street	4'
Building Setback: Side	10'
Building Setback: Rear	25'
Porch/Balcony Depth	6'
Height Standards	Maximum
Building Height	35'
Height of Entry Floor above grade (min. 2')	7'
Height of Fence/Wall	15'
Height of Garage	24'
Building Use	
Ground Floor	Residential
Upper Floor	Residential
Garage Ground Floor	Parking/Storage
Garage Upper Floor	NA

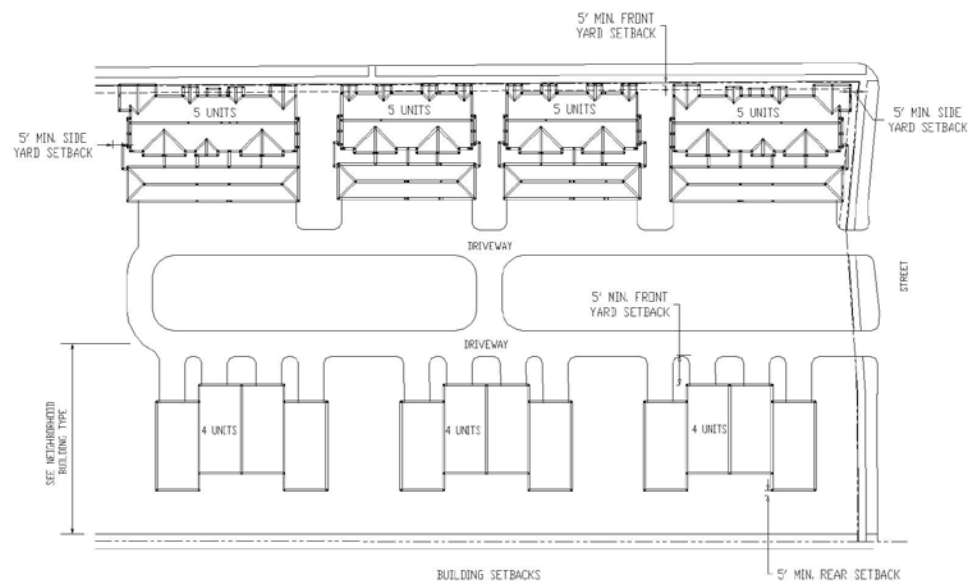
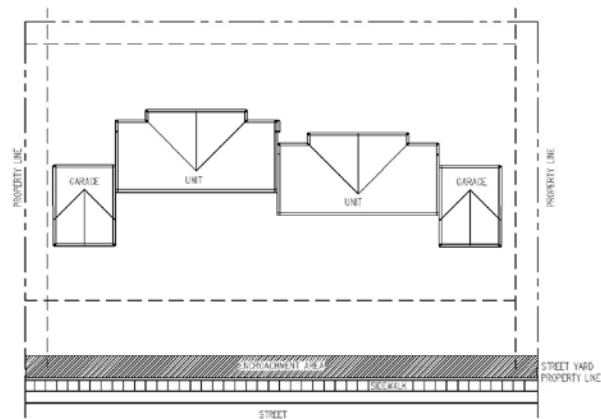
2.5.3 Development Example Layouts



BUILDING SETBACKS



BUILDING SETBACKS



BUILDING SETBACKS

2.5.4 Architectural Standards

- A. Exterior Finish Materials/Building Elevations: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least twenty-five percent (25%) of all elevations exposed to view shall incorporate rough wood or log siding, brick, stone or textured concrete materials. Plain concrete block or plain structural concrete panels are not permitted on any elevation. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal. Changes in material, color and/or texture shall occur at points relating to the overall massing and of the building.
- B. Building Massing: Structures must avoid a monolithic appearance. Roofs 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 eighty percent - 80%) earth-toned in appearance with accents (approximately twenty percent - 20%) of a contrasting color. Percentages shall include building wall and roof finish materials. Complimentary colors, textures and materials are encouraged. All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, and flower boxes are to be recognized as architectural features and shall match the color of the adjacent surface or a complimentary color used elsewhere on the building. . 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.
- D. Porches: Porches, if included shall be incorporated into the entry area elevations of the building, shall extend a minimum of forty-percent (40%) of the width of such elevations and be a minimum of six (6) feet in depth. Recessing an entry is permitted. All porches shall be pitched at a minimum four inch rise for every twelve-inches of run (4:12 slope) and shall be either shed-type or hip type. Porch posts at regular intervals shall be incorporated into each design --cantilevered canopies are not allowed. 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: Roof-top 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. If federal programs are used to provide funding for these housing units, an exception may be granted by the Town Board if these standards are in excess or conflict with the federal program.

2.5.5 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 12 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.
- F. If federal programs are used to provide funding for these housing units, an exception may be granted by the Plan Commission if these standards are in excess or conflict with the federal program.

Landscape/Sign Standards

Retirement Community Sub-District	
Landscape	Type & Min.
Front Yard	HORIZONTAL MASS
Entry Area Yard	HORIZONTAL MASS – or either 1 SMALL TREE OR 2 LARGE SHRUBS per 30-FT of frontage
Side Yard within District	1 SMALL TREE EA side
Parking Lot	1 LARGE TREE per 8 parking spaces – min. 1 per lot
All pervious areas	<i>Per special provisions 4.1.1 to 4.1.3 (or front yard only - Continuous GROUND COVER)</i>
Signage Standards	Type Allowed
Street Yard	C (Small Ground), D (Ground
Side Yards	None

3. PROJECT REVIEW AND APPROVAL PROCESS

PROJECT REVIEW AND APPROVAL PROCESS

3.1 Community Development Authority Function

The CDA recruits and brings forth businesses interested in locating in the business park. The nature of the prospective business shall be consistent with the permitted uses of the relevant sub-district of the BP and shall be in the best interest of the Town. The CDA will be the main focal point in approaching and negotiating with prospective businesses, including exploring funding opportunities. The CDA is responsible for reviewing the design and value of the proposed development projects and ensuring that the proposed projects are consistent with the general standards established in the Development and Design Manual. The CDA will note any exceptions or incentives that are relevant to the proposed projects for consideration by the Town Board. The CDA will work with the Town's Attorney to draft / review development agreements and offers to purchase. The CDA shall bring forward such documents for consideration in a timely manner with recommendations to the Town Clerk for final approval by the Town Board.

3.2 Plan Commission Function

The PC shall evaluate all projects within the BP. The PC is responsible for reviewing the design of proposed development projects, and ensuring that proposed development conforms to the standards established in the Development and Design Manual. The PC shall make a recommendation to the Town Board. The PC may recommend approval of a project as proposed, denial of a project as proposed or impose specific conditions on the proposal that are intended to ensure that the project conforms to the character and design standards of the BP.

3.3 Town Board Function

After review/approval by the ZA, review/approval of the CDA and review/approval by the PC, a final development project with approvals and explanations for approvals from each committee included in a proposal to the Town Board for consideration. The primary function of the Town Board is to consider the development project, its specific requirements, any incentives that are negotiated in the agreement and accept or modify and accept. Furthermore, the Town Board approves the offer to purchase and may add further contingencies to be met by the developer.

3.4 Design Review and Approval Process

The following describes the review and procedure process for development projects in the BP:

- a. Pre-application conference. The ZA provides a copy of the Development and Design Manual to the developer and shall include the Site Plan and Plan of Operation Checklist. The ZA explains requirements stated within the manual that are relevant to the proposed project. The ZA clarifies any questions of the developer and explains the design review and approval process to the developer as stipulated above. The ZA may recommend changes to the project as proposed, or impose specific conditions on the proposal that are intended to ensure that the

project conforms to the character of the BP. In a subsequent meeting, the developer shall meet with the ZA, staff of the Town and interested members of the PC to discuss the scope of the proposed development and the requirements of this Design Manual to ensure compliance.

- b. Offer to Purchase: Following the pre-application conference, the developer shall submit an offer to purchase for the subject parcel to the CDA which shall, within 15 business days of its submission, make a recommendation to the Town Board regarding acceptance, denial or counter-offer. The Town Board shall have 40 days from submission of the offer to accept, reject or counter it. The offer to purchase shall include as a contingency the approval of a Site Plan and Plan of Operation Checklist pursuant to this section. The offer to purchase shall also contain a proposed timetable for the commencement and completion of the project. The offer to purchase shall include a title exception for all timber rights of record.
- c. Development Agreement: If the proposed development requires the involvement of any public incentives a development agreement shall be required.
- d. Application: Following the acceptance of the offer to purchase, and, if applicable, the development agreement, the developer shall submit to the ZA a completed Site Plan and Plan of Operation Checklist and eight (8) copies of the required information listed in this section. The ZA shall review the Site Plan and Plan of Operation Checklist for completeness.
- e. Submittal Requirements: The site plan application shall be accompanied with the following included on a site plan:
 - (1) General Information: The name and address of the owner or developer, the north point, date and scale of drawing, which shall be not less than 1 inch for each 100 feet.
 - (2) The intended use of the property, which shall be consistent with the permitted use section of the relevant sub-district.
 - (3) All property boundaries with dimensions;
 - (4) All setbacks;
 - (5) Location 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 Development and Architectural Standards section for the appropriate district.
 - (8) Proposed floor elevation in relation to existing grade and street grade;
 - (9) Location and names of centerline 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 & 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 manual and county requirements;
- (19) NR 216 post-construction storm water management plans (SWMP);
- (20) Best management practices (BMP) structures & areas with elevations & slope ratios;
- (21) High water line elevation of any adjoining stream or lake-floodways/floodplains and water elements;
- (22) The Site Plan and Plan of Operation Checklist shall be accompanied by the following:
 - a. Payment of the Site Plan and Plan of Operation Checklist review fee as established in the Town of Rome Fee Schedule.
 - b. A conceptual landscape plan which includes the anticipated location/use of the following: landscaping and fencing of yards and setback area; use of landscaping and/or wall or fencing for screening purposes; use of and/or removal of existing trees.
 - c. A final landscape plan shall be submitted after substantial completion of the building, to the ZA for review and consideration by the Town Board. The final landscape plan shall meet the requirements set forth in this manual.
 - d. The developer shall execute a contract by which the developer agrees to reimburse the Town for its reasonable costs incurred in having items (8), (10), (12), (14) and (18-21) herein, together with any other issues identified by the PC or Town Board, reviewed by the Town's engineer for compliance with all federal, state and local regulations.

f. Review Process.

- (1) The ZA shall distribute one complete set of documents to each commissioner of the PC.
- (2) The PC has forty (40) days from the time a completed Site Plan and Plan of Operation Checklist is received by the ZA to hold the review meeting. A member of the PC designated by the PC chair may meet with the ZA before the PC meeting to review the application and identify questions and concerns the PC might have.
- (3) The developer/applicant must be available to present and explain how the project meets the conditions set forth in the Development and Design Manual. The PC will review the materials and will make a recommendation to the Town Board. The PC may recommend approval, approval with conditions, or denial of the developer/applicant's project proposal. If the PC fails to make a recommendation on a site plan within forty (40) days of its submittal, the application shall be forwarded to the Town Board without a recommendation.
- (4) The Town Board will review the application and the recommendation of the PC and take action on the application and recommendation within 30 days of the date of the recommendation.

g. Amendment of Site Plan

- (1) After the approval of an initial Site Plan and Plan of Operation Checklist pursuant to this section, a developer may apply for approval of an amendment to the Site Plan and Plan of Operation Checklist.
- (2) The application shall include a statement of the proposed amendment(s), a site plan depicting the proposed amendment(s) and payment of the fee as established in the Town of Rome Fee Schedule.
- (3) The PC is vested with the authority to approve Site Plan and Plan of Operation Checklist amendments.
- (4) Prior to the taking action on an application for amendment, the PC shall conduct a hearing on such application and shall consider the recommendation of the CDA/ZA.

h. Performance Assurance

- (1) At the time the permit is issued, the applicant shall, at the discretion of the PC, file a bond, certificate of deposit, irrevocable letter of credit, or certified check, with the Town Clerk in an amount equal to the estimated cost of the required improvements as determined by the PC.
- (2) The security posted shall be in such form as is acceptable to the PC and approved by the Town Attorney. When a certificate of deposit or certified check is posted as security, the instrument must be negotiable by the Town. When a letter of credit is posted as security, the Town must be the beneficiary.
- (3) The security posted shall guarantee that all required improvements will be completed according to Town specifications by the applicant or its contractors not later than twenty four (24) months from the date that the plan is approved.

4. SPECIAL PROVISIONS

SPECIAL PROVISIONS

4.1 Landscaping

1. **Landscape Design Standard:** The intent of the landscape standards is to provide a landscape installation which incorporates regionally native plants and trees which complement the Alpine Village Business Park. Landscaping shall also reinforce the concept of a historical “village” where yards are treated as a common, complimentary, public landscape or a privately-owned linear park. The areas of landscaping shall be located to provide resource protection, transitions between adjacent sites, and as a visual transition between the public streets or parking lot and the building. The majority of the landscape allotment shall be the sides facing a public street, sidewalk, or parking lot.
2. **Extent of Landscaping:** All unimproved areas of every developed lot in the BP shall be maintained. At a minimum, and except as provided in the individual sub-district standards, all unimproved areas 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.
3. **Buffering:** Buffering between sub-districts as shown on the Master Plan shall be accomplished in a manner which creates a visual **screen between sub-districts. The buffer shall be accomplished in a manner which preserves the woodland character** while allowing limited “visibility” openings. Visibility openings are defined as 15-foot openings and shall be noted on the site plan for approval by the PC. Buffering shall meet the following standards:
 - a. Buffers are required to be continuous, with complimentary small trees or large shrubs if needed.
 - b. Buffers between sub-districts, as shown on the Master Plan, shall be a minimum of ten feet (10') wide per lot.
 - c. Buffers may also be accomplished with fencing, plants, or a combination of these if a. is not present or deemed feasible by the PC.
 - d. Permitted Species: Trees must be a minimum of four (4) feet tall at the time of planting. Buffer Trees include the following spruce species: Norway, Black Hills, Blue Colorado, Green Colorado and Serbian; and the following fir species: Balsam and White Frasier.
4. **Screening:** Screening of mechanical equipment, trash dumpsters, loading areas, outside storage areas, and other elements as required by individual sub-district shall be accomplished in a manner which visually screens them from public streets and surrounding developed properties. The height of the screen shall equal or exceed the height of the item to be screened to a maximum height of 10-feet. Screening may be accomplished by fencing, berming, plants, or a combination of these. Screening shall be accomplished by the following:
 - a. Screening is required to be continuous, with the planting of buffer trees and with complimentary small trees or large shrubs if needed.
 - b. Screening may also be accomplished with fencing.
 - c. Fencing shall include opaque wood, simulated-wood, or masonry walls. Steel or wrought-iron may also be used in fencing but may not make up over fifty-percent (50%) of the material used. Chain-link-type fencing may be used if privacy slats are included.
5. **Installation Period:** All landscaping shall be completed as set forth in a developer’s agreement or within ninety (90) calendar days of issuance of a certificate of occupancy or similar document allowing occupation and use of the property by the governmental or public authority having jurisdiction. If occupancy occurs after October 15th of any given year, the developer of the site may complete the landscaping within ninety (90) calendar days of April 1st of the following year provided that Best Management Practices (BMP’s) to control soil erosion are utilized and maintained until the groundcover (lawn) becomes established.
6. **Maintenance:** The property owner shall maintain the property consistent with the terms of the landscape plan that was approved by the Town Board and consistent with the requirements of this manual.

4.2 Lighting

1. **Illumination:** All outdoor lighting shall be provided by cut-off type fixtures which shall keep off-site over-spill and night sky illumination to a minimum. They shall be designed, mounted, and located so that the maximum illumination, as measured horizontally at the lot line at chest height, does not exceed 1.0 foot candle.
2. **Lighting Design:** All lighting designs shall be reviewed and approved by the PC. The size, scale, and materials used in lighting units should be complimentary to the standards as set forth in the architectural standards of the individual sub-districts. The location of the fixtures should emphasize intersections and pedestrian access routes, yet provide a uniform level of illumination. The scale of fixtures should be lowered in pedestrian and biking areas to emphasize sidewalk-type surfaces.

4.3 Parking

1. **Parking Location:** All parking, including employee and visitor parking, shall be provided on-site per the amounts as set forth in the schedule in paragraph 6 below. The Commercial 'A' Sub-district will allow on-street parking within the public right-of-way as provided by the Town in addition to the requirements as set forth in that Sub-district. Parking provided in this manner cannot substitute for adequate on-site parking. All on-site parking shall be located at least ten (10) feet from any parcel line, except for locations in the Commercial A Sub-District where the Town Board approves shared parking. In all sub-districts, there shall be provided, at the time any use or building is erected, enlarged, extended, or increased, on-site parking in accordance with the following:
 2. Adequate access to a public street shall be provided for each parking space.
 3. Each parking space shall be not less than 9 feet wide and 20 feet in length exclusive of the space required for driveways.
 4. Required off street parking shall be on the same lot as the use it serves or on a lot not more than 100 feet distant.
5. **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. Outdoor storage areas in the Industrial and Light Industrial Sub-districts may have a gravel surface. Parking spaces shall be provided as specified 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 space for each 1,000 sq. ft. of primary floor area
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	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 (6) 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 garages and service garages	One space for each regular employee plus one space for 250 square feet of floor area used for repair work
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.

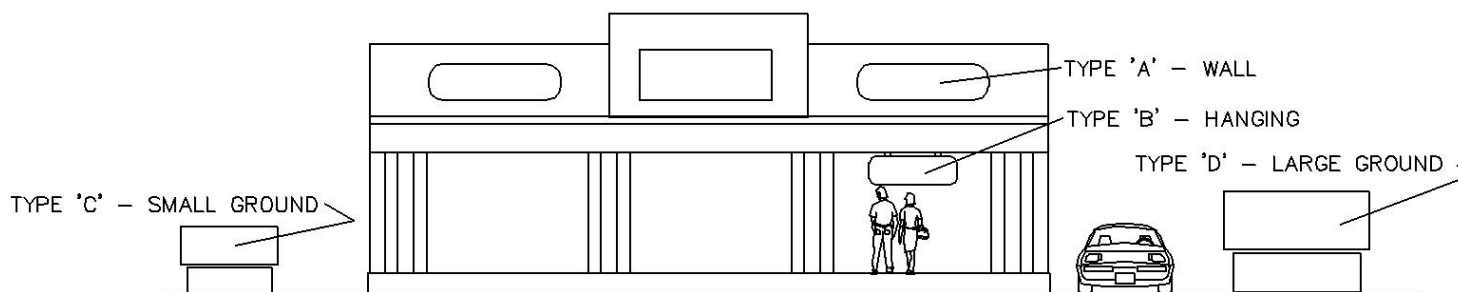
	(This requirement does not include service garages-see above).
Gasoline filling stations	Three spaces for each grease rack or similar facility plus one space for each attendant
Repair shops, retail and service stores	Two spaces for each 800 square feet of sales floor area
Golf courses	Two spaces per hole
Barber and beauty shops	Two spaces plus one-half space per chair
Offices	One space for each 300 square feet of primary floor area
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 uses shall be provided

4.4 Maintenance

- Landscape Maintenance:** All lawns, trees, shrubs, and other groundcover shall be kept in good appearance at all times. If grass is not cut, trees or shrubs not properly pruned and maintained, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided by the Town zoning ordinance.
- General Property Maintenance:** All real property within the boundaries of the BP 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 their 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 each such building and improvements shall at all times be kept in a 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.

4.5 Signage

1. **Signage Design:** All signage designs shall be reviewed and approved by the PC. The size, scale, and materials used in signs shall be complimentary to the standards as set forth in the architectural standards of the individual Sub-districts. Example illustrations of possible signage designs are also included in the illustrations of building designs. The location and the scale of signs shall emphasize the intended audience of the sign – smaller for primarily pedestrian clientele, larger for vehicles and semi-trucks.
2. **Signage Types:** Signs shall fit one of the types listed below and as set forth with the standards of the individual Sub-districts:



SIGNAGE TYPES AS THEY RELATE TO THE SCALE
OF A TYPICAL BUILDING, PEOPLE, & VEHICLES

3. **Sign Illumination:** Any illuminated sign or lighting device shall employ only one light emitting a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving light or lights, (except that electronic controlled intermittent lights that form the message for time, temperature and similar information are permitted subject to approval by the PC). In no event shall an illuminated sign or lighting device there from be directed or beamed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance as determined by the Zoning Administrator. No illuminated sign shall resemble, imitate or approximate the shape, size, form or color of railroad or traffic signs, signals or devices.
4. **Sign Area and Height Regulations:**
 - a. **Sign Area:** The area of all permanent commercial advertising signs shall not exceed two (2) square feet of sign area for each lineal foot of building frontage with an additional one (1) square foot per one lineal foot of the building on a corner lot. In case of a corner lot, the building frontage, for the purpose of this special provision, shall be considered the longest width. In the case of multi-tenant businesses such as shopping centers, each tenant shall be allowed two (2) square feet of permanent outdoor advertising sign per lineal foot of tenant space frontage. The total on-premise sign area of all permanent signs in all districts shall not exceed one hundred and fifty (150) square feet and no individual sign in any sub-district shall not be greater than forty-eight (48) square feet. The total on-premise area of

all permanent signs does not include directional or safety signs. The total directional and safety signage shall not exceed fifty (50) square feet with no one sign greater than six (6) square feet.

- b. Off-premise Signs: No off premise signs allowed in the BP unless recommended by the PC and approved by the Town Board. Municipal signs are exempt from the off-premise sign requirements.
- c. Calculations of Surface Area: The entire area of a sign on which copy may be placed, but only one (1) side of a double-faced sign, is included in the calculation of sign surface area. The area of painted signs, individual letter signs, and other indirectly illuminated signs shall be calculated on the basis of the smallest rectangle that will enclose the entire copy area of the sign. All such calculations shall include the areas between letters and lines as well as the areas of any devices, illuminated or non-illuminated, that are intended to attract attention.
- d. Sign Height: The maximum height of any sign shall be determined by its type: Wall signs (Type A) shall not exceed the height of the building height but in no case shall it exceed twenty (20) feet in height; Hanging signs (Type B) shall be no higher than the directly adjacent porch/building soffit it is attached to with the maximum height determined by the individual sub-district it is located within; Small Ground signs (Type C) shall not exceed six (6) feet above the street pavement or sidewalk grade nearest to the sign; Large Ground Signs (Type D) shall not exceed nine (9) feet above the street pavement or sidewalk grade nearest to the sign. All projections and details such as architectural appurtenances such as cupolas, finials and other ornament shall not be included in sign height calculations. A logo or advertisement cannot be included in any of the ornaments, should the appurtenances exceed the height requirement of nine (9) feet.
- e. Banners may be permitted by the CDD/ZA on a temporary basis.

4.6 Procedure for Abatement of Violations in Alpine Village Business Park

- a. Town officials shall report to the ZA any suspected violations for properties located in the BP.
- b. Upon report of a suspected violation, the ZA shall conduct a site visit for the purpose of determining whether a violation has, in fact, occurred. If a violation exists, the ZA shall meet in person with the business owner to discuss the violation and establish a timetable for remedying it.
- c. The discussion with the owner shall be followed by a letter from the ZA to the business owner confirming the discussion, the nature of the violation, and the timetable for remedy.
- d. If the problem is substantially resolved within the timetable established, the ZA shall contact the owner regarding any miscellaneous issues that need to be addressed in order to bring the property into total compliance. That personal contact shall be followed up with a confirmation letter.
- e. If, however, the problem has not been substantially resolved within the established timetable, the ZA shall refer the matter to the Town Attorney for review and recommendation. The referral shall include an identification of the violation(s) of the design manual, developer's agreement, other agreements, as well as any nuisance issues to be addressed.

4.7 Site Plan and Plan of Operation Checklist

*Attached as last item