

designed, arranged, intended, maintained, or occupied in any legal activity, occupation, business, or operation carried on or -intended to be carried on in a building or other structure or on a tract of land.

VARIANCE: The approved relaxation of the strict application of the terms of this Ordinance with respect to physical requirements such as yard requirements, area requirements, building height, parking and loading requirements, where conditions unique to the particular site would create an unreasonable burden if the requirements were strictly applied.

WHOLESALE: The sale of goods and merchandise for resale rather than for direct consumption.

YARD, FRONT: A required open space unoccupied by any structure or portion of a structure and extending across the full width of the lot between the front building line and the front lot line.

YARD, REAR: A required open space unoccupied by any structure or portion of a structure and extending across the full width of the lot between the rear building line of the principal building and the rear lot line.

YARD, SIDE: A required open space unoccupied by any structure or portion of a structure and extending from the side building line to a side lot line running from the front to the rear of the lot.

SECTION 8. ZONING ADMINISTRATOR; DUTIES

A. Designation of Zoning Administrator

The town council shall designate a Zoning Administrator to administer and enforce this ordinance. The town council may direct city personnel or departments to provide assistance as appropriate.

B. Duties of the Zoning Administrator

1. The Zoning Administrator shall receive applications for zoning permits, conditional use permits and variance requests; review applications and plans; issue zoning permits; and coordinate inspection of premises and properties.
2. Where the Zoning Administrator finds that any of the provisions of this ordinance are being violated, he shall notify in writing the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. He shall order discontinuance of illegal buildings or structures or of illegal additions, alterations, or structural changes; or shall take any other action authorized by this ordinance to ensure compliance with or to prevent violation of its provisions.

3. The Zoning Administrator shall:
 - a. Serve as an advisor to the zoning commission, board of adjustment and town council on matters relating to administration and enforcement of this Zoning Ordinance.
 - b. Prepare staff reports as required under this Ordinance.
 - c. Prepare and maintain records of all proceedings required or authorized under this Ordinance.

SECTION 9. ZONING COMMISSION; RESPONSIBILITIES

The Town council shall establish a Zoning Commission and appoint members to the Commission. The Zoning Commission shall have the following duties:

1. Review proposals and make recommendations to the Town council regarding proposals for the amendment of this ordinance and the Official Zoning Map.
2. Review and approve applications for conditional use permits under the procedures set forth in Section 11, Conditional Use Permits.

SECTION 10. PROCEDURES FOR APPLICATION, REVIEWING AND GRANTING PERMITS

A. Procedures for Applying for a Zoning Permit

1. A Zoning Permit must be obtained from the Zoning Administrator before any building, other structure, or land may be used or occupied, or before any building or other structure permitted under this Ordinance may be erected, placed, moved, expanded, or structurally altered. The Zoning Administrator may issue a Zoning Permit only when the proposed building, structure, parcel or use will meet the requirements of this zoning Ordinance.
2. Before conducting a use, or constructing, erecting, expanding, altering or modifying a building or structure, a person must submit a completed zoning application form to the Zoning Administrator, with all of the required information, including plans drawn to scale, showing the actual dimensions and shape of the lot, the exact sizes and location of existing and proposed buildings and other structures. The application shall include such other information as may be required by the Zoning Administrator, including uses of buildings and land; the number of families, dwelling units, or rental units proposed; conditions existing on the lot; and such other matters as may be necessary to determine conformance with this Ordinance.

B. Reviewing and Issuing a Zoning Permit

1. The Zoning Administrator shall review the application to ensure the required information is submitted and is complete. When the application and submitted
2. information are complete, the Zoning Administrator shall determine whether the