

INDEX



INDEX

ABANDONED VEHICLES

- Cost of removal; notice to owner, 90.04
- Definitions, 90.01
- Disposition of junked and unidentified vehicles; proceeds, 90.06
- Duty of owner to remove, 90.02
- Liability, 90.07
- Removal by town, 90.03
- Sale and disposition of abandoned vehicles, 90.05

AGREEMENTS, T.S.O., Table I

ALCOHOLIC BEVERAGES

- Chief of Police to recommend suitability of candidates for permits, 110.02
- Drinking or displaying intoxicating beverages, 110.04
- Sale of alcoholic beverages limited on Sundays, 110.01
- Violations, 110.03

ANIMALS

- Animals running at large or improperly controlled, 91.02
- Cruelty to animals, 91.01
- Dogs
 - Definitions, 91.15
 - Impoundment by police, 91.17
 - Running at large, 91.16
- Fowl running at large, 91.03
- Hogs prohibited, 91.04
- Penalty, 91.99
- Slaughter of livestock prohibited, 91.06
- Upkeep of stables, 91.05

ANNEXATIONS, T.S.O., Table II

BICYCLES

- Carrying articles, 73.07
- Obedience to traffic control devices, 73.03
- Parental responsibility; applicability of regulations, 73.01
- Riding on bicycles, 73.04
- Riding on sidewalks; yield to pedestrians, 73.08

BICYCLES, (Cont'd)

- Roadways and bicycle paths, 73.05
- Speed, 73.06
- Traffic laws apply to persons riding bicycles, 73.02

BOARD OF ADJUSTMENT, (See also ZONING)

- Appeals to Board, 151.213
- Establishment of Board, 151.210
- Powers and duties of Board; reviews and variances, 151.212
- Structure of Board; appeals procedures, 151.211

BOARD OF COMMISSIONERS

- Board's power over employees, 30.03
- Committees, 30.04
- Compensation, 30.05
- Mayor and Board of Commissioners; powers and duties, 30.01
- Meetings; Rules of Procedure
 - Adjourned meetings, 30.17
 - Order of business, 30.18
 - Regular meetings, 30.15
 - Rules of procedure, 30.19
 - Special meetings, 30.16
- Ordinances and Resolutions
 - Effective date, 30.31
 - Official copies, 30.32
 - Ordinance book, 30.33
 - Ordinances; additions to code, 30.34
 - Procedure; publication, 30.30
- Selection and duties of Mayor Pro Tem, 30.02

BUILDING REGULATIONS

- Administration and Enforcement
 - Building Inspector designated, 150.100
 - Duty of inspectors, 150.101
 - Inspection procedure, 150.103
 - Oversight not to legalize violation, 150.104
 - Powers of inspection officials, 150.105
 - Reports and records, 150.102
- Adoption of Regulatory Codes by Reference
 - Amendments to codes, 150.020
 - Building code, 150.015
 - Compliance with codes, 150.021
 - Copies of codes filed with Clerk, 150.022

BUILDING REGULATIONS, (Cont'd)**Adoption of Regulatory Codes by Reference, (Cont'd)**

- Electrical code, 150.018
- Heating code, 150.017
- Plumbing code, 150.016
- Residential building code, 150.019

Building setback lines, 150.002**Housing Standards**

- Alternative remedies, 150.088
- Conflicts, 150.090
- Costs; a lien on premises, 150.087
- Definitions, 150.071
- Duties of Housing Inspectors, 150.081
- Housing Appeals Board, 150.089
- In rem action by Inspector; placarding, 150.086
- Inspections; owner to allow access to premises, 150.083
- Methods of service of complaints and orders, 150.085
- Minimum standards applicable to rooming houses; exceptions, 150.079
- Minimum standards for basic equipment and facilities, 150.074
- Minimum standards for control of insects, rodents and infestations, 150.078
- Minimum standards for safe and sanitary maintenance, 150.077
- Minimum standards for structural conditions, 150.073
- Minimum standards for ventilation, 150.075
- Minimum standards of fitness for dwellings and dwelling units, 150.072
- Powers of the Housing Inspector, 150.082
- Procedure of enforcement, 150.084
- Purpose, 150.070
- Responsibilities of owners and occupants, 150.080
- Standards for space, use and location, 150.076
- Violations, 150.091

Permit Requirements

- Application, 150.031
- Changes in work, 150.037
- Issuance of permit, 150.034
- Limitations on issuance of permits, 150.033
- Permit fees, 150.038
- Permit required; types of permits, 150.030
- Plans and specifications, 150.032
- Revocation of permit, 150.035
- Time limitations on validity of permits, 150.036

Repair, Closing or Demolition of Abandoned Structures

- Alternative remedies, 150.057
- Costs; lien on premises, 150.056
- Duties and powers of Building Inspector, 150.051

BUILDING REGULATIONS, (Cont'd)**Repair, Closing or Demolition of Abandoned Structures, (Cont'd)**

- Finding; intent, 150.050
- In rem action by Inspector; placarding, 150.055
- Methods of service of complaints and orders, 150.054
- Procedure for enforcement, 150.053
- Standards for enforcement, 150.052

Scope, 150.001

CABLE TELEVISION

Town compliance with FCC rate regulations, 112.01

CASH MANAGEMENT AND INVESTMENT PLAN, (See also FINANCE AND REVENUE; TAXATION)

- Banking and investments, 34.16
- Banking relations, 34.17
- Billing, 34.18
- Cash management plan established, 34.15
- Duties of Finance Officer; cash disbursement procedures, 34.20
- Investments, 34.19
- Reporting on the plan, 34.21

CEMETERIES

- Default on payment, 92.03
- Delivery of deed, 92.02
- Sale of lots; terms and conditions, 92.01

CHARTER

- Corporate limits, Charter, § 2
- Incorporation, Charter, § 1
- Officers named, Charter, § 4
- Officers of the town, Charter, § 3

CODE OF ORDINANCES; GENERAL PROVISIONS

- Application to future ordinances, 10.03
- Captions, 10.04
- Definitions, 10.05
- Effective date of ordinances, 10.15
- Errors and omissions, 10.10
- General penalty, 10.99
- Interpretation, 10.02
- Official time, 10.11
- Ordinances repealed, 10.13
- Ordinances unaffected, 10.14

CODE OF ORDINANCES; GENERAL PROVISIONS, (Cont'd)

- Ordinances which amend or supplement code, 10.17
- Reasonable time, 10.12
- Reference to offices, 10.09
- Reference to other sections, 10.08
- Repeal or modification of ordinance, 10.16
- Rules of interpretation, 10.06
- Section histories, 10.18
- Severability, 10.07
- Statutory references, 10.18
- Title of code, 10.01

CONTRACTS, T.S.O., Table III

DAMAGING OR TRESPASSING ON TOWN PROPERTY, 130.03

DEPARTMENTS, BOARDS AND COMMISSIONS

- Departments enumerated, 32.01

DISTURBANCE IN PUBLIC PLACES OR ASSEMBLAGES, 130.05

DOGS, (See ANIMALS)

DUMPING, 130.06

EMERGENCIES

- Authority of Mayor, 36.02
- Restrictions, 36.03
- State of emergency, 36.01
- Subsequent proclamations, 36.04
- Violation of restrictions prohibited, 36.05

EMPLOYEE REGULATIONS

- Adoption of State 401(k) Plan
 - Employer/employee contributions, 33.06
- Americans with Disabilities Act transition plan, 33.02
- Cafeteria plan adopted, 33.03
- Equal employment opportunity policy, 33.01
- Sick leave policy, 33.04
- Travel expenses, 33.05

FINANCE AND REVENUE; TAXATION

- Board of Commissioners to authorize tax collection, 34.04
- Cash Management and Investment Plan, (See CASH MANAGEMENT AND INVESTMENT PLAN)
- Disbursement of funds; certificate, 34.01
- Purchasing agent, 34.02
- Purchasing order, 34.03
- Purchasing Procedures, (See PURCHASING PROCEDURES)
- Unpaid taxes that are liens on real property, 34.05

FINANCE OFFICER, 31.18, (See also TOWN OFFICIALS AND EMPLOYEES)

FIRE DEPARTMENT

- Apparatus and equipment, 32.29
- Appointment of officers; composition, 32.26
- Department established, 32.25
- Duties and powers of Chief, 32.27
- Enforcement, 32.31
- Membership of Department, 32.28
- Rules and regulations, 32.30

FIRE PREVENTION

- Adoption of fire code, 93.01

FIREARMS; DISCHARGE OF, 130.01

GAME ROOMS

- Definition, 111.21
- License required, 111.22
- Prohibited conduct, 111.24
- Purpose, 111.20
- Restrictions, 111.23
- Revocation of license, 111.26
- Rules of operation, 111.25

GARBAGE AND REFUSE

- Accumulation of garbage and refuse prohibited, 50.04
- Burning or burying garbage and refuse; permit required, 50.03
- Collection fees, 50.11
- Collection schedule, 50.07
- Containers required; specifications, 50.05
- Definitions, 50.01
- Interference with containers prohibited, 50.08

GARBAGE AND REFUSE (Cont'd)

- Pre-collection practices; requirements, 50.06
- Refuse required to be deposited in approved containers, 50.02
- Removal of dead animals, 50.10
- Special or bulk collections regulated, 50.09

HOUSING STANDARDS, (See BUILDING REGULATIONS)**IMPROPER MAINTENANCE OF RESIDENTIAL PREMISES, 130.07****INJURY TO PRIVATE PROPERTY, 130.02****LEASE OR RENTAL OF MOTOR VEHICLE TAX**

- Administration, 34.46
- Effective date, 34.50
- Filing of returns, 34.47
- Misdemeanor for willful violations, 34.49
- Payment of tax, 34.47
- Penalties, 34.48
- Tax imposed, 34.45

LITTERING, 96.01, 96.02**MAINTENANCE OF PUBLIC AREAS, 96.03****MAINTENANCE OF RECEPTACLES, 96.04****MASSAGE PARLORS**

- Definitions, 113.02
- Employer to use only licensed employees, 113.05
- Hours of operation, 113.07
- License for business required; application, 113.03
- Licenses to be renewed annually, 113.09
- Masseuses to be licensed; application, 113.04
- Notice of hearing, 113.06
- Provisions applicable to minors, 113.08
- Scope, 113.01
- Violations, 113.10

MOBILE HOMES, (See also ZONING)

- Construction or alteration, 151.182
- Content of plans, 151.183
- Design standards, 151.185

MOBILE HOMES (Cont'd)

- Mobile home park permit, 151.181
- Nonconforming mobile home parks, 151.184
- Operating standards, 151.186
- Purpose, 151.180

NOISE, 94.01**ORDINANCES AND RESOLUTIONS, (See also BOARD OF COMMISSIONERS)**

- Effective date, 30.31
- Official copies, 30.32
- Ordinance book, 30.33
- Ordinances; additions to code, 30.34
- Procedure; publication, 30.30

PARADES AND DEMONSTRATIONS

- Definitions, 95.55
- Grounds for denial of permit, 95.57
- Interference prohibited, 95.61
- Permit required; exceptions, 95.56
- Picketing, 95.62
- Prohibited activity, 95.59
- Requirements and issuance of permits, 95.58
- Revocation of permits, 95.60

PARKING, (See STOPPING, STANDING OR PARKING)**PEDDLING AND SOLICITING**

- Definitions, 114.01
- Door-to-door activities prohibited, 114.03
- Registration, 114.02

PLANNED DEVELOPMENT, (See also ZONING)

- Application; requirements, 151.196
- Conformity to other provisions, 151.197
- Design standards; business and residential development, 151.199
- Dimensional requirements; underground utilities, 151.198
- Purpose, 151.195

PLANNING BOARD

- Composition; vacancies, 32.41
- Establishment, 32.40
- Expenditures; incurring debt; donations, 32.43
- Organization, 32.42
- Powers and duties, 32.44

POLICE DEPARTMENT

- Chief of Police; powers and duties, 32.14
- Conditions of employment; requirements, 32.13
- Duties of police officers, 32.11
- Hiring and discharge of personnel, 32.12
- Mutual aid assistance, 32.15
- Police Department established; composition, 32.10

POLICE LINES; BREAKING OF, 130.04**POOL ROOMS**

- Application, 111.02
- Form and content of license, 111.04
- License required, 111.01
- Prohibited activities to be observed by licensee and employees, 111.05
- Responsibility of licensee, 111.07
- Revocation of licenses, 111.08
- Rules of operation, 111.06
- When license refused, 111.03

PROPERTY NUMBERING SYSTEM, (See also STREETS AND SIDEWALKS)

- Numbering map, 95.10
- Numbering systems, 95.11
- Numbers for future buildings, 95.13
- Official street maps to be corrected, 95.14
- Town Council to provide numbers, 95.12
- Unlawful to deface numbers, 95.15



PURCHASING PROCEDURES, (See also FINANCE AND REVENUE; TAXATION)

- Deposits on contracts, 34.33
- Exceptions to bid procedures, 34.32
- Formal bid procedure, 34.30
- Informal bid procedure, 34.31
- Number of bids required, 34.34
- Publication of bids, 34.36
- Withdrawal of bid, 34.35

REAL ESTATE TRANSACTIONS, T.S.O., Table IV**RECREATION PARK**

- Hours, 35.05

RENTAL TAX (see LEASE OR RENTAL OF MOTOR VEHICLE TAX)**SEWERS**

- Administration and Enforcement
 - Appeals; hearing, 52.82
 - Discontinuance of service, 52.83
 - Notice of violation, 52.81
 - Power and authority of inspectors, 52.80
- Building Sewers and Connections
 - Building sewer permits, 52.31
 - Cost of installation, 52.32
 - Excavations, 52.37
 - Existing building sewers, 52.34
 - Interference with public sewer system; permit required, 52.30
 - Separate sewers for single buildings, 52.33
 - Specific requirements, 52.35
 - Superintendent to inspect sewers, 52.36
- Definitions, 52.01
- Industrial sewer connection application, Ch. 51, Appendix B
- Industrial Waste
 - Assessment policy for industrial sewer extensions, 52.67
 - Industrial permit application; fee, 52.65
 - Industrial waste surcharge, 52.66
- Private Wastewater Disposal
 - Additional requirements, 52.20
 - Compliance with Department of Public Health, 52.17
 - Connection to public sewer, 52.18
 - Operation and maintenance, 52.19
 - Permit required, 52.16
 - Private wastewater disposal for buildings, 52.15

SEWERS, (Cont'd)

Summary for industrial users, Ch. 51, Appendix A

Tampering with wastewater facility prohibited, 52.03

Use of Public Sewers

Certain waters to be approved by Superintendent, 52.49

Discharge of unpolluted water, 52.45

Grease, oil and sand interceptors, 52.48

Interruption of discharge, 52.52

Method for examination of water and wastewater, 52.53

Preliminary treatment facilities, 52.50

Prohibited discharges wastes, 52.47

Special conditions; waivers, 52.54

Storage tanks; control manhole, 52.51

Storm sewers, 52.46

Use of public sewers required, 52.02

Use of sewers outside of city limits, 52.04

SIGN REGULATIONS, (See also ZONING)

Display of property numbers, 151.169

Illumination, 151.167

Institutional signs, 151.166

Maintenance and removal of unsafe signs, 151.168

Nonconforming signs, 151.164

Prohibited signs, 151.165

Purpose, 151.155

Requirements in general; exemptions, 151.156

Shopping center signs, 151.161

Signs permitted in C central business district, 151.158

Signs permitted in HB and HB/CU districts, 151.159

Signs permitted in industrial districts, 151.160

Signs permitted in residential and agricultural-industrial districts, 151.157

Signs permitted with nonconforming uses, 151.163

Temporary signs, 151.162

SOLICITING, (See PEDDLING AND SOLICITING)**STOPPING, STANDING OR PARKING**

Loading and unloading zones, 72.08

Parallel parking required, Ch. 75, Sched. III

Parking limited, Ch. 75, Sched. II

Parking not to obstruct traffic, 72.04

Parking prohibited, Ch. 75, Sched. I

STOPPING, STANDING OR PARKING, (Cont'd)

Restricted or Prohibited Parking on Certain Streets

- Application of regulations, 72.20
- Parking prohibited at all times on certain streets, 72.22
- Parking signs required, 72.24
- Parking time limited on certain streets, 72.23
- Regulations not exclusive, 72.21
- Standing or parking close to curb, 72.01
- Standing or parking for sale, maintenance or storage prohibited, 72.05
- Stopping, standing or parking for purpose of advertising prohibited, 72.07
- Stopping, standing or parking near hazardous or congested places, 72.06
- Stopping, standing or parking prohibited; no signs required, 72.03
- Unattended vehicles, 72.02

STREET NAME CHANGES, T.S.O., Table V**STREETS AND SIDEWALKS**

- Board to approve new streets, 95.01
- Excavations; Construction
 - Damage to municipal property, 95.31
 - Driveways; permit required, 95.32
 - Excavations to be secured, 95.27
 - House moving; bond required, 95.30
 - Permit required; application; fees, 95.25
 - Sidewalk construction, 95.29
 - Streets and sidewalks to be restored, 95.26
 - Tractors or harrows, 95.28
- Obstructions
 - Assembly on streets and sidewalks, 95.40
 - Construction near sidewalk, 95.42
 - Display of goods prohibited, 95.41
 - Gates opening on streets or sidewalks prohibited, 95.45
 - Repair of motor vehicles, 95.44
 - Sheds and awnings, 95.43
- Property Numbering System, (See PROPERTY NUMBERING SYSTEM)

TAX (see LEASE OR RENTAL OF MOTOR VEHICLE TAX)**TAX COLLECTOR, 31.17, (See also TOWN OFFICIALS AND EMPLOYEES)****TAXICABS**

- License required, 115.01

TOWN ATTORNEY, 31.16, (See also TOWN OFFICIALS AND EMPLOYEES)

TOWN CLERK, 31.15, (See also TOWN OFFICIALS AND EMPLOYEES)

TOWN OFFICIALS AND EMPLOYEES

- Conflict of interests, 31.03
- Consolidation of offices, 31.01
- Employees serve at pleasure of Board, 31.02

TOWN POLICIES

- Disposal of personal property, 35.03
- Minority business development, 35.02
- Municipal records retention and disposition schedule, 35.04
- Town liability, 35.01
- Use of Town Property for Special Events
 - Conditions for issuance of permit, 35.16
 - Interference prohibited, 35.18
 - Purpose, 35.15
 - Revocation of permit, 35.17

TRAFFIC CODE

- Administration and Enforcement
 - Applicability to authorized emergency vehicles, 70.37
 - Authority of Police and Fire Department officials, 70.35
 - Obedience to Police and Fire Department officials required, 70.36
- Definitions, 70.01
- Motor Vehicle Operation
 - One-way streets and alleys, 71.02
 - Speed limits; exceptions, 71.01
 - Turn signs, 71.03
- Penalty, 70.99
- Special Stops Required
 - Authority to erect stop signs, 71.16
 - Intersections where stop required, 71.17
 - Signs to bear the word "Stop," 71.18
 - Through streets designated, 71.15
 - Vehicles to stop at stop signs, 71.19
- Speed limits, Ch. 74, Sched. I
- Traffic Control Signs and Devices
 - Display of unauthorized signs, signals or markings, 70.19
 - Flashing signals, 70.18
 - Interference with official traffic control devices, signs or signals, 70.20
 - Obedience to traffic control devices; exceptions, 70.15
 - School zones, 70.23
 - Traffic control signal legend, 70.17

TRAFFIC CODE (Cont'd)

- Traffic Control Signs and Devices (Cont'd)
 - Traffic lanes, 70.21
 - When signs required for enforcement, 70.16
 - Yield signs, 70.24
 - Zone of quiet, 70.22
- Trucks restricted, Ch. 74, Sched. II

WATER

- Access to premises, 51.08
- Application for connections, 51.05
- Connection charges, 51.06
- Connection requirements, 51.04
- Connections outside of town, 51.10
- Disconnection for late payment, 51.19
- Injury to property and fixtures, 51.14
- Installation of service pipes, 51.03
- Leaks to be responsibility of consumer, 51.12
- Meter reading; billing; collecting, 51.18
- Rates and charges; deposit, 51.17
- Service contracts to conform with chapter, 51.01
- Service pipe extensions, 51.07
- Supervision of Mayor and Board; duties of Superintendent, 51.02
- Suspension of service, 51.20
- Tampering with meters prohibited, 51.15
- Town liability, 51.16
- Unauthorized use of water, 51.11
- Water for use of consumers only, 51.13
- Water meters, 51.09
- Water supply plan, 51.21

WEEDS AND REFUSE

- Alternate procedure to other authorized procedures, 94.20
- Charges become lien, 94.19
- Complaint and investigation, 94.16
- Notice to abate nuisance, 94.17
- Removal by town; cost incurred by owner, 94.18
- Uncontrolled growth of weeds and accumulation of refuse declared nuisance, 94.15

ZONING

- Administration and Enforcement
 - Administrative proceedings, 151.253
 - Certificate of occupancy required, 151.252

ZONING, (Cont'd)

Administration and Enforcement (Cont'd)

Enforcement authority, 151.254

Remedies, 151.255

Zoning Enforcement Officer, 151.250

Zoning permits; watershed protection permits, 151.251

Authority, 151.002

Board of Adjustment, (See BOARD OF ADJUSTMENT)

Buffers

Buffers required for permit, 151.121

Enclosure requirements, 151.124

Location, installation and maintenance of buffers, 151.122

Purpose, 151.120

Specifications, 151.123

Changes and Amendments

Action by applicant, 151.236

Action by Board of Commissioners, 151.237

Amendments to water supply watershed overlay district, 151.240

Initiation of amendments, 151.235

Protest of amendment, 151.238

Withdrawal of application, 151.239

Conditional Uses

Applications and fees, 151.111

Conditional use permits, 151.113

Procedures for reviewing applications, 151.112

Purpose, 151.110

Definitions, 151.005

Establishment of Zoning Districts

Agricultural-industrial district (AI), 151.027

Agricultural-residential district (AR), 151.018

Central commercial district (C), 151.022

District boundaries; new territories; zoning map, 151.016

Heavy industrial district (IH), 151.026

Highway business/conditional use district (HB/CU), 151.024

Highway business district (HB), 151.023

Light industrial district (IL), 151.025

Residential district (R-12), 151.020

Residential district (R-8), 151.021

Rules for interpretation; district boundaries and district regulations, 151.017

Suburban residential district (SR), 151.019

Water supply watershed overlay district (WSIII), 151.028

Zoning districts established, 151.015

ZONING, (Cont'd)**Exceptions and Modifications**

- Conditions for modification, 151.060
- Dimensional requirement exceptions, 151.066
- Exceptions to height limit, 151.062
- Front yard and other modifications, 151.061
- Lot size without public utilities, 151.064
- Retaining walls exempt, 151.063
- Zero lot lines, 151.065

General Requirements for District Regulations

- Bona fide farms, 151.045
- Business uses of mobile homes and trailers, 151.047
- Corner visibility not to be limited, 151.046
- Lot must abut public street, 151.043
- Mobile homes on individual lots, 151.048
- Reduction of lot and yard areas prohibited, 151.044
- Relationship of building to lot, 151.042
- Required yard not to be used for buildings, 151.041
- Zoning affects all land, buildings and uses, 151.040

Interpretation and conflict, 151.004**Nonconforming Uses**

- Continuous use of nonconforming buildings, 151.097
- Continuous use of nonconforming land, 151.098
- Intent, 151.095
- Substandard lots and structures, 151.096

Jurisdiction, 151.003**Mobile homes, (See MOBILE HOMES)****Parking and Loading Requirements**

- Combination of required parking space, 151.136
- Downtown off-street parking, 151.141
- Minimum loading requirements, 151.143
- Minimum parking requirement; certification, 151.135
- Mobile homes and trailers, 151.138
- Off-street loading; purpose and general requirements, 151.142
- Requirements for parking lots, 151.137
- Schedule of minimum parking requirements, 151.140
- Vehicle storage, 151.139

Penalty, 151.999**Planned development, (See PLANNED DEVELOPMENT)****Purpose, 151.001****Sign Regulations, (See SIGN REGULATIONS)**

ZONING, (Cont'd)**Temporary and Accessory Uses**

Dwelling as accessory uses, 151.083

Fences and walls, 151.084

Home occupations, 151.081

Mobile offices and homes, 151.080

Satellite dish antennas, 151.085

Swimming pools, 151.082

Zoning operating procedures, Ch. 151, Appendix

ZONING MAP CHANGES, T.S.O., Table VI