

## CHAPTER 17

### LAND USE - ZONING CODE

17.01 SCOPE AND PURPOSE. (1) The Town hereby adopts the Vilas County Land Zoning and Water Protection Ordinance and the County Sanitary Ordinance, except where this chapter imposes great restrictions than are imposed by such ordinances, then the provisions of this chapter shall control

(2) This chapter shall compliment and further impose restrictions and clarification to the Vilas County Land Zoning and Water Protection Ordinance and the County Sanitary Ordinance to uniformly control specific aspects of land use, construction of buildings and other property improvements within the Town.

17.02 GENERAL PROVISIONS. (1) TITLE. This chapter shall be known, referred to and cited as the Town of Conover General Land Use Ordinance or simply as Conover Ordinance 90.

(2) LIMITATIONS OF ORDINANCES. At the discretion of the property owner, the lawful use of any building or land as existing and lawful on the date of enactment of this chapter may be continued even though such use may not be in conformity with the provisions of this chapter. No provision of this chapter shall be interpreted or construed to prohibit the construction or alteration of a single family dwelling on a lot or tract of land small than the minimum requirements of this chapter, provided such single lot or tract was recorded as such prior to the date of the enactment of this chapter and further provided that such construction complies with all other applicable requirements of this chapter.

17.021 DEFINITIONS (a) Manufactured Home means any of the following:

(1) A structure, transportable in one or more sections, which in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or when erected on site is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities.

(2) A structure which meets all the requirements of par. (1) except the size requirements, and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under 42 USC 5401 to 5425.

(3) A mobile home, unless a mobile home is specifically excluded under other provisions of this ordinance.

(b) Mobile Home means a vehicle manufactured or assembled before June 15, 1976, designed to be towed as a single unit or in sections upon a highway by a motor vehicle and equipped and used, or intended to be used, primarily for human habitation, with wall of rigid un - collapsible construction, which has an overall length in excess of 45 feet. "Mobile Home" includes the mobile home structure, its plumbing, heating, air conditioning and electrical systems, and all appliances and all other equipment carrying a manufacture's warranty.

(4) Building or Structure (66.1337 & 70.111(10) WS (a) means any structure that is intended to be a permanent accession to real property; that is designed or used for sheltering people, animals or plants, for storing property or for working, office, parking, sales or display space, regardless of any contribution that the structure makes to the production process in it; that in physical appearance is annexed to that real property; that is covered by a roof or encloses space; that is not readily moved or disassembled; that is otherwise constructed or erected and that is commonly known to be a building because of its appearance and because of the materials of which it is constructed. (b) a building or structure can include fences, garages, sheds and any type of storage unit or commercial, industrial or manufacturing building.

17.03 BUILDING SPECIFICATIONS. (1) No new building or structure shall hereafter be erected and no existing building or structure shall be added in a manner altering its exterior dimensions, or moved or changed in use, until a zoning permit has been issued.

(a) Zoning permits are valid for a period of two (2) years.

(Rev. Res 87-06)

(b) Applications for zoning permits are to be obtained from the Conover Zoning Administrator

(c) After-the-fact permits or permit after violation shall result in the doubling of the original fee

(2) A building or structure intended to be used for human habitation shall have a minimum of 700 square feet of floor area.

(3) All buildings or structures intended to be used for human habitation, shall be erected upon a continuous concrete or masonry foundation, such foundation extending to at least 36 inches below the finished grade of the ground or to standards set by Vilas County

(4) All buildings or structure (except mobile homes) intended for human habitation which are not constructed upon a continuous concrete slab, shall have at least a 24 inch crawl space under any portion of the building or structure not serviced by a basement.

(5) All buildings or structures' exteriors shall be completed on or before two (2) years from the date of issue of the zoning permit and such completed exterior shall not consist of any mill slabs or tar paper.

17.04 SETBACK (1) No building, structure or mobile home, or any part thereof, shall be erected or placed within 75 feet of the center line of any town road.

(2) All other setback requirements shall be in accordance with Vilas Ordinance 85.

17.05 LOCATION OF MOBILE HOMES. (1) No mobile home shall be placed outside a duly licensed mobile home park, unless and until a special written Mobile Home Permit, issued in accordance with the uniform manufactured home standards of 1976 and the following restrictions, has been obtained from the Conover Zoning Administrator (Rev 5/5/05 - R84-05) and a zoning permit has been issued by the Conover Zoning Administrator and the Vilas County Zoning Office.

(a) A continuous concrete or masonry foundation must be constructed around the outside perimeter upon which the mobile home shall be placed, such foundation to be extended a distance of at least 36 inch below the finished grade of the ground; or on reinforced concrete pads of suitable thickness placed at suitable intervals to support the mobile home, but shall not be less than 4 inch thick and be the industry standard.

(b) The wheels and tongue of the mobile home shall be removed immediately upon placement of the mobile home upon the required foundation or pad as specified in (a) of this section and skirted within one (1) year.

(2) The Mobile Home Permit referenced in this section, shall be issued as follows:

(a) Request and file application with the Town Clerk on forms obtained from the Clerk along with a permit fees as determined by the board.

(b) Upon receipt of the approved mobile home permit from Conover, obtain a Conover Zoning Permit from the Conover Zoning Administrator on forms provided by the same

(c) Complete the process by obtaining a zoning permit from the Vilas County Zoning Office and contact Northwinds Inspections Ltd at 715-539-3000 for a Wisconsin Uniform Dwelling Permit.

17.06 MINIMUM LOT SIZE FOR WATER FRONTAGE LOTS. (1) Within the Town, no land shall be subdivided in any manner so as to create a lot small in size than 200' of water frontage unless parcel recorded prior to Ord. Date of Aug. 14, 1977.

(2) Within the Town, no land shall be subdivided in any manner so as to create a lot less

than 60,000 square feet in land area.

## RECREATIONAL VEHICLES

17.10 PURPOSE. The Town of Conover recognizes that the use of land for camping whether by tent or various types of recreational vehicles, can be considered an acceptable and enjoyable use of the land. At the same time, the Town recognizes that such continued use of property can be adverse to the residential qualities of the Town and have an adverse impact on neighbors, both aesthetically and financially.

17.101 INTENT. In enacting this Ordinance, the Town of Conover recognizes such uses and limitations. This Ordinance shall be known as the Conover Camping and Recreational Vehicle Ordinance (Ord 4-16 Mar10,04).

17.102 CAMPING PROHIBITED. No camping, whether tent camping or otherwise, or parking of any recreational vehicle, or any kind, size or description, shall be permitted anywhere in the Town of Conover except in accordance with the provisions set forth in this Ordinance.

### 17.11 UNOCCUPIED RECREATIONAL VEHICLES

(1) No unoccupied recreational vehicle shall be parked or left on a vacant lot.

(2) One unoccupied recreational vehicle may be parked on a lot on which a residence is located provided the recreational vehicle is parked in compliance with all front, side and back lot setbacks as would any other structure.

17.12 CAMPING AND OCCUPIED RECREATIONAL VEHICLES. Camping or parking an occupied recreational vehicle on a vacant lot is permitted subject to the following:

(1) Such use is limited to a maximum of 14 consecutive days per calendar year. Any use over the maximum, shall require a Special Use Permit issued by the Town or its agent (Rev 84-05) for a one time extension for 14 consecutive days per calendar year.

(2) Vilas County Zoning and Sanitation Ordinances pertaining to camping and recreational vehicles must be complied with.

(3) Occupancy of a recreational vehicle is permitted on a lot while a residence is being constructed provided such use shall commence only after a permit for the construction of a residence has been issued and shall terminate upon occupancy of the residence being constructed or at the end of one (1) year, whichever occurs sooner.

### 17.13 GUESTS

(1) One occupied recreational vehicle is permitted on a vacant. One (1) additional recreational vehicle on a vacant lot being used by the owner using the same lot for an occupied recreational vehicle or camping on the lot, shall require obtaining a special use permit from the town or its agent.

(2) One occupied recreational vehicle of a guest, may be located on a lot on which a residence is located for a maximum of 14 consecutive days per calendar year. Any use of the maximum, shall require a special use permit issued by the town or its agent for a one time extension for 14 consecutive days per calendar year.

### 17.14 DEFINITIONS

(1) CAMPING - Habitation of a temporary structure, such as a tent, other than a recreational vehicle.

(2) RECREATIONAL VEHICLE - Includes, without limitation, travel trailers,

ten campers, motor homes, motor coaches and any mobile vehicle, trailer or any other unit designed for use as a temporary dwelling unit.

#### 17.15 NON-CONFORMING

(1) Any non-conforming unit or structure as of the date of enactment of this Ordinance, must be removed, use discontinued and brought into full compliance with current regulations and this Ordinance not later than June 1, 2004.

(2) No property sale shall be enacted involving recreational vehicle use not in full compliance with the Ordinance.

### **PLACEMENT AND REGULATION OF SIGNS AND BILLBOARDS**

17.20 Statutory Authority. (1) This section of the General Code of Ordinances is adopted in accordance with authority given in 60.23(29) Wis. Stats.(Ord 97 - 3/2001)

(2) Introduction & Intent. (a) Signs are an important part of the Town serving as a visual form of communication between places of business and the public. Unattractive, garish signs and ones that detract from the Town's scenic and historic values, threaten harm to its character. Conover's unique character includes several identifiable elements: peacefulness, northwoods atmosphere, natural scenic beauty, quaintness and charm. It is the intent and design of the Ordinance or section to provide guidelines for the construction, placement and maintenance of signs and billboards so that these values are preserved and protected.

(b) It is further intended that this section protect the aesthetic character of the Town, contribute to the order, unity and beauty of this character through controls in visual communication and to make this communication among businesses, the public and individuals orderly and pleasant.

(3) Limitations and Severability. The terms and provisions of this Section shall be deemed severable, and if any provision of it or the application thereof to any person or circumstance is held invalid, the remainder of this section and application of such provisions to other persons and circumstances, shall not be affected therein. Except as otherwise provided for here, this Section shall be construed so as to prohibit the continuance, maintenance, or alteration of a sign in place prior to its enactment.

(4) Definitions. The Following terms shall have the meanings indicated:

(a) Signs or Graphic. Any letters, pictorial representation, symbol, flag, emblem, illuminated devices, displayed in any manner whatsoever, which direct attention of persons off the premises on which the sign is displayed to any object, subject, place or business. However, this shall not include any official flag, emblem or insignia of the government or school when displayed for official purposes.

(b) Abandoned Sign. Any sign, whether on or off premises, in state of neglect, the owner of which is known or unknown, which advertises a business, service or product which is no longer in business or offered.

(c) Business. A lawful activity for the purchase, sale, lease or rental of personal or real property or the manufacture, processing, marketing or sale of products or services to the general public.

(d) Official Signs and Billboards.. Signs including billboards, shall be of a noncommercial nature and in the public interest, be erected by or on the order of a public official in the performance of his or her public duty. (7/08 Amendment 4)

(e) Off-Premises Sign. A sign which directs attention to a business, product, service or entertainment not conducted, sold or offered upon the property which such sign is located and shall not be a billboard. (7/08 Amendment 4)

(f) On-Premises Sign. A sign which directs attention to the name of a building or business or its principal product, service or entertainment conducted, sold or offered upon the property where such sign is located.

(g) Direct Illumination. Illumination by light sources which are an integral part of the sign.

(h) Indirect Illumination. Illumination by light sources which are not a part of the sign.

(i) Roof Line. Means either the edge of the roof or the top of the parapet, whichever forms the top line of the building silhouette; where a building has several roof levels, this roof or parapet shall be the one belonging to that portion of the building on whose wall or roof the sign is located.

(j) Direction Sign. Signs containing information about public places owned or operated by federal, state, or local governments, publicly or privately owned, educational, historic or cultural sites and areas of natural scenic beauty deemed to be in the interest of the traveling public.

(k) Identity Arrow Signs. Any sign which carries only the name of the firm or enterprise or the name of a property owner or occupant intended to give direction at points of intersecting roadways.

(l) Temporary Sign. A banner, pennant, poster or advertising display constructed of cloth, canvas, plastic sheeting, cardboard, wallboard, metal or like materials not intended to be permanent.

(m) Wall-Flat Sign. One affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limit thereof, of any building and which projects from the surface less than 12" at all points.

(n) Unused Sign. Any sign, whether on or off premises, which advertises a business, service or product which is no longer in business or offered.

(o) Sign Mall. A directory listing a number of similar identity arrow signs located in one central location or roadway intersection and viewed by pedestrian and vehicular traffic.

(p) Free Standing Ground Sign. A sign which stands alone, on its own foundation free of architectural or supporting frame or attachment.

(q) Town. Town shall mean the Town of Conover, the Town Board of Conover, or its designated agent.

(5) Prohibited Devices and Signs. (a) Signs shall not resemble, imitate or approximate shape, form or color of traffic or railroad signs, signals or other traffic control devices. No sign shall be erected, relocated or maintained so as to prevent free ingress or egress from any public or private roadway or driveway or placed so as to obstruct or interfere with traffic visibility.

(b) No sign shall be painted, or otherwise affixed to, any rock, tree or other portion of natural terrain.

(c) Advertising signs shall not be directed toward water areas unless advertising a business located on the water, and open to the public.

(d) No billboard or sign as described in Section 4E or Section 8A, being larger than 32 sq. ft., shall be permitted for any private or commercial advertising. (7/08 Amendment 4)

(6) General Sign Standards. (a) No sign shall be located, erected, moved, constructed, extended, converted or structurally altered unless it complies with all of the requirements of this Section and unless a permit has been issued by the Town. The Town Road right-of-way is measured thirty-three (33 feet) from the centerline of the road.

(b) No sign, or any portion thereof, shall be placed within the right-of-way of any Town road unless a permit has been issued by the Town Board. Such permit shall be issued ONLY if the Town determines that such placement would not be detrimental to the public good.

(c) Applications for permits shall contain the following:

1. Name of Applicant
2. Address of Applicant
3. Phone Number of Applicant
4. Location (Address and Road Name)
5. Name of Contractor or other person to construct sign
6. Dimension of Sign
7. Measurements (Top to Ground and Bottom to Ground)
8. Type and Placement of Lighting
9. Written authorization for off-premises signs which shall include a statement by the owner of the land by which he agrees to be bound by all terms of this section

(d) No permit for a sign shall be issued if it is determined by the Town that it will interfere with the maintenance of a Town road, is determined unsafe, is a distraction to vehicular traffic on the Town road, or an obstruction to vision for vehicular traffic.

(e) Where applicable, signs shall comply with all county, state and federal requirements and regulations.

(f) Permits must be obtained for signs which are existing as of the date of this Ordinance (March 7, 2001); such permits must be obtained within eighteen (18) months following effective date thereof.

(7) Exemptions. No permit shall be required for the following signs:

- (a) Signs advertising real estate for sale
- (b) Political signs
- (c) Garage, Yard, Rummage and Flea Market Signs

(8) Maximum Dimensions of Signs.

- (a) Billboard - 150 sq. ft.
- (b) Business - 32 sq. ft.
- (c) Official - 16 sq. ft.
- (d) Identity Arrows - 2 sq. ft.
- (e) Identity Signs on Sign Malls - 2 sq. ft.
- (f) Wall Flat - 32 sq. ft.
- (g) Identity Signs on Sign Malls - 2 sq. ft.
- (h) Free Standing - 6 sq. ft.
- (i) Construction - 32 sq. ft.
- (j) Real Estate - 6 sq. ft.
- (k) Political - 6 sq. ft.
- (l) Garage, Yard, Rummage, Flea Market - 6 sq. ft.
- (m) Residential - 9 sq. ft.

(9) Special Restrictions and Requirements

- (a) Identity signs shall be black lettering on white background.
- (b) No construction signs shall remain on any property for a period in excess of one (1) year.

(c) Real estate signs shall be removed no more than fourteen (14) days after sale or rental of the property.

(d) Political signs shall be removed no more than two (2) days following the applicable election.

(e) Garage, Rummage, Flea Market signs shall be removed on completion of sale; in no event shall signs remain for more than one (1) week without at least one (1) week period in between.

(f) Structural alterations and repairs may be made to existing signs which do not conform to the ordinance provided the sign is brought into conformance with this section following such repairs or alterations.

(g) Illumination

...1 Indirect Illumination. The light source shall be exterior to the sign and shielded so it will not cast a direct beam toward vehicular or pedestrian traffic on any roadway or on adjoining property.

...2 Any sign, the bottom of which is at least ten (10) feet above the ground, shall be illuminated from the bottom or sides only.

...3 Moving, flashing, neon or strobe lights shall not be used to illuminate any sign.

...4 Direct Illumination. No sign or structure with direct illumination shall cause any illumination upon an adjoining property or cause any illumination to be directed onto a roadway which would interfere with the operation of vehicular traffic.

(10) Permit Fees. (Res 55-01) The Town shall establish a schedule of fees for sign permits from time to time which will be available in the Office of the Town Clerk. No permit fee shall be charged for signs existing as of the date of this ordinance or Section. Signs requiring a permit shall be \$40.00 ... \$25 shall be retained by the zoning administrator - \$15 shall be deposited in the town's general funds.

(11) Permit Exceptions. The following activities shall not be considered as creating a sign or structure and therefore, shall not require a permit.

(a) The changing of any advertising copy or message on an approved sign or structure.

(b) Painting, repainting, cleaning or other normal maintenance and repair of a sign or structure unless a structural change is made.

(c) Sign(s) erected by the Town or other inter-governmental department

(d) Mail Boxes

(12) Inspection, Removal and Safety.

(a) Signs for which a permit is required may be inspected periodically by the Town to assure compliance with this and other regulations in effect.

(b) All signs and components shall be maintained in good repair and in a safe, neat, clean and attractive condition.

(c) If the Town determines any sign is in violation of this section, it shall cause notice to be given to the owner thereof or, if the owner is not available, to the owner of the land on which the sign is located. The notice shall specify the reason why the Town determines the sign is in violation of this section. The owner, or the owner of the land, as the case may be, shall then have a period of thirty (30) days to remove the sign or to bring the sign into compliance. If the sign is not removed or brought into compliance within such thirty (30) day period, the Town may remove the sign without further notice to the owner or owner of the land on which the sign is located. The cost of such removal may be charged as an assessment to the owner of the land on which the sign is located. Signs which advertise businesses, products or services no longer in existence or being offered, shall be determined to be not in compliance with this section and

subject to removal by the Town Board as set forth herein.

(d) Mileage in conjunction with administration and inspection of signs under this section, shall be paid at the rate of .32 per mile.

(13) Enforcement and Interpretation. The Town Board is hereby authorized and directed to enforce all the provisions of this Ordinance. Where there is any ambiguity or dispute concerning the interpretation of this section, the decision of the Town shall prevail, subject to appeal as provided in Section 14 of the Town of Conover General Code.

(14) Penalties. The owner of any sign in violation of the provisions of this section shall be subject to a forfeiture of not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) for each violation. If the Town determines it appropriate, violations which are not remedied by the procedures set forth herein, may be referred to the Town Attorney for appropriate legal action.

17.25 BOARD OF APPEALS. This five (5) member board has powers directly granted to it by Section 62.23(7)(e) of the Wis. Stats. The statutory duties of the Board are to herein decide appeals from the decision of the Zoning Administrator or deputies and to consider variances from the strict requirements of the Ordinances where a unique hardship exists and where a waiver of the ordinance can be granted without destroying the purpose and intent of the ordinance.

(1) Creation of the Board of Appeals: A Board of Appeals is hereby created as authorized by the applicable Wis. Stat. 62.23(7)(e). The Board of Appeals shall consist of five members who shall be appointed by the Town Chairperson for terms of three (3) years and until their successors are appointed or elected. The Town Chairperson shall designate one of the members chairperson of the Board of Appeals. The Town Board shall appoint a Secretary to be paid a set fee per hearing, such fee to be set by the said Board. The secretary shall attend all on-site inspections and public hearings, and record the minutes and or transcripts of the Board of Appeals and shall keep a written records of the Board in a minute book.

(2) Jurisdiction and Authority. The Board of Appeals shall have the following powers:

(a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of this section.

(b) To hear and decide appeals of Conditional Use decisions by the zoning officials.

(c) To authorize upon appeals in specific cases, such variances from the terms of the section as will not be contrary to public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance or section will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed and substantial justice done.

(3) Meetings and Rules: Meetings of the Board of Appeals, shall be held at the call of the Chairperson and at such other times as the Board may determine. The Chairperson, or in the Chairperson's absence, the acting chairperson may administer oaths and compel the attendance of witnesses. All meetings of said Board shall be open to the public. The Board's secretary shall keep written record of the outcome of the vote of each examination and other official actions, all of which shall be a public record. Any person may appear and testify at the hearing either in person or by duly authorized agent or attorney. The Board shall adopt further rules as necessary to carry into effect, the regulations of the Board which are not in conflict with Wisconsin Statutes.

(4) Procedures for Hearing Appeals:

(a) Filing Appeals: Appeals to the Board may be taken by any officer, department, board member of the Town of Conover affected by a decision of the office of the Zoning Administrator. Such appeal shall be taken within a reasonable time, as provided by the



rules of the Board, by filing with the office of the Secretary of the Board, a notice of appeal specifying the grounds thereof. Upon filing of an appeal, the Zoning Officials shall transmit to the Board, all of the paper constituting the record upon which the action appealed from was taken.

(b) Stay of Proceedings: An appeal shall stay all proceedings in furtherance of the action appealed from unless the zoning administrator certified to the Board of Appeals that such a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board or by a court of law.

(c) Notice of Hearing: The Board of Appeals shall fix a reasonable time for the hearing of the appeal. Notice of time, place and purpose of such hearing shall be given by publication in a Class 2 Notice as provided for in Section 985 of the Wis. Stats. Notice of time, place and purpose of such hearing shall also be given to the applicant or appellant, the Town Board and the Town Clerk. If the appeal involves an area subject to the Vilas County Shoreland Ordinance or within a 100 year flood plain, notice of the public hearing and a copy of the Board Decision shall be provided to the Vilas County Zoning Administrator.

(d) Findings of the Board: The Board of appeals, upon its findings, shall render a decision on the appeal within a reasonable time. The Board decision requires a majority vote. All decisions and findings of the Board shall in all instances, be final and shall thereafter be only subject to review by a court of law.

(e) Standards for Variance: The Board may authorize such variances from the terms of the section to dimensional standards which will not be contrary to the public interest, where, only to special conditions, a literal enforcement of the section will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed and substantial justice done. The board shall use the following guidelines in interpreting this standard:

...1 The particular physical surroundings, shape or topographic conditions of the specific property involved could result in a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out.

...2 The conditions upon which application for variance is based would not be applicable generally to other property with the same zoning classification.

...3 The purpose of the variance is not based exclusively on a desire for economic or material gain by the applicant or owner.

...4 The alleged difficulty or hardship is caused by this ordinance and has not been created by any person presently having an interest in the property.

...5 The granting of a variance will not be detrimental to the welfare or injurious to other property or improvements in the neighborhood in which the property is located.

...6 The proposed variance will not impair an adequate supply of light and air to the adjacent property, substantially increase the congestion of the public streets, increase the danger of fire or otherwise endanger the public health, safety and welfare or substantially diminish or impair property value of the neighborhood.

...7 No variance shall have the effect of allowing, in any district, uses not permitted in that district.

...8 The board may impose such conditions and restrictions upon the premises benefited by the variance as may be necessary to comply with the above standards and to better carry out the general intent of this section.

(f) Length of Validity: No order of the Board granting such variance, shall be valid for longer than one year from the date of such order unless a zoning permit is obtained within such period and the erection or alteration of the building is started or the use commenced.

(g) Rules: The Board shall adopt such rules as it deems necessary for the conduct of its

business and may exercise all the powers that is vested with all the duties conferred on such Boards by Section 62.23(7)(e) of the Wisconsin Statutes.

17.30 Penalties.

(a) Any person, firm or corporation, including those doing work for others, who violates any of the provisions of this section under authority of Wis. Stats 62.23, shall be subject to a forfeiture of not less than \$50.00 nor more than \$500.00 for each violation plus the costs of prosecution in violation of the same.

(b) Each day a violation exists, shall constitute a distinct and separate violation of this section and as such, forfeitures shall apply accordingly.

(c) Any individual shall refer violations to the Conover Zoning Administrator who shall investigate the report of violation. If a valid violation of this section is determined by the Zoning Administrator or other official, it shall be referred to the Town Board for review and for consideration of turning information over to the Town Attorney or prosecution.