

**Ordinance 641**

**AN ORDINANCE ADOPTING CHAPTER 16.01 OF THE MILLS MUNICIPAL CODE  
PERTAINING TO COMMERCIAL PARK SITE REQUIREMENTS**

WHEREAS, W.S. §15-1-103 (v) authorizes the Town to perform all acts in relation to the property and concerns of the city or town necessary to the exercise of its corporate powers, and;

WHEREAS, W.S. §15-1-103 (xi) authorizes the Town to take all necessary action to plan, construct or otherwise improve, modify, repair, maintain and regulate the use of streets, including the regulation of any structures thereunder, alleys, any bridges, parks, public grounds, cemeteries and sidewalks, and;

W.S. §15-1-103 (xiii) authorizes the Town to license, tax and regulate any business whatsoever conducted or trafficked in within the limits of the city or town for the purpose of raising revenue, and;

W.S. §15-1-103 (xxii) authorizes the Town to establish and regulate parks, zoological gardens and recreation areas within the city limits, and;

WHEREAS, W.S. §15-1-103 (xli) authorizes the Town to adopt ordinances, resolutions and regulations necessary for the health, safety and welfare of the town.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF MILLS, WYOMING CHAPTER 16.01 RECREATIONAL BUSINESS PARK SITE REQUIREMENTS of the Mills Municipal Code shall be and hereby is adopted as follows:

**Recreational Vehicle Parks**

**Sec. 16.01.010 Purpose**

(a) The town council finds that properly planned and operated recreational vehicle communities (i.e., recreational vehicle (RV) parks):

- (1) Promote the safety and health of the residents of such communities and of other nearby communities;
- (2) Encourage economical and orderly development of such communities and of other nearby communities.

(b) It is therefore declared to be the policy of the town to eliminate and prevent health and safety hazards and to promote the economical and orderly development and utilization of land by providing for planned and supervised recreational vehicle communities by providing for the standards and regulations necessary to accomplish these purposes. This ordinance is enacted to achieve orderly development of recreational vehicle parks (RV parks), to promote and develop the use of land to minimize possible impacts, and to promote the health, safety and general welfare of the public.

**Sec. 16.01.020 Applicability**

This ordinance shall apply to any and all new recreational vehicle park located within the town limits and any duly authorized recreational vehicle park in operation on January 1, 2015 shall be



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TOWN OF MILLS

subject to the provisions of this ordinance upon any change in controlling ownership interest in the lands or business of such existing park.

#### **Sec. 16.01.030 Definitions**

Biodegradable. Capable of being decomposed by biological agents, especially bacteria.

Controlling interest. A person or developer who controls at least fifty-one percent (51%) of ownership.

Full-time employee. A person who is responsible for maintenance of the RV park seven (7) days per week. This person may or may not be the owner of the RV park.

Licensee or agent. A person who may or may not own the RV park but is the person responsible for the day-to-day operations including records and license of the park.

Opaque fence. A fence made of solid materials designed to shield from public view the RV park.

Public use phone. A phone used by registrants of the RV park for emergency purposes.

Recreational vehicle park or RV park. Any lot, tract, or parcel of land upon which accommodation is provided for two or more recreational vehicles used as living or sleeping quarters by the day, week, or month, whether a charge is or is not made. A recreational vehicle park is a unified development of recreational vehicle spaces provided for recreational vehicle use with or without community facilities and permitted permanent buildings.

Recreational vehicle site or RV site. That part of a lot or area in a recreational vehicle park or RV park that has been reserved for the placement of one recreational vehicle or RV.

#### **Sec. 16.01.040 License**

(a) Required; application. It shall be unlawful for any person to operate any RV park within the town limits unless he/she holds a valid license issued annually by the town in the name of such person for the specific park. The applicant shall make all applications for the licenses on forms furnished by the town, which shall issue a license upon compliance with all applicable local, state and federal ordinances, statutes and laws.

(b) Hearing on denial. Any person whose application for a license under this section has been denied may request, and shall be granted, a hearing on this matter before the planning and zoning commission with a recommendation forwarded to the town council for approval or disapproval. Any interested person requesting a hearing shall provide the Town Clerk written notice of the request for hearing within twenty days of any decision by the Town Council which notice must contain a summary of the grounds for reconsideration.

(c) Renewal. Application for renewal of a license shall be made in writing by the licensee on forms furnished by the town on or before December 31st of each year. Such application shall contain any changes in the information occurring after the original license was issued or the latest renewal granted.

(d) Payment of fee. All applications shall be accompanied by a fee as provided for in the fee schedule found in section 16.01.050.

(e) Approval of transfer. Every person holding a license shall give notice in writing to the town within ten (10) days after having sold, transferred, given away, or otherwise disposed of any interest in or control of any RV park. Application for transfer of a license shall be made

within ten (10) calendar days after notification of change covered in this section. Within thirty (30) calendar days thereafter, the town shall act on the application for license transfer and it shall be approved if the RV park is in compliance with all applicable local, state and federal ordinances, statutes and laws.

(f) Transfer fee. All applications for license transfer shall be accompanied by a fee as provided for in the fee schedule found in section 16.01.050.

(g) Suspension.

(1) Whenever, the Town determines that conditions or practices exist which are in violation of any provisions of this ordinance applicable to such park, the town shall give notice in writing to the owner and/or manager of the park, and if such conditions or practices have not been corrected in the time frame set forth in the notice, the town will suspend the license and give notice of such suspension. Upon suspension of the license, the licensee shall cease operation of such park.

(2) The suspension of the license may be appealed to the town council as set forth in section 16.01.070(b).

#### **Sec. 16.01.050 Fees**

Recreational vehicle park fees shall be established by resolution by the town council and reviewed annually.

#### **Sec. 16.01.060 Inspections**

(a) Authorized. The building official and code official are hereby authorized to make such inspections as are necessary to determine and promote compliance with this ordinance.

(b) Entry on premises. The building official and code official shall be authorized to enter at reasonable times upon any private or public property for the purpose of inspecting and documenting the conditions relating to the enforcement of this ordinance. In the event the owner or person in charge of any recreational vehicle park withholds consent for inspection, the municipal court shall be authorized to issue lawful warrants for the inspection of any premises.

#### **Sec. 16.01.070 Notice of violation; hearings and orders**

(a) Contents and service of notice.

(1) Whenever it is determined that there are grounds to believe that there has been a violation of any provision of this ordinance, the town shall give notice of such alleged violation to the licensee or agent, as hereinafter provided. Such notice shall:

(A) Be in writing.

(B) Include a brief statement of the grounds for its issuance.

(C) Allow ten (10) days for compliance.

(D) Be served upon the licensee or his agent; provided that such notice or order shall be deemed to have been properly served upon such licensee or agent when a copy thereof has been served upon the person, or provided by certified mail to the licensee's last known address. Any notice by certified mail as provided herein shall remain valid despite the return of any such notices as refused, unclaimed, or unable to deliver for any other reason.

(E) Contain an outline of remedial action that, if taken, will effect compliance with the provisions of this ordinance.

(2) In the event any violations are not cured within the time prescribed, citations for misdemeanor violations may be issued.

(b) Appeal from notice. Any person affected by any notice that has been issued in connection with the enforcement of any provision of this ordinance may request a hearing before the planning and zoning commission; provided that such person shall within ten (10) days after the day the notice was served, file with the town clerk a written petition requesting a hearing to reconsider the order and therein setting forth a brief statement of the grounds thereof. The decision of the planning and zoning commission shall be forwarded to the town council. The filing request for a hearing shall operate as a stay of the notice and of the suspension, except in the case of an order issued under subsection (d) of this section.

(c) Issuance of order. After such hearing, the planning and zoning commission shall issue a written order sustaining, modifying, or withdrawing the notice of violation, which shall be served by certified mail upon the petitioner. Any failure to comply with an order sustaining or modifying the finding of a violation shall constitute grounds for immediate revocation of the license of the park in violation.

(d) Order without notice. Whenever an emergency exists which requires immediate action to protect the public health or safety, any authorized official of the town may, without notice or hearing, require any reasonable action, correction or compliance as necessary to mitigate, correct and eliminate any condition in violation of this ordinance. Notwithstanding any other provision hereof, such order shall be effective immediately. Upon written request served upon the town clerk, a hearing before the planning and zoning commission will be afforded as soon as reasonably possible. The filing of a petition or appeal shall not stay the enforcement of this ordinance in case of emergency. The commission shall issue its order provided by section (c) within thirty days following any emergency appeal however the decision shall be binding and enforceable notwithstanding any reasonable delay in processing the written order.

**Sec. 16.01.080 Violations declared nuisance; abatement; penalty**

(a) Any person found in violation of any provision of this ordinance shall be subject to penalties and fines as determined by the municipal court. The owner and operator are hereby deemed responsible, and shall assume responsibility for the conduct of all persons and uses occurring upon the premises as a condition of the license. Any and all responsible parties may be cited for any violations of this ordinance.

(b) Noncompliance with this ordinance is hereby declared a nuisance. The code official and other persons as authorized by the town may issue citations and summons for any violation.

(c) The town may abate and remove the nuisance and assess the costs of such abatement upon the person(s) responsible for causing or allowing the nuisance condition to exist and the property where such nuisance violation are found. Costs of abatement shall constitute a lien upon and shall run with the land and property of the owner until such costs are fully paid and the nuisance is abated. Any person(s) violating this ordinance shall also be subject to a fine not to exceed seven hundred and fifty dollars (\$750.00) for each violation. Each day any violation continues shall constitute a separate offense.

**Sec. 16.01.090 Site development plan**

A site development plan must be prepared and submitted to staff and must include the requirements for site plans contained herein.

**Sec. 16.01.100 Location; fencing**

(a) RV parks shall be located in an area regulated by section 16.01.110 [16.01.170] of this ordinance.

(b) An opaque fence at least seven (7) feet in height must be placed on the property line to buffer the RV park from view. The fence shall be installed on both sides and at the rear of the property. The fence must be of metal or galvanized materials. No wood fences are allowed.

**Sec. 16.01.110 Size of park; density**

Each RV park must have a minimum size of two (2) acres, with a maximum of five (5) acres. The maximum site density for RV parks shall be twenty (20) sites per acre. Only one (1) recreational vehicle is permitted per recreational vehicle site.

**Sec. 16.01.120 Size of individual sites; pad requirements**

(a) Each recreational vehicle site within the RV park shall have a minimum area of one thousand nine hundred fifty (1,950) square feet and shall be at least thirty (30) feet wide and sixty-five (65) feet in depth. The sites shall be designed as pull-through for ease of entering and leaving the site. A roadway is therefore required to the front and rear. In addition, the space shall be clearly marked, identifying the space number.

(b) The left 1/3 (10 x 65) of the site or driver's side must be planted with grass and other landscaping, the middle (10 x 65) must be paved with cement, and the remaining 1/3 or passenger side can be paved with either cement, asphalt, crushed rock or similar material. The middle portion is to be used for the parking of the recreational vehicle with the paved area on the right used as a parking or patio area.

(c) There shall be a minimum clearance of ten feet (10') between all recreational vehicles and a minimum clearance of five feet (5') between all recreational vehicles and other structures on the same lot.

(d) There shall be a minimum clearance of five feet (5') between each recreational vehicle and any adjoining rear lot line.

**Sec. 16.01.130 Internal roadways; street lighting**

(a) Each recreational vehicle site within the RV park shall have access to an internal private roadway, which shall have access to a public street. The entrance of the internal private roadway shall have a pavement width of at least thirty (30) feet with an adequate curb radius. The internal private roadway shall have a pavement width (concrete or asphalt) of twenty-four (24) feet in accordance with town standards. The roadway may be twenty (20) feet if the RV park is designed for one-way roads. Each emergency access lane shall have a clear unobstructed width of twenty-four (24) feet, twenty (20) feet if one-way, and shall have a turning area and radii with a minimum of sixty (60) feet to permit free movement of emergency vehicles. Dead-end streets are not allowed. The internal accessory streets off the main internal private roadway may be constructed with crushed rock materials or similar material with the objective to prohibit dust.

(b) Metal signs shall be placed along the emergency access lane by the owner or agent of the RV park stating that parking is prohibited. The sign type, size, height and location shall be approved by the town.

(c) Adequate street lighting for the RV park shall be approved by the town.

**Sec. 16.01.140 Office, restrooms and other facilities; recreation area**

(a) Each RV park must have an office for the manager of the RV park, bathroom, shower and laundry facilities as provided herein. All facilities used by residents must be well lit inside and outside during the night hours. All facilities must meet applicable codes adopted by the city.

(b) All RV parks shall have at least one (1) recreation area, located as to be free of traffic hazards, easily accessible to all park residents and centrally located where topography permits. Not less than eight (8) percent of the gross park area shall be devoted to recreational facilities. Recreation areas include space for community buildings and community use facilities such as restroom and shower facilities, adult recreation and playgrounds for children, and swimming pools, but not including vehicle parking, maintenance and utility areas.

**Sec. 16.01.150 Soil and ground cover**

Exposed ground surfaces in all parts of the RV parks shall be paved, covered with stone, rock, or other similar solid material, or protected with vegetative cover that is capable of preventing soil erosion and eliminating dust. All pavement shall be maintained in good repair.

**Sec. 16.01.160 Occupancy of recreational vehicle outside of park**

The placement of a recreational vehicle for occupancy longer than five (5) consecutive days shall not be permitted except in an approved recreational vehicle park. A recreational vehicle may be placed at an owner's residence as long as the RV is placed in the side or rear yard area and not used for occupancy longer than five (5) consecutive days in a thirty (30) day period.

**Sec. 16.01.170 Designated area of town**

The area designated for the placement of recreational vehicle parks shall be established only in E-B and D-B districts.

**Sec. 16.01.180 Drainage**

The ground surface in all parts of the RV park shall be graded and designed to drain all storm water and surface water in a safe, efficient manner. Drainage analysis shall be performed by a licensed professional engineer and easements for the conveyance of surface water off-site shall be obtained if necessary.

**Sec. 16.01.190 Water supply**

Each site within an RV park shall be provided with a connection to the town water supply. The town must approve all proposed water facility plans prior to construction. The water distribution system shall be installed as follows:

- (1) The water supply system, fixtures and other equipment must be installed in accordance with applicable codes adopted by the town.
- (2) A master water meter shall be installed to serve the RV park. Sub-metering or re-metering of RV sites is not permitted.

- (3) A reduced pressure principle back-flow preventer with meter and a double check valve, at site, will be required to be placed at the property line on the discharge side of the master meter. In addition, one (1) must be placed at each of the connections for each RV site and located on the left side of the site.
- (4) Water riser service branch lines shall extend at least four (4) inches above ground elevation. The branch line shall be at least 3/4 inch.
- (5) Adequate provisions shall be made to prevent freezing of service lines, valves and riser pipes. Surface drainage shall be diverted from the location of utility connections at each site.
- (6) A shut-off valve below the frost line shall be provided near each water riser pipe.
- (7) The owner/operator shall have complete maintenance responsibility for the water system within the RV park.
- (8) The town has no maintenance responsibility for service lines within the RV park. The responsibility of the town stops at the main line valve.

**Sec. 16.01.200 Wastewater facilities**

- (a) Each site within the RV park shall be provided with a connection for wastewater. All wastewater service lines shall be connected to the town wastewater system.
- (b) The town must approve all proposed wastewater plans prior to construction. The wastewater distribution system shall be installed as follows:
  - (1) The wastewater system and materials must be installed in accordance with applicable codes adopted by the town.
  - (2) Each site shall be provided with a four-inch diameter wastewater riser and shall extend above grade four (4) to six (6) inches. The wastewater riser pipe shall be so located on each stand so that the wastewater connection to the RV drain outlet will approximate a vertical position. Each inlet shall be provided with a gas tight seal when connected to a recreational vehicle or have a gas tight seal plug when not in service. The plug shall be that of a spring-loaded device.
  - (3) The wastewater connection to each site shall consist of a single four-inch service line without any branch lines, fittings, or connections. All joints shall be watertight.
  - (4) Surface drainage shall be diverted away from the riser. The rim of the riser pipe shall extend at least four (4) to six (6) inches above the ground elevation.
  - (5) The owner/operator shall have complete maintenance responsibility for the wastewater system within the RV park. The responsibility of the town stops at the town's sewer main.
  - (6) Each RV park shall be required to install at the property line, before connection to the town sewer is made, an inspection manhole. The manhole shall be installed according to town code.
  - (7) All discharge, including any chemicals entering the town sewer shall be biodegradable.

(c) Waste dump stations shall be built to Wyoming Department of Environmental Quality standards. Waste dump fees are separate from normal town sewer rates and the fees and rates shall be set by resolution henceforth.

**Sec. 16.01.210 Electrical service**

Each site within the RV park shall be provided with electrical service. All electrical service shall be underground and installed in accordance with the National Electrical Code. The electrical service shall be installed as follows:

- (1) A master electric meter shall be installed to serve the RV park. Sub-metering or re-metering of RV sites is not permitted.
- (2) The town has no maintenance responsibility for service lines within the RV park.
- (3) The location of all underground lines shall be clearly marked by surface signs at approved intervals.
- (4) Power supply to each site shall be a minimum of one 20-amp and one 50-amp power supply.
- (5) Outlets (receptacles or pressure connectors) shall be housed in an Underwriters' Laboratories, Inc., approved weatherproof outlet box.
- (6) A watertight seal shall be provided for underground conduit in flood plain installations and a riser extending a minimum of two (2) feet above the flood plain elevation shall be provided.

**Sec. 16.01.220 Sanitary facilities**

(a) Each RV park shall provide the following sanitary facilities as listed below:

- (1) One (1) toilet or stool for the female sex for every twenty (20) sites or fraction thereof (minimum of one (1) is required) for the first one hundred and twenty (120) sites, and one (1) per forty (40) sites thereafter.
- (2) One (1) toilet or stool and one (1) urinal stall for the male sex for every twenty (20) sites or fraction thereof (minimum of one (1) is required) for the first one hundred and twenty (120) sites, and one (1) per forty (40) sites thereafter.
- (3) One (1) wash basin shall be provided within the toilet room for every two (2) toilets or fraction thereof (a minimum of one (1) is required).
- (4) One (1) shower shall be provided for each sex for each twenty (20) sites or fraction thereof (minimum of one (1) is required for each sex) for the first one hundred and twenty (120) sites, and one (1) per forty (40) sites thereafter.
- (5) All toilets and shower facilities shall be placed in properly constructed buildings and located not more than two hundred (200) feet from any recreational vehicle site.
- (6) Buildings shall be well lit at all times, well ventilated with screened openings, and constructed of moisture-proof material to permit rapid and satisfactory cleaning, scouring and washing.



(7) The floors shall be of concrete or other impervious material, elevated not less than four (4) inches above grade, and each room shall be provided with floor drains.

(8) A slop sink or basin with water supply shall be in each restroom (male and female) and at least one (1) in the laundry facility, and shall be constructed in accordance with design, size and materials approved by the building official.

(b) Toilet and bathing facilities shall be in separate rooms or partitioned apart in any manner as to provide privacy and promote cleanliness and sanitation. Each toilet provided in a community toilet house shall be partitioned apart from any other toilet in the same room. The floor surface around the commode shall not drain into the shower floor.

(c) Toilet floors and walls shall be of impervious material, painted white or a light color, and kept clean at all times. Shower stalls shall be of tile, plaster, cement or some other impervious material and shall be kept clean at all times. If a shower stall is of some impervious material other than tile, cement or plaster, it shall be white or some light color and kept clean at all times. The floor of any bathroom, other than the shower stall, shall be of some impervious material, and the walls of the bathroom, other than the shower stall, shall be papered with canvas and wallpaper, or an equivalent washable surface kept clean at all times.

**Sec. 16.01.230 Storage, collection and disposal of refuse and garbage**

(a) Each RV park shall be provided with safe and adequate facilities for the collection and removal of waste and garbage. Storage, collection, and handling shall be conducted so as to create no health hazards, rodent harborage, insect breeding areas, or fire hazards.

(b) Every site shall be located within two hundred (200) feet of a refuse facility measured along the RV park internal roadway. One three (3) cubic yard refuse dumpster shall be provided for each six (6) recreational vehicles. Refuse dumpsters shall be screened on three (3) sides and placed on concrete pads.

**Sec. 16.01.240 Telephone**

A minimum of one (1) land line telephone shall be provided in an easily accessible location twenty-four (24) hours a day, seven (7) days a week, for emergency use.

**Sec. 16.01.250 Accessory structures**

The individual sites within the RV park are not allowed to have accessory structures without approval of the town.

**Sec. 16.01.260 Registration of guests**

Each person renting a site within a RV park shall provide the following information to the owner, manager, operator or person in charge of the RV park:

- (1) Name;
- (2) Full address of permanent residence;
- (3) Automobile and recreational vehicle license plate number and the state in which each is registered;
- (4) Driver's license number of the owner or occupant;
- (5) The number or letter of the site being rented;

(6) Date of arrival and departure.

**Sec. 16.01.270 Control of insects, rodents and other pests**

(a) Grounds, buildings and structures in the RV park shall be maintained free of the accumulation of high grass and weeds and debris so as to prevent rodent and snake harborage or the breeding of flies, mosquitoes or other pests.

(b) The RV park owner or manager shall be responsible for maintaining the entire area of the park free of dry brush, leaves, limbs and weeds.

**Sec. 16.01.280 Fire safety standards; fire hydrants**

(a) Open fires shall be allowed only in a manner and within a container approved by the fire chief.

(b) A fire hydrant(s) must be placed such that each recreational vehicle site is within six hundred (600) feet of one and shall meet Wyoming Department of Environmental Quality permit minimum standards.

(c) All RV parks shall be placed in an area where town water is available.

**Sec. 16.01.290 Deleted**

**Sec. 16.01.300 Change of ownership of existing park**

Upon change of controlling interest of any duly authorized RV park in operation before January 1, 2015, the new owners of such facility shall immediately bring the existing RV park to meet the requirements of this ordinance.

**Sec. 16.01.310 Recreational vehicles in mobile home parks; mobile homes in recreational vehicle parks**

Existing manufactured mobile home parks that have spaces for recreational vehicles existing prior to the adoption of this ordinance shall be permitted to occupy the space with a recreational vehicle. In no instance shall a new manufactured mobile home park to be located within the town limits be allowed recreational vehicles or spaces for recreational vehicles. Same shall apply to a recreational vehicle to be located within the town limits. Only recreational vehicles shall be allowed in a recreational vehicle park. No manufactured mobile home shall be permitted in a recreational vehicle park.

**EFFECTIVE DATE**

This Ordinance shall be in full force and effect ten (10) days following its passage and approval on third and final reading.

**REPEAL OF CONFLICTING ORDINANCES**

All existing Ordinances or parts of Ordinances of the Town of Mills are hereby repealed insofar as they may be inconsistent with the provisions of this Ordinance.

**SEVERABILITY OF PROVISIONS**

It is the intention of the Council that each separate provision of this Ordinance be deemed independent of all other provisions, and it is further the intention of the Council that if any provisions of this Ordinance be declared invalid for any reason that all other

provisions hereof shall remain valid and enforceable.

PASSED ON FIRST READING the 19<sup>th</sup> day of November, 2014  
PASSED ON SECOND READING the 3<sup>rd</sup> day of December, 2014  
PASSED, APPROVED, AND ADOPTED ON THIRD AND FINAL READING the  
17<sup>th</sup> day of December, 2014

**TOWN OF MILLS, WYOMING**

A Municipal corporation,

By: Marrolyce Wilson  
Marrolyce Wilson, Mayor

ATTEST: Lisa Whetstone  
Lisa Whetstone  
Deputy Town Clerk

I, Lisa Whetstone, Deputy Town Clerk of the Town of Mills, Wyoming, do hereby certify that the foregoing is a true and correct copy of Ordinance No.641, entitled " CHAPTER 16 COMMERCIAL PARK SITE REQUIREMENTS" passed on third and Final Reading by the Town Council of the Town of Mills, Wyoming, at a regular meeting held by the Council Members on the 17<sup>th</sup> day of December, 2014.

Lisa Whetstone  
Lisa Whetstone,  
Deputy Town Clerk

I, the regularly appointed, duly qualified and Deputy Town Clerk of the Town of Mills, Wyoming do hereby certify that signed, attested, sealed, and certified copies of this Ordinance No.641 approved and passed as certified above, and following its passage by the Town Council, was posted in the Town Clerk's Office and at the Mills Post Office for a period of ten (10) days as required by law; that it took effect and became in force as a legal ordinance of the Town of Mills, Wyoming on the 27<sup>th</sup> day of December, 2014.

Lisa Whetstone  
Lisa Whetstone, Deputy Town Clerk

