

CHAPTER 11

ARTICLE 14

**MANUFACTURED HOME PARK**

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9-11-14-1: DEFINITIONS

For this article the following words shall have the meaning described to them in this section.

**ACCESS WAY:** An unobstructed way of specified width containing a drive or roadway which provides vehicular access within a manufactured home park.

**CABANA:** A stationary lightweight structure, which may be prefabricated or demountable, with two (2) or more walls, used adjacent to and in conjunction with a manufactured home, to provide additional living space and meant to be moved with the manufactured home.

**RAMADA:** A stationary structure having a roof extending over a manufactured home which may also extend over a patio or parking space for motor vehicles and is used principally for protection from the elements.

**STAND:** A part of a manufactured home space reserved for the placement of a manufactured home.

9-11-14-2: PROCEDURE

Preliminary and final platting procedure for a manufactured home park shall follow 9-11-04.

9-11-14-3: REGULATIONS

- A. Size: A parcel of land for a manufactured home park shall not be less than two (2) acres or greater than five (acres).

- B. Setback: Manufactured home parks shall observe the following setbacks between manufactured home stands and the development boundary lines:
  - 1. When abutting a residential or agricultural zone, thirty feet (30');
  - 2. When abutting commercial or industrial zone, twenty feet (20');
  - 3. The setback from any abutting street shall be twenty feet (20').
- C. Fence: An ornamental site-obscuring fence or wall of not less than five feet (5'), nor more than six feet (6'), in height, or an evergreen planting screen of not less than five feet (5') in width, shall separate the manufactured home park from adjacent property. Such fence, wall or planting shall be approved by the City as part of the application procedure.
- D. Access: The manufactured home park must access a public street with a minimum right of way width of fifty feet (50'). No manufactured home space shall be located in such a manner that a public street must be used to maneuver a manufactured home into a space.
- E. Manufactured Homes:
  - 1. Acceptable structures for a manufactured home park include manufactured homes that do not meet other residential zoning requirements.
  - 2. Structures shall be placed on stands and not permanent foundations. Skirting shall be required within thirty (30) days of occupancy.
  - 3. Commercial coaches, camping trailers, motor homes or other recreational vehicles shall not be allowed in a manufactured home park.
- F. Parking: There shall be one vehicle parking space at least twenty feet by twenty feet (20' x 20') in size for each manufactured home space with clear and unobstructed access to an access way. Any parking in access ways shall not fulfill this requirement. Guest parking shall be provided in the manufactured home park, but not in required access ways, at the rate of one parking space for every four (4) manufactured home spaces. (Ord. 23, 5-1981; Ord. 2008-6)

9-11-14-4: STANDARDS

- A. Space Requirements: The minimum manufactured home space requirements for a new manufactured home park or the expansion of an existing manufactured (mobile) home park are as follows:
  - 1. No space shall be smaller than four thousand (4,000) square feet and no space shall have a width of less than thirty six feet (36').
  - 2. Each manufactured home space shall be provided with a minimum outdoor living area of three hundred (300) square feet.
  - 3. Stands shall be set back a minimum of six feet (6') from any street, common walkway or access way. The minimum space requirements between manufactured home stands are as follows:
    - a. End to end, fourteen feet (14').
    - b. Side to side, twenty five feet (25'); one side yard twenty feet (20') and one side yard five feet (5').

- c. Across a street between two (2) stands, thirty six feet (36').
- d. Temporary or permanent structures situated in one space shall be separated by at least five feet (5') from temporary or permanent structures or manufactured homes in an adjoining space.
- B. Stands: Occupied manufactured homes shall be parked on stands paved with asphalt or concrete surfacing.
- C. Recreation Area: A minimum of ten percent (10%) of the gross manufactured home park area shall be reserved for a common green.
- D. Access Ways: Access ways shall be paved with asphalt and connect each manufactured home space to a public street with the following minimum pavement widths:
  - 1. Access ways shall not be less than thirty six feet (36').
  - 2. Cul-de-sac diameters shall not be less than fifty feet (50').
- E. Structures:
  - 1. Type: Structures located in any manufactured home space shall be limited to a storage building, garage or carport.
  - 2. Support: No structural additions shall be built onto or become part of any manufactured home, and no manufactured home shall support any building in any manner. An awning, patio cover, deck or cabana adjacent to a manufactured home is allowed.
- F. Storage:
  - 1. Boats, camping trailers, recreational vehicles and related equipment owned by residents of the manufactured home park shall not be parked on a manufactured home space. Such items shall be parked in a storage area.
  - 2. Storage Area: A storage area within the manufactured home park shall be screened by sight-obscuring fencing at a minimum height of six feet (6'). (Ord. 23, 5-1981; Ord. 2008-6)

9-11-14-5: IMPROVEMENTS

- A. Developer Responsibility:
  - 1. All improvements, easements and other facilities, which are required as a condition to application approval shall be the responsibility of the developer and shall meet city specifications and standards of construction.
  - 2. Plans for the improvements herein required shall be prepared by an engineer registered and certified in the state.
- B. Record Plans and Specifications:
  - 1. Prior to acceptance of the city of any improvements installed by the developer, two (2) sets of prints of the approved "record" plans and specifications shall be certified by the developer's engineer and filed with the city.
  - 2. Within ten (10) days after completion of improvements and submission of "record" plans in accordance with city specifications, the city shall certify

completion and acceptance of construction and shall transmit a copy of said certification to the developer. If a surety agreement has been executed by the developer, the same shall be forwarded to the administrator. The administrator shall thereafter release said surety or guarantee upon application by the developer.

#### 9-11-14-6: REQUIRED IMPROVEMENTS

- A. Curb And Gutter And Street Improvements: Concrete rolled curb and gutter and asphalt plant mix pavement shall be required on all access ways in a proposed manufactured home park.
- B. Sidewalks: Concrete sidewalks should be provided. Sidewalks shall be three feet (3') in width and a minimum of three and one-half inches (3 1/2") inches in depth.
- C. Storm Water Disposal: Proper and adequate provision shall be made for disposal of storm water. The type, extent, location and capacity of facilities shall be approved for individual development by the city.
- D. Sewer System: Approved sewage treatment lines shall be connected to the city's present sewage system.
  - 1. Each manufactured home space shall be provided with at least a three-inch (3") connection.
  - 2. Suitable fittings shall be provided so a watertight connection can be made between the manufactured home drain and the sewer connection.
  - 3. Connections shall be constructed so they can be closed when not linked to a manufactured home and shall be trapped in such a manner as to maintain them in an odor free condition.
- E. Water Supply: A water supply approved by the city shall be provided for all spaces within the manufactured home park. All water piping shall be constructed and maintained in accordance with State and local law.
- F. Fire Protection: The location of fire hydrants required to serve the manufactured home park shall be approved by the city.
- G. Monuments: Monuments shall be installed in accordance with current standards at all corner, angle points, and points of curve and all street intersections.
- H. Street Signs: Street names and traffic-control signs shall be installed by the city in appropriate locations at each street intersection in accordance with local standards. A fee shall be charged to the developer to reimburse the city for its costs.
- I. Streetlights And Electrical Power: Streetlights and electrical power shall be installed by the developer as approved by the planning and zoning commission and city council.
- J. Centralized Postal Service: The developer should locate and provide a centralized delivery center for mail.
  - 1. Location shall be approved by the planning and zoning commission and city council.

2. There shall be a minimum of one mailbox per each space within the manufactured home park.
  3. Centralized delivery equipment shall be placed a minimum of six feet (6') from the curb. Equipment shall be on a stand or enclosed in a customized structure.
- K. Refuse Collection And Disposal: The collection and disposal of refuse in the manufactured home park shall be so managed as to prevent health hazards, rodent harborage, insect breeding areas, accident hazards or air pollution. The location and design of refuse facilities shall be a part of the site plans submitted to the city for approval.
- L. Garbage And Snow Removal: The owner of the manufactured home park shall be responsible for all garbage and snow removal within the manufactured home park area. (Ord. 23, 5-1981; Ord. 2008-6)

#### 9-11-14-7: LICENSING OF MANUFACTURED HOME PARKS

- A. License Required; Fee: No persons shall construct, maintain, operate or alter any manufactured home park unless he holds a valid license for the manufactured home park. A license application for a manufactured home park shall be obtained from the administrator. Compliance by the applicant with provisions of this Title and of any regulations adopted pursuant thereto and the payment of a business license fee is required. Said fee shall be as established by resolution of the city council.
- B. Renewal; Term: The business license must be renewed annually. The term of the business license is from January 1 to December 31 of the same year. If less than six (6) months of the business license period remains, the license fee is one-half (1/2) the annual fee.
- C. Newly-Proposed Park; Approval Procedure: A newly-proposed manufactured home park shall secure approval of the planning and zoning commission and city council before applying for a license. A license must be obtained before construction begins.

#### 9-11-14-8: EXISTING MANUFACTURED HOME PARK

- A. Inspection: An application for a license to operate an existing mobile home park shall be filed with the administrator. Upon receipt of the application, a city representative shall inspect the mobile home park. If the inspection reveals that the conditions and facilities of the park meet the standards herein set forth, a regular license shall be issued after payment of the appropriate fee.
- B. Conditional License: If the inspection reveals conditions and facilities are below the standards set forth in this Title, a conditional license shall be issued. The owner shall be required to meet the minimum standards within a reasonable period of time as determined by the city. At the end of the period set forth, the manufactured home park will be inspected. If requirements have been met, a license will be issued. If the requirements have not been met, the conditional license shall be suspended based upon a written notice by the city to the owner.

- C. Reconstruction; Enlargement: Existing manufactured (mobile) home parks developed to standards lower than established by this Title shall not be reconstructed or enlarged to standards lower than the standards of this Title.

9-11-14-9: TRANSFER OF LICENSE

- A. Application: Written application for transfer shall be filed with the administrator, accompanied by a fee as established by resolution of the city council. Such application shall be made within seven (7) days after any change in ownership, interest or control of any manufactured home park.
- B. Contents Of Application:
  - 1. Name and address of the present licensee.
  - 2. Name and address of proposed licensee.
  - 3. Location and address of the manufactured home park.
  - 4. Date of transfer of ownership.
- C. Inspection: A representative of the city shall inspect the manufactured home park.
  - 1. If the park meets the standards and regulations of this Title, then the inspector shall certify approval and a license will be transferred to the new owner.
  - 2. If the park does not meet the standards and regulations of this Title, then the administrator shall set forth in writing the reasons and necessary action required to receive approval. The owner shall be required to meet the minimum standards within a reasonable period of time as determined by the city. At the end of the period set forth, the manufactured home park will be inspected.
  - 3. The applicant may appeal the ruling to the city council by filing a written notice of appeal with the administrator.
  - 4. A new license shall be valid until January 1 of the year following.

9-11-14-10: DISPLAY OF LICENSE

Any required manufactured home park license shall be displayed in a conspicuous place on the manufactured home park premises.

9-11-14-11: REVOCATION OF LICENSE

When the city finds conditions or practices exist which are in violation of the provisions of this Title or of the conditions of approval, the city may revoke the manufactured home park license.

- A. Action Required: Any action to revoke a license shall:
  - 1. Include a notice stating the reasons for revocation.
  - 2. Be served upon the owner, his agent or the occupant as the case may require.

3. Contain an outline of actions required to meet the minimum standards and regulations of this Title.
  4. Allow a reasonable time for the performance of the required improvements.
- B. Inspection: The city shall re-inspect the manufactured home park and if the requirements have not been met, the city shall give written notice to the licensee that the license is suspended. Upon receipt of the notice of suspension, such persons shall cease operation of the manufactured home park.
- C. Hearing Request: Any person whose license has been suspended or who has received notice from the city that his license shall be suspended may request and shall be granted a hearing by the city council. A written request must be submitted to the administrator within ten (10) days after the notice of suspension.
1. The hearing shall commence not later than the next regular meeting of the city council.
  2. The proceedings of the hearing, including findings and decisions of the city council, shall be reduced to writing and shall be entered as a matter of public record. Such record shall include a copy of every notice or order issued in connection with the matter.
  3. The city council may sustain, modify or withdraw the notice of license revocation, depending upon its findings as to compliance or noncompliance with the provisions of this Title and shall affix such requirements to the manufactured home park license as may be necessary before the manufactured home park can be continued in operation. (Ord. 23, 5-1981; Ord. 2008-6)