

#### 4.14 MANUFACTURED HOME PARK DISTRICT (MHP)

(1) **Procedures and Applications.**

The purpose of the MHP District is to provide a means of obtaining the residential goals and objectives of the Town's Comprehensive Plan. The intent of the MHP District is to provide for the location of mobile home and manufactured home parks, and establish regulations governing their construction and use for the health and well-being of the residents of the community.

(2) **Requirements for Permit.**

(A) **Approvals Required.** No person shall construct, expand or operate a manufactured home park within the Town unless he or she has been zoned into the MHP District and holds a valid license issued annually by the Town Clerk. Any person owning or controlling a manufactured home park in existence on the effective date of this Ordinance may apply for and receive an annual license for his or her existing park by complying with (d) thereof.

(B) **Initial License.** The Town Clerk shall issue an initial license only after the following actions have taken place:

1. The land has been zoned Manufactured Home Park District by the Town Board.
2. The applicant completes an application form and submits it to the Town Clerk together with the required license fee.
3. The Town Board approves the license.

(C) **Expiration.** All such licenses are to expire on the 30th day of June of each year and shall be renewed annually. There shall be no pro-ration of fees.

(D) **Initial License Application:**

1. **Application.** Application for an initial license shall be made to the Town Clerk on an initial license application form approved by the Town Board. Fees as provided in (2)(B) above are required prior to taking action on each of the approval steps listed herein.
2. **Preliminary Plan.** The applicant shall apply for preliminary plan approval to the Planning and Zoning Committee. Such applicant shall submit six (6) copies of the preliminary plan. Such preliminary plan shall be drawn on a topographic map with a scale of at least one inch equals 200 feet showing two foot contours, the

area, location and proposed layout of lots, roadways, buffer strips, and park areas. Approval by the Planning & Zoning Committee shall be in concept only, which will enable the applicant to prepare the final plan.

3. Final Plan. Upon approval by the Planning & Zoning Committee of the preliminary plan, the applicant shall submit to the Planning & Zoning Committee the review fee and six (6) copies of the general development plan which shall include:
  - a. Three (3) prints of a certified survey map or subdivision plat of the property showing existing features of the property.
  - b. A complete plan of the park drawn to a scale of not less than 100 feet per inch.
  - c. The number, location and dimensions of all mobile home or manufactured home lots.
  - d. The location of width or roadways, walkways, easements, setback lines, planting strips and recreation areas.
  - e. The location of automobile parking areas and service buildings, if provided.
  - f. The location and size of utility service lines for water, storm and sanitary sewers, electrical, telephone, fuel and if provided, cable television service.

(E) Building Plans. Plans and specifications of all buildings and other improvements constructed or to be constructed within the park, including a detailed sketch of a typical mobile home or manufactured home lot. Upon submission of the final plan to the Planning & Zoning Committee, the Committee shall set a public hearing on the final plan and after hearing any interested party, any staff reports, recommendation or information, the Committee shall make a recommendation and report to the Town Board concerning such plan after determining the following:

1. That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the intended park.
2. The adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

3. That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public street.

(F) Approval by Town Board. After receiving the final plan and the recommendation and report from the Planning & Zoning Committee, the Town Board may approve the initial license after a public hearing. Such license shall not be issued until the requirements of this Section have been fulfilled. The Town Clerk is then authorized to issue an initial license upon payment of the required fee.

(G) Procedure After License Granted. Upon approval of the initial license, the owners of the land shall cause to be recorded with the Register of Deeds for Rock County, Wisconsin a certified survey map or plat (per ss Chapter 236) of the gross land area including the final approved plans and the deeding to the Town those lands and easements called for in the plans submitted to the Planning & Zoning Committee and Town Board and containing a statement that the land is to be developed pursuant to the approved license. Upon the submission of proof of such recording to the Town Clerk, said Clerk shall issue the initial license allowing said owners or their successors to develop the land according to the license recorded plans. Construction pursuant to such license must commence within one (1) year of the date of the license issuance or the license shall become null and void.

(H) Annual License Application.

1. The applicant shall apply to the Town each year and the annual license shall be subject to the approval of the Town Board. The application for such annual license shall be accompanied by a fee as provided in (2)(B) above.

2. A transfer of license application shall be applied for and may be approved by the Town Board in the same manner as an application for a renewal license. The fee for such transfer license is provided in (2)(B) above.

**(3) Administration.**

(A) Building Inspection. It shall be the responsibility of the Building Inspector to enforce the provisions of this Ordinance by authorizing and directing inspections to be made of all manufactured home parks.

- (B) Violations. Whenever the Building Inspector determines violations of pertinent regulations exist, he or she shall notify the licensee or permit tee of such alleged violation.  
Such notice shall:
1. Be in writing.
  2. Include a statement of the violations enumerated.
  3. Allow a reasonable time for the performance of any act it requires to correct such violations but not to exceed 30 days.
- (C) Revocation of License. Upon failure to comply with such violation notice or upon complaint by any citizen of the Town, the license for such park is subject to revocation by the Town Board as provided in Section 66.0435 of the Wisconsin State Statutes unless the alleged violation is corrected within the period specified by the Town Board.
- (D) Emergency Order. Whenever the Building Inspector finds that an emergency exists which requires immediate action to protect the public: health, safety and/or welfare, he or she may without notice or hearing issue an order reciting the existence of such an emergency and requiring that such action be taken as he may deem necessary to meet the emergency, including the suspension of the license. Said order shall be in writing, shall be not withstanding any other provision of this Ordinance, and shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately or be subject to the revocation of the manufactured home park license.
- (E) Duty of License Holder.
1. It shall be the duty of the license holder to file with the Town Treasurer a monthly report containing the following information on a form sheet:
    - a. A tabulation of the number of mobile homes or manufactured homes, whether each is occupied or unoccupied, and the monthly tax payable to the Town Treasurer.
    - b. A tabulation of manufactured home park occupancy listing lot designation, occupants' names, monthly tax and date of departure or arrival.
    - c. Whether each lot is vacant, or occupied by a mobile home or manufactured home, and the effective dates.

2. Within five days of the arrival of each new mobile home or manufactured home occupant, the owner shall submit in duplicate to the Assessor Form 130-2 of the Wisconsin Department of Revenue Mobile Home/Manufactured Home.
3. If the license holder does not submit the monthly report to the Town Treasurer, the previous bill will be applied.

(F) Restrictions on Occupancy of Mobile Homes or Manufactured Homes. No mobile home or manufactured home shall be occupied for dwelling purposes unless it is properly placed on a mobile home or manufactured home lot and connected to water, sewerage, electrical and other utilities and complies with all provisions of this Ordinance.

**(4) General Provisions.**

- (A) Every manufactured home park and every built or added to after the effective date of this Ordinance shall conform to and be governed by the provisions of this Ordinance. No area shall be rezoned to Manufactured Home Park District unless it is planned and designated as residential use on the Town's Comprehensive Plan Land Use Plan Map. Every manufactured home park developed and governed by this Ordinance shall first have rezoned into an MHP District prior to being licensed.
- (B) Travel Trailer Camps shall not be permitted. Classification of development in the MHP District shall only be "Manufactured Home Parks".
- (C) It shall be unlawful to permit a mobile home or manufactured home to be located in a park unless it is placed in a designated stand in a licensed park.
- (D) Parking of mobile homes or manufactured homes.
  1. Only one mobile home or manufactured home shall be placed on a lot.
  2. Each mobile home or manufactured home lot shall abut upon a roadway within an approved park.
- (E) No part of any park shall be used for non-residential purposes, except such uses as are required for the direct servicing and well-being of park residents and for the management and maintenance of the park as approved by the Town Board.

- (F) No sign shall be permitted except the following:
1. One non-flashing identification ground mounted sign or a wall sign stating only the name of the park may be permitted provided the sign does not obstruct the public way.
  2. Any necessary regulatory signs such as street name signs, and entrance and exit signs, etc.
  3. Signs and their installation shall comply with all other applicable codes and regulations.

(5) **Standards.**

<u>Park Size</u>	<u>Acreage</u>	<u>Max. Density of Park</u>
Manufactured Home Parks	8	5.0 units per gross land acre

- (A) Minimum Number of Lots. There shall be a minimum of 25 twenty-five mobile home or manufactured home lots completed and ready for occupancy before first occupancy is permitted.
- (B) Length of Residential Occupancy. No lot shall be rented for residential use of a mobile home or manufactured home in any such manufactured home park except for periods of thirty (30) days or more.
- (C) Compliance with Code Standards. No mobile home or manufactured home shall be admitted in any manufactured home park unless it can be demonstrated that it meets the requirements of U.S. Department of Housing and Urban Developments Manufactured Home Construction Standards.
- (D) Minimum Lot Width and Setback Standards.

(1) Setback Standards for Manufactured Home Park

	<u>Mobile/Manufactured Home</u>	<u>Accessory Structures</u>
Front setback	10 ft.	10 ft.
Side setback	8 ft.	5 ft.
Rear setback	8 ft.	5 ft.
Corner street side yard	8 ft.	8 ft.

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|     | Yard abutting Open areas  | 8 ft.         | 8 ft.  |
|     | From any public street  | 25 ft.        | 25 ft. |
| (2) | Minimum lot width except irregular shaped lots may be approved with lesser frontage where necessary | 50 ft.        | 30 ft. |
| (3) | Minimum lot area  | 8,000 sq. ft. |        |
- (E) Parking. At least two (2) off-street asphalt parking spaces shall be provided for each mobile home or manufactured home lot. The size of each space must be at least 9 ft. by 20 ft. Street parking on both sides of the street shall be permitted if the roadway width is at least 36 feet wide.
- (F) Screening. There shall be provided a screening buffer strip along the boundary of the manufactured home park where it abuts a residential district. Such screening shall be at least five (5) feet in width and five (5) feet in height. Such strip shall be densely planted hedge or shrubbery so as to effectively cause a visual barrier and still allow a breeze to pass.
- (G) Recreation Requirements. Recreation facilities such as playgrounds, swimming pools or tot lots shall be provided to meet the needs of the clientele the park is designed to serve. Not less than ten percent (10 %) of the total gross park area shall be devoted to recreational facilities and open space. Recreational facilities shall be convenient to the park center.
- (H) Tenant Storage. One storage-building accessory to a mobile home or manufactured home will be permitted on a mobile home or manufactured home lot provided that the storage building does not exceed 400 cubic feet and does not exceed eight (8) feet in height. Such storage building shall be fully enclosed and located on the mobile home or manufactured home lot. All storage buildings in the manufactured home park shall be uniform in size.
- (I) Fuel Supply. All fuel shall be distributed to individual lots by an underground distribution system from a common underground storage facility installed in conformity with the rules and regulations of the Department of Industry, Labor and Human Relations of Wisconsin.

(J) Additions and Alterations.

1. Permit Required. A permit issued by the Building Inspector shall be required before any construction on a mobile home or manufactured home lot or any structural alteration to the exterior of a mobile home or manufactured home. No permit is required for addition of steps, awnings, skirting, windows, doors, or tenant storage structures as defined below.
2. No addition or expansion to a mobile home or manufactured home shall be allowed.
3. Skirting Required. Vented skirting of non-flammable material for mobile homes or manufactured homes is required. Areas enclosed by such skirting shall be maintained so as not to provide a harborage for rodents or create a fire hazard. It is recommended that insulation be provided inside the skirting to prevent the freezing of pipes.

(K) Utilities. Utilities shall be installed underground and shall meet County and State of Wisconsin Statutes and codes.

1. Electrical Requirements.

- a. Each mobile home or manufactured home lot shall be connected to the park electrical wiring system by underground cable and by approved receptacle. Disconnecting means, and over current protective equipment, the minimum service per each mobile home or manufactured home lot shall be 120-240 volts, AC, 100 amperes.
  - b. Adequate lights shall be provided in the manufactured home park to illuminate streets, driveways, and walkways, for the safe movement of vehicles and pedestrians at night. A minimum of one-foot candle shall be provided for safe pedestrian and vehicle movement.
2. Sewer Service. A Manufactured Home Park shall be served by common sewer. Each mobile home or manufactured home lot shall be equipped with at least a three (3) inch sewer connection so located as to provide a suitable connection from the home with a continuous grade, not subject to surface drainage.
  3. Water. Common water shall be provided by separate lateral at each mobile home or manufactured home lot.



4. Fire Protection. Fire hydrants shall be located within five hundred (500) feet of any mobile home or manufactured home or service building, if available.

(L) Mobile Home or Manufactured Home Stand, Patio, and Tie Downs.

1. A mobile home or manufactured home stand shall be continuous 4" concrete single slab or an approved alternate to support the mobile home or manufactured home.
2. The mobile home or manufactured home stand shall be provided with six anchors and tie downs such as cast-in-place concrete "dead man" eyelets embedded in concrete foundations or arrowhead anchors or other devices securing the mobile home or manufactured home. Anchors and tie-downs shall be placed at least at each corner of the mobile home or manufactured home stand and at the middle of each side, and each shall be able to sustain a minimum tensile strength of two thousand eight hundred (2,800) pounds.

(M) Roadways.

1. All roadways created by a manufactured home park shall be blacktop or asphalt according to Rock County road specifications.
2. The minimum pavement width of roadways shall be 30 feet. The minimum pavement diameter of cul-de-sacs shall be 40 ft.
3. The alignment and gradient shall be properly adapted to topography, to safe movement of types of traffic anticipated, and to satisfactory control of surface water and ground water.
4. The names of roadways within the park shall not duplicate the names of streets within Rock County.

(N) Lot Markers. The limits of each mobile home or manufactured home lot shall be clearly marked on the ground by permanent flush stakes, markers or other suitable means.

(O) Fences and Hedges. Fences and hedges may be permitted in a manufactured home park provided they do not exceed a height of three feet in the front yard of corner side yard and six feet in height in all other yards.

- (P) Garbage and Rubbish Storage Areas. Garbage and rubbish shall be stored in fly tight; water tight, approved containers stored within a completely enclosed building or may be permitted outside the building provided that such storage area is effectively screened from view.
- (Q) Community Centers. Each manufactured home park shall have a community center which shall be easily accessible to all park residents for their exclusive use. Such centers shall include kitchen facilities; restroom facilities for men and women; meeting room space of at least 1,000 square feet; a basement which shall be built to provide adequate protection to all park residents in the event of severe weather.
- (R) Parking. Parking of boats, trailer, travel trailers, campers, snowmobiles or other recreation vehicles shall be restricted to an area (or areas) provided by the management specifically for that purpose within an enclosed (fenced in), locked area. At least one parking space of 200 sq. ft. shall be provided for each three mobile home or manufactured home lots.
- (S) Performance Bond. The Town Board may require that a bond be executed by the manufactured home park developer to insure that all required improvements will be made.