

# MANUFACTURED HOME PARKS

This Article shall regulate the parking, location and maintaining of all manufactured homes and manufactured home parks.

Manufactured home parks shall be allowed as Conditional Uses in the Multi-Family and Residential Zones.

Manufactured home parks shall be prohibited in all other zoning districts within the Town of Glenmore.

No manufactured home park space shall be rented or leased for a period of less than thirty (30) days.

## A. DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of this Ordinance.

1. Dependent Unit. A manufactured home which does not have a bath or shower or toilet facilities.
2. Manufactured Home. A structure, transportable in one or more sections, which may or may not be built on a permanent chassis and designed to be used for long-term residential use when connected to required utilities.

**Class I:** A structure transportable in one or more sections designed to be used as a permanent residential dwelling, with permanent foundation, when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained in it, and is certified and labeled as manufactured home under 42 U.S.C. Sections 5401 to 5426. For purposes of this ordinance, a manufactured home Class I shall be considered a single-family, two-family, or multiple-family home when meeting the requirements of **GENERAL PROVISIONS, C. Building and Uses, #13**, and therefore may locate in any district permitting such use.

**Class II:** A structure transportable in one or more sections and designed to be used as a dwelling unit, with or without permanent foundation, when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained in it.

3. Manufactured Home Park. Any park, court, camp, site, lot, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodations for two or more manufactured homes, and shall include all facilities used or intended for use as part of the equipment thereof. Manufactured Home Park shall not include automobile or manufactured home sales lots on which unoccupied manufactured homes are parked for purposes of inspection and sale.

4. Non-Dependent Unit. A manufactured home that has a bath or shower and toilet facilities.

5. Occupied Area. That portion of an individual manufactured home space which is covered by a manufactured home and its accessory structures.

6. Pad. A concrete slab or its equivalent, as determined by the Town Zoning Administrator, constructed on the Class II manufactured home space for the purpose of accommodating water and sanitary connections for a manufactured home.

7. Park Management. The person who owns or has charge, care or control of the manufactured home park.

8. Person. Shall be construed to include an individual, partnership, firm, company, corporation, whether tenant, owner, lessee, or chassis agent, heir or assignee.

9. Space. A plot of ground in a manufactured home park designed for the location of only one (1) manufactured home.

10. Unit. One (1) manufactured home.

## **B. LOCATION OUTSIDE PARK**

1. It shall be unlawful, except as provided in this Ordinance for any person to park any manufactured home on any street, alley, or highway or other public place or on any tract of land owned by any person, within the Town of Glenmore.

2. Emergency or temporary stopping or parking is permitted on any street, alley or highway for not longer than one (1) hour, subject to any other and further prohibitions imposed by the traffic and parking regulations or ordinances for that street, alley or highway.

3. No person shall park or occupy a Class II manufactured home on any premises which is situated outside an approved manufactured home park, except under special permit as provided in Section C. Parking of only one (1) unoccupied manufactured home or travel trailer is permitted, provided no living quarters shall be maintained or business practiced in said trailer, while such trailer is so parked or stored. Said unit can be parked or stored:

a. Within an accessory private garage building or in a rear yard during the entire year.

b. Within the side yard setback area during the period between the dates of May 1<sup>st</sup> and the second Tuesday in September. A unit so parked may have the drawbar protrude into the front yard setback area.

c. Within the front yard setback area for a maximum period of two (2) weeks during the period indicated in (b) above to permit preparation and cleaning of the unit.

4. A person may apply for a Temporary Class II Manufactured Home Permit.

a. Application for a permit to locate a temporary manufactured home within the Town of Glenmore shall follow the requirements and procedures as outlined in MANUFACTURED HOME PARKS—C. PERMIT FOR LOCATION OUTSIDE OF MANUFACTURED HOME PARK—1,2,3.

b. Exception to B. LOCATION OUTSIDE PARK 4.a.is that a public hearing is not required for the locating of a temporary manufactured home.

c. A temporary manufactured home permit shall only be issued for temporary quarters while an on-site home is being constructed or as a temporary arrangement because an existing home has been damaged or destroyed by fire, collapse, explosion or other cause.

d. A temporary manufactured home permit shall only be valid for a period of one (1) year from the date of issuance or until a period of thirty (30) days after the issuance of an occupancy permit for a newly constructed or reconstructed home on the premises.

e. A new application must be made upon expiration of the permit.

5. All previously existing manufactured homes being replaced with other manufactured home shall meet or exceed the requirements set forth in this zoning ordinance. If said conditions are met by said replacement manufactured homes, then said replacement manufactured homes shall be exempt from the conditional use procedures set forth herein. However, said replacement manufactured homes shall only be exempt from said conditional use procedures if the replacement manufactured home is going to be placed on the same lot of the manufactured home it is replacing.

## **C. PERMIT FOR LOCATION OUTSIDE OF MANUFACTURED HOME PARK**

1. After holding a public hearing, the Town Zoning Administrator, upon approval of the Town Board as hereinafter provided, may issue special written permits allowing the location of a manufactured home outside of a manufactured home park. The permit shall be granted only upon the written consent of the owner, legal agent of the owner, or the lessees of the location for which the permit is issued. Not more than one (1) manufactured home shall be granted a permit to locate on any one (1) premise outside a manufactured home park.

2. A temporary Class II manufactured home permit shall be allowed in the Town of Glenmore subject to the requirements of **Manufactured Home Parks B, 4.**

Application should be made for permit to the Town Zoning Administrator, and shall state the name and permanent address of the occupants of the manufactured home, the license number of the manufactured home and towing vehicle, the exact location of the premises, the name of the owner and the occupant of any dwelling on the premises, a statement of the nature and location of sanitary facilities, and the permission of the occupant of the dwelling house for their use, and a statement that all wastes from manufactured home occupancy will be disposed of in a sanitary manner. Application for location on a vacant lot or parcel of land shall be accompanied by a statement of the nature and location of sanitary facilities, which must include a safe water supply and toilet within two hundred (200) feet of the proposed location of the manufactured home, and a statement of permission from the owner for their use.

The Town Zoning Administrator shall refer the application to the Town Board for Investigation, inspection and public hearing of the proposed site. Only after approval by the Town Board, the Zoning Administrator shall issue a permit for the proposed site. Any permit issued shall limit the location of any manufactured home outside of a manufactured home park within the Residential, Agriculture, and Multi-Family Districts of the Town of Glenmore.

3. All occupied Class II manufactured homes in the Town of Glenmore not located in a manufactured home park shall abide by the following requirements:

- a. Must be anchored on each of the four (4) corners.
- b. Setback ordinance shall meet the setback requirements of the zone in which the lot is located.

#### **D. LICENSE FOR MANUFACTURED HOME PARK: APPLICATION AND ISSUANCE**

1. No person shall establish, operate, maintain or permit to be established, operated or maintained upon any property owned, leased or controlled by him/her, a manufactured home park within the limits of the Town of Glenmore without first securing a license for each park from the Town Board, pursuant to this chapter. Such a license shall expire at the close of the calendar year issued, but may be renewed under the provisions of this chapter for additional periods of one (1) year.

2. The application of such license or renewal thereof shall be approved by the Town Board. The following conditions shall apply:

- a. Annual fee for the Manufactured Home Park shall be \$100.00 per space.
- b. Monthly parking fees will be required, the amount to be determined by the Town Board, to assure the Town of Glenmore will receive adequate payment for the value of the homes located in the park. Fees will be forwarded to the Zoning Administrator prior to the first day of the month in payment for the month.
- c. A surety bond, the amount to be determined by the Town Board, will be required to guarantee the collection by the licensee of the monthly parking permit fees and the compliance of the licensee and park management with the provisions of this ordinance. Such bond shall also be for the use and benefit, and may be prosecuted and recovery had thereon, by any person who may be injured or damaged by reason of the licensee violating any provision of this ordinance.
- d. An Irrevocable Letter of Credit shall be required. The amount and terms of such Irrevocable Letter of Credit shall be determined by the Glenmore Town Board members for costs associated with the project.
- e. The annual license shall be subject to renewal by the Town Board, provided that said licensee has abided by the requirements of this ordinance and/or the laws and regulations of the State of Wisconsin relating to manufactured home parks and their operation. In particular, special attention will be paid to references in the laws or ordinances relating to health, sanitation, refuse disposal, fire hazards, morals, or nuisances.

3. The application for a license or renewal thereof shall be made on forms furnished by the Town Zoning Administrator and shall include the name and address of the owner in fee of the tract (if the fee is vested in some person other than the applicant, a duly verified statement by that person that the applicant is authorized by him to construct or maintain the manufactured home park and make the application) and such legal description of the premises upon which the manufactured home park is or

will be located as will readily identify and definitely locate the premises. The initial application for any existing, new or revised manufactured home park shall be accompanied by twelve (12) copies of the park plan showing the following, either existing or as proposed:

- a. The extent and area for park purposes.
- b. Roadway and driveways.
- c. Location and designation of dependent and independent manufactured home spaces.
- d. Location of service building indicating the number of sanitary conveniences, including toilets, washrooms, laundries and utility rooms to be used by occupants of the manufactured home park.
- e. Complete layout of storm, sanitary and water systems for service building and spaces.
- f. Method and plan of garbage removal.
- g. Plan for electrical or gas lighting of spaces.
- h. Interest of applicant in proposed manufactured home park or extension thereof. If owner of tract is a person other than applicant, a duly verified statement by the owner that applicant is authorized by him/her to construct and maintain the proposed park, addition, modification, or extension, and make the application.

## **E. REVOCATION AND SUSPENSION**

The Town Board may suspend or revoke a license after a hearing held pursuant to Section 66.058(2) (d), Wisconsin Statutes.

## **F. LOCATION OF MANUFACTURED HOME PARKS**

An application for the construction of a manufactured home park shall be considered only when its proposed location is within a district zoned to permit this type of use.

## **G. MANUFACTURED HOME PARK PLAN**

1. Manufactured home spaces shall be clearly defined. Size of lots shall be determined by Plan Commission and Town Board. In no case shall a manufactured home and its accessory buildings occupy more than thirty-six (36) percent of a space. The park shall be arranged so that all spaces shall face or abut on a roadway not less than thirty (30) feet in width, giving easy access from all spaces to a public street. Such roadways shall be paved with asphalt or concrete and maintained in good condition, provide for adequate storm water drainage, said drainage to be determined by the Town. The roadways shall be well lighted and shall not be obstructed.

2. The park shall be so laid out that no dependent unit shall be further than two hundred (200) feet from the toilets and service building, provided for herein, and walkways to such buildings shall be paved and well lighted.
3. Electrical service to manufactured home spaces shall conform to the regulations set forth in the Wisconsin State Electrical Code, incorporated herein by reference as though in full set forth.
4. All manufactured homes within a manufactured park shall be parked within the designated spaces.
5. For protection of abutting property owners as well as manufactured home owners, a twenty-five (25) foot buffer strip shall be provided within all property lines of the site. Said buffer strip to be used for the planting of shrubbery and trees and shall be exclusive of the manufactured home spaces. A decorative fence, in accordance with the off-street parking ordinance may, if so desired, be substituted for the rear and interior twenty-five (25) foot buffer strip.
6. Each manufactured home space shall provide a front and rear yard setback of twenty-five (25) feet and a side yard setback of twenty-five (25) feet. The above setbacks shall be seeded and landscaped and in no case shall they be used for off-street parking or be occupied by a manufactured home and/or its necessary buildings, except the following:
  - a. Structures for utility outlets and garages serving more than one (1) space may be located within the side or rear setback of the common lot line.
  - b. The hitch used for pulling the manufactured home may protrude into the front yard setback.
7. One (1) off-street parking stall shall be provided within each manufactured home space, said stall to be in accordance with Section G. MANUFACTURED HOME PARK PLAN 6.
8. There shall be constructed on each manufactured home space a concrete pad, or its equivalent, as determined by the Town Zoning Administrator or Building Inspector to be used for accommodation of necessary water and sanitary connections.
9. A manufactured home must park on a base of either blacktop four (4) inches thick, concrete four (4) inches thick or crushed stone twelve (12) inches thick.
10. The area around a manufactured home bottom must be enclosed with a fireproof type sheeting.
11. A manufactured home must be anchored on each of the four (4) corners.
12. All manufactured homes in manufactured home parks shall be skirted, unless the unit is placed within one (1) foot vertically of the stand with soil and other materials completely closing such space from view and entry by rodents and vermin. Areas enclosed by such skirting shall be maintained free of rodents and fire hazards.
13. No person shall construct, alter, add to or alter any structure attachment or building in a manufactured home park or in a manufactured home space without a permit from the Town Zoning Administrator. Construction on, or addition or alteration to, the exterior of a manufactured home shall

be of the same type of construction and materials as the manufactured home affected. This subsection shall not apply to addition of awnings, antennae, or skirting to manufactured homes. Accessory structures on manufactured home spaces shall comply with all setback side yard and rear yard requirements for manufactured home units.

14. Size of the open space and recreation area for the residents of the manufactured home park shall be determined by the Plan Commission and Town Board.

## **H. SANITARIAN REGULATIONS**

All manufactured home parks shall conform to the sanitarian and health regulations as set forth by the State of Wisconsin and Brown County.

## **I. OPERATION OF MANUFACTURED HOME PARKS: RESPONSIBILITY OF PARK MANAGEMENT.**

1. In every manufactured home park there shall be located an office of the attendant or person in charge of said park. A copy of the park license and of this Ordinance shall be posted therein and the park register shall at all times be kept in said office.

2. The attendant or person in charge and the park licensee shall operate the park in compliance with this Ordinance and regulations and ordinances of the town and state and their agents or officers and shall have the following duties:

a. Maintain a register of all park occupants, to be open at all times to inspection by state, federal, and municipal officers, which shall show:

(1) Names and addresses of all owners and occupants of each manufactured home.

(2) Number of children of school age.

(3) State of legal residence.

(4) Dates of entrance and departure of each manufactured home.

(5) Make, model, year, and serial number of license number of each manufactured home and towing or other motor vehicles and state, territory or country issuing such licenses.

b. Notify park occupants of the provisions of this Ordinance and inform them of their duties and responsibilities and report promptly to the proper authorities any violations of this Ordinance or any other violations of law which may come to their attention.

c. Supervise the placement of each manufactured home on its stand which includes securing its stability and installing all utility connections and tiedowns.

d. Maintain park grounds, buildings and structures free of insect and rodent harborage and infestation and accumulations of debris which may provide rodent harborage or breeding places for flies, mosquitoes and other pests.

e. Maintain the park free from growth of noxious weeds.

f. Notify the health officer immediately of any suspected communicable or contagious diseases within the park.