

TITLE 10  
CHAPTER 12

**MOBILE HOME/MANUFACTURED HOME REGULATIONS**

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**10-12-1: MOBILE HOME/MANUFACTURED HOME RESIDENTIAL DISTRICT (RMH):**

**10-12-1-1: ADMINISTRATIVE PROVISIONS:**

- A. Intent: It is the intent of this Section to provide mobile home/manufactured home owners and owners of other pre-manufactured homes an alternative to renting space in a mobile home/manufactured home park. It is further the intent of this Section to establish areas within the City for permanent installations of mobile homes/manufactured homes, primarily for resident owners, and to establish certain design features enabling mobile homes/manufactured homes to blend with conventional housing.
- B. Compliance Required: No land within the City shall be developed for use as a Mobile Home/Manufactured Home Residential District and no plan for such a District shall be filed or recorded until submitted to and approved by the Planning Commission.
- C. Minimum Standards: The requirements and standards set forth in this Section are the minimum ones to which a Mobile Home/Manufactured Home Residential District must conform before approval by the Planning Commission.
- D. Conformity to the Comprehensive Plan: The creation of a Mobile Home/Manufactured Home Residential District shall conform to and be in harmony with the City Comprehensive Plan for that portion of the City within which the District is located.
- E. Permits: Prior to the placement of a unit on a lot or parcel of land, the owner of the unit shall obtain from the City Building Official an application for the installation and occupancy permit. At the time of application, the owner shall furnish the City Building Official with a copy of specifications and a drawing of the proposed footing and foundation for such a unit, and the method for anchoring the unit. No unit shall be occupied until the placement of the unit has been inspected and approved by the City Building Official.

F. Authority to Inspect and Proof of Inspection:

1. The Building Official shall inspect the unit and placement thereof to determine if the unit complies with all the requirements of this Section.
2. When all requirements are met, final approval of the application will be granted and the unit can be occupied as a permanent family dwelling.

**10-12-1-2: DESIGN STANDARDS:** The following standards and requirements shall govern the application of a Mobile Home/Manufactured Home Residential District in an area in which it is permitted:

- A. A Mobile Home/Manufactured Home Residential District shall not be less than five (5) acres of contiguous land.
- B. Each mobile home/manufactured home unit or other allowable living unit must have a total gross area of not less than five hundred (500) square feet.
- C. No building, structure or land within the boundaries of a Mobile Home/Manufactured Home Residential District shall be used for any purpose except for the uses permitted as follows:
  1. Mobile homes/manufactured homes, modular homes or other pre-manufactured homes for residential purposes only, together with the normal accessory uses such as ramada, patio slab, carport or garage and storage buildings. Accessory storage buildings shall not be permitted in the front yard.
  2. Single-family dwellings.
  3. Planned Unit Developments (Chapter 23 of this Title)
  4. Gardens and greenhouses for the raising and harvesting of fruit, vegetables and flowers for noncommercial use.
  5. Recreation facilities for use of residents or guests. (Ord. 625, 6-30-80)
  6. Home occupations. (Ord. 669, 5-17-82; Ord. 709, 12-27- 83)

**10-12-1-3: BUILDINGS AND USES PERMITTED CONDITIONALLY:** The Planning Commission, subject to the procedures and conditions set forth in Chapters 1 and 4 of this Title, may grant a conditional use permit for the following:

Duplexes.

Neighborhood Commercial.

Agricultural uses.

Hospitals.

Nursing Homes.

Group care homes.

Day nurseries, provided the residential character of the building is maintained.

Public or private schools.

Churches, except rescue missions or temporary revivals.

Public and private parks, playgrounds, community centers and recreation facilities.

Public and semi-public buildings and uses such as fire stations, reservoirs, pumping stations, etc., that are essential for the physical, social and economic welfare of the community.

Mobile home/Manufactured Home, RV Parks.

Cemeteries.

**10-12-1-4: LOT AND YARD REQUIREMENTS:**

- A. Minimum Lot Dimensions: To be designated a building site a lot must be at least fifty feet wide and at least eighty feet in depth (50' x 80'). For new subdivisions and newly platted lots, the minimum width shall be sixty five feet (65')
- B. Minimum Lot Area: To be designated a building site, a lot must be comprised of at least six thousand (6,000) square feet. For new subdivisions and newly platted lots, the minimum square feet shall be six thousand five hundred (6,500).
- C. Lot Coverage: The maximum coverage by all enclosed buildings shall not exceed thirty five percent (35%) of the lot area. The maximum coverage by all structures, driveways, parking spaces and surfaced areas shall not exceed sixty five percent (65%) of the lot area.
- D. Yard Regulations: Minimum setbacks and yard regulations shall be as indicated below:
  - 1. Front Yard: No garage or parking structures shall be closer than twenty feet (20') from the front property line. All other buildings shall be set back at least twenty feet (20').
  - 2. Side Yards: A yard of not less than five feet (5') shall be maintained on each side of the lot. Corner side yards shall not be used for clotheslines, incinerators, permanent storage of trailers, boats and recreational vehicles or of any materials, nor shall said yard be used for the regular or constant parking of automobiles or other vehicles.
  - 3. Rear Yards: Dwelling units shall be set back not less than ten feet (10') from the rear property line. Accessory buildings shall be set back not less than five feet (5') from the rear property line.
  - 4. All patio structures and swimming pools shall be a minimum of five feet (5') from any side or rear property line.

**10-12-1-5: SITE AND DEVELOPMENT PROVISIONS:**

- A. Building or Structural Height Limitations:
  - 1. Residential Buildings: The maximum building or structural height shall be twenty eight feet (28').
  - 2. Accessory Buildings: The maximum building or structural height shall be fifteen feet (15').
  - 3. Nonresidential Buildings: The maximum building or structural height shall not exceed twenty eight feet (28').
- B. Fences: See Code Section 10-34-5 of this Title.
- C. Vision Clearance: Refer to Section 10-2-13 and 10-35-2-14 of this Title for definition, and requirements.
- D. Off-Street Parking: Refer to Chapter 3 of this Title (Off-Street Parking and Loading)

- E. Signs: Signs shall be in accordance with Title 4 Chapter 7 of this Code. (Ord. 4, 2011)
- F. Running Gear: The tongue and running gear of any unit shall be removed.
- G. Structural Compliance: A unit shall be allowed as a permanent family dwelling only if there is on such unit the insignia of compliance issued by the State of Oregon, which shows the unit complies with the minimum safety standards required for such unit by the State of Oregon. All construction and all installation of plumbing, gas piping, electrical equipment and wiring to the unit shall be in compliance with the State of Oregon Statutes and regulations, presently in effect at the time of construction or installation, and shall be maintained to such standards.
- H. Perimeter and Foundation Treatment: Each unit shall have a foundation slab or foundation pads of concrete, and shall be skirted with moisture resistant, noncombustible material. Skirting shall be held securely in place and shall provide a minimum of one ventilation opening for each twenty five (25) lineal feet. Ventilation openings shall be a minimum of thirty six (36) square inches (3" x 12") and shall be located within two feet (2') of the corners of the home. An access door eighteen inches by twenty four inches (18" x 24") shall be provided. All skirting and foundations shall be subject to inspection and approval by the Building Official. (Ord. 625, 6-30-80)
- I. Landscaping: Except for single-family and duplex dwellings, refer to Section 10-34 of this Title for requirements.
- J. Access and Circulation: Refer to Section 10-35 of this Title for requirements.
- K. Public Facilities: Refer to Section 10-36 of this Title for requirements.
- L. Lighting: Refer to Section 10-37 of this Title for requirements.

**10-12-2: MOBILE HOME/MANUFACTURED HOME REGULATION:**

**10-12-2-1: ADMINISTRATIVE PROVISIONS:**

- A. Purpose: The regulations contained herein are intended to provide a suitable living environment for the residents of mobile homes/manufactured homes within the City, and to set forth standards of development that will be compatible with adjacent land uses.
- B. Applicability: It is the policy of the City to conform its regulations to Federal and State laws and regulations. This Section is based on facts as given by the Department of Commerce Administrative Rules, as now or hereafter adopted. This Section is also a supplement to Federal and State Statutes, rules and regulations governing the manufacture and installation of mobile homes/manufactured homes and mobile home/manufactured home accessory structures, and the design and development of mobile home/manufactured home parks, mobile home/manufactured home subdivisions and Mobile Home/Manufactured Home Residential Districts.
- C. Penalty: Any person who violates any provisions of this Section 10-12-2 or Section 10-12-3 of this Chapter shall be punished, upon conviction, by a fine not to exceed five hundred dollars (\$500.00). A separate offense shall be committed for each day that the violation persists.

**10-12-2-2: MANUFACTURED HOMES OUTSIDE OF MH SUBDIVISIONS OR PARKS**

- A. When a manufactured home is placed outside of a manufactured home subdivision or mobile home park in a zone which allows single family dwellings, in addition to any other requirements that would be imposed were the structure constructed on site, the manufactured home shall comply with the following placement standards:

1. Size: The manufactured home shall be multisectional and enclose a space of not less than 1,000 square feet.
  2. Foundation: The manufactured home shall be placed on an excavated and back-filled foundation and skirted in conformance with the requirements of the Building Codes Agency Manufactured Dwelling Administrative Rules in effect at the time of construction.
  3. Roof Pitch: The manufactured home shall have a pitched roof with a nominal slope of at least three feet (3') in height for each twelve feet (12') in width.
  4. Siding and Roofing Requirements: The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community.
  5. Thermal Performance: The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards required of single family dwellings constructed under the State Building Code as defined in ORS 455.010.
- B. Nothing in this section shall allow a manufactured home to be placed on residential land immediately adjacent to a historic landmark or other property with a historic designation for tax or assessment purposes.

**10-12-2-3: DEFINITIONS:** For the purpose of this Section, certain words and terms are defined below. Terms not defined in this Code shall have their ordinary accepted meanings within the context in which they are used. Webster's Third New International Dictionary of the English Language, Unabridged, shall be considered a standard reference.

ACCESSORY	Any structural addition to a mobile home/manufactured home, including awnings, carports, cabanas, porches, ramadas and similar structures.
AWNING	Any stationary structure, permanent or demountable, used in conjunction with a mobile home/manufactured home, or trailer, other than window awning, for the purpose of providing shelter from the sun and rain, and having a roof with supports and not more than one wall or storage cabinet substituting for a wall.
BUILDING LINE	A line on a plat indicating the limit beyond which buildings or structures may not be erected.
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 trailer to provide additional living space meant to be moved with the trailer.
COMMON AREA	Any area or space designed for joint use of tenants occupying mobile home developments. Not to include off-street parking areas.
CORNER LOT	A lot at least two (2) adjacent sides of which abut streets other than alleys, provided the angle of intersection of the adjacent streets does not exceed one hundred thirty five degrees (135).
DENSITY	The number of mobile homes/manufactured homes or mobile home/manufactured home stands per gross acre.

DRIVEWAY	A minor private way used by vehicles and pedestrians on a mobile home lot or for common access to a small group of lots or common facilities.
EXPANDO	An expando is defined as a room or rooms that folds, collapses or telescopes into a mobile home during transport and which can be expanded at the site to provide additional living space.
LICENSE	A certificate for operation issued by the City pursuant to this Section.
LOT AREA	The total area reserved for exclusive use of the occupants of a mobile home/manufactured home.
LOT LINE	A line bounding the lot as shown on the accepted plot plan.
MOBILE HOME/ MANUFACTURED HOME COMMUNITY	A mobile home development and related utilities and facilities, including the mobile homes/manufactured homes and all of the people living within the development.
MOBILE HOME/ MANUFACTURED HOME LOT	A parcel of land for the placement of a mobile home/manufactured home and the exclusive use of its occupants.
MOBILE HOME/- MANUFACTURED HOME RESIDENTIAL DISTRICT (MHR)	A zone, the boundaries of which shall be defined and approved by the Planning Commission and the City Council, which allows for the placement of mobile homes/manufactured homes for residential uses.
MOBILE HOME/ MANUFACTURED HOME STAND	That part of an individual lot or parcel reserved for the placement of a mobile home/manufactured home.
MOBILE HOME/ MANUFACTURED HOME SUBDIVISION	Not less than five (5) acres of contiguous land, unless otherwise determined by the Planning Commission, which allows for the placement of mobile homes/manufactured homes for residential uses.
OCCUPIED AREA	That area of an individual mobile home/manufactured home lot which has been covered by a mobile home/manufactured home and its accessory structures.
OPEN SPACE	See Common Area
OWNER	The person having sufficient proprietary interest in the land sought to be developed to commence and maintain proceedings to develop the same under these regulations.
PAD	A minimum foundation treatment for a permanent mobile home/manufactured home installation, the construction of which is in compliance with City policy. Commonly but not necessarily constructed of concrete two feet wide by six inches thick (2' x 6") and extending the length of the mobile home/manufactured home unit or units.
PERSON	Any individual, firm, partnership, corporation, company, association, syndicate or any legal entity, and including any trustee, receiver, assignee or other similar representative thereof.

RAMADA	A stationary structure having a roof extending over a mobile home/manufactured home or trailer, which may also extend over a patio or parking space for motor vehicles, and is used principally for protection from sun and rain.
RECREATIONAL VEHICLE	A vacation trailer or other unit with or without motive power which is designed for human occupancy and to be used temporarily for recreational or emergency purposes and has a floor space of less than 220 square feet, excluding built-in equipment, such as wardrobes, closets, cabinets, kitchen units or fixtures and bath or toilet room.
TIE DOWN	Any device designed to anchor a mobile home/manufactured home securely to the ground.
UNIT	Relocatable family housing. (See Mobile Home/Manufactured Home definition)

**10-12-3: MOBILE HOME/MANUFACTURED HOME PARKS:**

**10-12-3-1: ADMINISTRATIVE PROVISIONS:**

- A. Compliance Required: No land within the City shall be developed for use as a mobile home/manufactured home park and no plan for such park shall be filed or recorded until submitted to an approved by the Planning Commission.
- B. Minimum Standards: The requirements and standards set forth in this Section are the minimum ones to which a mobile home/manufactured home park must conform before approval of the Planning Commission.
- C. Conformity to the Comprehensive Plan: The mobile home/manufactured home park development shall conform to and be in harmony with the City Comprehensive Plan of that portion of the City with which the development is located.

**10-12-3-2: DESIGN STANDARDS:** The following standards and requirements shall govern the application of a mobile home/manufactured home park development in an area in which it is permitted:

- A. A mobile home/manufactured home park shall not be less than one and one-half (1 1/2) acres in area, nor contain less than fifteen (15) rental spaces.
- B. Lots or spaces within the park shall contain a minimum of two thousand four hundred fifty (2,450) square feet, with a width of no less than thirty five feet (35').
- C. Only one living unit shall be permitted on a lot or space.
- D. No building, structure or land within the boundaries of a mobile home/manufactured home park shall be used for any purpose except for the uses permitted as follows:
  - 1. Mobile homes/manufactured homes for residential uses only, together with the normal accessory buildings such as cabana, ramada, patio slab, carport or garage and storage or washroom building.
  - 2. Private and public utilities and services on approval of the Planning Commission.
  - 3. Community recreation facilities, including swimming pools, for residents of the park and guests only.
  - 4. Residences for the use of a caretaker and/or managers responsible for maintaining or operating the property.

5. One small store for the convenience of the residents of the park and guests and/or other appropriate businesses subject to approval by the Planning Commission.
- E. All mobile homes/manufactured homes shall be set back at least twenty feet (20') from mobile home/manufactured home park boundary lines abutting upon public streets or highways, one hundred feet (100') from the center line of a State highway, and at least ten feet (10') from other park boundary lines.
- F. All mobile homes/manufactured homes shall be provided with a foundation stand, which shall be improved to provide adequate support for the placement and tie down of the mobile home/manufactured home. The stand shall be all-weather surfaced with asphalt, concrete or crushed rock, and must be at least as large as the mobile home placed upon it. The stand shall be constructed so that it will not heave, shift or settle unevenly under the weight of the mobile home due to frost action, inadequate drainage, vibration, wind or other forces acting on the structure. Each stand design shall be approved by the City Building Official.
- G. All single-wide mobile homes/manufactured homes shall be tied down, thereby securing the structure against uplift, sliding, rotation and overturning. Anchors and tie downs or other devices to be used to stabilize the mobile home/manufactured home shall be of an approved type and shall be able to sustain a minimum load of four thousand seven hundred twenty five (4,725) pounds each. All such devices for anchoring and securing the structure must be approved by the City Building Official.
- H. All mobile homes/manufactured homes shall be required to provide minimum exterior finishing and construction of accessories as follows:
  1. All mobile homes/manufactured homes shall have compatible skirting of a moisture resistant, noncombustible material or fire- retardant wood, which must be installed within sixty (60) days from placement of home. This skirting material must be maintained in perpetuity as long as the unit is habitable.
  2. Pedestals or supports shall be installed to insure adequate support for all mobile homes/manufactured home. However, no mobile home/manufactured home shall be permanently attached to a foundation.
  3. All awnings, carports, cabanas, etc., shall comply with the City's Building Code.
- I. All mobile home/manufactured home parks over ten (10) acres in size shall be located so as to have access on a street designated by the City as a collector street.
- J. Street lighting shall be provided within the park in accordance with Section 10-36. All other lighting in the park to include that provided for and on residential and accessory structures shall be provided in accordance with Section 10-37 of this Title.
- K. All utilities shall be installed underground.
- L. If a master TV cable is installed, the owner of the park shall see that a coordinated plan is prepared and executed.
- M. Buffering or screening, as required by the Planning Commission, shall be a sight obscuring fence, wall, evergreen or other suitable planting at least six feet (6') high, or higher if deemed necessary by the Planning Commission.
- N. Fences or windbreaks exceeding forty two inches(42") in height shall be no closer than three feet (3') to any structure or mobile home/manufactured home. Maximum height of all fences, except swimming pool fences and perimeter barriers, shall be six feet (6').

- O. The condition of soil, sand, groundwater level, drainage and topography shall not create hazards to the property or the safety of the occupants. The site shall be located so as not to be exposed to objectionable smoke, noise, odors or other adverse influence, which would subject persons or property to hazards.
- P. There shall be landscaping within the front and side setback area, and in all open areas of the mobile home park not otherwise used for mobile home park purposes. The method of landscaping shall be included in the park plan for approval by the Planning Commission. Prominent aspects such as trees over six inches (6") or more in diameter and other natural landscaping features are encouraged to be worked into the landscaping plan. The maintenance of the open spaces is necessary to continue renewal of the park license.
- Q. The condition of soil, sand, groundwater level, drainage and topography shall not create hazards to the property or the safety of the occupants. The site shall be located so as not to be exposed to objectionable smoke, noise, odors or other adverse influence, which would subject persons or property to hazards.
- R. Utilities and street standards within a mobile home/manufactured home park should be set by the Public Works Department and staff on a finding of soil condition, drainage and traffic flow.
- S. All other conditions listed in the State Code for Mobile Home/Manufactured Home Parks must be complied with.

**10-12-3-3: SITE AND DEVELOPMENT PLAN:**

- A. All applications submitted for approval of a mobile home/manufactured home park development shall consist of four (4) copies of a development plan. Such plan shall be submitted at least six (6) days before the meeting at which they will be reviewed and shall contain but not be limited to the following information:
  1. Name of person who prepared plan.
  2. Name(s) of person(s) owning and/or controlling the land proposed for a park.
  3. Name of mobile home/manufactured home park and address.
  4. Scale and north point of the plan.
  5. Boundaries and dimensions of the mobile home/manufactured home park.
  6. Vicinity map showing relationship of mobile home/manufactured home park to adjacent properties and surrounding zoning.
  7. Location and dimensions of each mobile home/manufactured home site, with each site designated by number, letter or name.
  8. Location and dimensions of each existing or proposed building.
  9. Location and width of mobile home/manufactured home park streets and pedestrian ways.
  10. Location of each lighting fixture for lighting the area.
  11. Location of recreational areas and buildings and common area.
  12. Location and type of landscaping plantings, fences, walls or combination of any of these, or other screening materials.
  13. Extent, location, arrangement and proposed improvements of all off-street parking and loading facilities.

14. Location of fire hydrants.
  15. Enlarged plot plan of a typical mobile home/manufactured home space showing location of the stand, storage, space, parking, sidewalk, utility connections and landscaping.
  16. The plan shall indicate positions of the mobile homes/manufactured homes on their stands, so that the Planning Commission may determine entrances, setbacks, etc.
  17. The plan shall show the topography of the park site with contour intervals of not more than five feet (5'), except that the Building Official or Planning Director may require closer contour intervals.
  18. A drainage plan.
- B. At the time of application to construct a new mobile home/manufactured home park, the applicant shall submit, in addition to the above and as part of the development plan, four (4) copies of the following plans:
1. A survey and plat of the property.
  2. New structures.
  3. Public water systems approved by the appropriate governmental agency, and a certificate of connection to the City water system.
  4. Methods of sewage disposal approved by the Department of Environmental Quality, State of Oregon, and certification of approval to connect to City sewer system.
  5. Method of garbage disposal.
  6. If, in the judgment of the Planning Commission, the proposed project could have a detrimental effect on the City or surrounding properties, it shall require an impact statement from the developer.

This statement shall cover runoff, air and water quality, potential noise generation, ground cover, social and economic impact and any other matters required by the Planning Commission.

**10-12-3-4: DEVELOPMENT PLAN PROCEDURE:**

- A. Decision Upon Development Plan:
1. Reject the plan, providing the developer with a list of their reasons for taking such action.
  2. Deny or withhold approval subject to specified conditions, providing the developer with a list thereof.
  3. Accept and approve the development by signing a statement of approval on the finished plan, for acceptance and approval by the City Council.
  4. Approval will expire in one year unless the plan is substantially implemented.
- B. Conditions of Plan Approval: If it appears to the Planning Commission and the City Council that, for the protection of public health, safety and welfare, the economic stability of the City, or the proper utilization of land resources, it is necessary or prudent to deny approval of a development plan for a mobile home/manufactured home park, such denial shall be made until specified conditions are met by the developer or by the landowners involved in the development.

- C. Appeal to the City Council: Any landowner or developer or any interested person may appeal a decision of the Planning Commission to the City Council in accordance with Section 10-1-1-7. (Ord. 26, Series 2008).

**10-12-3-5: MOBILE HOME/MANUFACTURED HOME PARK LICENSE:**

- A. No use or occupancy of any mobile home/manufactured home park, or building or facility covered hereunder will be allowed until the license is issued.
- B. The project as approved by the Planning Commission shall be completed before first occupancy is permitted.
- C. Licenses issued hereunder shall be valid for a period of one year, and renewable thereafter, unless a shorter or longer time is noted and approved by the Planning Commission and City Council on the signed approved copies of the development plan.

Deviations from the approved plan must be submitted to the Planning Commission for approval as revisions of the plan.

**10-12-3-6: BASIC REGULATIONS AND PROVISIONS:**

- A. Alterations and Additions: The management shall be held responsible for all alterations and additions to a mobile home/manufactured home park and shall make certain that all permits and inspections are obtained from the proper authorities.
- B. Electrical Connections: All electrical connections shall comply with the State Electrical Code and be duly inspected.
- C. Fire Extinguishers: Portable fire extinguishers rated Classes A, B and C shall be kept in service buildings and be maintained in good operating condition.
- D. Fire Hazards: The owner of the park shall be responsible to maintain the park free of dry brush, leaves and weeds which might communicate fires between mobile homes and other buildings in the park.
- E. Fire Hydrants: Approved fire hydrants shall be installed so that all mobile homes/manufactured homes and other structures are within three hundred feet (300') down the center line of a street of an approved fire hydrant.
- F. Fire Protection: Fire protection requirements for mobile homes/manufactured homes shall be the same as for a Group I occupancy under the Uniform Building Code as regards sire detection devices. These devices are the responsibility of the mobile home/manufactured home owner.
- G. Insignia of Compliance: All mobile homes/manufactured homes installed in mobile home/manufactured home parks after the effective date hereof shall meet State Mobile Home/Manufactured Home Building Code requirements and bear the insignia of compliance or be able to prove their mobile home/manufactured home meets or exceeds those standards within six (6) months.
- H. Inspections: The Building Official shall check each park a minimum of once a year and submit to the park owner and manager a written report stating whether or not the park is in compliance. If not in compliance, the owner must make whatever repairs are required before a license or license of renewal for the park will be issued.

An extension of time to make repairs may be allowed by the Planning Commission, if it can be shown that risk to the public health, safety or welfare will not be created by this extension, for a period not to exceed one year, by the granting of a temporary emergency license.

- I. Mail Boxes: The owner or operator of a mobile home/manufactured home park shall provide facilities for individual mail boxes or distribution facilities for incoming mail, and shall provide at least one collection box for outgoing mail which shall be dispatched daily.
- J. Management Responsibility: Either the owner, an operator or resident manager or similar supervisor or representative of the owner, shall be available and responsible for the direct management of the mobile home/manufactured home park while it is in use.
- K. Plot Plans: A plot plan must be provided by the park administration to the City, including the space and sizes of units permitted, on both pre-existing and newly established parks.
- L. Pre-Existing Mobile Home/Manufactured Home Park: A pre-existing mobile home/manufactured home park must file a plan which provides for improvements of the park to minimum standards for sanitation and electrical so as not to endanger the health or safety of occupants. Minimum standards would be in compliance with State codes for sanitation, fire and electrical safety standards, with a time period not to exceed twelve (12) months from the effective date hereof or upon annexation to the City.
- M. Refuse Burning: Burning of refuse will not be permitted except in an approved device at a designated site as directed by the Fire Department.
- N. Refuse and Debris Control: All mobile home/manufactured home parks shall be maintained free of accumulations of refuse or debris which may provide rodent harborage or breeding places for flies, mosquitoes and other pests. All units shall have an adequate garbage container, as determined by the County Health Officer or his designate.
- O. Signs: All signs within the park shall be located so as to not be hazardous to passers-by. Sufficient signs for proper traffic direction shall be required. Signs advertising the park must comply with Title 4, Chapter 7 of this Code.
- P. Storage of Materials: Storage of decomposing, combustible or other unhealthy or unsafe materials inside or beneath any mobile home/manufactured home is not permitted, but may be allowed in an outside accessory building if such installation is approved by the City Building Official.
- Q. Telephone: At least one public telephone for the use of the park residents shall be provided for use at all times, if available.
- R. Water and Sewer Connections: All mobile homes/manufactured home, service buildings, etc., shall be connected to the City sewer and water systems in a manner that provides these services to the same degree as other residents of the City.

**10-12-3-7: PARK ADMINISTRATION:**

- A. It shall be the responsibility of the park owners and manager to see that the provisions of this Section are observed and maintained within their park, and for failure to do so the owner and manager shall be subject to the penalties provided for violation of this Section.
- B. No mobile home/manufactured home shall be installed in any mobile home/manufactured home park until an installation permit has been issued by the Building Department.
- C. The project shall be completed or, a minimum of fifteen (15) spaces must be available for occupancy before first occupancy is permitted.
- D. An accurate record book shall be maintained for the purpose of public health, safety and welfare containing the current names and location address of all residents, along with the dates of entry and departure from the park for a period of one year. Such record shall be available to any person authorized by the City Council to inspect the mobile home/manufactured home park.

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Amended by Ord. No. 18, Series 1990  
Section 10-12-3-4 C, Amended by Ord. No. 26, Series 2008  
Sections 10-12-1-5 and 10-12-2-2 Amended by Ord. No. 9, Series 2009  
Section 10-12-1-3 Amended by Ord. No. 2, Series 2011 – effective March 11, 2011  
Sections 10-11-5-E and 10-12-3-6-O Amended by Ord. No. 4, Series 2011 – effective April 22, 2011  
Section 10-12-2-3 deleted by Ord. No. 21, Series 2011 – effective Jan. 5, 2012  
Section 10-12-1-5-D amended by Ordinance No. 3, Series 2013 – effective 7-31-13  
Section 10-12-1-5-L and 10-12-3-2-J amended by Ord. No. 12, Series 2014 – effective 12-31-14  
Sections 10-12-1-3, 10-12-1-5-C, and 10-12-2-2 amended by Ord. No. 11, Series 2016 – effective 11-16-16