

ORDINANCE NO. 303

The Village Board of Campbellsport, Fond du Lac County, Wisconsin, does hereby ordain as follows:

PART 1. PURPOSE

The Purpose of this ordinance is to amend Chapter 10.52, Sections 10.52.010-10.52.060 of the Revised Ordinance of the Village of Campbellsport.

PART 2. PROVISIONS AMENDED

Sections 10.52.010-10.52.060 are hereby amended.

PART 3. PROVISIONS AS AMENDED

Chapter 10.52

MOBILE HOMES AND MOBILE HOME PARKS.

SECTION 10.52.01A: DEFINITIONS.

- (A) "Accessory Structure" means all structures constructed on a mobile home lot apart from the basic mobile home unit, and shall include awnings, cabanas, storage cabinets (or sheds), carports, windbreaks, attached porches and garages.
- (B) "Common Area" means any area or space designed for joint use of tenants occupying the mobile home park.
- (C) "Dependent Mobile Home" means a mobile home which does not have complete bathroom facilities.
- (D) "Driveway" means a minor private way used by vehicles and pedestrians on a mobile home lot or used for common access to a small group of lots or facilities.
- (E) "License" means a written license issued by the Village allowing a person to operate and maintain a mobile home park under the provisions of this Chapter and regulations issued hereunder.
- (F) "Lot Area" means the total area reserved for exclusive use of the occupants of a mobile home.
- (G) "Mobile Home" means a manufactured transportable single-family dwelling unit suitable for year-round occupancy, containing water supply, waste disposal and electrical conveniences, and is ready for occupancy, except for minor and incidental unpacking and assembly operations at the site; and as defined in Wisconsin Statutes, Chapter 66, Section 66.0435(1)(d) and (f).
- (H) "Mobile Home Lot" means a parcel of land located in a Mobile Home Park for the placement of a single mobile home and the exclusive use of its occupants.
- (I) "Mobile Home Park" means a parcel of land which has been developed for the placement of mobile homes and is owned by an individual, a firm, trust, partnership, public or private association, or corporation.

(J) "Mobile Home Stand" means that part of an individual lot which has been reserved for the placement of one (1) mobile home unit.

(K) "Non-dependent Mobile Home" is the same as Subsection (G).

(L) "Park Management" means the person who owns or has charge, care or control of the mobile home park.

(M) "Park Street" means a private way which affords principal means of access to individual mobile home lots or auxiliary buildings.

(N) "Permit" means a written permit or certification issued by the Village permitting the construction, alteration and extension of a mobile home park under the provisions of this Chapter and regulations issued hereunder.

(O) "Person" means any individual, firm, trust, partnership, public or private association or corporation.

(P) "Tenant Storage Area" means an enclosed space designed to provide auxiliary general storage space for an individual mobile home.

SECTION 10.52.01B: AUTHORITY AND INTENTION.

(A) Authority. This Chapter of the Village of Campbellsport Municipal Code is adopted pursuant to the authority granted in section 66.0435 Wisconsin Statutes.

(B) Intent. It is the intent of this chapter to protect and promote the public health, safety, and welfare of the citizens of the Village of Campbellsport, Wisconsin.

SECTION 10.52.02: PERMITS.

(A) It shall be unlawful for any person to construct, operate, alter or extend any mobile home park within the limits of the Village unless he holds a valid permit issued by the Village Board in the name of such person for the specific construction, alteration, operation, or extension proposed.

(B) All applications for permits shall be filed with the Village Clerk, reviewed by the Planning Commission, and approved by the Village Board. The applications shall contain the following:

(1) Name and address of applicant.

(2) Location and legal description of the mobile home park.

(3) Complete engineering plans and specifications of the proposed park showing but not limited to the following:

(a) The area and dimensions of the tract of land.

(b) The number, location and size of all mobile home lots, and the location of common areas.

(c) The location and width of roadways and walkways.

(d) The location of the mobile home stand within the mobile home lot.

(e) Plans and specifications of all utilities including: sewage collection and disposal, storm water drainage, water distribution and supply, refuse storage and collection, lighting, electrical, telephone and TV antenna systems.

(f) Landscaping plans for the entire park, including a planting plan for the buffer strip.

(g) Plans and specifications of all buildings to be located within the park.

(h) Such other plans and specifications and information as may reasonably be required by the Village Board.

(C) No permit shall be issued for the construction of a mobile home park unless said development shall contain a minimum of twenty (20) acres.

SECTION 10.52.03: LICENSES

(A) It shall be unlawful for any person to operate any mobile home park within the limits of the Village unless he holds a valid license issued annually by Village Board in the name of such person for the specific mobile home park. All applications for licenses shall be made, pursuant to section 66.0435(2) Wis. Stat., to the Village Clerk who shall issue a license upon compliance by the applicant with provisions of this Chapter. All existing mobile home parks within the limits of the village shall come into compliance with the requirements of this chapter within one year of passage. If not in compliance, the existing park shall submit, within six months of passage, an application for waiver pursuant to the terms of this chapter. Existing parks shall comply with this ordinance unless the requirements are expressly waived by the village. Once the village decides upon an application for waiver, the existing park shall comply with all requirements not expressly waived.

(B) Every person holding a license shall give notice in writing to the Village Clerk within five (5) days after having sold, transferred, given away or otherwise disposed of interest in or control of any mobile home park. Such notice shall include the name and address of the person succeeding to the ownership or control of such mobile home park. Upon application in writing for transfer of the license and deposit of a fee of Ten Dollars (\$10.00), the license shall be transferred if the mobile home park is in compliance with all applicable provisions of this Chapter.

(C) Application for original licenses shall be made in writing by the holders of the licenses, shall be accompanied by the deposit of a fee of Twenty-five Dollars (\$25.00) for each fifty (50) lots, or fraction thereof, and shall contain any change in the information submitted since the original license was issued or the latest renewal granted.

(D) In addition to the above license fee, the licensee, or the owner, or the occupant of every mobile home shall pay and be jointly and severally liable for the payment of a monthly parking permit fee to the Village. Such monthly parking permit fee shall be collected by the licensee who is primarily liable for the payment thereof. The determination of the amount of such fee, the review thereof, and the enforcement of the payment and the disposition of such fee shall be in accordance with section 66.0435(3) and section 66.0435(8) of the Wisconsin Statutes.

(E) Whenever, upon inspection of any mobile home park, the Village Building Inspector, Chief of Police, or their authorized agent, determine that conditions or practices exist which are in violation of any provision of this Chapter or for other legal cause, then the village reserves all rights to seek revocation or suspension of any licenses issued under this chapter pursuant to section 66,0435(2)(d) Wis. Stat. Any required hearing on a proposed suspension or revocation of a license shall go before the Village Board.

SECTION 10.52.04: CERTAIN HEALTH CODES ADOPTED

Except as otherwise specifically provided for in this Chapter, any provisions of the Village of Campbellsport Ordinances pertaining to adoption of certain provisions of the Wisconsin Administrative Code relative to mobile home parks, inspections by the Chief of Police, and inspection fees, are herewith incorporated as part of this Chapter and shall be enforced with the same force and effect as though set forth in full herein.

SECTION 10.52.05: GENERAL REQUIREMENTS.

- (A) Any person making application for a permit to construct or operate a mobile home park shall meet the following design and system requirements. These requirements apply to all operating mobile home parks located within the limits of the Village, and are intended to promote the health and safety of residents.
- (B) Any application for the operation of a new park within the limits of the Village shall be accompanied by a land use plan showing intended layout and use of the property. The Village may require a developer's agreement to secure compliance with the requirements of this chapter. Any land use plan shall be approved by the Village board.

(1) Environmental Requirements:

- (a) Density: The maximum allowable density in a mobile home park development shall be 7 (seven) units, or lots, per acre.
- (b) Minimum lot size: Individual lots within the mobile home park must contain an area of not less than four thousand (4,000) square feet, and a minimum lot width of forty (40) feet at the building setback line.
- (c) Required Separation between Mobile Homes: Mobile homes shall be separated from each other and from other buildings and structures by at least fifteen (15) feet. An accessory structure such as an awning, cabana, storage cabinet, carport, windbreak, or porch attached to the mobile home shall, for purposes of separation requirements be considered a part of the mobile home. Detached accessory structures shall be allowed only if included and approved as part of the original or revised mobile home park plan.
- (d) Setback and buffer strip: Each mobile home shall be located at least five (5) feet from any mobile home park lot line. There shall be

a minimum distance of twenty (20) feet between the mobile home stand and the back of curb of the abutting park street. All mobile homes shall be located at least twenty-five (25) feet from any park property boundary line. No mobile home shall be located closer than forty (40) feet from any community building, including any washroom, toilet, or laundry facilities within the park.

(e) Screening: All mobile home parks shall be provided with screening of trees or shrubs along the property boundary line separating the park and such adjacent properties, except where the adjoining property is also a mobile home park. The planting area shall have a minimum width of fifteen (15) feet. Within such a planting area, there shall be established within six (6) months after issuance of the license for the occupation of such mobile home park the following plantings: A permanent planting of trees and shrubs so arranged and in sufficient numbers so as to form a solid wall of plant material. Such planting shall be grown or maintained at a height of not less than fifteen (15) feet except where line of sight vision is necessary for pedestrians or vehicular traffic safety.

(f) Recreation areas: Each mobile home park shall devote at least ten per cent (10%) of its total area to common space provided for the recreational use and enjoyment of the occupants of the park. Such open space should, where conditions permit, be centrally located so as to be free from traffic hazards.

(g) Allowable uses: Single family mobile homes as defined in this Chapter shall be allowed, and any approved accessory structures included in the original plans and specifications, or revisions thereof. Dependent mobile homes shall specifically be prohibited from placement within mobile home parks. Parks, playgrounds and open-space shall be allowed, as well as the following commercial uses when they are for the exclusive use of park residents:

- (i) Mobile home park office.
- (ii) Laundromat.
- (iii) Clubhouse and facilities for private social or recreation clubs.
- (iv) Storage building.

(h) Signage. Signs pertaining to the lease, hire or sale of individual mobile homes, not more than two (2) square feet in area shall be allowed, as well as one (1) mobile home park identification sign not more than fifty (50) square feet in area, to be located in proximity to the park entrance.

(i) Skirting. All mobile homes in the park shall be skirted. The skirting shall block open views under any mobile home in the park, and shall prevent intrusion under the mobile home.

(2) Access Requirements.

(a) General Requirements: All mobile home parks shall be provided with safe and convenient vehicular access from abutting public streets or roads to each mobile home lot. Such access shall be provided by streets, driveways or other means.

(b) Park Entrance: Entrances to mobile home parks shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.

(c) Internal Streets: Surfaced roadways shall be of adequate width to accommodate anticipated traffic and in any case shall meet the following minimum requirements.

(i) Roadway width, all streets 24 feet.

(ii) Dead end streets (cul-de-sacs) shall be limited in length to 1,000 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of at least sixty (60) feet.

(d) Street Construction and Design Standards:

(i) Design Standards: All interior streets shall be designed and located with the requirements of Sections 16-1-45 and 16-1-46 of the Village Subdivision Ordinance.

(ii) Pavements: All parks streets shall be provided with a minimum of 9" crushed stone base covered with a 3" asphalt surface. Concrete curb and gutter shall be required on all streets.

(e) Parking Requirements:

(i) Occupant Parking: A minimum of two (2) off-street parking spaces shall be provided for occupant parking purposes. Such spaces shall be located adjacent to the mobile home served by the spaces.

(ii) Visitor Parking: A minimum of one space for every four (4) mobile home lots shall be provided for visitor parking purposes.

(iii) Parking Space: Each parking space shall contain a minimum of two hundred (200) square feet. The space shall be paved with a smooth, hard and dense surface which shall be durable and well drained under normal use and weather conditions.

(iv) Parking Restrictions: Parking of boats, trailers, campers, snowmobiles or other similar vehicles, which are not parked in adjacent parking stalls, shall be restricted to an area provided by the park management specifically for said purpose, and such vehicles shall be screened from public view.

(f) Walkways: All parks shall be provided with safe, convenient, all season pedestrian access of adequate width for intended use, durable and convenient to maintain, between individual mobile homes, the park streets and all community facilities provided for park residents.

(i) Common Walk System: A common walk system shall be provided and maintained between locations where pedestrian traffic is concentrated. Such common walks shall have a minimum width of three and one-half (3 1/2) feet.

(ii) Individual Walks: All mobile home stands shall be connected to common walks, to paved streets, or to paved driveways or

parking spaces connected to a paved street or roadway. Such individual walks shall have a minimum width of two (2) feet.

(3) Mobile Home Stand. For the purpose of this Chapter, a mobile home stand shall be defined as an area of fifteen (15) feet by seventy (70) feet. The area of the mobile home stand shall be improved to provide adequate support for the placement and tiedown of the mobile home, thereby securing the super structure against uplift, sliding, rotation and overturning. Anchors and tiedowns shall be placed at least at each corner of the mobile home stand and each shall be able to sustain a minimum tensile strength of two thousand eight hundred (2,800) pounds. All tiedowns shall be inspected upon installation. No mobile home shall be allowed to occupy any space in the mobile home park which is not sufficiently tied down to secure the home from high winds and storms. All tiedowns shall be inspected and approved by the Building Inspector at the time of the installation. When available, the particular mobile home installation manual shall be consulted to ensure adequate tiedown installation.

(4) Site Suitability and Storm Water Drainage. Condition of soil, ground water level, drainage and topography shall not create hazards to the property or the health or safety of the occupants.

(a) Soil and ground cover requirements: Exposed ground surfaces in all parts of the mobile home park that are not paved, covered with stone screenings, or other solid material, shall be protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

(b) Site drainage requirements: The ground surface in all parts of every mobile home park shall be graded and equipped to drain all surface water in a safe, efficient manner.

(5) Water Supply and Sewerage Disposal System. The mobile home park shall make connection to the Village water supply and sewerage disposal systems at the boundary of the site. The mobile home park water distribution system shall provide 8" water mains and these mains shall be looped wherever possible. The mobile home park sewer system shall be constructed and maintained according to standards set by the Department of Health and Social Services (Chapter H62, Wisconsin Administrative Code).

(6) Refuse Storage and Collection System.

(a) All refuse shall be stored in fly tight, watertight, rodent proof containers, which shall be located not more than two hundred fifty (250) feet from any mobile home lot. Containers shall be provided in sufficient number and capacity to properly store all refuse.

(b) Refuse collection stands shall be provided for all refuse containers. Such container stands shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration and to facilitate cleansing around them.

(c) All refuse containing garbage shall be collected at regular intervals. Where suitable collection service is not available from public or private agencies, the mobile home park operator shall provide this service.

All refuse shall be collected and transported in covered vehicles or covered containers.

(d) In no instance may disposal of the waste be carried out through incineration on the mobile home park site.

(7) Public Utility System.

All utility service systems shall be installed and maintained in accordance with applicable codes and regulations governing such systems.

(a) Public utility service outlets shall be provided at each mobile home stand for electric, telephone and gas.

(b) All utility service lines shall be located underground within the mobile home park.

(8) Street and Public Walkway Illumination Requirements. All parks shall be furnished with lighting units so spaced and equipped with luminaries placed at such mounting heights as will provide sufficient lighting for safe ingress and egress.

(9) Fire Safety.

(a) Fires shall be allowed only in barbecue pits, fireplaces, stoves or other equipment intended for such purposes. Incinerators shall be prohibited.

(b) Portable fire extinguishers rated for Class A, B and C fires shall be kept in service buildings and shall be maintained in good operating condition. Their capacity shall not be less than two and one-half (2 1/2) pounds.

(c) Fire hydrants shall be located within two hundred fifty (250) feet of any mobile home, service building or other structure in the park, and said hydrants shall be connected to water mains at least a eight (8) inches in diameter.

SECTION 10.52.06: MISCELLANEOUS REQUIREMENTS.

(A) Responsibility of the Park Management.

(1) The person to whom a license for a mobile home park is issued shall operate the park in compliance with this Chapter and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.

(2) The park management shall notify park occupants of all applicable provisions of this Chapter and inform them of their duties and responsibilities under this Chapter.

(3) The park management shall supervise the placement of each mobile home on its mobile home stand which includes securing its stability with tiedowns and installing all utility connections. Park management shall notify the Village of any installation to allow the Village to supervise the installation and ensure compliance with the requirements of this code. Park

management shall obtain a permit from the Village and pay fee before placement of any mobile home.

(4) The park management shall maintain a register containing the names of all park occupants identified by lot number or street address. A copy of such register, listing all of such information, and all monthly charges as of the first day of each month, shall be mailed to the Village Clerk by the park management on or before the tenth day of each month.

(5) The park management shall collect the monthly parking permit fee provided for in Section 10:52.03(D), and shall remit to the Village when due.

(B) Responsibilities of Park Occupants.

(1) The park occupant shall comply with all applicable requirements of this Chapter and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.

(2) The park occupant shall be responsible for proper placement of his/her mobile home on its mobile home stand and proper installation of all utility connections in accordance with the instructions of the park management. Park occupants shall notify park management, who shall notify the village inspectors. The village shall perform an inspection of any installation before the occupant installs any skirting. Occupants shall also provide a copy of the home installation instructions applicable to the mobile home which is being installed to the village building inspector to allow for proper inspection in accordance with health and safety.

(3) Pets, if permitted in the park, shall be prohibited from running at large or committing any nuisance within the limits of any mobile home lot.

(4) The undercarriage, supports and stabilizing devices of the mobile home shall be skirted to maintain an attractive community appearance, and prevent intrusion under each mobile home.

(5) Porches, awnings, and other additions shall be installed only if permitted and approved by the park management and the Village building inspector, shall be maintained in good repair. A permit shall be required from the village for the installation of such porches, awnings, or other additions and said installations shall comply with applicable building codes. The space immediately underneath a mobile home shall be used for storage only if permitted by the park management. Any additions shall also be subject to approval by the park management. If permitted, the following conditions shall be satisfied:

(a) The storage area shall be provided with a base of impervious material.

(b) Stored items shall be located so as not to interfere with the underneath inspection of the mobile home.

(c) The storage area shall be enclosed by skirting.

(6) The park occupant shall store and dispose of all his/her rubbish and garbage in a clean, sanitary and safe manner. The garbage container shall be rodent-proof, insect-proof and water-tight.

SECTION 10.52.07: LOCATION OF MOBILE HOMES.

(A) Mobile homes which are located in mobile home parks, intended for purposes of human habitation, shall comply with the requirements of this chapter.

(B) The Village Clerk is authorized to issue temporary permits for the parking of trailers to be used as field offices during the construction of a building project on the construction site only; provided that such is not used for overnight lodging nor connected to the Village water or sewer system. Application for such permit shall be made on the forms prepared and furnished by the Clerk and shall be accompanied by a fee of Five Dollars (\$5.00). The permit shall not exceed twelve (12) months from the issuance thereof, but may be renewed on a month-to-month basis until the completion of the building project or the removal of the trailer.

SECTION 10.52.08: INSPECTION OF MOBILE HOME PARKS.

(A) The Village Building Inspector or his/her authorized agent is hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this Chapter. The Building Inspector or the Chief of Police is authorized to issue citations for violations of this chapter.

(B) The Village Building Inspector or his/her authorized agent shall have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this Chapter.

(C) The Village Building Inspector or his/her authorized agent shall have the power to inspect the register containing a record of all residents of the mobile home park.

(D) It shall be the duty of the park management to give the Village Building Inspector or his/her authorized agent free access to all lots at reasonable times for the purpose of inspection.

SECTION 10.52.09: NOTICES AND ORDERS.

(A) Whenever the Village Building Inspector or the Chief of Police determines that there are reasonable grounds to believe that there has been a violation of any provision of this Chapter, he/she may order the discontinuance of such violation and shall give notice of such alleged violation to the person to whom the permit or license was issued. Such notice shall:

- (1) Be in writing;
- (2) Include a description of the real estate or site sufficient for identification;
- (3) Include a statement for the reason of its issuance;

- (4) allow a reasonable time for the performance of the act it requires;
- (5) contain an outline of remedial action, which if taken, will effect compliance with the provisions of this Chapter.

Such notice and order shall have been properly served when a copy thereof has been sent by certified U.S. Mail to the last registered post office of the permittee or licensee as registered with the Village Clerk, or when the same has been personally served upon the attorney-in-fact of such permittee or licensee, or when the same shall have been served in any other manner as provided by the Wisconsin Statutes for the service of process.

(B) Whenever the Village Building Inspector finds that an emergency exists which requires immediate action to protect the public health, and if the owner or occupant if appropriate refuses to comply with orders issued by the Village Building Inspector within the time limits he/she prescribes, he/she may, without notice of hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as it may deem necessary to meet the emergency including the suspension of the permit or license. Notwithstanding any other provisions of this Chapter, such order shall be effective immediately.

SECTION 10.52.10 APPEALS FROM ORDERS OF BUILDING INSPECTORS

Any person feeling aggrieved by any order or ruling of the Village Building Inspector or Chief of Police may appeal from such order or ruling. The appeal shall be in writing and filed with the village clerk within five (5) calendar days after written notice of such order or ruling is delivered to the aggrieved person.

The appeal shall be scheduled upon the Planning Commission's agenda for recommendation to the Village Board. After consideration by the Planning Commission, the matter shall be placed on the Village Board's agenda for approval or denial. A majority vote of the Village Board shall be necessary to sustain the recommendation of the Planning Commission.

SECTION 10.52.11: WAIVERS.

The Village Planning Commission may, in appropriate cases, recommend waivers to the requirements of this chapter to the Village Board. Any such recommendation of the Planning Commission shall not be binding upon the Village Board, and shall incorporate such appropriate conditions, protections and safeguards to ensure that any approved waiver shall be in harmony with the general purpose and intent of this Chapter, and that public safety and welfare secured and substantial justice done. In deciding upon whether to issue such a recommendation, the Planning Commission's standard of review shall be to allow for such a waiver only if the waiver will not endanger safety, will promote the health and safety of the community, and will not unduly depreciate the intent of this ordinance. A majority vote of the Planning Commission shall be necessary to issue such a recommendation for waiver.

After review by the Planning Commission the matter shall be scheduled for review and approval by the Village Board. A majority of the Village Board shall be required to sustain any application for waiver. The Village Board

shall set the appropriate filing fee for all applications for such a waiver, which shall be paid by an applicant upon filing for such waiver.

SECTION 10.52.12: PENALTIES.

Any person who shall violate any provision of this Chapter shall, upon conviction thereof, forfeit not less than Seventy-five Dollars (\$75.00) nor more than Five Hundred Dollars (\$500.00) together with the costs of prosecution. Each day's failure of compliance with any such provision shall constitute a separate violation.

PART 4.

All ordinances in conflict with any provision of this ordinance are hereby repealed.

This ordinance shall be in force from and after its introduction and publication as provided by Statute.

Dean Uelmen, Village President

ATTEST:

Diane Lemke, Clerk/Treasurer

Passed and adopted this 25th day of October, 2006
Roll Call Vote: "Ayes" 7 "Noes" 0 "Abs." _____
Published _____
CampbellsportOrdinance303[1]mobile home