

Village Board Publication – Campbellsport Village Board & Plan Commission – August 28, 2006. This was a joint meeting which was held in the Campbellsport Village Council Room, 177 E. Main Street, Campbellsport

Item#1 – Meeting called to order by Pres. Uelmen at 6:37 P.M.

Item#2 – Meeting notice was given to the Campbellsport News, National Exchange, Post Office, Library and posted at the Village Hall and in compliance with the open meeting law.

Item#3 – Roll Call: Village Board= Tr.Boldt, Tr.Schwartz, Tr.Twohig, Tr.Stoffel, Tr.Volz Daniels, Tr.Yahr Pres. Uelmen. Plan Commission= Dan Boldt, Bill Grede, Mark Gruber, Matt Mrochinski, Dave Schellhaass, Don Stoffel, Dean Uelmen

Others in attendance: Bob Beining, Beth Klahn-Independent Inspections, Joann Schrauth, Atty.

Matt Goldin, Joanne Del Ponte, Jim Rinas, a number of mobile home residents

Andrea Hansen Abler- Campbellsport News

Item#4 – Pres. Uelmen said Plan Commission started looking at mobile home ordinance language on Jan. 23, 2005 to update code.

Dan Boldt stated Plan Commission started looking at ordinances in village and mobile home language was limited and he spoke to a person in Omro who recently redid code and was given Atty. Matt Goldin's name. Contact was made and meetings set up with Atty. Goldin along with Dan Boldt, Pres. Uelmen and Dave Schellhaass. Ordinance language was worked on and fine tuned to present draft ordinance for comments and questions.

Atty. Matt Goldin said mobile home ordinance language implementation is looked at in four stages.

1)Planning & Goals with draft ordinance

2)Adoption of ordinance

3)Inspection procedure

4)Variance procedure

Some major concerns are ROW and encroachment issues as well as health & safety issues/concerns Draft ordinance was reviewed page by page and questions and concerns addressed and discussed It was recommended that a separate chapter for Mobile Home Language should be implemented in codification process.

Building permits should be required to address Health & Safety issues/concerns

Any new parks should be a minimum of 20 acres from this day forward – would allow space between trailers for safety

License would need to be issued annually to all mobile home parks and in compliance with code.

Non-conforming existing properties would need variances(non health or safety issues) for any pre-existing code issue. Example: Acreage requirement etc.

Tie-downs required with cement in ground and cable tied (tensile strength) to mobile home to secure from high winds and storms. This would be responsibility of building inspector to inspect.

Section 10.52.04 – Certain Health Codes adopted and enforced for health & safety

Section 10.52.05 – General Requirements – setbacks, separation in case of fire

Need is to bring back into compliance and address health & safety issues- Upgrade existing parks by updating ordinance code. Tr.Volz Daniels said attrition will need to be looked at(if fire would occur then maybe a new trailer will not be moved back in)

Access Requirements - explains method of tie-down for wind security. Find out correct location for tie-downs to unit. Walkway to provide safe, convenient all seasons for pedestrians.

Building Inspector – Inspects exterior of units and checks for safe exits and distance between mobile homes. In other communities a park manager does tie downs and to make sure cable is correct and in the right location.

Site suitability and storm water drainage must be adequate and not create hazard or health or safety to occupants. Water supply and sewage disposal must be adequate. Garage pickup & storage
Park lighting for illumination and positive look for the park area
Fire Hydrants shall be located within 300 feet of any mobile home and Tr. Stoffel would like that distance changed to 250ft.

Misc. Requirements – Park management shall notify village of any installation for placement of mobile home to ensure compliance and requirements of code. Draft permit form was presented from Omro and all requirements shall be met and inspected before skirting is put on. Diagram on application showing where tie downs should be placed(copy from manufacturer)

Responsibilities - Permission from HUD to do any alterations ??? example- porches, awnings etc. would need permit. Add-ons usually create encroachments on other properties or being too close to other units(main structure)

Main Items to be Addressed: 1)Building permits required 2)Mobile homes on ROW in violation 3)Map of mobile park – Comprehensive plan for future planning 4)Tie Downs to secure from high winds

Application for annual permit would require inspection(exterior only)

** Include language that existing porches are inspected for compliance – a certain number of days or months after new ordinance is adopted (Initial inspection only) for a base to start from.

No existing home residents will be required to move out at this time –

Atty. Goldin will look into sq.ft. minimums if any for mobile homes, fee structure and how variances should be processed and by whom. Suggested using the work waiver instead of variance for changes that would need to be addressed to meet requirements.

Tr. Volz Daniels suggested language that upon implementation of this ordinance current mobile homes have from the date of passage to the annual license renewal to have property inspected and up to date.

Suggestion by Atty Goldin that he will make the changes as discussed tonight and bring back to another joint meeting of village board and plan commission to review for future adoption.

Item#5 – Motion by Tr.Yahr, seconded by Tr.Volz Daniels to approve payment of invoices as presented by Clerk. Ayes-7, Noes-0

Item#6 – Announcement - Bid opening for Mill Pond Rd agenda distributed and bid awarding will be on regular village board agenda- Sept. 6, 2006.

Item#7 – Motion by Tr.Volz Daniels, seconded by Tr.Schwartz to adjourn Village Board meeting at 8:26 P.M. Motion carried.

Motion by Matt Mrochinski, seconded by Mark Gruber to adjourn Plan Commission meeting at 8:27 P.M. Motion carried.

Respectfully submitted,
Diane Lemke, Clerk/Treasurer CMC