

CHAPTER 26

**MANUFACTURED HOMES
AND MOBILE HOMES
(Rep. & Rec. GO 23-08)**

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26.01 STATE LAWS ADOPTED. Except as otherwise provided in this ordinance Chapter, Wisconsin Statute § 66.0435, all provisions of Chapter 101.91 et. seq. of the Wisconsin Statutes, and all provisions of Comm 26 of the Wisconsin Administrative Code describing and defining regulations relative to Manufactured Homes or Mobile Homes that the City may adopt as ordinances are hereby adopted and by reference made part of this Chapter as if fully set forth herein. Any future amendments, revisions, or modifications of the statutes and regulations incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of Manufactured Homes or Mobile Homes in the City of Green Bay.

26.02 PARKING OF MOBILE HOMES RESTRICTED. Except as provided in this chapter, no person shall park within the City any mobile home on any street, alley, highway, or other public place or on any privately-owned land.

26.03 MOBILE HOME PARK LICENSES.

(1) **REQUIRED.** No person shall establish, operate, or maintain or permit to be established, operated, or maintained upon any property owned, leased, or controlled by said owner a mobile home park within the City without first securing a license therefor from the Division of Building Inspection pursuant to this chapter. Such license shall expire on midnight, June 30 of the year of issue but may be renewed under the provisions of this chapter for additional maximum two-year periods.

(2) **LOCATION RESTRICTED.** An application for the construction of a mobile home park shall be considered only when its proposed location is within a district zoned to permit such use.

(3) **APPLICATION.** The application for a license or a renewal thereof shall be made on forms furnished by the City Clerk and shall include the name and address of the owner in fee of the tract or if the fee is vested in some person other than the applicant, a duly verified statement by such person that the applicant is authorized to construct or maintain the mobile home park and make the application, and such legal description of the premises upon which the mobile 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 mobile home park shall be accompanied by five copies of the park plan showing the following, either existing or as proposed:

- (a) The area to be used for park purposes.
- (b) Roadways and driveways.
- (c) The location and designation of dependent and independent mobile home spaces.
- (d) The location of service buildings and the number of sanitary conveniences, including toilets, washrooms, laundries, and utility rooms, to be used by occupants of the mobile home park.
- (e) A complete layout of storm, sanitary, and water systems for the service building and spaces.
- (f) The method and plan of garbage removal.
- (g) A plan for electrical lighting of spaces.

(4) **ISSUANCE OF LICENSE.**

(a) Approval and Fee Required. The application for such license or renewal thereof shall be approved by the Inspection Division. Before a license is issued, the applicant shall pay an annual fee in accordance with Comm 26.

Said license shall expire on June 30 annually. A penalty fee of \$25 shall apply to renewal applications postmarked after June 30. Operation in any fiscal year requires a license.

(b) Municipal Sanitary Facilities Required. No license shall be issued for a mobile home park where municipal sanitary facilities are not available.

(5) **REVOCAION AND SUSPENSION.** A license may be suspended or revoked after a hearing held pursuant to §66.0435 Wis. Stats. Any hearing for the suspension, revocation, or non-renewal of a license shall be conducted before the Protection and Welfare Committee. At the conclusion of the hearing, the Protection and Welfare Committee shall recommend to the Common Council that the license be suspended, revoked, or non-renewed if it finds that the licensee committed a violation. The Common Council shall consider and take action on the recommendation of the Protection and Welfare Committee within 45 days after the Committee adjourns the hearing. Appeal from a decision of the Common Council shall be to the Circuit Court for Brown County.

26.04 MANAGEMENT OF MOBILE HOME PARKS.

(1) **OFFICE TO BE IN PARK.** In every mobile home park there shall be located the office of the attendant or person in charge of such park. A copy of the park license and of this chapter shall be posted therein, and the park register shall at all times be kept in such office.

(2) **DUTIES OF ATTENDANT AND LICENSEE.** The attendant or person in charge, together with the licensee, shall:

(a) Keep a register of all occupants, which shall be open at all times to inspection by State, Federal, and local officers and which shall show for all occupants of the mobile home park the following information:

1. Names and addresses.
2. Number and ages of all children.
3. Number of public elementary school children.
4. Number of public secondary school children.
5. State of legal residence.
6. Dates of entrance and departure.
7. License numbers of all mobile homes and towing or other vehicles, and states issuing such licenses.

8. Place of last location and length of stay.

9. Place of employment of each occupant.

(b) Maintain the park in a clean, orderly, and sanitary condition at all times.

(c) Insure that the provisions of this chapter are complied with and enforced and report promptly to the proper authorities any violations of this chapter or any other violations of law which may come to attention.

(d) Collect the monthly parking permit fee and keep a record book showing the names of persons paying such fees and the amounts paid.

(e) Submit with the total monthly parking permit fees to the City Treasurer a monthly report showing the names of persons paying such fees and the amount paid if less than for a full month. Such report shall also indicate departure time for current tenants and arrival time for new tenants and departure time if occurring the same month as arrival.

26.05 APPLICABILITY OF PLUMBING, ELECTRICAL, AND BUILDING ORDINANCES. All plumbing, electrical, building, and other work on or at any park licensed under this chapter shall be in accordance with City ordinances, the requirements of the State Plumbing, Electrical, and Building Codes, and the regulations of the State Department of Health. Permits granted under this chapter grant no permission to erect or repair any structure or to do any plumbing or electrical work.

26.06 VARIANCES. When, in the judgment of the Plan Commission or the Council, a provision of this chapter may not literally be applied due to unusual hardship, such provision may be altered as long as the basic intent of control herein stated is retained.

26.07 ADOPTION OF ADMINISTRATIVE CODE. Comm 26, Wis. Admin. Code, and any subsequent changes therein, is hereby adopted and incorporated herein as if fully set forth. Failure to comply therewith shall constitute a violation of this chapter, punishable according to the penalties provided therein. A copy of such code shall be on file in the office of the Inspection Division.

26.08 GENERAL PENALTY. Any person violating any provision of this chapter shall, upon conviction thereof, forfeit not more than \$500. Each day of violation may constitute a separate offense.