

**VILLAGE OF MELROSE
MOBILE HOME REGULATIONS - CHAPTER 15**

AN ORDINANCE REPEALING AND RECREATIVE CHAPTER 15 OF THE CODE OF ORDINANCES OF THE VILLAGE OF MELROSE REGARDING THE MANUFACTURED HOMES IN THE VILLAGE OF MELROSE.

The Village Board of the Village of Melrose, Jackson County, Wisconsin do ordain as follows:

SECTION 1: Chapter 15 of the Code of Ordinances of the Village of Melrose is hereby repealed and recreated to read as follows:

15.05 APPLICATION: This chapter shall apply to all manufactured homes moved into or relocated in the Village of Melrose, whether such moving or relocation is permanent or temporary, after the lawful adoption of the provisions contained in this chapter.

15.10 DEFINITIONS: For the purposes of this chapter, the following definitions shall apply:

1. "Manufactured home" shall mean that structure which is, or was, originally constructed or designed to be transported by any motor vehicle upon a public highway and was designed, equipped, and used primarily for sleeping, eating and living quarters, or is intended to be so used. Camping trailers are specifically excluded from this definition. Also excluded are residences which have been transported by motor vehicle upon a public highway in parts or segments, and are not inhabitable residences until assembled and located upon a permanent building site. Other such structures as may be defined as a manufactured home under State Statutes or the Wisconsin Administrative Code are intended to be included, if not excluded as provided above.
2. "Unit" shall mean a manufactured home.
3. "Nondependent unit" shall mean a manufactured home that has a bath or shower and toilet facilities.
4. "Dependent unit" shall mean a manufactured home which does not have a bath or shower and toilet facilities.
5. "Manufactured Home Park (MHP)" shall mean any plot or plots of land upon which two or more units, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for such accommodations.
6. "Space" shall mean a plot of land within a manufactured home park of not less than 1000 square feet, designed for the accommodation of a manufactured home.
7. "Person" shall mean any individual, partnership, firm, company or corporation, whether acting as a tenant, owner, lessee, licensee or an agent, heir or assign thereof.
8. "Licensee" shall mean any person licensed to operate and maintain an MHP under the provisions of this chapter.

15.20 OCCUPANCY:

1. **USE PROHIBITED.** Manufactured homes shall not be used as a place of abode, business, dwelling, storage or any other purpose, except as provided by this chapter.
2. **WHEEL REMOVAL.** Any action to remove the wheels of any manufactured home, except for temporary purposes of repair, or any other action to attach any manufactured home to a foundation shall subject the manufactured home to the requirements of this chapter, as well as Chapter 7 of this Code.

15.30 LOCATION RESTRICTED: Manufactured homes located outside a licensed MHP shall be subject to the following restrictions:

1. No person shall park or occupy any manufactured home, except pre-existing manufactured homes lawfully parked or occupied prior to the passage of this chapter, on any premises which are situated outside an approved MHP. The parking of one unoccupied manufactured home in any accessory private garage, building or in a rear yard, for a period not to exceed thirty (30) days is permitted providing that no living quarters shall be maintained or any business practiced in the manufactured home while it is so parked or stored.
2. It shall be unlawful, except as otherwise provided in this chapter, 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 Village of Melrose.
3. Emergency or temporary stopping or parking is permitted on any street, alley or highway for not longer than one hour, subject to any other prohibitions or regulations, if imposed by the traffic and parking regulations of the Wisconsin Statutes or this Code for that street, alley or highway.

15.40 PRE-EXISTING MANUFACTURED HOMES OUTSIDE OF MANUFACTURED HOME PARKS: The following regulations shall apply to all manufactured homes located in the Village of Melrose and not located in a licensed MHP.

1. Manufactured homes which, at the time of passage of this chapter, are located within the Village limits of the Village of Melrose and are outside a licensed MHP shall be deemed non-conforming structures. Such manufactured homes may remain in their present location. However, if at any time, such manufactured home is destroyed by fire, wind or other causes to an extent of 50% or more, if its appraised value, said manufactured home may not be repaired and a new manufactured home may be placed upon the premises only if the value of the same equals the assessed value of the former manufactured home and only if the Village Board grants approval for the placing of the new manufactured home upon said lands and premises.
2. The owner of a manufactured home which is a non-conforming structure may replace an old one with one of comparable value. Furthermore, he may transfer his interests in said manufactured home to a prospective purchaser.
3. The owner of a non-conforming structure may also remove his manufactured home and sell the properties to a purchaser who may, with approval of the Village Board, place a new manufactured home of at least comparable value to that removed, upon said lands

and premises.

4. If a manufactured home which is a non-conforming use remains vacant for more than one year, the manufactured home must be immediately removed from the premises.
5. In order to comply with the provisions of this section, any pre-existing manufactured home must be a nondependent unit and, where available, must be properly connected with public water and sanitary sewer systems and must further comply with the provisions of this Code relating to building, plumbing, health, sanitation, electrical and zoning requirements.

15.50 MANUFACTURED HOME PARKS: All manufactured homes located in an MHP shall be nondependent units, and shall be properly connected with the public water supply and sanitary sewer systems and shall be constructed and located in compliance with all provisions of the Code relating to building, plumbing, health, sanitation, electrical and zoning requirements.

15.60 MANUFACTURED HOME PARKS/LICENSE:

1. **LICENSE REQUIRED.** It shall be unlawful for any person to establish, operate, or maintain, or permit to be established, operated or maintained upon any property owned, leased or controlled by him, an MHP within the Village of Melrose without having first secured a license for such park from the Village Board as provided by this section.
2. **APPLICATION AND LICENSING.** An application to operate an MHP within the Village of Melrose must be filed with the Village Clerk and signed by the applicant prior to July 1 of each calendar year. The license shall be issued for the period beginning July 1 and ending June 30. The application shall include:
 - a) The address and telephone number(s) of the Applicant during both daytime and evening hours.
 - b) The location and legal description of the MHP.
 - c) A plan of the park drawn roughly to scale which shall include:
 - 1) The lots of the park clearly drawn out and numbered;
 - 2) The location of each trailer upon the lot;
 - 3) All roadways, driveways and parking areas within the park;
 - 4) All trailers that are occupied.
 - d) The licensee shall include with the application a list of the total number of occupants residing in each trailer by lot number, and the number and ages of all children under the age of 14 to assist the fire department and rescue personnel in the event of an emergency.
3. **FEE:** The fee for operating an MHP in the Village of Melrose shall be \$100.00, plus the cost of any required inspections under this Chapter, paid annually at the time the application is filed.

4. **TRANSFER OF LICENSE:** Any transfer of license before December 31 of any calendar year shall require a \$100 license fee to be paid along with proof of insurance and the name, address and telephone numbers of the new licensee. If the transfer takes place after December 31, the transfer of license fee shall be \$50.00. At the normal renewal time of July 1, the new licensee shall be charged the full fee for renewal of the license for the next year of operation.
5. **INSPECTION:** No MHP license shall be issued until the MHP has been inspected and approved by any person or agency authorized by the Village of Melrose for such inspection. Furthermore, the MHP application shall in every even numbered year commencing in 2006, require a statement of inspection by the appropriate building inspector, demonstrating that the park and the exteriors of the homes within that park, whether occupied or not, meet the appropriate codes for water, sanitation, structural integrity and health. Manufactured homes that are considered by the inspector not to meet code provisions shall need to provide a certificate of inspection, paid for at the owner's expense, demonstrating that it meets the appropriate codes for water, sanitation, plumbing, electrical, structural and health.

15.65 MANUFACTURED HOME PARKS/SITE PLANNING/AND REGULATION: The following guidelines, standards and requirements shall apply to a Manufactured Home Park (hereinafter referred to as MHP).

1. **STREET LAYOUT:** Streets within any MHP shall have a minimum width of 14 feet. No parking shall be allowed on any portion of any street within an MHP. If streets in any current MHP are not presently connected by through streets, as soon as units of said MHP are removed and vacated, and before another manufactured home is placed on any lot, the existing streets shall be lengthened and connected together to provide a circular flow of traffic through the MHP.
2. **EMERGENCY VEHICLES:** It is imperative that emergency vehicles have unimpeded access to every lot in any MHP. All streets within any MHP shall be designated as fire lanes. Vehicles parked on any streets within a MHP shall be subject to fine or removal.
3. **PARKING:** A parking area shall be designated for each unit or lot in any MHP, subject to the following:
 - a) The parking area shall consist of gravel, concrete, bituminous, or similar approved material. The parking area shall be maintained in good condition with proper grading and drainage to prevent accumulation of storm or other water.
 - b) The MHP owner or manager shall specify the maximum number of vehicles allowed to be parked in each unit's or lot's designated parking. The maximum number of vehicles for any unit or lot in the MHP shall be two. Units or lots that do not have appropriate designated space for two vehicles will be allowed 1 vehicle. All vehicles owned or used by the residents of the MHP must be parked in the designated area for that unit or lot.
 - c) The location and size of the parking area for each unit or lot must be indicated on the MHP Plan that is submitted to the Village Clerk.

- d) The MHP shall create a designated parking area for visitors within the boundaries of the MHP. This visitor's parking area shall be clearly indicated on the MHP Plan. The parking area will be properly graded and drained and must consist of gravel, concrete, bituminous, or similar approved material.
 - e) All parking area shall be sufficient size to allow the parking of the authorized vehicle(s) without any vehicle extending beyond the boundary of said parking area.
 - f) The visitor's parking area shall be located so as to allow access to the parking area from all streets in the park when those streets are connected to allow for through traffic.
4. **SITE BOUNDARIES:**
- a) All unit or lot boundaries shall be delineated on MHP Plans submitted to the Village for approval for license or renewal. Whenever an existing manufactured home is determined to be uninhabitable or is removed for any purpose, and before any other manufactured home can be placed on that vacated site, the following lot boundaries must be established and maintained:
 - 1) 10 foot side yard clearance from other basic units.
 - 2) 10 foot back or rear yard clearance from other basic units.
 - 3) 10 foot clearance from all structures except a storage shed or similar accessory structure belonging to the site or occupant.
 - 4) 10 foot property line clearance.
 - 5) 10 foot from the nearest edge of any street within the park.
5. **EMERGENCY EXIT:** If any existing MHP has only one street providing access for egress and ingress to each unit or lot, the park manager shall keep open a path for emergency vehicles across the grounds of the park allowing for a second route for egress or ingress in case of emergency.
6. **EXPOSED AREAS:** Exposed areas of the MHP shall be seeded or covered with stone screening to maintain a safe, healthy, and attractive surrounding. A green area shall be maintained in the MHP designated as a play area, if there is limited space within the units or lots themselves.
7. **MANAGEMENT:** The owner or operator of a MHP or his agent or designee shall be available to residents of the MHP in person, during reasonable hours, at least two times per week, for a minimum period of one hour each, with at least one such time after 5:00 p.m. on a weekday or on a weekend. The purpose shall be to be available to address concerns of the residents. Such person may also be available by phone during other reasonable hours. Notice of such hours shall be given to residents of the MHP.
8. **GARBAGE:** Garbage management for each unit or lot shall be as follows:
- a) Each unit or lot shall have two leakproof, non-absorbent garbage containers with

tight-fitting lids, to be provided by the owner or operator. Such containers shall be made of rubberized material, plastic or galvanized metal.

- b) The owner, operator or his agent shall be responsible for preventing decomposition or overflow from garbage containers as often as is necessary to maintain a healthy environment.
 - c) No wood or paper containers are allowed.
 - d) Separation of recyclables and their proper disposal is the responsibility of the residents of each unit.
 - e) The park shall provide for the safe and sanitary pickup, removal and disposal of all garbage at least once a week.
 - f) Removal and disposal of garbage shall be in accordance with the laws of the State and all local ordinances and regulations of the Village.
 - g) No garbage or hazardous materials may be left outside except immediately prior to garbage or recyclable material pick-up.
9. **BUILDING PERMITS:** No person shall construct, alter, add or replace any manufactured home structure, attachment, or building located on the grounds of an MHP without a permit. It is the responsibility of the park owner or his agent to acquire all necessary building permits for any construction that occurs in the park, whether by the owner or any of the park's residents. Construction shall be of approved materials and types of construction. This shall apply to decks, storage sheds, and carports. Skirting, awnings and antennas or satellite dishes are not included. Building permits for replacement structures will be approved and issued only after inspection by a certified building inspector.
10. **UTILITIES AND HOOKUPS:** All units within the park must meet state codes as well as all village ordinances relating to water and sewer hookups. Each unit must have a separate water service connected to the public water supply, as well as a sanitary sewer hookup with at least a three inch sewer connection. Electrical hookups must meet all state and local codes and must be at least 100 amperes for 220 volt services that include weather proofing, electrical over-current protection, and an outside shutoff. Receptacles shall be of four pole four wire grounding type and have a four prong attachment for 110-120 volts.
11. **WATER SERVICES:** Individually valved water service connections shall be provided for direct use of each lot or unit constructed and installed so that it will not be damaged by frost or use of parking space. No manufactured home site shall be located more than 500 feet from a fire hydrant.
12. **SKIRTING:** All manufactured homes shall be skirted completely, closing the space below the home from view and from entry by rodents and vermin. Storage under manufactured homes is prohibited.
13. **REMOVAL OF HITCH:** The hitch on all manufactured homes shall be removed once the

home is placed on the site. The only exception is manufactured homes already existing on sites in the park which do not have a removable hitch. Such non-removable hitches shall be covered or boxed with wood or fabricated metal to prevent possible injury.

14. DELAPIDATED MANUFACTURED HOMES: Wrecked, damaged or dilapidated manufactured homes shall not be kept or stored in an MHP. The building inspector or other appropriate person designed by the Village shall determine if a manufactured home is damaged or dilapidated to a point which makes it unfit for human occupancy. Such manufactured homes are hereby declared to be a public nuisance. Whether the building inspector or the Village Board so determines, the Village shall notify the licensee and owner of the manufactured home giving him the findings upon which such determination is based and the Village shall further order the home removed from the park or site, or repaired to a safe, sanitary and wholesome condition for occupancy within a reasonable time, but not less than 30 days. The licensee or owner may appeal the findings upon which such determination is based within 30 days of the time in which the order to remove or repair is delivered. Village ordinances pertaining to the regulation of a public nuisance shall apply to manufactured homes in the park.
15. NUMBERING: All manufactured homes shall be numbered in the same manner as the lots are designated on the MHP Plan submitted to the Village Clerk. Numbers shall be consecutive, and must be displayed on the manufactured home in conspicuous fashion in numerals which are at least 3 inches high, and placed in a manner to be visible from the adjacent street.
16. FIRE PROTECTION: An MHP shall be maintained free of litter, rubbish, and other flammable materials. It is the responsibility of the licensee to require every manufactured home in the park to have two smoke detectors and an operable fire extinguisher of minimum size of 5 lb, ABC rating. Such extinguishers shall be maintained in good operating condition, and may be inspected by the Fire Chief or his agent on an annual basis. More frequent inspections shall occur if an occupant's unit is not in compliance. Streets within a park shall be designated as fire lanes by the Fire Chief and shall be kept free and clear of obstructions. Parking on these streets (fire lanes) is strictly prohibited. Interior wood stoves, and corn or pellet stoves may be inspected by the Fire Chief at his discretion to ensure compliance with NFPA regulations.
17. REGISTER OF PARK OCCUPANTS: The licensee shall maintain a register of park occupants which shall be made available for inspection by Federal, State or local officers which shall show:
 - a) Names and addresses of all owners and occupants.
 - b) Number of children of school age.
 - c) State of legal residence of each occupant.
 - d) Date of entrance and departure of each manufactured home.
 - e) Make, model, year, serial number or license number, and manufacture of each manufactured home.

The register shall be updated monthly and submitted to the Village Clerk by mail, fax or telephone.

18. Park occupants shall be responsible for proper placement of all manufactured homes on the lots or sites, as well as the installation of all utility connections in accordance with the instructions of the park management and this Code. Home occupants shall allow the park licensee, or management or his or her agent or employee, access to any part of such park or manufactured home to insure compliance with this Code or with any State or City regulations.

The number of persons living in a manufactured home shall be limited for reasons of health and public welfare. The limitations shall be those specified in Sec. 66.0435(3) and Sec. 660435(8) (h), Stats.

19. **REPLACEMENT OF EXISTING MANUFACTURED HOME:** If an existing manufactured home is removed from the park for any reason, any replacement manufactured home shall meet the following requirements:
 - a) The lot shall conform to all specifications in subsection (4) of this Code. In addition, no manufactured home may be moved in the park if that manufactured home does not have a pitched roof and vinyl siding or exceeds ten (10) years from the date of manufacture. All manufactured homes moved into the park shall be inspected to insure that the home meets all State and local codes.
20. **MHP RULES PROMULGATED BY OPERATOR:** Any operator of an MHP shall have prepared in printed form the rules of the MHP, which shall be provided to all of the lot or unit occupants. A copy of said rules shall be promptly provided to the Village Clerk after each such promulgation or revision.

SECTION 2: SEVERABILITY: If any part of this ordinance is for any reason found to be invalid or unconstitutional by reason of any decision by any court of competent jurisdiction, such decision shall not affect the validity of any other part of this ordinance.

SECTION 3: CONFLICTING ORDINANCES: All other ordinances or parts of ordinances of the Village of Melrose inconsistent or in conflict herewith are hereby repealed.

SECTION 4: EFFECTIVE DATE: Upon passage and publication, this ordinance shall take effect and be in force as provided by law.

Signed by:
LeRoy Craig, President
Village of Melrose

Attest signed by:
Judith Anderson, Clerk
Village of Melrose

Dated: 05/03/2006
Passed: 05/03/2006
Published: 05/24/2006