TITLE X

Chapter 55

MOBILE HOME PARKS

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55.01 STATE LAW ADOPTED.

(1) Section 66.058, Wis. Stat., as amended, is adopted and incorporated by reference as if fully set forth herein.

(2) Various state codes apply to the development, maintenance, occupancy and use of mobile home parks. It is the intent of this ordinance to adopt and implement a code with provisions not inconsistent with applicable state codes and regulations. Any inconsistent provisions herein shall be resolved in favor of this ordinance unless state law controls.

(3) Chapter H 77, as amended, Regulation of the Wisconsin Department of Health and Social Services, is adopted by reference as if fully set forth herein.

55.02 DEFINITIONS.

(1) Developer: Any person, firm or corporation who develops a mobile home park under this ordinance. By definition, owner as used in this ordinance, is a developer.

(2) Licensee: Any person, firm or corporation licensed to operate and maintain a mobile home park. By definition, operator as used in this ordinance is a licensee. Developer and licensee may be one and the same person.

(3) Mobile Home: A mobile home, as originally constructed and designed, is a unit capable of being transported by motor vehicle, equipped and used primarily as a residence with living, sleeping and bathroom quarters and facilities.

(4) Mobile Home Park: Any plot or premises upon which mobile homes are located in compliance with this ordinance.

(5) Resident: By definition, resident as used in this ordinance includes the owner of the mobile home and the members of his or her family

55.03 PERMITS: DEVELOPER.

(1) No person shall construct, alter, modify or extend any mobile home park or its facilities without securing a mobile home park developer's permit.

(2) The Council shall provide a procedure for granting permits.

(3) An application is required before the applicant is granted a permit.

(4) The Clerk shall be responsible for furnishing appropriate forms and is hereby authorized and directed to develop the form and content of the application, subject to council approval.

(5) The Clerk, subject to approval of the Council, shall adopt a fee schedule to be used in the permit process. The approval of the fee structure as adopted by the Council by resolution, is hereby incorporated into this ordinance.

(6) The fee shall accompany the application. Failure to tender the fee with the application is grounds for denial of the permit.

(7) Upon receipt of the application for a permit, the Cerk shall review its content and refer the application to both the zoning administrator and the appropriate standing committee of the Council.

(8) Prior to submitting their recommendation, the zoning administrator and standing committee have authority to:

(A) Conduct an investigation.
(B) Require plans and specifications.
(C) Hold a public hearing.

(9) A recommendation to grant or deny the permit shall be submitted to the Council within thirty (30) days unless good cause is shown for the delay.

(10) Chapter 59 of this code is hereby adopted by reference with respect to reviews, hearings, decisions and appeals.

55.04 PERMITS: OPERATOR.

(1) No person shall operate, administer or maintain a mobile home park within the City without a valid mobile home park permit.

(2) Mobile home park permits shall be issued, upon approval of the Council, for a calendar year and shall expire on December 31st of the next succeeding date of issue. Permits may be issued after January 1st of any year, but no rebate of the fee shall be allowed.

(3) The fee for a mobile home park license shall be two hundred fifty dollars ($250.00), or in an amount as set by Resolution of the City Council.

(4) Licenses which are in force may no be transferred unless the transferee obtains a permit as required in this section.

(5) Chapter 59 of this code is hereby adopted by reference with respect to permits, review, hearings, decisions and appeals.

(6) Licenses granted under this section shall be subject to revocation or suspension by the Council for cause as provided in Section 66.058, Wis. Stat. Cause, as used in this subsection, shall include but not be limited to:

(A) Failure or neglect to abide by the requirements of this ordinance or the laws, codes and regulations of this State of Wisconsin relating to mobile home parks and their operation.

(B) Conviction of any offense under the laws of the State of Wisconsin, or this ordinance, relating to fraudulent, misleading or deceptive practices regarding the leasing or rental of mobile home spaces or sale, lease or operation of park facilities.

(C) Operation or maintenance of the mobile home park in a manner detrimental to the health, safety and / or welfare of park occupants or the residents of the City, including but not limited to violations of laws or ordinances relating to health, sanitation, fire safety or nuisances.

(7) No mobile home park permit shall be granted for any premises or to any person not meeting the standards, requirements and regulations of this ordinance, applicable state law, including but not limited to Chapter H77, Regulations of the Department of Health and Social Services.

(8) Before the issuance of a permit, the applicant may be required to file a bond with the Clerk guaranteeing the collection and payment of the monthly parking fee. The Council, by resolution, may require such a bond and if adopted, such resolution shall be incorporated by reference into this ordinance

55.05 PARK PLAN.

(1) In order to foster orderly development, a park plan must be submitted in conjunction with the issuance of a developer's permit under Section 55.03.

(A) The Council may require a plan before approving and issuing the permit.

(B) Planning process includes preliminary engineering plans and specifications, together with a final approved plan.

(2) Preliminary engineering plans and specifications include but are not limited to the following:

(A) A scale drawing of the proposed park.

(B) Specifications for all utilities.

(C) Location and width of roadways and walks, together with recreational and other common areas.

(D) Location of mobile home including a detailed sketch of at least one typical mobile home lot.

(E) Landscape plan.

(F) Specifications of all park buildings and structures.

(3) A written statement describing the proposed park operation, management and maintenance is required.

(4) The review process, consistent with Chapter 59 of this code of ordinances, by the City Planning Commission is required. The City Planning Commission shall hold a public hearing and may require and request review by a standing committee of the Council, the zoning administrator and / or the zoning board of appeals

(5) At the conclusion of the review process, a final plan shall be submitted for approval by the Council.

(6) The City may participate financially in the development of the park as set forth in the final approved plan. Such participation may include assistance in furnishing engineering and legal services at the preliminary stages. The participation shall be subject to:

(A) A duly executed contract between the City and the developer.

(B) Tax assessment(s) to benefited property owner(s), whether or not tax collection is instituted or deferred.

(C) Council approval.

(7) The participation and assistance of the City may include bid letting and public works contracting as provided in this code and applicable Wisconsin law.

55.06 REQUIREMENTS AND REGULATIONS.

(1) Dimensions.

(A) Minimum size of mobile home park: one (1) acre.

(B) Minimum size of lot: fifty (50) feet X one hundred (100) feet.

(C) Other dimensions and distances:

1.) Minimum distance between mobile homes: twenty (20) feet.

2.) Minimum distance from mobile home to city right-of-way: ten (10) feet.

3.) Minimum set back of side yard: five (5) feet

(2) Mobile Home Standards.

(A) Minimum size of mobile home: fourteen feet (14′) x fifty feet (50′).

(B) Mobile homes constructed prior to 1976 must meet the standards and construction limitations imposed by the United States Department of Housing and Urban Development.

(C) Section 101.94, Wis. Stat., regarding mobile home design and construction, is incorporated by reference.

(3) Other Structures.

(A) The construction and placing of structures is subject to:

1.) A building permit.

2.) Provisions of Section 46.03 of this Code.

3.) Review by the licensee.

(B) Structures attached tot eh mobile home must also comply with the requirements of Chapter 46 of this Code, including the requirement for a building permit set forth in Section 46.03.

(C) Size Restrictions.

1.) The minimum size of non-attached structures is six feet (6′) x fourteen (14) feet.

2.) The maximum size of non-attached structures is ten feet (10′) x fourteen feet (14′) feet.

3.) The maximum height of the non-attached structure is the height of the mobile home located on the lot.

(D) Carports, canopies or similar structures are also subject to Chapter 46 of this code.

(E) Approved skirting is required.

(4) Park Requirements.

(A) All lots will be delineated and marked by street numbers.

(B) All sidewalks within the park shall be of concrete.

(C) All parking pads, drives and parking areas shall be of a suitable hard surface.

(D) Streets located within the park shall be as required by the City.

(E) Mobile Home Park Office:

1.) Administrative offices only permitted.

2.) No sales offices located upon or within a mobile home park.

(F) Common Facilities.

1.) Common facilities, such as laundries, washrooms and recreation buildings, shall be optional.

2.) Any such structure shall be subject to Chapter 46 of this Code.

3.) Such structure shall be located on separate lots within the park.

(G) Landscaping.

1.) Suitable landscaping is required.

2.) A landscaping plan must be submitted and approved prior to the adoption of the final approved plan for the mobile home park.

(5) Utilities.

(A) All mobile homes within the park must be connected to city water and sewage disposal systems. No private sewage disposal systems are allowed.

(B) Electric utilities and hook-up shall be provided.

(C) For the mobile home units utilizing gas, hook-up with natural gas is required.

(6) Miscellaneous.

(A) Mobile home units using wood burning devices must comply with applicable City ordinances.

(B) Wood storage on the mobile home lot is limited to one (1) face cord.

(C) House pets only are permitted (no outside pets allowed within the park).

(D) Tenant is limited to two (2) vehicles per lot. Any tenant maintaining a double lot shall be entitled to only one (1) other additional vehicle for the double lot.

(E) A single family only is permitted in each mobile home.

55.07 OPERATION OF THE PARK.

(1) A park office shall be on its own lot but may consist of a mobile home unit and be occupied as such.

(A) The office may be maintained within the park.

(B) The park owner may designate an attendant or a person in charge to operate the office.

(C) The attendant or person in charge may be a resident of the park and the office may also be the mobile home residence of said person.

(D) The park office need not be occupied with a person on duty at all times, but should be reasonably accessible to the tenants of the park.

(E) A sign of modest size designating the office may be erected on the lot where the office is located.

(2) The attendant or person in charge and the owner shall operate the park in compliance with this ordinance and shall have the following duties:

(A) Maintain a register of all park residents to be open at all times to inspection by state, federal and municipal officers, which shall show:

1.) Names and addresses of all residents of each mobile home and the name of the titled owner of the mobile home.

2.) Number of children of school age.

3.) State of legal residence.

4.) Dates of entrance and departure of each mobile home.

5.) Make, model, year and serial number or license number of each mobile home and towing or other motor vehicles and state, territory or country issuing such licenses.

6.) Place of employment of each resident, except the employment of minors who reside with their parents.

(B) Notify park residents of the provisions of this ordinance and inform them of their duties and responsibilities and report promptly to the proper authorities any violations of this ordinance or any other violations of law, which may come to their attention.

(C) Notify the health officer immediately of any suspected communicable or contagious disease within the park.

(D) Supervise the placement of each mobile home on its pad, which includes securing its stability and installing all utility connections and tie-downs.

(E) Maintain park grounds, buildings and structures free of insect and rodent harborage and infestation and accumulations of debris, which may provide rodent harborage or breeding places for flies, mosquitoes and other pests.

(F) Maintain the park free from growth of noxious weeds.

(G) Maintain the park free of litter, rubbish and other flammable materials; provide portable fire extinguishers of a type approved by the fire chief in all locations designated by the chief and maintain such extinguishers in good operating condition and cause every area within the park designated as a fire lane by the fire chief to be kept free and clear of obstructions.

(H) Provide for the sanitary and safe removal and disposal of all refuse and garbage at least weekly. Removal and disposal of garbage and refuse shall be in accordance wit the laws of the State of Wisconsin and the ordinances and regulations of the City.

(I) Collect the monthly parking permit fee and cash deposits for each mobile home within the park and remit such fees and deposits to the City Clerk as required by this ordinance.

(J) Allow inspections of park premises and facilities at reasonable times by the City officials or their agents or employees as provided by this ordinance.

55.08 DUTIES OF OCCUPANTS.

(1) Park residents shall comply with all applicable requirements of this ordinance and regulations issued hereunder and shall maintain their mobile home space, its facilities and equipment in good repair and in a clean and sanitary condition.

(2) Park residents shall be responsible for proper placement of their mobile homes on the mobile home pad and proper installation of all utility connections in accordance with the instructions of the park management.

(3) The cash deposit and monthly parking fee shall be remitted to the licensee in a timely fashion by each resident mobile home owner.

(4) It shall be the duty of every resident of a park to give the park owner or his agent or employee, access to any part of such park or mobile home premises at reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with this ordinance or any law ordinance to effect compliance with this ordinance or any law or ordinance of the State or City or lawful regulation or order adopted thereunder.

(5) Mobile homes shall be parked only on the mobile home pads provided and shall be placed thereon in accordance with all requirements of this ordinance.

(6) No mobile home owner, tenant or occupant shall conduct in any mobile home unit or in any mobile home park any business or commercial activity of any kind.

(7) No person shall erect or place upon any mobile home space, any permanent or temporary structure intended to be used for dwelling purposes or in connection with any mobile home unit except as specifically authorized by this ordinance.

(8) No open or other burning of refuse, trash, leaves or other material is permitted.

(9) All plumbing, building, electrical, oil or gas distribution, alterations or repairs shall be in accordance with the regulations and applicable laws, ordinances and regulations of the State of Wisconsin and this code.

(10) Every mobile home unit shall have a substantial, fly-tight, watertight, rodent-proof container for the deposit of garbage and refuse in accordance with this ordinance.

55.09 TAXES AND FEES.

(1) There is hereby imposed on every owner of a mobile home located within the City of Blair, a monthly parking fee determined in accordance with Section 66.058(3),

Wis. Stat., as amended. It shall be the full and complete responsibility of the mobile home park owner and licensee to collect the proper amount from each mobile home owner.

(2) Mobile home park owners shall be required to furnish information to the City Clerk within five (5) days of the arrival of any new or additional homes to the mobile home park. The Clerk is to furnish suitable forms for this purpose. Such forms shall be in compliance with this code and not inconsistent with Section 66.058(3), Wis. Stat.

(3) Utilities due the City shall be the responsibility of the mobile home owners and subject, however to the following:

(A) Before departure, all utilities due the City shall be paid by the mobile home owner.

(B) At least five (5) days prior to departure, the City is entitled to notification by the mobile home park owner or his agent of a pending departure.

(C) City will make a diligent effort to collect any unpaid utility charges upon receiving notification.

(D) If the City fails to collect any unpaid utility charges, the mobile home park owner shall be responsible for the unpaid charges.

(E) All unpaid amounts are deemed special assessments under Section 59.04 of this code and may be collected as such.

55.10 EXCEPTIONS.

(1) Mobile home parks in existence prior to the adoption of this ordinance are, except as provided herein, exempt from this ordinance.

(2) Any park in existence at the time of the adoption of this ordinance shall be considered a non-conforming use.

(A) The non-conforming use may not be extended, enlarged, reconstructed, substituted or structurally altered unless the change or alteration brings the non-conforming use into compliance with the provisions of this ordinance.

(B) Any such extension, enlargement, reconstruction, substitution or alteration must be with the approval of the zoning administrator and appropriate standing committee of the Council.

(C) If a non-conforming use has been altered or changed to conform, it shall not revert back to its non-conforming use.

(3) The policy of this ordinance is to bring all mobile home parks into compliance wit this code without creating a hardship for an owner / licensee or mobile home owner.

(4) The provisions of Section 55.07 and 55.08 shall apply unless performance and compliance is impossible given the individual circumstances in question. The zoning administrator shall be given authority to make a determination, subject to review concerning the compliance or non-compliance with the applicable sections.

(5) The provisions of Section 55.09 apply to all mobile home parks and all mobile homes.

(6) Any mobile home not located within a mobile home park shall be considered a non-conforming use as defined in Section 46.06 of this code. If abandoned, such use shall not be continued and the mobile home abated as a nuisance. No other mobile home, even if in conformity with this ordinance, shall be permitted upon the subject site.

55.11 PENALTIES.

(1) Any person violating this ordinance shall be subject to a forfeiture of not less than fifty dollars ($50.00) nor more than two hundred fifty dollars ($250.00) for each offense, together with the costs of prosecution. Failure to pay the forfeiture upon conviction will result in confinement in the county jail as ordered by the Circuit Judge for Trempealeau County.

(2) Any act in violation of this code shall be considered a separate offense and each day that the act continues shall also be treated as a separate offense subject to prosecution under this code.

August 16, 2023 – amended Section 55.04(3)
January 21, 2026- revised Section 55.04(3)