

MANUFACTURED HOME PARK ORDINANCE

ORDINANCE #111604 – Revised on 7/28/2020

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON, TEXAS REQUIRING A PERMIT FOR THE CONSTRUCTION OF, ADDITION TO, OR EXTENSION OF A HUD-CODE MANUFACTURED HOME PARK (FORMERLY CALLED A MOBILE HOME PARK); REQUIRING A LICENSE TO OPERATE A HUD-CODE MANUFACTURED HOME PARK; SETTING FORTH THE SITE REQUIREMENTS, HUD-CODE MANUFACTURED HOME PARK STANDARDS AND OTHER PREREQUISITES TO THE ISSUANCE OF A PERMIT OR LICENSE; PROVIDING FOR LICENSING FEES AND ANNUAL RENEWAL FEES; PROVIDING DEFINITIONS; PRESCRIBING REGULATIONS FOR MANAGEMENT OF HUD-CODE MANUFACTURED HOME PARKS; PRESCRIBING FEES FOR NON-CONFORMING HUD-CODE MANUFACTURED HOME PARKS; CONTAINING PENALTIES FOR THE VIOLATION OF THIS ORDINANCE; AND CONTAINING A SEVERABILITY CLAUSE.

WHEREAS, it has come to the attention of the City Council of the City of Huntington that unregulated HUD-Code Manufactured Home Parks (formerly called Mobile Home Parks) can be dangerous and constitute a hazard to life and property; and

WHEREAS, the City of Huntington, a general-law municipality, is authorized by law to adopt and implement necessary and reasonable ordinances deemed to be in the best interests of its citizenry; and

WHEREAS, the City Council of the City of Huntington finds it to be in the best interest of the public safety, health, and general welfare to regulate HUD-Code Manufactured Home Parks within the City;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Huntington, that from and after the passage of this Ordinance the construction and operation of HUD-Code Manufactured Home Parks and such developments shall conform to the following rules and regulations.

SECTION 1

Definitions

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning:

AGENT: Any person authorized by the licensee of a HUD-Code Manufactured Home Park to operate or maintain such park under the provisions of this chapter.

CITY HEALTH OFFICER: Director of the Angelina County and Cities Health District.

CITY OFFICIAL: The legally designated head of a City department or his/her authorized representative when acting in an official capacity.

COMMON INTERNAL STREET: A private way which affords the principal means of access to individual manufactured home lots and/or auxiliary buildings.

DRIVEWAY: A minor entranceway off the common internal street within the park into an off-street parking area serving one or more mobile/manufactured homes.

FIRE MARSHAL: the legally designated Fire Marshal of the City, or his/her authorized representative.

HUD-CODE MANUFACTURED HOME (MOBILE HOME): A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more section which, in the traveling mode, is eight body feet (8') or more in width and forty body feet (40') or more in length, or when erected on site is four hundred (400) or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems. Anything less than the length and/or width specified in this paragraph shall not be allowed in a HUD-Code Manufactured Home Park.

HUD-CODE MANUFACTURED HOME PARK: A parcel of land under single-entity ownership which has been platted and improved for the placement of HUD-Code Manufactured Homes, accessory uses and service facilities meeting all requirements of this ordinance, any applicable deed restrictions, and State laws.

MANUFACTURED HOME DEVELOPMENT: A development of two or more manufactured homes on existing lots which are owned by the same person, partnership, corporation, or other State-approved business for the purpose of sale or rent. See HUD Code – Manufactured Home.

MANUFACTURED HOME PARK: A unified development of two or more manufactured home spaces arranged on a tract of land meeting all requirements of a HUD-Code Manufactured Home Park.

PARKING SPACE, OFF-STREET: A minimum space ten feet (10') in width by twenty feet (20') in length located within the boundary of a manufactured home space or in a common parking and storage area having unobstructed access to an internal street.

PERMIT: A written permit or certification issued by the Code Enforcement Officer permitting the construction, alteration, or extension of a HUD-Code Manufactured Home Park under the provisions of this chapter and regulations issued hereunder.

PERSON: Any natural individual, firm, trust, partnership, association, or corporation.

PLOT PLAN: Graphic representation, drawn to scale in a horizontal plane, delineating the outlines of the land included in the plan and all proposed use locations accurately dimensioned, the dimensions also indicating the relation to each use adjoining that location and to the boundary of the property.

POLICE CHIEF: The legally designated Chief of the Police Department of the City or his/her authorized representative.

RECREATIONAL VEHICLES (RV): Any form of living accommodation that is, or can be, combined with a vehicle for which the intended purpose is recreation. These shall include motorhomes, bus conversions, campervans, fifth (5th) wheel campers, caravans, pop-tops, slide-ons, roof-top campers, camper trailers, and/or trailer tents.

REGISTER: A record of residents containing data essential to park management.

REPLACEMENT: The act of moving one manufactured home from its existing stand and replacing it with another manufactured home.

SERVICE BUILDING: A structure housing toilet, lavatory or such other facilities as may be required by this chapter.

SEWER CONNECTION: The connection of all pipes, fittings, and appurtenances from the drain outlet of a manufactured home to the inlet of the corresponding sewer service riser pipe of the sewage system serving the park.

SEWER SERVICE RISER PIPE: The portion of a sewer service which extends vertically to the ground elevation and terminates at a manufactured home space.

SITE PLAN: Same as plot plan.

SPACE: A plot of ground within a HUD-Code Manufactured Home Park designed for the accommodation of one manufactured home, together with such open space as required by this chapter. This term shall also include the terms "lot, stand, and site".

TAX ASSESSOR-COLLECTOR: The legally designated Tax Assessor-Collector for Angelina County, or his/her authorized representative.

WATER CONNECTION: The connection consisting of all pipes, fittings, and appurtenances from the water riser pipe to the water inlet pipe of the distribution system within a manufactured home.

WATER RISER PIPE: The portion of the private water service system serving a HUD-Code Manufactured Home Park which extends vertically to the ground elevation and terminates at a designated point at a manufactured home space.

SECTION 2

PERMITS

- A) Permit Required – It shall be unlawful for any person to do the following unless he/she holds a valid permit issued by the City Council in the name of such person for the specific transportation, installation, construction, alteration or extension proposed:
- 1) Transport or install a HUD-Code Manufactured Home (formerly called a mobile home).
 - 2) Construct a HUD-Code Manufactured Home Park (formerly called a mobile home park).
 - 3) Alter a HUD-Code Manufactured Home Park (formerly called a mobile home park).
 - 4) Extend or expand any HUD-Code Manufactured Home Park (formerly called a mobile home park) within the city limits of the City of Huntington.
 - 5) Remove or cause to be removed a mobile home (pre-1976 dated mobile home) or a HUD-Code manufactured home from any piece of property or HUD-Code Manufactured Home Park within the City of Huntington
- B) Application Requirements – All applications for permits shall be made upon standard forms provided by the City of Huntington and shall contain the following:
- 1) Name and address of the applicant.
 - 2) Location and legal description of the HUD-Code Manufactured Home Park (formerly called a mobile home park). To this application shall be attached five (5) copies of the site plan at a minimum scale of 1" = 200' for sites of thirty (30) acres or more, and at a minimum scale of 1" = 100' for sites under thirty (30) acres. The site plan shall include all data required under Section 8 of this ordinance.
 - 3) Notarized written permission from all property owners having property within one thousand feet (1,000') of the nearest property line giving their permission for the installation of the HUD-Code Manufactured Home Park (formerly called a mobile home park) or the installation of a HUD-Code manufactured home (formerly called a mobile home). If a property owner cannot be located or identified, the City Council shall have the option to waive that one specified piece of property. Such

written permission shall be presented at the time the permit application is presented for consideration by the City.

- C) Permit Fee – All applications to the City Official for the construction of a new HUD-Code Manufactured Home Park shall be accompanied by a fee of \$1,000.00.
- D) Issuance of Permit – When, upon review of the application, the City Council is satisfied that the proposed plan meets the requirements of law and agrees by majority vote to allow construction of the HUD-Code Manufactured Home Park, a permit shall be issued.
- E) Denial of Permit Hearing – Any person whose application for a permit under the ordinance has been denied may request, in writing, a re-hearing on the matter and offer additional evidence should they so desire.

SECTION 3

LICENSE FOR OPERATION REQUIRED; APPLICATION PROCEDURES; FEES; TRANSFER; VIOLATIONS.

- A) License required – It shall be unlawful for any person to operate a HUD-Code Manufactured Home Park within the limits of the city unless such person holds a valid license issued annually by the City Official in the name of such person for a specified park. All applications for licenses shall be made in writing on forms furnished to the applicant by the City Official who shall issue a license upon compliance by the applicant with the provisions of this ordinance. The City Official shall not issue a license unless the applicant is a valid holder of a certificate of occupancy. At any such time as a certificate of occupancy is revoked, the license is automatically void.
- B) Application for original license – Application for the original license shall be in writing and signed by the applicant, and shall be accompanied by an affidavit executed by the applicant as to the truth of the information provided on the application along with the license fee hereinafter provided and shall contain:
 - 1) The name and address of the applicant.
 - 2) The location and legal description of the park.
 - 3) A site plan of the park showing all manufactured home spaces, structures, roads, walkways, and other service facilities.
 - 4) The approval of the Fire Marshal as to the fire fighting appliances, water supply, accessways and other applicable conditions necessary to meet fire safety requirements.
- C) Hearing granted to rejected applicants – Any person whose application for a license under this chapter has been denied may request, in writing, and shall be granted a hearing on the matter before the City Council.
- D) Application for license renewal – Application for renewal of a license shall be made in writing by the licensee on forms furnished by the City Official on or before December 1st of each year. Such application shall contain a full and complete description of any change in the information having occurred since the issuance of the original license or the

most recent license renewal. Along with renewal documents, the applicant shall provide evidence of the approval of the Fire Marshal as to the fire-fighting appliances, water supply, accessways and other applicable conditions necessary to meet fire safety requirements.

- E) License fee – All original license applications shall be accompanied by a fee of \$1,000.00. Each annual renewal application shall be accompanied by a fee of \$300 plus \$20 for each manufactured home space in the park. All renewal fees shall be due by December 1st of each year, or the first business day following December 1st should that day fall on a weekend.
- F) Transfer of license – Every person holding a license shall give notice in writing to the City Official at least ten (10) days prior to selling, transferring, giving away, or otherwise disposing of any interest in or control of any HUD-Code Manufactured Home Park. Application for transfer of license shall be made no more than ten (10) calendar days after the transfer of ownership. The City Official shall act on the application for license transfer and it shall be approved provided the park is in compliance with the provisions of this ordinance.
- G) Transfer of license fee – All applications for license transfer shall be accompanied by a fee of \$500.00. This fee will not apply toward the annual license fee owed by December 1st of each year.
- H) Violations; notice; suspension of license – Upon inspection of any HUD-Code Manufactured Home Park should the City Official (after consultation with any city official or officials he/she deems competent to judge) find that conditions or practices exist which are in violation of any provision of this ordinance applicable to such park, he/she shall give written notice in accordance with this ordinance to the licensee or their agent indicating that unless such conditions and/or practices are corrected within a specified and reasonable period of time, the license of such park shall be suspended. At the end of such specified time period the City Official shall reinspect the park requesting assistance from other City departments as may be required, and if such conditions or practices have not been corrected, the City Official shall, indeed, given written notice of the suspension of the park license to the licensee or their agent. Upon receipt of notice of suspension, the licensee shall immediately cease operation of such park.

SECTION 4

INSPECTIONS

- A) Inspections required – The City Official, the City Health Officer, the Fire Marshal and/or the Police Chief are hereby authorized and directed to make such inspections as are necessary to determine compliance with this chapter.
- B) Entry on premises – The City Official, the City Health Officer, the Fire Marshal and/or the Police Chief 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) Inspection of register – The City Official, the City Health Officer, the Fire Marshal and/or the Police Chief shall have the power and authority in discharging their official duties to inspect the register containing a record of all residents of the park.
- D) Duty of occupants – It shall be the duty of every occupant of a manufactured home park to give the licensee, their agent or authorized employee access to any part of the park at reasonable times for the purpose of making any repairs or alterations as are necessary to effect compliance with this chapter.

SECTION 5

NOTICE OF VIOLATION; APPEALS FROM DENIAL OF PERMIT AND FROM NOTICE; HEARINGS; ORDERS

- A) Notice of violations, requirements of notice – Whenever it is determined that there are grounds to believe there has been a violation of any provision of this ordinance, the City Official shall give notice of such alleged violation to the licensee or their agent as hereinafter provided. Such notice shall:
 - 1) Be in writing.
 - 2) Include a statement of the reasons for its issuance.
 - 3) Allow a reasonable time for the performance of the act it requires.
 - 4) Be served upon the licensee or their agent. Such notice or order shall be deemed to have been properly served upon such licensee or agent when a copy thereof has been sent by first class mail to the licensee's last known address or when he/she has been served with such notice by any method authorized or required by the laws of this state.
 - 5) Contain an outline of remedial action which, if taken, will affect compliance with the provisions of this chapter.
- B) Appeal of permit denial by the City Official – Any person affected by the refusal of the City Official to issue a permit under the provisions of this ordinance may request and shall be granted a hearing on the matter before the City Council, provided that such person shall file (within ten (10) days after the day the permit was refused) in the office of the City Official a written request for such hearing and setting forth a brief statement of the grounds upon which they are requesting such hearing. Upon receipt of such written request the City Official shall forward it to the City Secretary who shall request that the City Council set a time and place for such hearing and shall give the petitioner written notice of the designated time and place. At the hearing, the petitioner shall be given an opportunity to be heard and to present evidence as to why such refusal should be modified or withdrawn.
- C) Appeal from notice issued by the City Official – Any person affected by a notice which has been issued in connection with the enforcement of any provision of this chapter

applicable to such park by the City Official may request and shall be granted a hearing on the matter before the City Council, provided that such person shall file (within ten (10) days after the notice was served) in the office of the City Official a written request for such hearing, setting forth a brief statement of the grounds upon which they are requesting a hearing. The filing of the request for a hearing shall operate as a stay of this section. Upon receipt of the written request, the City Official shall forward such request to the City Secretary who shall ask the City Council to set a time and place for such hearing and shall give the petitioner written notice of the designated time and place. At such hearing, the petitioner shall be given an opportunity to be heard and to present evidence as to why the notice should be modified or withdrawn.

- D) Hearing; order – After such hearing the City Official shall implement the decision of the City Council by issuing an order in writing sustaining, modifying or withdrawing the refusal or enforcement notice, which order shall be served as provided in subdivision (A)(4) of this section. Upon failure to comply with an order by the City Official sustaining or modifying a decision thereof, the occupancy permit and license of the park affected by the order shall be revoked.
- E) Order without notice – Whenever the City Official finds that an emergency exists which requires immediate action to protect the public health or safety, he/she may, without notice or hearing, issue an order reciting the existence of such emergency and requiring that action be taken as he/she may deem necessary to meet the emergency. Notwithstanding any other provisions of this chapter, such order shall be effective immediately upon issuance. Any person to whom such order is directed shall comply therewith immediately, but upon written petition to the City Official shall be afforded a hearing within ten (10) days. The provisions of division (D) of this section shall be applicable to such hearing and the order issued thereafter.

SECTION 6

GENERAL REGULATIONS

- A) Site plan – Three (3) prints of the site or plot plan shall be provided to the City Official to be circulated to the appropriate City departments and approval shall be obtained from department heads prior to the issuance of a permit. The site plan shall be filed as required by Section 2, item (B) of this ordinance and shall show the following:
- 1) The area and dimensions of the tract of land, identifying location and boundaries.
 - 2) The number, location, and size of all manufactured home spaces.
 - 3) The location, width, and specifications of driveways, roadways, and walkways.
 - 4) The location and specifications of water and sewer lines and riser pipes.
 - 5) The location and details of lighting, electrical and gas systems.
 - 6) The location and dimensions of all buildings constructed or to be constructed within the park.
 - 7) Existing and proposed topography of the manufactured home park.

- 8) The location of fire mains noting their size, hydrants and any other equipment or facilities which may be provided.
 - 9) Such other information as the municipal officials reviewing the site plan may reasonably require.
- B) Site requirements – Any manufactured home park constructed after the adoption of this chapter or any extension or addition to an existing manufactured home park in the city shall comply with the following site requirements:
- 1) Location – a manufactured home park shall have no less than twenty (20) home spaces and shall be located only on permitted sites as defined in this ordinance. A manufactured home development shall consist of more than one existing contiguous lot.
 - 2) Basic manufactured home site requirements – the park shall provide a minimum area of three thousand five hundred (3,500) square feet per space. There shall be no more than ten (10) spaces per acre based on the overall park plan nor more than one (1) manufactured home per space in a development. The minimum front yard setback shall be ten feet (10') from the nearest corner of the manufactured home to the front line of the home space. No home shall be closer than ten feet (10') to any property line nor closer than twenty-five feet (25') to any property line adjoining a public street. For other structures on each space the minimum front yard setback shall be at least ten feet (10'). The minimum distance between homes at any point shall be twenty feet (20').
 - 3) Height limit – the height limit for any structure intended for occupancy in the park shall be thirty-five feet (35'). The average height of the manufactured home frame above the ground elevation measured at ninety degrees (90°) to the frame shall not exceed three feet (3').
 - 4) Soil and ground cover – exposed ground surfaces in all parts of every manufactured home park or development shall be paved, covered with stone screening or other solid material, or protected with a vegetative growth capable of preventing soil erosion and eliminating dust. Parks and developments shall be so maintained as to prevent the growth of noxious weeds detrimental to health. Open areas shall be maintained free of unsightly undergrowth of any description.
 - 5) Drainage – the ground surface in all parts of the park or development shall be graded and equipped to drain all surface water in a safe and efficient manner.
 - 6) Design and location of storage facilities – unless provided in current manufactured home models, storage facilities with a minimum capacity of two hundred cubic feet (200 cf) per manufactured home space may be provided on the space or in compounds located within the park or development. Where provided, storage facilities shall be designed in a manner that will enhance the appearance of the park or development and shall be faced with masonry, porcelainized steel, baked enamel steel or other material equal in fire resistance, durability and appearance. Storage outside the perimeter walls of the park shall be permitted if such facilities meet the same requirements as those inside the park or development.

- 7) Manufactured home stands – the area of the manufactured home stand or space shall provide adequate support and drainage for placement of the manufactured home.
- 8) Manufactured home anchors – all homes in the park or development shall be anchored in accordance with specifications approved by the City Official.

C) Access and traffic circulation and parking in manufactured home parks.

- 1) Internal streets, no-parking area signs and street name signs shall be privately owned, built, and maintained. Streets shall be designed for safe and convenient access to all spaces and to facilities provided for common use of park residents. Such streets shall be kept open and free of obstruction so that police and fire vehicles may have access to any area of the park. The Police Department shall be authorized to issue citations for violation of the provisions hereof, and to remove and/or impound offending vehicles.
- 2) On all sections of internal streets on which parking is prohibited under this chapter, the owner or agent shall erect metal signs which state that parking is prohibited. The sign type, size, height, and location shall be approved by the City Utility Superintendent prior to installation.
- 3) All internal streets shall be constructed to specifications established by the City Subdivision Ordinance and shall be maintained by the owner or agent free of holes and other hazards. In lieu of concrete curbs and gutters, park owners may install extruded curbs.
- 4) Internal street dimensions and parking – an internal street or common access route shall be provided to each home space (such street shall have a minimum width of thirty feet (30') if off-street parking is provided in the ratio of two (2) parking spaces for each home space. On-street parking shall only be permitted on one side of the street, and then only if the street is wider than thirty-six feet (36'). The internal streets shall be continuous and connect with other internal or public streets or shall be provided with a cul-de-sac having a minimum diameter of ninety-five feet (95'). No internal street ending in a cul-de-sac shall exceed five hundred feet (500') in length.
- 5) If the park is constructed with internal streets having a width less than thirty-six feet (36'), off-street parking shall be provided on each home space in the ratio of two (2) parking spaces for each home space. Each parking space shall be hard surfaced with an all-weather material and located as to eliminate interference with access to parking areas provided for other home spaces and for public parking in the park.
- 6) Internal streets shall permit unobstructed access to within at least two hundred feet (200') of any portion of each manufactured home.
- 7) Within each park all streets shall be named and all homes numbered to conform with block numbers on adjacent public streets. All street name signs and house numbers shall be made of reflective material. These street name signs and house numbers shall be of a color and size contrasting with those on public streets so there is no confusion regarding which are private and which are public streets.

These signs and numbers shall be of standard size and placement to facilitate their location by emergency response personnel.

- 8) Interior streets shall intersect adjoining public streets at approximately ninety degrees (90°) and at locations which will eliminate or minimize interference with traffic on those public streets.
 - 9) A minimum parking area of one hundred fifty square feet (150 sf) per home space shall be provided in a common area for storage of boats or vehicles in excess of two (2) per manufactured home and for visitors' vehicles in order to minimize on-street parking and facilitate movement of emergency vehicles through the park.
 - 10) Street plans for manufactured home parks are to be prepared by a Texas Registered Professional Engineer and approved by the City.
- D) Street lighting – Street lighting within the manufactured home park shall be provided along all internal streets. Light standards shall have a height and spacing to ensure that an average illumination level of not less than 0.2 foot-candles shall be maintained.
- E) Fire safety standards.
- 1) Storage and handling of liquefied petroleum gases – in parks wherein liquefied petroleum gases are stored and dispensed, their handling and storage shall comply with requirements as set out by the Fire Marshal who shall be consulted prior to the occurrence of such activity.
 - 2) Storage and handling of flammable liquids – in parks wherein gasoline, fuel oil or other flammable liquids are stored and/or dispensed, their handling and storage shall comply with the requirements of the Fire Marshal.
 - 3) Access to manufactured homes for firefighting – approaches to all manufactured homes shall be kept clear for firefighting.
 - 4) Firefighting instruction – the manufactured home park owner or agent shall be responsible for the instruction of their staff in the use of the park's fire protection equipment and their specific duties in the event of a fire.
 - 5) Water supply facilities for Fire Department operations – water supply facilities for Fire Department operations shall be connected to the City's public water supply system. The park owner or agent shall provide standard fire hydrants located within five hundred feet (500') of all manufactured home spaces. This five hundred feet (500') requirement shall be measured along the driveways or streets. Fire hydrants will be subject to periodic inspection by the City of Huntington VFD. It shall be the responsibility of the park licensee to ensure that any fire hydrants in need of immediate repair shall be repaired in a satisfactory manner within twenty-four (24) hours of notification. Non-emergency repairs shall be made within seven (7) days.
 - 6) The manufactured home park licensee or agent shall provide an adequate system of collection and safe disposal of rubbish which shall be approved by the Fire Marshal and the City Health Officer.
 - 7) The manufactured home park licensee or agent shall be responsible for maintaining the entire area of the park free of dry brush, leaves and weeds.
- F) Recreation area – All manufactured home parks shall have at least one recreation area.

- 1) Extent – recreation areas and facilities (such as playgrounds, swimming pools, community buildings, etc.) shall be provided to meet the anticipated needs of the clientele which the park is designed to serve. Provision of separate adult and tot lot recreation areas is encouraged.
- 2) Size of recreation area – not less than five percent (5%) of the gross site area of the manufactured home park shall be devoted to recreational facilities, generally provided in a centralized location. In larger parks this may be decentralized. Recreation areas may include space for community buildings and community use facilities such as adult recreation and child play areas, swimming pools and drying yards, but shall not include vehicle parking areas.
- 3) Playground location – when playground space is provided it shall be so designated and shall be protected from traffic, thoroughfares, and parking areas. Such space shall be maintained in a sanitary condition and free of safety hazards.

G) Water and sewer system for manufactured home parks and developments.

- 1) General regulations – the general provisions of the standard plumbing code shall govern the installation of the plumbing system in manufactured home parks except where special conditions, constructions, or other requirements are specifically defined in these specifications. Manufactured homes shall not hereafter be parked in any manufactured home park or development unless plumbing and sanitation facilities have been installed and maintained in conformity with these regulations. Every home in such park shall provide a watertight connection for sewage disposal which shall be connected to an underground sewage collection system discharging into a public disposal system.
- 2) Plans and specifications – plans for manufactured home park or development utilities (lines) are to be prepared by a Texas Registered Professional Engineer. State law requires that work involving public health, safety, or welfare be prepared by a Texas-licensed professional engineer. This applies to plans, specifications, estimates, as well as construction supervision. An engineering study analyzing the existing capacities of the City sewer and water system must be provided. All cost of any increase in capacities of the City sewer and water system required by the park or development shall be borne by the developer.

The owner of all proposed manufactured home parks or developments and the owner or operator of any existing manufactured home parks or developments providing any new areas of space for the use and accommodation of independent manufactured homes shall make application for a permit and file one (1) set of plans and specifications with the City's utility department. The plans and specifications shall provide the following information in detail to wit:

- a) A scale plot plan of the park indicating the spaces, area, or portion of the park proposed for the parking of independent manufactured homes.
- b) Size, location, and specification of the sewer system.
- c) Size, location, and specification of the water supply lines.
- d) Size, location, and layout of any service building(s).
- e) Size, location, specifications, and layout of the fire protection system.

- f) A scale layout of all manufactured home sites.
- 3) Materials
- a) Unless otherwise provided for in these specifications, all piping fixtures or devices to be used in the installation of sewer and water supply systems for manufactured home parks or parts thereof shall conform to the quality and weights of materials required by the Standard Plumbing Code.
 - b) All water pipe used shall be polyvinyl chloride (PVC). Any pipe four inches (4") or larger shall be AWWA C900 class 150 PVC with gasketed joints. Two inch (2") or smaller pipe shall be ASTM 2241 200 psi PVC pipe with gasketed joints. Individual service lines shall be ASTM D1785 schedule 40 PVC pipe. All joints shall be bell and spigot type with confined elastomeric gasket. Fittings for six inches (6") and larger pipe shall be cement lined cast or ductile iron and shall be mechanical joint.
 - c) All valves that are in City right-of-way or will be dedicated to the City will be gate valves with a two-inch (2") square operating nut and will conform to the specifications of City standards for subdivisions.
 - d) All gravity sewer pipe shall be polyvinyl (PVC). Pipe will be type PSM ASTM D-3034, SDR 35 with fittings of the same specifications. Joints shall be of the bell and spigot confined elastomeric gasket type with installation in accordance with the manufacturer's recommendation.
 - e) Force main sewer pipe shall be the same as required in section (b) above.

Engineering design, construction materials, installation of systems and testing of the water and sewer systems shall conform to the latest requirements of the Texas Commission on Environmental Quality (TCEQ). These are Chapter 290 "Rules and Regulations for Public Water Systems" and Chapter 317 "Design Criteria for Sewerage Systems". Natural gas systems shall conform to the requirements of the Texas Railroad Commission. In cases where local standards differ from these, the more restrictive standard shall govern.

- 4) Park or development sewer system.
- a) The main sewer and sewer laterals shall be installed in a separate trench not less than nine feet (9') from the park water service or distribution system. Separation distances between water and sewer systems shall meet Texas State requirements.
 - b) The minimum size of pipe in any manufactured home park sewer system shall be six inches (6").
 - c) Each manufactured home shall be considered as fifteen (15) fixture units in determining discharge requirements for the design of the park's sewer system.
 - d) Grade for sewers shall be so designed that the flow will have a mean velocity of two feet (2') per second when the pipe is flowing half full. Four-inch (4") pipe will have a minimum fall (slope) of twelve inches (12") per hundred feet (100') and eight-inch (8") pipe will have a four-inch (4") slope per hundred feet (100').

- e) The City will determine if a manhole needs to be installed at the tap for any manufactured home park. There may have to be additional manholes installed within the park after review of the construction drawings. Placement of manholes will be determined by the Utility Superintendent of the City of Huntington.
 - f) All pipe will be constructed to proper grade and in a straight line except for bends. No bends or turns will be greater than forty-five degrees (45°) on individual service lines. Warped, sagging, or otherwise defective lines will not be approved.
 - g) Manholes shall be provided on main lines at all grade breaks, changes in direction, or changes in pipe sizes.
 - h) Clean-outs shall be provided as required in the Standard Plumbing Code and shall be fitted with a watertight plug or cap.
 - i) Sewer inlets shall be four inches (4") in diameter and extend above grade three inches (3") to six inches (6"). Each inlet shall be provided with a gas-tight seal when connected to a manufactured home and have a gas-tight seal plug for use when same is not in service.
 - j) Each manufactured home site shall be provided with a house trap. Sewer laterals over thirty feet (30') from the main park drainage sewer shall be properly vented and provided with a clean-out brought to grade.
 - k) To provide the shortest possible drain connection between the manufactured home outlet and drain inlet, all drain inlets shall terminate in the rear one-third (1/3) of the manufactured home placed on the site.
 - l) Drain connections shall slope continuously downward and form no traps. All pipe joints and connections shall be installed and maintained so as to operate both gas-tight and watertight.
 - m) No sewage, wastewater, or any other effluent shall be allowed to be deposited on the surface of the ground.
 - n) Upon completion, the sewer system shall be subjected to tests for air pressure, deflection, video inspection and shall be inspected by the City's utility department personnel. All tests shall be conducted by the developer under the supervision of the appropriate City Official.
 - o) Any required lift stations will be sized according to peak flows with adequate reserve capacity built in. Design of lift stations and force mains shall meet or exceed State regulations (TCEQ).
 - p) Sewer lines will be at a minimum depth of twenty-four inches (24") below ground or ditch bottom.
 - q) If a manufactured home site is not occupied, the water and sewer facilities are to be discontinued by the owner and plugged off air-tight so that no water can flow into the sanitary sewage system of the park from outside sources (inflow / infiltration).
- 5) Park or development water supply system.
- a) Every manufactured home site shall be provided with an individual branch service line delivering safe, potable water. The outlet of the branch service

line shall terminate on the left side of the home site. No interconnection of any type between manufactured home parks or developments will be allowed and disconnection of service will occur if any such interconnection between home sites, parks or developments is found.

- b) Water service lines to each home site shall be sized to provide a minimum of seventeen (17) gpm at the point of connection with the manufactured home distribution system. The minimum size of branch service line to each site shall be three-quarter inch (3/4").
 - c) A backpressure backflow preventer or reduced pressure principle backflow preventer shall be installed on the branch service line to each individual manufactured home at, or near, the home's service connection. Backflow preventive devices shall be of an approved type certified by a recognized testing agency as to compliance and performance outlined herein. Valves shall be designed and maintained to close drip tight at a reduced pressure of not less than one (1) nor more than five (5) pounds per square inch. Valves shall be identified with the manufacturer's name and model number.
 - d) A separate service shutoff valve and box shall be installed in each branch line on the supply side of the backflow preventive device.
 - e) The service connection shall not be less than one-half inch (1/2") in diameter; no rigid pipe may be used. Flexible metal tubing is permitted. Fittings at either end shall be of a quick disconnect type not requiring any special tools or knowledge to install or remove.
 - f) The water supply system shall be designed to provide a minimum of one hundred fifty (150) gallons per day for each manufactured home plus such additional volume as may be required for fire protection of the park, service buildings, and other community facilities.
 - g) Completed water lines shall pass a hydrostatic test equal to one hundred fifty (150) psi with a four (4)-hour duration.
 - h) All water lines will be a minimum of twenty-four inches (24") below ground or ditch bottom.
 - i) There shall be a flush valve installed on the dead end of all water mains. The flush valve will be a two-inch (2") curb stop enclosed in a valve box or fire plug, depending on the situation. This decision shall be made by the Utility Superintendent.
- 6) Meter details.
- a) In all manufactured home parks and developments that are to be served with individual meters, the location of the meters shall be approved by the City and must be adjacent to any existing street.
 - b) The owner will be responsible for providing the meter box and a three-quarter inch curb stop with lock ring that is approved by the City at each location. Meters will be set and tied to the service line by the City after payment of the meter set fee has been made. Meters will be locked until required deposits are paid.

- c) The center line of the meter connection of the curb stop will be a maximum of eight-inches (8") below finish ground level.
 - 7) Line construction procedures and requirements.
 - a) Workmen shall not use the ditch as a latrine.
 - b) Materials and tools are to be kept clean.
 - c) The construction ditch is to be kept dry while work is in progress.
 - d) All pipe shall be swabbed (if large enough to permit) before being placed in the ditch.
 - e) Ditch water shall not be permitted to enter the pipe.
 - f) Laid pipe is never to be left with an open end when leaving the job. Laid pipe is to be closed with a watertight plug.
 - g) After a section of water line has been completed, the line shall be sterilized with a dosage of fifty (50) mg/1 AWWA C601-68 or more of chlorine for a period of twenty-four (24) hours. The line shall then be flushed to expel chlorine water. After the lines are refilled the contractor shall provide a lab report on samples indicated on coliform organisms or any other contamination found prior to putting the line in final service.
 - h) Sewer lines will be covered daily to protect grade damage from rain.
 - 8) Manufactured home connections – responsibility.
 - a) When it is evident that there exists, or may exist, a violation of these rules, the owner, operator, lessee, or agent in charge of the park or development, or any other person causing a violation, shall cause such violation to be corrected immediately or shall cause the facility to be disconnected from the service connections and/or the manufactured home's sewer connection from the respective park branch service line and sewer lateral.
 - b) Manufactured home drain connections shall be of approved semi-rigid pipe having smooth interior surfaces of not less than three inches (3") inside diameter. Drain connections shall be equipped with a standard quick disconnect screw, clamp-type fitting, or solvent welder not less in size than the outlet. Drain connections shall be gas-tight and no longer than necessary to make the connection between the home's outlet and the site.
 - 9) Maintenance
 - a) All devices or safeguards required by this ordinance shall be maintained in good working order. The owner, operator, lessee, or the designated agent of the manufactured home park shall be responsible for the required maintenance.
- H) Electrical and telephone distribution systems – From and after the effective date of this chapter the following requirements shall apply:
 - 1) Utility lines – all electrical wiring, telephone lines, cable television lines, and power distribution lines in the manufactured home park and development shall be underground and otherwise installed in accordance with the City's electrical code, except that primary power distribution lines may be above ground at the rear of the lots.

- 2) General requirements – every park or development shall contain an electrical wiring system consisting of wiring, fixtures, equipment, and appurtenances which shall be installed and maintained in accordance with the applicable codes and regulations for such systems.
- 3) Power distribution lines, individual electrical connections, and grounding – secondary power distribution lines shall be located underground. Otherwise, all power distribution lines, individual electrical connections and grounding of the manufactured homes and equipment shall comply with the City electrical code as applicable.

l) Service buildings and other community service facilities.

- 1) General requirements – the requirements of this section shall apply to service buildings, recreation buildings, and other community service facilities such as the management office, repair shops and storage areas, sanitary facilities, laundry facilities, indoor recreation areas, and commercial use areas supplying essential goods or services for the benefit and convenience of park occupants.
- 2) Structural requirements for buildings.
 - a) All portions of the structures shall be properly protected from damage by ordinary uses and by decay, corrosion, termites, or other destructive elements. Exterior portions shall be of such materials and be so constructed and protected as to prevent entrance or penetration of moisture and weather, and to comply with all applicable codes of the City.
 - b) All rooms containing sanitary or laundry facilities shall:
 - Have sound-resistant walls extending to the ceiling between male and female sanitary facilities. Walls and partitions around showers, bathtubs, lavatories, and other plumbing fixtures shall be constructed of dense, non-absorbent and waterproof materials or covered with moisture-resistant materials; and
 - Have at least one window or skylight facing directly to the outdoors. The minimum aggregate gross area of windows for each room shall be not less than ten per cent (10%) of the floor area served by them; and
 - Have at least either one (1) window which can be easily opened, or one (1) mechanical device which will adequately ventilate the room.
 - c) Toilets shall be located in separate compartments equipped with self-closing doors. Shower stalls shall be of the individual type. The rooms shall be screened to prevent direct view of the interior when the exterior doors are opened.
 - d) Illumination levels shall be maintained as follows:
 - General seeing tasks – five (5) foot-candles
 - Laundry room work area – forty (40) foot-candles
 - Toilet room in front of mirrors – forty (40) foot-candles
 - e) Hot and cold water shall be furnished to every lavatory, sink, bathtub, shower and laundry fixture and cold water shall be furnished to every water closet and urinal.

f) Heating – service buildings shall be maintained at a comfortable temperature by heating equipment as permitted by City regulations between October 1 and May 1.

3) Barbeque pits, fireplaces, stoves, and incinerators – cooking shelters, barbeque pits, fireplaces, wood-burning stoves and incinerators shall be so located, constructed, maintained, and used so as to minimize fire hazards and smoke nuisance, both upon the property where they are being used and upon neighboring property. No open fire shall be permitted except in facilities provided. No open fire shall be left unattended. No fuel shall be used, nor any material burned, which emits dense smoke or objectionable odors.

J) Refuse and garbage handling.

1) The storage, collection, and disposal of refuse in the manufactured home park shall be conducted so as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, nor air pollution.

2) Centrally located refuse containers having a capacity of three (3) cubic yards or larger shall be provided. Such containers shall be so designed as to prevent spillage and container deterioration and so as to facilitate cleaning around them. Refuse and garbage shall be removed from the park at least twice each week. Steps shall be taken to prevent foul odors in and around such containers.

3) The licensee or agent shall ensure that containers at manufactured home spaces are emptied regularly and maintained in a usable, sanitary condition.

K) Insect and rodent control – Grounds, buildings and structures shall be maintained free of insect and rodent harborage and infestation. Extermination methods and other measures to control insects and rodents shall conform with the requirement of the City Health Director.

1) Parks shall be maintained free of accumulated debris which may provide rodent harborage or breeding places for flies, mosquitoes, or other pests.

2) The growth of brush, weeds and grass shall be controlled to prevent harborage of noxious insects or other pests.

L) Fuel supply and storage – From and after the effective date of this chapter the following requirements shall apply:

1) Natural gas system.

a) Natural gas piping systems shall be installed underground and maintained in accordance with applicable codes and regulations governing such systems.

b) Each home space provided with piped gas shall have a cap on the outlet when not in use to prevent accidental discharge of gas, and which shall be installed and maintained in accordance with the City's plumbing code, as applicable.

M) Miscellaneous requirements.

1) Responsibilities of the park or development management.

a) All responsibilities or requirements as set out elsewhere in this chapter.

b) The licensee or their agent shall operate the park or development in compliance with this and other applicable ordinances and shall provide

adequate supervision to maintain the park, its facilities, and equipment in good repair and in a clean and sanitary condition.

- c) The licensee or agent shall notify park or development occupants of all applicable provisions of this chapter and inform them of their duties and responsibilities as set out in this chapter.
 - d) The licensee or agent shall maintain a register of park occupancy which shall contain the following information:
 - Name and address of park residents.
 - Manufactured home registration data including make, length, width, year of manufacture and identification number.
 - Location of each mobile home within the park by space or lot number and street address.
 - Dates of arrival and departure.
 - License numbers of the vehicles belonging to the occupants.
 - e) A new register shall be initiated on January 1 of each year and the old register shall be retired but shall be retained on the premises for at least three years following its retirement. Registers shall be available for inspection at all reasonable times by an official of the City whose duties may necessitate access to the information contained therein.
- 2) Responsibilities of park or development occupants.
- a) All responsibilities set out anywhere in this chapter.
 - b) The occupant shall comply with all requirements of this chapter and shall maintain his/her home space, its facilities and equipment in good repair and in a clean and sanitary condition.
 - c) The occupant shall be responsible for proper placement of their manufactured home in its stand and for the proper installation of all utility connections in accordance with the instructions of park management or City officials.
 - d) Fire-resistant skirting with the necessary vents, screens and/or openings shall be required on all mobile homes and shall be installed within ten days after placement of the manufactured home.
 - e) Skirting, porches, awnings, and other additions shall be maintained in good repair. The use of space immediately underneath a manufactured home for storage shall be permitted only under the following conditions:
 - The storage area shall have a base of impervious material.
 - Stored items shall not interfere with the inspection of the home's undercarriage.

SECTION 7

NON-CONFORMING MANUFACTURED HOMES, PARKS, OR DEVELOPMENTS

- A) Any manufactured home, park or development existing at the time of the passage of this chapter that does not conform with the regulations prescribed herein shall be deemed non-conforming.
- B) A lawful manufactured home, park or development existing at the time of the passage of this chapter, although such does not conform to the provisions of thereof, may be continued; however, if the home, park or development is discontinued for a period of time in excess of one month, any future use of the home, park or development shall be required to be in conformity with the provisions of this chapter.
- C) The right of a non-conforming manufactured home, park or development to continue shall be subject to such regulations as to maintenance of the premises and conditions of operations as may, in the judgement of the City Official, be reasonably required for the protection of the adjacent property.
- D) A non-conforming manufactured home, park or development shall not be rebuilt in cases of obsolescence. In case of destruction by fire or other natural cause the park may be rebuilt, and the City Official shall issue a permit for such reconstruction.
- E) Any extension to manufactures homes, parks or developments shall conform to the provisions of this chapter.
- F) Manufactured home parks considered to have been "grandfathered", i.e. having been built and permitted before this original ordinance was passed, shall still be subject to any change in the licensing fees prescribed by this ordinance.

SECTION 8

CONFLICT WITH OTHER ORDINANCES

- A) Whenever the standards and specifications in this chapter conflict with those contained in another ordinance, the more stringent or restrictive provision shall govern.
- B) The invalidity of any section, clause, sentence, or provision of this ordinance shall not affect the validity of any other part of this ordinance which can be given effect without such invalid part or parts thereof.

SECTION 9

PENALTY

- A) Any person violating this ordinance shall be guilty of a misdemeanor. Thirty days following notice to the Owner of such violation each day of continued violation shall be a separate offense. This penalty shall be in addition to the City's right to correct or enjoin any violation, charging the expense thereof to the park owner.
- B) Any person found to be violating any provision of this ordinance shall be served by the City with written notice stating the nature of the violation and providing a reasonable

time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently correct and/or cease all violations.

- C) Any person found to be violating any provision of this ordinance shall be fined an amount not to exceed five hundred dollars (\$500) for each violation in the case of an individual or one thousand dollars (\$1,000) for each violation in the case of a corporation or unincorporated association. Each day in which any such violation shall continue shall be deemed a separate offense.

SECTION 10

REVISION OF ORIGINAL ORDINANCE

This is an amendment to the original Manufactured Home Park Ordinance numbered 111604. This revision shall supersede all other Manufactured Home Park ordinances or parts of ordinances inconsistent or conflicting herewith.

SECTION 11

EFFECTIVE DATE


This ordinance shall be effective on the date of approval by the City Council of the City of Huntington, Texas.

PASSED AND APPROVED on this the 28th day of July, 2020.



Frank Harris, Mayor

ATTEST:



Julie Davis, City Secretary

