

**ORDINANCE 2014-0821-0002**

**AN ORDINANCE ADDING AND AMENDING CHAPTER 47 TO THE ST. GABRIEL CODE OF ORDINANCES, ENTITLED “MOBILE HOMES AND RECREATIONAL VEHICLES” PROVIDING REGULATIONS AND RULES FOR MOBILE HOMES; MANUFACTURED HOMES; TRAILERS; MOBILE HOME PARKS AND RECREATIONAL VEHICLE PARKS, SITES AND CAMPGROUNDS**

**WHEREAS**, the St. Gabriel City Council has proposed changes to the existing City code of ordinances including but not limited to the City zoning ordinance regulating the construction authority, purpose, and enforcement of rules and regulations of mobile homes, manufactured homes and trailers, mobile home parks, R.V. parks, sites and campgrounds, in an effort to protect and promote the health, safety, and general welfare of the citizens, residents and generally throughout the City of St. Gabriel; and,

**WHEREAS**, several changes are needed to insure that mobile homes, manufactured homes, trailers, mobile home parks, R.V. parks and campgrounds are constructed, operated, and maintained in a manner that promotes positive development, enhances public health, and protects citizens, property owners and developers:

**NOW, THEREFORE, BE IT ORDAINED**, by the St. Gabriel City Council, that the St. Gabriel code of ordinances be and is hereby amended to include the following provisions governing, mobile homes, manufactured homes, trailers, mobile home parks, recreational vehicle parks, sites and campgrounds said code be and is hereby amended as follows:

***PART 1 - GENERALLY***

**Secs. 47-1-47-30. - Reserved.**

**Sec. 47-31. - Definitions.**

**Sec. 47-32. - Authority.**

**Sec. 47-33. - Purpose.**

**Sec. 47-34. - Jurisdiction.**

**Sec. 47-35. - Enforcement.**

**Sec. 47-36. – Non-conforming Mobile, Manufactured homes; Recreational Vehicles and sites.**

**Secs. 47-37-47-60. - Reserved.**

**Sec. 47-31. - Definitions.**

**The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:**

***Accessory building*** means a detached subordinate structure, the use of which is clearly incidental and related to that of the principal structure (i.e. mobile home), and which is located on the same lot.

***Accessory structure.*** Any structural addition to the mobile home, recreational vehicle or site, including awnings, cabanas, carports, garages, porches, storage cabinets, storage sheds, and similar appurtenant structures.

***Applicant or agent.*** A person who may or may not own the individual mobile home, mobile home park, RV park or campground but is responsible for the day to day operations including records, permits and/or licensure of the individual mobile home, mobile home park, RV park or campground.

***Biodegradable.*** Means capable of being decomposed by biological agents, especially bacteria.

***Campground*** means any area or tract of land used to accommodate two (2) or more camping units for a period not to exceed thirty (30) days.

**Camping unit** means any pickup camper, motor home, travel trailer, tent trailer or similar mobile unit not exceeding eight feet in body width or 32 feet in body length and designed for recreation, vacation, and other general temporary dwelling purposes.

**Campsite (camping unit space)** means a plot of ground within a campground designed for the accommodation of one camping unit as herein defined.

**Controlling interest.** A person or developer who controls more than fifty percent (50%) of ownership.

**Diagonal tie** means a tie down intended to primarily resist horizontal forces, but which may also be used to resist vertical forces.

**Dry hydrant.** An un-pressurized, permanently installed pipe that has one end below the water level of a lake, pond or container.

**Full-time employee.** A person who is responsible for maintenance of the mobile home park, RV park or campground. This person may or may not be the owner of the mobile home park, RV park or campground.

**Ground anchor** means any device of the mobile home stand designed to transfer mobile home anchoring loads to the ground. (also at times hereinafter referred to as “anchor” and/or “anchoring”).

**Health authority** means the state department of environmental quality and/or the Parish health unit.

**Individual mobile home site** means a parcel of land not less than 1,950 square feet and at least thirty (30) feet wide by sixty-five (65) feet in depth, that has been so designated and may have been improved for the placement of one and only one mobile home for residential occupancy and any accessory buildings, structures and equipment for the exclusive use of the occupants.

**License** means a written document issued by the City Council or its authorized representative permitting the operation and maintenance of a mobile home park, RV park or campground under this article.

**Lot** means a parcel of land occupied by one mobile home and the accessory buildings or uses customarily incident to it including such open spaces as are arranged and designed to be used in connection with the mobile home.

**Mobile home** means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 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 and air conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the fire marshal and complies with the standards established by R.S. 51:911.21 et seq. (“Uniform Standards Code for Manufactured Housing”) For purposes of this article, the terms "mobile home," "trailer," "manufactured home" and "manufactured housing" may be used interchangeably and apply only to structures bearing the permanently affixed seal of the United States Department of Housing and Urban Development.

**Mobile home park** means a parcel or tract of land that has been planned and/or improved for the placement thereon of more than one (1) mobile home for dwelling purposes.

**Mobile home park space or lot** means a parcel of land in a mobile home park or subdivision

designated for the accommodation of one mobile home, its accessory buildings or structures, and accessory equipment for the exclusive use of the occupants.

**Mobile home stand** means that part of an individual mobile home space which has been planned and improved for placement of the mobile home and additions or attachments thereto.

**Mobile home subdivision** means a residential subdivision designed exclusively for and occupied only by mobile homes in which the homes and land are owned by the occupants. Such a subdivision shall not be included in the definition of a mobile home park.

**Opaque fence.** A fence made of solid materials designed to shield from public view the mobile home park, RV park or campground.

**Permit** includes but is not limited to a written document issued by a duly authorized party under the provisions of this chapter for building, move-in, connection of sewer as well as other utilities, or issued by the health authority permitting the maintenance and operation of a mobile home park, recreational vehicle park and/or campground under the provisions of the state sanitary code and in accordance herewith.

**Permitting official.** The official of the City responsible for the permitting of electrical, mechanical and plumbing associated with a property.

**Person** means an individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, syndicate, or any group or combination acting as a unit.

**Public use phone.** A phone used by registrants of the RV park or campground for emergency purposes. Must be available 24 hours, seven days per week.

**Recreational vehicle or RV.** Any licensed camp trailer, travel trailer, motor home or fifth wheel designed to provide temporary living quarters for recreations camping or travel use, constructed with integral wheels to make it mobile and/or towable by motor vehicle.

**Recreational vehicle park or campground.** Any lot, tract, or parcel of land upon which accommodation is provided for two or more recreational vehicles used as living or sleeping quarters by the day, week, or month, whether a charge is or is not made. A recreational vehicle park or campground is a unified development of recreations vehicle spaces provided for recreational vehicle use with or without community facilities and permitted permanent buildings.

**Recreational vehicle site or campground site.** That part of a lot or area in a recreational vehicle park or campground that has been reserved for the placement of one (1) recreational vehicle or RV.

**State office of public health** means the office of public health of the state department of health and hospitals.

**Structure** means that which is built or constructed, an edifice or building of any piece or work artificially built up or composed of parts joined together in some definite manner.

**Tie down** means a strap, cable or security device used to connect the mobile home to ground anchors.

**Sec. 47-32. - Authority.**

This article is adopted in accordance with the provisions of Louisiana Revised Statutes Title 33.

**Sec. 47-33. - Purpose.**

This article is adopted for the purposes of protecting and promoting health, safety, and general

welfare throughout the City; providing for the orderly and proper placement of manufactured and/or mobile homes, mobile home parks, RVs, RV parks and campsites within the City; allowing a greater choice of housing alternatives for residents within the City; providing for the proper arrangement and width of streets in relation to other existing or planned streets; preventing overcrowding of the land and undue congestion of the population; providing adequate and convenient open space for vehicular traffic and parking, utilities, access for emergency and service apparatus by:

- (1) Establishing minimum standards and requirements for the design, placement, construction and maintenance of mobile home parks, RV parks and campgrounds and related utilities and facilities.
- (2) Establishing minimum standards and requirements for the placement, construction and maintenance of individual mobile home sites and related utilities and facilities.
- (3) Authorizing the licensing of owners, occupants, operators and inspection of mobile homes and mobile home parks, RV parks, and campsites and by defining duties and responsibilities of owners and operators in making same safe, sanitary, and fit for human habitation.
- (4) Specifying a period for compliance for all nonconforming mobile home parks and by fixing penalties for violations.

**Sec. 47-34. - Jurisdiction.**

This article shall govern mobile homes, mobile home parks, RVs, RV parks and campsites within the City as now and hereafter established.

**Sec. 47-35. - Enforcement.**

- (a) It shall be unlawful for any person to construct, maintain or operate any mobile home park, RV park or campground within the City unless he holds a valid license issued by the council or their authorized representative in the name of such person for the specific mobile home park, RV park or campground. Before a license and building permit can be issued for the construction, alteration or extension of a mobile home park, RV park or campground, comments and recommendations of all plans, construction drawings and other requested material shall be required from the Planning and Zoning Committee as directed by this article.
- (b) Owners of individual mobile home sites shall be required to obtain a building permit prior to the location, relocation, establishment or occupancy and as directed by City ordinances, shall be subject to inspections by the building inspector or other authorized agents of the City, and may be required to be reviewed by the Planning and Zoning Committee.
- (c) Existing mobile home parks that have spaces for recreational vehicles existing prior to the adoption of this ordinance shall be permitted to occupy the space with a recreational vehicle. However, in no instance shall a new mobile home park to be located within the City be allowed recreational vehicles or spaces for recreational vehicles. Same shall apply to a recreational vehicle to be located within the City. Only recreational vehicles shall be allowed in a recreational vehicle park or campground. No mobile home shall be permitted in a recreational vehicle park.

**Sec. 47-36. – Non-conforming Mobile, Manufactured homes; Recreational Vehicles and sites.**

- (a) All manufactured, mobile homes, mobile home parks, RV parks and/or campgrounds existing on the effective date of this ordinance which do not comply with the requirements set forth herein are deemed to be non-conforming. Non-conforming manufactured, mobile homes, mobile home parks, RV parks and/or campgrounds will be allowed to remain at their existing locations without complying with the provisions of this ordinance.
- (b) Each person proposing to move any manufactured home, mobile home, mobile home park, RV park and/or campgrounds to another location within the City must first comply with all applicable requirements of this ordinance.
- (c) Change of ownership or occupancy of a non-conforming mobile home shall require the owner to immediately bring said mobile home into conformity with the regulations concerning skirting and anchoring as set forth herein.
- (d) Notwithstanding the foregoing, all mobile homes within the City shall have skirting. To the extent allowed by law, all nonconforming mobile homes existing within the City shall have skirting in accordance with this Chapter within one year from the date of the City Council's adoption of the provisions set forth herein.

- (e) Upon a showing of extreme hardship, the City Council may grant owners and/or occupants of nonconforming mobile homes, existing within the City, an additional six (6) months to comply with subsection (d) of this section.
- (f) In the event that any non-conforming mobile home, as defined in this section, should be damaged or destroyed, the owner and/or occupant of said mobile home may replace or repair the damaged portions of said home; however, if the owner or occupant upgrades the mobile home then the upgraded mobile home must be brought into conformity with the standards of this Chapter.

**Secs. 47-37—47-60. - Reserved.**

***PART 2 - INDIVIDUAL MOBILE HOMES; APPLICATION PROCEDURE; APPROVAL PROCESS***

**Sec. 47-61. – Development Standards.**

**Sec. 47-62. - Application procedure for an individual mobile home site; Permits.**

**Sec. 47-63. – Building permit, compliance with subdivision regulations prerequisite to utility services.**

**Sec. 47-64. – Electric, water, and gas utility; prohibition from connection or supplied to mobile homes.**

**Sec. 47-65. - Parking.**

**Secs. 47-66 – 47-80. - Reserved.**

**Sec. 47-61. – Development Standards.**

- (a) All manufactured and/or mobile home structures not sited in the City prior to enactment of this ordinance must bear the insignia from the State of Louisiana division of building safety and shall only be allowed to be occupied for the use listed on the insignia.
- (b) To obtain approval to move and occupy an existing manufactured and/or mobile home structure currently sited within the City, the structure must comply and be in conformity with procedures as required by the City of St. Gabriel divisions of building safety and must bear the insignia prior to being occupied for the use listed on the insignia, except for pre-HUD mobile homes constructed prior to June 15, 1976.
- (c) The use of a manufactured and/or mobile home as a permanent residential dwelling on an individual lot shall be permitted in any zone district designated pursuant to the City's uniform planning and zoning laws and which permits installation of a single-family site built dwelling and provided that the following standards are met:
  - (1) Said home is located at least thirty (30) feet from the property line, if the home fronts to any thoroughfare other than a state highway, or at least sixty (60) feet from the center of the state highway, if the home fronts to any state highway.
  - (2) Said home is located ten (10) feet from the sides and twenty (20) feet from the back of the adjacent property lines.
  - (3) Said home has siding materials which are generally acceptable for site built housing. Any siding materials may be used provided it has the appearance of wood, masonry, horizontal metal or vinyl siding.
  - (4) Said homes shall provide continuous skirting, to cover the exposed area underneath the home.
  - (5) Said home has a foundation of concrete or other material allowed by the international building code for site built homes which is aesthetically compatible with the manufactured or mobile home having the appearance of site built construction.
  - (6) Said home provides for right of way improvements in the same manner as site built construction, in accordance with City laws, policy and procedures.

**Sec. 47-62. - Application procedure for an individual mobile home site; Permits.**

- (a) Move-in Permit
  - 1. Prior to the location, relocation, establishment or occupancy of any manufactured or mobile home, the owner or authorized representative concerning said home

shall obtain a move-in permit from the City. Application for the permit will be made on forms furnished by the City. When applying for a move-in permit, upon request by the City Code Enforcement Division the applicant shall provide the following:

- a. A photograph of the manufactured or mobile home and evidence that the home meets any and all applicable standards as set forth herein, including but not limited to skirting requirements;
- b. A driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address;
- c. Satisfactory identification and proof establishing that the applicant is the owner or authorized representative concerning the mobile home and immovable property associated with the permit application;
- d. Plat, drawn to scale, including but not limited to anchoring detail sheet, parking, ingress, egress details;
- e. Preliminary sewer clearance obtained from the City sewer department;
- f. Transport route to be taken and date of requested transport for moving the mobile home to the subject immovable property;
- g. 911 address information obtained from the Parish; and,
- h. Paying the applicable move-in permit application fee in the amount of fifty (\$50) dollars or in an amount set by resolution of the City Council.

(b) Sewer Permit.

1. After obtaining a move-in permit, the applicant shall obtain a sewer permit by:
  - a. Obtaining a synopsis from the City sewer department detailing the specifications of the sewer hook-up; and,
  - b. Paying the applicable sewer permit application fee in an amount set by resolution of City Council (additional fees may be required for extra piping, tie-ins or if the subject immovable property fronts to a force main).

(c) Site Inspection.

1. Once both the move-in permit and sewer permit have been obtained, the applicant shall arrange with the Code Enforcement official or other duly authorized City representative, a site inspection, to ensure compliance with the requirements set forth herein.

(d) Electrical Permit.

1. After a satisfactory site inspection, the applicant shall obtain an electrical permit by application on a form provided the City Code Enforcement Department and payment of a fifty (\$50) dollar electrical permit application fee or in an amount set by resolution of City Council.

(e) No mobile home or manufactured home shall be transported, moved, placed or otherwise located within the City of St. Gabriel without having obtained all permits provided herein. Failure to comply with the requirements set forth herein shall be punishable in accordance with section 47-204. Further, any person, transportation company, utility service provider or the like shall be in violation of this provision in the event that said person, transportation company, utility service provider or the like transports, moves, places, locates or connects utility services to a mobile home without the requirements set forth herein having first being complied with.

**Sec. 47-63. – Building permit, compliance with subdivision regulations prerequisite to utility services.**

No property within the corporate limits of the city shall be served with electrical, sewer or other utilities unless the property to be served has met any and all requirements as set forth herein or said property has been granted a valid variance from said requirements and a numbered building permit as well as a 911 address has been issued to the property owner by the property official(s) of the Parish.

**Sec. 47-64. – Electric, water and gas utility; prohibition from connection or supplied to mobile homes.**

No person, including an electric, water or gas utility operator providing services within the city, shall connect or supply electrical or gas power to any mobile home manufactured after January 1, 1975, unless such mobile home bears the seals or labels required by R.S. 55:911.21 et seq., permanently affixed thereto. No gas or electric utility shall connect electricity or gas to a mobile home manufactured after January 1, 1975, unless the owner of the mobile home presents to the utility his certificate of title, or a certified copy thereof, or the state registration certificate for the mobile home, which shows the number of the fire marshal's seal. If a mobile home does not bear the fire marshal's seal, the owner shall present to the utility the certificate of title of the mobile home, or a certified copy thereof, or the state registration certificate for the mobile home, which shows that the mobile home was manufactured prior to January 1, 1975, in which case the utility shall not be prohibited by this section from connecting electricity or gas to the mobile home.

**Sec. 47-65. – Electric, water, and gas utility; prohibition from connection or supplied to mobile homes.**

All utility companies are hereby prohibited from providing service to any property within the corporate limits of the City which has not been subdivided in accordance with applicable laws without proper permitting as provided herein.

**Sec. 47-66. - Parking.**

Each mobile home site, including those located within a mobile home park, shall be provided with a minimum of one off-street parking space that is adequately surfaced with gravel or shell, or otherwise hard surfaced, at the owner's option.

**Secs. 47-67 – 47-100. - Reserved.**

***PART 3 - MOBILE HOME PARKS; APPLICATION PROCEDURE; APPROVAL PROCESS***

**Sec. 47-101. - Application for new license.**

**Sec. 47-102. - Zoning regulations; Regulations generally.**

**Sec. 47-103. - Application procedure for a mobile home park; development phase.**

**Sec. 47-104. - Permits.**

**Sec. 47-105. - Licenses.**

**Secs. 47-106-47-140. - Reserved.**

**Sec. 47-101. - Application for new license.**

- (a) The licensing of mobile home parks within the City shall be the sole responsibility of the City Council at its regularly scheduled public meeting. It shall be unlawful for any person to operate any mobile home park within the City unless he holds a valid license and/or permit issued annually by the City in the name of such person. The applicant shall file an application for the license with the City Planning and Zoning Committee on forms furnished by the City.
- (b) Prior to the approval and issuance of a license and building permit for the construction, alteration or extension of a mobile home park, the City Council must receive from the Planning and Zoning Committee recommendations and comments on all plans, construction drawings and other required documents. All phases of construction pursuant to the site development plan and plot plan submitted by the applicant must comply with all provisions of these Articles prior to a license being issued.

**Sec. 47-102. - Zoning regulations; Regulations generally.**

The site for a mobile home park and/or individual mobile home shall be subject to all applicable zoning regulations of the City.

Further, any and all provision set forth herein governing individual mobile home sites shall also apply to mobile homes sited on a mobile home park space or lot, including by way of illustration as

opposed to limitation, skirting requirement, set back requirements, and the like.

**Sec. 47-103. - Application procedure for a mobile home park; development phase.**

- (a) *Pre-application consideration.* Before the submittal of the preliminary plan, the applicant is encouraged to meet with the Planning and Zoning Committee or its authorized representative to review and discuss the application and the compliance of the proposed project to regulations, submittal procedures, fees, penalties, etc., contained in this article.
- (b) *Submittal procedure for preliminary plat.* The applicant shall submit to the Planning and Zoning Committee or its authorized representative three copies of both the application for approval of mobile home parks and the site development plan and preliminary plat at least thirty (30) calendar days prior to the Planning and Zoning Committee meeting at which it is to be considered. The Planning and Zoning Committee shall retain one copy for purposes of review, comment, and filing and send another to the Planning and Zoning Committee for review and comments.
  - (1) The applicant shall mail notices to the owners of land and residents who live within 2640 feet of the platted land, as their names appear in the directory of the City. The notice shall state the time and place of the Planning and Zoning Committee meeting, not less than fifteen (15) days before such date.
  - (2) The Planning and Zoning Committee or duly authorized representative thereof shall post notice on the property which is the subject of the application setting forth the time and date of the meeting at which said application is to be considered, not less than fifteen (15) days before the meeting date.
  - (3) The Planning and Zoning Committee shall recommend approval or disapproval of the application for preliminary plat approval within sixty (60) days from the date of filing the application or the filing by the applicant of the last item of required supporting data, whichever date is later, unless such time is extended by mutual consent.
  - (4) If the Planning and Zoning Committee recommends approval of the plat as is, or subject to conditions, it shall so indicate this recommended approval and the nature of any required conditions on the plat and in the Planning and Zoning Committee minutes. The plat shall then be presented to the City Council for approval or disapproval at the next regularly scheduled council meeting. If the Planning and Zoning Committee recommends disapproval of such plat, it shall furnish the applicant with a written statement setting forth the reasons for disapproval and specifying with particularity the aspects in which the proposed plat fails to conform to this article; this process will likewise be entered into the Planning and Zoning Committee minutes. In the event the Planning and Zoning Committee recommends denial of the application and/or plat, the applicant may apply for for a hearing before the City Council, at the next regularly scheduled meeting, at which meeting the Council shall affirm or reverse the previous recommendation by the Planning and Zoning Committee.
  - (5) Approval of the preliminary plat by the City Council shall constitute authorization to prepare and submit a final plat in compliance with this article and with all preliminary plat comments addressed. Approval of the preliminary plat will not constitute acceptance of the final plat. The City Council may require additional changes as a result of further study of the preliminary plat in final form.
  - (6) The approval of the preliminary plat shall lapse within 12 months from the date of such approval unless a final plat has been submitted and approved during this same 12 month period, or unless an extension of time is applied for and granted by the City Council.
- (c) *Preliminary plat requirements.* The preliminary plat shall meet the minimum standards and requirements set forth in this article for mobile home parks and shall give the following information:
  - (1) A site plan at a scale of 1 inch = 100 ft.
  - (2) A location map, to scale, showing general location of the proposed project, property boundaries, true north, and significant natural and manmade features of the site and immediate surroundings. No RV park or campground site shall be located within 2640 feet of any adjacent residence, public playground or park or of a building used exclusively as a church or synagogue, public library or school or historical site or cemetery unless a letter of no objection is obtained from all adjacent residents and/or property owners within said vicinity.



- (3) The proposed project's name and location, the names and addresses of the owner or owners and the name of the designer of the plat, who shall be a competent engineer or land surveyor.
- (4) Date, approximate north point, and graphic scale as well as the section, range, township and total acreage.
- (5) The location of existing streets, buildings, watercourses, railroads, culverts and any public utility easements.
- (6) The location and dimensions of all proposed streets, sidewalks, alleys, easements, parks and other open spaces. Any dedication of these properties or parts thereof to the City for public use shall be required to follow and comply with any and all City Ordinances where applicable (i.e. procedures, fees, standards, etc.).
- (7) Typical cross sections of the proposed grading of roadways and sidewalks and topographic conditions drawn to a scale of not less than 1 inch = 100 ft. horizontal and 1 inch = 20 ft. vertical when required by the Planning and Zoning Committee and/or City Council.
- (8) The number, location, and size of all existing and proposed mobile home spaces, including the location of minimum setback lines, buildings, utilities, and all other improvements; typical plat plans for individual mobile homes, shall be shown at a scale of 1 inch = 10 ft.;
- (9) Plans of proposed utility servitude layouts (sewer, water and electricity) showing feasible connections, where possible, to existing and proposed utility systems along with a letter from utility companies stating availability of proposed utilities.
- (10) Contour intervals to sea level datum of not more than two feet when the slope is less than or equal to four percent, and contour intervals of not more than five feet when the slope is greater than four percent. Show spot elevations of all breaks in grades along drainage channels or swales and at selected points not more than 200 feet apart in all directions for slopes less than two percent.

If any portion of the land being developed is below the elevation of the flood as designated on Flood Insurance Administration flood hazard boundary maps or flood insurance rate maps, the limits of such flood prone areas or zones shall be shown.

- (11) Drainage and grading plans.
  - (12) The location, size and type (material) of automobile parking spaces, screening, fencing and landscaping existing or proposed for construction.
  - (13) Such further information as may be requested by the Planning and Zoning Committee or City Council to enable them to determine that the proposed mobile home park will comply with legal requirements.
- (d) **Submittal procedure for final plat.** Within one year after approval of the preliminary plat by the City Council, the applicant shall submit to the Planning and Zoning Committee or its authorized representative three copies of the application for approval of mobile home parks, one film or paper sepia and three blackline or blue-line ammonia prints of the final plat, and all supporting data and materials required under subsection (e) of this section at least ten calendar days prior to the Planning and Zoning Committee meeting at which it is to be considered.
- (1) The final plat shall retain the design characteristics of the approved preliminary plat, shall address and comply with any and all comments cited by the Planning and Zoning Committee in its review of the preliminary plat, and shall conform to the requirements and standards as set forth in this article.
  - (2) If the application for approval of the final plat is made for part of an approved preliminary plat, the Planning and Zoning Committee and/or City Council may extend time for application of approval of final plats for other parts of the approved preliminary plat until later dates beyond the foregoing one-year period.
  - (3) The final plat will be thoroughly evaluated in a regular Planning and Zoning Committee meeting within 60 days from the date of the filing of the last required document or other materials, or within 60 days from the date the application for approval of the final plat was filed with the Planning and Zoning Committee or its authorized representative, whichever date is later. If the plat is found to be in conformity with the approved preliminary plat and other requirements of this article, the Planning and Zoning Committee shall recommend approval or disapproval of the final plat as submitted. The Planning and Zoning Committee shall cause the applicant to mail notices by certified registered mail to the owners of land and residents who live within 2640 feet of the platted land, as their names appear in the directory of the City. The notice shall state the time and place of the Planning and Zoning Committee meeting, not less than fifteen (15) days before such date and shall include such information as the

location, type of proposed park and the number of sites planned.. Proof of mailing of the notices and receipt thereof by those landowners and residents shall be submitted to the Planning and Zoning Committee with the request for approval.

- (4) The Planning and Zoning Committee shall deliver its findings, comments and recommendations to the City Council no later than five (5) working days following the date of its meeting at which the proposed final plan was reviewed.
- (5) **The City Council shall consider the final plat at its next regularly scheduled Council meeting.** Upon approval by the Council, and receipt of all remaining required documents, the Council or its authorized representative shall have the plat recorded in its final form as approved. All recordation fees shall be paid by the applicant.
- (6) After all certificates, as per the provisions of this article, have been executed, the final plat shall be distributed as follows:
  - a. One copy recorded at the clerk of court's office;
  - b. One copy filed at the assessor's office; and
  - c. One copy retained by the office of Mayor and/or the City Clerk, and the film or paper sepia returned to the applicant.
- (7) If the City Council receives a recommendation by the Planning and Zoning Committee to disapprove the reviewed mobile home park, the applicant may request a hearing and the City Council may, at its next regular meeting, require the applicant to address and comply with the Planning and Zoning Committee comments and recommendations, or it may override the Planning and Zoning Committee's decision.
- (8) Upon satisfactory compliance with this article, the City Council may authorize issuance of a building permit and encourage application for a license to operate and maintain the proposed project.

(e) **Final plat requirements.** Review of the final plat shall require the following information:

- (1) All requirements listed in subsection (c) of this section.
- (2) A letter from the state office of public health approving water and sewerage plans for the proposed project.
- (3) One full set of construction drawings and specifications of the proposed project for purposes of review and comment by the Planning and Zoning Committee, and any other authorized persons as deemed by the Planning and Zoning Committee and/or City Council.
- (4) All information requested by the Planning and Zoning Committee and/or City Council as recorded in the preliminary plat comments.
- (5) The following certificates shall be on the final plat when submitted:
  - a. Owner's certificate;
  - b. Notary's certificate of owners;
  - c. Surveyors certificate;
  - d. Plat certificate by the Planning and Zoning Committee and/or City Council; and,
  - e. City Council certificate of approval.

The application for approval of the final plat shall not be deemed completed until all certificates, other than City certificates, have been duly executed.

- (6) The final plat shall be accompanied by the following supporting documents when submitted:

Complete plans, specifications, and cost estimates of the improvements to be installed, prepared by a registered professional engineer and based upon the conditions of approval of the preliminary plans and specifications. Such plans and specifications shall be approved by the City Council or its authorized representative and other public officials having jurisdiction, and shall be certified on the final plat.

#### **Sec. 47-104. - Permits.**

It shall be unlawful for any individual to construct, alter or extend a mobile home park, individual mobile home site, RV park or campground, including but not limited to buildings and utilities, without a building permit issued by City Council or its authorized representative. Such work shall be inspected and must comply with the codes and regulations of the City and state.

#### **Sec. 47-105. - Licenses.**

**(a) License requirements.**

- (1)** It shall be unlawful for any person to operate a mobile home park, RV park or campground within the City unless he holds a valid license issued by the City Council or its authorized representative in the name of such person for the specific mobile home park, RV park or campground.
- (2)** No new license or renewal license shall be issued by the City Council until the mobile home park, RV park or campground has been inspected by the Planning and Zoning Committee or its authorized representative and found to be in compliance with health standards of the Parish health unit, the state sanitary code as administered by the State Office of Public Health or Department of Health and Hospitals, and all other applicable local and legal requirements.
- (3)** Any existing RV park or campgrounds as of the date of the adoption of Chapter 47 of the City code of ordinances shall not be required to meet the new ordinance requirements as amended unless the licensee's current license, if any, has expired or significant changes to the nature of the RV park or campgrounds have occurred, including but not limited to addition of RV sites or campground sites and upgrading or renovation of same. Any new applicant or any additional RV park, sites, campground unit(s) added by an existing licensee or development after the adoption of Chapter 47 of the City code of ordinances must comply with the provisions of Chapter 47 as amended and adopted by the aforementioned ordinance.

**(b) License fees.**

- (1)** For each license issued under the provisions of this article, there shall be paid to the City an initial development fee and an annual fee based on the number of mobile home spaces for which the license is issued.
- (2)** *Development fee.* The applicant shall remit a development fee for the development of a mobile home park in the amount of fifty (\$50.00) for each individual mobile home space. This development fee shall be posted at City Hall, or another conspicuous area and may be altered or amended only by the City Council by resolution. Until all applicable fees have been paid in full, no action can be taken on any application or appeal.

**(c) New licenses.**

- (1)** Any person making application for a new mobile home park shall first comply with the requirements of this Chapter and receive the approval of the City Council on all plans, construction drawings and other required documents. There may be an additional fee associated with the issuance of the builders permit.
- (2)** After the building permit has been issued, and after the construction, alteration or extension of a mobile home park has been completed, and upon compliance with this article and the recommendation of the Planning and Zoning Committee and approval of the City Council, the applicant will be issued a license.

**(d) License term and renewal.** A license for a mobile home park shall be valid for the calendar year in which it was issued. Application for renewal of a license shall be made to the Planning and Zoning Committee<sup>[LR1]</sup> in writing by the owner or agent of the license holder on forms furnished by the City on or before December 1<sup>st</sup> of each year. Such license shall be renewable annually upon request and after a satisfactory inspection in which the applicant's mobile home park is found to be in compliance with this article. Prior to issuance of a renewal license, the applicant shall possess and present for examination a current permit from the State Office of Public Health to operate and maintain a mobile home park.

- (1)** The renewal application shall include the following: i) annual license fee in the amount of \$100.00 and an additional \$10.00 for each mobile home park spot or lot; (ii) a copy of the monthly register of the mobile home park.

**(e) Transfer of license and transfer fee.**

- (1)** Every person holding a license to operate and maintain a mobile home park shall give notice in writing to the Planning and Zoning Committee ~~thirty (30)~~<sup>[LR2]</sup> calendar days prior to sale or transfer or otherwise disposing of interest in or control of such mobile home park. Such notice shall include the name and address of the person who shall succeed to the ownership or control of such mobile home park.
- (2) Transfer fee.** The approval of the transfer of the license shall not be granted by the City until the applicant has complied with all of the provisions of this Chapter, including but not limited to, the payment of all licensing fees, arrearages owed by transferor (if any) and all applicable codes and regulations of the City and state office of public health. Once transferred, in the event the transferee adds any additional unit(s) within the site, the

transferee must insure that the newly developed unit sites are in compliance with the existing to ensure compliance with all provisions of the current City Code of Ordinances. Application for transfer of a license shall be made within ten (10) calendar days after receipt of notifications by the Planning and Zoning Committee and shall be accompanied by a transfer fee calculated as follows: \$500.00 dollars for any mobile home park with forty-nine (49) sites or less; or the sum of \$1,000.00 for any mobile home park with fifty (50) or more sites.

(f) **Inspections.** It shall be the duty of the Planning and Zoning Committee<sup>[LR3]</sup> or its authorized representative, with the assistance of the Parish health unit, to make an inspection of each mobile home park to ensure compliance with this article prior to the issuance, renewal or transfer of any license.

(g) **License revocation or suspension.** When the Planning and Zoning Committee<sup>[LR4]</sup> or its authorized representative upon inspection determines that any person holding a license under this article has or may have violated any of the provisions of this article or any health regulations of the state, a written notice shall be served on such licensee, in person or by registered mail, specifying the violation(s) and requiring correction within 30 days. In the event the licensee fails to correct the violation(s) within the time frame set forth in the notice, the City may suspend the license and provide the licensee notice of suspension and the licensee shall immediately cease operation of such park within forty-eight (48) hours of the date of the notice. The licensee must request a hearing before the City Council within ten (10) days of receipt of said notice of suspension or revocation and show cause why such license should not be suspended or revoked. The licensee in its request for hearing shall set forth a brief statement of the grounds for hearing. The filing of a request for hearing shall operate as a stay of the enforcement action except as otherwise provided in subsection (g)(3) of this section. After hearing, the Planning and Zoning Committee shall issue an order sustaining, modifying or withdrawing the notice of violation or suspension or revocation which shall be served on the licensee. Any failure to comply with an order sustaining or modifying the finding of a violation shall constitute grounds for immediate revocation of the permit of the mobile home park affected by the order. At such time the Planning and Zoning Committee or duly authorized representative, the appropriate health official (as applicable), and the licensee will present such evidence as may be relevant to determine whether or not the violation(s) specified has been committed and other pertinent facts. The licensee may appeal the order of suspension or revocation to the City Council and the appeal may be considered at a special meeting or regular meeting of the City Council. The licensee shall receive notice of said meeting.

- (1) If in the opinion of the City Council sufficient evidence is produced to establish that a violation of this article has been committed and still exists, the City Council may affirm the decision of the Planning and Zoning Committee suspending or revoking the license of the licensee.
- (2) It shall be unlawful for any person whose license has been revoked or suspended to operate the mobile home park in question after the date of such revocation or during the term of suspension until a new license is issued or until the terms for suspension have expired and deficiencies have been corrected.
- (3) Order without notice. Whenever the City Council, Planning and Zoning Committee or its authorized representative finds that an emergency exists which requires immediate action to protect the public health or safety, the City may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring the action to be taken as deemed necessary to meet the emergency. Notwithstanding any other provisions of this section, such order shall be effective immediately. The licensee may request a hearing pursuant to the provisions of subsection (g) hereinabove, but any such request for hearing shall not have the effect of a stay of the City Order.

**Secs. 47-106 – 47-120. - Reserved.**

#### ***PART 4 – MOBILE HOME PARKS***

**Sec. 47-121. - General design standards.**

**Sec. 47-122. – Mobile home park size and density.**

**Sec. 47-123. - Setbacks.**

**Sec. 47-124. - Access and interior streets.**

**Sec. 47-125. - Individual mobile home park sites or lots.**

**Sec. 47-126. - Parking.**

**Sec. 47-127. - Sidewalks.**

**Sec. 47-128. - Lighting.**

**Sec. 47-129. - Servitudes.**

**Sec. 47-130. – Drainage; Campsites along drainage course.**

**Sec. 47-131. - Floodplain provision.**

**Secs. 47-132 – 47-150. - Reserved.**

**Sec. 47-121. - General design standards.**

- (a) **Site selection standards.** A site development plan must be submitted to the Planning and Zoning Committee pursuant to the requirement set forth in this Article. No hazards to the property, to the health, or to the safety of the occupants of a mobile home park shall be created by soil condition, water level of the ground, or drainage and topography; no site shall be subjected to adverse and objectionable influences (e.g. smoke, odors, noise); no portion of any site shall be subject to sudden and/or unpredictable flooding; and erosion or subsidence shall not be used for any purpose that would expose any person or his property to hazards.
- (b) **Site drainage criteria.** The mobile home park shall be drained, graded and surfaced where necessary to facilitate drainage and prevent earth movement, and shall be free from depressions in which water collects and stagnates.
- (c) **Park maintenance standards.** The mobile home park shall be maintained in a clean, sanitary condition at all times. Grasses, weeds and other such vegetation not part of the ornamental landscape shall not exceed a height of 12 inches<sup>[LR5]</sup>.

**Sec. 47-122. — Mobile home park size and density.**

Each mobile home park must have a minimum size of 1 acre and a maximum size of eight (8) acres and shall not exceed a total of sixty-four (64) mobile home spaces or lots. The average mobile home density shall not exceed 8 mobile home spaces or lots per acre or less than two (2) mobile home spaces or lots per acre. Only one (1) mobile home shall be allowed per mobile home park space or lot.

**Sec. 47-123. - Setbacks.**

- (a) No mobile home shall be located closer than thirty (30) feet from any mobile home park boundary line abutting upon a public street or mobile home park street.
- (b) A mobile home, including awnings, other attachments or equipment, shall be located no closer than twenty (20) feet on its longest side or ten (10) feet on its shortest side from any mobile home park property line.

**Sec. 47-124. - Access and interior streets; Soil and ground cover.**

- (1) Access and interior streets shall be in compliance and conformity with the following:
  - (a) At all times, access of a safe and convenient nature shall be provided for pedestrian and vehicular traffic as well as emergency and service vehicles.
  - (b) Vehicular streets shall be clearly identified and surfaced when deemed necessary to minimize mud and dust.
  - (c) All street surfacing shall comply with the roadway grades and design standards specified by any and all applicable City ordinances. Unless higher standards are specified, the minimum requirement shall be gravel surface.
  - (d) The street layout of minor access streets shall discourage through traffic use.
  - (e) Each mobile home space or lot within the mobile home park shall have direct access to an internal private roadway, which shall have access to a public street.
  - (f) The street system of the mobile home park shall have at least one (1) direct access to a public street. The entrance of the internal roadway shall have a pavement width of at least thirty (30) feet with an adequate curb radius within a fifty (50) foot right of way. The major thoroughfare shall have a pavement width (concrete or asphalt) of twenty-two (22) feet and otherwise be in accordance with City standards.
  - (g) There shall be no dead end streets,
  - (h) It shall be unlawful to place a mobile home or any motorized vehicle so that any part of such mobile home or vehicle will obstruct any roadway or walkway in a mobile home park.
- (2) Exposed ground surfaces in all parts of the mobile home park shall be paved, covered with stone, rock, or other similar solid material, or protected with vegetative cover that is capable of preventing soil erosion and eliminating dust. All pavement shall be kept in good repair; which shall include but not be limited to a having no potholes, uneven pavement, or drop-offs along shoulders or elsewhere.

**Sec. 47-125. - Individual mobile home park sites or lots.**

- (a) Each mobile home space or lot shall provide a minimum of 1,950 square feet and shall be at least thirty (30) feet wide and sixty-five (65) feet in depth. The sites shall be designed as pull-through for ease of entering and leaving the site. A roadway is therefore required to the front and rear. In addition, the space or lot shall be clearly marked identifying the space or lot number.
- (b) Mobile home spaces or lots shall be designed so as to provide safe and easy placement and removal of vehicles and equipment and shall be constructed to provide adequate support for mobile homes, thus preventing ruts and low spots.
- (e) Structures of a permanent or semi-permanent nature such as cabins, sheds, lean-to, or habitable buildings shall be erected on a mobile home space or lot by no one other than the owner of the property. These structures shall be erected in compliance with state and local building construction requirements.
- (f) Structures of a temporary nature such as awnings, screened enclosures, or platforms, which are considered to be normal equipment, may be erected but must be removed at the time of the mobile home's removal.

**Sec. 47-126. - Parking.**

Each mobile home space or lot shall be provided with a minimum of one off-street parking space that is adequately surfaced with gravel or shell, or hard surfaced, at the owner's option.

**Cross reference— Traffic and vehicles, CHAPTER 54.**

**Sec. 47-127. - Sidewalks.**

Sidewalks, if deemed necessary by the Planning and Zoning Committee and/or City Council based on public safety concerns, shall be located not less than one foot from the property line to prevent encroachment by fencing walls, hedges, or other planting or structures placed on the property line at some later date. Concrete sidewalks shall conform with the specifications set forth herein.

**Sec. 47-128. - Lighting.**

To permit safe movement of individuals and vehicles within the mobile home park, all walkways and roadways shall be well illuminated during hours of darkness.

**Sec. 47-129. - Servitudes.**

- (a) All servitudes shall be no less than fifteen (15) feet wide at ground level. Where two mobile home spaces or lots meet, the servitude may be centered on the common property line of the mobile home spaces or lots.
- (b) Where servitudes intersect and sharp changes in alignments are necessary, corners shall be sufficiently cut off to permit equipment access.
- (c) No permanent structures will be permitted within utility or drainage servitudes.

**Sec. 47-130. — Drainage; Campsites along drainage course.**

- (a) No mobile home space or lot created along a drainage channel shall encroach upon the drainage servitude. All such servitudes shall be excluded from the mobile home site's area.
- (b) The proposed mobile home space or lot shall comply with the drainage requirements set forth in Chapter 46 unless deemed inapplicable by the Planning and Zoning Committee.
- (c) The ground surface in all parts of the mobile home park shall be graded and designed to drain all storm and surface water in a safe, efficient manner. Drainage analysis shall be performed by an appropriate representative of the City or Parish, or a licensed professional engineer and easements for the conveyance of surface run-off water off-site shall be obtained, if necessary.

**Sec. 47-131. - Floodplain provision.**

Any mobile home park or portion thereof located within the special floodplain hazard area defined by the Federal Insurance Administration (FIA) shall be required to comply with the provisions of the Flood Insurance Act of 1968, the Flood Disaster Act of 1973, and all applicable FIA regulations.

**Secs. 47-132 – 47-150. - Reserved.**

**PART 5 - RV PARKS and CAMPGROUNDS**

**Secs. 47-151 – 47-199. - Reserved.**

**Secs. 47-200. – Location of RV Parks and Campgrounds.**

**Secs. 47-200. – Location of RV Parks and Campgrounds.**

RV Parks and Campgrounds shall only be allowed in those areas explicitly and specifically designated for the placement of same as set forth in the comprehensive zoning plan for the City. In the event that there are no such areas designated for placement of RV parks and/or campgrounds, then there shall be no RV parks and/or campgrounds within the City, aside from those existing on or prior to the date of enactment of the laws set forth herein.

***PART 6 - SUPERVISION; PENALTIES***

**Sec. 47-201. - Responsibility of licensee.**

**Sec. 47-202. - Revocation of license.**

**Sec. 47-203. - Fines.**

**Secs. 47-204 - 47-210. - Reserved.**

**Sec. 47-201. - Responsibility of licensee.**

The person to whom a license for a mobile home park, individual mobile home site, RV park or campground is issued shall, at all times, operate same in compliance with this article, and shall provide adequate supervision to maintain the park or grounds, its facilities and equipment, in good repair and in a clean and sanitary condition at all times.

**Sec. 47-202. – Notice of Non-compliance.**

Upon a finding by the City Code Enforcement official or other duly authorized City representative, that any mobile home or mobile home park, RV park, site or campground is not in compliance with the requirements set forth herein, said official shall cause to be posted on said property a notice of non-compliance, specifically setting forth the non-conforming conditions and further providing a time and date for the owner or duly authorized representative to appear at the next regularly scheduled City Council meeting for the purpose of addressing the non-conforming conditions. After a finding by the City Council that said property remains in a non-conforming condition at said regularly scheduled meeting, the owner of said non-conforming property shall be given thirty (30) days to bring the property into compliance with any and all applicable regulations. Thereafter, the fines and/or penalties set forth in section 47-204 shall accrue for each day that the subject property remains in a non-conforming condition.

**Sec. 47-203. – Suspension or Revocation of license.**

The City Council may suspend or revoke any license to maintain and operate a mobile home park, RV park or campground when the licensee fails to comply with any applicable provisions of this Chapter of the City Code of Ordinances. Upon suspension of the license, the licensee shall remove all mobile homes and/or RVs within thirty (30) days of receipt of the notice of suspension. Failure to comply may result in the imposition on the licensee of additional fines pursuant to Section 47-204.

**Sec. 47-204 - Fines.**

Any person or owner who violates any provision of this article shall be punished as provided in the general penalty of the City code of ordinances, provided that the minimum fine for noncompliance with this article may subject said person or owner to a minimum fine of fifty (\$50.00) per day for each day of non-compliance, not to exceed \$1,000. The City may fine any mobile home park, RV park or campground licensee who knowingly violates an Order issued by the City Council, if appealed, suspending or revoking a license, up to \$500.00 each day of non-compliance by the licensee and each day shall be considered a separate and individual violation from both the next and previous day(s).

**Secs. 47-205 - 47-230. - Reserved.**

**PART 7. - ADMINISTRATION; LEGAL STATUS**

**Sec. 47-231. - Appeals.**

**Sec. 47-232 – 47-240. – Reserved.**

**Sec. 47-231. - Appeals.**

If an application for new licensing of a mobile home park has been recommended for disapproval by the Planning and Zoning Committee, the applicant may petition the City Council for a hearing upon the recommendation. After hearing arguments for and against approval of the application, the City Council, upon favorable vote of three-fifths of its entire membership, may approve the license application or take other action consistent with the provisions of this article.

**Sec. 47-232 – 47-240. – Reserved.**

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the Mayor and the City Council of the City of St. Gabriel, Louisiana, that this ordinance shall become effective as provided by law.

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the Mayor and the City Council of the City of St. Gabriel, Louisiana, that all other ordinances or parts of ordinances in conflict herewith are hereby repealed in their entirety.

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the Mayor and the City Council of the City of St. Gabriel, Louisiana, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or application of this ordinance which can be given effect without the invalid provisions; therefore, items or applications of this ordinance are hereby declared severable.

**The foregoing ordinance on a motion by Councilwoman Alexander and seconded by Councilman Frazier and having been submitted to a vote, was adopted by the following roll call vote:**

YEAS:	4	[Deborah R. Alexander, Freddie Frazier, Sr., Melvin Hasten, Sr., and Ralph Johnson, Sr.]
NAYS:	0	
ABSENT:	1	[Flora J. Danielfield]
ABSTAINING	0	

**WHEREUPON, the ordinance was declared adopted on this, the 21<sup>st</sup> day of August, 2014.**

CITY OF ST. GABRIEL

BY: \_\_\_\_\_  
LIONEL JOHNSON, JR., MAYOR

ATTEST:

\_\_\_\_\_  
LEMAN RAPHAEL, CITY CLERK



