

**RECREATIONAL VEHICLES AND MOBILE HOMES
CHAPTER 23**

RECREATIONAL VEHICLES AND MOBILE HOMES

RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS

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RECREATIONAL VEHICLES AND MOBILE HOMES

23.01 INTRODUCTION AND PURPOSE. The purpose of this subchapter is to regulate the parking of recreational vehicles and location, design and operation of recreational vehicle parks and campgrounds within the City.

23.02 STATE CODES ADOPTED.

- (1) The provisions of Ch. H78, Wis. Adm., Code are adopted by reference as if fully set forth herein. Before any park or campground license is issued, proof of compliance with these provisions shall be provided to the governing body.
- (2) All plumbing, electrical, building, and other work on or at any recreational vehicle, park or campground shall be in accordance with City ordinances and the requirements of the State Plumbing, Electrical, and Building Codes, the regulations of the State Department of Health and Social Services, and Article 551 of the National Electric Code of 1978 and any subsequent revisions.

23.03 DEFINITIONS. The terms listed below when used in this subchapter shall have the following meanings:

- (1) **CAMP SPACE.** A specific parcel of land in a recreational vehicle park or campground intended for the placement of a single recreational vehicle or tent for the exclusive use of its occupants.
- (2) **DENSITY.** The total number of recreational vehicle or campground spaces per net acre of usable parkland.
- (3) **LICENSE.** A written document issued by the City allowing a person to operate and maintain a recreational vehicle park and/or campground under the provisions of this subchapter.
- (4) **LICENSEE.** Any person licensed to operate and maintain a recreational vehicle park and/or campground under the provisions of this subchapter.
- (5) **MAY.** That which is permissible but not required.
- (6) **NET ACRE OF USABLE PARKLAND.** That acre of parkland devoted only to camp spaces, recreation area and streets that are used to service the camp spaces. This excludes all buildings whether existing or proposed that lie within the external boundary lines of the park.
- (7) **PARK.** Recreational vehicle park.
- (8) **PERMIT.** A written document issued by the City permitting the construction, alteration, modification, or extension of a recreational vehicle park or campground under the provisions of this subchapter.

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- (9) PERSON. Includes any individual, partnership, firm, company, corporation, whether tenant, owner, lessee, licensee, or their agent, heir or assign.
- (10) RECREATIONAL VEHICLE. Any of the following:
- (a) Travel Trailer. A vehicular, portable structure built on a chassis, designed for use as a temporary dwelling or travel, recreational and vacation use and permanently identified as a travel trailer by the manufacturer of the trailer.
 - (b) Pick-up Coach. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
 - (c) Motor Home. A mobile, temporary dwelling used for travel, recreation, and vacation constructed as an integral part of a self-propelled vehicle.
 - (d) Camping Trailer. A canvas or folding structure mounted on wheels and designed for travel, recreation, and vacation.
- (11) RECREATIONAL VEHICLE (DEPENDENT). A recreational vehicle dependent upon camp facilities for toilet and lavatory.
- (12) RECREATIONAL VEHICLE (SELF-CONTAINED.) A recreational vehicle which can operate independent of connections to sewer, water and electric systems. It contains a water flushed toilet, lavatory, shower and kitchen sink, all of which are connected to water storage and sewage holding tanks located within the vehicle.
- (13) RECREATIONAL VEHICLE PARK OR CAMPGROUND. Any privately or municipally owned parcel of land at least one net acre in size that is accessible by motor vehicles, designed, maintained, intended or used for the purpose of supplying accommodations for overnight use by recreational vehicles and/or tents, open to the public and designated as a developed camp area set aside for free or paying camping purposes.
- (14) SERVICE BUILDING. A structure housing toilets, lavatories and such other facilities as required by this subchapter.
- (15) SHALL. That which is required.
- (16) TENT. A portable lodge of canvas or strong cloth stretched and sustained by poles.

23.04 PARKING RESTRICTIONS.

- (1) Except as provided in this section, no person shall park any recreational vehicle, tent or other camping apparatus on any street, alley, highway or other public place, or any tract of land owned by any person within the City.

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- (2) Emergency or temporary stopping or parking is permitted on any street, alley, highway, or parking lot subject to regulations or limitations imposed by the traffic and parking regulations or ordinances for the same.
- (3) No person shall park and occupy any recreational vehicle or tent on any premises situated outside of an approved park or campground without first obtaining permission from the City Zoning Administrator.
- (4) Occasional and incidental camping may be allowed for a period of three (3) days where adverse effects to other uses will be minimal.
- (5) The storage of only one unoccupied recreational vehicle in an accessory private garage building or rear yard is permitted, provided no one lives in or maintains any business within the vehicle.

23.05 PERMANENT OCCUPANCY PROHIBITED.

- (1) No recreational vehicle or tent shall be used as permanent place of abode, dwelling or business.
- (2) Removing the wheels of a recreational vehicle except for temporary purposes of repair or to attach the recreational vehicle to the ground for permanent stabilizing purposes is prohibited.

23.06 PARK AND CAMPGROUND LOCATIONS. Recreational vehicle parks and campgrounds shall only be located in those zoning districts permitting recreational vehicle parks and campgrounds as a permitted or conditional use.

23.07 DEVELOPMENT STANDARDS.

- (1) **LOCATIONS.** Every recreational vehicle park and campground shall be located on a well-drained area not subject to flooding. The park or campground shall be property graded to prevent the accumulation of waters that may create hazards to the property or the health and safety of the occupants.
- (2) **SPACINGS.** No recreational vehicle park or campground space shall be closer than 10' to any building within the park or campground or to any property line of the same. No space shall be located closer than 25' to the right-of-way line of any highway or public street or 10' from the right-of-way line of an internal private street system of a park or campground. All recreational vehicles or tents shall be separated from each other by at least 10' excluding recreational vehicles or tents parked on a space designed for 2 vehicles or tents, but there shall be a 10' clearance between them on the double space and those on any adjoining spaces. Any accessory structure or vehicles such as awnings, carports, individual storage facilities, automobiles, trucks, motorcycles or towing vehicles shall be considered part of the recreational vehicle or tent.

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- (3) **DENSITY.** The maximum density for any park or campground shall not exceed 25 camp spaces per net acre of usable parkland. Camp spaces developed to serve 2 vehicles or tents shall be counted as 2 spaces.
- (4) **SPACE SIZES.** The minimum size of individual camp spaces shall be of adequate size to meet all setback requirements. The minimum size of a camp space may vary depending on the type and size of the vehicle or tent occupying or intending to occupy such space.
- (5) **RECREATION AREAS.** All recreational vehicle parks or campgrounds shall have at least one recreation area that is clearly marked and easily accessible from all camp spaces. The total of such recreation area(s) shall not be less than 8% of the net usable parkland.
- (6) **ACCESSIBILITY.** Access to camp spaces shall be designed to minimize congestion and hazards at their entrances and exits and shall allow free movement of traffic or adjacent streets. All traffic into and out of any parking areas and the camp or park area itself shall be through clearly marked entrances and exits.
- (7) **SOIL AND GROUND COVER.** Every recreational vehicle and campground space shall be clearly defined or delineated. Exposed ground surfaces in all camp spaces shall be paved or covered with stone screening, or other solid dust free material, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

23.08 PARKING.

- (1) **INTERNAL STREETS.** All roadways shall be of adequate width to accommodate anticipated traffic and shall meet the following minimum requirements:
 - (a) **One-Way Traffic:**
 - 1. No parking 11', wide. Acceptable only if the street is less than 500' in total length or serving less than 25 spaces.
 - 2. Parking on one side only, 18' wide. Acceptable only if serving less than 50 spaces.
 - (b) **Two-Way Traffic.**
 - 1. No parking, 18'. Acceptable only if serving less than 50 spaces.
 - 2. No parking 20', wide.
 - 3. Parking on one side only, 27' wide.
 - 4. Parking on both sides, 34' wide.

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- (2) **OFF-STREET PARKING.** Every recreational vehicle park and campground shall provide sufficient parking and maneuvering space so that the parking, loading or maneuvering of recreational vehicles incidental to parking shall not necessitate the use of any public street, sidewalk or right-of-way or any private grounds not part of the recreational vehicle park or campground.
- (3) **SURFACING.** All roadways and parking areas within the park or campground shall be surfaced with concrete, blacktop or an equivalent material. Equivalent shall mean the surfacing with road oil, soil, cement or other materials approved by the City Engineer and the Building Inspector.

23.09 WATER SUPPLY.

- (1) All recreational vehicle parks and campgrounds shall provide an adequate supply of pure water for drinking and domestic purposes. Water supply outlets shall be within 100' of every camp space. Where a public water supply is available it shall be used. When a public water supply is not available and wells are used the wells shall comply with the Wisconsin well construction and pump installation code.
- (2) No common drinking vessels shall be permitted in any camp, nor shall any drinking water faucets be placed in any toilet room.
- (3) Every recreational vehicle park and campground shall be provided with at least one easily accessible water supply outlet for filling recreational vehicle water storage tanks. Such supply outlet shall be protected against hazard of backflow, backsiphonage and other means of contamination.
- (4) If facilities for individual water service to each space are to be provided the requirements of sec. H78.05, Wis. Adm. Code, on water supply shall be followed.

23.10 TOILETS.

- (1) **TYPE.** Recreational vehicle parks and campgrounds serving dependent vehicles shall provide separate toilet rooms for each sex. The toilets may be of a privy type with a holding tank or water-flush type. If public sewer and water is available it shall be used with a water-flush system. No privy using a holding tank shall be located within 75' of a camp space or building used for human occupancy. Each toilet shall be enclosed in a separate compartment. Male toilet rooms shall also be provided with individual urinals. See also Sec. Ind. 52.58 and 52.59, Wis. Adm. Code.
- (2) **LOCATION.** Parks and campgrounds shall be laid out so that all camp spaces are within 400' of a toilet facility. Walkways to such facilities shall be marked and usable under all weather conditions.

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- (3) NUMBER OF TOILETS. The number of required toilets shall be based on the total number of camp spaces using the following table:

Number of Spaces	Toilets		Men's Urinals
	Men	Women	
1 to 15	1	1	1
16 to 45	2	2	1
46 to 100	3	4	2

For camps accommodating a larger number of camp spaces, one additional toilet for each sex shall be provided for each 75 spaces and one additional men's urinal for each 100 spaces or fraction thereof.

- (4) SEWAGE SERVICE CONDITIONS. If self-contained recreational vehicles not equipped with a holding tank are allowed camp accommodations, the water and sewage service connections on the vehicle shall be sealed by insertion of rubber or plastic wedges or a threaded cap.

23.11 SANITARY STATION.

- (1) REQUIREMENTS. All camps allowing parking of recreational vehicles having holding tanks shall provide one sanitary station for every 100 camp spaces or fraction thereof: Such sanitary station shall consist of at least a trapped 4" sewer riser pipe connected to the sanitary sewer system, be surrounded at the toilet end by a concrete apron sloped to the drain, and the riser provided with a suitable hinged cover. A water outlet shall be included for sanitary maintenance of the station is marked THIS WATER FOR FLUSHING AND CLEANING PURPOSES ONLY. The water outlet hose shall be reel or tower mounted, with a vacuum breaker installed at the highest point. Sanitary stations shall be at least 50' from a well and 50' from a surface watercourse. Screening of sanitary stations from other activities by visual barriers such as fences, walls or natural growth is recommended.
- (2) SEWER CONNECTION. When available the sanitary station shall be connected to a municipal sewer. In the absence of a public sewer, a sewage collection system discharging to a septic tank and soil absorption system is required. The septic tank and absorption system shall be sized and installed in accordance with sec. H62.20, Wis. Adm. Code.
- (3) SERVICE BUILDINGS.
- (a) Location and Number of Facilities. When a central service building is provided to serve dependent recreational vehicles and tents, it shall be located within a radius of 400' to the spaces served and shall provide sanitary fixtures in accord with the following:

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No. of Dependent Recreational Veh.	Toilets		Men's Urinals	Lavatories		Showers		Other Fixtures
	Men	Women		Men	Women	Men	Women	
1 to 15	1	1	1	1	1	1	1	1
16 to 45	2	2	1	2	2	2	2	Service
46 to 100	3	4	2	3	3	3	3	Flushing toilet & 1 service sink

(b) For parks and campgrounds having more than 100 spaces there shall be provided:

1. One additional shower for each sex per each additional 90 camp spaces.
2. One additional toilet and lavatory for each sex per each additional 75 camp spaces.
3. One additional men's urinal per each additional 100 camp spaces.

(c) When a park or campground have a service building is operated connection with a resort, park system or other business establishment, the number of sanitary facilities for such operations shall be in excess of those required in sec. 23.11 (3) (a) and shall be based on the total number of persons using such facilities.

(d) Where a park or campground is used by self contained recreational vehicles only, the following minimum emergency sanitary facilities shall be required:

1. For each 100 camp spaces, or fraction thereof, there shall be one flush toilet and one lavatory for each sex.

23.12 SOLID WASTE DISPOSAL. In all recreational vehicle parks and campgrounds, a substantial fly-tight plastic or metal garbage and refuse container shall be provided for each 2 camp spaces. The contents shall be removed and disposed of in a sanitary manner by the camp custodian at least twice weekly between May 1 and October 15, and otherwise weekly.

23.13 FIRE PROTECTION AND SAFETY. The recreational vehicle park and campground shall be kept free of litter, rubbish, and other flammable materials. Adequate fire protection shall be provided in accordance with City requirements. At least one portable fire extinguisher shall be installed in the park or campground office or in some other building.

23.14 RECREATIONAL VEHICLE PARK AND CAMPGROUND DEVELOPERS PERMIT. No person shall construct, alter, modify or extend any recreational vehicle park or campground facility or building within the City limits without first securing a building permit issued by the Building Inspector. Every permit application shall be accompanied by 2 copies of the park or campground plan showing and describing the following, either existing or as proposed:

- (1) A legal, comprehensive description of the park or campground.
- (2) The extend and area used for park or campground purposes.
- (3) The location and width of internal park roadways and walkways.

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- (4) The location of all campground and recreational vehicle spaces including a detailed sketch of at least one typical camp space showing the size of the spaces, setbacks and any utility facilities provided at the spaces.
- (5) The location, numbers and size of sanitary conveniences including toilets, washrooms, lavatories and showers.
- (6) Method and plan of sewage disposal.
- (7) Method and plan of garbage removal.
- (8) Method and plan for water supply.
- (9) The location and size of all common recreation areas and facilities to be provided in these areas.

23.15 MANAGEMENT.

- (1) DUTIES OF OWNER OR OPERATOR. The park or camp owner or operator, together with any attendants or persons in charge of the camp or park shall maintain the camp in a clean, orderly and sanitary condition at all times.
- (2) REGISTER. The management shall keep a register of all camp occupants to be open at all times for inspection by all authorized City, State and Federal officials which shall include.
 - (a) Names of occupants.
 - (b) State, city and street address of camp occupants.
 - (c) License number, make, model and year of occupants vehicles.
 - (d) Type, make and model of recreational vehicle or other camping apparatus.

23.17 VARIANCES. The City Council may approve variances from these requirements in extra-ordinary hardship cases, which do not contravene the intent of this subchapter. All such variances shall be communicated to the council in writing, showing evidence of extra-ordinary hardship justifying such variance before final approval by the Council. Such communication and evidence shall be made a part of the record. In addition, the written approval of the Department of Health and Social Services is required before any variance to the regulations of Ch. H78 can be granted.

23.18 ENFORCEMENT.

- (1) INSPECTION. No park or campground license shall be issued until the City Clerk notifies the Chief of Police, Health Officer, Chief of the Fire Department and Building Inspector or their authorized agents of such application. These officials shall inspect or cause to be inspected such application and the park or campground to determine whether the applicant and the park or campground will comply with the regulations, ordinances and laws applicable thereto.

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These officials shall furnish to the Council in writing the information derived from the investigation and a statement as to whether the applicant and the park or campground meet the requirements of the department for whom the officer is certifying. No license shall be renewed without a re-inspection of the park or campground. For the purpose of making inspections and securing enforcement, such officials or their authorized agents shall have the right and are hereby empowered to enter on any property on which a campground or recreation vehicle park is located and to inspect the same and all accommodations connected therewith at any reasonable time.

- (2) **REVOCAION.** Any license granted under the provisions of this subchapter shall be subject to revocation or suspension for cause by the Council upon complaint filed with the City Clerk and signed by any law enforcement officer, health officer or building inspector after a public hearing by the Council upon such complaint, provided that the holder of such license shall be given 10 days notice in writing of such hearing and shall be entitled to appear and be heard as to why such license should not be revoked.

23.19 ADMINISTRATION BY CITY. In order to comply with Ch. H78, Wis. Adm. Code, the City shall submit to the Department of Health and Social Services:

- (1) Copies of all ordinances or regulations applicable to campgrounds as they become available.
- (2) The name and address of the responsible inspection official including future changes thereto.
- (3) An annual listing of all campgrounds within the City during the month of April.
- (4) A copy of the yearly inspection (sanitary survey) report within 30 days of conducting each inspection (sanitary survey).

RECREATIONAL VEHICLES AND MOBILE HOMES MOBILE HOMES AND MOBILE HOME PARKS

23.20 DEFINITIONS. Whenever used in this section, unless a different meaning appears from the context terms listed below shall have the following meanings:

- (1) **MOBILE HOME.** That which is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes any additions, attachments, annexes, foundations and appurtenances, except that a house trailer is not deemed a mobile home if the assessable value of such additions, attachments, annexes, foundations and appurtenances equals or exceeds 50% of the assessable value of the house trailer.
- (2) **UNIT.** A mobile home unit.
- (3) **NONDEPENDENT MOBILE HOME.** A mobile home equipped with complete bath and toilet facilities, all furniture, cooking, heating, appliances and complete year round facilities.
- (4) **DEPENDENT MOBILE HOME.** A mobile home that does not have complete bathroom facilities.
- (5) **MOBILE HOME PARK.** Any plot or plots of ground upon which 2 or more units, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for such accommodations.
- (6) **SPACE.** A plot of' ground within a mobile home park of not less than 1,000 square feet, designed for the accommodation of one auto and/or one mobile home unit.
- (7) **PERSON.** Includes an individual, partnership, firm, company, corporation, whether tenant, owner, lessee, licensee, or their agent, heir or assign.
- (8) **LICENSEE.** Any person licensed to operate and maintain a mobile home park under this section.
- (9) **PARK.** Mobile home park.

23.21 LOCATION OUTSIDE PARKS.

- (1) Except as provided in this section, no person shall park any mobile home on any street, alley, or highway, or other public place, or on any tract of land owned by any person, within the City.
- (2) Emergency or temporary stopping or parking is permitted on any street, alley or highway for not longer than one hour subject to any other and further prohibitions, regulations or limitations imposed by the traffic and parking regulations ordinances for that street, alley or highway.

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- (3) No person shall park or occupy any mobile home on any premises, which is situated outside an approved park. The parking of only one unoccupied mobile home in an accessory private garage building or rear yard is permitted, providing no living quarters shall be maintained or any business practiced in such mobile home while parked or stored.

23.23 INSPECTION AND ENFORCEMENT. No park license shall be issued until the City Clerk shall notify the Chief of Police, Health Officer, Chief of the Fire Department and Building Inspector or their authorized agents of such application, and these officials shall inspect or cause to be inspected such application and the premises to determine whether the applicant and the premises on which mobile homes will be located comply with the regulations, ordinances and laws applicable thereto. These officials shall furnish to the Council in writing the information derived from investigation, and a statement as to whether the applicant and the premises meet the requirements of the department for whom the officer is certifying. No license shall be renewed without a re-inspection of the premises. For the purpose of making inspections and securing enforcement, such officials or their authorized agents shall have the right and are hereby empowered to enter on any premise on which a mobile home is located, or about to be located, and to inspect the same and all accommodations connected therewith at any reasonable time.

23.24 LOCATION OF PARK.

- (1) No mobile home or park shall be located in any fire district.
- (2) No occupied mobile home within the City shall be located between the recognized setback line for the zoning district in which such mobile home is located and the street or highway, or less than 10 feet from any building or other mobile home or from the boundary line of the premises on which located.

23.25 PARK PLAN.

- (1) Every mobile home or park shall be located on a well-drained area; the premises shall be properly graded so as to prevent the accumulation of stock or other water. No mobile home or park shall be located in any area that is situated so that drainage from any barnyard, outdoor toilet or other source of filth can be deposited in its location.
- (2) Mobile home spaces shall be clearly defined and shall consist of a minimum of 1,000 square feet and a width of not less than 20 feet. The park shall be so arranged that all spaces shall face or abut on a driveway of not less than 20 feet in width, giving easy access from all units to a public street. Such driveway shall be graveled or paved and maintained in good condition, having natural drainage, be well lighted at night, and shall not be obstructed.
- (3) The park shall be so laid out that no dependent unit shall be located farther than 200 feet from toilets and service building provided for herein, and walkways to such buildings shall be graveled or paved and well lighted at night.

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- (4) Every mobile home space shall be furnished with an electric service outlet. Such outlet shall be equipped with an externally operated switch or fuse of not less than 30 amperes capacity and a heavy-duty outlet receptacle. Electrical outlets shall be weatherproof and no power lines shall be less than 15 feet above ground.
- (5) No mobile home unit shall be parked in a park outside of designated space.

23.26 WATER SUPPLY.

- (1) An adequate supply of pure water furnished through a pipe distribution system directly with the public water main, with supply faucets located not more than 200 feet from any dependent mobile home shall be furnished for drinking and domestic purposes in all parks.
- (2) Individual water service connections provided for direct use of an independent unit shall be so constructed that they will not be damaged by the parking of such units. Such system shall be adequate to provide 20 pounds pressure per square inch and capable of furnishing a minimum of 125 gallons per day per space.
- (3) No common drinking water vessels shall be permitted nor shall any drinking water faucets be placed in any toilet room.
- (4) Every park serving dependent units shall provide an abundant supply of hot water at all reasonable hours for bathing washing and laundry facilities.

23.27 SERVICE BUILDING AND ACCOMMODATIONS.

- (1) Every park designed to serve dependent units shall have erected thereon suitable buildings for housing toilets, lavatories, showers, slop sinks and laundry facilities as required by this section, such buildings to be known as service buildings. Service buildings shall be located not more than 200 feet from any dependent unit space, nor closer than 15 feet from any mobile home space. Such buildings shall be of permanent construction and adequately lighted, screened and ventilated.
- (2) There shall be provided separate toilet rooms for each sex. Water flush toilets shall be required. Toilets shall be provided for each sex in the ratio of one toilet for each 8 dependent units or fraction thereof, and shall have separate compartments. Every male toilet room shall also contain one urinal for each 16 dependent units, but in no case shall any male toilet be without one urinal. Toilet rooms shall contain lavatories with hot and cold water in the ratio of one lavatory to every 2 or less water closets.
- (3) Separate bathing facilities for each sex shall be provided with one shower enclosed in a compartment of at least 4 feet square for each 8 dependent units or fraction thereof. Each shower compartment shall be supplemented by an individual dressing compartment of at least 12 square feet.

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- (4) Laundry facilities shall be provided in the ratio of one double tray unit and one conventional type washing machine, or one automatic washing machine with electric outlet, for each 8 units. Sufficient drying facilities shall be available.
- (5) Slop sinks for disposal of liquid wastes originating at the units shall be provided in a separate room of the service building in the ratio of one slop sink for each 16 dependent units.
- (6) The above accommodations shall be based on the total park capacity according to accepted plans.
- (7) Floors of toilets, showers and the laundry shall be of concrete, tile or similar material impervious to water and easily cleaned and pitched to a floor drain.

23.28 WASTE AND GARBAGE DISPOSAL.

- (1) All liquid waste from showers, toilets, laundries, faucets, lavatories, etc., shall be discharged into a sewer system extended from and connected with the public sewer system.
- (2) Every space designed to serve a nondependent unit provided with sewer connections, which shall comply with the State Plumbing Code. The sewer connection shall be provided with suitable fittings so that they can be closed when not connected and trapped in such a manner as to be maintained in an odor-free condition.
- (3) All sanitary facilities in any units, which are not connected with a public sewer system by approved pipe connections, shall be sealed and their use is prohibited.
- (4) Each faucet shall be equipped with facilities for drainage of waste and excess water.
- (5) Every unit shall be provided with a substantial fly tight, watertight metal garbage depository for which the contents shall be removed and disposed of in a sanitary manner by the park custodian at least twice weekly between May 1 and October 15, and otherwise weekly.

23.29 MANAGEMENT.

- (1) In every park there shall be located the office of the attendant or person in charge of the park. A copy of the park license and of this section shall be posted therein and the park register shall at all times be kept in such office.
- (2) The attendant or person in charge, together with the licensee shall:

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- (a) Keep a register of all guests, to be open at all times to inspection by State, Federal and City officers, which shall show for all guest:
 - 1. Names and addresses
 - 2. Number of children of school age.
 - 3. State of legal residence
 - 4. Dates of entrance and departure.
 - 5. License numbers of all mobile homes and towing or other vehicles.
 - 6. States issuing such licenses.
 - 7. Purpose of stay in park.
 - 8. Place of last location and length of stay.
 - 9. Place of employment of each occupant.

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

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

- (d) Report to the Health Officer all cases of persons or animals affected or suspected of being affected with any communicable disease.

- (e) Maintain in convenient places, approved by the Fire Chiefs, hand fire extinguisher in the ratio of one to each 8 units.

- (f) Collect the monthly parking permit fee provided for in sec. 23.31. A book shall be kept showing the names of the persons paying service charges and the amount paid.

23.30 APPLICABILITY OF PLUMBING, ELECTRICAL AND BUILDING ORDINANCES.

- (1) All plumbing, electrical, building and other work on or at any park licensed under this section shall be in accordance with the ordinances of the City; the requirements of the State Plumbing, Electrical and Building Codes; and the regulations of the State Department of Health and Social Services. Licenses and permits granted under this section grant no right to erect or repair any structure, to do any plumbing work or to do any electrical work Ch. H 77, Wis. Adm. Code, is adopted and by reference made a part of this chapter with the same force and effect as though set out in full.

- (2) VARIANCES. The City Council may approve variances from these requirements in extra-ordinary hardship cases, which do not contravene the intent of this subchapter. All such variances shall be communicated to the Council in writing showing evidence of extra-ordinary hardship to justify such variance before final approval of the Council. Such communication and evidence shall be made a part of the record. In addition, the written approval of the Department of Health and Social Services is required before any variance to the regulations of Ch. H 77 can be granted.

23.31 MONTHLY PARKING PERMIT FEE.

RECREATIONAL VEHICLES AND MOBILE HOMES

- (1) There is imposed on each owner of a nonexempt, occupied mobile home in the City a monthly parking permit fee determined in accordance with sec. 66.058 (3), Wis. Stats., which is adopted by reference and made part of this section as if fully set forth herein. It shall be the full and complete responsibility of the licensee to collect the proper amount from each mobile home owner. Licensees and owners of mobile homes permitted to be located on land outside of a mobile home park shall pay to the City Treasurer such parking permit fees on or before the 10th day of the month following the month for which such fees are due in accordance with the terms of this section and such regulations as the Treasurer may reasonably promulgate.
- (2) Licensees of mobile home parks and owners of land on which are parked any occupied, nonexempt mobile homes shall furnish information to the City Clerk and City Assessor on such homes added to their park or land within 5 days after arrival of such home on forms furnished by the City Clerk in accordance with section 66.058 (3) (c) and (e), Wis. Stats. Any licensee who fails to comply with this paragraph shall be liable for a forfeiture of not to exceed \$25.
- (3) Owners of nonexempt, occupied mobile homes, upon receipt of notice from the City Clerk of their liability for the monthly parking permit fee, shall remit to the City Clerk a cash deposit of \$25 to guarantee payment of such fees when due to the City Treasurer. It shall be the full and complete responsibility of the licensee of a mobile home park to collect such cash deposits from each occupied nonexempt mobile home therein and remit such deposit to the City Clerk. Upon receipt of a notice from the owner or licensee that the nonexempt, occupied mobile home has been or is about to be removed from the City, the City Clerk shall direct the City Treasurer to apply the cash deposit to reduce any monthly parking permit fees for which the owner is liable and refund the balance, if any to the owner.

23.32 REVOCATION AND SUSPENSION. The Council may revoke any license or permit issued pursuant to the terms of this section in accordance with sec. 66.058, Wis. Stats. If it is proposed to revoke a license hereunder, the licensee shall be given notice of charges and an opportunity to be heard pursuant to sec. 24.10 of this Code.

23.33 ADMINISTRATION BY CITY. In order to comply with Ch. H 77, Wis. Adm. Code, the City shall submit to the Department of Health and Social Services:

- (1) Copies of all ordinances or regulations applicable to mobile home parks, as they become available.
- (2) The name and address of the responsible inspection official including future changes thereto,
- (3) An annual listing of all mobile home parks within the City during the month of April.
- (4) A copy of the yearly inspection (sanitary survey) report within 30 days of conducting each inspection (sanitary survey).

23.34 PENALTY. Any person who violates any provision of this chapter shall be subject to a penalty as provided in sec. 20.04 of this Code.