



**City Planning and Development Department  
Development Management Division**

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**STAFF REPORT**

**November 7, 2017**

**Re:** Case No. 254-S-331 (20)

**Applicant:** Jeffrey Williams, AICP, Director of City Planning & Development

**Request:** Amending Chapter 72, Travel Trailers and Mobile Homes, to revise terminology, permit requirements and other sections as necessary

**Purpose:** So as to remove requirement for annual permit and revise terminology

**Comments:**

Chapter 72 is administered by the Development Compliance Branch of City Planning & Development Department, Development Management Division. The chapter applies to mobile home developments and travel trailer camps. There are eight mobile home developments within the city, many of which have sites for travel trailers (more recently referred to as recreational vehicles). It should be noted that a new mobile home development, or expansion of an existing development, would be processed under the Master Planned Development (MPD) procedures of Chapter 88.

Revisions to Chapter 72 largely involve deletion of the requirement to obtain an annual permit. Staff has observed over the years that the permitting process -- which involves sending annual letters, receiving funds for permits, issuing permits, and tracking all permits -- has simply become an administrative activity. Due to minimal staffing, no on-site inspections have been made for several years. Further, staff has observed that the permitting process has failed to achieve any safety results and merely tracks the number of mobile home spaces within the city. Receipts of permit fees (\$3 for an existing space and \$6 for a new space in an approved mobile home development) have not covered costs incurred to maintain the program.

Although the requirement to obtain an annual permit would be removed, regulations remain, and the city retains the ability to inspect for health and sanitation purposes.

**Proposed Revision:**

Affected text shown in **red font with yellow highlight**. Text to be deleted is **struck through**, and text to be added is **underlined**.

## **Chapter 72 - TRAVEL TRAILERS AND MOBILE HOMES MOBILE HOMES AND RECREATIONAL VEHICLES**

### **Sec. 72-1. - Definitions.**

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

*Code* means standards relating to mobile homes and ~~travel trailers~~ ~~homes~~ ~~recreational vehicles~~ as adopted by the state public service commission pursuant to RSMo ch. 700.

*Mobile home* means a factory-built structure or structures more than eight feet in width and 32 body feet or more in length, equipped with the necessary service connections and made so as to be readily movable as a unit or units on its or their own running gear and designed to be used as a dwelling unit or units with or without a permanent foundation. For purposes of this subsection, the phrase "without a permanent foundation" means that the support system is constructed with the intent that the mobile home placed thereon may be moved from time to time at the convenience of the owner.

*Mobile home development* means any development, site, parcel or tract of land designed, maintained or intended to be used for the purpose of providing long-term accommodation of ~~more than 30~~ ~~or more consecutive~~ days for placement of two or more mobile homes, and shall include all buildings used or maintained for the use of the residents of the development. This term shall not be used in conjunction with any mobile home or trailer sales lots which contain unoccupied units that are intended for the purpose of inspection and sale.

*Mobile home space* and ~~travel trailer~~ ~~recreational vehicle~~ space mean an area of ground on which an individual unit is placed and reserved for the use of the occupant of that unit.

~~Recreational vehicle is a portable unit mounted on wheels or not attached to a permanent foundation vehicle designed to provide temporary living quarters for recreational, camping or travel use and of such size or weight as not to require special highway movement permits when drawn by a motorized vehicle. Such units are commonly described as RVs, travel trailers, campers, motor homes, converted buses or other similar units, whether they are self-propelled or pulled, or can be hauled without a special permit.~~

~~Recreational vehicle park means any development, site, parcel or tract of land designed, maintained or intended to be used for the purpose of providing short-term accommodation for a period of less than 30 consecutive days or more for placement of two or more recreational vehicles and shall include all buildings used or maintained for use of the occupants in the recreational vehicle park.~~

*Seal of the public service commission* means a device or insignia authorized or recognized by the state public service commission and displayed on the exterior of the mobile home or ~~travel trailer~~ ~~recreational vehicle~~ pursuant to RSMo ch. 700.

~~Travel trailer means a portable vehicular unit mounted on wheels designed to provide temporary living quarters for recreational, camping or travel use, and of such size or weight as~~

not to require special highway movement permits when drawn by a motorized vehicle, and with a living area of less than 220 square feet, excluding built-in equipment (such as wardrobes, closets, kitchen units or fixtures) and bath and toilet rooms. Such units commonly described as travel trailers, campers, motor homes, converted buses or other similar units, whether they are self-propelled, pulled or can be hauled without a special permit, would be considered examples of travel trailers.

~~Travel trailer camp means any development, site, parcel or tract of land designed, maintained or intended to be used for the purpose of providing shortterm accommodation up to and including 30 days or less for placement of two or more travel trailer units, and shall include all buildings used or maintained for use of the occupants in the trailer camp.~~

### **Sec. 72-32. – Location of developments and camps Authorized locations of mobile home developments homes and recreational vehicle parks**

~~Mobile home developments and travel trailer camps shall be permitted only in places as allowed by the zoning ordinance.~~

- (a) ~~Permit required; a~~ Authorized locations for mobile homes and ~~travel trailers recreational vehicles~~. No mobile home development or ~~travel trailer camp recreational vehicle park~~ shall be maintained or operated within the city except as provided in this chapter ~~or chapter 88, zoning and development code~~, and without first securing ~~a permit approval~~ from the ~~city planning and development~~ director ~~of codes administration, and n.~~ After January 1, 2011, (effective date of Chapter 88) a mobile home development shall be reviewed and approved in accordance with procedures of Master Planned Development (MPD).
- (b) ~~No~~ mobile home or ~~travel trailer recreational vehicle~~ shall be used or occupied as living accommodations except in a mobile home development or ~~travel trailer camp recreational vehicle park~~ or when used as temporary quarters for a watchman or guard or when used as a field office for a construction project. In case of such temporary use, a temporary permit shall be issued by the ~~city planning and development~~ department, ~~of codes administration~~ and the duration of time the permit would be effective shall be specified.

### **Sec. 72-23. - Permit for oOperation of mobile home development or travel trailer camp recreational vehicle park; authorized locations for mobile homes and travel trailers.**

- (a) ~~Permit required; authorized locations for mobile homes and travel trailers.~~ No mobile home development or travel trailer camp shall be maintained or operated within the city except as provided in this chapter, and without first securing a permit from the director of codes administration, and no mobile home or travel trailer shall be used or occupied as living accommodations except in a mobile home development or travel trailer camp or when used as temporary quarters for a watchman or guard or when used as a field office for a

~~construction project. In case of such temporary use, a temporary permit shall be issued by the department of codes administration and the duration of time the permit would be effective shall be specified.~~

~~(b) *Duration of permit; renewal; fee; display.* The permit for a mobile home development or travel trailer camp shall be obtained from the department of codes administration for a period of 12 months, for which a fee shall be paid at the rate of \$6.00 for each new mobile home space or travel trailer space in the development. Application for renewal of permits for an additional 12 months may be made within 30 days prior to the expiration of a permit and a fee of \$3.00 for each mobile home or travel trailer space shall be paid. The permit must be displayed at all times.~~

~~(ea) *Compliance agreement; manager.* The applicant for a permit to maintain or operate owner of the a mobile home development or travel trailer camp recreational vehicle park shall, in his application, agree to observe all ordinances of the city relating to mobile homes and travel trailers recreational vehicles and their respective development. The applicant owner shall have an individual who shall be in charge of the development at all times. Such individual or group of individuals, together with the holder of the permits, owner or manager shall be responsible for any violation of the provisions of this chapter which may occur in the operation of such development.~~

~~(db) *Right of entry; revocation or suspension of permit.* The city planning and development director of codes administration or his agent shall have the authority at any reasonable time to enter upon and inspect for health and sanitation purposes any facility authorized under this chapter. If after inspection it shall be found that the holder of a permit has violated any provision of this chapter relating to mobile home or travel trailer development, the director of codes administration shall have the power to revoke or suspend any permit and order the violation to be corrected or the development or camp to be closed after public notice and hearing.~~

~~(e) *Prerequisites for issuance of permit.* Before any issuance or renewal of a permit an inspection shall be made by the department of codes administration to determine that all requirements of this chapter have been complied with. No permit shall be issued by the department of codes administration until all the provisions of this chapter and the zoning ordinance have been complied with.~~

~~(f) *Adjustment of fees.* The city manager shall have the authority to adjust the fees listed above to reflect the change in the consumer price index (all items/all urban consumers/Kansas City, Missouri/Kansas) published by the United States Department of Labor, Bureau of Labor Statistics. The adjustments, if any, shall be made annually by the city manager in conjunction with the adoption of the annual budget of the city by filing a notice with the city clerk.~~

## **Sec. 72-4. - Compliance with state and city standards; water supply for developments and camps.**

Any mobile homes or travel trailers recreational vehicles manufactured after January 1, 1974, shall bear the seal of the public service commission. All mobile homes manufactured prior to January 1, 1974, shall either bear the seal of the public service commission or comply with the property maintenance code of the city. All water supplied to the development or camp shall

be from the city water supply. No person shall alter or cause to be altered any mobile home or ~~travel trailer~~ **recreational vehicle** to which a seal has been affixed, without certification that such alteration or conversion is in compliance with the code adopted by the public service commission.

### **Sec. 72-5. - Refuse disposal facilities for developments and camps.**

A mobile home development or ~~travel trailer~~ **recreational vehicle** camp shall provide supervision and equipment sufficient to remove refuse from the development and to prevent littering the ground with rubbish and debris. Flytight metal containers with tightfitting covers shall be provided and be located out of sight of the mobile home or ~~travel trailer~~ **recreational vehicle** units. Containers shall be kept in a sanitary condition, shall be kept covered at all times, and shall be emptied of refuse and rubbish at least once a week.

### **Sec. 72-6. - Notification of communicable disease in development or camp.**

It shall be the duty of the owner and responsible attendant to notify immediately the city health department of any communicable disease in either the mobile home development or the ~~travel trailer camp~~ **recreational vehicle park**.

### **Sec. 72-7. - Disaster plan for developments and camps.**

- (a) ~~Filing-Maintenance~~ of plan. It shall be the duty of the owner of any mobile home development or ~~travel trailer camp~~ **recreational vehicle park** to ~~file maintain~~ a disaster plan ~~with the city office of emergency preparedness on site with the manager for review. Filing of the plan shall be a condition precedent to issuance of an annual permit required in section 72-2.~~ A disaster plan shall be in writing and provide for a method of early warning for such natural disasters as flooding or tornado.
- (b) *Contents.* The plan shall provide the following information:
- (1) A system of providing effective and initial disaster warning to occupants of a mobile home development or ~~travel trailer camp~~ **recreational vehicle park**;
  - (2) Protection or shelter from the disaster by specific identification of sites where such protection or shelter is available;
  - (3) An evacuation route which is reasonable and provides safe and expeditious method of access to the protection or shelter; and
  - (4) Special assistance to those occupants over the age of 65 or handicapped.
- (c) *Distribution of copies to new occupants.* At the time a new occupant registers with the mobile home development or ~~travel trailer camp~~ **recreational vehicle park**, the owner or responsible attendant shall provide a copy of the disaster plan required in this section to the new occupant in addition to a copy of the rules and regulations of the mobile home development or ~~travel trailer camp~~ **recreational vehicle park**.
- (d) *Annual meeting with occupants.* The owner or the responsible attendant shall annually conduct a meeting to inform occupants of the mobile home development or ~~travel trailer camp~~ **recreational vehicle park** about the disaster plan, and such meeting shall be at a reasonable time and place to all such occupants.

- (e) *Shelter.* After January 1, 1992, any new mobile home development or any mobile home development which is expanded to include additional acreage shall provide a suitable shelter no less than 30 square feet of floor area space for 30 percent of the individual pad sites with the development. The shelter may be included within a clubhouse basement. Any shelter area shall be provided with emergency lighting and shall be wind resistant.

### **Sec. 72-8. - Registration of guests in developments and camps.**

- (a) *Required.* The owners and operators of mobile home developments and ~~travel trailer camps recreational vehicle parks~~ shall be required to obtain and maintain the minimum information relating to each resident or occupant within their respective development as indicated in this subsection:
- (1) The name and address of each occupant.
  - (2) Date of arrival and departure.
  - (3) Mobile home or ~~travel trailer recreational vehicle~~ make, model, year of model, serial number of unit and seal demonstrating code compliance.
  - (4) License number of unit and state issuing such license.
- (b) *Inspection and preservation of records.* The owner or operator shall keep a copy of this information and a registry of the development occupants available for inspection at any time by any authorized person, and shall not destroy such information and registry until the expiration of 12 months following the date of departure of each occupant.

### **Sec. 72-9. - Parking mobile home or ~~travel trailer recreational vehicle~~ on street or other public place.**

It shall be unlawful for any person to park any mobile home or ~~travel trailer recreational vehicle~~ of any kind on any street or public place within the corporate limits of the city except in conformity with the provisions of the traffic code.

### **Sec. 72-10. - Penalty for violation of chapter.**

Any person found guilty of violating any provisions of this chapter, ~~whether or not such violation shall be found sufficient by the director of codes administration for revocation of any permit,~~ shall be subject to punishment as provided in section 1-17.

#### **Recommendation:**

Staff recommends approval of revisions to Chapter 72, as noted.

#### **Respectfully Submitted,**

Patricia A. Noll



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Planner

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